



Council Work Session - 6:30 p.m.
CITY COUNCIL AGENDA
Tuesday, October 15, 2024
7:00 p.m.
Coon Rapids City Center
Council Chambers

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Proclaim October Domestic Violence Awareness Month

Approval of Minutes of Previous Meeting

2. Approve Minutes of October 1, 2024

Consent Agenda

3. Receive Schedule of Electronic Payments
4. Approve Final Payment to MN Mechanical Solutions, Inc. for Project 23-7, 2023 Well Rehabilitation Program
5. Adopt Resolution 24-95 Approving Parks and Recreation Commission Appointments
6. Accept Easement Agreement for Project 24-22, Foley Monopole (PC 24-18)

Public Hearing

7. Hold Public Hearing on Establishing Housing Improvement Area for Village Manor Condominium Association

Bid Openings and Contract Awards

8. Consider Resolution 24-16(9) Awarding Contract for 2024 Lift Station Rehabilitation, Project 24-16

Old Business

9. Consider Adoption of Ordinance 2315 Authorizing Sale of Real Estate, 12258 Crooked Lake Blvd.

New Business

10. Consider Introduction of an Ordinance Establishing Fees for 2025
11. Consider Budget Amendment, Easement Agreement, and Memorandum of Understanding for Project 19-26, US10 Improvements

Open Mic/Public Comment

Reports on Previous Open Mic

Other Business

Adjourn



City Council Regular

1.

Meeting Date: 10/15/2024

Subject: Proclaim October Domestic Violence Awareness Month

From: Joan Lenzmeier, City Clerk

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

Domestic Violence Proclamation



PROCLAMATION

DOMESTIC VIOLENCE AWARENESS MONTH OCTOBER 2024

Whereas, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

Whereas, domestic violence is a crime, the commission of which will not be tolerated in Anoka County, and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

Whereas, over thousands of women, men, and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

Whereas, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

Whereas, October is *National Domestic Violence Awareness Month*; and

Whereas, during *National Domestic Violence Awareness Month* Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community, can do to eliminate its existence.

Now, therefore, I, Jerry Koch, Mayor of the City of Coon Rapids, on behalf of the City Council and citizens of our City, officially proclaim October to be Domestic Violence Awareness Month in the City of Coon Rapids.

Proclaimed this 15th day of October, 2024.

Jerry Koch, Mayor

Joan Lenzmeier, City Clerk



City Council Regular

2.

Meeting Date: 10/15/2024

Subject: Approve Minutes of October 1, 2024

From: Joan Lenzmeier, City Clerk

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

October 1, 2024

Unapproved

COON RAPIDS CITY COUNCIL MEETING MINUTES OF OCTOBER 1, 2024

CALL TO ORDER

The first regular meeting of the Coon Rapids City Council for the month of October was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, October 1, 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, Sean Novack, Jennifer Geisler, Brian Armstrong, and Pat Carlson

Members Absent: None

ADOPT AGENDA

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

PROCLAMATIONS/PRESENTATIONS

1. INTRODUCTION OF COON RAPIDS WELLNESS DOG

The Staff report was shared with Council and Gizmo, a three-year-old Black Labrador, was introduced to the Council.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

2. SEPTEMBER 17, 2024, COUNCIL MEETING

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER GEISLER, FOR APPROVAL OF THE MINUTES OF THE SEPTEMBER 17, 2024, COUNCIL MEETING. THE MOTION PASSED (6-0-1, COUNCILMEMBER NOVACK).

CONSENT AGENDA/INFORMATIONAL BUSINESS

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 OF KLAMM MECHANICAL CONTRACTORS, INC. FOR PROJECT 21-65, FIRE STATION #3

MOTION BY COUNCILMEMBER NOVACK, SECONDED BY COUNCILMEMBER REHRAUER FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED.

Tyler Bourgoïn, the new owner of Pizza Flame, introduced himself. He noted the recipes will stay the same, and he hopes to update the facilities.

Various Councilmembers expressed their appreciation of Pizza Flame.

THE MOTION PASSED UNANIMOUSLY.

PUBLIC HEARING

None.

BID OPENINGS AND CONTRACT AWARDS

None.

OLD BUSINESS

9. CONSIDER ADOPTION OF ORDINANCE 2314 AMENDING CITY CODE SECTION 5-1500 PROHIBITED PRACTICES FOR SOLICITORS

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER NOVACK, TO ADOPT ORDINANCE 2314 AMENDING CITY CODE SECTION 5-1500 AS IT RELATES TO PROHIBITED PRACTICES FOR SOLICITORS, TRANSIENT

MERCHANTS, PEDDLERS, ETC.

Councilmember Geisler reiterated anyone knocking on one's door should have a license visible. There are exceptions for political and religious canvassing.

Councilmember Novack encouraged residents to call law enforcement if unlicensed folks are going door-to-door. Councilmember Carlson noted his agreement with Councilmember Novack. It is the City's role to help protect its residents through the licensing process.

Councilmember Rehrauer reminded folks that solicitation includes the exchange of money.

Councilmember Novack encouraged community members to call 911 even if it wasn't an emergency.

THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

10. CONSIDER RESOLUTION 24-94 ACCEPTING DWI GRANT FROM STATE OF MINNESOTA

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER ARMSTRONG, TO APPROVE 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. THE MOTION PASSED UNANIMOUSLY.

11. CONSIDER INTRODUCTION OF AN ORDINANCE AUTHORIZING SALE OF REAL ESTATE, 110XX MISSISSIPPI BLVD.

The Staff report was shared with Council.

Mayor Koch asked if any of the homes built in Port River Walk have vinyl siding. Director of Community Development Matt Brown confirmed there isn't vinyl siding in Port River Walk.

Councilmember Geisler asked if the purchase price will be set or if there is potential for flexibility within the site plan. Mr. Brown stated the draft site plan includes certain siding materials, but the language can be edited.

Councilmember Geisler explained a number of factors can impact sales prices. Mr. Brown stated the sales price will be pretty set based on the purchase agreement. Councilmember Geisler stated she would like there to be flexibility within the site plan to accommodate a range of prices.

Councilmember Rehrauer read an excerpt of the purchase agreement detailing the costs of the properties depending on the types of siding used. She asked if Council will make a decision before the agreement is finalized. Mr. Brown stated the Council will be asked to consider a purchase agreement in a couple of weeks.

Councilmember Rehrauer asked if there will be an opportunity to discuss the purchase agreement during a Work Session prior to consideration at a regular City Council meeting. City Manager Matt Stemwedel stated there will not be an opportunity.

Mayor Koch pointed out the item is only an introduction. He asked what type of street would be built. Mr. Brown stated the street will meet the standards of a Coon Rapids street.

Councilmember Greskowiak noted there isn't a lot of undeveloped land left in Coon Rapids. It doesn't seem like the City is getting the best price for the lots. Obtaining only one bid doesn't seem competitive. He asked what the taxable value is for the 3.5 acres. Mr. Brown stated there isn't a tax value attached to the site because it is not taxed. There wasn't a purchase price included in the marketing efforts. However, for single-family homes, the general rule is \$30,000 per lot for land value.

Councilmember Carlson noted his agreement with Councilmember Greskowiak.

Mayor Koch asked how many acres were included in the parcel for the college. Mr. Stemwedel stated it was appraised at \$1.2 million for around four acres, but it is zoned for a higher density.

Councilmember Armstrong asked if a similar project has been completed in the past. Mr. Brown stated the product is similar to the Port River Walk, but the size is different. Most parcels of this size initiated by the City have been used for multi-family housing.

Mayor Koch asked what the lot size is at Port River Walk. Mr. Brown stated they are around 50 feet wide. The property in question has deeper lots.

Councilmember Novack pointed out Port River Walk is in his Ward, and it is well-loved. He grew up near the property in question, and more housing would be beneficial.

Councilmember Geisler added more housing would be beneficial for the City, and Centra is a great partner. Her concerns are the sale price and the potential sale prices. They won't know the sale price until further along in the process.

Mayor Koch pointed out they are considering a 16-lot single-family development, and it cannot be changed because it is specified in the Ordinance. Councilmember Geisler stated it can change because it is contingent upon all of the approvals. Mayor Koch stated that is referring to the purchase agreement rather than an ordinance.

Councilmember Greskowiak stated the purchase agreement is being considered, but it does not

include a site plan.

City Attorney Blair Buccicone stated the Ordinance is authorizing the City to sell the property. Mr. Stemwedel stated the Ordinance anticipated the price range.

THE COUNCIL CONSIDERED AN ORDINANCE AUTHORIZING SALE OF REAL ESTATE, 110XX MISSISSIPPI BOULEVARD AS INTRODUCED.

12. CONSIDER INTRODUCTION OF AN ORDINANCE AUTHORIZING SALE OF REAL ESTATE, 12258 CROOKED LAKE BLVD.

The Staff report was shared with Council.

Councilmember Greskowiak asked if there will be access on Crooked Lake Boulevard. Mr. Brown stated the house has an attached garage that faces Crooked Lake Boulevard. There are currently three curb cuts, and the City has requested a large area of concrete be removed.

Councilmember Greskowiak asked what was paid to acquire the property initially. Mr. Brown stated it was around \$130,000.

Councilmember Greskowiak asked if the property was operated as a duplex. Mr. Brown stated there was never a rental license for the property. They believe some family members lived in the secondary unit.

Councilmember Greskowiak stated the purchase price seems somewhat low. He asked if there was a consideration to partner with Habitat for Humanity to enhance the property. Mr. Brown explained Habitat for Humanity was not approached. If they were interested in it, the City would effectively be the developer and take on more risk.

THE COUNCIL CONSIDERED AN ORDINANCE AUTHORIZING SALE OF REAL ESTATE, 12258 CROOKED LAKE BOULEVARD AS INTRODUCED.

13. CONSIDER RESOLUTION 24-93 ACCEPTING A SAFE ROAD ZONE GRANT, AND APPROVE GRANT AGREEMENT WITH THE STATE OF MINNESOTA

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER REHRAUER, SECONDED BY COUNCILMEMBER GEISLER, TO 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.

Councilmember Greskowiak stated there is a great need for improved safety in the area. He asked if similar elements from 121st will be implemented. Mr. Brown stated the changes on 121st were

more focused on pedestrians. The road in question is a County road and will require approval from the County.

Councilmember Armstrong noted a large portion of the project is in his Ward. The project will be greatly appreciated.

THE MOTION PASSED UNANIMOUSLY.

14. CONSIDER APPOINTMENT OF ELECTION JUDGES, APPROVE SALARIES, AND SET CANVASS DATE FOR GENERAL ELECTION

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER REHRAUER, SECONDED BY COUNCILMEMBER ARMSTRONG, TO APPROVE APPOINTMENT OF ELECTION JUDGES AS OUTLINED ON THE ATTACHED LIST, AUTHORIZE THE CITY CLERK TO APPOINT AND ASSIGN ELECTION JUDGES DURING THE 25 DAYS PRECEDING THE ELECTION IF SUBSTITUTIONS ARE NECESSARY, APPROVE HOURLY SALARY FOR ELECTION JUDGES AT \$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 SCHEDULE A SPECIAL MEETING TO CANVASS THE RESULTS OF THE GENERAL ELECTION FOR TUESDAY, NOVEMBER 12, 2024 AT 6:30 P.M.

Councilmember Geisler thanked the Election Judges for signing up to participate and serve the City. She noted in-person absentee voting is underway.

Councilmember Carlson encouraged more residents to sign up.

THE MOTION PASSED UNANIMOUSLY.

OPEN MIC/PUBLIC COMMENT

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

REPORTS ON PREVIOUS OPEN MIC

None.

OTHER BUSINESS

Mayor Koch noted the error in printed water bills. Finance Director Ashley Hansen confirmed there was a printing error. The error has been identified and corrected. If anyone has received a

bill in the mail, residents can disregard those and await the corrected bill.

Councilmember Geisler stated the Farmer's Market only has two Wednesdays left. On October 12, 2024 there will be a Fire Department Open House at Fire Station 3. The Coon Rapids Pumpkin Patch will be open for an event on October 19, 2024.

Mayor Koch stated on October 3, 2024 will be the Coon Rapids Rotary Sampler.

Police Chief Steiner pointed out he is wearing a pink badge, along with other officers, are wearing pink badges throughout the month of October in honor of Breast Cancer Awareness Month. October is also Domestic Violence Awareness Month. As part of the campaign, the exterior lights of the City Hall will be purple.

ADJOURN

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER GEISLER, TO ADJOURN THE MEETING AT 8:10 P.M. THE MOTION PASSED UNANIMOUSLY.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

3.

Meeting Date: 10/15/2024

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 09/26/2024 to 10/09/2024.

Attachments

Electronic Payments 9/26/24 - 10/09/24

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES

09/26/2024 - 10/09/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 12110 MAINT OF OFFICIAL RECORDS					
10000-12110-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	LEGAL PUBLICATION	75.25	206
10000-12110-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	LEGAL PUBLICATION	37.62	206
Total Department 12110 MAINT OF OFFICIAL RECORDS				112.87	
Department: 20321 PREVENTATIVE PATROL/TRAFFIC					
10000-20321-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	BIZ CARDS_PD_8/21/2024	37.00	163
10000-20321-6272	M & R EQUIPMENT - CONTRACT	EMERGENCY AUTOMOTIVE TECH	P6 LIGHT REPAIR	44.84	207
Total Department 20321 PREVENTATIVE PATROL/TRAFFIC				81.84	
Department: 22322 FIRE SUPPRESSION					
10000-22322-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	CLAENING SUPPLIES - FIRE 1	430.52	215
10000-22322-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	CLEANING SUPPLIES - FIRE 2	98.26	215
10000-22322-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	CLEANING SUPPLIES - FIRE 3	587.26	215
Total Department 22322 FIRE SUPPRESSION				1,116.04	
Department: 32303 CONTRACT GRANTS					
10000-32303-6282	RENT	ZIEGLER INC	4TH OF JULY LIGHTING RENTAL	5,445.00	172
Total Department 32303 CONTRACT GRANTS				5,445.00	
Department: 32418 SENIOR CITIZENS CENTER					
10000-32418-6222	POSTAGE	THE PRESSROOM	NEWSLETTER POSTAGE	1,362.47	171
10000-32418-6240	ADVERTISING & PRINTING	THE PRESSROOM	SENIOR NEWSLETTER	1,246.52	171
Total Department 32418 SENIOR CITIZENS CENTER				2,608.99	
Department: 40114 PLANNING					
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	AUG 1 PH VISIBLE GRAPHICS	75.25	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	AUG 1 PH RICH LIND	75.25	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	AUG 15 PH 340-95TH AVE	75.25	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	AUG 15 PH 1354-121ST AVE	69.87	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	AUG 15 PH 2423 CR BLVD	75.25	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JUNE 20 PH HARSTAD HILLS	80.62	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JUNE 20 PH JHM MEDICAL PARK	86.00	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JUNE 20 PH 10701 BUTTERNUT	86.00	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JUNE 20 PH SPL HOLDINGS INC	86.00	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JULY 18 PH CITY WIRELESS TOWER	86.00	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JULY 18 PH AMAH CUP	75.25	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JULY 18 PH KLEINMAN REALTY PUD	75.25	206
10000-40114-6210	PROF AND CONSULTING	SERVIC ECM PUBLISHERS	JULY 18 PH NORTHERN STATES	80.62	206
Total Department 40114 PLANNING				1,026.61	
Department: 50132 STREET MAINTENANCE					
10000-50132-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	UNIT 72 SKID SHOE PARTS	792.40	166
10000-50132-6370	GENERAL SUPPLIES	MENARDS	BLVD WEED KILLER	159.99	210
10000-50132-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES - CUPS & PLATES	28.96	210
Total Department 50132 STREET MAINTENANCE				981.35	
Department: 50633 CENTRAL GARAGE/VEHICLE MAINT					
10000-50633-5610	GAS FOR CHARGEBACK	PETROLEUM TRADERS CORPORAT	FUEL	17,337.95	169
10000-50633-5630	PARTS & O/H ITEMS FOR CHRG	MTI DISTRIBUTING	UNIT 161 BALL BEARINGS	48.87	213
10000-50633-5630	PARTS & O/H ITEMS FOR CHRG	MTI DISTRIBUTING	UNIT 188 LATCH & STOCK PARTS REC'D	648.49	213
10000-50633-6370	GENERAL SUPPLIES	MTI DISTRIBUTING	UNIT 188 IDLER KIT/PULLEY	79.58	213
10000-50633-6370	GENERAL SUPPLIES	MTI DISTRIBUTING	CREDIT FOR RETURN	(79.58)	213

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES

09/26/2024 - 10/09/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 50633 CENTRAL GARAGE/VEHICLE MAINT					
Total Department 50633 CENTRAL GARAGE/VEHICLE MAINT				18,035.31	
Department: 50713 PUBLIC BUILDING MAINTENANCE					
10000-50713-6370	GENERAL SUPPLIES	MENARDS	CABLE TIES	8.58	165
10000-50713-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES FOR ORGANIZING	51.10	165
10000-50713-6370	GENERAL SUPPLIES	MENARDS	BLASTER PENETRANT, DAWN SOAP	15.91	165
Total Department 50713 PUBLIC BUILDING MAINTENANCE				75.59	
Department: 51034 PARKS MAINTENANCE					
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 188 TIE ROD & SEAL	319.81	167
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 147 CONTROL LEVER & CABLE THROTT	81.47	167
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 189 SEALS	26.79	167
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 116 - RADIATOR CAP	38.77	167
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 189 - IDLER ARM ASSM & POLY V-BE	234.44	167
10000-51034-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	REPAIR SUPPLIES	13.49	166
10000-51034-6342	M & R EQUIPMENT - BY CITY	EMERGENCY AUTOMOTIVE TECH	UNIT 181 STROBE TUBE REPLACMENT	132.82	164
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 189 TIE ROD PARTS	166.15	167
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 188 IDLER KIT/PULLEY	649.21	213
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 161 BALL BEARINGS	45.98	213
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 188 - V-BELT REPLACED	145.64	213
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 116 - SEAL KIT	783.73	213
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 188 LATCH & STOCK PARTS REC'D	75.56	213
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES - SCREWS & WIRELESS KEYPAD	41.97	165
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES FIORA BATH TISSUE	21.30	165
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES ROOF RAKE	5.04	165
10000-51034-6370	GENERAL SUPPLIES	MENARDS	MAGNETS, QUICKSLIDE HOLSTER	22.58	165
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	99.35	210
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SPRING SNAPS/SUPPLIES	16.58	210
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES CMR WRN STD 15/16	9.47	210
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES: BUNGEEES & RATCHETS	34.97	210
Total Department 51034 PARKS MAINTENANCE				2,965.12	
Department: 51536 INDOOR SKATING					
10000-51536-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	SKATING SCHOOL FLYERS FOR ELEMENTARY	1,049.00	163
10000-51536-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	PAPER PRODUCT, GARTBAGE BAGS	541.82	168
10000-51536-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	HAND SOAP	121.70	215
Total Department 51536 INDOOR SKATING				1,712.52	
Department: 52138 TREE MAINTENANCE					
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	10204 HANSON REM STORM DAMAGED LIMB	264.81	161
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	10301 WREN REM'D STORM DAMAGED LIMB	264.81	161
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	1941 105 LN REM'D STORM DAMAGED B/E	264.81	161
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	10560 MISS. BLVD REM'D STORM DOWN ASH	754.03	161
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	13156 BITTERSWEET TRIM'D STORM DMG MA	356.81	161
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	3760 124TH LN REM. STORM DAMAGED ASH	754.03	161
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	9096 NORWAY REMOVED ASH EAB	638.79	161
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	12181 OLIVE ST - REMOVED 2 ASH W/EAB	1,384.05	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	12197 OLIVE ST - REMOVED ASH-EAB	638.79	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	3335 118TH AVE - REM STORM DMG HACKBE	809.22	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	2961 114TH AVE - REM'D STORM DMGD PIN	452.42	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	121ST & HANSON - REMOVED LIMB	690.29	203

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES

09/26/2024 - 10/09/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 52138 TREE MAINTENANCE					
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		2607 130TH CIR PU STORM DMG LIMB	237.87	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		12360 BUTTERNUT REM STORM DAM SILVER	475.74	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		948 118TH LN REM'D STORM DAM. WALNUT	704.64	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		CLEARED 30 TREES ON ERLANDSON TRL	5,431.80	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		9047 NORWAY REM'D ASH - EAB	1,064.65	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		10660 DIRECT RIV DR REM'D STRM DAM AS	356.81	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		12251 CROOKED LAKE 2 STRM DAM TREES	452.42	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		12142 TULIP TREE LIMB REMOVAL	237.87	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		2851 114TH AVE REM. STORM DMG ELM LIM	237.87	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		9901 KUMQUAT ST REM'D ASH EAB	638.79	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		2649 107TH LN - TRIMMED WALNUT	362.12	203
10000-52138-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		10665 WREN - LIMB REMOVED	301.61	203
Total Department 52138 TREE MAINTENANCE				17,775.05	
Total Fund 10000 GENERAL FUND				51,936.29	
Fund: 24000 PUBLIC COMMUNICATIONS FUND					
Department: 71642 PUBLIC COMMUNICATIONS					
24000-71642-6230	TRAVEL/SCHOOLS/CONFERENCES	STROUSE, ERIC	JUNE-SEPT 2024 EXP REPORT	233.50	216
24000-71642-6370	GENERAL SUPPLIES	MENARDS	4 ELECTRICAL SWITCHES	13.52	210
Total Department 71642 PUBLIC COMMUNICATIONS				247.02	
Total Fund 24000 PUBLIC COMMUNICATIONS FUND				247.02	
Fund: 29000 RECYCLING FUND					
Department: 74100 RECYCLING					
29000-74100-6271	M & R BLDGS/STRUCTURES - C ATLAS STAFFING INC		CONTRACTED STAFFING 8/26	1,928.38	159
29000-74100-6271	M & R BLDGS/STRUCTURES - C ATLAS STAFFING INC		RECYCLING STAFF - 9/2/24	2,397.61	201
Total Department 74100 RECYCLING				4,325.99	
Total Fund 29000 RECYCLING FUND				4,325.99	
Fund: 52250 2025 BONDED PROJECTS FUND					
Department: 52250 2025 BONDED PROJECTS					
52250-52250-6545-2025-01	OTHER IMPROVEMENTS	CARR'S TREE SERVICE	10031 NORWAY CHIPPED UP DOWNED ASH	181.06	203
Total Department 52250 2025 BONDED PROJECTS				181.06	
Total Fund 52250 2025 BONDED PROJECTS FUND				181.06	
Fund: 61000 PARK IMPROVEMENT FUND					
Department: 61043 SAND/COON CREEK TRAIL					
61000-61043-6545-2019-21	OTHER IMPROVEMENTS	SRF CONSULTING GROUP	19-21 PROJECT MGMT - AUG 2024	266.01	170
Total Department 61043 SAND/COON CREEK TRAIL				266.01	
Total Fund 61000 PARK IMPROVEMENT FUND				266.01	
Fund: 65000 CAPITAL EQUIPMENT FUND					
Department: 78834 CAPITAL EQUIPMENT					
65000-78834-6544	MACHINERY & AUTOMOTIVE	CRYSTEEL TRUCK EQUIPMENT I UNIT 117 PLOW AS PART OF SET UP		10,134.00	162
Total Department 78834 CAPITAL EQUIPMENT				10,134.00	
Total Fund 65000 CAPITAL EQUIPMENT FUND				10,134.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES
09/26/2024 - 10/09/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 70000 SEWER FUND					
Department: 62074 SANITARY SEWER MAINTENANCE					
70000-62074-6272	M & R EQUIPMENT - CONTRACT	BLAINE BROTHERS	UNIT 215 ALIGNMENT	818.03	160
70000-62074-6542-2024-16	BUILDINGS AND STRUCTURES	ECM PUBLISHERS	24-16 AD FOR BID	322.50	206
Total Department 62074 SANITARY SEWER MAINTENANCE				1,140.53	
Total Fund 70000 SEWER FUND				1,140.53	
Fund: 71000 WATER FUND					
Department: 60171 WATER SYSTEM MAINTENANCE					
71000-60171-6210	PROF AND CONSULTING SERVIC	WATER CONSERVATION SERVICE	LEAK LOC. 939 123RD & 817 86TH	691.86	218
71000-60171-6272	M & R EQUIPMENT - CONTRACT	SUPERIOR CONTROL SYSTEMS	BATTERIES	534.60	217
71000-60171-6272	M & R EQUIPMENT - CONTRACT	SUPERIOR CONTROL SYSTEMS	SLS 8	688.70	217
71000-60171-6272	M & R EQUIPMENT - CONTRACT	SUPERIOR CONTROL SYSTEMS	EWTP	646.70	217
71000-60171-6341	M & R BUILDING - BY CITY	MENARDS	WWTP REPAIR PARTS	30.96	210
71000-60171-6342	M & R EQUIPMENT - BY CITY	MENARDS	WWTP - RUBBER CHECK VALVE	17.99	165
71000-60171-6342	M & R EQUIPMENT - BY CITY	SUPERIOR CONTROL SYSTEMS	TRANSDUCERS	2,200.00	217
71000-60171-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES FOR WELLS & WTP'S	133.61	165
71000-60171-6370	GENERAL SUPPLIES	MENARDS	CURBSTOP REPAIR SUPPLIES	212.56	210
71000-60171-6545-2024-01	OTHER IMPROVEMENTS	BRAUN INTERTEC	CONST MATERIALS TESTING 24-1	9,006.00	202
Total Department 60171 WATER SYSTEM MAINTENANCE				14,162.98	
Total Fund 71000 WATER FUND				14,162.98	
Fund: 73000 GOLF FUND					
Department: 67381 GOLF COURSE MAINTENANCE					
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	MOWER PARTS	185.84	167
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	FAIRWAY MOWER #6 HYDRO HOSE	307.02	167
73000-67381-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	JOHN DEERE ZERO TURN MOWER	51.79	166
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	V-BELT AND PULLEY - T2	138.96	213
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	ROUGH MOWER 5910 PARTS	207.71	213
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	ROUGH MOWER SENSOR	395.59	213
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	MOWER PARTS FOR RE-STOCK	174.79	213
Total Department 67381 GOLF COURSE MAINTENANCE				1,461.70	
Total Fund 73000 GOLF FUND				1,461.70	
Fund: 74000 INSURANCE RESERVE FUND					
Department: 68134 INSURANCE RESERVE					
74000-68134-6271	M & R BLDGS/STRUCTURES - C	MENARDS	LMC CLAIM#381471	184.49	165
Total Department 68134 INSURANCE RESERVE				184.49	
Total Fund 74000 INSURANCE RESERVE FUND				184.49	
Fund: 99000 PAYROLL CLEARING FUND					
Department: 00000					
99000-00000-2025	SALARIES PAYABLE	CR POLICE ASSOCIATION SCHO	Remittance Check	64.00	205
99000-00000-2025	SALARIES PAYABLE	MN BENEFIT ASSOCIATION	Remittance Check	315.63	211
99000-00000-2025	SALARIES PAYABLE	COON RAPIDS POLICE ASSOC	Remittance Check	164.00	204
99000-00000-2025	SALARIES PAYABLE	LELS INC-POLICE UNION DUES	Remittance Check	4,864.50	209
99000-00000-2025	SALARIES PAYABLE	FIREFIGHTERS LOCAL 1935	Remittance Check	1,699.27	208
99000-00000-2025	SALARIES PAYABLE	MISSION SQUARE 457 PAYROLL	Remittance Check	28,457.05	190
99000-00000-2025	SALARIES PAYABLE	MN TEAMSTER UNION 320	Remittance Check	1,560.00	212
99000-00000-2025	SALARIES PAYABLE	MN CHILD SUPPORT PAYMENT C	Remittance Check	1,339.62	191

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES
09/26/2024 - 10/09/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99000 PAYROLL CLEARING FUND					
Department: 00000					
99000-00000-2025	SALARIES PAYABLE	MN STATE RETIREMENT SYSTEM	Remittance Check	15,001.38	193
99000-00000-2025	SALARIES PAYABLE	BRI HSA EFT	Remittance Check	25,584.94	199
99000-00000-2025	SALARIES PAYABLE	MN DEPT OF REV - PAYROLL E	Remittance Check	41,924.48	194
99000-00000-2025	SALARIES PAYABLE	EMPOWER RETIREMENT SERVICE	Remittance Check	3,349.17	195
99000-00000-2025	SALARIES PAYABLE	WISCONSIN SUPPORT COLLECTI	Remittance Check	576.70	196
99000-00000-2025	SALARIES PAYABLE	MISSION SQUARE ROTH IRA PA	Remittance Check	6,957.01	197
99000-00000-2025	SALARIES PAYABLE	NORTH DAKOTA CHILD SUPPORT	Remittance Check	330.93	198
99000-00000-2025	SALARIES PAYABLE	NCPERS C/O MEMBER BENEFITS	Remittance Check	344.00	214
99000-00000-2025	SALARIES PAYABLE	IRS - EFT	Remittance Check	92,011.04	189
99000-00000-2031	ACCRUED DENTAL INS PAYABLE	WELFARE TRUST FUND	Remittance Check	513.20	219
99000-00000-2032	ACCRUED HEALTH INS PAYABLE	BRI HSA EFT	Remittance Check	3,108.75	199
99000-00000-2032	ACCRUED HEALTH INS PAYABLE	BPAS VEBA EFT	Remittance Check	4,337.94	200
99000-00000-2035	ACCRUED PERA PAYABLE	PERA - EFT	Remittance Check	210,423.36	192
99000-00000-2036	ACCRUED FICA & MEDICARE PA	IRS - EFT	Remittance Check	96,151.64	189
Total Department 00000				539,078.61	
Department: 99000 PAYROLL CLEARING FUND					
99000-99000-2031	ACCRUED DENTAL INS PAYABLE	WELFARE TRUST FUND	Remittance Check	1,767.20	219
Total Department 99000 PAYROLL CLEARING FUND				1,767.20	
Total Fund 99000 PAYROLL CLEARING FUND				540,845.81	

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES

09/26/2024 - 10/09/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		10000	GENERAL FUND	51,936.29	
		24000	PUBLIC COMMUNICATIONS FUND	247.02	
		29000	RECYCLING FUND	4,325.99	
		52250	2025 BONDED PROJECTS FUND	181.06	
		61000	PARK IMPROVEMENT FUND	266.01	
		65000	CAPITAL EQUIPMENT FUND	10,134.00	
		70000	SEWER FUND	1,140.53	
		71000	WATER FUND	14,162.98	
		73000	GOLF FUND	1,461.70	
		74000	INSURANCE RESERVE FUND	184.49	
		99000	PAYROLL CLEARING FUND	540,845.81	
		Total For All Funds:		624,885.88	



City Council Regular

4.

Meeting Date: 10/15/2024

Subject: Approve Final Payment to MN Mechanical Solutions, Inc. for Project 23-7, 2023 Well Rehabilitation Program

Submitted For: Ashley Hansen, Finance Director

From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

The City's Public Works Director recommends final payment to MN Mechanical Solutions, Inc. for Project 23-7, 2023 Well Rehabilitation program.

DISCUSSION

A summary of Project 23-7 is as follows:

Substantial completion date	11/30/23
Contract completion date	12/31/23
Final completion date	8/27/24
Contract amount - awarded 4/4/23	\$636,366.00
Total additions/deletions	(\$170,685.33)
Final contract amount	\$465,680.67
Actual project costs	\$465,680.67
Less: previous payments by City	(\$429,437.21)
Amount due	\$36,243.46

The change orders were for changes to release valves, column pipe sizes, and repairs at booster pump #2 as well as quantity adjustments from original bid.

RECOMMENDATION

Staff recommends approval of change orders and final payment to MN Mechanical Solutions, Inc. in the amount of \$36,243.46 for Project 23-7, Well Rehabilitation Program.



City Council Regular

5.

Meeting Date: 10/15/2024

Subject: Adopt Resolution 24-95 Approving Parks and Recreation Commission Appointments

Submitted For: Ryan Gunderson, Recreation Supervisor

From: Ryan Gunderson, Recreation Supervisor

INTRODUCTION

The Parks and Recreation Commission supports the appointment of two new members to the Commission.

DISCUSSION

Julie Rolhfsen and Kylie Umolac each applied for the Parks and Recreation Commission. After discussion with the applicants and both attending recent meetings, the Parks and Recreation Commission supports appointments of Julie Rolhfsen and Kylie Umolac to fill vacancies with a term ending in 2026.

RECOMMENDATION

Staff recommends Council adopt Resolution 24-95 appointing Julie Rolhfsen and Kylie Umolac to the Parks and Recreation Commission

Attachments

RolhfsenApp

UmolacApp

Resolution 24-95

Print

Advisory Commission Application Form - Submission #26509

Date Submitted: 8/27/2024



City of Coon Rapids Advisory Commission Application

Please complete this form to apply for a voluntary position on a City board or commission.

Name:*

Julie Rohlfson

Address:*

ZIP:*

[REDACTED]

[REDACTED]

Home Phone Number:

Work Phone Number:

Cell Phone Number:*

[REDACTED]

[REDACTED]

[REDACTED]

Email Address:*

[REDACTED]

Please rank in numerical order the commissions on which you wish to serve:

Leave blank any commission on which you do not wish to serve.

Arts

Board of Adjustment and Appeals

Charter

Civil Service (Police and Fire)**Historical****Parks and Recreation****Planning****Sustainable Community (Green)**

Briefly share your work experience:

I have worked as a Nutritionist and Dietitian in schools, nursing homes, hospitals and now public health for a total of 10 years. I have found in these settings and in my personal life experiences that having access to a safe, engaging outdoor space is important to our over all health.

List any volunteer, civic, professional and/or community activities:

Vice President for Home Owner Association (Riesling Park 3 in Coon Rapids), Front Desk and Cook Volunteer for Hope 4 Youth (youth shelter/risk of homelessness), Chef and Nutrition Lead for Cooking Matters (nutrition, cooking, wellness classes for lower income communities), Cook and Driver for Open Arms of MN (healthy meals based on medical needs for those with health disparities)

Please state why you want to be on an advisory commission:

I believe engaging outdoor green space that encourages movement is essential to our health. I want to be sure all of our neighborhoods within coon rapids can easily and safely access outdoor green space.

What skills, strengths or abilities do you believe you will add to the commission?

I am detailed oriented (when I know what to look for), I enjoy running, biking, walking with my dogs and am motivated to help maintain and improve Coon Rapids Parks and Rec, I have a lot knowledge regarding the benefits of outdoor space, and I have a lot of time to come to events and help out.

Additional comments:**References (optional)**

Please include: Name, Address, Phone Number

Government Data Practices Act - Tennesen Warning:*

The information provided by you on this application will be used to determine your suitability for appointment to an advisory commission. Participation as an advisory commission member is strictly voluntary and you are not required by law to provide this information. However, should you not furnish this information the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the advisory commission.

Under Minnesota State Statute 13.601, subd. 3, the following information is considered public information before appointment: name, city of residence, education and training, employment history, volunteer work, awards and honors, prior government service, veteran status. Once an individual is appointed, the following additional items of data are considered public: residential address, telephone number, email address.

☒ I acknowledge the Government Data Practices Act - Tennesen Warning.

Electronic Signature (Typing your name constitutes signature)*

Julie Rohlfsen

Print

Advisory Commission Application Form - Submission #26508

Date Submitted: 8/27/2024



**City of Coon Rapids
Advisory Commission Application**

Please complete this form to apply for a voluntary position on a City board or commission.

Name:*

Kylie Umolac

Address:*

ZIP:*

[REDACTED]

[REDACTED]

Home Phone Number:

Work Phone Number:

Cell Phone Number:*

[REDACTED]

Email Address:*

[REDACTED]

Please rank in numerical order the commissions on which you wish to serve:

Leave blank any commission on which you do not wish to serve.

Arts

Board of Adjustment and Appeals

Charter

Civil Service (Police and Fire)**Historical****Parks and Recreation****Planning****Sustainable Community (Green)**

Briefly share your work experience:

Senior Research Associate at Bio-Techne since 2016.
Customer Service Associate at Walgreens from 2011-2016.

List any volunteer, civic, professional and/or community activities:**Please state why you want to be on an advisory commission:**

I enjoy using the parks on a nearly daily basis and would like to support their success.

What skills, strengths or abilities do you believe you will add to the commission?

I believe I can provide feedback and ideas as someone who routinely uses parks not only in Coon Rapids but also while traveling.

Additional comments:**References (optional)**

Please include: Name, Address, Phone Number

Government Data Practices Act - Tennesen Warning:*

The information provided by you on this application will be used to determine your suitability for appointment to an advisory commission. Participation as an advisory commission member is strictly voluntary and you are not required by law to provide this information. However, should you not furnish this information the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the advisory commission.

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☒ I acknowledge the Government Data Practices Act - Tennesen Warning.

Electronic Signature (Typing your name constitutes signature)*

Kylie Umolac

RESOLUTION NO. 24-95

**RESOLUTION APPROVING THE APPOINTMENT OF
TWO MEMBERS TO THE PARKS AND RECREATION COMMISSION**

WHEREAS, two (2) vacancies currently exist on the Parks & Recreation Commission; and

WHEREAS, two individuals have expressed an interest in the Parks & Recreation Commission; and

WHEREAS, the Commission recommends appointing Julie Rohlfson and Kylie Umolac to the Parks & Recreation Commission;

NOW THEREFORE, BE IT RESOLVED that Julie Rohlfson and Kylie Umolac be appointed to the Parks & Recreation Commission for a current term to expire on December 31, 2026.

Adopted this 15th day of October, 2024, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

6.

Meeting Date: 10/15/2024

Subject: Accept Easement Agreement for Project 24-22, Foley Monopole (PC 24-18)

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Support Lead - PW

INTRODUCTION

Council is asked to consider a temporary easement agreement with Jeffery Smith over portions of the property located at 11364 Foley Blvd.

DISCUSSION

As part of the City's planned water tower decommissioning and subsequent monopole construction at 11316 Foley Blvd., staff negotiated the attached easement agreement for the temporary use of portions of the adjacent property.

Staff worked with the property owner to discuss how the City's proposed improvements may impact their property, and negotiated in good faith to arrive at fair and reasonable compensation to efficiently complete the City's planned project.

RECOMMENDATION

Staff recommends Council accept the temporary easement with Jeffery Smith and authorize the execution of the agreement.

BUDGET IMPACT:

Compensation under this agreement will come from the Revolving Construction Fund (759), and is included in the 2024 project budget.

Attachments

Easement Agreement

TEMPORARY EASEMENT

THIS INDENTURE made and entered into this 30 day of Sept, 2024, by and between Jeffrey Smith, a single person, herein referred to as "Grantor", and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "City".

WITNESSETH:

That for and in consideration of the sum of Fifteen Thousand and 00/100 Dollars (\$15,000.00) and other good and valuable consideration, the receipt whereof is hereby acknowledged, the Grantor hereby gives and grants unto the City a temporary easement for purposes associated with the planned water tower decommissioning at 11316 Foley Boulevard NW, to include the right of the City, its contractors, agents, officers, and employees to enter upon said property at all reasonable times for the purpose of construction and use of a temporary monopole, grading, sloping and restoration purposes, and all such purposes ancillary thereto, together with the right to remove a trash enclosure and storage building, landscaping, overflow parking lot, and other obstructions from the easement area, as well as the right to deposit earthen materials within the easement area.

Said temporary easement is over a portion of Grantor's property located at 11364 Foley Boulevard NW described as follows: That part of the Southeast "quarter" of the Northwest "quarter" of Section 13 Township 31 Range 24 West, Anoka County, Minnesota described as follows; commencing at a point on the East line of said South East quarter of the Northwest quarter of Section 13 lying 80.02 feet northerly of the Southeast Corner of said quarter quarter; thence westerly and parallel with the South line of said quarter quarter 133.01 feet to the point of beginning, said point being 100 feet westerly of the westerly right of way line of Foley Boulevard NW as measured parallel with said South line; thence continuing westerly and parallel with said South line 195.02 feet; thence northerly and parallel with said East line 260.01 feet; thence easterly and parallel with said South line 295.02 feet to said westerly right of way line of Foley Boulevard; thence southerly along said right of way to a point of intersection with a line drawn westerly and parallel with said South line, from a point on said East line lying 80 feet northerly of the point of beginning; thence westerly along said line to a point of intersection with a line drawn northerly and parallel with said East line from the point of beginning; thence southerly and parallel with said East line 80 feet to the point of beginning and there ending.

Said easement lying over under and across the above described property described as follows; Commencing at a point, referred to at the point of beginning, lying 105 feet northerly of the southeast corner of said property, as measured perpendicular with the south line of said property; thence westerly and parallel with said south line 135 feet; thence deflecting southerly 105 feet at right angles and parallel with the East line of said property to a point of intersection with the north line of the most southeast area of Lot 1 Block 1 Northdale 11th addition, Anoka County, Minnesota; thence easterly along said north line 35 feet; thence deflecting northerly 75 feet at right angles and parallel with the easterly line of said described property; thence

deflecting easterly at right angles to a point of intersection with said easterly line also known as the westerly right of way of Foley Boulevard NW; thence deflecting to the north and continuing along said westerly right of way to the point of beginning and there ending.

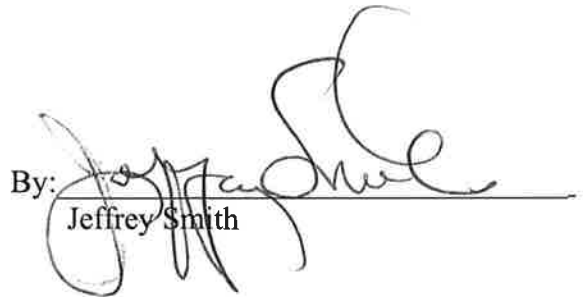
Subject to easements of record, and as shown on Exhibit A (site map).

NOW, THEREFORE, said easement is granted upon the following terms and conditions:

1. Between approximately October 1, 2024, and November 1, 2024, a temporary monopole will be installed by New Cingular Wireless PCS, LLC (AT&T) on the overflow parking area as shown in Exhibit A to maintain current wireless coverage in the area during water tower demolition. Said use to be consistent with the terms of Exhibit B (AT&T TEMP LICENSE). To complete installation of the temporary monopole, AT&T will remove the existing trash enclosure and storage building in that area. AT&T shall be allowed to access, operate, and maintain such temporary monopole and associated equipment until the permanent monopole on City property is constructed.
2. Between approximately May 1, 2025, and June 1, 2025, the City will commence demolition of the existing water tower. To provide an adequate safe clear zone, and reduce the time required for demolition, the Grantor agrees to close their facility for 24 hours. Exact date of closure to be discussed and agreed upon in advance.
3. Grantor further agrees to allow use of the parking facilities on the south side of 11364 Foley Boulevard, as shown on Exhibit A, for water tower demolition. The drive-thru and parking facilities along the north side of the property may remain open and available for use by the Grantor, except during the agreed upon one-day closure.
4. Upon complete removal of the water tower, Grantor property use by the City will only be for the temporary monopole as described in paragraph 1 above.
5. Between approximately August 1, 2025, and September 15, 2025, the City will be constructing a permanent monopole in place of the previously demolished water tower.
6. Upon final completion of the permanent monopole, AT&T will remove the temporary monopole and repair any damage to and/or restore the Grantor's property to its original condition so far as is reasonably practical. The AT&T temporary monopole location will be restored by removing the existing asphalt parking and replacing with turfed green space.
7. The City agrees to indemnify and hold the Grantor harmless from damages or claims resulting directly and solely from the City's use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances,

pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

8. Grantor reserves the right to use and enjoy the property affected by said easement except insofar as such use and enjoyment does not unreasonably interfere with the exercise of the rights herein granted to the City.
9. This temporary easement is from October 1, 2024, through November 1, 2025, at which time the easement herein granted shall automatically terminate, except the City shall continue to be obligated to Grantor under Paragraph 6 hereof for any claims, loss, liability, demands, costs and damages arising out of the City's use or any necessary repairs due to the Grantor's property.
10. The right of easement herein is granted subject to prior rights, conditions, covenants, easements, and encumbrances, if any, to which the Grantor's property is subject.
11. Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Grantor, its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided in Minnesota Statutes Chapter 466.
12. This easement shall run with the land and shall be binding upon the parties hereto, their successors and assigns, until terminated as provided herein.

By: 
Jeffrey Smith

[Signatures continue on following page]

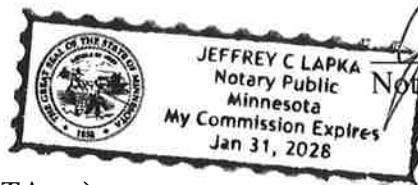
CITY OF COON RAPIDS

By: _____
Jerry Koch, Mayor

By: _____
Matt Stemwedel, City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this 30th day of September 2024, before me a Notary Public within and for said County, personally appeared Jeffrey Smith, a single person.



Jeffrey C Lapka
Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this ____ day of _____, before me a Notary Public within and for said County, personally appeared Jerry Koch and Matt Stemwedel, the Mayor and City Manager for the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

Notary Public

This instrument was Drafted by:

David J. Brodie
Coon Rapids City Attorney
11155 Robinson Drive
Coon Rapids, Minnesota 55433
(763) 767-6495

TEMPORARY SITE LICENSE

LICENSOR:

YHD Foods

LICENSEE:

New Cingular Wireless PCS, LLC and its affiliates

TERM:

October 1, 2024 through November 1, 2025

LICENSE FEE:

N/A

COMMENCEMENT DATE:

October 1, 2024

LICENSED SITE:

1. License of Site. During the Term hereof, Licensor hereby licenses a certain portion of Licensor's property (the "**Property**") at the Licensed Site and grants to Licensee the right to install, operate and maintain at Licensee's expense and risk, temporary communications transmitting and receiving equipment, including (without limitation) antennas, poles, masts, transmission line(s), and accessories (collectively, the "**Equipment**") at the Licensed Site. Licensee shall at all times have the unrestricted right to enter or leave the Licensed Site with full and complete access to its Equipment on a 24-hour, seven (7) day per week basis. At its discretion, Licensee may take at its expense measures and precautions necessary to protect the Equipment.

2. License Fee. N/A

3. No Extensions. The Term of this License shall not be extended, except by an amendment in writing signed by both parties. If Licensee remains in possession of the Licensed Site after the expiration of this License, then Licensee will be deemed to be occupying the Licensed Premises on a day-to-day basis at an equivalent daily prorated rate.

4. Removal of Equipment and Site Condition. Except as set forth herein, Licensee takes the Licensed Site as it finds it and Licensor shall have no responsibility for its condition or any damage suffered by Licensee or any other person due to such condition. Unless otherwise mutually agreed by the parties, Licensee shall remove all of the Equipment prior to the end of the Term, and any extensions thereof, and shall leave the Licensed Site in substantially the same condition that existed as of the date of this License, ordinary wear and tear and occurrences for which Licensee is not responsible hereunder, excepted.

5. Indemnification; No Consequential or Indirect Damages. Licensee shall indemnify and hold Licensor harmless against any liability or loss from personal injury or property damage resulting from or arising out of the use or occupancy of the Property by Licensee or its employees or agents, provided, however, Licensee shall have no obligation to indemnify or hold harmless against any such liabilities and losses as may be due to or caused by the acts or omissions of Licensor or its employees or agents. Licensor shall indemnify and hold Licensee harmless against any liability or loss from personal injury or property damage resulting from or arising out of (1) the use or occupancy of the Property by Licensor or its employees or agents or (2) contamination of the Property subsurface or structures with hazardous substances; provided, however, Licensor shall have no obligation to indemnify or hold harmless against any such liabilities and losses as may be due to or caused by the acts or omissions of Licensee or

its employees or agents. Except for the indemnity obligations set forth in this Agreement, and otherwise notwithstanding anything to the contrary in this Agreement, Licensors and Licensee each waives any claims that each may have against the other with respect to consequential, incidental or special damages, however caused, based on any theory of liability.

6. Operation of Equipment. Licensee will install, operate and maintain its Equipment in accordance with applicable laws and regulations so as not to cause interference (as that term is defined in the rules and regulations of the Federal Communications Commission), with any radio or television transmitting or receiving equipment whether or not such equipment is located on the Licensed Site. In the event that Licensee's Equipment causes interference with other radio or television transmissions, Licensee will promptly take all reasonable steps necessary to correct and eliminate the same. If Licensee is unable to eliminate the interference within a reasonable period of time, Licensee agrees to remove the Equipment from the Licensed Site and this License shall be terminated.

7. Assignment. Licensee shall have the right to assign this License to any present or future affiliate of Licensee, without securing the consent of Licensors and may grant to any such assignee the same rights and privileges Licensee enjoys under this License.

8. Electrical Service/Telephone/Fiber Service. Licensee agrees, at Licensee's sole cost and expense, to pay for the electric service and fees needed for the operation of Licensee's equipment. Licensors agree to grant the electric utility company any necessary permission, including temporary easement, for the electric line and meter/sub-meter installation, should the electric utility company require written permission or temporary easement.

9. Damage to Licensed Site. If the Licensed Site or any portion thereof is damaged for any reason so as to render the Licensed Site unusable for Licensee's intended purpose, the License Fee shall abate for such period as the Licensed Site is unusable. In addition, Licensee may, at its option, elect to terminate this Agreement.

10. Notices. Any notice or demand required or permitted to be given or made hereunder shall be deemed given when received. Notices may be sent by messenger delivery, overnight delivery, or by certified mail in a sealed envelope, postage prepaid,

addressed in the case of Licensors to:

YHD Foods
1633 Highway 10 Suite 8
Spring Lake Park MN 55322

and addressed in the case of Licensee, to:

New Cingular Wireless PCS, LLC
Attn: Network Real Estate Administration
Re: Cell Site Name: Northdale Middle School Temp (MN) / FA# 10147485
1025 Lenox Park Blvd NE, 3rd Floor
Atlanta, GA 30319

Site Sketch

-Temp Ballast Pole (25' x 25' base)



Site Name: Northdale Middle School Temp / 10147485

With a copy to Licensee's Regional Counsel:

New Cingular Wireless PCS, LLC
Attn.: Legal Department
Re: Cell Site Name: Northdale Middle School Temp (MN) / FA# 10147485
208 S. Akard Street
Dallas, TX 75202-4206

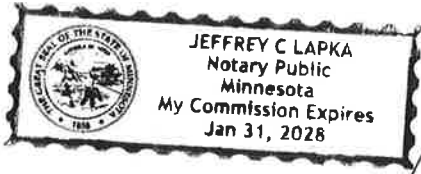
11. Waiver. Failure or delay on the part of Licensor or Licensee to exercise any right, power or privilege hereunder shall not operate as a waiver thereof.

12. Prior Negotiations. This License constitutes the entire agreement of the parties hereto with respect to the subject matter hereof and shall supersede all prior offers, negotiations and agreements.

13. Amendment. No revision of this contract shall be valid unless made in writing and signed by duly authorized officers or representatives of Licensee and Licensor.

14. Licensor's Representations. Licensor represents and warrants that it owns or otherwise controls the Licensed Site during the Term of this License and that Licensor has full authority to execute and deliver this License.

15. Governing Law. This Agreement shall be construed and governed in accordance with the laws of the State in which the Licensed Site is located.



Jeffrey C Lapka

Site Name: Northdale Middle School Temp / 10147485

IN WITNESS WHEREOF, the parties have executed this License as of the 30th day of Sept 2024 2024.

LICENSOR:

By: *Jeffrey C Lapka*
Name: Jeffrey C Lapka
Title: Owner

LICENSEE:

New Cingular Wireless PCS, LLC
a Delaware limited liability company

By: AT&T Mobility Corporation
Its Manager

By: _____
Name: _____
Title: _____



City Council Regular

7.

Meeting Date: 10/15/2024

Subject: Hold Public Hearing on Establishing Housing Improvement Area for Village Manor Condominium Association

Submitted For: David Brodie, City Attorney

From: Kim Reid, Administrative Legal Assistant

INTRODUCTION

On September 3, 2024, Council accepted a petition from the residents of the Village Manor Condominium Association to establish a housing improvement area over a portion of that development and ordered a public hearing for October 15, 2024.

DISCUSSION

The request is based on legislation enacted in 1996 which permits the use of public funds to finance necessary improvements to housing within a designated area of a city when no other reasonable means of financing the improvements is available. All funds necessary to finance the project, along with all other City expenses, would be repaid along with the property taxes much like a special assessment.

The law requires that the housing improvement area be designated by ordinance and that a public hearing be held before any such ordinance is adopted. The purpose of this public hearing is to allow residents within the proposed area to voice their opinions about whether a housing improvement area should be designated. There may be discussions relating to the extent of the proposed improvement, whether all units shall be included in the area, and the proposed method of repayment.

The proposal is to replace the roof, soffit, fascia and gutters of one building containing a total of 8 units in that portion of Village Manor Condominium Association located at 3048 109th Lane and 3060 109th Lane and to spread the repayment of the City's financial insertion in the project equally among the 8 units to be collected along with taxes over a period not to exceed fifteen years. This is consistent with the terms of previously established housing improvement areas in the City.

In order to establish a housing improvement area, Council must find, first, that without the establishment of the area the improvements cannot be made and, second, that the proposed improvements are necessary to preserve the housing units in the proposed area. In addition, the City is required to ensure that any contracts entered into by the homeowner's association are subject to the Uniform Municipal Contracting Law.

Recent financial statements of the association indicate that, while there are funds available for routine maintenance of the grounds, such as mowing or snow plowing, there are no adequate finances to pay for proposed capital improvements. Homeowners' associations tend to find that obtaining financing for improvements such as this is virtually impossible because the association can provide little, if any, acceptable securities. The association only has title to the open space and its ability to impose fees on its members is risky at best. Having each owner obtain separate financing is cumbersome and could stop a project if just one owner decides not to cooperate or does not have adequate security for a loan.

State law requires that before the project can proceed, the association must provide the City with a financial plan, prepared by a third party, showing how future capital improvements can be financed without public assistance. The association is also required to provide the City with annual financial reports until the public financing has been repaid.

If Council finds that there are grounds to establish the housing improvement area, the attached ordinance should be introduced. If questions arise that cannot be adequately answered at this meeting, the public hearing can be

continued with or without introduction of the ordinance. It is only necessary that the hearing be closed before an ordinance is adopted.

If a housing improvement area is established, a second public hearing will be held in the future to discuss the cost of the project and the amounts to be assessed against each unit. A resolution assessing those costs would have to be adopted before the project can begin.

An ordinance establishing a housing improvement area takes effect 45 days after its adoption rather than 15 days after publication as with other ordinances. During that 45 day time period, owners of at least 45% of the units, in this case 4, can veto the ordinance by filing a petition objecting to it.

RECOMMENDATION

a. Hold public hearing on the establishment of a housing improvement area for Village Manor Condominium Association located at 3048 109th Lane and 3060 109th Lane.

b. Introduce an ordinance establishing a housing improvement area for Village Manor Condominium Association located at 3048 109th Lane and 3060 109th Lane.

Attachments

Ordinance

ORDINANCE NO.

**AN ORDINANCE ESTABLISHING A HOUSING IMPROVEMENT AREA
FOR THE VILLAGE MANOR CONDOMINIUM ASSOCIATION
PURSUANT TO THE MINNESOTA STATUTES CHAPTER 428A**

PREAMBLE:

- A. The City is authorized under Minnesota Statutes Sections 428A.11 through 428A.21 to establish by ordinance housing improvement areas within which housing improvements are made or constructed and the costs of those improvements are financed in whole or in part by the City which is repaid by fees imposed upon the owners of housing units within the area.
- B. In accordance with Minnesota Statutes Section 428A.11, owners of 50% or more of the housing units located within the Village Manor Condominium Association filed a petition with the City requesting a public hearing regarding the establishment of a housing improvement area.
- C. On October 15, 2024 the City Council conducted a public hearing on the petition, which hearing was duly noticed in accordance with Minnesota Statute '428A.13, subd. 2, at which all persons, including owners of property within the housing improvement area were given an opportunity to be heard.
- D. The City Council therefore has determined a need to establish the Village Manor Condominium Association Housing Improvement Area as defined herein in order to facilitate certain improvements to the property all in accordance with the Housing Improvement Act.

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

Section 1. Pursuant to Minnesota Statutes Chapter 428A there is hereby established in the City of Coon Rapids a housing improvement area over property commonly known as Village Manor Condominium Association.

Section 2. Findings. The City hereby makes the following findings in support of its action to establish the housing improvement area described herein:

- a. The Council finds that without establishment of the housing improvement area the housing improvements could not be made by the townhouse association for, or the housing unit owners in, the Village Manor Condominium Association development.

b. Council further finds that designation of said housing improvement area is needed to maintain and preserve the housing units within that area.

Section 3. Housing Improvement Area defined. The Village Manor Condominium Association Housing Improvement Area is hereby defined as that area of the City legally described as follows:

Units 1, 2, 3, 4, 5, 6, 7 and 8 including garages and 12.5% interest in the common elements Condominium No. 19, Anoka County, Minnesota.

Section 4. Housing Improvements defined.

a. For the purposes of this ordinance, the term “housing improvements” shall mean the replacement of the roof, soffit, fascia, gutters and necessary and incidental related improvements and repairs to the housing units and garages within the Village Manor Condominium Association Housing Improvement Area.

b. The above mentioned construction shall also include all incidental work in repairs to finish the improvements to industry standards and comply with all building codes regardless of whether said incidental work is described in this ordinance.

c. Housing Improvements shall also be deemed to include any of the following costs incurred by either the Village Manor Condominium Association or the City:

i. All costs of architectural and engineering services in connection with the improvements.

ii. All administration, legal, assessing fee and consultant costs in connection with the Village Manor Condominium Association Housing Improvement Area.

Section 5. Housing Improvement Fee. The City may, by resolution adopted in accordance with the petition, hearing, and notice procedures required under Minnesota Statute Chapter 428A known as the Housing Improvement Act, impose a fee on the housing units within the Village Manor Condominium Association Housing Improvement Area at a rate, term, and amount sufficient to produce revenues required to provide the Housing Improvements subject to the terms and conditions set forth in this section.

a. Any Housing Improvement Fee shall be imposed on the basis of the total cost of the Housing Improvements to be financed by the Housing Improvement Fee, divided by the number of housing units in the Housing Improvement Area.

b. Any Housing Improvement Fee shall be imposed and payable no greater than fifteen years after the first installment is due and payable.

c. The resolution imposing any Housing Improvement Fee shall provide that any fee, or portion thereof, not prepaid by the housing unit owner shall be deemed to include simple interest upon unpaid housing improvement costs at an annual rate equal to the rate imposed for special assessments in the City at the time the resolution is adopted plus an additional one percent.

d. Any Housing Improvement Fee shall be collected at the same time and in the same manner as provided for payment and collection of *ad valorem* taxes, in accordance with Minn. Stat. '428A.05. As set forth in Minn. Stat. '428A.14, the Housing Improvement Fee is not included in the calculation of levies or limits on levies imposed under any law or charter.

e. Any Housing Improvement Fee shall not exceed the amount specified in the notice of public hearing regarding the approval of such fee; provided, however, that the Housing Improvement Fee may be reduced after approval of the resolution setting the Housing Improvement Fee, in the manner specified in such resolution.

Section 6. Annual Reports.

a. On March 15, and each March 15th thereafter until all Housing Improvement Fees derived in the Village Manor Condominium Association Housing Improvement Area are fully paid, the Village Manor Condominium Association and any successor in interest, shall submit to the City Clerk a copy of the Association's audited financial statements.

b. Any successor in interest, shall also submit to the City any other reports or information at the time and as required by any contract entered between that entity and the City.

Section 7. Notice of Right to File Objections. Within five days after the adoption of this ordinance, the City Clerk is authorized and directed to mail to the owner of each housing unit in the Village Manor Condominium Association Housing Improvement Area a copy of this Ordinance and notice that owners subject to the proposed Housing Improvement Fee have a right to veto this ordinance if owners of at least 45% of the housing units within the Village Manor Condominium Association Housing Improvement Area file an objection with the City Clerk before the effective date of the ordinance.

Section 8. Amendment. This ordinance may be amended by the City Council upon compliance with the public hearing and notice requirements set forth in Minn. Stat. '428A.13, subd. 2 of the Housing Improvement Act.

Section 9. Effective Date. This ordinance shall be effective 45 days after its adoption.

Introduced this 15th day of October, 2024.

Adopted this ____ day of _____, 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

8.

Meeting Date: 10/15/2024

Subject: Consider Resolution 24-16(9) Awarding Contract for 2024 Lift Station Rehabilitation, Project 24-16

Submitted For: Mark Hansen, City Engineer

From: Amanda Romano, Administrative Assistant II

INTRODUCTION

As part of the city's continued efforts to maintain its sanitary sewer infrastructure, a project has been developed to perform various rehabilitation measures on sanitary sewer lift stations 5, 6, and 10. Bids have been received and Council is requested to consider awarding a contract at this time.

DISCUSSION

Council approved project plans and specifications and ordered an advertisement for bids on September 3, 2024, for various rehabilitation needs and improvements at sanitary lift stations 5, 6, and 10. Bids were received on October 1, 2024, and are summarized as follows:

Contractor	Bid Amount	Alternate 1	Alternate 2
Minger Construction, Inc.	\$436,000	\$31,250	\$30,750
Pember Companies, Inc.	\$530,615	\$17,000	\$9,635
.			
Engineer's Estimate	\$507,150	\$25,000	\$15,000

The low bidder, Minger Construction Companies, has completed similar projects for the City in the past and performed well. Work is scheduled to occur over the next year as weather and material availability allow. It is recommended the Council award the two bid alternates (temporary bypass pumping) as additional field investigation during the base bid work will determine if these items will be necessary.

RECOMMENDATION

It is recommended the Council adopt Resolution No. 24-16(9) awarding a contract to Minger Construction Companies Inc. in the total amount of \$498,000.00 for various rehabilitation measures associated with sanitary sewer lift stations 5, 6, and 10.

BUDGET IMPACT:

Funds for this project were included in the 2024 City budget under the Sanitary Sewer Maintenance fund 620.

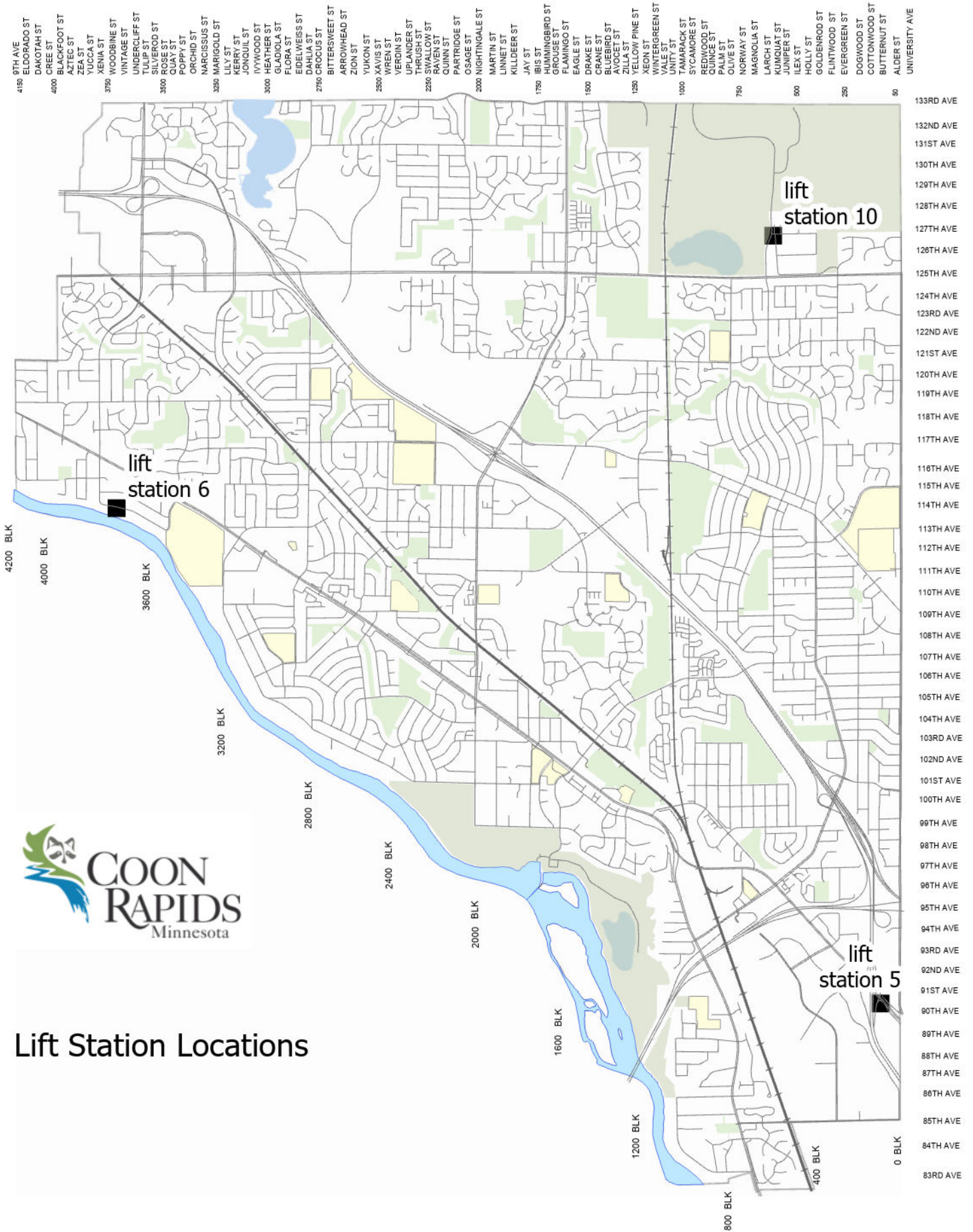
Attachments

Location Map

Resolution No. 24-16(9)



Lift Station Locations



RESOLUTION NO. 24-16(9)

**(9) RESOLUTION ACCEPTING BID AND
AWARDING CONTRACT**

WHEREAS, pursuant to an advertisement for bids for the improvement of the City's sanitary sewer system by rehabilitation of Lift Stations Nos. 5, 6, and 10, and bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
Minger Construction Companies, Inc.	\$436,000.00	\$31,250.00	\$30,750.00
Pember Companies, Inc.	\$530,615.00	\$17,000.00	\$9,635.00
Engineers Estimate	\$507,150.00	\$25,000.00	\$15,000.00

WHEREAS, it appears that Minger Construction Companies Inc. of Jordan, Minnesota is the lowest responsible bidder; and

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

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the total base bid plus alternate bids 1 and 2 of \$498,000.00 by Minger Construction Companies Inc. for Coon Rapids Improvement Project 24-16 be accepted as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Minger Construction Companies Inc of Jordan, Minnesota for the improvement of the City's sanitary sewer system by rehabilitation of Lift Stations Nos. 5, 6, and 10 according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 15th day of October, 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

9.

Meeting Date: 10/15/2024

Subject: Consider Adoption of Ordinance 2315 Authorizing Sale of Real Estate, 12258 Crooked Lake Blvd.

From: Matt Brown, Community Development Director

INTRODUCTION

The Council is asked to consider adoption of an ordinance authorizing the sale of a residential property at 12258 Crooked Lake Boulevard, as well as a purchase and redevelopment agreement for the property. This ordinance was introduced at the October 1, 2025, City Council meeting.

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 introduced an ordinance authorizing the sale at its October 1 meeting. The Council is now asked to consider adopting the ordinance, as well as a purchase and redevelopment agreement with the buyer. The proposed sale 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:

1. Adopt Ordinance 2315 authorizing conveyance of the property at 12258 Crooked Lake Boulevard to 246 Home Capital Inc.
2. Approve the purchase and redevelopment agreement with 246 Home Capital Inc.
3. Authorize the Mayor and City Manager to execute a deed.
4. Authorize Staff to execute other closing documents as necessary to effectuate the closing.

Attachments

Location Map

Ordinance 2315

Purchase and Redevelopment Agreement

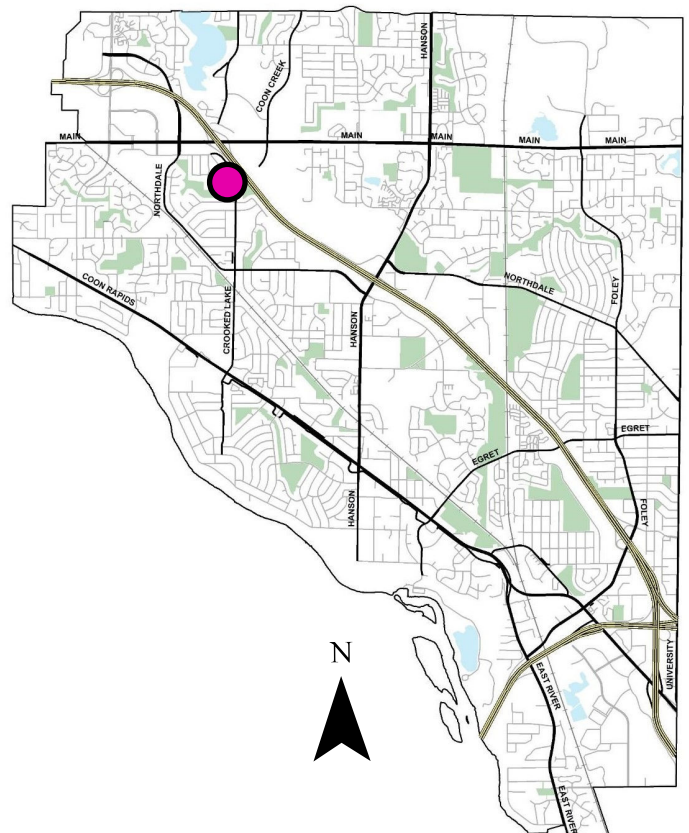
Location Map



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. 2315

**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 renovated property is intended to be 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 re-vest 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 re-vesting 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 revesting 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

Exhibit A - Well Disclosure

Exhibit B – Proposed Work Scope



City Council Regular

10.

Meeting Date: 10/15/2024

Subject: Consider Introduction of an Ordinance Establishing Fees for 2025

From: Ashley Hansen, Finance Director

INTRODUCTION

The City Council is being asked to consider the introduction of an ordinance to establish fees for 2025.

DISCUSSION

Staff has reviewed fees for 2025 and makes recommendations as noted below and in the attachments. A red line copy of the proposed 2025 fee schedule is included for council's review.

There are no major changes to the fee schedule. Most changes proposed are minor adjustments to account for inflation or to align the City's fees with actual costs.

All of the fees proposed were considered in the preparation of the 2025 budget.

The following is a broad summary of the changes proposed. Smaller changes are not noted but can be seen in the red line copy:

- **General:** For most fees, if staff determined that a fee should be increased in 2025, that fee has been increased by a 4% adjustment factor. In this case, a request for a rate change is made only if the adjustment is enough for the fee to be rounded to the next significant dollar amount.
- **Building Inspection:**
 - The base tier of valuation table - Table A increased from \$60 to \$62
 - Permits requiring two inspection trips increased from \$120 to \$125
 - \$550 fee added for conversion of an existing residential dwelling to an assisted living facility
 - Commercial site security refundable escrow increased from \$1,000 to \$2,500
- **Golf:** Slight increase in some membership and green fees.
- **Community & Recreation:**
 - Increased damage deposit requirements for civic center and park building rentals
 - Fees reflect updates related to market and operating changes
- **Park Dedication:**
 - Increase in residential fees and align non-residential fees with City Code.
- **Utility Fees:**
 - Water user fees reflect a target increase in revenue of 8%, consistent with the City's long range capital improvement and funding plans. Fee changes would take effect in May 2025 when cycles are billed for usage beginning January 1st
 - Base fee increased from \$22.70 to \$25.50 per quarter
 - Base fee for multi-family increased from \$7.60 to \$8.50 per unit, per quarter
 - Usage rates increased by \$0.10 per 1,000 gallons
 - Sewer user fees reflect a target increase in revenue of 9%, consistent with the City's long range capital improvement and funding plans. Fee changes would take effect in May 2025 when cycles are billed for usage beginning January 1st
 - Base fee increased from \$30.50 to \$34.50 per quarter

- Usage fee increased by \$0.10 per 1,000 gallons for residential and \$0.15 per 1,000 gallons for non-residential
- The average residential user would see an increase of \$20.40 per year for water and \$20.80 per year for sewer

Public Hearing for Alcoholic Beverage Licenses

State law requires a public hearing for an increase to certain fees for the sale of alcoholic beverages.

Proposed fee changes are as follows:

Fee	2024	2025	Change
Off-sale 3.2 malt liquor license	\$180	\$190	\$10
On-sale 3.2 malt liquor license	\$845	\$880	\$35
Tavern license	\$340	\$355	\$15
On-sale intoxicating liquor license	\$11,200	\$11,600	\$400
Microdistillery cocktail room license	\$880	\$915	\$35
Brewer taproom license	\$880	\$915	\$35

The City Council is asked to set a public hearing regarding these fee increases for November 6, 2024 at 7:00 p.m.

RECOMMENDATION

Staff recommendation:

- (1) Introduce an Ordinance to Establish Fees effective January 1, 2025.
- (2) Set a public hearing for November 6, 2024, at 7:00 p.m. regarding the fee increases for on sale 3.2 malt liquor, off-sale 3.2 malt liquor, tavern license, on-sale intoxicating liquor license, microdistillery cocktail room license and brewer taproom license.

Attachments

Ordinance
2025 Redlined Fee Schedule
2025 Fee Schedule

ORDINANCE NO.

**AN ORDINANCE SETTING FEES AND CHARGES FOR THE CITY OF COON
RAPIDS**

The City of Coon Rapids does ordain:

Section 1. The City Council established by ordinance fees authorized pursuant to Revised City Code – 1982, Titles 5, 6, 8, 11, 12 and 13 and incorporated these fees into a Fee Schedule effective January 1, 2024.

Section 2. The City Council has determined that adjustments to those fees are reasonable and appropriate.

Section 3. The Fee Schedule dated January 1, 2025, a copy of which is on file in the office of the City Clerk, is hereby approved and adopted in its entirety. The Fee Schedule is incorporated by reference as if fully set forth herein.

Section 4. Effective Date of Ordinance. The Fee Schedule shall become effective on January 1, 2025 unless indicated otherwise therein and all other ordinances and resolutions inconsistent herewith shall be repealed effective January 1, 2025.

Introduced this 15th day of October 2024.

Adopted this ____ day of _____ 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



Community strength... for generations

City of Coon Rapids 2025 Fee Schedule

Ordinance xxxx
Resolution 24-xx

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Administration Fees

GENERAL ADMINISTRATION FEES

Abatement Administrative Charge	~~\$9095~~
Assessment Search	\$25
– Supplemental search detail	\$10
Document Charges	\$25/page - 100 or less 100 pages or more - actual costs
<i>Including Annual Financial Report, Annual Budget, Capital Improvement Program City Code, City Council Agenda Books, Agendas, Short Minutes or Long Minutes, Planning Commission Agenda Books, Agenda Page or Long Minutes, Data Request Documents</i>	
Maps	
– 8.5" x 11"	\$1
– 11" x 17"	\$2
– 17" x 32"	\$5
– 36" x 48"	\$10
Notary Fee (MN Statute 357.17)	\$5
Return Payment Charge (NSF) (MN Statute 604.113)	\$30
Service Fee for Certification (assessing) Delinquent Accounts	\$40/parcel

BUSINESS LICENSING FEES

Adult Oriented Businesses (City Code 5-2209)	
– Investigation fee	~~\$2,7202,830~~
– Annual license fee	~~\$9,1009,450~~

Alcoholic Beverages (City Code Chapter 5)

Annual fee for Bottle Clubs (including public dancing)	\$300
Annual fee Brew Pub Off-Sale	\$380
Annual fee for Brewer Taproom	~~\$880915~~
Annual fee for Intoxicating Liquor Clubs as defined by MN Statute 340A.101, Subd.7:	
Membership of 200 or less	\$300
Membership of 201 - 500	\$500
Membership of 501 - 1,000	\$650
Membership of 1,001 - 2,000	\$800
Membership of 2,001 - 4,000	\$1,000
Membership of 4,001 - 6,000	\$2,000
Membership of 6,001 or more	\$3,000
Investigation fee for Off/On-Sale Liquor or Wine License:	
Liquor Establishment	\$500
Liquor Manager	~~\$150160~~
Annual fee for Microdistillery	
Cocktail Room License	~~\$880915~~
Off-Sale License	\$380

Annual fee for Off-Sale Alcohol License: 3.2 % Malt Liquor Intoxicating Liquor, Class A	~~\$480~~ 190 \$380
Annual fee for On-Sale Alcohol License: 3.2 % Malt Liquor Intoxicating Liquor, Class A	~~\$845~~ 880 ~~\$11,200~~ 11,600
Annual Fee for On-Sale Wine: Seating Capacity of 35 - 99 Seating Capacity of 100 or more	\$1,000 \$2,000
Annual fee for Public Drinking Place	\$300
Annual fee for Small Brewer Off-Sale	\$380
Annual fee for Sunday Sales	\$200
Annual fee for Tavern (including public dancing)	~~\$340~~ 355
Temporary License: 3.2% Malt Liquor, On-sale (per day) On-sale Strong Beer and Wine (per day) Wine Tasting (per event)	\$40 \$55 \$40
Two AM Permit	\$300

Amusement Center License (City Code 5-305) ~~\$560~~580

Archery Club License (City Code 5-405) ~~\$95~~100

Bowling Alley License (City Code 5-604) ~~\$80~~85

Carnivals/Circus License (City Code 5-704)

Carnival

- With 0 - 5 rides ~~\$375~~390
- Each additional ride \$45

Circus

- Initial license for first day ~~\$375~~390
- Each additional day \$45

Christmas Tree Sales Permit (City Code 5-804) ~~\$400~~105

Currency Exchange License (City Code 5-2805) ~~\$95~~100

Dancing Permit (City Code 5-1004)
 — Annual license ~~\$480~~190
 — Per Event \$40

Fireworks Display Permit (City Code 5-2307) ~~\$420~~125

Gambling Investigation Fee (City Code 5-2008) \$250

Gun Club License (City Code 5-1105) ~~\$95~~100

Massage License (City Code 5-2907)
 — Annual license fee - Massage Therapist \$60
 — Initial one-time Investigation Fee - Massage Therapist \$60

- Annual license fee - Therapeutic Massage Enterprise ~~\$415~~430
- Initial one-time Investigation Fee - Therapeutic Massage Enterprise \$515

Mobile Food Units License (City Code 5-1500)

- License per day \$15
- License per week \$45
- License - 21 days or less ~~\$115~~120
- License - More than 21 days ~~\$340~~355

Non-Domestic Animal Permit (City Code 6-506)

- Permit fee (maximum of 30 days) ~~\$340~~350
- Investigation fee \$140

Parade Permit (City Code 5-1204)

\$30

Pawnshop License (City Code 5-2405)

- Annual license fee ~~\$3,630~~3,770
- Initial license one-time investigation fee ~~\$500~~515
- Investigation fee for each new manager ~~\$450~~160
- Pawnshop billable transaction fee \$1.80 electronic reporting
\$2.80 manual reporting

Precious Metals License (City Code 5-2711)

- Annual license fee ~~\$3,630~~3,770
- Initial license one-time investigation fee ~~\$500~~515
- Investigation fee for each new manager ~~\$450~~160
- Precious Metals billable transaction fee \$1.80 electronic reporting
\$2.80 manual reporting

Secondhand/Antique Dealer License (City Code 5-2612; 5-2628)

- Annual license fee - Class A ~~\$400~~415
- Initial license one-time investigation fee - Class A ~~\$465~~485
- Annual license fee - Class B ~~\$190~~195
- Initial license one-time investigation fee - Class B \$90
- Annual license fee - Class C No Charge
- Initial license one-time investigation fee - Class C No Charge
- Investigation fee for each new manager ~~\$455~~160
- Precious Metals billable transaction fee \$1.80 electronic reporting
\$2.80 manual reporting
- Exhibition Operating Permit (per event) ~~\$1,340~~1,390
- Exhibitor Permit (per event) \$50

Peddler/Solicitor/Transient Merchant License (City Code 5-1507)

- Fireworks/All Other (per day) \$60/15
- Fireworks/All Other (per week) \$150/40
- Fireworks/All Other (per month) \$300/75
- All Other for 6 months \$300
- Investigation Fee - Each applicant \$35

Special Event Parking Permit (City Code 5-2508)

\$90

Taxi Driver License (City Code 5-1308)

- Annual license fee per vehicle \$50
- Annual license per driver ~~\$30~~35
- Investigation Fee ~~\$30~~35

THC License (City Code 5-3007)

- Annual license fee ~~\$11,200~~11,600
- Investigation fee \$500
- Investigation fee for each new manager ~~\$450~~160

Theatre License (City Code 5-1406)~~\$400~~420**Tobacco License** (City Code 5-905)

- Annual license fee ~~\$245~~225
- Initial license one-time investigation fee ~~\$455~~160

— Investigation fee for each new manager ~~\$450~~160

Tree Trimmer License (City Code 5-1607) \$85

Waste and Recycling Hauler License (City Code 8-211)

— Annual license for first vehicle ~~\$245~~225
— Annual license for each additional vehicle \$35

Building Inspection Fees (City Code 12-206)

Fees are calculated based on the 2016 building valuation tables published by the International Code Council (ICC). The building valuation is based on the total value of all construction work, including plumbing, electrical, mechanical systems, finish work and labor, even if the owner is doing the work.

ALL BUILDING PERMIT FEES FOR NEW CONSTRUCTION OR ADDITIONS/REMODELS

Building permit fees are determined using the building/project value and the table below. Permit fees apply to new construction and additions/remodels of structures.

Table A-~~2024~~2025

VALUATION	FEES	STATE SURCHARGE (except fixed fees)
\$0 to \$500	~~\$60~~ 62	0.0005 X permit valuation
\$501 to \$2,000	~~\$60-62~~ for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, up to and including \$2,000	
\$2,001 to \$25,000	\$94.75 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, up to and including \$25,000	
\$25,001 to \$50,000	\$416.75 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, up to and including \$50,000	
\$50,001 to \$100,000	\$669.25 for the first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$100,000	
\$100,001 to \$500,000	\$1,019.25 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, up to and including \$500,000	
\$500,001 to \$1,000,000	\$3,259.25 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000	See State Surcharge Table
\$1,000,001 and above	\$5,634.25 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof.	

Reroofing Permit

- Commercial
- Residential

Based on valuation table
Based on valuation table;
(min. of \$150, not to exceed \$250)

Residing Permit

- Commercial
- Residential

Based on valuation table
Based on valuation table;
(min. of \$150, not to exceed \$250)

Solar PV Installation Permit

- Commercial
- Residential

Based on valuation table
Based on valuation table;
(min. of \$150, not to exceed \$250)

Garage Door Replacement Permits (Residential)

~~\$60-62~~ + \$1 state surcharge

Mobile Home Installation/Occupancy

~~\$420-125~~

Residential Driveway

~~\$420-125~~

Residential Curb or Street Cut

~~\$420-125~~ + \$500 escrow

Vacant Property

~~\$420-125~~

Conversion – Existing residential dwelling to assisted living facility

~~\$550~~

Inspections for which no fee is specifically indicated

~~\$420-125~~ or total hourly cost, whichever is Greater

Including certificate of occupancy, change of occupancy and change in building use

Detached Accessory Building

Based on valuation table

All detached accessory building/structures more than 200 square feet shall require a building permit

Deck or Porch Permits

Based on valuation table

Fence Permits (over 7 feet)

Based on valuation table

Pool/Hot tub/Pond/Spa Permits (over 24 in. deep and 5,000 gallons)

Based on valuation table

Mechanical Permits (Heating, Air Conditioning, Refrigeration and Ventilation)

Based on valuation table

Except for:

- Residential furnace and/or A/C replacement
- Residential basement finish ductwork
- Residential one item/one trip

~~\$60-62~~ individual/\$75 both + \$1 state surcharge~~\$120-125~~ + \$1 state surcharge~~\$60-62~~ + \$1 state surcharge**Gas Piping Permit**

- Minimum fee (if gas only)
- Per Each Opening

~~\$60-62~~ + \$1 state surcharge

\$14

Plan Review Fees

Plan review fees shall be applied to all building permits. Per state statute, similar plan structures shall be charged 25% of the normal building permit fee. At the time of application for permits the applicant must note that the permits are for documents/plans for similar plan structures, or the standard fee shall apply.

When applicable, a plan review fee of 65% (or 35% for small scale residential or commercial projects) will be added to the building and grading permits.

When applicable, a plan review fee of 35% will be added to electric, fire, plumbing, mechanical, sanitary sewer, solar, storm sewer, and water permits.

Other Inspections and Fees

Investigation and re-inspection fees or trip charges will be charged by the Chief Building Official, or designee, where additional time and expense is incurred by the City in order to achieve code compliance.

Unauthorized work or work without a permit investigation fee

Min. of \$100, not to exceed permit fee

First re-inspection

~~\$60~~62

Second re-inspection

~~\$120~~125

Third and subsequent re-inspection

~~\$180~~188**STATE SURCHARGE: PERMITS**

The Minnesota Statutes 326B.148 "SURCHARGE" has been changed effective July 1, 2015. The change only applies to the "Permits based on Fixed Fees, Part 1" and "Permits based on Fixed Fees, Part 2" portions of the Minnesota Department of Labor and Industry surcharge reporting form.

The minimum surcharge for a "fixed fee" permit is \$1. (These fees are forwarded to the State Treasurer)

\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (value - \$5,000,000)

ELECTRICAL PERMIT FEES

Electrical permit fees will be based on valuation table A-2024 except for the following:

Permit fees for minor residential work shall be set at the minimum permit fee plus applicable state surcharge (installation, replacement, alteration or repair, limited to one inspection). A reinspection fee or trip charge may apply for any required additional trips. See reinspection fee/trip charge listed above.

Equipment and devices related to siding replacement

Single Family	~~\$60-62~~ + \$1 state surcharge
Multi-family (excludes apartments)	~~\$60-62~~ for first four units/ addresses plus \$2 per unit/address thereafter + state surcharge

Service Panels

New, altered or installed	~~\$60-62~~ + \$1 state surcharge
Residential - one item or trip	~~\$60-62~~ + \$1 state surcharge

PLUMBING PERMIT FEES

Plumbing permit fees will be based on valuation table A-2024 except for work on residential properties will be as follows (per address or unit):

Backflow protection device install - commercial/residential	~~\$60-62~~ for first device plus \$2 per device thereafter + state surcharge
Backflow protection device annual testing recording	\$32 for first device plus \$2 per device thereafter + state surcharge
Residential one item/one trip (i.e. softener, water heater, etc.)	~~\$60-62~~ + \$1 state surcharge

STORM SEWER, SANITARY SEWER, AND WATER PERMIT FEES

Permit fees will be based on valuation table A-2024 except for work on residential properties will be as follows (per address or unit):

Residential water and/or sewer connection	~~\$120-125~~ + state surcharge
Residential water/sewer repair	~~\$120-125~~ + \$1 state surcharge
Residential onsite sewer (septic)	~~\$270-280~~ + \$1 state surcharge

NEW CONSTRUCTION ESCROWS

The city will accept payment for the following escrows. The city will release escrows upon verification of completed required improvements. The city may only return escrows to the party from which they were received.

New Residential Escrow

\$4,000

100% of the fee shall be refunded when building permit requirements have been completed. The city is authorized to draw against this escrow in the event the building permit applicant fails to comply.

Commercial Site Security Escrow~~\$1,000~~2,500

100% of fee will be refunded in whole to the applicant when requirements have been completed. The city is authorized to draw against this escrow in the event the building permit applicant fails to comply.

Residential Curb Cut Escrow

\$500

100% of fee will be refunded in whole to the applicant when requirements have been completed. The city is authorized to draw against this escrow in the event the building permit applicant fails to comply.

OTHER BUILDING INSPECTION FEES**Structure Moving Permit**

Based on valuation table

Demolition Permit

Based on valuation table

Tents and Temporary Membrane Structures (Commercial uses)

Tents or canopy, with sides, greater than 400 sq. ft. (Total area of all tents does not exceed 15,000 sq. ft.)	~~\$420~~ <u>125</u> + \$1 state surcharge
Tent or canopy, open on all sides, greater than 700 sq. ft. (Total area of all tents does not exceed 15,000 sq. ft.)	~~\$420~~ <u>125</u> + \$1 state surcharge

Appeal Fee

Appeals can be made to the Building Code Board of Adjustment & Appeals established by the Department of Labor and Industry (DLI). Fees are as established by DLI.

Sanitary Sewer Service Availability Charge (SAC)

Sanitary Sewer Service Availability Charge (SAC) units for various residential, commercial, public and institutional facilities will be applied as specified in the latest Metropolitan Council SAC procedures manual.

The Metropolitan Council established SAC fees on an annual basis. These fees are collected by the city but are paid to the MET Council on behalf of the applicant. Current fees and how they are calculated is available here:

<https://metro council.org/wastewater-water/funding-finance/Rates-Charges/Sewer-Availability-Charge.aspx>

Refunds

The City may refund fees for permits on which no work has been done and no inspections have been made. Requests must be in writing and signed by the permit holder. The Chief Building Official must approve each refund and the City shall retain the following:

City Retains:	Timeframe:
~~\$60~~ <u>62</u>	Requests made within 30 days; Fees less than \$60 are non-refundable
~~\$60~~ <u>62</u> or 20% of permit, whichever is greater	Requests made within 60 days
~~\$60~~ <u>62</u> or 40% of permit, whichever is greater	Requests made within 90 days
~~\$60~~ <u>62</u> or 60% of permit, whichever is greater	Requests made within 120 days
~~\$60~~ <u>62</u> or 80% of permit, whichever is greater	Requests made within 180 days

NO REFUND is available after 180 days. Plan review fees, state surcharge fee, and re-inspection fees are non-refundable.

Please submit request for refund to buildinginsp@coonrapidsmn.gov.

Bunker Hills Golf Course Fees

Note: Sales tax included where applicable unless otherwise noted.

Individual Membership

– Individual	~~\$1,700~~ 1,750 + sales tax
– Couples	\$2,550 + sales tax
– Senior (62+)	~~\$1,300~~ 1,350 + sales tax
– Senior Couples (62+)	\$1,950 + sales tax
– Senior Weekday (62+)	~~\$800-900~~ + sales tax
– Junior	~~\$200-250~~ + sales tax

Patron Cards

– Individual	\$60 + sales tax
– Couples	\$95 + sales tax
– Senior Citizen (62+)	\$40 + sales tax

Executive Course - 9 holes (Daily Fees)

– Public	\$15
– Patron	\$12
– Senior patron	\$10
– Junior	\$8
– Junior after 4pm (subject to pay with paid adult)	No charge

Regulation Course – 9 or 18 holes (including sales tax)

	Daily Fees		
	Weekdays	Weekend	Fall (Oct 1 ⁵ - Close) All Week
9 Holes:			
Public	~~\$28~~ 29	-	\$24
Patron	~~\$22~~ 23	-	\$20
Senior patron	\$16*	-	\$14
Junior	\$12*†	-	\$10
League Public	~~\$28~~	-	-
League Patron/Senior Patron	~~\$22~~	-	-
18 holes:			
Public	~~\$54~~ 55	~~\$57~~ 58	\$48
Patron	~~\$42~~ 43	~~\$45~~ 46	\$38
Senior patron	\$30*	~~\$45~~ 46	\$28
Junior	\$22†	~~\$45~~ 46	\$18
Twilight:			
Walking	-	~~\$30-32~~ °	-
Riding	-	~~\$48-50~~ °	-

*During restricted times

†Rates subject to play with parent/guardian

° Friday - Sunday after 3:30pm

Golf Cart Rental Fees (both courses)

– Power cart - 9 holes	~~\$42-14~~ + sales tax
– Power cart - 9 holes, single rider	~~\$24-28~~ + sales tax
– Power cart - 18 holes	~~\$22-24~~ + sales tax
– Power cart - 18 holes, single rider	~~\$44-48~~ + sales tax
– Power cart - executive course	~~\$42-10~~ + sales tax
– Membership	~~\$750-800~~ + sales tax
– Membership, single rider	~~\$1,400-1,200~~ + sales tax

Practice Facility

– Range balls - small (30 balls)	\$5
– Range balls - medium (60 balls)	\$9
– Range balls - large (100 balls)	\$ ~~12~~ 13
– Individual range pass*	\$ ~~400-425~~ + sales tax
– ~~Couples range pass*~~	~~\$525 + sales tax~~
– Junior range pass*	\$ ~~275-300~~ + sales tax
– Practice pass†	\$ ~~475-500~~ + sales tax

*Includes unlimited practice balls

†Includes practice balls and access to the short-game facility for the season

Simulator Center

– Season ticket - Individual (unlimited play)	\$ ~~600~~ 700+ sales tax
– Public	\$46/hour
– Patron	\$40/hour
– Senior	\$40/hour
– Junior	\$40/hour

Community Development Fees

ECONOMIC DEVELOPMENT

Tax Increment Financing Application Fee* \$12,000 escrow

Tax Abatement Application Fee* \$5,000 escrow

*Escrow funds will be used to pay third-party professional consulting expenses necessary. Unused escrow funds will be returned to the applicant upon project completion. Additional funds may be required for out-of-scope services.

Minnesota Investment Fund Application Fee No escrow required

Revolving Loan Fund Application Fee \$3,000

Private Activity Revenue Bonds (Conduit Debt)

Application Escrow	\$5,000
Administration fee at closing	0.25% of principal bond

All fees and expenses in relation to the issuance of the bonds, including the fees of the city's bond counsel, shall be the responsibility of the applicant regardless of whether the bonds are issued.

RENTAL HOUSING LICENSES AND INSPECTIONS

Single Family & Townhouses previously owner-occupied or not licensed

– Annual fee	\$130/building
– Conversion fee	\$550
– Background investigation fee	\$50
– Periodic inspection fee:	
– Initial inspection with one follow-up	\$60/building plus \$25/dwelling unit
– Each additional re-inspection	\$120/building
– Rental inspection cancellation fee (less than 24-hour notice)	\$85
– Crime free multi-housing certification training	\$40

PROPERTY MANAGEMENT

Vacant Property Monitoring (City Code 12-312; 12-317)

– Residential - Annual fee	~~\$640~~ 690
– Commercial - Annual fee	~~\$1,070~~ 1,150
– Excessive inspection services	~~\$170~~ 185

Community and Recreation Fees

Mobile Stage Rental Fee

~~\$500~~520/day

Includes Delivery and setup on location by licensed staff and take down and return to City Public Works facility

CIVIC CENTER FEES

Room Rentals

Banquet room rentals include setup of tables in a pre-determined arrangement.

2025 Rates

**Banquet room cannot be split up until 6 months prior to event date.*

- **Monday - Thursday:** Rates are based on a 5.5-hour rental between 4:30 pm - 10:00 pm.
- **Friday:** Rates are based on a 10-hour rental between 2:00 pm - Midnight.
- **Saturday:** Rates are based on a 12-hour rental between 8:00 am - Midnight. Additional time will be charged at the hourly rate.
- **Sunday:** Rates are based on a 5.5-hour rental between 10:00 am - 3:30 pm or 4:30 pm - 10:00pm. Full day rental available for 12 hours between 10:00am - 10:00pm.

BANQUET ROOM (A, B & C) * Damage Deposit - \$~~500~~1000 Seats up to 230 banquet or 260 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$478	\$1,177	\$1,694	\$522	\$1,412
Coon Rapids Resident, Non-Profit or Business	\$594	\$1,177	\$1,694	\$522	\$1,412
Non-Resident	\$655	\$1,309	\$1,886	\$583	\$1,570
Additional Hourly Rate may apply:	-	-	\$143	-	-

CIVIC ROOMS A & B Damage Deposit - \$~~500~~1000 Seats up to 160 banquet or 200 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$352	\$830	\$1,194	\$363	\$996
Coon Rapids Resident, Non-Profit or Business	\$412	\$830	\$1,194	\$363	\$996
Non-Resident	\$462	\$913	\$1,320	\$407	\$1,095
Additional Hourly Rate may apply:	-	-	\$105	-	-

CIVIC ROOMS A or B Damage Deposit - \$~~250~~500 Seats up to 80 banquet or 100 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$176	\$412	\$594	\$182	\$495
Coon Rapids Resident, Non-Profit or Business	\$209	\$412	\$594	\$182	\$495
Non-Resident	\$231	\$462	\$660	\$209	\$554
Additional Hourly Rate may apply:	-	-	\$60	-	-

CIVIC ROOMS C Damage Deposit - \$~~150~~250 Seats up to 60 banquet or 45 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$121	\$302	\$478	\$138	\$362
Coon Rapids Resident, Non-Profit or Business	\$154	\$302	\$484	\$138	\$362
Non-Resident	\$176	\$341	\$534	\$154	\$409
Additional Hourly Rate may apply:	-	-	\$44	-	-

GAZEBO Damage Deposit - \$~~50~~250 Chair rental ~~fee-separate~~ included	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
With Banquet room rental	~~\$148~~ 200	~~\$148~~ 250	~~\$148~~ 250	~~\$148~~ 200	~~\$148~~ 200
Without Banquet room rental	~~\$292~~ 300	~~\$292~~ 400	~~\$292~~ N/A	~~\$292~~ N/A	~~\$292~~ N/A
ALCOHOL SERVICE FEES	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Security Officer (4 hours on Fri, Sat, Sun) <i>For serving alcohol or teen dance/music party</i>	~~\$180~~ 400	~~\$360~~ 400	~~\$360~~ 400	~~\$150~~ 400	~~\$360~~ 400
Additional Hourly Rate may apply:	~~\$90~~ 100	~~\$90~~ 100	~~\$90~~ 100	~~\$90~~ 100	~~\$90~~ 100
Alcohol Service Permit Fee	\$200	\$200	\$200	\$200	\$200

MEETING ROOMS Damage Deposit (Any Room) - \$50 Arts & Crafts Room (Seats up to 35) <i>Not available Friday or Saturday 6:30 -9:30 PM</i> Conference Room (Seats up to 21) Recreation Room (Seats up to 30)	4 Hour Rental Monday - Thursday 4:30 PM - 10:00 PM	4 Hour Rental Friday 4:00 PM - 10:00 PM Saturday 8:00 AM - 10:00 PM Sunday 12:00 PM - 10:00 PM
Coon Rapids Civic, Athletic or Public – Additional hourly rate	No charge up to 4 hours/month \$20/hour	\$70 for first 4 hours \$25/hour
Coon Rapids Resident, Non-Profit or Business – Additional hourly rate	\$45 for first 4 hours \$20/hour	\$70 for first 4 hours \$25/hour
Non-Resident – Additional hourly rate	\$70 for first 4 hours \$20/hour	\$90 for first 4 hours \$25/hour

Damage deposits for Banquet Rooms and Gazebo due 30 days prior to event. Deposits for Civic C and Conference rooms due upon application

Other Fees

- Auditorium arrangement or chair removal - Any Room (A, B, C) \$176
- ~~Kitchen rental~~ ~~\$138/day~~
- Service charge for returned check (NSF) \$30
Upon receipt of an NSF check, no additional checks will be accepted by the presenter

For more information, please contact the Facilities Coordinator at (763) 767 - 6522 or civiccenter@coonrapidsmn.gov.

2026 Approved Rates

*Banquet room cannot be split up until 6 months prior to event date.

- **Monday - Thursday:** Rates are based on a 5.5-hour rental between 4:30 pm - 10:00 pm.
- **Friday:** Rates are based on a 10-hour rental between 2:00 pm - Midnight.
- **Saturday:** Rates are based on a 12-hour rental between 8:00 am - Midnight. Additional time will be charged at the hourly rate.
- **Sunday:** Rates are based on a 5.5-hour rental between 10:00 am - 3:30 pm or 4:30 pm - 10:00pm. Full day rental available for 12 hours between 10:00am - 10:00pm.

BANQUET ROOM (A, B & C) * Damage Deposit - \$~~500~~1000 Seats up to 230 banquet or 260 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	<u>\$478502</u>	<u>\$1,4771,236</u>	<u>\$1,6941,779</u>	<u>\$522548</u>	<u>\$1,4121,483</u>
Coon Rapids Resident, Non-Profit or Business	<u>\$594624</u>	<u>\$1,4771,236</u>	<u>\$1,6941,779</u>	<u>\$522548</u>	<u>\$1,4121,483</u>
Non-Resident	<u>\$655688</u>	<u>\$1,3091,374</u>	<u>\$1,8861,980</u>	<u>\$583612</u>	<u>\$1,5701,649</u>
Additional Hourly Rate may apply:	-	-	<u>\$143150</u>	-	-

CIVIC ROOMS A & B Damage Deposit - \$~~500~~1000 Seats up to 160 banquet or 200 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	<u>\$352370</u>	<u>\$830872</u>	<u>\$1,4941,254</u>	<u>\$363381</u>	<u>\$9961,046</u>
Coon Rapids Resident, Non-Profit or Business	<u>\$412433</u>	<u>\$830872</u>	<u>\$1,4941,254</u>	<u>\$363381</u>	<u>\$9961,046</u>
Non-Resident	<u>\$462485</u>	<u>\$913959</u>	<u>\$1,3201,386</u>	<u>\$407427</u>	<u>\$1,0951,150</u>
Additional Hourly Rate may apply:	-	-	<u>\$105110</u>	-	-

CIVIC ROOMS A or B Damage Deposit - \$~~250~~500 Seats up to 80 banquet or 100 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	<u>\$176185</u>	<u>\$412433</u>	<u>\$594624</u>	<u>\$182191</u>	<u>\$495520</u>
Coon Rapids Resident, Non-Profit or Business	<u>\$209219</u>	<u>\$412433</u>	<u>\$594624</u>	<u>\$182191</u>	<u>\$495520</u>
Non-Resident	<u>\$231243</u>	<u>\$462485</u>	<u>\$660693</u>	<u>\$209219</u>	<u>\$554582</u>
Additional Hourly Rate may apply:	-	-	<u>\$6063</u>	-	-

CIVIC ROOMS C Damage Deposit - \$~~450~~250 Seats up to 60 banquet or 45 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	<u>\$121127</u>	<u>\$302317</u>	<u>\$478502</u>	<u>\$138145</u>	<u>\$362380</u>
Coon Rapids Resident, Non-Profit or Business	<u>\$154162</u>	<u>\$302317</u>	<u>\$484508</u>	<u>\$138145</u>	<u>\$362380</u>
Non-Resident	<u>\$176185</u>	<u>\$341358</u>	<u>\$534561</u>	<u>\$154162</u>	<u>\$409429</u>
Additional Hourly Rate may apply:	-	-	<u>\$4446</u>	-	-

GAZEBO Damage Deposit - ~~\$50~~ <u>250</u> Chair rental fee separate	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
With Banquet room rental	~~\$148~~ <u>210</u>	~~\$148~~ <u>263</u>	~~\$148~~ <u>263</u>	~~\$148~~ <u>210</u>	~~\$148~~ <u>210</u>
Without Banquet room rental	~~\$292~~ <u>315</u>	~~\$292~~ <u>420</u>	~~\$292~~ <u>N/A</u>	~~\$292~~ <u>N/A</u>	~~\$292~~ <u>N/A</u>
ALCOHOL SERVICE FEES	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Security Officer (4 hours on Fri, Sat, Sun) <i>For serving alcohol or teen dance/music party</i>	~~\$180~~ <u>400</u>	~~\$360~~ <u>400</u>	~~\$360~~ <u>400</u>	~~\$150~~ <u>400</u>	~~\$360~~ <u>400</u>
Additional Hourly Rate may apply:	~~\$90~~ <u>100</u>	~~\$90~~ <u>100</u>	~~\$90~~ <u>100</u>	~~\$90~~ <u>100</u>	~~\$90~~ <u>100</u>
Alcohol Service Permit Fee	~~\$200~~ <u>210</u>	~~\$200~~ <u>210</u>	~~\$200~~ <u>210</u>	~~\$200~~ <u>210</u>	~~\$200~~ <u>210</u>

MEETING ROOMS Damage Deposit (Any Room) - \$50 Arts & Crafts Room (Seats up to 35) <i>Not available Friday or Saturday 6:30 -9:30 PM</i> Conference Room (Seats up to 21) Recreation Room (Seats up to 30)	4 Hour Rental Monday - Thursday 4:30 PM - 10:00 PM	4 Hour Rental Friday 4:00 PM - 10:00 PM Saturday 8:00 AM - 10:00 PM Sunday 12:00 PM - 10:00 PM
Coon Rapids Civic, Athletic or Public – Additional hourly rate	No charge up to 4 hours/month \$20/hour	\$70 for first 4 hours \$25/hour
Coon Rapids Resident, Non-Profit or Business – Additional hourly rate	\$45 for first 4 hours \$20/hour	\$70 for first 4 hours \$25/hour
Non-Resident – Additional hourly rate	\$70 for first 4 hours \$20/hour	\$90 for first 4 hours \$25/hour

Other Fees

- Auditorium arrangement or chair removal - Any Room (A, B, C) ~~\$176-185~~
- ~~Kitchen rental~~ ~~\$138/day~~
- Service charge for returned check (NSF) \$30
Upon receipt of an NSF check, no additional checks will be accepted by the presenter

Linen/Supply Rental (incl. sales tax)

- Linens (all colors)
 - Round & 8 foot \$5/each
 - 120" round ~~\$2021~~/each
- A/V Equipment ~~\$5053~~/each
- Projector & screen (up to two screens) ~~\$5053~~/each
- Gas Grill ~~\$2021~~/each
- ~~Coffee Maker*~~ ~~\$10~~
- Portable speaker system ~~\$25-26~~
- Wireless microphone* \$10
- Stage (up to 4 sections plus black skirting) ~~\$5558~~/section
- Custom Décor available through Encore Events

*Civic, Athletic, and Public exempt

For more information, please contact the Facilities Coordinator at (763) 767 - 6522 or civiccenter@coonrapidsmn.gov.

COMMUNITY TELEVISION NETWORK (CTN) STUDIO FEES

Studio (includes staff assistance)

- Studio A rental \$~~520~~535/day
- HD control room rental \$~~520~~535/day

Staff (3-hour minimum)

- Producer or Director \$9094/hour
- Graphics ~~Designer~~Operator \$7072/hour
- Production Assistant \$6062/hour

Edit Suites (3-hour minimum)

- Editing, Animation or Graphis Design \$~~430~~135/hour with editor

Field Camera & Accessories

- Blackmagic 6K Pro DSLR kit without lens \$210/day
- DSLR Lens options (24x105 or 70x200) \$55/day
- Cammate 18' jib \$310/day
- Tripod- Sachtler \$20/day
- Filex K302 LED light kit \$85/day
- Lectrosonics UCR/UM100 wireless lavalier \$55/day
- Atomos Shogun Flame 4K HDMI/SDI Recorder \$55/day

Remote Event Production*

- 5 camera remote HD production (HD-1) truck 33' \$6,950/day
- 4 camera remote HD production (HD-2) truck 27' \$~~5,875~~5,900/day
- 3 camera remote HD VMIX Flypack \$2,475/day
- Support/Production Van (HD-3) \$600/day
- Generator use for truck rental \$385/day
- Fuji XA88x8.8BESM Box lens with Vinten 70 tripod \$1,225/day
- Fuji HA42x9.7BERD long ENG lens \$620/day
- Sony HDC 4300 HFR 4K Super Slo-Mo Fiber Camera \$925/day

*Crew costs are additional; see staff rates above

Digital Download of CTN Programs

\$20/each

25% deposit is required on all projects over \$1,000. Public schools and non-profit organizations eligible for 10% discount.

ICE CENTER FEES (Resolution 24-96)**Ice Rental (2024 - 2025 season)**

Fall - Winter Prime Indoor (9/1 - 3/31) (3-10 p.m. Monday-Friday; 7 a.m.-10 p.m. Saturdays, Sundays, non-school days.)	\$248/hour (~~Incl.~~ <u>Excl.</u> sales tax)
Fall - Winter Non-Prime Indoor (9/1 - 3/31) (Before 3 p.m. and after 10 p.m. Monday-Friday with exception of non-school days; After 10 p.m. Saturdays and Sundays.)	\$192/hour (~~Incl.~~ <u>Excl.</u> sales tax)
Fall - Winter Public Outdoor	\$105/hour (~~Incl.~~ <u>Excl.</u> sales tax)
Spring/Summer Non-Prime Indoor (4/1 -8/31)	\$192/hour (~~Incl.~~ <u>Excl.</u> sales tax)
Spring/Summer Non-Prime Outdoor (dry surface)	\$60/hour (~~Incl.~~ <u>Excl.</u> sales tax)
Group discount, Winter Non-Prime and Spring/Summer Hours	10 th hour free

Contract Customers

Any customer who purchases over 200 hours of ice (Prime or Non-prime) is considered a Contract Customer* and is required to be under contract for a duration of one year which runs September 1 - August 31. Customers purchasing less than 200 hours of ice time fall within the "Rental Agreement".

*Contract Customers who conduct non-ticketed events are provided some ancillary facility space. Ancillary uses are defined as team meetings, work out activities, team event planning, motivational speakers and presentations when supervision is present. All of the ancillary uses must be scheduled in advance with Ice Center management and are subject to availability. Management has discretion to assign use of rooms or to modify room assignments to accommodate other priority or paid users. Social gatherings and team parties are chargeable room rentals.

Volume Rates Ice Purchase Policy

The City may offer lower ice rates for customers that meet or exceed* the minimum threshold of hours purchased in various categories and are under contract. **

— Prime Ice over 500 hours	\$243/hour
— Non-prime Ice over 200 hours	\$145/hour

*Note: Customers may not exceed 200 days of use per contract year.

** Customers purchasing over 500 hours of Prime Ice also receive 16 hours of complimentary ice time per contract year directed at recruitment and 4 hours of complimentary ice time per week on the outdoor rink for the contract year.

Game Fee Charges for Ticket Events

Game fees are charged to recover costs related to cleaning, staff, security personnel, some room rentals and other needs. Customer game fee needs can vary and charges are reflected accordingly.

Full Service Game Fee

Appropriate management, ticket seller(s), time/scorekeeper(s), penalty box attendant(s) and security personnel as needed as well as any cleanup/maintenance staff, and some access to rooms for approved use.

Indoor	\$700/game
Outdoor	\$350/game

Modified Service Game Fee

Appropriate management, and additional staff for cleanup and other needs, and some access to rooms for approved use.

Indoor	\$135/game
Outdoor	\$135/game

By prior arrangement, if the City determines the above services are not necessary for games, a Game Fee will not be charged. This is determined at the discretion of management.

Additional Services Game Fee

Any customer requesting portions of the services provided as part of the Full Service or Modified Service Game Fee will be charged applicable market rates for such services. Fees to be determined by Ice Center Management.

Ancillary Facility Space**Ticketed Events**

Room usage is included for paying the Game Fee during ticketed events for team events and activities. This includes the shooting station (contract customers only), conference room, Graber skybox and training room 1. All of the ancillary uses must be scheduled in advance with ice center management and are subject to availability. Management has the discretion to charge additional Game Fees for cleaning and damage to rooms, if applicable.

Non-contract customers, ticketed or non-ticketed event

Any group renting ice may request meeting room space (if available) and pay the posted fees for room rental rates.

Storage space for volume rate ice customers

Facility storage may be offered when a customer meets or exceeds the minimum threshold of hours purchased in one category of ice time rental and is under contract as an "Eligible Volume Rates Ice Purchase Customer." The storage space is provided only if available and will not displace any prior customer. Ice Center staff have final authority to determine storage space if available.

If a customer meets or exceeds the minimum amount of ice time purchased* in any one category (prime or non-prime), up to 450 square feet of storage space (if available) can be provided to the customer for use. Qualifying in more than one category of ice time purchased does not mean customer is entitled to more storage space.

Eligible Volume Rates Ice Purchase Customers:

Purchasing over 500 hours Prime Ice: @\$243.00/hour

Purchasing over 200 hours Non-prime ice: @\$145.00/hour

**See Volume Rates Ice Purchase Policy*

Sales of Merchandise in City-owned Facilities

Contract Customers may sell merchandise, programs and souvenirs in the facility during games, tournaments and special events, with all proceeds being kept by the customer. Customers may grant permission to a commercial vendor to sell merchandise; however, any commercial vendor may be required to pay a permit fee to the City. Customers may not sell items similar in nature to items stocked by the Provider in its Pro Shop. Sale locations and sale items must be approved in advance by the Ice Center Manager. If more than one commercial vendor is desired, this falls outside typical use and the customer must go through the "Special Event Permitting Process" as described in detail in this document.

Dashboard Sales/Commission Program

Any Contract Customer is allowed to participate in the Coon Rapids Ice Center Dashboard sales/Commission program. This program is available only to Contract Customers as defined by those who purchase over 200 hours of ice time (Prime or Non-Prime) in a contract year which runs September 1 to August 31.

The Dashboard Sales/Commission Program allows each contract user to sell up to 3 dashboards for a fee of \$1000 each, with the Contract User receiving 50% of the sale (for commission and recruitment of the customer) and the Coon Rapids Ice Center will retain the other 50%. If ad sales do not meet the deadline of September 1, 2024, ad rates and commission amounts will be adjusted each month on a pro-rated basis. Ad rates will be \$83.33 per month; commission rates will be \$41.66 per month. Any Contract Customer participating in this program will also be required to sign the "Service Contract Agreement for Dasher Board Ad Sales" which can be obtained from the Ice Center Manager.

Advertising Logo Wall

Contract Customers purchasing over 500 prime hours of ice can participate in the advertising logo wall in the Ice Center. Sponsors supporting a group that purchases over 500 prime hours can display their logo on the advertising wall.

Special Events

Contract customers may have up to 2 special events per season that are designed to offer different and/or additional activities in addition to a typical practice, hockey game or tournament. Special events must go through the City's "Special Events Permitting Process" which includes filling out a form, going through a checklist, submitting a site plan,

permit fees, inspections (if appropriate) and related details. Contract users should work with Ice Center Management, who will then work with the Community and Recreation Director to make final determinations on approval of the event.

All special events must be planned at least 60 days in advance. City staff then have up to 14 days to get back to the contract user with approval and/or questions. All special events will require proof of liability insurance provided by the customer, with the City listed as an additional insured. City staff reserve the right to approve or deny any special event based on staffing capacity and other factors.

Surcharge for credit card purchases related to ice rental payments

If a customer chooses to pay for any ice rental by credit card, the purchase will be subject to a 3.35% surcharge fee to cover the cost of credit card processing.

Skating Services & Admissions

– Public Skating per Session	
– Adults	\$6
– Students/Seniors	\$5
– Children 5 years and under (accompanied by a paid admission)	No charge
– Prepaid card for six sessions	\$25
– School Groups (includes skate rental)	\$7 per person/hour
– Adult open Hockey	\$7/session
– Stick and Puck Session	\$7
– Children 5 years and under (accompanied by a paid admission)	No charge
– Prepaid card for six sessions	\$30
– Skate Rental	
– Public Skate	\$4
– Skating School	\$2
– Skate Sharpening	
– Overnight	\$7
– Same Day	\$10
– Prepaid card for five same day sharpenings	\$45

Skating School Fees

Skating School participants are charged fees to cover costs associated with the program. These fees are designed to cover the direct cost of the program, including part-time salaries and supplies, as well as a portion of administrative overhead and direct supervisor costs. A small percentage is then added to the direct program costs to account for non-direct program costs. These fees vary depending on the program type, supplies costs, length of the program, etc. Refunds will not be given for programs that cost less than \$10. Refunds will not be given for the Learn to Skate membership once processed. Cancellations after the start of the program will receive a prorated refund. Cancellations are subject to a \$10 withdraw fee both before and after the start of a program.

Room Rental Fees

Priority 1: Any events directly sponsored by the City of Coon Rapids
 Priority 2: Events conducted by a Coon Rapids civic, athletic or public organization
 Priority 3: Events conducted by a Coon Rapids resident, non-profit, or business
 Priority 4: Events conducted by a non-Coon Rapids resident

	Hourly Rate			
	Priority 1	Priority 2	Priority 3	Priority 4
Party Room A or B	No charge	\$6	\$15	\$18
Party Room A & B combined	No charge	\$12	\$28	\$32
Cook Conference Room A or B	No charge	\$10	\$18	\$22
Cook Conference Room A & B combined	No charge	\$18	\$32	\$42
Graber Skybox	No charge	\$10	\$28	\$32
Multi-Use Training Room 1	No charge	\$10	\$18	\$22

Public Skate Birthday Party - Host a birthday party during public skate times. Includes admission, skate rental and party room. Client brings own snacks/cake.

– 12 skaters	\$107
– 24 skaters	\$214

RESERVATION DEPOSIT: A \$25 deposit may be due at time of reservation. Cancellations with less than seven (7) days' notice will forfeit the deposit. For ongoing reservation dates, a \$25 room set-up fee will be charged for no shows unless seven (7) days' notice is given. Remaining balances are due the day of the reservation and can be paid at the front desk unless other arrangements have been made.

Advertising Fees

All advertising assumes customer will provide art-ready files to the Ice Center (must meet facility guidelines) to be printed. If customer does not have art-ready files, the Ice Center will work with the customer and printer to coordinate art design at an additional cost of \$200. Any cost above \$200 for unforeseen design needs will be paid in full by the advertiser. For Dasherboards: all advertisers must print on protective Lexan material at a cost of \$300 additional (unless customer has a Lexan pre-printed add already). The Ice Center will work with full Zamboni wrap advertisers to coordinate with a printer to design and print the wrap which will be at the advertiser's expense.

	Yearly Rate			
	1 Year	2 Year	3 Year	5 Year
Dasher Boards 29" x 96" (12 available)	\$1,000	N/A	N/A	N/A
North Scoreboard 2' x 10' (3 available)	\$1,000	\$925	\$825	\$700
South Scoreboard 2' x 6' (2 available)	\$800	\$750	\$675	\$575
Above Player Benches 36" x 96" (8 available)	\$800	\$750	\$675	\$575
In-Ice Logos 12' x 14' (4 neutral zone available)	N/A	\$1,200	\$1,000	N/A
Zamboni (2 available):				
Side panel (one only)	N/A	\$750	N/A	\$600
Side panels (both)	N/A	\$1,200	N/A	\$950
Full machine vinyl wrap	N/A	N/A	N/A	\$2,500

PARK FACILITIES & RECREATION

Fees charges for use of City park buildings are based on four classifications of priority.

Exclusive Use Permit Fee	
Priority 1 - Any event directly sponsored by the City of Coon Rapids	Per affiliation or facility agreement
Priority 2 - Events conducted by a Coon Rapids Civic, Athletic, or Public Organization	Per affiliation or facility agreement
Priority 3 - Events conducted by a Coon Rapids resident, Non-Profit, or business	Per fee schedule below
Priority 4 - Events conducted by a non-Coon Rapids resident	Per fee schedule below

City Park Building Rentals

	Damage Deposit†	Weekday (Mon - Thurs)		Weekend (Fri - Sun)		Daily Rate up to 50 people
		Half Day	Full Day	Half Day	Full Day	
Riverwind, Riverview** & Sand Creek**						
Priority 2	~~\$450~~ 200*	*	*	~~\$447~~ 122	~~\$468~~ 175	-
Priority 3	~~\$450~~ 200	~~\$95~~ 99	~~\$435~~ 140	~~\$447~~ 122	~~\$468~~ 175	-
Priority 4	~~\$450~~ 200	~~\$448~~ 123	~~\$468~~ 175	~~\$447~~ 153	~~\$240~~ 218	-
Crooked Lake Park - Shelters 1 & 2 (electric)						
Priority 2	~~\$450~~ 200	-	-	-	-	~~\$405~~ 140
Priority 3	~~\$450~~ 200	-	-	-	-	~~\$405~~ 140
Priority 4	~~\$450~~ 200	-	-	-	-	~~\$435~~ 190
Lions Coon Creek Park - Shelters 1 & 2 (electric)						
Priority 2	~~\$450~~ 200	-	-	-	-	~~\$405~~ 140
Priority 3	~~\$450~~ 200	-	-	-	-	~~\$405~~ 140
Priority 4	~~\$450~~ 200	-	-	-	-	~~\$435~~ 190

All cancellations will be subject to an administrative fee of 5% of the total amount paid towards the reservation.

Groups more than 50 people require 2 shelters.

† Deposit may be waived by Recreation Supervisor

* Priority 2 - For weekday use no deposit is required and no charge for up to 8 hours per month

** Seasonal rental during Spring and Summer months only

Community Garden Plots

- 18 x 25 feet, available May 15 to October 15 ~~\$454~~7/year

Adult Sports Leagues

- Summer Softball Double Header League ~~\$945~~-975 + sales tax
- Fall Softball Leagues (Men's and Co-Rec) ~~\$545~~-530 + sales tax
- Team conduct and eligibility fees \$25 per incident

Seasonal Recreation Activity Fees

Fees for seasonal recreational activities will be provided in registration guides. Registration information distributed seasonally.

Refunds are given if Coon Rapids recreation cancels a program. Refunds will not be given for programs that cost less than \$10 or cancellations made less than 7 days prior to the program start date. Cancellations requested more than 7 days prior to an activity will be charged a withdraw fee. Participants must contact the Recreation Department to request a refund.

Program Cost	Withdraw Fee
\$10 - \$99	\$5
\$100 or more	\$10

Athletic Field Game/Practice Rentals (2-hour blocks)

	Rate per Field	
	Resident	Non-Resident
Baseball Fields	~~\$110~~ 114	~~\$160~~ 166
Football and Lacrosse Fields	~~\$110~~ 114	~~\$160~~ 166
Ice Rink	~~\$110~~ 114	~~\$160~~ 166
Soccer Fields	~~\$110~~ 114	~~\$160~~ 166
Softball Fields	~~\$110~~ 114*	~~\$160~~ 166

*Rate applicable for adult league

Athletic Field Tournament Field Rentals

	1-Day Event	2-Day Event	3-Day Event
Sand Creek Park - Softball	\$1,000	\$2,000	\$3,000
Sand Creek Park - Football or Lacrosse	\$400	\$800	\$1,200
Soccer Complex	\$1,000	\$2,000	\$3,000
Wintercrest Park - Baseball Complex	~~\$400~~ 600	~~\$800~~ 1,200	~~\$1,200~~ 1,800

Tournament rentals include fields, Friday preparation, lights and portable restrooms. Affiliated Athletic Associations pay based on Affiliation Agreements.

Equipment Rentals

– Chalk	Actual Cost
– Field Marking Paint	Actual Cost
– Portable Toilet Rental	\$85 per unit
– ~~Lights~~	~~\$30 per field or rink~~
– Dumpster	\$150 per unit
– Portable Toilet Cleaning	\$45 per unit
– Portable Homerun Fence Installation	\$55 per field

Deposits

\$500 key/damage deposit on all rentals

Deposit will be returned minus charges upon completion of rental, league or tournament. Deposit may be waived by Recreation Supervisor.

Maintenance (Weekend Maintenance Worker)

~~\$50~~51.50 per hour

Engineering Fees

PRIVATE DEVELOPMENT

Street, utility and water main fees for private developments apply in situations where developers decide to construct the public improvements themselves rather than have the City of Coon Rapids construct them via a public improvement project.

The fees and charges collected are intended to reimburse the city for all direct and indirect costs incurred by the Public Works Department to process the development application, process and administer the project, review and approve the plans for the project, inspect the construction of the project and inspect and maintain the project once complete.

The percentages and rates are based on historical costs incurred by the city and are reviewed on an annual basis.

City Improvement Projects and Miscellaneous Work

A fee for administration of all development projects is the actual total of costs associated with the project, including staff time.

Please note, if outside entities are used, their total costs will be added to the fee.

Sanitary Sewer Hook-Up (Trunk) Charge (City Code 13-602)

This charge aims to fairly distribute costs of providing services to properties that did not pay for the initial trunk line development costs or ongoing maintenance.

- Trunk Sanitary Sewer Charge

Original assessment updated by CCI
or as determined by City Engineer

Water Hook-Up (Trunk) Charge (City Code 13-201)

This charge aims to fairly distribute costs of providing services to properties that did not pay for the initial trunk line development costs or ongoing maintenance.

- Trunk Storm Water Charge

Original assessment updated by CCI
or as determined by City Engineer

Hook-up charges are due at the time “water availability” is desired by the property owner. The hook-up charges can sometimes be paid by city assessments but is usually paid in a lump sum directly to the City by the property owner/developer. In some instances, water mains are adjacent to a given property, but the TWC has not yet been paid and consequently water is not yet available. In all cases, prior to water main construction plan approval for water mains to be installed within property the applicable hook-up charges must be paid in advance of plan approval.

GENERAL ENGINEERING

The general engineering fees collected are intended to reimburse the City of Coon Rapids for all direct and indirect costs incurred by the Public Works Department to process, prepare, review, and inspect the various projects and requests.

The percentages and rates are based on historical costs incurred by the city and are reviewed on an annual basis.

City Improvement Projects and Miscellaneous Work

A fee for administration of all City of Coon Rapids improvement projects is the actual total of costs associated with the project, including staff time.

Please note, if outside entities are used, their total costs will be added to the fee.

Grading Permit Fee

This fee is due at the time of grading permit issuance.

VALUATION	FEES	STATE SURCHARGE (except fixed fees)
\$0 to \$500	~~\$60~~ 62	0.0005 X permit valuation
\$501 to \$2,000	~~\$60-62~~ for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, up to and including \$2,000	
\$2,001 to \$25,000	\$94.75 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, up to and including \$25,000	
\$25,001 to \$50,000	\$416.75 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, up to and including \$50,000	
\$50,001 to \$100,000	\$669.25 for the first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$100,000	
\$100,001 to \$500,000	\$1,019.25 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, up to and including \$500,000	
\$500,001 to \$1,000,000	\$3,259.25 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000	See State Surcharge Table
\$1,000,001 and above	\$5,634.25 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof.	

Please note, additional escrow fees may be due at time of permit issuance.

Commercial Wireless Telecommunications Antennas and Tower Permits

Towers including applicants' antennas located thereon

- | | |
|---|--------------------------|
| – Zoning Permit issued administratively | ~~\$670~~ 700 |
| – Zoning Permit issued by City Council | ~~\$1,070~~ 1,100 |
| – Building Permit | Based on valuation table |

A \$1,000 administrative fee is required to cover staff time, project coordination, and asset management of impacted City facilities.

Please note, if outside entities are used, their total costs will be added to the fee. Deposit of an escrow in the amount described below is required:

- | | |
|--|----------|
| – New Construction | \$15,000 |
| – Add/Remove or Upgrade Equipment | \$12,000 |
| – Private Sites (structural review only) | \$7,000 |

Escrow funds will be used to pay third-party professional consulting expenses necessary for review and construction services on the project. Unused escrow funds will be returned to the applicant upon permit close. Additional funds may be required for out of scope services due to excessive and repetitive plan reviews and/or inspections.

Right-of-Way Permit Fee (City Code 10-200)

Registration fee (based on certificate of insurance expiration date)	\$60/registration
Administration fee	\$100 per 500 linear feet
Excavation fee Per hole in unpaved boulevard Per hole in pavement	\$25 each \$50 each
Underground placement (Trench and Directional Boring)	\$0.50 per linear foot
Overhead placement	\$0.20 per linear foot
Delay Fee	\$60/each up to 3 days plus \$10 per day over 3 days
Permit Extension Fee	\$55 per occurrence
Small Wireless Facility Permit Fee (may require collocation agreement)	\$1,500/unit
Small Wireless Facility Annual Rent (collocation)	\$175 per year + monthly fee for electrical service
Degradation fee	All costs incurred to repair the street to the appropriate street restoration detail plates if the permittee elects not to repair the street.

Fire Department Fees

GENERAL FIRE FEES

Daycare Inspection	\$50
Fire Code Violation (City Code 12-415; 12-420)	
– Other than recreational fires	\$60
– Recreational fire - 1 st	~~\$75~~ 85
– Recreational fire - 2 nd or subsequent in 18 months	Double previous penalty
Fire Run and Investigation Report	
– 1 - 3 pages	No charge
– 4 - 100 pages	\$.25/page plus photo costs
– Over 100 pages	Actual costs
Lock box	Actual cost
Water Flow Test	~~\$475~~ 180

FIRE PROTECTION EQUIPMENT PERMIT

Fire sprinkler, fire alarm and special hazard systems.

Type	Permit Fee
Sprinkler System	
First 10 Heads	~~\$420-125~~ + \$1 state surcharge
Each additional 10 Heads	\$22
Fire Pump	~~\$420-125~~ + \$1 state surcharge
Fire Suppression Systems (i.e. Hoods, paint booths, computer server rooms, etc.)	~~\$420-125~~ + \$1 state surcharge
Fire Alarm Permit	~~\$420-125~~ + \$1 state surcharge
Each Additional Panel	~~\$420~~ 125
Each Alarm Device	\$3

Fire protection equipment includes: wet and dry fire sprinkler systems, clean agent suppression systems, wet and dry chemical suppression systems, fire protection for commercial cooking operations and fire alarm systems.

Plan Review Fees

When applicable, a plan review fee of 35% will be added to fire permits.

State Surcharge

Minnesota Statute 326B.148

Applies to fire sprinkler, fire alarm and special hazard systems.

FUEL STORAGE TANK PERMIT

Installation and removal of above ground and underground storage tanks:

– Underground installation/removal	\$215/tank + \$1 state surcharge
– Above ground installation/removal	\$215/tank + \$1 state surcharge
– Replace existing with similar	\$270 + \$1 state surcharge

Planning & Zoning Fees

GENERAL PLANNING & ZONING FEES

Document Charges

\$25/page - 100 or less
100 pages or more - actual costs

Including Comprehensive Plans, City Code, Planning Commission Agenda Books, Agenda Page or Long Minutes

Note: The City Code and the city's 2040 Comprehensive Plan are available on the city website.

Services

- Zoning verification letter ~~\$415~~120
- Courier services Fee to be determined

Recording Fees (established by Anoka County)

- Abstract and Torrens documents, Plats/RLS/CIS Varies
- Fees vary per Anoka County regulations and may be charged back to the applicant.

Sign Permit Fees

- Permanent - New Ground or Monument sign ~~\$240~~250
- Permanent - New Ground or Monument sign on existing support ~~\$415~~120
- Permanent - Walls sign ~~\$415~~120
- Change or addition to existing permanent ground or wall sign ~~\$415~~120
- Temporary sign for commercial, institutional, or industrial use ~~\$70~~80

Public units of government with taxing authority and their agencies shall be exempt from the payment of fees for temporary signs.

Exemption from the payment of a temporary sign permit fee does not relieve the unit of government, or its agency, from compliance with all other applicable provisions of the sign code including, but not limited to, obtaining required permits.

Any questions regarding whether an applicant qualifies for an exemption shall be determined by the City Council upon the request of either the applicant or the staff person responsible for issuing the permit.

Sign Contractor License (City Code 12-106) ~~\$75~~80

LAND DIVISION ADMINISTRATION FEES

Application for Planned Unit Development

- Planned Unit Development ~~\$1,840~~1,910
- Revision to Final Planned Unit Development ~~\$410~~425

Plat Fees

- Preliminary Plat ~~\$605~~630
- Final Plat ~~\$205~~210
- Registered land survey in lieu of plat ~~\$605-630~~ plus recording fees

Minor Subdivisions

- Lot split/lot reassembly ~~\$365~~380
- Subdivision exemption ~~\$365~~380
- Registered land survey in lieu of lot split ~~\$365-380~~ plus recording fees

LAND USE ADMINISTRATION FEES

Vacations

- Vacations of public easements and right-of-way ~~\$390-405~~

Park Dedication Fees (City Code 11-1506)

Cash in lieu of land dedication fees:

- Residential/Single-family/Duplex (per unit) ~~\$2,070~~2,500/unit
- Two-family/Duplex (per unit) ~~\$1,760~~2,130/unit
- Multifamily (per unit) with three units or more ~~\$1,440~~1,700/unit
- Commercial ~~(per acre)~~ * ~~\$5,200/acre~~ 3% FMV of land or \$7,500, whichever is less
- Industrial ~~(per acre)~~ * ~~\$4,140/acre~~ 5% FMV of land or \$7,500, whichever is less

*Not to exceed 3 times the amount of single family.

Variances	~~\$340~~ <u>350</u> plus recording fees
Chicken Keeping Permit (City Code 6-700)	\$115
Beekeeping Permit (City Code 6-800)	\$115
Application for Conditional Use Permit	
– All Conditional Use Permits and amendments	~~\$425~~ <u>540</u> plus recording fees
– Site Plan Review - Residential	~~\$850~~ <u>1,200</u>
– Site Plan Review - Commercial	~~\$850~~ <u>1,200</u>
– Mineral Extraction permit	~~\$285~~ <u>295</u>
Maps and Text Amendments	
– Zoning amendments	~~\$575~~ <u>600</u> plus recording fees
– Comprehensive Plan amendment	~~\$870~~ <u>900</u>
Special Event Permit (City Code 11-706)	\$50

Other permits are required if special event has any of the following: Electrical generator 15kW or greater, fireworks display, food truck/mobile food unit, parade/march/walk, sale of alcohol, or tent/canopy greater than 400 square feet. See special event permit application

Notes for the Planning Fees:

Administrative Costs - Actions requiring payment for administrative costs may be billed to the applicant. Administrative costs may include, but are not limited to, the following: staff time (including regular city employees and contracted employees), publishing costs, copying, printing and mailing. The actual hourly rates of the employees will be used plus a multiplier of 1.5 times for benefits.

Police Department Fees

GENERAL POLICE FEES

– Report copies (pages 1-3)	No charge
– Report copies (pages 4 and over)	\$.25/side/page
– Car seat training (non-resident)	~~\$30~~ 35
– ~~Crime statistics report~~	~~\$25~~
– Letter of good standing	\$20
– Parking fine	\$35
– Printed digital photo	\$5/page
– Digital evidence (per USB)	\$45
– Vehicle lock-outs	\$20
– Witness fee	\$20
– Pawnshop billable transaction fee	
Electronic reporting	\$1.80/transaction
Manual reporting	\$2.80/transaction

Hourly Rate for Contracted Police Services (two-hour minimum)

– Officer	~~\$90~~ 100/hour
– Officer, Holiday	~~\$440~~ 160/hour
– Sergeant, Holiday	~~\$440~~ 125/hour
– Officer, Holiday	~~\$460~~ 180/hour

Storage of Forfeited Vehicles Towing and Impounding of Vehicles

Towing and impounding is done by a private contractor having appropriate impounding facilities.

– Storage of vehicles (maximum)	~~\$415~~ 120 per 7-day period (~~\$500~~ 840)
– Towing and impounding of vehicles	Set by private contractor
– Vehicle forfeiture seizure fee	~~\$235~~ 240

Dog Licenses and Impounding Fees (City Code 6-107;6-117)

– Dangerous dog license	\$50
– Impoundment - Amount charged per day when confined to the pound	actual cost

Kennel and Multiple Pet Permits (City Code 6-202)

Permits applicable for four or more dogs, cats, or any combination thereof.

– Annual license	\$60
– Inspection or reinspection	~~\$415~~ 120

Police – False Alarms (City Code 8-1403)

– False alarm user fee (1-3) in a calendar year	no charge
– False alarm user fee (4-5) in a calendar year	~~\$65~~ 70/alarm
– False alarm user fee (6-9) in a calendar year	~~\$420~~ 125/alarm
– False alarm user fee (10 or more) in a calendar year	~~\$250~~ 260/alarm

Public Works Fees**GENERAL PUBLIC WORKS FEES**

Block Party Refundable Barricade Deposit	\$25
Chloride Administrative Penalty (City Code 13-1609)	\$200
Tree Removal Administrative Charge	~~\$90~~ 95

RECYCLING CENTER FEES

Appliances - all large major appliances/microwave	\$15
Electronics: All electronics and small appliances Flat screen TV/computer monitors 32" and smaller Tube TV/computer monitors up to 18" Tube TV/computer monitors 19" to 31" Tube TV 32" and larger	\$1/lb. \$1/lb. \$25 \$35 \$60
Fire Extinguishers	\$5
Mattress/box springs - all sizes	\$25
Tires: Bike Passenger/Trailer/ATV/Motorcycle off rim Passenger/Trailer/ATV/Motorcycle on rim Semi off rim Semi on rim Tractor off rim Tractor on rim	\$1.50 ~~\$4.50~~ 6.00 ~~\$5.50~~ 7.00 ~~\$15~~ 18.00 \$20 \$35 \$45
Vacuum	\$5
Business Recycling - Large Material Generators Fees will vary based on material type, size of load and frequency of delivery. Test loads are arranged to provide a quote.	

STORM WATER UTILITY**Late Payment Penalty Charge (per Quarter)** 10% of unpaid balance**Residential and Multi-Family Rates (billed quarterly)**

Single Family	\$13.20 per unit
Medium Density	\$9.70 per unit
High Density	\$5.10 per unit

Commercial/Industrial/Institutional Rates (billed quarterly)

Commercial or Industrial	\$83.90 per acre
Parks and Open Space	\$8.20 per acre
Elementary and Middle Schools	\$24.60 per acre
High Schools and Junior Colleges	\$45.10 per acre
Churches	\$51.30 per acre
Other Public and Semi-Public Property	\$83.90 per acre
Hospitals	\$76.10 per acre

SANITARY SEWER UTILITY**Sanitary Sewer Service Charge (SAC)**

This charge is applicable to various residential, commercial, public and institutional facilities. The Metropolitan Council determines the total number of units for each facility by utilizing the most recent edition of the Metropolitan Council SAC Procedures Manual.

Visit <https://metro council.org/sacprogram> for more information.

- Met Council SAC \$2,485/unit

Late Payment Penalty Charge (per Quarter) 10% of unpaid balance

Sewer Rates – Base Fee Plus Winter Quarter (billed quarterly) – *For Usage beginning January 1st*

Base Fee (fixed fee) Residential (per dwelling unit)	~~\$30.50~~ <u>\$34.50</u>
Usage Fee - Based on winter average consumption Residential (per dwelling unit)	~~\$3.45~~ <u>\$3.25</u> / 1,000 gallons
Minimum charges (base fee plus consumption) Residential	~~\$54~~ <u>\$60.50</u>

Sewer Rates – Base Fee Plus Consumption (billed quarterly) – *For Usage beginning January 1st*

Base Fee (fixed fee) Multi-family - common meter (per dwelling unit) Commercial and Institutional Industrial and Restaurant	~~\$42.25~~ <u>\$13.75</u> ~~\$75~~ <u>\$85</u> ~~\$90~~ <u>\$100</u>
Usage Fee - Based on actual water consumption during the billing period Residential (per dwelling unit) Nonresidential	~~\$3.45~~ <u>\$3.25</u> / 1,000 gallons ~~\$3.60~~ <u>\$3.75</u> / 1,000 gallons

Sewer Rates – Flat Fee (billed quarterly) – *For Usage beginning January 1st*

Unmetered Residential	~~\$77.75~~ <u>\$84.75</u>
Apartments or Units (sewer only)	~~\$52~~ <u>\$56.75</u>

WATER UTILITY

Late Payment Penalty Charge (per Quarter) 10% of unpaid balance

Water Meters

- Sale of water meters Actual cost plus 30%

Water Services

- Annual certification administration charge \$40
- Late payment penalty charge (per quarter) 10% of unpaid balance
- Mailing List Charge
 - All utility accounts \$130 plus \$2/thousand printed
 - Monthly new utility accounts \$10
- Meter replacement - frost bottom 50% of replacement cost
- Minnesota State water supply service connection fee (State testing fee) \$2.43/quarter per connection
- Radio read opt out
 - Manual meter reading fee \$75/billing cycle
 - Noncompliance fee (access denial) \$100/billing cycle
- Returned payment charge \$30
- Snowbird and irrigation turn on/off* ~~\$85~~\$90 per season

*during regular public works hours; 1.5x this rate all other hours

- Utility assessment searches \$25
 - Supplemental Search Detail \$10
 - Vacant property inspection fee (by Inspection Division) ~~\$95~~100
 - Water consumption log ~~\$85~~90
 - Water meter testing (only if meter tests correct) ~~\$85~~90
 - Water service turn on/off and water meter removal or re-install* ~~\$85~~90 per visit
- *during regular public works hours; 1.5x this rate all other hours

Water Hydrant Meter Rental**3" meter with backflow preventer**

- Deposit* \$2,100
- User fee (\$40 minimum) \$50/Mth or \$1.68/day
- Water usage ~~\$2,242.50~~ per 1,000 gal

3" meter

- Deposit* \$1,500
- User fee (\$40 minimum) \$25/Mth or \$0.84/day
- Water usage ~~\$2,242.50~~ per 1,000 gal

5/8" meter

- Deposit* \$400
- User fee (\$40 minimum) \$10/Mth or \$0.34/day
- Water usage ~~\$2,242.50~~ per 1,000 gal

*Permit expires after 1 year. Deposit forfeited after permit expiration.

Hydrant wrench

Actual cost + sales tax

Bulk Water Permit

- Administration Fee \$35
- Water usage (plus sales tax) ~~\$2,402.50~~ per 1,000 gal

Residential and Multi-Family Water Rates (billed quarterly) – For Usage beginning January 1st

Service Charge (fixed fee)	
Residential and irrigation	~~\$22,7025.50~~ per account
Multi-family	~~\$7,608.50~~ per unit
Consumption Charge - Based on actual metered gallons consumed each quarter:	
Tier I - First 15,000 gallons	~~\$2,402.50~~ /1,000 gal
Tier II - 15,001 - 45,000 gallons	~~\$3,003.10~~ /1,000 gal
Tier III - 45,001 gallons and above	~~\$3,703.80~~ /1,000 gal
Irrigation - Based on actual metered gallons consumed each quarter	~~\$3,703.80~~ /1,000 gal

Commercial/Industrial/Institutional Water Rates (billed quarterly) – For Usage beginning January 1st

Service Charge (fixed fee)	
Commercial/Industrial/Institutional	~~\$22,7025.50~~ per account
Consumption Charge - Based on actual metered gallons consumed each quarter:	
Tier I - First 600,000 gallons	~~\$2,402.50~~ /1,000 gal
Tier II - 600,001 gallons and above	~~\$3,003.10~~ /1,000 gal
Irrigation - Based on actual metered gallons consumed each quarter	~~\$3,703.80~~ /1,000 gal



Community strength... for generations

City of Coon Rapids 2025 Fee Schedule

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Resolution 24-xx

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Administration Fees

GENERAL ADMINISTRATION FEES

Abatement Administrative Charge	\$95
Assessment Search	\$25
– Supplemental search detail	\$10
Document Charges	\$25/page - 100 or less 100 pages or more - actual costs
<i>Including Annual Financial Report, Annual Budget, Capital Improvement Program City Code, City Council Agenda Books, Agendas, Short Minutes or Long Minutes, Planning Commission Agenda Books, Agenda Page or Long Minutes, Data Request Documents</i>	
Maps	
– 8.5" x 11"	\$1
– 11" x 17"	\$2
– 17" x 32"	\$5
– 36" x 48"	\$10
Notary Fee (MN Statute 357.17)	\$5
Return Payment Charge (NSF) (MN Statute 604.113)	\$30
Service Fee for Certification (assessing) Delinquent Accounts	\$40/parcel

BUSINESS LICENSING FEES

Adult Oriented Businesses (City Code 5-2209)	
– Investigation fee	\$2,830
– Annual license fee	\$9,450

Alcoholic Beverages (City Code Chapter 5)

Annual fee for Bottle Clubs (including public dancing)	\$300
Annual fee Brew Pub Off-Sale	\$380
Annual fee for Brewer Taproom	\$915
Annual fee for Intoxicating Liquor Clubs as defined by MN Statute 340A.101, Subd.7:	
Membership of 200 or less	\$300
Membership of 201 - 500	\$500
Membership of 501 - 1,000	\$650
Membership of 1,001 - 2,000	\$800
Membership of 2,001 - 4,000	\$1,000
Membership of 4,001 - 6,000	\$2,000
Membership of 6,001 or more	\$3,000
Investigation fee for Off/On-Sale Liquor or Wine License:	
Liquor Establishment	\$500
Liquor Manager	\$160
Annual fee for Microdistillery	
Cocktail Room License	\$915
Off-Sale License	\$380

Annual fee for Off-Sale Alcohol License:	
3.2 % Malt Liquor	\$190
Intoxicating Liquor, Class A	\$380
Annual fee for On-Sale Alcohol License:	
3.2 % Malt Liquor	\$880
Intoxicating Liquor, Class A	\$11,600
Annual Fee for On-Sale Wine:	
Seating Capacity of 35 - 99	\$1,000
Seating Capacity of 100 or more	\$2,000
Annual fee for Public Drinking Place	\$300
Annual fee for Small Brewer Off-Sale	\$380
Annual fee for Sunday Sales	\$200
Annual fee for Tavern (including public dancing)	\$355
Temporary License:	
3.2% Malt Liquor, On-sale (per day)	\$40
On-sale Strong Beer and Wine (per day)	\$55
Wine Tasting (per event)	\$40
Two AM Permit	\$300

Amusement Center License (City Code 5-305) \$580

Archery Club License (City Code 5-405) \$100

Bowling Alley License (City Code 5-604) \$85

Carnivals/Circus License (City Code 5-704)

Carnival

- With 0 - 5 rides \$390
- Each additional ride \$45

Circus

- Initial license for first day \$390
- Each additional day \$45

Christmas Tree Sales Permit (City Code 5-804) \$105

Currency Exchange License (City Code 5-2805) \$100

Dancing Permit (City Code 5-1004)

- Annual license \$190
- Per Event \$40

Fireworks Display Permit (City Code 5-2307) \$125

Gambling Investigation Fee (City Code 5-2008) \$250

Gun Club License (City Code 5-1105) \$100

Massage License (City Code 5-2907)

- Annual license fee - Massage Therapist \$60
- Initial one-time Investigation Fee - Massage Therapist \$60

— Annual license fee - Therapeutic Massage Enterprise	\$430
— Initial one-time Investigation Fee - Therapeutic Massage Enterprise	\$515
Mobile Food Units License (City Code 5-1500)	
— License per day	\$15
— License per week	\$45
— License - 21 days or less	\$120
— License - More than 21 days	\$355
Non-Domestic Animal Permit (City Code 6-506)	
— Permit fee (maximum of 30 days)	\$350
— Investigation fee	\$140
Parade Permit (City Code 5-1204)	\$30
Pawnshop License (City Code 5-2405)	
— Annual license fee	\$3,770
— Initial license one-time investigation fee	\$515
— Investigation fee for each new manager	\$160
— Pawnshop billable transaction fee	\$1.80 electronic reporting \$2.80 manual reporting
Precious Metals License (City Code 5-2711)	
— Annual license fee	\$3,770
— Initial license one-time investigation fee	\$515
— Investigation fee for each new manager	\$160
— Precious Metals billable transaction fee	\$1.80 electronic reporting \$2.80 manual reporting
Secondhand/Antique Dealer License (City Code 5-2612; 5-2628)	
— Annual license fee - Class A	\$415
— Initial license one-time investigation fee - Class A	\$485
— Annual license fee - Class B	\$195
— Initial license one-time investigation fee - Class B	\$90
— Annual license fee - Class C	No Charge
— Initial license one-time investigation fee - Class C	No Charge
— Investigation fee for each new manager	\$160
— Precious Metals billable transaction fee	\$1.80 electronic reporting \$2.80 manual reporting
— Exhibition Operating Permit (per event)	\$1,390
— Exhibitor Permit (per event)	\$50
Peddler/Solicitor/Transient Merchant License (City Code 5-1507)	
— Fireworks/All Other (per day)	\$60/15
— Fireworks/All Other (per week)	\$150/40
— Fireworks/All Other (per month)	\$300/75
— All Other for 6 months	\$300
— Investigation Fee - Each applicant	\$35
Special Event Parking Permit (City Code 5-2508)	\$90
Taxi Driver License (City Code 5-1308)	
— Annual license fee per vehicle	\$50
— Annual license per driver	\$35
— Investigation Fee	\$35
THC License (City Code 5-3007)	
— Annual license fee	\$11,600
— Investigation fee	\$500
— Investigation fee for each new manager	\$160
Theatre License (City Code 5-1406)	\$420
Tobacco License (City Code 5-905)	
— Annual license fee	\$225
— Initial license one-time investigation fee	\$160

- Investigation fee for each new manager \$160

Tree Trimmer License (City Code 5-1607) \$85

Waste and Recycling Hauler License (City Code 8-211)

- Annual license for first vehicle \$225
- Annual license for each additional vehicle \$35

Building Inspection Fees (City Code 12-206)

Fees are calculated based on the 2016 building valuation tables published by the International Code Council (ICC). The building valuation is based on the total value of all construction work, including plumbing, electrical, mechanical systems, finish work and labor, even if the owner is doing the work.

ALL BUILDING PERMIT FEES FOR NEW CONSTRUCTION OR ADDITIONS/REMODELS

Building permit fees are determined using the building/project value and the table below. Permit fees apply to new construction and additions/remodels of structures.

Table A-2025

VALUATION	FEES	STATE SURCHARGE (except fixed fees)
\$0 to \$500	\$62	0.0005 X permit valuation
\$501 to \$2,000	\$62 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, up to and including \$2,000	
\$2,001 to \$25,000	\$94.75 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, up to and including \$25,000	
\$25,001 to \$50,000	\$416.75 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, up to and including \$50,000	
\$50,001 to \$100,000	\$669.25 for the first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$100,000	
\$100,001 to \$500,000	\$1,019.25 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, up to and including \$500,000	
\$500,001 to \$1,000,000	\$3,259.25 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000	
\$1,000,001 and above	\$5,634.25 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof.	See State Surcharge Table

Reroofing Permit

- Commercial
- Residential

Based on valuation table
Based on valuation table;
(min. of \$150, not to exceed \$250)

Residing Permit

- Commercial
- Residential

Based on valuation table
Based on valuation table;
(min. of \$150, not to exceed \$250)

Solar PV Installation Permit

- Commercial
- Residential

Based on valuation table
Based on valuation table;
(min. of \$150, not to exceed \$250)

Garage Door Replacement Permits (Residential)

\$62+ \$1 state surcharge

Mobile Home Installation/Occupancy

\$125

Residential Driveway

\$125

Residential Curb or Street Cut

\$125 + \$500 escrow

Vacant Property

\$125

Conversion – Existing residential dwelling to assisted living facility

\$550

Inspections for which no fee is specifically indicated

\$125 or total hourly cost, whichever is Greater

Including certificate of occupancy, change of occupancy and change in building use

Detached Accessory Building

Based on valuation table

All detached accessory building/structures more than 200 square feet shall require a building permit

Deck or Porch Permits

Based on valuation table

Fence Permits (over 7 feet)

Based on valuation table

Pool/Hot tub/Pond/Spa Permits (over 24 in. deep and 5,000 gallons)

Based on valuation table

Mechanical Permits (Heating, Air Conditioning, Refrigeration and Ventilation)

Based on valuation table

Except for:

- Residential furnace and/or A/C replacement
- Residential basement finish ductwork
- Residential one item/one trip

\$62 individual/\$75 both + \$1 state surcharge
 \$125 + \$1 state surcharge
 \$62 + \$1 state surcharge

Gas Piping Permit

- Minimum fee (if gas only)
- Per Each Opening

\$62 + \$1 state surcharge
 \$14

Plan Review Fees

Plan review fees shall be applied to all building permits. Per state statute, similar plan structures shall be charged 25% of the normal building permit fee. At the time of application for permits the applicant must note that the permits are for documents/plans for similar plan structures, or the standard fee shall apply.

When applicable, a plan review fee of 65% (or 35% for small scale residential or commercial projects) will be added to the building and grading permits.

When applicable, a plan review fee of 35% will be added to electric, fire, plumbing, mechanical, sanitary sewer, solar, storm sewer, and water permits.

Other Inspections and Fees

Investigation and re-inspection fees or trip charges will be charged by the Chief Building Official, or designee, where additional time and expense is incurred by the City in order to achieve code compliance.

Unauthorized work or work without a permit investigation fee	Min. of \$100, not to exceed permit fee
First re-inspection	\$62
Second re-inspection	\$125
Third and subsequent re-inspection	\$188

STATE SURCHARGE: PERMITS

The Minnesota Statutes 326B.148 "SURCHARGE" has been changed effective July 1, 2015. The change only applies to the "Permits based on Fixed Fees, Part 1" and "Permits based on Fixed Fees, Part 2" portions of the Minnesota Department of Labor and Industry surcharge reporting form.

The minimum surcharge for a "fixed fee" permit is \$1. (These fees are forwarded to the State Treasurer)

\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (value - \$5,000,000)

ELECTRICAL PERMIT FEES

Electrical permit fees will be based on valuation table A-2024 except for the following:

Permit fees for minor residential work shall be set at the minimum permit fee plus applicable state surcharge (installation, replacement, alteration or repair, limited to one inspection). A reinspection fee or trip charge may apply for any required additional trips. See reinspection fee/trip charge listed above.

Equipment and devices related to siding replacement

Single Family	\$62 + \$1 state surcharge
Multi-family (excludes apartments)	\$62 for first four units/ addresses plus \$2 per unit/address thereafter + state surcharge

Service Panels

New, altered or installed	\$62 + \$1 state surcharge
Residential - one item or trip	\$62 + \$1 state surcharge

PLUMBING PERMIT FEES

Plumbing permit fees will be based on valuation table A-2024 except for work on residential properties will be as follows (per address or unit):

Backflow protection device install - commercial/residential	\$62 for first device plus \$2 per device thereafter + state surcharge
Backflow protection device annual testing recording	\$32 for first device plus \$2 per device thereafter + state surcharge
Residential one item/one trip (i.e. softener, water heater, etc.)	\$62 + \$1 state surcharge

STORM SEWER, SANITARY SEWER, AND WATER PERMIT FEES

Permit fees will be based on valuation table A-2024 except for work on residential properties will be as follows (per address or unit):

Residential water and/or sewer connection	\$125 + state surcharge
Residential water/sewer repair	\$125 + \$1 state surcharge
Residential onsite sewer (septic)	\$280 + \$1 state surcharge

NEW CONSTRUCTION ESCROWS

The city will accept payment for the following escrows. The city will release escrows upon verification of completed required improvements. The city may only return escrows to the party from which they were received.

New Residential Escrow**\$4,000**

100% of the fee shall be refunded when building permit requirements have been completed. The city is authorized to draw against this escrow in the event the building permit applicant fails to comply.

Commercial Site Security Escrow**\$2,500**

100% of fee will be refunded in whole to the applicant when requirements have been completed. The city is authorized to draw against this escrow in the event the building permit applicant fails to comply.

Residential Curb Cut Escrow**\$500**

100% of fee will be refunded in whole to the applicant when requirements have been completed. The city is authorized to draw against this escrow in the event the building permit applicant fails to comply.

OTHER BUILDING INSPECTION FEES**Structure Moving Permit**

Based on valuation table

Demolition Permit

Based on valuation table

Tents and Temporary Membrane Structures (Commercial uses)

Tents or canopy, with sides, greater than 400 sq. ft. (Total area of all tents does not exceed 15,000 sq. ft.)	\$125 + \$1 state surcharge
Tent or canopy, open on all sides, greater than 700 sq. ft. (Total area of all tents does not exceed 15,000 sq. ft.)	\$125 + \$1 state surcharge

Appeal Fee

Appeals can be made to the Building Code Board of Adjustment & Appeals established by the Department of Labor and Industry (DLI). Fees are as established by DLI.

Sanitary Sewer Service Availability Charge (SAC)

Sanitary Sewer Service Availability Charge (SAC) units for various residential, commercial, public and institutional facilities will be applied as specified in the latest Metropolitan Council SAC procedures manual.

The Metropolitan Council established SAC fees on an annual basis. These fees are collected by the city but are paid to the MET Council on behalf of the applicant. Current fees and how they are calculated is available here:

<https://metro council.org/wastewater-water/funding-finance/Rates-Charges/Sewer-Availability-Charge.aspx>

Refunds

The City may refund fees for permits on which no work has been done and no inspections have been made. Requests must be in writing and signed by the permit holder. The Chief Building Official must approve each refund and the City shall retain the following:

City Retains:	Timeframe:
\$62	Requests made within 30 days; Fees less than \$60 are non-refundable
\$62 or 20% of permit, whichever is greater	Requests made within 60 days
\$62 or 40% of permit, whichever is greater	Requests made within 90 days
\$62 or 60% of permit, whichever is greater	Requests made within 120 days
\$62 or 80% of permit, whichever is greater	Requests made within 180 days

NO REFUND is available after 180 days. Plan review fees, state surcharge fee, and re-inspection fees are non-refundable.

Please submit request for refund to buildinginsp@coonrapidsmn.gov.

Bunker Hills Golf Course Fees

Note: Sales tax included where applicable unless otherwise noted.

Individual Membership

– Individual	\$1,750 + sales tax
– Couples	\$2,550 + sales tax
– Senior (62+)	\$1,350 + sales tax
– Senior Couples (62+)	\$1,950 + sales tax
– Senior Weekday (62+)	\$900 + sales tax
– Junior	\$250 + sales tax

Patron Cards

– Individual	\$60 + sales tax
– Couples	\$95 + sales tax
– Senior Citizen (62+)	\$40 + sales tax

Executive Course - 9 holes (Daily Fees)

– Public	\$15
– Patron	\$12
– Senior patron	\$10
– Junior	\$8
– Junior after 4pm (subject to pay with paid adult)	No charge

Regulation Course – 9 or 18 holes (including sales tax)

	Daily Fees		
	Weekdays	Weekend	Fall (Oct 15 - Close) All Week
9 Holes:			
Public	\$29	-	\$24
Patron	\$23	-	\$20
Senior patron	\$16	-	\$14
Junior	\$12*	-	\$10
18 holes:			
Public	\$55	\$58	\$48
Patron	\$43	\$46	\$38
Senior patron	\$30	\$46	\$28
Junior	\$22	\$46	\$18
Twilight:			
Walking	-	\$32 °	-
Riding	-	\$50 °	-

° Friday - Sunday after 3:30pm

Golf Cart Rental Fees (both courses)

– Power cart - 9 holes	\$14 + sales tax
– Power cart - 9 holes, single rider	\$28 + sales tax
– Power cart - 18 holes	\$24 + sales tax
– Power cart - 18 holes, single rider	\$48 + sales tax
– Power cart - executive course	\$10 + sales tax
– Membership	\$800 + sales tax
– Membership, single rider	\$1,200 + sales tax

Practice Facility

– Range balls - small (30 balls)	\$5
– Range balls - medium (60 balls)	\$9

– Range balls - large (100 balls)	\$13
– Individual range pass*	\$425 + sales tax
– Junior range pass*	\$300 + sales tax
– Practice pass†	\$500 + sales tax

*Includes unlimited practice balls

†Includes practice balls and access to the short-game facility for the season

Simulator Center

– Season ticket - Individual (unlimited play)	\$700+ sales tax
– Public	\$46/hour
– Patron	\$40/hour
– Senior	\$40/hour
– Junior	\$40/hour

Community Development Fees

ECONOMIC DEVELOPMENT

Tax Increment Financing Application Fee* \$12,000 escrow

Tax Abatement Application Fee* \$5,000 escrow

*Escrow funds will be used to pay third-party professional consulting expenses necessary. Unused escrow funds will be returned to the applicant upon project completion. Additional funds may be required for out-of-scope services.

Minnesota Investment Fund Application Fee No escrow required

Revolving Loan Fund Application Fee \$3,000

Private Activity Revenue Bonds (Conduit Debt)

Application Escrow	\$5,000
Administration fee at closing	0.25% of principal bond

All fees and expenses in relation to the issuance of the bonds, including the fees of the city's bond counsel, shall be the responsibility of the applicant regardless of whether the bonds are issued.

RENTAL HOUSING LICENSES AND INSPECTIONS

Single Family & Townhouses previously owner-occupied or not licensed

- Annual fee \$130/building
- Conversion fee \$550
- Background investigation fee \$50
- Periodic inspection fee:
 - Initial inspection with one follow-up \$60/building plus \$25/dwelling unit
 - Each additional re-inspection \$120/building
- Rental inspection cancellation fee (less than 24-hour notice) \$85
- Crime free multi-housing certification training \$40

PROPERTY MANAGEMENT

Vacant Property Monitoring (City Code 12-312; 12-317)

- Residential - Annual fee \$690
- Commercial - Annual fee \$1,150
- Excessive inspection services \$185

Community and Recreation Fees

Mobile Stage Rental Fee

\$520/day

Includes Delivery and setup on location by licensed staff and take down and return to City Public Works facility

CIVIC CENTER FEES

Room Rentals

Banquet room rentals include setup of tables in a pre-determined arrangement.

2025 Rates

**Banquet room cannot be split up until 6 months prior to event date.*

- **Monday - Thursday:** Rates are based on a 5.5-hour rental between 4:30 pm - 10:00 pm.
- **Friday:** Rates are based on a 10-hour rental between 2:00 pm - Midnight.
- **Saturday:** Rates are based on a 12-hour rental between 8:00 am - Midnight. Additional time will be charged at the hourly rate.
- **Sunday:** Rates are based on a 5.5-hour rental between 10:00 am - 3:30 pm or 4:30 pm - 10:00pm. Full day rental available for 12 hours between 10:00am - 10:00pm.

BANQUET ROOM (A, B & C) * Damage Deposit - \$1000 Seats up to 230 banquet or 260 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$478	\$1,177	\$1,694	\$522	\$1,412
Coon Rapids Resident, Non-Profit or Business	\$594	\$1,177	\$1,694	\$522	\$1,412
Non-Resident	\$655	\$1,309	\$1,886	\$583	\$1,570
Additional Hourly Rate may apply:	-	-	\$143	-	-

CIVIC ROOMS A & B Damage Deposit - \$1000 Seats up to 160 banquet or 200 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$352	\$830	\$1,194	\$363	\$996
Coon Rapids Resident, Non-Profit or Business	\$412	\$830	\$1,194	\$363	\$996
Non-Resident	\$462	\$913	\$1,320	\$407	\$1,095
Additional Hourly Rate may apply:	-	-	\$105	-	-

CIVIC ROOMS A or B Damage Deposit - \$500 Seats up to 80 banquet or 100 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$176	\$412	\$594	\$182	\$495
Coon Rapids Resident, Non-Profit or Business	\$209	\$412	\$594	\$182	\$495
Non-Resident	\$231	\$462	\$660	\$209	\$554
Additional Hourly Rate may apply:	-	-	\$60	-	-

CIVIC ROOMS C Damage Deposit - \$250 Seats up to 60 banquet or 45 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$121	\$302	\$478	\$138	\$362
Coon Rapids Resident, Non-Profit or Business	\$154	\$302	\$484	\$138	\$362
Non-Resident	\$176	\$341	\$534	\$154	\$409
Additional Hourly Rate may apply:	-	-	\$44	-	-

GAZEBO Damage Deposit - \$250 Chair rental included	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
With Banquet room rental	\$200	\$250	\$250	\$200	\$200
Without Banquet room rental	\$300	\$400	N/A	N/A	N/A
ALCOHOL SERVICE FEES	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Security Officer (4 hours on Fri, Sat, Sun) <i>For serving alcohol or teen dance/music party</i>	\$400	\$400	\$400	\$400	\$400
Additional Hourly Rate may apply:	\$100	\$100	\$100	\$100	\$100
Alcohol Service Permit Fee	\$200	\$200	\$200	\$200	\$200

MEETING ROOMS Damage Deposit (Any Room) - \$50 Arts & Crafts Room (Seats up to 35) <i>Not available Friday or Saturday 6:30 -9:30 PM</i> Conference Room (Seats up to 21) Recreation Room (Seats up to 30)	<u>4 Hour Rental</u> Monday - Thursday 4:30 PM - 10:00 PM	<u>4 Hour Rental</u> Friday 4:00 PM - 10:00 PM Saturday 8:00 AM - 10:00 PM Sunday 12:00 PM - 10:00 PM
Coon Rapids Civic, Athletic or Public – Additional hourly rate	No charge up to 4 hours/month \$20/hour	\$70 for first 4 hours \$25/hour
Coon Rapids Resident, Non-Profit or Business – Additional hourly rate	\$45 for first 4 hours \$20/hour	\$70 for first 4 hours \$25/hour
Non-Resident – Additional hourly rate	\$70 for first 4 hours \$20/hour	\$90 for first 4 hours \$25/hour

Damage deposits for Banquet Rooms and Gazebo due 30 days prior to event. Deposits for Civic C and Conference rooms due upon application

Other Fees

- Auditorium arrangement or chair removal - Any Room (A, B, C) \$176
 - Service charge for returned check (NSF) \$30
- Upon receipt of an NSF check, no additional checks will be accepted by the presenter*

For more information, please contact the Facilities Coordinator at (763) 767 - 6522 or civiccenter@coonrapidsmn.gov.

2026 Approved Rates

**Banquet room cannot be split up until 6 months prior to event date.*

- **Monday - Thursday:** Rates are based on a 5.5-hour rental between 4:30 pm - 10:00 pm.
- **Friday:** Rates are based on a 10-hour rental between 2:00 pm - Midnight.
- **Saturday:** Rates are based on a 12-hour rental between 8:00 am - Midnight. Additional time will be charged at the hourly rate.
- **Sunday:** Rates are based on a 5.5-hour rental between 10:00 am - 3:30 pm or 4:30 pm - 10:00pm. Full day rental available for 12 hours between 10:00am - 10:00pm.

BANQUET ROOM (A, B & C) * Damage Deposit - \$1000 Seats up to 230 banquet or 260 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$502	\$1,236	\$1,779	\$548	\$1,483
Coon Rapids Resident, Non-Profit or Business	\$624	\$1,236	\$1,779	\$548	\$1,483
Non-Resident	\$688	\$1,374	\$1,980	\$612	\$1,649
Additional Hourly Rate may apply:	-	-	\$150	-	-

CIVIC ROOMS A & B Damage Deposit - \$1000 Seats up to 160 banquet or 200 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$370	\$872	\$1,254	\$381	\$1,046
Coon Rapids Resident, Non-Profit or Business	\$433	\$872	\$1,254	\$381	\$1,046
Non-Resident	\$485	\$959	\$1,386	\$427	\$1,150
Additional Hourly Rate may apply:	-	-	\$110	-	-

CIVIC ROOMS A or B Damage Deposit - \$500 Seats up to 80 banquet or 100 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$185	\$433	\$624	\$191	\$520
Coon Rapids Resident, Non-Profit or Business	\$219	\$433	\$624	\$191	\$520
Non-Resident	\$243	\$485	\$693	\$219	\$582
Additional Hourly Rate may apply:	-	-	\$63	-	-

CIVIC ROOMS C Damage Deposit - \$250 Seats up to 60 banquet or 45 auditorium style	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Coon Rapids Civic, Athletic or Public	\$127	\$317	\$502	\$145	\$380
Coon Rapids Resident, Non-Profit or Business	\$162	\$317	\$508	\$145	\$380
Non-Resident	\$185	\$358	\$561	\$162	\$429
Additional Hourly Rate may apply:	-	-	\$46	-	-

GAZEBO Damage Deposit - \$250 Chair rental fee separate	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
With Banquet room rental	\$210	\$263	\$263	\$210	\$210
Without Banquet room rental	\$315	\$420	N/A	N/A	N/A
ALCOHOL SERVICE FEES	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Security Officer (4 hours on Fri, Sat, Sun) <i>For serving alcohol or teen dance/music party</i>	\$400	\$400	\$400	\$400	\$400
Additional Hourly Rate may apply:	\$100	\$100	\$100	\$100	\$100
Alcohol Service Permit Fee	\$210	\$210	\$210	\$210	\$210

MEETING ROOMS Damage Deposit (Any Room) - \$50 Arts & Crafts Room (Seats up to 35) <i>Not available Friday or Saturday 6:30 -9:30 PM</i> Conference Room (Seats up to 21) Recreation Room (Seats up to 30)	<u>4 Hour Rental</u> Monday - Thursday 4:30 PM - 10:00 PM	<u>4 Hour Rental</u> Friday 4:00 PM - 10:00 PM Saturday 8:00 AM - 10:00 PM Sunday 12:00 PM - 10:00 PM
Coon Rapids Civic, Athletic or Public – Additional hourly rate	No charge up to 4 hours/month \$20/hour	\$70 for first 4 hours \$25/hour
Coon Rapids Resident, Non-Profit or Business – Additional hourly rate	\$45 for first 4 hours \$20/hour	\$70 for first 4 hours \$25/hour
Non-Resident – Additional hourly rate	\$70 for first 4 hours \$20/hour	\$90 for first 4 hours \$25/hour

Other Fees

- Auditorium arrangement or chair removal - Any Room (A, B, C) \$185
 - Service charge for returned check (NSF) \$30
- Upon receipt of an NSF check, no additional checks will be accepted by the presenter*

Linen/Supply Rental (incl. sales tax)

- Linens (all colors)
 - Round & 8 foot \$5/each
 - 120" round \$21/each
- A/V Equipment \$53/each
- Projector & screen (up to two screens) \$53/each
- Gas Grill \$21/each
- Coffee Maker* \$10
- Portable speaker system \$26
- Wireless microphone* \$10
- Stage (up to 4 sections plus black skirting) \$58/section
- Custom Décor available through Encore Events

*Civic, Athletic, and Public exempt

For more information, please contact the Facilities Coordinator at (763) 767 - 6522 or civiccenter@coonrapidsmn.gov.

COMMUNITY TELEVISION NETWORK (CTN) STUDIO FEES

Studio (includes staff assistance)

- Studio A rental \$535/day
- HD control room rental \$535/day

Staff (3-hour minimum)

- Producer or Director \$94/hour
- Graphics Operator \$72/hour
- Production Assistant \$62/hour

Edit Suites (3-hour minimum)

- Editing, Animation or Graphics Design \$135/hour with editor

Field Camera & Accessories

- Blackmagic 6K Pro DSLR kit without lens \$210/day
- DSLR Lens options (24x105 or 70x200) \$55/day
- Cammate 18' jib \$310/day
- Tripod- Sachtler \$20/day
- Filex K302 LED light kit \$85/day
- Lectrosonics UCR/UM100 wireless lavalier \$55/day
- Atomos Shogun Flame 4K HDMI/SDI Recorder \$55/day

Remote Event Production*

- 5 camera remote HD production (HD-1) truck 33' \$6,950/day
- 4 camera remote HD production (HD-2) truck 27' \$5,900/day
- 3 camera remote HD VMIX Flypack \$2,475/day
- Support/Production Van (HD-3) \$600/day
- Generator use for truck rental \$385/day
- Fuji XA88x8.8BESM Box lens with Vinten 70 tripod \$1,225/day
- Fuji HA42x9.7BERD long ENG lens \$620/day
- Sony HDC 4300 HFR 4K Super Slo-Mo Fiber Camera \$925/day

*Crew costs are additional; see staff rates above

Digital Download of CTN Programs

\$20/each

25% deposit is required on all projects over \$1,000. Public schools and non-profit organizations eligible for 10% discount.

ICE CENTER FEES (Resolution 24-96)**Ice Rental (2024 - 2025 season)**

Fall - Winter Prime Indoor (9/1 - 3/31) (3-10 p.m. Monday-Friday; 7 a.m.-10 p.m. Saturdays, Sundays, non-school days.)	\$248/hour (Excl. sales tax)
Fall - Winter Non-Prime Indoor (9/1 - 3/31) (Before 3 p.m. and after 10 p.m. Monday-Friday with exception of non-school days; After 10 p.m. Saturdays and Sundays.)	\$192/hour (Excl. sales tax)
Fall - Winter Public Outdoor	\$105/hour (Excl. sales tax)
Spring/Summer Non-Prime Indoor (4/1 -8/31)	\$192/hour (Excl. sales tax)
Spring/Summer Non-Prime Outdoor (dry surface)	\$60/hour (Excl. sales tax)
Group discount, Winter Non-Prime and Spring/Summer Hours	10 th hour free

Contract Customers

Any customer who purchases over 200 hours of ice (Prime or Non-prime) is considered a Contract Customer* and is required to be under contract for a duration of one year which runs September 1 - August 31. Customers purchasing less than 200 hours of ice time fall within the "Rental Agreement".

*Contract Customers who conduct non-ticketed events are provided some ancillary facility space. Ancillary uses are defined as team meetings, work out activities, team event planning, motivational speakers and presentations when supervision is present. All of the ancillary uses must be scheduled in advance with Ice Center management and are subject to availability. Management has discretion to assign use of rooms or to modify room assignments to accommodate other priority or paid users. Social gatherings and team parties are chargeable room rentals.

Volume Rates Ice Purchase Policy

The City may offer lower ice rates for customers that meet or exceed* the minimum threshold of hours purchased in various categories and are under contract. **

- | | |
|--------------------------------|------------|
| — Prime Ice over 500 hours | \$243/hour |
| — Non-prime Ice over 200 hours | \$145/hour |

*Note: Customers may not exceed 200 days of use per contract year.

** Customers purchasing over 500 hours of Prime Ice also receive 16 hours of complimentary ice time per contract year directed at recruitment and 4 hours of complimentary ice time per week on the outdoor rink for the contract year.

Game Fee Charges for Ticket Events

Game fees are charged to recover costs related to cleaning, staff, security personnel, some room rentals and other needs. Customer game fee needs can vary and charges are reflected accordingly.

Full Service Game Fee

Appropriate management, ticket seller(s), time/scorekeeper(s), penalty box attendant(s) and security personnel as needed as well as any cleanup/maintenance staff, and some access to rooms for approved use.

Indoor	\$700/game
Outdoor	\$350/game

Modified Service Game Fee

Appropriate management, and additional staff for cleanup and other needs, and some access to rooms for approved use.

Indoor	\$135/game
Outdoor	\$135/game

By prior arrangement, if the City determines the above services are not necessary for games, a Game Fee will not be charged. This is determined at the discretion of management.

Additional Services Game Fee

Any customer requesting portions of the services provided as part of the Full Service or Modified Service Game Fee will be charged applicable market rates for such services. Fees to be determined by Ice Center Management.

Ancillary Facility Space**Ticketed Events**

Room usage is included for paying the Game Fee during ticketed events for team events and activities. This includes the shooting station (contract customers only), conference room, Graber skybox and training room 1. All of the ancillary uses must be scheduled in advance with ice center management and are subject to availability. Management has the discretion to charge additional Game Fees for cleaning and damage to rooms, if applicable.

Non-contract customers, ticketed or non-ticketed event

Any group renting ice may request meeting room space (if available) and pay the posted fees for room rental rates.

Storage space for volume rate ice customers

Facility storage may be offered when a customer meets or exceeds the minimum threshold of hours purchased in one category of ice time rental and is under contract as an "Eligible Volume Rates Ice Purchase Customer." The storage space is provided only if available and will not displace any prior customer. Ice Center staff have final authority to determine storage space if available.

If a customer meets or exceeds the minimum amount of ice time purchased* in any one category (prime or non-prime), up to 450 square feet of storage space (if available) can be provided to the customer for use. Qualifying in more than one category of ice time purchased does not mean customer is entitled to more storage space.

Eligible Volume Rates Ice Purchase Customers:

Purchasing over 500 hours Prime Ice: @\$243.00/hour

Purchasing over 200 hours Non-prime ice: @\$145.00/hour

**See Volume Rates Ice Purchase Policy*

Sales of Merchandise in City-owned Facilities

Contract Customers may sell merchandise, programs and souvenirs in the facility during games, tournaments and special events, with all proceeds being kept by the customer. Customers may grant permission to a commercial vendor to sell merchandise; however, any commercial vendor may be required to pay a permit fee to the City. Customers may not sell items similar in nature to items stocked by the Provider in its Pro Shop. Sale locations and sale items must be approved in advance by the Ice Center Manager. If more than one commercial vendor is desired, this falls outside typical use and the customer must go through the "Special Event Permitting Process" as described in detail in this document.

Dasherboard Sales/Commission Program

Any Contract Customer is allowed to participate in the Coon Rapids Ice Center Dasherboard sales/Commission program. This program is available only to Contract Customers as defined by those who purchase over 200 hours of ice time (Prime or Non-Prime) in a contract year which runs September 1 to August 31.

The Dasherboard Sales/Commission Program allows each contract user to sell up to 3 dasherboards for a fee of \$1000 each, with the Contract User receiving 50% of the sale (for commission and recruitment of the customer) and the Coon Rapids Ice Center will retain the other 50%. If ad sales do not meet the deadline of September 1, 2024, ad rates and commission amounts will be adjusted each month on a pro-rated basis. Ad rates will be \$83.33 per month; commission rates will be \$41.66 per month. Any Contract Customer participating in this program will also be required to sign the "Service Contract Agreement for Dasher Board Ad Sales" which can be obtained from the Ice Center Manager.

Advertising Logo Wall

Contract Customers purchasing over 500 prime hours of ice can participate in the advertising logo wall in the Ice Center. Sponsors supporting a group that purchases over 500 prime hours can display their logo on the advertising wall.

Special Events

Contract customers may have up to 2 special events per season that are designed to offer different and/or additional activities in addition to a typical practice, hockey game or tournament. Special events must go through the City's "Special Events Permitting Process" which includes filling out a form, going through a checklist, submitting a site plan,

permit fees, inspections (if appropriate) and related details. Contract users should work with Ice Center Management, who will then work with the Community and Recreation Director to make final determinations on approval of the event.

All special events must be planned at least 60 days in advance. City staff then have up to 14 days to get back to the contract user with approval and/or questions. All special events will require proof of liability insurance provided by the customer, with the City listed as an additional insured. City staff reserve the right to approve or deny any special event based on staffing capacity and other factors.

Surcharge for credit card purchases related to ice rental payments

If a customer chooses to pay for any ice rental by credit card, the purchase will be subject to a 3.35% surcharge fee to cover the cost of credit card processing.

Skating Services & Admissions

– Public Skating per Session	
– Adults	\$6
– Students/Seniors	\$5
– Children 5 years and under (accompanied by a paid admission)	No charge
– Prepaid card for six sessions	\$25
– School Groups (includes skate rental)	\$7 per person/hour
– Adult open Hockey	\$7/session
– Stick and Puck Session	\$7
– Children 5 years and under (accompanied by a paid admission)	No charge
– Prepaid card for six sessions	\$30
– Skate Rental	
– Public Skate	\$4
– Skating School	\$2
– Skate Sharpening	
– Overnight	\$7
– Same Day	\$10
– Prepaid card for five same day sharpenings	\$45

Skating School Fees

Skating School participants are charged fees to cover costs associated with the program. These fees are designed to cover the direct cost of the program, including part-time salaries and supplies, as well as a portion of administrative overhead and direct supervisor costs. A small percentage is then added to the direct program costs to account for non-direct program costs. These fees vary depending on the program type, supplies costs, length of the program, etc. Refunds will not be given for programs that cost less than \$10. Refunds will not be given for the Learn to Skate membership once processed. Cancellations after the start of the program will receive a prorated refund. Cancellations are subject to a \$10 withdraw fee both before and after the start of a program.

Room Rental Fees

Priority 1: Any events directly sponsored by the City of Coon Rapids
 Priority 2: Events conducted by a Coon Rapids civic, athletic or public organization
 Priority 3: Events conducted by a Coon Rapids resident, non-profit, or business
 Priority 4: Events conducted by a non-Coon Rapids resident

	Hourly Rate			
	Priority 1	Priority 2	Priority 3	Priority 4
Party Room A or B	No charge	\$6	\$15	\$18
Party Room A & B combined	No charge	\$12	\$28	\$32
Cook Conference Room A or B	No charge	\$10	\$18	\$22
Cook Conference Room A & B combined	No charge	\$18	\$32	\$42
Graber Skybox	No charge	\$10	\$28	\$32
Multi-Use Training Room 1	No charge	\$10	\$18	\$22

Public Skate Birthday Party - Host a birthday party during public skate times. Includes admission, skate rental and party room. Client brings own snacks/cake.

– 12 skaters	\$107
– 24 skaters	\$214

RESERVATION DEPOSIT: A \$25 deposit may be due at time of reservation. Cancellations with less than seven (7) days' notice will forfeit the deposit. For ongoing reservation dates, a \$25 room set-up fee will be charged for no shows unless seven (7) days' notice is given. Remaining balances are due the day of the reservation and can be paid at the front desk unless other arrangements have been made.

Advertising Fees

All advertising assumes customer will provide art-ready files to the Ice Center (must meet facility guidelines) to be printed. If customer does not have art-ready files, the Ice Center will work with the customer and printer to coordinate art design at an additional cost of \$200. Any cost above \$200 for unforeseen design needs will be paid in full by the advertiser. For Dasherboards: all advertisers must print on protective Lexan material at a cost of \$300 additional (unless customer has a Lexan pre-printed add already). The Ice Center will work with full Zamboni wrap advertisers to coordinate with a printer to design and print the wrap which will be at the advertiser's expense.

	Yearly Rate			
	1 Year	2 Year	3 Year	5 Year
Dasher Boards 29" x 96" (12 available)	\$1,000	N/A	N/A	N/A
North Scoreboard 2' x 10' (3 available)	\$1,000	\$925	\$825	\$700
South Scoreboard 2' x 6' (2 available)	\$800	\$750	\$675	\$575
Above Player Benches 36" x 96" (8 available)	\$800	\$750	\$675	\$575
In-Ice Logos 12' x 14' (4 neutral zone available)	N/A	\$1,200	\$1,000	N/A
Zamboni (2 available):				
Side panel (one only)	N/A	\$750	N/A	\$600
Side panels (both)	N/A	\$1,200	N/A	\$950
Full machine vinyl wrap	N/A	N/A	N/A	\$2,500

PARK FACILITIES & RECREATION

Fees charges for use of City park buildings are based on four classifications of priority.

Exclusive Use Permit Fee	
Priority 1 - Any event directly sponsored by the City of Coon Rapids	Per affiliation or facility agreement
Priority 2 - Events conducted by a Coon Rapids Civic, Athletic, or Public Organization	Per affiliation or facility agreement
Priority 3 - Events conducted by a Coon Rapids resident, Non-Profit, or business	Per fee schedule below
Priority 4 - Events conducted by a non-Coon Rapids resident	Per fee schedule below

City Park Building Rentals

	Damage Deposit†	Weekday (Mon - Thurs)		Weekend (Fri - Sun)		Daily Rate up to 50 people
		Half Day	Full Day	Half Day	Full Day	
Riverwind, Riverview** & Sand Creek**						
Priority 2	\$200*	*	*	\$122	\$175	-
Priority 3	\$200	\$99	\$140	\$122	\$175	-
Priority 4	\$200	\$123	\$175	\$153	\$218	-
Crooked Lake Park - Shelters 1 & 2 (electric)						
Priority 2	\$200	-	-	-	-	\$140
Priority 3	\$200	-	-	-	-	\$140
Priority 4	\$200	-	-	-	-	\$190
Lions Coon Creek Park - Shelters 1 & 2 (electric)						
Priority 2	\$200	-	-	-	-	\$140
Priority 3	\$200	-	-	-	-	\$140
Priority 4	\$200	-	-	-	-	\$190

All cancellations will be subject to an administrative fee of 5% of the total amount paid towards the reservation.

Groups more than 50 people require 2 shelters.

† Deposit may be waived by Recreation Supervisor

* Priority 2 - For weekday use no deposit is required and no charge for up to 8 hours per month

** Seasonal rental during Spring and Summer months only

Community Garden Plots

- 18 x 25 feet, available May 15 to October 15 \$47/year

Adult Sports Leagues

- Summer Softball Double Header League \$975 + sales tax
- Fall Softball Leagues (Men's and Co-Rec) \$530 + sales tax
- Team conduct and eligibility fees \$25 per incident

Seasonal Recreation Activity Fees

Fees for seasonal recreational activities will be provided in registration guides. Registration information distributed seasonally.

Refunds are given if Coon Rapids recreation cancels a program. Refunds will not be given for programs that cost less than \$10 or cancellations made less than 7 days prior to the program start date. Cancellations requested more than 7 days prior to an activity will be charged a withdraw fee. Participants must contact the Recreation Department to request a refund.

Program Cost	Withdraw Fee
\$10 - \$99	\$5
\$100 or more	\$10

Athletic Field Game/Practice Rentals (2-hour blocks)

	Rate per Field	
	Resident	Non-Resident
Baseball Fields	\$114	\$166
Football and Lacrosse Fields	\$114	\$166
Ice Rink	\$114	\$166
Soccer Fields	\$114	\$166
Softball Fields	\$114*	\$166

*Rate applicable for adult league

Athletic Field Tournament Field Rentals

	1-Day Event	2-Day Event	3-Day Event
Sand Creek Park - Softball	\$1,000	\$2,000	\$3,000
Sand Creek Park - Football or Lacrosse	\$400	\$800	\$1,200
Soccer Complex	\$1,000	\$2,000	\$3,000
Wintercrest Park - Baseball Complex	\$600	\$1,200	\$1,800

Tournament rentals include fields, Friday preparation, lights and portable restrooms. Affiliated Athletic Associations pay based on Affiliation Agreements.

Equipment Rentals

– Chalk	Actual Cost
– Field Marking Paint	Actual Cost
– Portable Toilet Rental	\$85 per unit
– Dumpster	\$150 per unit
– Portable Toilet Cleaning	\$45 per unit
– Portable Homerun Fence Installation	\$55 per field

Deposits

\$500 key/damage deposit on all rentals

Deposit will be returned minus charges upon completion of rental, league or tournament. Deposit may be waived by Recreation Supervisor.

Maintenance (Weekend Maintenance Worker)

\$51.50 per hour

Engineering Fees

PRIVATE DEVELOPMENT

Street, utility and water main fees for private developments apply in situations where developers decide to construct the public improvements themselves rather than have the City of Coon Rapids construct them via a public improvement project.

The fees and charges collected are intended to reimburse the city for all direct and indirect costs incurred by the Public Works Department to process the development application, process and administer the project, review and approve the plans for the project, inspect the construction of the project and inspect and maintain the project once complete.

The percentages and rates are based on historical costs incurred by the city and are reviewed on an annual basis.

City Improvement Projects and Miscellaneous Work

A fee for administration of all development projects is the actual total of costs associated with the project, including staff time.

Please note, if outside entities are used, their total costs will be added to the fee.

Sanitary Sewer Hook-Up (Trunk) Charge (City Code 13-602)

This charge aims to fairly distribute costs of providing services to properties that did not pay for the initial trunk line development costs or ongoing maintenance.

- Trunk Sanitary Sewer Charge

Original assessment updated by CCI
or as determined by City Engineer

Water Hook-Up (Trunk) Charge (City Code 13-201)

This charge aims to fairly distribute costs of providing services to properties that did not pay for the initial trunk line development costs or ongoing maintenance.

- Trunk Storm Water Charge

Original assessment updated by CCI
or as determined by City Engineer

Hook-up charges are due at the time “water availability” is desired by the property owner. The hook-up charges can sometimes be paid by city assessments but is usually paid in a lump sum directly to the City by the property owner/developer. In some instances, water mains are adjacent to a given property, but the TWC has not yet been paid and consequently water is not yet available. In all cases, prior to water main construction plan approval for water mains to be installed within property the applicable hook-up charges must be paid in advance of plan approval.

GENERAL ENGINEERING

The general engineering fees collected are intended to reimburse the City of Coon Rapids for all direct and indirect costs incurred by the Public Works Department to process, prepare, review, and inspect the various projects and requests.

The percentages and rates are based on historical costs incurred by the city and are reviewed on an annual basis.

City Improvement Projects and Miscellaneous Work

A fee for administration of all City of Coon Rapids improvement projects is the actual total of costs associated with the project, including staff time.

Please note, if outside entities are used, their total costs will be added to the fee.

Grading Permit Fee

This fee is due at the time of grading permit issuance.

VALUATION	FEES	STATE SURCHARGE (except fixed fees)
\$0 to \$500	\$62	0.0005 X permit valuation
\$501 to \$2,000	\$62 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, up to and including \$2,000	
\$2,001 to \$25,000	\$94.75 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, up to and including \$25,000	
\$25,001 to \$50,000	\$416.75 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, up to and including \$50,000	
\$50,001 to \$100,000	\$669.25 for the first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$100,000	
\$100,001 to \$500,000	\$1,019.25 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, up to and including \$500,000	
\$500,001 to \$1,000,000	\$3,259.25 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000	
\$1,000,001 and above	\$5,634.25 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof.	See State Surcharge Table

Please note, additional escrow fees may be due at time of permit issuance.

Commercial Wireless Telecommunications Antennas and Tower Permits

Towers including applicants' antennas located thereon

- Zoning Permit issued administratively \$700
- Zoning Permit issued by City Council \$1,100
- Building Permit Based on valuation table

A \$1,000 administrative fee is required to cover staff time, project coordination, and asset management of impacted City facilities.

Please note, if outside entities are used, their total costs will be added to the fee. Deposit of an escrow in the amount described below is required:

- New Construction \$15,000
- Add/Remove or Upgrade Equipment \$12,000
- Private Sites (structural review only) \$7,000

Escrow funds will be used to pay third-party professional consulting expenses necessary for review and construction services on the project. Unused escrow funds will be returned to the applicant upon permit close. Additional funds may be required for out of scope services due to excessive and repetitive plan reviews and/or inspections.

Right-of-Way Permit Fee (City Code 10-200)

Registration fee (based on certificate of insurance expiration date)	\$60/registration
Administration fee	\$100 per 500 linear feet
Excavation fee Per hole in unpaved boulevard Per hole in pavement	\$25 each \$50 each
Underground placement (Trench and Directional Boring)	\$0.50 per linear foot
Overhead placement	\$0.20 per linear foot
Delay Fee	\$60/each up to 3 days plus \$10 per day over 3 days
Permit Extension Fee	\$55 per occurrence
Small Wireless Facility Permit Fee (may require collocation agreement)	\$1,500/unit
Small Wireless Facility Annual Rent (collocation)	\$175 per year + monthly fee for electrical service
Degradation fee	All costs incurred to repair the street to the appropriate street restoration detail plates if the permittee elects not to repair the street.

Fire Department Fees

GENERAL FIRE FEES

Daycare Inspection	\$50
Fire Code Violation (City Code 12-415; 12-420)	
– Other than recreational fires	\$60
– Recreational fire - 1 st	\$85
– Recreational fire - 2 nd or subsequent in 18 months	Double previous penalty
Fire Run and Investigation Report	
– 1 - 3 pages	No charge
– 4 - 100 pages	\$.25/page plus photo costs
– Over 100 pages	Actual costs
Lock box	Actual cost
Water Flow Test	\$180

FIRE PROTECTION EQUIPMENT PERMIT

Fire sprinkler, fire alarm and special hazard systems.

Type	Permit Fee
Sprinkler System	
First 10 Heads	\$125 + \$1 state surcharge
Each additional 10 Heads	\$22
Fire Pump	\$125 + \$1 state surcharge
Fire Suppression Systems (i.e. Hoods, paint booths, computer server rooms, etc.)	\$125 + \$1 state surcharge
Fire Alarm Permit	\$125 + \$1 state surcharge
Each Additional Panel	\$125
Each Alarm Device	\$3

Fire protection equipment includes: wet and dry fire sprinkler systems, clean agent suppression systems, wet and dry chemical suppression systems, fire protection for commercial cooking operations and fire alarm systems.

Plan Review Fees

When applicable, a plan review fee of 35% will be added to fire permits.

State Surcharge

Minnesota Statute 326B.148

Applies to fire sprinkler, fire alarm and special hazard systems.

FUEL STORAGE TANK PERMIT

Installation and removal of above ground and underground storage tanks:

– Underground installation/removal	\$215/tank + \$1 state surcharge
– Above ground installation/removal	\$215/tank + \$1 state surcharge
– Replace existing with similar	\$270 + \$1 state surcharge

Planning & Zoning Fees

GENERAL PLANNING & ZONING FEES

Document Charges

\$25/page - 100 or less
100 pages or more - actual costs

Including Comprehensive Plans, City Code, Planning Commission Agenda Books, Agenda Page or Long Minutes

Note: The City Code and the city's 2040 Comprehensive Plan are available on the city website.

Services

- Zoning verification letter \$120
- Courier services Fee to be determined

Recording Fees (established by Anoka County)

- Abstract and Torrens documents, Plats/RLS/CIS Varies
- Fees vary per Anoka County regulations and may be charged back to the applicant.

Sign Permit Fees

- Permanent - New Ground or Monument sign \$250
- Permanent - New Ground or Monument sign on existing support \$120
- Permanent - Walls sign \$120
- Change or addition to existing permanent ground or wall sign \$120
- Temporary sign for commercial, institutional, or industrial use \$80

Public units of government with taxing authority and their agencies shall be exempt from the payment of fees for temporary signs.

Exemption from the payment of a temporary sign permit fee does not relieve the unit of government, or its agency, from compliance with all other applicable provisions of the sign code including, but not limited to, obtaining required permits.

Any questions regarding whether an applicant qualifies for an exemption shall be determined by the City Council upon the request of either the applicant or the staff person responsible for issuing the permit.

Sign Contractor License (City Code 12-106) \$80

LAND DIVISION ADMINISTRATION FEES

Application for Planned Unit Development

- Planned Unit Development \$1,910
- Revision to Final Planned Unit Development \$425

Plat Fees

- Preliminary Plat \$630
- Final Plat \$210
- Registered land survey in lieu of plat \$630 plus recording fees

Minor Subdivisions

- Lot split/lot reassembly \$380
- Subdivision exemption \$380
- Registered land survey in lieu of lot split \$380 plus recording fees

LAND USE ADMINISTRATION FEES

Vacations

- Vacations of public easements and right-of-way \$405

Park Dedication Fees (City Code 11-1506)

Cash in lieu of land dedication fees:

- Residential/Single-family/Duplex (per unit) \$2,500/unit
- Two-family/Duplex (per unit) \$2,130/unit
- Multifamily (per unit) with three units or more \$1,700/unit
- Commercial) * 3% FMV of land or \$7,500, whichever is less Industrial *
5% FMV of land or \$7,500, whichever is less

*Not to exceed 3 times the amount of single family.

Variances	\$350 plus recording fees
Chicken Keeping Permit (City Code 6-700)	\$115
Beekeeping Permit (City Code 6-800)	\$115
Application for Conditional Use Permit	
– All Conditional Use Permits and amendments	\$540 plus recording fees
– Site Plan Review - Residential	\$1,200
– Site Plan Review - Commercial	\$1,200
– Mineral Extraction permit	\$295
Maps and Text Amendments	
– Zoning amendments	\$600 plus recording fees
– Comprehensive Plan amendment	\$900
Special Event Permit (City Code 11-706)	\$50

Other permits are required if special event has any of the following: Electrical generator 15kW or greater, fireworks display, food truck/mobile food unit, parade/march/walk, sale of alcohol, or tent/canopy greater than 400 square feet. See special event permit application

Notes for the Planning Fees:

Administrative Costs - Actions requiring payment for administrative costs may be billed to the applicant. Administrative costs may include, but are not limited to, the following: staff time (including regular city employees and contracted employees), publishing costs, copying, printing and mailing. The actual hourly rates of the employees will be used plus a multiplier of 1.5 times for benefits.

Police Department Fees

GENERAL POLICE FEES

– Report copies (pages 1-3)	No charge
– Report copies (pages 4 and over)	\$.25/side/page
– Car seat training (non-resident)	\$35
–	
– Letter of good standing	\$20
– Parking fine	\$35
– Printed digital photo	\$5/page
– Digital evidence (per USB)	\$45
– Vehicle lock-outs	\$20
– Witness fee	\$20
– Pawnshop billable transaction fee	
Electronic reporting	\$1.80/transaction
Manual reporting	\$2.80/transaction

Hourly Rate for Contracted Police Services (two-hour minimum)

– Officer	\$100/hour
– Officer, Holiday	\$160/hour
– Sergeant, Holiday	\$125/hour
– Officer, Holiday	\$180/hour

Storage of Forfeited Vehicles Towing and Impounding of Vehicles

Towing and impounding is done by a private contractor having appropriate impounding facilities.

– Storage of vehicles	\$120 per 7-day period (\$840 maximum)
– Towing and impounding of vehicles	Set by private contractor
– Vehicle forfeiture seizure fee	\$240

Dog Licenses and Impounding Fees (City Code 6-107;6-117)

– Dangerous dog license	\$50
– Impoundment - Amount charged per day when confined to the pound	actual cost

Kennel and Multiple Pet Permits (City Code 6-202)

Permits applicable for four or more dogs, cats, or any combination thereof.

– Annual license	\$60
– Inspection or reinspection	\$120

Police – False Alarms (City Code 8-1403)

– False alarm user fee (1-3) in a calendar year	no charge
– False alarm user fee (4-5) in a calendar year	\$70/alarm
– False alarm user fee (6-9) in a calendar year	\$125/alarm
– False alarm user fee (10 or more) in a calendar year	\$260/alarm

Public Works Fees

GENERAL PUBLIC WORKS FEES

Block Party Refundable Barricade Deposit	\$25
Chloride Administrative Penalty (City Code 13-1609)	\$200
Tree Removal Administrative Charge	\$95

RECYCLING CENTER FEES

Appliances - all large major appliances/microwave	\$15
Electronics: All electronics and small appliances Flat screen TV/computer monitors 32" and smaller Tube TV/computer monitors up to 18" Tube TV/computer monitors 19" to 31" Tube TV 32" and larger	\$1/lb. \$1/lb. \$25 \$35 \$60
Fire Extinguishers	\$5
Mattress/box springs - all sizes	\$25
Tires: Bike Passenger/Trailer/ATV/Motorcycle off rim Passenger/Trailer/ATV/Motorcycle on rim Semi off rim Semi on rim Tractor off rim Tractor on rim	\$1.50 \$6.00 \$7.00 \$18.00 \$20 \$35 \$45
Vacuum	\$5
Business Recycling - Large Material Generators Fees will vary based on material type, size of load and frequency of delivery. Test loads are arranged to provide a quote.	

STORM WATER UTILITY

Late Payment Penalty Charge (per Quarter) 10% of unpaid balance

Residential and Multi-Family Rates (billed quarterly)

Single Family	\$13.20 per unit
Medium Density	\$9.70 per unit
High Density	\$5.10 per unit

Commercial/Industrial/Institutional Rates (billed quarterly)

Commercial or Industrial	\$83.90 per acre
Parks and Open Space	\$8.20 per acre
Elementary and Middle Schools	\$24.60 per acre
High Schools and Junior Colleges	\$45.10 per acre
Churches	\$51.30 per acre
Other Public and Semi-Public Property	\$83.90 per acre
Hospitals	\$76.10 per acre

SANITARY SEWER UTILITY**Sanitary Sewer Service Charge (SAC)**

This charge is applicable to various residential, commercial, public and institutional facilities. The Metropolitan Council determines the total number of units for each facility by utilizing the most recent edition of the Metropolitan Council SAC Procedures Manual.

Visit <https://metro council.org/sacprogram> for more information.

- Met Council SAC \$2,485/unit

Late Payment Penalty Charge (per Quarter) 10% of unpaid balance

Sewer Rates – Base Fee Plus Winter Quarter (billed quarterly) – *For Usage beginning January 1st*

Base Fee (fixed fee) Residential (per dwelling unit)	\$34.50
Usage Fee - Based on winter average consumption Residential (per dwelling unit)	\$3.25/1,000 gallons
Minimum charges (base fee plus consumption) Residential	\$60.50

Sewer Rates – Base Fee Plus Consumption (billed quarterly) – *For Usage beginning January 1st*

Base Fee (fixed fee) Multi-family - common meter (per dwelling unit) Commercial and Institutional Industrial and Restaurant	\$13.75 \$85 \$100
Usage Fee - Based on actual water consumption during the billing period Residential (per dwelling unit) Nonresidential	\$3.25/1,000 gallons \$3.75/1,000 gallons

Sewer Rates – Flat Fee (billed quarterly) – *For Usage beginning January 1st*

Unmetered Residential	\$84.75
Apartments or Units (sewer only)	\$56.75

WATER UTILITY

Late Payment Penalty Charge (per Quarter) 10% of unpaid balance

Water Meters

- Sale of water meters Actual cost plus 30%

Water Services

- Annual certification administration charge \$40
- Late payment penalty charge (per quarter) 10% of unpaid balance
- Mailing List Charge
 - All utility accounts \$130 plus \$2/thousand printed
 - Monthly new utility accounts \$10
- Meter replacement - frost bottom 50% of replacement cost
- Minnesota State water supply service connection fee (State testing fee) \$2.43/quarter per connection
- Radio read opt out
 - Manual meter reading fee \$75/billing cycle
 - Noncompliance fee (access denial) \$100/billing cycle
- Returned payment charge \$30
- Snowbird and irrigation turn on/off* \$90 per season

*during regular public works hours; 1.5x this rate all other hours

- Utility assessment searches \$25
 - Supplemental Search Detail \$10
 - Vacant property inspection fee (by Inspection Division) \$100
 - Water consumption log \$90
 - Water meter testing (only if meter tests correct) \$90
 - Water service turn on/off and water meter removal or re-install* \$90 per visit
- *during regular public works hours; 1.5x this rate all other hours

Water Hydrant Meter Rental**3" meter with backflow preventer**

- Deposit* \$2,100
- User fee (\$40 minimum) \$50/Mth or \$1.68/day
- Water usage \$2.50 per 1,000 gal

3" meter

- Deposit* \$1,500
- User fee (\$40 minimum) \$25/Mth or \$0.84/day
- Water usage \$2.50 per 1,000 gal

5/8" meter

- Deposit* \$400
- User fee (\$40 minimum) \$10/Mth or \$0.34/day
- Water usage \$2.50 per 1,000 gal

*Permit expires after 1 year. Deposit forfeited after permit expiration.

Hydrant wrench

Actual cost + sales tax

Bulk Water Permit

- Administration Fee \$35
- Water usage (plus sales tax) \$2.50 per 1,000 gal

Residential and Multi-Family Water Rates (billed quarterly) – *For Usage beginning January 1st*

Service Charge (fixed fee)	
Residential and irrigation	\$25.50 per account
Multi-family	\$8.50 per unit
Consumption Charge - Based on actual metered gallons consumed each quarter:	
Tier I - First 15,000 gallons	\$2.50/1,000 gal
Tier II - 15,001 - 45,000 gallons	\$3.10/1,000 gal
Tier III - 45,001 gallons and above	\$3.80/1,000 gal
Irrigation - Based on actual metered gallons consumed each quarter	\$3.80/1,000 gal

Commercial/Industrial/Institutional Water Rates (billed quarterly) – *For Usage beginning January 1st*

Service Charge (fixed fee)	
Commercial/Industrial/Institutional	\$25.50 per account
Consumption Charge - Based on actual metered gallons consumed each quarter:	
Tier I - First 600,000 gallons	\$2.50/1,000 gal
Tier II - 600,001 gallons and above	\$3.10/1,000 gal
Irrigation - Based on actual metered gallons consumed each quarter	\$3.80/1,000 gal



City Council Regular

11.

Meeting Date: 10/15/2024

Subject: Consider Budget Amendment, Easement Agreement, and Memorandum of Understanding for Project 19-26, US10 Improvements

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Support Lead - PW

INTRODUCTION

Council is asked to consider a budget amendment, permanent easement agreement, and Memorandum of Understanding (MOU) with N5 Coon Rapids LLC (Metro Storage) for watermain relocation necessary to accommodate the TH 10 Congestion Mitigation Project.

DISCUSSION

On September 17, 2024, Council approved Resolution 24-88 waiving municipal consent for State Project 0215-87. The proposed TH 10 Congestion Mitigation Project includes adding a lane and widening the inside shoulder along both eastbound and westbound directions of US Highway 10 and Minnesota Trunk Highway 47 (US 10) from Round Lake Boulevard to Hanson Boulevard.

To accommodate these improvements, it is necessary to relocate a section of City watermain in the southwest quadrant of US10 and Main Street. Staff worked with the property owner to discuss how the improvements might impact the property (PID: 09-31-24-21-0077), negotiated in good faith to arrive at fair and reasonable compensation, and finalized the permanent easement agreement and MOU necessary to complete the project.

RECOMMENDATION

Staff recommends:

1. Council accept the permanent easement and MOU with N5 Coon Rapids LLC and authorize execution of the agreements.
2. Adopt resolution 24-96 amending the water fund budget for the purchase of the permanent easement.

BUDGET IMPACT:

Funding for this easement acquisition will come from the Water Utility Fund (601) and is included in the draft 2025 budget. Purchase of the easement is needed at this time to keep pace with the project timeline. Permanent easements are considered capital outlay and an amendment is needed for the 2024 budget.

Attachments

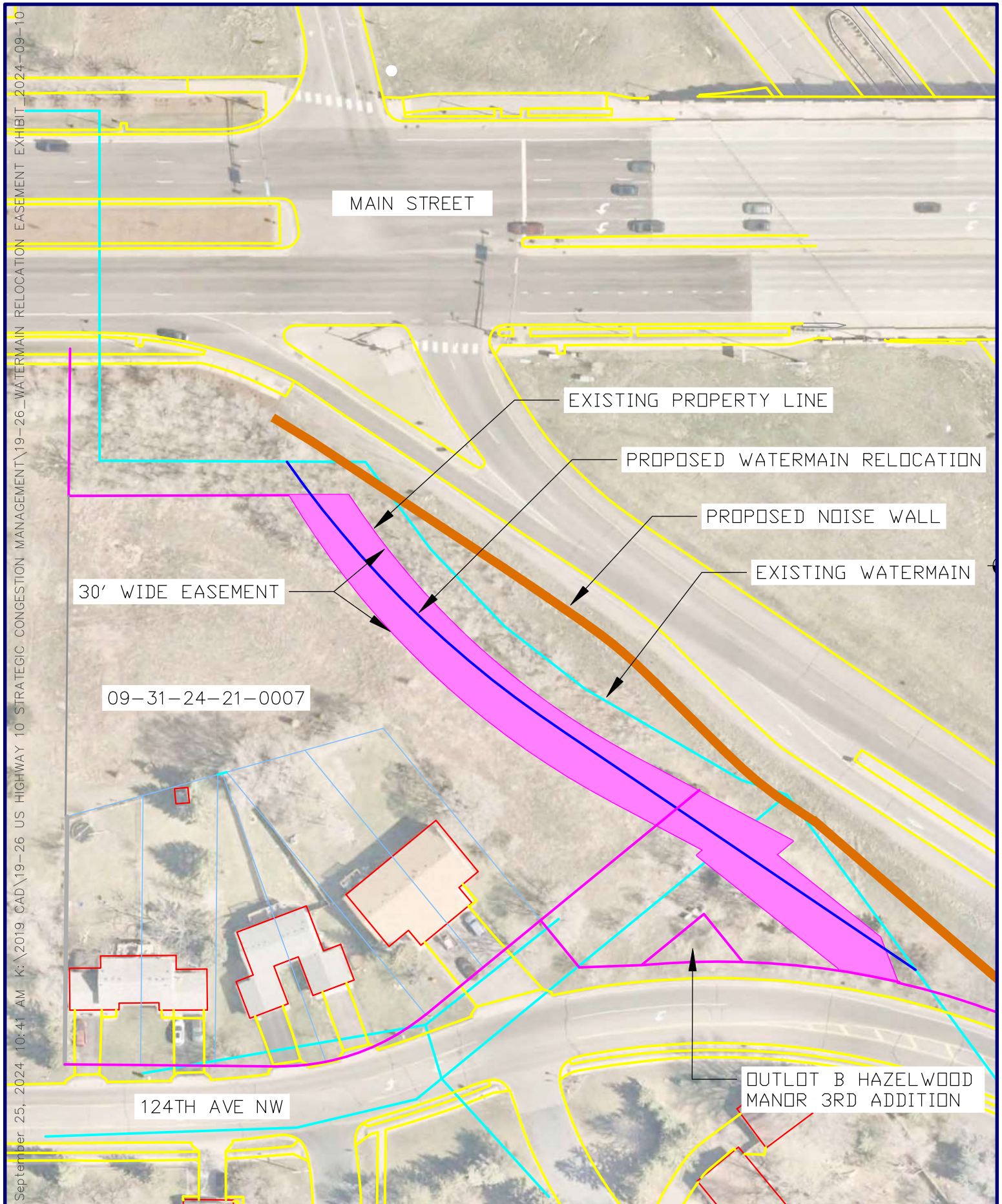
Watermain Relocation Map

Easement Agreement

Memorandum of Understanding

Resolution 24-96

September 25, 2024 10:41 AM K:\2019 CAD\19-26 US HIGHWAY 10 STRATEGIC CONGESTION MANAGEMENT\19-26_WATERMAIN RELOCATION EXHIBIT_2024-09-10



CITY OF COON RAPIDS
ENGINEERING DEPARTMENT
11155 ROBINSON DRIVE
COON RAPIDS, MN.
55433-3761
763-755-2880
FAX 163-767-6491

WATERMAIN EASEMENT EXHIBIT A

EASEMENT AGREEMENT

THIS INDENTURE, made this ____ day of _____, 2024, between N5 COON RAPIDS LLC, a Minnesota limited liability corporation, herein referred to as the Landowner, and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "City".

WITNESSETH:

That the said Landowner in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for watermain purposes over, under and across the following described property:

That part of Lot 2A Block 1 Riverdale Corners 3rd Addition, Section 9, Township 31, Range 24 West, Anoka County Mn; described as follows:

The northeast most 30 feet of said Lot 2A Block 1 Riverdale Corners 3rd Addition.

EXEMPT FROM STATE DEED TAX

This easement shall convey to the City, its contractors, agents, officers and employees the right to enter upon said premises at all reasonable times for the purpose of construction, grading, sloping and restoration purposes, and all such purposes ancillary thereto, together with the right of said City, its contractors, agents, officers and employees to remove trees, brush, undergrowth and other obstructions from the easement area, as well as the right to deposit earthen materials within the easement area.

The City agrees to indemnify and hold the Landowner harmless from damages or claims resulting directly and solely from the use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

Upon the completion of any construction, maintenance, or replacement project, the City will restore any disturbed areas including, but not limited to, the replacement of any damaged sod and plantings

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner, its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided in Minnesota Statutes Chapter 466.

And the said Landowner, for itself, its successors and assigns, does covenant with the City, its successors and assigns, that it is well seized in fee of the lands and premises aforesaid and has good right to grant and convey the easement herein to said City.

IN WITNESS WHEREOF, the said Landowner has caused this agreement to be executed as of the day and year first above written.

N5 COON RAPIDS LLC

By: _____
Its: _____

CITY OF COON RAPIDS

By: _____
Jerry Koch, Mayor

By: _____
Matt Stemwedel, City Manager

COUNTY OF ANOKA)

On this _____ day of _____, before me a Notary Public within and for said County, personally appeared _____ the _____ of N5 Coon Rapids LLC, a Minnesota limited liability corporation, on behalf of the corporation.

Notary Public

COUNTY OF ANOKA)

On this ____ day of _____, before me a Notary Public within and for said County, personally appeared Jerry Koch and Matt Stemwedel, the Mayor and City Manager for the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

Notary Public

This instrument was drafted by:

David J. Brodie
Coon Rapids City Attorney
11155 Robinson Drive
Coon Rapids, Minnesota 55433
(763) 767-6495

Accepted by the Coon Rapids City Council the ____ day of _____, 2024.

Joan Lenzmeier, City Clerk

MEMORANDUM OF AGREEMENT

THIS AGREEMENT was entered into on _____, 2024 between N5 Coon Rapids LLC, a Minnesota limited liability corporation, hereinafter “Landowner” of the Property described below, and the City of Coon Rapids, hereinafter “City”, for City Project 19-26:

Property ID: 09-31-24-21-0077

WHEREAS, Landowner executed and conveyed to the City a permanent easement on the Property located in the City of Coon Rapids, County of Anoka, State of Minnesota;

WHEREAS, this Agreement is entered into as a memorandum of all the terms, agreed upon in connection with this transaction;

NOW THEREFORE it is acknowledged and agreed upon between the parties to the following:

1. Landowner has been furnished with the approval estimate of just compensation for the property and a summary statement for the basis for the estimate. The Landowner understands that the acquired property is for watermain purposes.
2. That in full compensation for the conveyance of the easement, the City shall pay the Landowner the sum of **\$16,250.00** for land and damages. Landowner understands that payment by the City must await approval by the City Council and recording of the permanent and temporary easements, if applicable.
3. If requested, Landowner will cooperate and adjust for clerical error any documentation if deemed necessary or desirable at the reasonable discretion of the City. Landowner agrees to comply with this request within 30 days from the date of the mailing of the request.

N5 COON RAPIDS LLC

By: _____
Its: _____

CITY OF COON RAPIDS

By: _____
Jerry Koch, Mayor

By: _____
Matt Stemwedel, City Manager

RESOLUTION NO. 24-96

**RESOLUTION AMENDING THE 2024 WATER FUND BUDGET FOR TH10
EASEMENT**

WHEREAS, Section 1-700 of the City Charter provides for adoption of an annual budget and the subsequent amendments and re-appropriation of unencumbered balances for other purposes; and

WHEREAS, capital outlay purchases must specifically be identified and funded per the City Code 2-803; and

WHEREAS, the 2024 budget does not include funds needed to complete the purchase of a permanent easement related to the TH10 utility relocation project in the water utility fund; and

WHEREAS, an amount of \$16,250 is required to complete the aforementioned purchase; and

WHEREAS, funds are available in the fund balance of the Water Fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota to appropriate funds in the Water Fund capital outlay budget for \$16,250 for the purchase of a permanent easement as part of the TH10 Utility relocation project.

Adopted this 15th day of October, 2024, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk