



Council Work Session - 6:30 p.m.
HRA Regular Session - Immediately Following Regular City Council Meeting

CITY COUNCIL AGENDA

Wednesday, November 6, 2024

7:00 p.m.

**Coon Rapids City Center
Council Chambers**

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Presentation of Snowflake Art to the City
2. DECA Week Proclamation

Approval of Minutes of Previous Meeting

3. Approve Minutes of October 15, 2024

Consent Agenda

4. Accept Third Quarter Financial Report
5. Receive Schedule of Electronic Payments
6. PC 23-17, Approve Site Plan Extension for Coon Rapids Strip Mall, 2825 Coon Rapids Blvd NW, Hung Ly Architects
7. Approve On Sale 3.2% Malt Liquor, Wine, Strong Beer, and Sunday Liquor Licensing for Urban Air Adventure Park Coon Rapids, 10 Coon Rapids Blvd NW
8. Approve Waiver of Christmas Tree Sales License Fees for Boy Scout Troop 212
9. Approve Master Contracting Agreement with Precision Utilities LLC
10. Approve Three-Year Enterprise Agreement for Geographic Information Systems (GIS) Software Licensing
11. Approve 2024 SCORE Recycling and Non-Resident Use Agreements with Anoka County

12. Approve Recycling Center Staffing Agreement With Atlas Staffing, Inc.

Public Hearing

13. Conduct Public Hearing and Consider Adoption of Ordinance 2317 and Resolution 24-97 Establishing Fees for 2025

Bid Openings and Contract Awards

Old Business

14. Consider Adoption of Ordinance 2318 Establishing Housing Improvement Area for Village Manor Condominium Association

New Business

15. PC 24-27, Consider Comprehensive Plan Amendment, Low Density Residential & Very Low Density Residential

Open Mic/Public Comment

Reports on Previous Open Mic

Other Business

Adjourn



City Council Regular

1.

Meeting Date: 11/06/2024

Subject: Presentation of Snowflake Art to the City

From: Matt Stemwedel, City Manager

INTRODUCTION

Ms. Patty Heintz, Property Manager at Riverdale Village, will present to the City Council artwork that commemorates the 60th anniversary of Snowflake Days, which occurred earlier this year.

DISCUSSION

Ms. Heintz, on behalf of North American Development Group and Riverdale Village, will present the artwork that they are donating to the City and the Snowflake Days Committee.

RECOMMENDATION

This item is for informational purposes only and Council will formally accept the donation as a part of the quarterly donation acceptance process.



City Council Regular

2.

Meeting Date: 11/06/2024

Subject: DECA Week Proclamation

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Members of DECA will appear before Council to provide an update on National DECA week activities.

DISCUSSION

RECOMMENDATION

Proclaim November 4 - 8, 2024 as DECA Week in the City of Coon Rapids.

Attachments

DECA Week



PROCLAMATION

DECA WEEK

Whereas, DECA is an Association of Marketing Students which prepare the students to be academically prepared, community oriented, professionally responsible and experienced leaders; and

Whereas, the mission of DECA is to prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management; and

Whereas, DECA's guiding principles are designed to explain how DECA fulfills their mission; and

Whereas, DECA enhances the co-curricular education of members through a comprehensive program that integrates into classroom instruction, applies learning, connects to business and promotes competition; and

Whereas, DECA's activities assist in the development of academically prepared, community oriented, professionally responsible, experienced leaders; and

Whereas, DECA's attributes and values describe the organization's priorities and standards, including competence, innovation, integrity and teamwork; and

Now, therefore, I, Jerry Koch, Mayor of the City of Coon Rapids, officially proclaim November 4-8, 2024 as "**DECA Week**" in the City of Coon Rapids.

Proclaimed this 6th day of November, 2024.

Jerry Koch, Mayor

Joan Lenzmeier, City Clerk



City Council Regular

3.

Meeting Date: 11/06/2024

Subject: Approve Minutes of October 15, 2024

From: Joan Lenzmeier, City Clerk

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

October 15, 2024

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF OCTOBER 15, 2024

CALL TO ORDER

The second 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 15, 2024, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Koch led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Jerry Koch, Councilmembers Brad Greskowiak, Kari Rehrauer, Jennifer Geisler, Brian Armstrong, and Pat Carlson

Members Absent: Councilmember Sean Novack

ADOPT AGENDA

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

PROCLAMATIONS/PRESENTATIONS

1. PROCLAIM OCTOBER DOMESTIC VIOLENCE AWARENESS MONTH

Mayor Koch read in full a Proclamation declaring October as Domestic Violence Awareness Month.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

2. OCTOBER 1, 2024, COUNCIL MEETING

MOTION BY COUNCILMEMBER REHRAUER, SECONDED BY COUNCILMEMBER GRESKOWIAK, FOR APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2024, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

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)

Councilmember Rehrauer thanked the Commissioners for their service to the City.

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

PUBLIC HEARING

7. HOLD PUBLIC HEARING ON ESTABLISHING HOUSING IMPROVEMENT AREA FOR VILLAGE MANOR CONDOMINIUM ASSOCIATION

The Staff report was shared with Council.

Mayor Koch opened the public hearing at 7:09 p.m.

Jim Hutchinson asked if the road will be blocked because the area is very tight. Mayor Koch explained the item is for Village Manor. Mr. Hutchinson stated he was referring to a different area.

Mayor Koch closed the public hearing at 7:11 p.m.

Councilmember Geisler pointed out the City isn't paying anything for the project. Instead, the establishment is a way to help the project move forward.

COUNCIL CONSIDERED AN ORDINANCE ESTABLISHING A HOUSING IMPROVEMENT AREA FOR VILLAGE MANOR CONDOMINIUM ASSOCIATION LOCATED AT 3048 109TH LANE AND 3060 109TH LANE AS INTRODUCED.

BID OPENINGS AND CONTRACT AWARDS

8. CONSIDER RESOLUTION 24-16(9) AWARDING CONTRACT FOR 2024 LIFT STATION REHABILITATION, PROJECT 24-16

The Staff report was shared with Council.

Mayor Koch asked if bypass pumping would cross any roads. Public Works Director Tim Himmer stated it is unlikely any roads will be crossed. If so, there will be cut-unders or ramps built.

Councilmember Greskowiak asked if the estimate is a worst-case scenario or necessary. Mr. Himmer explained the estimate only addresses necessary improvements. The alternates are listed in preparation for various scenarios.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER CARLSON, TO 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. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

9. CONSIDER ADOPTION OF ORDINANCE 2315 AUTHORIZING SALE OF REAL ESTATE, 12258 CROOKED LAKE BLVD.
-

The Staff report was shared with Council.

Councilmember Greskowiak asked where the proceeds will end up. Community Development Director Matt Brown stated the sale proceeds would go into the revolving construction fund. The initial transaction occurred 25 years ago, so it is unclear which budget the purchase came from.

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER ARMSTRONG, TO ADOPT ORDINANCE 2315 AUTHORIZING CONVEYANCE OF THE PROPERTY AT 12258 CROOKED LAKE BOULEVARD TO 246 HOME CAPITAL INC., APPROVE THE PURCHASE AND REDEVELOPMENT AGREEMENT WITH 246 HOME CAPITAL INC., AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE A DEED, AND AUTHORIZE STAFF TO EXECUTE OTHER CLOSING DOCUMENTS AS NECESSARY TO EFFECTUATE THE CLOSING.

Councilmember Carlson noted it will be nice for folks to be living in the house again.

MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

10. CONSIDER INTRODUCTION OF AN ORDINANCE ESTABLISHING FEES FOR 2025
-

The Staff report was shared with Council.

Councilmember Geisler thanked Staff for their work on the item. The goal is to make the process simpler for the public.

THE COUNCIL CONSIDERED AN ORDINANCE TO ESTABLISH FEES EFFECTIVE JANUARY 1, 2025, AND TO 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 AS INTRODUCED.

11. CONSIDER BUDGET AMENDMENT, EASEMENT AGREEMENT, AND MEMORANDUM OF UNDERSTANDING FOR PROJECT 19-26, US10 IMPROVEMENTS
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER REHRAUER, SECONDED BY COUNCILMEMBER CARLSON, TO ACCEPT THE PERMANENT EASEMENT AND MOU WITH N5 COON RAPIDS LLC AND AUTHORIZE EXECUTION OF THE AGREEMENTS, AND TO ADOPT RESOLUTION 24-96 AMENDING THE WATER FUND BUDGET FOR THE PURCHASE OF THE PERMANENT EASEMENT.

Councilmember Greskowiak stated it looks like only a couple sections of the main will be in the way. He asked why the whole main would need to be replaced. Mr. Himmer explained if the main were to stay where it is, it would be under a noise wall. Future maintenance would be problematic and increase future construction costs. Additionally, the water main is older as it was installed in 1982.

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

Bunker Hills Golf Manager Tim Anderson explained it has been a great year for the Golf Course. There have been improvements to the facility, and they will continue throughout the next year. He pointed out there are indoor amenities open in the winter such as a golf simulator. Mr. Anderson added The Seasons Dinner Theatre will be returning for the holiday season.

Councilmember Geisler pointed out Rocky's Pumpkin Patch is on Saturday, October 19, 2024.

Mayor Koch added the Fire Department Open House was a very successful event.

Councilmember Geisler stated Sunday, October 27, 2024, will be Spooky Skate at the Ice Center.

City Clerk Joan Lenzmeier noted the City Hall is open for in-person absentee voting. Direct ballot voting will be opening October 18. More details on open hours and dates are available on the City Website.

Councilmember Geisler asked when a new State flag will be put up at City buildings. City Manager Matt Stemwedel stated there should be a discussion amongst Council to determine which flags the City would like to display. Councilmember Geisler stated if a State flag is flying at a City building, it should be the updated one.

ADJOURN

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER GRESKOWIAK, TO ADJOURN THE MEETING AT 7:34 P.M. THE MOTION PASSED UNANIMOUSLY.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

4.

Meeting Date: 11/06/2024

Subject: Accept Third Quarter Financial Report

From: Ashley Hansen, Finance Director

INTRODUCTION

Financial information as of September 30, 2024 has been prepared and is being presented at this time.

DISCUSSION

The financial summary of all funds for the third quarter is attached for Council's review.

RECOMMENDATION

Assuming the Council has no specific questions, no action is necessary other than to acknowledge receipt of this report.

Attachments

2024 3rd Quarter Financial Report



3rd Quarter 2024 Financial Report

FINANCIAL HIGHLIGHTS

The following financial report offers readers an overview of the financial activities of the City for the nine-month period ended September 30, 2024. The report includes all funds of the City and provides summary information on the General Fund and Enterprise Funds. Also included is a high-level view of the special revenue, debt service, capital project, and internal service funds of the City. Highlights for these funds can be found with the applicable schedules in this report. The readers are encouraged to consider the information presented here in conjunction with the unaudited financial statements within this report, the adopted budget and capital improvement plan.

Overall, revenues and expenditures in the General Fund are in line with the amended budget. By the end of the third quarter, 75% of the amended budget is expected to be met. Both revenues and expenditures are within this target with the second property tax distribution anticipated in November.

Reallocation of budget appropriations within the general fund will be considered by the City Council at the end of the year to cover any overages at the category level within each activity.

General Fund Revenues

Revenues have decreased \$640,958 or 2.5% over the same period last year, largely due to the difference in one-time intergovernmental revenue. Payments for property taxes and certain intergovernmental revenues, which represent approximately 76% of the budget, are received at mid-year and year-end. Significant revenue changes are as follows:

- General property taxes increased \$884,304 or 6.5% as a result of the increased tax levy and tax collections compared to 2023.
- Utilities taxes decreased \$489,674 or 15.6% due to decreased revenue of electric and gas utilities operating within the city. The City imposes a 4% tax on gross revenue for these suppliers. Similar to water consumption, electric and gas utilities are subject to seasonality. The decrease in revenue is from the unusually mild winter from 2023-2024. The City also experienced a slight decrease in utility costs for the same reason.
- Non-business licenses and permits increased \$322,283 or 29.7% largely due to a \$377,061 increase in right-of-way permit revenue from fiber utility expansion occurring within the city.
- Intergovernmental revenue decreased \$1,533,608 or 35.1% largely due to 2023 including \$2,868,368 in one-time ARPA funding.

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General Fund Expenditures

Expenditures increased \$2,585,369 or 9.9% over the same period last year. Significant changes by type of expenditure are as follows:

Personal Services:

- Personal Services totaling \$22,370,111 increased \$1,826,510 or 8.9% from 2023 primarily due to compensation adjustments for cost-of-living increases and union agreement negotiations.
- Expenditures for the third quarter for personal services are at 69 percent of the 2023 budget. Numerous employee vacancies and transitions have resulted in lower cost than expected.

Other Charges and Services:

- Other Charges and Services totaling \$4,954,139 increased \$1,162,658 or 30.6% mainly due to the following changes:
 - *Software Charges - \$441,449 increase:* In addition to inflationary increases to existing software, this number includes (1) charges for two financial software systems (old and new) to allow for conversion to a new system. \$175,000 in charges for LOGIS financial applications will not occur going forward; (2) \$96,500 in one-time implementation costs for new Community Development/Business Licensing software; and (3) \$110,000 in various IT network upgrades.
 - *M & R Contractual improvements - \$225,722 increase:* Included in this number is \$150,000 in additional costs for emerald ash borer mitigation and \$70,000 for traffic signal maintenance and improvement items included in the 2024 budget.
 - *Remittance to Other Agencies - \$501,755 increase:* The City received \$501,755 in fire state aid and remitted payment to the Coon Rapids Fire Relief Association as required by MN State Statute. The increase from the prior year is largely a timing delay as fire aid was received in November of 2023 versus September 2024.

Supplies:

- Supplies decreased \$238,978 or 17.9% primarily due to decreased maintenance costs for street equipment and a reduction in salt from the mild 2023-2024 winter.



Unaudited

**City of Coon Rapids, Minnesota
General Fund
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024**

				Comparative	
	2024				Variance from
	Amended	09/30/2024	Actual	09/30/2023	2023 Actual
	Budget	Actual	Percent	Actual	Postive (Negative)
Revenues					
General Property Taxes	\$ 27,962,405	\$ 14,512,817	51.9%	\$ 13,628,513	\$ 884,304
Franchise Taxes	4,064,291	2,641,226	65.0%	3,130,900	(489,674)
Licenses and Permits					
Business Licenses	695,575	707,156	101.7%	659,103	48,053
Non-Business Licenses & Permits	1,488,444	1,407,181	94.5%	1,084,898	322,283
Fines and Forfeitures	185,500	132,391	71.4%	130,258	2,133
Investment Earnings (Loss)	400,162	358,877	89.7%	352,899	5,978
Intergovernmental	3,130,308	2,833,475	90.5%	4,367,083	(1,533,608)
Charges for Services	2,340,325	1,570,661	67.1%	1,467,156	103,505
Other	623,615	673,725	108.0%	657,657	16,068
Total Revenues	40,890,625	24,837,509	60.7%	25,478,467	(640,958)
Expenditures					
General Government	5,425,581	3,803,227	70.1%	3,381,412	(421,815)
Public Safety	22,347,374	15,657,038	70.1%	13,788,241	(1,868,797)
Community and Recreation Services	2,325,241	1,583,827	68.1%	1,468,945	(114,882)
Community Development	2,401,778	1,753,715	73.0%	1,483,759	(269,956)
Maintenance Services	8,347,951	5,786,507	69.3%	5,876,588	90,081
Total Expenditures	40,847,925	28,584,314	70.0%	25,998,945	(2,585,369)
Revenues Over					
(Under) Expenditures	42,700	(3,746,805)	-8774.7%	(520,478)	(3,226,327)
Other Financing Sources (Uses)					
Transfers In	54,734	-	0.0%	-	-
Transfers Out	(512,250)	-	0.0%	-	-
Total Other Financing Sources (Uses)	(457,516)	-	0.0%	-	-
Change in Fund Balance	(414,816)	(3,746,805)		(520,478)	
Beginning Fund Balance	19,737,325	21,359,509		18,214,929	
Ending Fund Balance	\$ 19,322,509	\$ 17,612,704		\$ 17,694,451	

**General Fund
Schedule of Expenditures**

Unaudited

				Comparative	
	2024 Amended Budget	09/30/2024 Actual	Actual Percent	09/30/2023 Actual	Variance from 2023 Actual Postive (Negative)
GENERAL GOVERNMENT					
101 - Legislative Control					
Personal services	\$ 115,811	\$ 87,670	75.7%	\$ 98,139	\$ 10,469
Other charges	103,410	94,761	91.6%	99,683	4,922
Supplies	300	-	0.0%	239	239
Total	219,521	182,431	83.1%	198,061	15,630
102 - Board and Commissions					
Personal services	2,751	1,073	39.0%	87	(986)
Other charges	9,425	6,844	72.6%	7,466	622
Supplies	950	853	89.8%	994	141
Total	13,126	8,770	66.8%	8,547	(223)
103 - Legal Services General					
Personal services	385,010	246,393	64.0%	221,354	(25,039)
Other charges	20,750	13,777	66.4%	14,349	572
Supplies	1,250	110	8.8%	401	291
Total	407,010	260,280	63.9%	236,104	(24,176)
104 - Elections and Voter Registration					
Personal services	224,284	132,872	59.2%	-	(132,872)
Other charges	21,220	10,333	48.7%	14,088	3,755
Supplies	1,750	2,008	114.7%	-	(2,008)
Total	247,254	145,213	58.7%	14,088	(131,125)
121 - Maintenance of Official Records					
Personal services	53,300	49,139	92.2%	63,753	14,614
Other charges	26,560	17,868	67.3%	15,149	(2,719)
Supplies	650	77	11.8%	85	8
Total	80,510	67,084	83.3%	78,987	11,903
122 - Information					
Personal services	319,085	246,318	77.2%	219,574	(26,744)
Other charges	77,905	58,993	75.7%	47,728	(11,265)
Supplies	3,400	430	12.6%	387	(43)
Total	400,390	305,741	76.4%	267,689	(38,052)
123 - Management					
Personal services	403,844	321,112	79.5%	280,904	(40,208)
Other charges	12,920	12,496	96.7%	13,498	1,002
Supplies	550	66	12.0%	55	(11)
Total	417,314	333,674	80.0%	294,457	(39,217)
124 - Licensing					
Personal services	64,310	52,660	81.9%	41,641	(11,019)
Other charges	4,130	31,586	764.8%	2,057	(29,529)
Supplies	1,500	342	22.8%	13	(329)
Total	\$ 69,940	\$ 84,588	120.9%	\$ 43,711	(40,877)

(continued)

	2024 Amended Budget	09/30/2024 Actual	Actual Percent	09/30/2023 Actual	Variance from 2023 Actual Postive (Negative)
GENERAL GOVERNMENT - CONTINUED					
<u>141 - Human Resources</u>					
Personal services	\$ 293,651	\$ 181,673	61.9%	\$ 156,115	(25,558)
Other charges	145,286	56,235	38.7%	82,410	26,175
Supplies	2,000	912	45.6%	799	(113)
Total	440,937	238,820	54.2%	239,324	504
<u>142 - Fiscal Planning, Control, and Accounting</u>					
Personal services	695,487	492,791	70.9%	466,537	(26,254)
Other charges	304,127	239,690	78.8%	134,773	(104,917)
Supplies	3,000	4,615	153.8%	1,882	(2,733)
Capital outlay	119,272	-	0.0%	125,441	125,441
Total	1,121,886	737,096	65.7%	728,633	(8,463)
<u>143 - Information Technology</u>					
Personal services	598,755	421,257	70.4%	441,316	20,059
Other charges	356,345	299,802	84.1%	147,401	(152,401)
Supplies	68,850	48,230	70.1%	7,828	(40,402)
Capital outlay	19,280	16,681	86.5%	73,701	57,020
Debt Service	40,997	32,885	80.2%	31,630	(1,255)
Total	1,084,227	818,855	75.5%	701,876	(116,979)
<u>144 - General Revenue Collections</u>					
Personal services	63,836	42,642	66.8%	39,622	(3,020)
Other charges	40,500	17,897	44.2%	17,618	(279)
Supplies	200	-	0.0%	95	95
Total	104,536	60,539	57.9%	57,335	(3,204)
<u>147 - Property Appraisal</u>					
Personal services	532,823	363,612	68.2%	345,055	(18,557)
Other charges	25,275	7,230	28.6%	10,636	3,406
Supplies	3,000	1,540	51.3%	1,189	(351)
Total	561,098	372,382	66.4%	356,880	(15,502)
<u>148 - Purchasing</u>					
Personal services	-	-	100.0%	-	-
Other charges	17,600	13,596	77.3%	20,810	7,214
Supplies	10,900	4,295	39.4%	4,758	463
Total	28,500	17,891	62.8%	25,568	7,677
<u>149 - Payroll</u>					
Personal services	105,993	74,350	70.1%	66,247	(8,103)
Other charges	122,939	95,513	77.7%	63,779	(31,734)
Supplies	400	-	0.0%	126	126
Total	229,332	169,863	74.1%	130,152	(39,711)
Total General Government	5,425,581	3,803,227	70.1%	3,381,412	(421,815)

	2024 Amended Budget	09/30/2024 Actual	Actual Percent	09/30/2023 Actual	Variance from 2023 Actual Positive (Negative)
PUBLIC HEALTH AND SAFETY					
<u>201 - Court Case/Preparation and Appearance</u>					
Personal services	871,584	607,418	69.7%	583,785	(23,633)
Other charges	40,685	34,939	85.9%	26,142	(8,797)
Supplies	4,050	691	17.1%	927	236
Total	\$ 916,319	\$ 643,048	70.2%	\$ 610,854	\$ (32,194)
<u>202 - Investigation/Non-Traffic</u>					
Personal services	\$ 2,524,824	\$ 1,066,905	42.3%	\$ 1,148,930	\$ 82,025
Other charges	40,860	33,652	82.4%	25,872	(7,780)
Supplies	9,300	5,381	57.9%	10,510	5,129
Total	2,574,984	1,105,938	42.9%	1,185,312	79,374
<u>203 - Preventative Patrol</u>					
Personal services	9,445,460	7,036,293	74.5%	6,151,937	(884,356)
Other charges	609,461	481,098	78.9%	434,085	(47,013)
Supplies	347,988	196,601	56.5%	234,752	38,151
Capital outlay	40,975	40,975	100.0%	-	(40,975)
Total	10,443,884	7,754,967	74.3%	6,820,774	(934,193)
<u>204 - Accident Reduction Program</u>					
Personal services	145,745	10,876	7.5%	-	(10,876)
Other charges	90	54	60.0%	96	42
Total	145,835	10,930	7.5%	96	(10,834)
<u>205 - Animal Control</u>					
Personal services	118,735	21,805	18.4%	-	(21,805)
Other charges	20,060	16,801	83.8%	10,632	(6,169)
Supplies	500	-	0.0%	-	-
Total	139,295	38,606	27.7%	10,632	(27,974)
<u>206 - School Liaison Program/Community Education</u>					
Personal services	1,028,811	742,075	72.1%	567,168	(174,907)
Other charges	4,450	3,190	71.7%	1,036	(2,154)
Supplies	12,500	8,715	69.7%	8,482	(233)
Total	1,045,761	753,980	72.1%	576,686	(177,294)
<u>207 - Drug Enforcement & Education</u>					
Personal services	339,001	196,050	57.8%	269,489	73,439
Other charges	23,225	22,317	96.1%	21,569	(748)
Supplies	9,000	9,813	109.0%	7,074	(2,739)
Total	371,226	228,180	61.5%	298,132	69,952
<u>208 - Emergency Operation Planning</u>					
Personal services	36,940	2,471	6.7%	-	(2,471)
Other charges	25,450	20,803	81.7%	21,427	624
Supplies	100	-	0.0%	-	-
Total	62,490	23,274	37.2%	21,427	(1,847)

(continued)

	2024 Amended Budget	09/30/2024 Actual	Actual Percent	09/30/2023 Actual	Variance from 2023 Actual Positive (Negative)
PUBLIC HEALTH AND SAFETY - CONTINUED					
<u>221 - Fire Prevention</u>					
Personal services	434,713	319,569	73.5%	271,520	(48,049)
Other charges	180,193	142,292	79.0%	115,958	(26,334)
Supplies	23,000	13,998	60.9%	15,483	1,485
Total	\$ 637,906	\$ 475,859	74.6%	\$ 402,961	\$ (72,898)
<u>222 - Fire Training</u>					
Personal services	\$ 470,351	\$ 365,641	77.7%	\$ 343,536	\$ (22,105)
Other charges	31,195	26,415	84.7%	20,523	(5,892)
Supplies	1,200	745	62.1%	167	(578)
Total	502,746	392,801	78.1%	364,226	(28,575)
<u>223 - Fire Supression</u>					
Personal services	3,825,718	2,662,079	69.6%	2,499,508	(162,571)
Other charges	544,912	627,341	115.1%	97,599	(529,742)
Supplies	149,325	119,787	80.2%	94,382	(25,405)
Total	4,519,955	3,409,207	75.4%	2,691,489	(717,718)
<u>224 - Rescue and First Aid</u>					
Personal services	831,990	754,602	90.7%	731,262	(23,340)
Other charges	23,840	13,492	56.6%	18,239	4,747
Supplies	50,554	31,348	62.0%	27,422	(3,926)
Total	906,384	799,442	88.2%	776,923	(22,519)
<u>225 - Fire Investigation</u>					
Personal services	42,321	10,065	23.8%	15,536	5,471
Other charges	4,555	2,572	56.5%	2,827	255
Supplies	1,800	906	50.3%	3,940	3,034
Total	48,676	13,543	27.8%	22,303	8,760
<u>251 - Employee Safety</u>					
Personal services	29,843	6,035	20.2%	4,240	(1,795)
Other charges	1,270	1,140	89.8%	172	(968)
Supplies	800	88	11.0%	2,014	1,926
Total	31,913	7,263	22.8%	6,426	(837)
Total Public Health and Safety	22,347,374	15,657,038	70.1%	13,788,241	(1,868,797)

COMMUNITY AND RECREATION SERVICES

302 - Riverwind Recreational Center

Personal services	11,922	6,523	54.7%	2,019	(4,504)
Other charges	39,770	26,244	66.0%	27,749	1,505
Supplies	7,300	720	9.9%	1,054	334
Capital outlay	-	-	0.0%	3,027	3,027
Total	58,992	33,487	56.8%	33,849	362

(continued)

	2024				Variance from
	Amended	09/30/2024	Actual	09/30/2023	2023 Actual
	Budget	Actual	Percent	Actual	Postive (Negative)
COMMUNITY AND RECREATION SERVICES - CONTINUED					
<u>305 - Community School/Summer Recreation</u>					
Other charges	72,560	44,977	62.0%	44,983	6
Total	\$ 72,560	\$ 44,977	62.0%	\$ 44,983	\$ 6
 <u>320 - Facilities Rental</u>					
Personal services	\$ 157,947	\$ 99,815	63.2%	\$ 113,687	\$ 13,872
Other charges	86,635	63,303	73.1%	41,156	(22,147)
Supplies	3,500	1,145	32.7%	4,434	3,289
Capital outlay	2,000	-	0.0%	-	-
Total	250,082	164,263	65.7%	159,277	(4,986)
 <u>323 - Contract Grants</u>					
Other charges	127,565	58,205	45.6%	59,701	1,496
Total	127,565	58,205	45.6%	59,701	1,496
 <u>324 - Senior Citizen Services</u>					
Personal services	194,462	158,023	81.3%	151,644	(6,379)
Other charges	24,980	14,330	57.4%	19,841	5,511
Supplies	5,928	4,148	70.0%	2,558	(1,590)
Total	225,370	176,501	78.3%	174,043	(2,458)
 <u>514 - Recreational Sports Program</u>					
Personal services	277,435	180,873	65.2%	161,661	(19,212)
Other charges	81,375	75,469	92.7%	55,785	(19,684)
Supplies	7,500	10,460	139.5%	10,620	160
Total	366,310	266,802	72.8%	228,066	(38,736)
 <u>515 - Indoor Skating</u>					
Personal services	582,792	419,803	72.0%	368,064	(51,739)
Other charges	476,500	351,959	73.9%	340,542	(11,417)
Supplies	57,000	38,436	67.4%	34,444	(3,992)
Merchandise for resale	31,770	14,159	44.6%	10,896	(3,263)
Capital outlay	76,300	15,235	20.0%	15,080	(155)
Total	1,224,362	839,592	68.6%	769,026	(70,566)
Total Community and Recreation Services	2,325,241	1,583,827	68.1%	1,468,945	(114,882)

COMMUNITY DEVELOPMENT

401 - Planning

Personal services	329,717	215,078	65.2%	122,850	(92,228)
Other charges	54,015	45,134	83.6%	41,623	(3,511)
Supplies	1,650	595	36.1%	447	(148)
Total	\$ 385,382	\$ 260,807	67.7%	\$ 164,920	\$ (95,887)

(continued)

	2024 Amended Budget	09/30/2024 Actual	Actual Percent	09/30/2023 Actual	Variance from 2023 Actual Positive (Negative)
COMMUNITY DEVELOPMENT - CONTINUED					
<u>407 - Property Maintenance</u>					
Personal services	\$ 413,240	\$ 291,252	70.5%	\$ 270,003	\$ (21,249)
Other charges	16,775	22,504	134.2%	7,432	(15,072)
Supplies	4,450	2,709	60.9%	3,332	623
Total	434,465	316,465	72.8%	280,767	(35,698)
<u>413 - Housing Programs</u>					
Personal services	323,801	243,431	75.2%	226,999	(16,432)
Other charges	21,395	24,860	116.2%	11,057	(13,803)
Supplies	2,200	332	15.1%	490	158
Total	347,396	268,623	77.3%	238,546	(30,077)
<u>421 - Building Inspection</u>					
Personal services	1,069,742	754,425	70.5%	693,398	(61,027)
Other charges	152,868	147,795	96.7%	99,232	(48,563)
Supplies	11,925	5,600	47.0%	6,896	1,296
Total	1,234,535	907,820	73.5%	799,526	(108,294)
Total Community Development	2,401,778	1,753,715	73.0%	1,483,759	(269,956)
MAINTENANCE SERVICES					
<u>500 - Snow Removal</u>					
Personal services	452,876	168,631	37.2%	182,437	13,806
Other charges	600	472	78.7%	1,760	1,288
Supplies	165,000	86,783	52.6%	158,097	71,314
Total	618,476	255,886	41.4%	342,294	86,408
<u>501 - Street Maintenance</u>					
Personal services	907,006	673,596	74.3%	743,104	69,508
Other charges	113,850	59,946	52.7%	66,043	6,097
Supplies	265,500	126,921	47.8%	269,114	142,193
Capital outlay	6,500	6,489	99.8%	-	(6,489)
Total	1,292,856	866,952	67.1%	1,078,261	211,309
<u>503 - Streetlight/Traffic Signal Maintenance</u>					
Personal services	11,922	6,919	58.0%	6,903	(16)
Other charges	705,775	386,860	54.8%	368,444	(18,416)
Supplies	-	114	100.0%	-	(114)
Total	717,697	393,893	54.9%	375,347	(18,546)
<u>506 - Central Garage/Vehicle Maintenance</u>					
Personal services	729,124	516,120	70.8%	449,124	(66,996)
Other charges	54,500	45,459	83.4%	40,645	(4,814)
Supplies	58,010	37,443	64.5%	44,236	6,793
Capital outlay	5,040	-	0.0%	8,501	8,501
Total	\$ 846,674	\$ 599,022	70.8%	\$ 542,506	\$ (56,516)

(continued)

	2024				Variance from
	Amended	09/30/2024	Actual	09/30/2023	2023 Actual
	Budget	Actual	Percent	Actual	Postive (Negative)
MAINTENANCE SERVICES - CONTINUED					
<u>507 - Public Building Maintenance</u>					
Personal services	\$ 292,964	\$ 193,001	65.9%	\$ 178,971	\$ (14,030)
Other charges	516,105	316,866	61.4%	383,232	66,366
Supplies	68,200	41,171	60.4%	52,361	11,190
Total	877,269	551,038	62.8%	614,564	63,526
<u>508 - Geographic Information Systems</u>					
Personal services	235,557	167,336	71.0%	192,201	24,865
Other charges	118,232	107,598	91.0%	76,719	(30,879)
Supplies	10,500	8,023	76.4%	1,060	(6,963)
Capital outaly	-	-	0.0%	2,415	2,415
Total	364,289	282,957	77.7%	272,395	(10,562)
<u>509 - Engineering Maintenance Services</u>					
Personal services	386,781	337,633	87.3%	300,067	(37,566)
Other charges	38,215	23,915	62.6%	15,886	(8,029)
Supplies	8,300	9,082	109.4%	3,949	(5,133)
Total	433,296	370,630	85.5%	319,902	(50,728)
<u>510 - Parks and Grounds Maintenance</u>					
Personal services	1,851,848	1,321,343	71.4%	1,250,285	(71,058)
Other charges	573,925	431,169	75.1%	470,720	39,551
Supplies	310,850	279,157	89.8%	320,088	40,931
Total	2,736,623	2,031,669	74.2%	2,041,093	9,424
<u>521 - Tree Maintenance</u>					
Personal services	139,051	100,864	72.5%	99,276	(1,588)
Other charges	286,870	305,497	106.5%	154,016	(151,481)
Supplies	34,850	28,099	80.6%	36,934	8,835
Total	460,771	434,460	94.3%	290,226	(144,234)
Total Maintenance Services	8,347,951	5,786,507	69.3%	5,876,588	90,081
Total Expenditures	\$ 40,847,925	\$ 28,584,314	70.0%	\$ 25,998,945	\$ (2,585,369)



Unaudited

**City of Coon Rapids, Minnesota
Special Revenue Funds
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024**

				Comparative	
	2024 Amended Budget	09/30/2024 Actual	Actual Percent	09/30/2023 Actual	Variance from 2023 Actual Postive (Negative)
OPIOID REMEDIATION FUND					
Beginning Fund Balance	\$ 252,364	\$ 278,282		\$ 247,779	
Revenues	58,245	365,109	627%	55,519	309,590
Expenditures	(52,790)	(35,950)	68%	(32,644)	(3,306)
Ending Fund Balance	<u>\$ 257,819</u>	<u>\$ 607,441</u>		<u>\$ 270,654</u>	

This fund was established in 2022 and accounts for programs and abatement strategies to combat the opioid crisis, including strategies focused on treatment, prevention, and harm reduction. This fund is funded with proceeds from the National Opioid Settlements.

BOULEVARD TREE MAINTENANCE FUND

Beginning Fund Balance	\$ 9,774	\$ 11,281		\$ 35,321	
Revenues	200,098	104,005	52%	76,766	27,239
Expenditures	(380,000)	(188,675)	50%	(276,257)	87,582
Ending Fund Balance	<u>\$ (170,128)</u>	<u>\$ (73,389)</u>		<u>\$ (164,170)</u>	

This fund was established in 2018 and accounts for the removal of ash trees that are infected with the emerald ash borer. This fund is funded with property taxes. For 2024, the City increased the tax levy to \$200,000 from \$150,000 in 2023. In September 2024, the City Council approved a \$200,000 budget amendment and \$520,000 interfund loan to accelerate emerald ash borer mitigation for the remainder of 2024 and 2025.

SCATTERED SITE HOUSING FUND

Beginning Fund Balance	\$ 98,615	\$ 102,556		\$ 85,627	
Revenues	1,479	1,141	77%	13,494	(12,353)
Expenditures	(5,000)	(2)	0%	(12)	10
Ending Fund Balance	<u>\$ 95,094</u>	<u>\$ 103,695</u>		<u>\$ 99,109</u>	

This fund accounts for the removal of structures in blighted areas in order to sell the property for redevelopment. In July 2024, the City Council approved closing the Scattered Site Housing Fund into the newly established Local Housing Trust Fund. This will be completed at the end of the fiscal year.

	2024 Amended Budget	09/30/2024 Actual	Actual Percent	Comparative 09/30/2023 Actual	Variance from 2023 Actual Positive (Negative)
LOCAL HOUSING TRUST FUND (FORMERLY HOUSING PROGRAMS FUND)					
Beginning Fund Balance	\$ 4,532,281	\$ 5,338,857		\$ 5,338,857	
Revenues	380,000	521,298	137%	346,383	174,915
Expenditures	(1,897,802)	(1,163,836)	61%	(1,339,661)	175,825
Ending Fund Balance	<u>\$ 3,014,479</u>	<u>\$ 4,696,319</u>		<u>\$ 4,345,579</u>	

This fund accounts for \$5,575,000 that was transferred from the Coon Rapids MAF Program Fund beginning in 2005 to be used for housing improvement program loans. In 2024, this fund was rebranded as the Local Housing Trust Fund. Due to rising interest rates, the housing program is seeing higher utilization consistent with the previous two years. As of September 30, 2024, 269 loans were outstanding with a principal balance of \$4,182,599 compared to 218 loans with a total balance of \$3,474,818 a year ago.

LAW ENFORCEMENT PROGRAMS FUND

Beginning Fund Balance	\$ 376,334	\$ 351,263		\$ 312,597	
Revenues	60,645	59,629	98%	57,408	2,221
Expenditures	-	(48,653)	100%	(36,955)	(11,698)
Other Financing Sources (Uses)	(30,734)	-	0%	-	-
Ending Fund Balance	<u>\$ 406,245</u>	<u>\$ 362,239</u>		<u>\$ 333,050</u>	

This fund accounts for dedicated revenues and related expenditures for drug forfeiture, DWI, DARE, Night to Unite, and grant activities.

FIRE DEPARTMENT PROGRAMS FUND

Beginning Fund Balance	\$ 10,817	\$ 3,751		\$ 10,665	
Revenues	9,662	9,903	102%	7,400	2,503
Expenditures	(9,000)	(7,315)	81%	(15,149)	7,834
Ending Fund Balance	<u>\$ 11,479</u>	<u>\$ 6,339</u>		<u>\$ 2,916</u>	

This fund accounts for special activities performed by the Fire Department such as the safety camp, lock box and smoke alarm programs.

LODGING TAX FUND

Beginning Fund Balance	\$ -	\$ -		\$ -	
Revenues	260,000	167,120	64%	159,822	7,298
Expenditures	(246,000)	(158,556)	64%	(151,953)	(6,603)
Other Financing Sources (Uses)	(14,000)	-	0%	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ 8,564</u>		<u>\$ 7,869</u>	

This fund accounts for lodging taxes from various lodging entities within City limits. 95% of all receipts are disbursed to a local convention and tourism bureau. The remaining 5% will be transferred to the General Fund at the end of the year to help cover administrative expenditures.

	2024			Comparative	
	Amended	09/30/2024	Actual	09/30/2023	Variance from
	Budget	Actual	Percent	Actual	2023 Actual
					Postive (Negative)
PUBLIC COMMUNICATIONS FUND					
Beginning Fund Balance	\$ 195,318	\$ 259,990		\$ 43,681	
Revenues	1,365,052	735,453	54%	781,058	(45,605)
Expenditures	(1,407,995)	(974,883)	69%	(841,012)	(133,871)
Other Financing Sources (Uses)	-	-	0%	-	-
Ending Fund Balance	<u>\$ 152,375</u>	<u>\$ 20,560</u>		<u>\$ (16,273)</u>	

This fund accounts for dedicated revenues and related expenditures for CTN and public communications. Revenue is comprised of franchise taxes, PEG fees, and charges for production services.

COMMISSIONS AND EVENTS FUND

Beginning Fund Balance	\$ 4,173	\$ 4,746		\$ 4,584	
Revenues	14,063	15,071	107%	13,611	1,460
Expenditures	(14,450)	(14,569)	101%	(13,667)	(902)
Ending Fund Balance	<u>\$ 3,786</u>	<u>\$ 5,248</u>		<u>\$ 4,528</u>	

This fund accounts for Arts and Historical Commision activities not accounted for in the General Fund.

SENIOR ACTIVITY FUND

Beginning Fund Balance	\$ 63,319	\$ 43,715		\$ 51,546	
Revenues	126,950	182,246	144%	109,124	73,122
Expenditures	(105,000)	(125,929)	120%	(97,131)	(28,798)
Other Financing Sources (Uses)	(10,000)	-	0%	-	-
Ending Fund Balance	<u>\$ 75,269</u>	<u>\$ 100,032</u>		<u>\$ 63,539</u>	

This fund accounts for senior citizen trips and events, the Senior Center kitchen fund, and the senior citizen transportation account.

RECYCLING FUND

Beginning Fund Balance	\$ 110,636	\$ 279,844		\$ 13,290	
Revenues	433,818	161,070	37%	445,675	(284,605)
Expenditures	(497,243)	(310,455)	62%	(307,436)	(3,019)
Other Financing Sources (Uses)	62,250	-	0%	-	-
Ending Fund Balance	<u>\$ 109,461</u>	<u>\$ 130,459</u>		<u>\$ 151,529</u>	

This fund accounts for Recycling Center activities. Expenditures are recovered from Anoka County through the Recycling Center SCORE grant and miscellaneous revenue. \$108,864 SCORE grant funding was received in October 2024.



Unaudited

City of Coon Rapids, Minnesota
Debt Service Funds
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024

				Comparative	
	2024 Amended Budget	09/30/2024 Actual	Actual Percent	09/30/2023 Actual	Variance from 2023 Actual Positive (Negative)
Beginning Fund Balance	\$ 7,068,364	\$ 7,497,565		\$ 7,417,697	
Revenues	7,115,455	4,195,721	59%	3,850,052	345,669
Expenditures	(6,908,946)	(6,909,624)	100%	(6,849,379)	(60,245)
Other Financing Sources (Uses)	-	-	0%	-	-
Ending Fund Balance	<u>\$ 7,274,873</u>	<u>\$ 4,783,662</u>		<u>\$ 4,418,370</u>	

These funds pay the principal and interest on the long-term debt of the City, other than debt accounted for in the Enterprise Funds. Funding comes from tax levies, special assessments, intergovernmental revenue, and/or transfers. In 2024, principal and interest payments through September 30th totaled \$5,080,000 and \$1,828,946 respectively. All revenues and expenditures are as planned.



Unaudited

**City of Coon Rapids, Minnesota
Capital Project Funds
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024**

	2024 Amended Budget	09/30/2024 Actual	Actual Percent	Comparative 09/30/2023 Actual	Variance from 2023 Actual Positive (Negative)
SPECIAL ASSESSMENT CONSTRUCTION FUNDS					
Beginning Fund Balance	9,317,278	\$ 9,167,476		\$ 10,017,809	
Revenues	6,176,225	612,723	10%	1,307,037	(694,314)
Expenditures	(12,655,912)	(5,432,979)	43%	(4,110,405)	(1,322,574)
Other Financing Sources (Uses)	3,350,000	2,336,765	70%	2,502,462	(165,697)
Ending Fund Balance	<u>\$ 6,187,591</u>	<u>\$ 6,683,985</u>		<u>\$ 9,716,903</u>	

These funds account for assessable and non-assessable infrastructure construction projects that are funded through bond proceeds, Municipal State Aid, and/or other intergovernmental revenues. The 2024 street reconstruction projects were approved by the City Council for \$5,779,025 and funded with a combination of bond proceeds, special assessments, and utility fund revenues. Construction of the Coon Rapids Blvd Pedestrian bridge project estimated at \$6 million is also included in the 2024 budget with funding from Federal and State grants.

RIVERDALE AREA FUND

Beginning Fund Balance	\$ 547,245	\$ 572,384		\$ 541,827	
Revenues	5,472	6,368	116%	7,430	(1,062)
Expenditures	-	-	0%	-	-
Ending Fund Balance	<u>\$ 552,717</u>	<u>\$ 578,752</u>		<u>\$ 549,257</u>	

This fund accounts for construction of infrastructure improvements for the Riverdale project area.

PARK IMPROVEMENT FUND

Beginning Fund Balance	\$ 956,131	\$ 1,158,544		\$ 1,078,908	
Revenues	809,361	368,956	46%	292,450	76,506
Expenditures	(2,947,636)	(634,481)	22%	(410,901)	(223,580)
Other Financing Sources (Uses)	1,500,000	1,533,752	102%	-	1,533,752
Ending Fund Balance	<u>\$ 317,856</u>	<u>\$ 2,426,771</u>		<u>\$ 960,457</u>	

This fund accounts for construction of parks through land acquisition and development of facilities. The major source of funding for 2024 is a property tax levy of \$450,000. The 2024 budget included \$1,500,000 in bond proceeds for the remaining park referendum improvements.

	2024 Amended Budget	09/30/2024 Actual	Actual Percent	Comparative 09/30/2023 Actual	Variance from 2023 Actual Positive (Negative)
FACILITIES CONSTRUCTION FUND					
Beginning Fund Balance	\$ 215,125	\$ 714,892		\$ 1,474,508	
Revenues	306,272	106,073	35%	368,613	(262,540)
Expenditures	(496,500)	(204,105)	41%	(1,299,907)	1,095,802
Other Financing Sources (Uses)	-	-	0%	-	-
Ending Fund Balance	<u>\$ 24,897</u>	<u>\$ 616,860</u>		<u>\$ 543,214</u>	

This fund accounts for construction and refurbishment of City owned facilities. This fund is projected to have a fund balance of \$686,732 by December 31, 2024.

STREET RECONSTRUCTION FUND

Beginning Fund Balance	\$ 1,619,539	\$ 1,820,005		\$ 2,369,509	
Revenues	1,195,000	980,595	82%	275,839	704,756
Expenditures	(1,560,136)	(1,077,150)	69%	(1,191,439)	114,289
Other Financing Sources (Uses)	-	-	0%	-	-
Ending Fund Balance	<u>\$ 1,254,403</u>	<u>\$ 1,723,450</u>		<u>\$ 1,453,909</u>	

This fund accounts for pavement management expenditures for reconstruction and maintenance of City streets. The major source of funding for 2024 includes a property tax levy of \$475,000 and Municipal State Aid (MSA) of \$620,000. This fund is projected to have a fund balance of \$1,5221,688 by December 31, 2024.

CAPITAL EQUIPMENT FUND

Beginning Fund Balance	\$ 2,609,207	\$ 2,800,991		\$ 3,146,354	
Revenues	1,026,470	547,600	53%	520,001	27,599
Expenditures	(2,680,310)	(1,379,583)	51%	(1,279,544)	(100,039)
Other Financing Sources (Uses)	104,000	138,917	134%	231,329	(92,412)
Ending Fund Balance	<u>\$ 1,059,367</u>	<u>\$ 2,107,925</u>		<u>\$ 2,618,140</u>	

This fund accounts for major capital outlay purchases for the General Fund. Budgeted revenue includes a property tax levy of \$1,000,000 for 2024.

PUBLIC SAFETY CAPITAL FUND

Beginning Fund Balance	\$ 1,952,233	\$ 2,049,347		\$ 8,772,099	
Revenues	23,283	142,702	613%	120,769	21,933
Expenditures	(843,250)	(874,512)	104%	(7,145,596)	6,271,084
Other Financing Sources (Uses)	-	-	0%	-	-
Ending Fund Balance	<u>\$ 1,132,266</u>	<u>\$ 1,317,537</u>		<u>\$ 1,747,272</u>	

This fund was created in 2021 accounts for major capital outlay purchases for the police and fire departments, except for vehicles. 2024 expenditures include completion of Fire Station #3 funded with bond proceeds and a portion of American Rescue Plan funds.

	2024			Comparative	
	Amended	09/30/2024	Actual	09/30/2023	Variance from
	Budget	Actual	Percent	Actual	2023 Actual
					Postive (Negative)
SIDEWALK CONSTRUCTION FUND					
Beginning Fund Balance	\$ 264,766	\$ 364,766		\$ 236,362	
Revenues	28,972	17,093	59%	17,380	(287)
Expenditures	-	-	0%	-	-
Ending Fund Balance	<u>\$ 293,738</u>	<u>\$ 381,859</u>		<u>\$ 253,742</u>	

This fund includes property tax revenue of \$25,000 for 2024. There are no planned projects in 2024.

HOUSING & REDEVELOPMENT AUTHORITY

Beginning Fund Balance	\$ 14,298,352	\$ 15,296,934		\$ 13,950,530	
Revenues	1,866,989	1,243,911	67%	1,100,581	143,330
Expenditures	(2,160,444)	(1,120,651)	52%	(1,097,035)	(23,616)
Other Financing Sources (Uses)	-	-	0%	-	-
Ending Fund Balance	<u>\$ 14,004,897</u>	<u>\$ 15,420,194</u>		<u>\$ 13,954,076</u>	

This fund accounts for activity of the Housing and Redevelopment Authority. Sources of revenue include a property tax levy of \$725,000, tax increment collections, and proceeds from sale of land.



Unaudited

**City of Coon Rapids, Minnesota
Internal Service Funds
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024**

	2024			Comparative	
	Amended	09/30/2024	Actual	09/30/2023	Variance from
	Budget	Actual	Percent	Actual	2023 Actual
					Postive (Negative)
INSURANCE RESERVE FUND					
Beginning Fund Balance	\$ 2,995,840	\$ 3,286,731		\$ 3,101,239	
Revenues	175,000	303,103	173%	453,307	(150,204)
Expenditures	(300,000)	(1,295,858)	432%	(237,272)	(1,058,586)
Other Financing Sources (Uses)	-	-	0%	-	-
Ending Fund Balance	<u>\$ 2,870,840</u>	<u>\$ 2,293,976</u>		<u>\$ 3,317,274</u>	

This reserve for insurance allows the City to purchase insurance at reduced rates utilizing higher deductibles which are expensed in this fund. Savings from insurance premiums are being reserved to provide for future claims that may be due under the current insurance plan and provide adequate cash to support higher deductible levels.

COMPENSATED ABSENCES FUND

Beginning Fund Balance	\$ -	\$ -		\$ -	
Revenues	50,000	33,198	66%	39,264	(6,066)
Expenditures	(150,000)	-	0%	-	-
Other Financing Sources (Uses)	100,000	-	0%	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ 33,198</u>		<u>\$ 39,264</u>	

This fund accounts for the compensated absences of the governmental funds. The December 31, 2023 liability in this fund was \$3,031,346 which was fully funded. It is expected to remain fully funded at the end of 2024.

RETIREMENT INSURANCE FUND

Beginning Fund Balance	\$ (6,133,867)	\$ (5,599,604)		\$ (5,839,867)	
Revenues	118,000	213,417	181%	84,298	129,119
Expenditures	(750,000)	(404,247)	54%	(341,542)	(62,705)
Other Financing Sources (Uses)	350,000	-	0%	-	-
Ending Fund Balance	<u>\$ (6,415,867)</u>	<u>\$ (5,790,434)</u>		<u>\$ (6,097,111)</u>	

This fund builds a reserve for the direct subsidy portion of post employment health care benefits for qualified police and firefighter retirees. The December 31, 2023 liability in this fund was \$11,344,128. Estimated transfers of \$350,000 from the General Fund and investment income will cover the annual required contributions as determined in the actuarial study.



Unaudited

City of Coon Rapids, Minnesota
Water Fund
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024

	2024			Comparative	
	Amended	09/30/2024	Actual	09/30/2023	Variance from
	Budget	Actual	Percent	Actual	2023 Actual
					Postive (Negative)
Operating Revenues					
Water Charges	8,555,727	6,626,498	77%	7,230,719	\$ (604,221)
Miscellaneous	5,050	12,773	253%	24,160	(11,387)
Total Operating Revenues	8,560,777	6,639,271	78%	7,254,879	(615,608)
Operating Expenses					
Personal Services	1,097,357	726,886	66%	770,782	43,896
Other Charges and Services	2,417,778	1,710,459	71%	1,731,690	21,231
Supplies	529,720	425,923	80%	460,452	34,529
Depreciation	2,214,163	1,660,622	75%	1,628,061	(32,561)
Total Operating Expenses	6,259,018	4,523,890	72%	4,590,985	67,095
Operating Income (Loss)	2,301,759	2,115,381	92%	2,663,894	(548,513)
Nonoperating Revenues (Expenses)					
Investment Earnings (Loss)	20,733	54,154	261%	53,865	289
Intergovernmental revenue	-	193,642	100%	463,947	(270,305)
Sale of water meters	35,000	13,992	40%	60,313	(46,321)
Gain (Loss) on disposal of capital assets	20,000	24,336	122%	-	24,336
Interest and Fiscal Charges	(924,670)	(693,503)	75%	(812,699)	119,196
Purchase and repair of water meters	(25,000)	(49,222)	197%	(29,749)	(19,473)
Total Nonoperating Revenues (Expenses)	(873,937)	(456,601)	52%	(264,323)	(192,278)
Change in Net Position	1,427,822	1,658,780		2,399,571	
Beginning Net Position	50,613,971	52,045,378		47,974,176	
Ending Net Position	\$ 52,041,793	\$ 53,704,158		\$ 50,373,747	

Operating revenues decreased \$615,608 and operating expenses decreased by \$67,095 resulting in a net decrease in operating income of \$548,513 over the same period last year. Water use rates were increased in 2024 for an overall target revenue increase of 8%. The decrease in operating revenue is due to decreased consumption. Consumption was down in 2024 due to a cool and wet summer in comparison to 2023. The decrease in operating expenses is mostly due to periods of personnel vacancies throughout the year.



Unaudited

City of Coon Rapids, Minnesota
Sewer Fund
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024

				Comparative	
	2024				
	Amended	09/30/2024	Actual	09/30/2023	Variance from
	Budget	Actual	Percent	Actual	2023 Actual
					Postive (Negative)
Operating Revenues					
Sewer Charges	\$ 7,508,740	\$ 5,964,574	79.4%	\$ 5,024,780	\$ 939,794
Miscellaneous	5,050	17,801	352.5%	5,840	11,961
Total Operating Revenues	7,513,790	5,982,375	79.6%	5,030,620	951,755
Operating Expenses					
Personal services	871,115	567,819	65.2%	456,422	(111,397)
Other charges and services	1,012,701	682,011	67.3%	594,354	(87,657)
Supplies	46,520	34,677	74.5%	28,610	(6,067)
Disposal charges	4,622,278	3,466,709	75.0%	3,213,791	(252,918)
Depreciation	1,010,238	757,679	75.0%	747,125	(10,554)
Total Operating Expenses	7,562,852	5,508,895	72.8%	5,040,302	(468,593)
Operating Income (Loss)	(49,062)	473,480	-965.1%	(9,682)	483,162
Nonoperating Revenues (Expenses)					
Investment Earnings (Loss)	31,069	48,959	157.6%	72,732	(23,773)
Intergovernmental	-	15,000	0.0%	-	15,000
Gain on disposal of capital assets	-	34,661	0.0%	-	34,661
Total Nonoperating Revenues (Expenses)	31,069	98,620	317.4%	72,732	25,888
Change in Net Position	(17,993)	572,100		63,050	
Beginning Net Position	39,880,681	40,192,740		40,113,681	
Ending Net Position	\$ 39,862,688	\$ 40,764,840		\$ 40,176,731	

Operating revenues increased \$951,755 and operating expenses have increased by \$468,593 resulting in a net increase in operating income of \$483,162 over the same period last year. Sewer rates were increased in 2024 for an overall target revenue increase of 11%. The increase in operating expenses is largely due to an increase in disposal charges paid to Met Council as well as personnel time allocated to the fund.



Unaudited

City of Coon Rapids, Minnesota
Storm Water Fund
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024

	2024			Comparative	
	Amended	09/30/2024	Actual	09/30/2023	Variance from
	Budget	Actual	Percent	Actual	2023 Actual
					Postive (Negative)
Operating Revenues					
Storm Drain Charges	\$ 1,781,700	\$ 1,405,608	78.9%	\$ 1,272,414	\$ 133,194
Miscellaneous	1,000	2,870	287.0%	18,293	(15,423)
Total Operating Revenues	1,782,700	1,408,478	79.0%	1,290,707	117,771
Operating Expenses					
Personal services	449,712	225,851	50.2%	229,489	3,638
Other charges and services	934,851	797,136	85.3%	345,197	(451,939)
Supplies	66,830	24,800	37.1%	34,830	10,030
Depreciation	680,000	510,000	75.0%	505,515	(4,485)
Total Operating Expenses	2,131,393	1,557,787	73.1%	1,115,031	(442,756)
Operating Income (Loss)	(348,693)	(149,309)	42.8%	175,676	(324,985)
Nonoperating Revenues (Expenses)					
Investment Earnings (Loss)	30,371	46,751	153.9%	56,226	(9,475)
Intergovernmental	10,000	-	0.0%	-	-
Gain on disposal of capital assets	25,000	-	100.0%	18,073	(18,073)
Interest and fiscal charges	(2,072)	(1,275)	61.5%	(2,921)	1,646
Total Nonoperating Revenues (Expenses)	63,299	45,476	71.8%	71,378	(25,902)
Change in Net Position	(285,394)	(103,833)		247,054	
Beginning Net Position	14,990,350	15,314,283		14,948,155	
Ending Net Position	\$ 14,704,956	\$ 15,210,450		\$ 15,195,209	

Operating revenues increased \$117,771 and operating expenses increased by \$442,756 resulting in a net decrease in operating income of \$324,985 over the same period last year. Storm water rates were increased by 5% for 2024. Operating expenses increased largely due to a one-time maintenance project approved by the City Council. A rate study is currently in progress to ensure revenue will be sufficient to cover operating and capital costs of the fund.



Unaudited

City of Coon Rapids, Minnesota
Golf Fund
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Quarter Ended September 30, 2024

	2024			Comparative	
	Amended	09/30/2024	Actual	09/30/2023	Variance from
	Budget	Actual	Percent	Actual	2023 Actual
					Positive (Negative)
Operating Revenues					
Sales, fees, and charges					
Green fees	1,910,000	2,036,042	106.6%	1,769,838	\$ 266,204
Driving Range	205,000	214,956	104.9%	185,305	29,651
Pro Shop	250,000	252,706	101.1%	221,055	31,651
Restaurant	6,334,311	4,641,349	73.3%	4,504,823	136,526
Rentals					
Building	63,500	55,447	87.3%	53,945	1,502
Carts	562,000	498,192	88.6%	494,725	3,467
Simulator	97,000	41,607	42.9%	61,613	(20,006)
Total sales, fees and charges	9,421,811	7,740,299		7,291,304	448,995
Miscellaneous	1,641	5,740	349.8%	1,636	4,104
Total Operating Revenues	9,423,452	7,746,039	82.2%	7,292,940	453,099
Operating Expenses					
MAINTENANCE					
Personal services	630,767	486,873	77.2%	463,684	(23,189)
Other charges and services	136,800	166,739	121.9%	49,822	(116,917)
Supplies	492,500	475,021	96.5%	536,032	61,011
Depreciation	195,000	146,250	75.0%	145,218	(1,032)
Total Maintenance Expenses	1,455,067	1,274,883	87.6%	1,194,756	(80,127)
ADMINISTRATION					
Personal services	640,895	484,760	75.6%	456,299	(28,461)
Other charges and services	571,800	587,362	102.7%	508,104	(79,258)
Supplies	35,500	47,367	133.4%	34,717	(12,650)
Pro Shop cost of goods sold	150,000	178,514	119.0%	161,445	(17,069)
Depreciation	257,000	192,750	75.0%	192,833	83
Total Administration Expenses	1,655,195	1,490,753	90.1%	1,353,398	(137,355)
RESTAURANT					
Contracted labor	2,964,228	2,280,999	77.0%	2,139,536	(141,463)
Other charges and services	1,035,329	673,699	65.1%	641,440	(32,259)
Supplies	270,663	186,716	69.0%	198,119	11,403
Restaurant cost of goods sold	1,674,675	1,126,228	67.3%	1,106,555	(19,673)
Depreciation	206,358	154,769	75.0%	154,769	-
Total Restaurant Expenses	6,151,253	4,422,411	71.9%	4,240,419	(181,992)
Total Operating Expenses	9,261,515	7,188,047	77.6%	6,788,573	(399,474)
Operating Income (Loss)	161,937	557,992	344.6%	504,367	53,625
Nonoperating Revenues (Expenses)					
Investment Earnings (Loss)	(14,063)	(16,299)	115.9%	(14,410)	(1,889)
Gain on disposal of capital assets	5,000	-	0.0%	24,322	(24,322)
Interest and fiscal charges	(51,619)	(15,010)	29.1%	(18,889)	3,879
Interest and fiscal charges restaurant	(49,608)	(43,176)	87.0%	(45,437)	2,261
Total Nonoperating Revenues (Expenses)	(110,290)	(74,485)	67.5%	(54,414)	(20,071)
Change in Net Position	51,647	483,507		449,953	
Beginning Net Position	4,888,625	4,805,203		4,784,068	
Ending Net Position	\$ 4,940,272	\$ 5,288,710		\$ 5,234,021	

Operating revenues increased \$453,099 (6.2%) and operating expenses increased \$399,474 (5.9%) resulting in a net increase in operating income of \$53,625 over the same period last year. The increase in operating revenue is primarily due to an increase in restaurant sales of \$136,526 and increase in golf revenue of \$316,573. The increase in overall operating expenses is a direct outcome of increased sales volume.



City Council Regular

5.

Meeting Date: 11/06/2024

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 10/10/2024 to 10/30/2024.

Attachments

Electronic Payments 10/10/24 - 10/30/24

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES

10/10/2024 - 10/30/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 12110 MAINT OF OFFICIAL RECORDS					
10000-12110-6210	PROF AND CONSULTING SERVIC	PIONEER SECURESHRED	9/25 SHREDDING SERVICES	150.00	315
10000-12110-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	8/15 PH VILLAGE MANOR	79.12	224
10000-12110-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	ORD 2313 PUBLICATION	48.37	224
Total Department 12110 MAINT OF OFFICIAL RECORDS				277.49	
Department: 12303 MANAGEMENT					
10000-12303-6230	TRAVEL/SCHOOLS/CONFERENCES	STEMWEDEL, MATT	SEPT 2024 EXP REPORT	343.87	234
Total Department 12303 MANAGEMENT				343.87	
Department: 14103 HUMAN RESOURCES					
10000-14103-6210	PROF AND CONSULTING SERVIC	ALERUS RETIREMENT AND BENE	SEPT 2024 COBRA FEES	395.00	300
10000-14103-6310	OFFICE SUPPLIES	ECM PUBLISHERS	BUSINESS CARDS	32.00	282
Total Department 14103 HUMAN RESOURCES				427.00	
Department: 14316 INFORMATION TECHNOLOGY					
10000-14316-6215	SOFTWARE CHARGES	LOGIS	NETWORK SERVICES - AUG 2024	4,567.50	226
10000-14316-6215	SOFTWARE CHARGES	LOGIS	ANTIVIRUS, M365 LICENSES, KNOWBE4	7,978.02	226
10000-14316-6310	OFFICE SUPPLIES	LOGIS	VPN TOKEN - GIS	15.00	226
10000-14316-6543	FURNITURE & EQUIPMENT	LOGIS	2 BH UPS, 5 BH ACCESS POINTS, APS	16,681.44	226
Total Department 14316 INFORMATION TECHNOLOGY				29,241.96	
Department: 14707 PROPERTY APPRAISAL					
10000-14707-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	BUSINESS CARDS	32.00	282
10000-14707-6240	ADVERTISING & PRINTING	THE PRESSROOM	FALL PERMIT & FND POSTCARDS	64.00	319
Total Department 14707 PROPERTY APPRAISAL				96.00	
Department: 20321 PREVENTATIVE PATROL/TRAFFIC					
10000-20321-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	POLICE JAG PUBLIC HEARING NOTICE	43.00	224
10000-20321-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	CRIME PREV_UTILITY BILL_OCT-DEC 2024	604.00	282
10000-20321-6272	M & R EQUIPMENT - CONTRACT	EMERGENCY AUTOMOTIVE TECH	SQUAD P2 REPAIR	64.40	225
10000-20321-6320	SMALL TOOLS & EQUIPMENT	STREICHERS	POLICE AMMUNITION	108.00	235
10000-20321-6370	GENERAL SUPPLIES	STREICHERS	POLICE - NAME PLATE	11.99	235
10000-20321-6370	GENERAL SUPPLIES	GIESE, PETER	SEPT 2024 EXP REPORT	993.22	285
Total Department 20321 PREVENTATIVE PATROL/TRAFFIC				1,824.61	
Department: 22122 FIRE PREVENTION					
10000-22122-6215	SOFTWARE CHARGES	LOGIS	ANTIVIRUS, M365 LICENSES, KNOWBE4	1,030.48	226
Total Department 22122 FIRE PREVENTION				1,030.48	
Department: 22322 FIRE SUPPRESSION					
10000-22322-6160	UNIFORM ALLOWANCE	LOCAL 1935	CLOTHING ALLOWANCE T-SHIRTS	346.50	287
10000-22322-6160	UNIFORM ALLOWANCE	STREICHERS	CLOTHING ALLOWANCE - RETURN ED ITEMS	(129.99)	318
10000-22322-6160	UNIFORM ALLOWANCE	STREICHERS	CLOTHING ALLOWANCE - 70	142.98	318
10000-22322-6342	M & R EQUIPMENT - BY CITY	EMERGENCY AUTOMOTIVE TECH	UNIT 3253 DOME LIGHT	164.13	225
10000-22322-6342	M & R EQUIPMENT - BY CITY	EMERGENCY AUTOMOTIVE TECH	3284/E3 SIREN	546.20	283
Total Department 22322 FIRE SUPPRESSION				1,069.82	
Department: 22422 RESCUE & FIRST AID					
10000-22422-6230	TRAVEL/SCHOOLS/CONFERENCES	MADDOX, BRITTA	SEPT 2024 EXP REPORT - JLEC/FPC	88.71	227
Total Department 22422 RESCUE & FIRST AID				88.71	
Department: 32018 CIVIC CENTER					

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES
10/10/2024 - 10/30/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 32018 CIVIC CENTER					
10000-32018-6255	UNEMPLOYMENT INSURANCE	MN UNEMPLOYMENT INSURANCE	Q3 UNEMPLOYMENT	667.58	299
			Total Department 32018 CIVIC CENTER	667.58	
Department: 32418 SENIOR CITIZENS CENTER					
10000-32418-6310	OFFICE SUPPLIES	NORTHERN SANITARY CO	FORKS AND PLATES	211.50	231
			Total Department 32418 SENIOR CITIZENS CENTER	211.50	
Department: 40114 PLANNING					
10000-40114-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	8/1 PH FIRST HMONG BAPTIST	69.87	224
			Total Department 40114 PLANNING	69.87	
Department: 41319 HOUSING PROGRAMS					
10000-41319-6215	SOFTWARE CHARGES	LOGIS	ANTIVIRUS, M365 LICENSES, KNOWBE4	257.62	226
10000-41319-6310	OFFICE SUPPLIES	THE PRESSROOM	RENTAL LICENSE STICKERS	106.50	319
			Total Department 41319 HOUSING PROGRAMS	364.12	
Department: 42124 BUILDING INSPECTION					
10000-42124-6215	SOFTWARE CHARGES	LOGIS	ANTIVIRUS, M365 LICENSES, KNOWBE4	772.86	226
10000-42124-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	BUSINESS CARDS	160.00	282
			Total Department 42124 BUILDING INSPECTION	932.86	
Department: 50132 STREET MAINTENANCE					
10000-50132-6255	UNEMPLOYMENT INSURANCE	MN UNEMPLOYMENT INSURANCE	Q3 UNEMPLOYMENT	1,005.60	299
10000-50132-6370	GENERAL SUPPLIES	MENARDS	SIGN MAKING SUPPLIES	26.27	311
10000-50132-6370	GENERAL SUPPLIES	MENARDS	ASPHALT SUPPLIES	75.90	311
10000-50132-6380	SAFETY ITEMS	NORTH AMERICAN SAFETY INC	SAFTEY SUPPLIES	429.90	313
			Total Department 50132 STREET MAINTENANCE	1,537.67	
Department: 50633 CENTRAL GARAGE/VEHICLE MAINT					
10000-50633-5610	GAS FOR CHARGEBACK	PETROLEUM TRADERS CORPORAT	FUEL FOR CHARGE BACK	16,948.29	295
10000-50633-5630	PARTS & O/H ITEMS FOR CHR	MTI DISTRIBUTING	UNIT 168 BUSHINGS & STOCK PARTS REC'D	45.75	229
10000-50633-6370	GENERAL SUPPLIES	MENARDS	EXTENSION CORD CONNECTORS - VACTORS	16.58	311
			Total Department 50633 CENTRAL GARAGE/VEHICLE MAINT	17,010.62	
Department: 50713 PUBLIC BUILDING MAINTENANCE					
10000-50713-6272	M & R EQUIPMENT - CONTRACT	SILENT KNIGHT SECURITY SYS	NEW CELLULAR DIALER INSTALLED	600.00	232
10000-50713-6272	M & R EQUIPMENT - CONTRACT	SILENT KNIGHT SECURITY SYS	STATION 3 - ALARM MONITORING 10/1/24	670.80	317
10000-50713-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES 20A 3-WAY TOGGLE	5.49	228
			Total Department 50713 PUBLIC BUILDING MAINTENANCE	1,276.29	
Department: 51034 PARKS MAINTENANCE					
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 147 HYDRAULIC DRIVE MOTOR ASSEMB	1,900.00	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	UNIT 124 TURN LAMP ASSEMBLY	48.30	4
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 168 - BEARINGS AND SEALS	196.70	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 168 BUSHINGS & STOCK PARTS REC'D	20.75	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 168 - FUEL WATER SEPARATOR	55.24	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 168 AIR FILTER COVER	150.35	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 168 - BEARING CUP	50.84	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	WEEDWHIP MAN PIPE ASSEMBLY	28.67	4
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 188 HYDRAULIC TUBE	362.38	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 189 HYDRAULIC HOSE	260.41	229
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 147 HYD. DRIVE MOTOR ASSY	1,871.89	292

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 51034 PARKS MAINTENANCE					
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	UNIT 147 BRAKE PADS	134.15	292
10000-51034-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	UNIT 146 FILTERS	66.51	6
10000-51034-6343	M & R OTHER IMPROVEMTS-BY	MENARDS	IRRIGATION REPAIR PARTS	32.69	289
10000-51034-6370	GENERAL SUPPLIES	MENARDS	BUOYS @ CROOKED LAKE SWIMMING BEACH	49.93	228
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES L/F BRASS HOSE BIBB	31.90	228
10000-51034-6370	GENERAL SUPPLIES	MENARDS	WINTERCREST SHED REPAIR PARTS	41.68	228
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES WD-40	11.98	311
Total Department 51034 PARKS MAINTENANCE				5,314.37	
Department: 51434 RECREATIONAL SPORTS PROGRAM					
10000-51434-6280	SPECIAL EVENTS	ECM PUBLISHERS	SPONSOR STICKERS FOR BOARDS	60.00	282
10000-51434-6280	SPECIAL EVENTS	ECM PUBLISHERS	PUMPKIN PATCH SIGNS BOARDS SPONSOR \$P	120.00	282
10000-51434-6280	SPECIAL EVENTS	ECM PUBLISHERS	GENERIC EVENT SIGNS SPONSOR PD	670.00	282
10000-51434-6280-2022-75	SPECIAL EVENTS	ECM PUBLISHERS	PUMPKIN PATCH SIGNS BOARDS SPONSOR \$P	136.00	282
10000-51434-6280-2022-75	SPECIAL EVENTS	ECM PUBLISHERS	PUMPKIN PATCH FLYERS CSF PAYBACK	625.00	282
10000-51434-6280-2022-75	SPECIAL EVENTS	ECM PUBLISHERS	PUMPKIN PATCH SIGNS & BANNERS CSF PAY	625.00	282
10000-51434-6280-203001	SPECIAL EVENTS	BIENIEK, JULIE	SEPT 2024 EXP REPORT	59.64	223
10000-51434-6280-203001	SPECIAL EVENTS	ECM PUBLISHERS	PET FAIR SIGNS & BANNER SPONSOR \$PD	324.00	282
10000-51434-6280-203001	SPECIAL EVENTS	LASKOWSKI, STEPHANIE	AUG-SEPT 2024 EXP REPORT	94.12	286
10000-51434-6280-514001	SPECIAL EVENTS	BIENIEK, JULIE	SEPT 2024 EXP REPORT	15.10	223
10000-51434-6280-514001	SPECIAL EVENTS	ECM PUBLISHERS	BOARD SIGNS PRINTING FOR MARKET	72.00	282
Total Department 51434 RECREATIONAL SPORTS PROGRAM				2,800.86	
Department: 51536 INDOOR SKATING					
10000-51536-6272	M & R EQUIPMENT - CONTRACT	R&R SPECIALTIES INC	ZAMBONI BOARD BRUSH, SPRINGS, IMPELLA	481.00	316
10000-51536-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	TOILET PAPER, DISINFECTANT, AEROSOL C	333.19	231
10000-51536-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	ODOR CAN REPLACEMENTS	76.05	294
10000-51536-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	CLEANING CHEMICALS AND TOILET PAPER	707.40	294
10000-51536-6370	GENERAL SUPPLIES	NORTHERN SANITARY CO	VACUUM FILTERS AND BAGS	41.65	314
Total Department 51536 INDOOR SKATING				1,639.29	
Department: 52138 TREE MAINTENANCE					
10000-52138-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	BUSINESS CARDS	32.00	282
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	ERLANDSON TRAIL - REMOVED BOX ELDER	362.12	278
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	ROBINSON TRAIL - REMOVED WILLOW TREE	362.12	278
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	13078 ARROWHEAD - REMOVED AMUR/CORK T	181.06	278
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	313 124TH AVE - TRIMMED BLVD ASH	362.12	278
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	13119 YUKON ST - TRIMMED MAPLE & LIND	316.86	278
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	13109 YUKON TRIMMED BASSWOOD	226.33	278
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	WO 92320 REMOVE DOWNED HACKBERRY TREE	291.83	310
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	WO 92349 REMOVED BOXELDER TREE	362.12	310
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	WO 91989 REMOVE TREES FOR EVP SENSOR	271.59	310
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	WO 92384 REMOVE WILLOW TREE	1,809.66	310
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	WO 92219 TRIM BLVD NORWAY MAPLE	181.06	310
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	WO 92640 TRIM MAPLE	226.33	310
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	WO 92218 TRIM/REMOVE BLVD TREES	814.77	310
Total Department 52138 TREE MAINTENANCE				5,799.97	
Total Fund 10000 GENERAL FUND				72,024.94	

Fund: 17000 BOULEVARD TREE MAINTENANCE

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 17000 BOULEVARD TREE MAINTENANCE					
Department: 17000 BOULEVARD TREE MAINTENANCE					
17000-17000-6273	M & R OTHER IMPS - CONTRAC CARR'S TREE SERVICE		WO 91906 TRIM ASH TREE	181.06	310
		Total	Department 17000 BOULEVARD TREE MAINTENANCE	181.06	
		Total	Fund 17000 BOULEVARD TREE MAINTENANCE	181.06	
Fund: 24000 PUBLIC COMMUNICATIONS FUND					
Department: 71642 PUBLIC COMMUNICATIONS					
24000-71642-6230	TRAVEL/SCHOOLS/CONFERENCES STROUSE, ERIC		AUG 2024 EXP REPORT	658.43	296
		Total	Department 71642 PUBLIC COMMUNICATIONS	658.43	
		Total	Fund 24000 PUBLIC COMMUNICATIONS FUND	658.43	
Fund: 29000 RECYCLING FUND					
Department: 74100 RECYCLING					
29000-74100-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	CRIC ORGANICS PILOT MAILING	1,521.67	282
29000-74100-6271	M & R BLDGS/STRUCTURES - C	ATLAS STAFFING INC	RECYCLING STAFF - 9/9	2,400.46	222
29000-74100-6271	M & R BLDGS/STRUCTURES - C	ATLAS STAFFING INC	RECYCLING CENTER STAFF	2,397.60	276
29000-74100-6271	M & R BLDGS/STRUCTURES - C	ATLAS STAFFING INC	RECYCLING STAFF - SEP 2024	2,433.65	309
29000-74100-6370	GENERAL SUPPLIES	SINCLAIR, COLLEEN	SEPT 2024 EXP REPORT	47.43	233
		Total	Department 74100 RECYCLING	8,800.81	
		Total	Fund 29000 RECYCLING FUND	8,800.81	
Fund: 50000 SPECIAL ASSESSMENT FUND					
Department: 75900 SPECIAL ASSESSMENT PROJECTS					
50000-75900-6545-2025-01	OTHER IMPROVEMENTS	BRAUN INTERTEC	2025 STREET RECON, SEPT 2024	1,385.50	277
		Total	Department 75900 SPECIAL ASSESSMENT PROJECTS	1,385.50	
		Total	Fund 50000 SPECIAL ASSESSMENT FUND	1,385.50	
Fund: 52240 2024 BONDED PROJECTS FUND					
Department: 76001 2024 BONDED PROJECTS					
52240-76001-6545-2024-01	OTHER IMPROVEMENTS	THE PRESSROOM	SOD INSTALLATION DOOR HANGERS	163.12	236
		Total	Department 76001 2024 BONDED PROJECTS	163.12	
		Total	Fund 52240 2024 BONDED PROJECTS FUND	163.12	
Fund: 65000 CAPITAL EQUIPMENT FUND					
Department: 78821 CAPITAL EQUIPMENT					
65000-78821-6544	MACHINERY & AUTOMOTIVE	EMERGENCY AUTOMOTIVE TECH	SQUAD P25 CAPITAL ITEM PO007626	2,658.18	225
65000-78821-6544	MACHINERY & AUTOMOTIVE	EMERGENCY AUTOMOTIVE TECH	SQUAD P24 CAPITAL ITEM PO007625	2,658.18	225
		Total	Department 78821 CAPITAL EQUIPMENT	5,316.36	
Department: 78822 CAPITAL EQUIPMENT					
65000-78822-6544	MACHINERY & AUTOMOTIVE	EMERGENCY AUTOMOTIVE TECH	FIRE MARSHAL NEW TRUCK EMERGENCY LIGH	4,186.65	283
		Total	Department 78822 CAPITAL EQUIPMENT	4,186.65	
Department: 78832 CAPITAL EQUIPMENT					
65000-78832-6544	MACHINERY & AUTOMOTIVE	TOWMASTER INC	UPFIT OF NEW STREETS UNIT 41	160,571.00	297
		Total	Department 78832 CAPITAL EQUIPMENT	160,571.00	
		Total	Fund 65000 CAPITAL EQUIPMENT FUND	170,074.01	
Fund: 66000 PUBLIC SAFETY CAPITAL FUND					

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 66000 PUBLIC SAFETY CAPITAL FUND					
Department: 78921 PUBLIC SAFETY CAPITAL					
66000-78921-6543	FURNITURE & EQUIPMENT	LOGIS	NETWORK FIREWALL FOR PD SUBSTATION	2,754.20	288
Total Department 78921 PUBLIC SAFETY CAPITAL				2,754.20	
Total Fund 66000 PUBLIC SAFETY CAPITAL FUND				2,754.20	
Fund: 70000 SEWER FUND					
Department: 62074 SANITARY SEWER MAINTENANCE					
70000-62074-6320	SMALL TOOLS & EQUIPMENT	MENARDS	UNIT 224 - SMALL TOOLS	37.97	228
Total Department 62074 SANITARY SEWER MAINTENANCE				37.97	
Total Fund 70000 SEWER FUND				37.97	
Fund: 71000 WATER FUND					
Department: 60171 WATER SYSTEM MAINTENANCE					
71000-60171-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	UNIT 231 CASTER DUST COVER	4.27	5
71000-60171-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	111.71	228
Total Department 60171 WATER SYSTEM MAINTENANCE				115.98	
Total Fund 71000 WATER FUND				115.98	
Fund: 72000 STORM WATER DRAINAGE FUND					
Department: 64076 STORM WATER DRAINAGE					
72000-64076-6380	SAFETY ITEMS	NORTH AMERICAN SAFETY INC	SAFETY SUPPLIES HI-VIS & SAFETY GLAS	592.45	230
Total Department 64076 STORM WATER DRAINAGE				592.45	
Total Fund 72000 STORM WATER DRAINAGE FUND				592.45	
Fund: 73000 GOLF FUND					
Department: 67381 GOLF COURSE MAINTENANCE					
73000-67381-6255	UNEMPLOYMENT INSURANCE	MN UNEMPLOYMENT INSURANCE		272.40	299
73000-67381-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	JOHN DEERE ZERO TURN PARTS	34.88	4
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	SEAL KIT FOR ROUGH MOWERS	132.91	229
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	WIRE HARNESS FOR FAIRWAY MOWER	274.49	229
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	HYDRO HOSE FOR 5910	205.96	229
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	GEAR MOTOR FOR TEES MOWER	1,168.01	292
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	ROUGH MOWER IDLER-PULLEY	203.91	292
73000-67381-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	CHAINSAW AND MOWER SUPPLIES	87.59	5
73000-67381-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	ZERO TURN MOWER PARTS	288.97	5
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	ROUGH MOWER FILTERS	245.51	292
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	LIFT CYLINDER ROUGH MOWER	807.17	292
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	TORO 5910 ROUGH MOWER	154.77	292
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	MOWER SUPPLIES	274.39	312
73000-67381-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	ZERO TURN MOWER PARTS	109.49	6
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	MOWER PARTS	18.62	312
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	REPAIR KIT	547.36	312
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	BRACKET-ROLLER	83.87	312
73000-67381-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	MAINT SUPPLIES	234.97	312
73000-67381-6370	GENERAL SUPPLIES	MTI DISTRIBUTING	IRRIGATION FITTINGS	189.42	229
73000-67381-6370	GENERAL SUPPLIES	MTI DISTRIBUTING	IRRIGATION SUPPLIES	4,852.90	292
73000-67381-6370	GENERAL SUPPLIES	MTI DISTRIBUTING	IRRIGATION SUPPLIES	172.78	312
73000-67381-6370	GENERAL SUPPLIES	MTI DISTRIBUTING	IRRIGATION SUPPLIES	186.80	312
Total Department 67381 GOLF COURSE MAINTENANCE				10,547.17	

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 73000 GOLF FUND					
Department: 67382 GOLF COURSE ADMINISTRATION					
73000-67382-6271	M & R BLDGS/STRUCTURES - C	COMMUNICATION SYSTEM SPECI	AUDIO TECH FIXES	122.50	279
73000-67382-6271	M & R BLDGS/STRUCTURES - C	COMMUNICATION SYSTEM SPECI	AUDIO TECH FIXES 2	448.00	279
73000-67382-6272	M & R EQUIPMENT - CONTRACT	COMMUNICATION SYSTEM SPECI	STARTER AUDIO FIX	72.50	279
73000-67382-6281	DUES/MEMBERSHIPS/SUBSCRIPT	ANDERSON, TIM	SEPT 2024 EXP REPORT	418.55	221
73000-67382-6543	FURNITURE & EQUIPMENT	LOGIS	2 BH UPS, 5 BH ACCESS POINTS, APS	7,477.74	226
73000-67382-6543	FURNITURE & EQUIPMENT	LOGIS	NETWORK FIREWALLS FOR BH	5,508.40	288
Total Department 67382 GOLF COURSE ADMINISTRATION				14,047.69	
Total Fund 73000 GOLF FUND				24,594.86	
Fund: 99000 PAYROLL CLEARING FUND					
Department: 00000					
99000-00000-2025	SALARIES PAYABLE	CR POLICE ASSOCIATION SCHO	Remittance Check	64.00	281
99000-00000-2025	SALARIES PAYABLE	MN BENEFIT ASSOCIATION	Remittance Check	315.63	290
99000-00000-2025	SALARIES PAYABLE	COON RAPIDS POLICE ASSOC	Remittance Check	164.00	280
99000-00000-2025	SALARIES PAYABLE	FIREFIGHTERS LOCAL 1935	Remittance Check	3,398.54	284
99000-00000-2025	SALARIES PAYABLE	MN TEAMSTER UNION 320	Remittance Check	1,495.00	291
99000-00000-2025	SALARIES PAYABLE	NCPERS C/O MEMBER BENEFITS	Remittance Check	344.00	293
99000-00000-2025	SALARIES PAYABLE	MN CHILD SUPPORT PAYMENT C	Remittance Check	1,339.62	261
99000-00000-2025	SALARIES PAYABLE	WISCONSIN SUPPORT COLLECTI	Remittance Check	576.70	264
99000-00000-2025	SALARIES PAYABLE	NORTH DAKOTA CHILD SUPPORT	Remittance Check	330.93	265
99000-00000-2025	SALARIES PAYABLE	MN DEPT OF REVENUE-WW EFT	Remittance Check	102.65	262
99000-00000-2025	SALARIES PAYABLE	MN DEPT OF REV - PAYROLL E	Remittance Check	44,946.17	263
99000-00000-2025	SALARIES PAYABLE	EYE MED	Remittance Check	833.81	266
99000-00000-2025	SALARIES PAYABLE	IRS - EFT	Remittance Check	101,661.23	268
99000-00000-2025	SALARIES PAYABLE	MISSION SQUARE 457 PAYROLL	Remittance Check	29,272.05	269
99000-00000-2025	SALARIES PAYABLE	MISSION SQUARE ROTH IRA PA	Remittance Check	6,957.01	272
99000-00000-2025	SALARIES PAYABLE	MN STATE RETIREMENT SYSTEM	Remittance Check	15,192.13	270
99000-00000-2025	SALARIES PAYABLE	BPAS VEBA EFT	Remittance Check	2,291.96	274
99000-00000-2025	SALARIES PAYABLE	EMPOWER RETIREMENT SERVICE	Remittance Check	3,349.17	271
99000-00000-2025	SALARIES PAYABLE	BRI HSA EFT	Remittance Check	26,449.94	273
99000-00000-2025	SALARIES PAYABLE	MN STATE RETIREMENT SYSTEM	Remittance Check	15,948.64	306
99000-00000-2025	SALARIES PAYABLE	BRI HSA EFT	Remittance Check	25,584.94	308
99000-00000-2026	BENEFITS PAYABLE	BRI FSA EFT	Remittance Check	3,643.73	275
99000-00000-2026	BENEFITS PAYABLE	BRI FSA EFT	Remittance Check	3,643.73	275
99000-00000-2031	ACCRUED DENTAL INS PAYABLE	WELFARE TRUST FUND	Remittance Check	513.20	298
99000-00000-2031	ACCRUED DENTAL INS PAYABLE	HEALTH PARTNERS EFT	OCTOBER 2024 MEDICAL AND DENTAL PREMI	14,207.17	307
99000-00000-2032	ACCRUED HEALTH INS PAYABLE	BPAS VEBA EFT	Remittance Check	5,236.01	302
99000-00000-2032	ACCRUED HEALTH INS PAYABLE	HEALTH PARTNERS EFT	OCTOBER 2024 MEDICAL AND DENTAL PREMI	381,064.50	307
99000-00000-2032	ACCRUED HEALTH INS PAYABLE	BRI HSA EFT	Remittance Check	2,197.00	308
99000-00000-2035	ACCRUED PERA PAYABLE	PERA - EFT	Remittance Check	220,755.29	301
99000-00000-2035	ACCRUED PERA PAYABLE	PERA - EFT	Remittance Check	1,893.26	301
99000-00000-2035	ACCRUED PERA PAYABLE	PERA - EFT	Remittance Check	3,561.08	301
99000-00000-2036	ACCRUED FICA & MEDICARE PA	IRS - EFT	Remittance Check	96,538.84	268
Total Department 00000				1,013,871.93	
Department: 99000 PAYROLL CLEARING FUND					
99000-99000-2031	ACCRUED DENTAL INS PAYABLE	WELFARE TRUST FUND	Remittance Check	1,767.20	298
Total Department 99000 PAYROLL CLEARING FUND				1,767.20	

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Fund: 99000 PAYROLL CLEARING FUND			Total Fund 99000 PAYROLL CLEARING FUND	1,015,639.13	

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		10000	GENERAL FUND	72,024.94	
		17000	BOULEVARD TREE MAINTENANCE	181.06	
		24000	PUBLIC COMMUNICATIONS FUND	658.43	
		29000	RECYCLING FUND	8,800.81	
		50000	SPECIAL ASSESSMENT FUND	1,385.50	
		52240	2024 BONDED PROJECTS FUND	163.12	
		65000	CAPITAL EQUIPMENT FUND	170,074.01	
		66000	PUBLIC SAFETY CAPITAL FUND	2,754.20	
		70000	SEWER FUND	37.97	
		71000	WATER FUND	115.98	
		72000	STORM WATER DRAINAGE FUND	592.45	
		73000	GOLF FUND	24,594.86	
		99000	PAYROLL CLEARING FUND	1,015,639.13	
		Total For All Funds:		1,297,022.46	



City Council Regular

6.

Meeting Date: 11/06/2024

Subject: PC 23-17, Approve Site Plan Extension for Coon Rapids Strip Mall, 2825 Coon Rapids Blvd NW, Hung Ly Architects

Submitted For: Max Pattsner, Senior Planner

From: Max Pattsner, Senior Planner

INTRODUCTION

The applicant is requesting a one-year extension of their site plan approval to December 5, 2025.

DISCUSSION

On December 5, 2023, Hung Ly Architects was granted site plan approval from the City Council. The site plan was approved with the following conditions:

1. All engineering comments be addressed.
2. All sustainability comments be considered.
3. The applicant enter into a site security agreement with the City.
4. A right of entry agreement be established between the City and property owner to provide City access to hydrants located outside the public right-of-way.
5. Additional landscaping be planted in the open areas located to the north and east of the building. If the required stormwater BMP along Coon Rapids Blvd will impact the proposed landscaping plan, the applicant shall ensure the minimum street frontage landscaping is still provided along Coon Rapids Blvd.
6. The proposed trash enclosure comply with City Code 11-1205.4 and be constructed of three sided with materials compatible with the building exterior and the fourth side with a durable gate.
7. All signage is subject to separate sign permits.
8. Provide copies of a shared access agreement with 2721 Coon Rapids Blvd NW for City files.
9. Provide copies of a stormwater maintenance agreement for the proposed basins for City files.

The City Council also approved the following requests for dimensional flexibility:

- To allow a floor-area-ratio (FAR) of 0.2 instead of the 0.6 required in the PORT district.
- To allow a setback of 71 feet, 10 inches from Crooked Lake Blvd, instead of the maximum setback of 20 feet required in the PORT district.

Site plan approval is valid for one year. Upon written application by the applicant, the Planning Commission can recommend and the City Council may approve, an extension of site plan approval for one period of up to one year upon finding that:

1. The proposed use, or uses, are consistent with the zoning current at the time of the request for an extension is considered; and
2. The project design meets applicable City Code standards, including this Section, in effect at the time the request for an extension is considered.

The applicant is requesting a one-year extension. Since site plan approval, the applicant has expressed the desire to update the planned interior and façade of the building to allow for a larger number of tenants. Such an update would be reviewed by staff via the building permit application process if no exterior changes to the site are being proposed.

If site changes are proposed, they will be reviewed administratively by staff if changes to 15% of the site or less are proposed, and will require site plan review by the Planning Commission and approval by City Council if changes to more than 15% of the site are proposed.

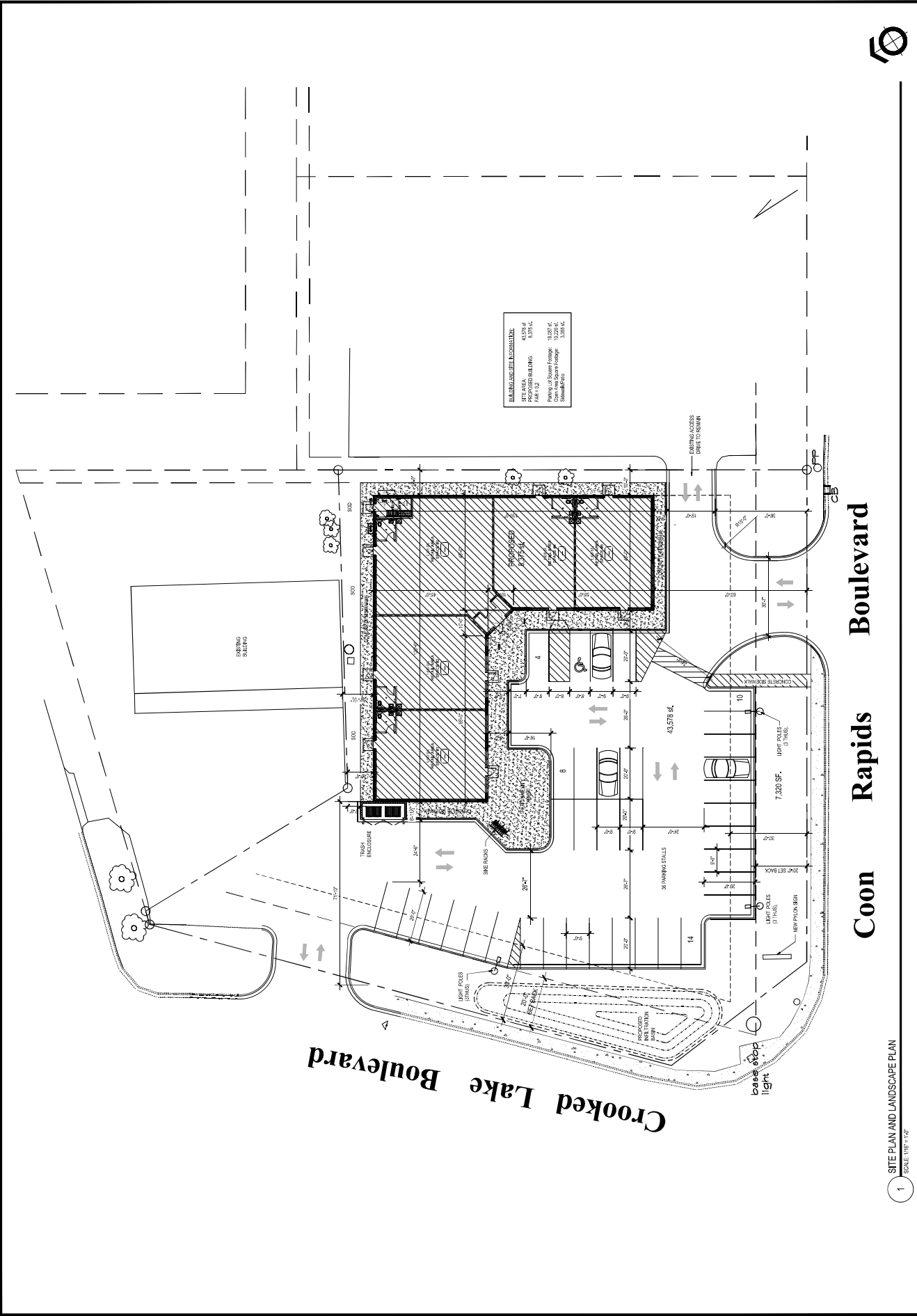
The applicant is in the process of meeting the conditions of approval, and compliance these conditions will be required before building permit approval. The current plans are consistent with the current zoning standards. The applicant is anticipating building permit application in spring of 2025.

RECOMMENDATION

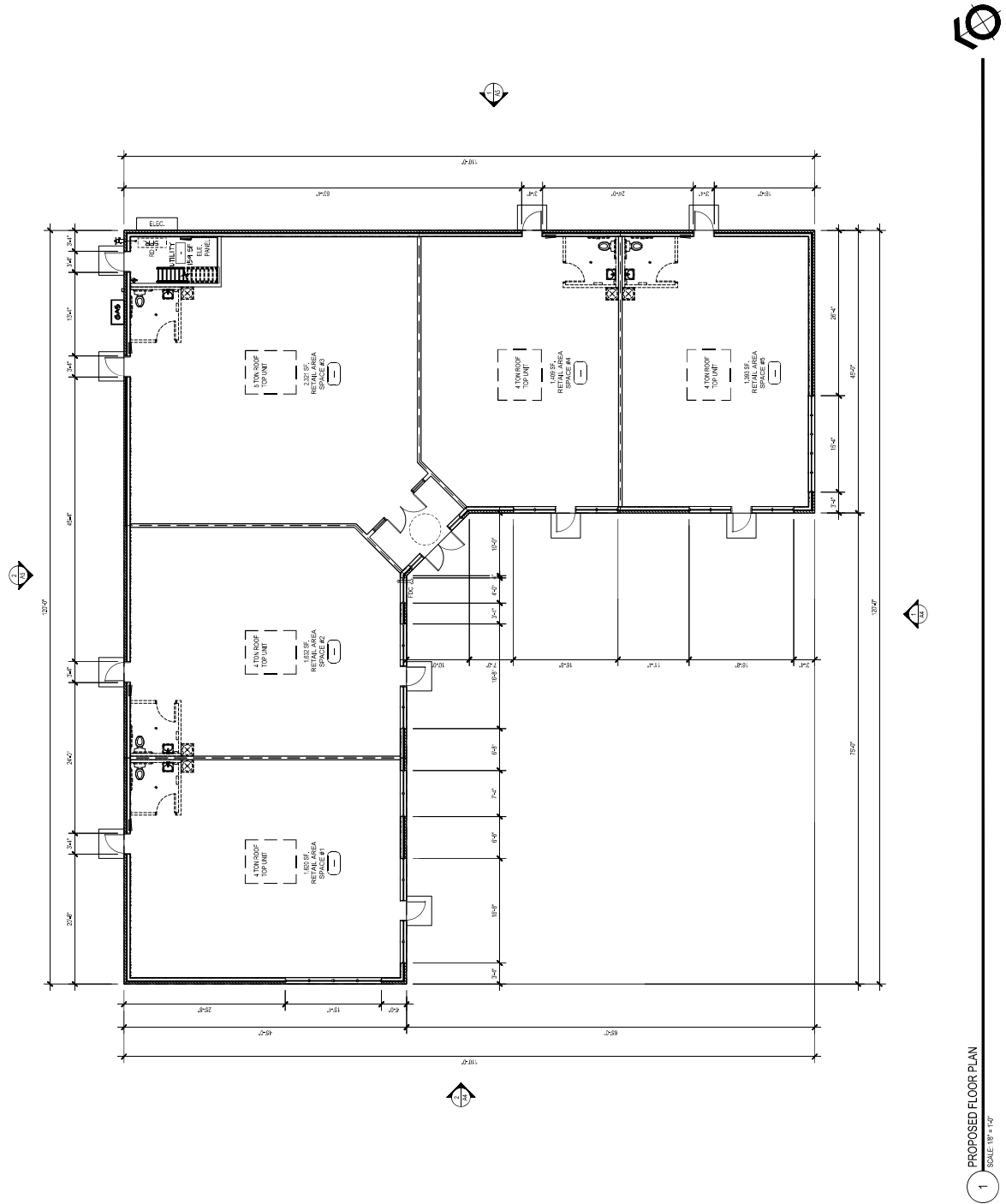
In Planning Case 23-17, the City Council **approve** a 1-year extension of the site plan approval to December 5, 2025.

Attachments

Approved Site Plan
Elevations



1 SITE PLAN AND LANDSCAPE PLAN
 SCALE: 1/8" = 1'-0"



1 PROPOSED FLOOR PLAN
SCALE: 1/8" = 1'-0"

MUNICIPAL LANDSCAPE REQUIREMENTS:

Street Frontage:	Site Requirement Calculations:	Site Requirement Calculations:
- 60 LF of Street Frontage (Cooked Lx 8 ft) - 1 Overstory Tree per 25 LF of Street Frontage (Coun Road Blvd) - 1 Deciduous and Evergreen Shrub per 5 LF of Street Frontage	Cooked Lx Lot: Street Frontage: 157' / 9 = 17 Overstory Trees 157 / 5 = 31 Deciduous and 32 Evergreen Shrubs Cooked Lx Lot: Street Frontage: 201 LF 200 / 25 = 8 Overstory Trees 200 / 5 = 40 Deciduous and 40 Evergreen Shrubs Remaining Open Yard Area: 0 SF 0 / 3,000 = 0 Overstory Tree 0 / 1,500 = 0 Ornamental Trees 0 / 100 = 00 Deciduous or Evergreen Shrubs Parking Lot: Minimum 9 0 / 2 = 0 Overstory Trees	Totals: - New Street Frontage Trees: 11 - Existing Street Frontage Trees: 01 - New Deciduous Shrubs: 40 - New Evergreen Shrubs: 7
Open Yard: - 1 Overstory Tree per 3,000 SF of Open Area - 1 Ornamental Tree per 1,500 SF of Open Area - 1 Evergreen Tree per 1,000 SF of Open Area - 1 Deciduous or Evergreen Shrub per 100 SF of Open Area	Planting Lot: - 2 Overstory Trees Required per Parking Lot Mandate Scenic Buffer: - 3 High Staked Berm or 3' High Solid Hedge between parking areas and the street right-of-way, and adjacent residential uses.	
Notes:		
Underground Irrigation shall be required for all landscape areas.		

GENERAL NOTES:

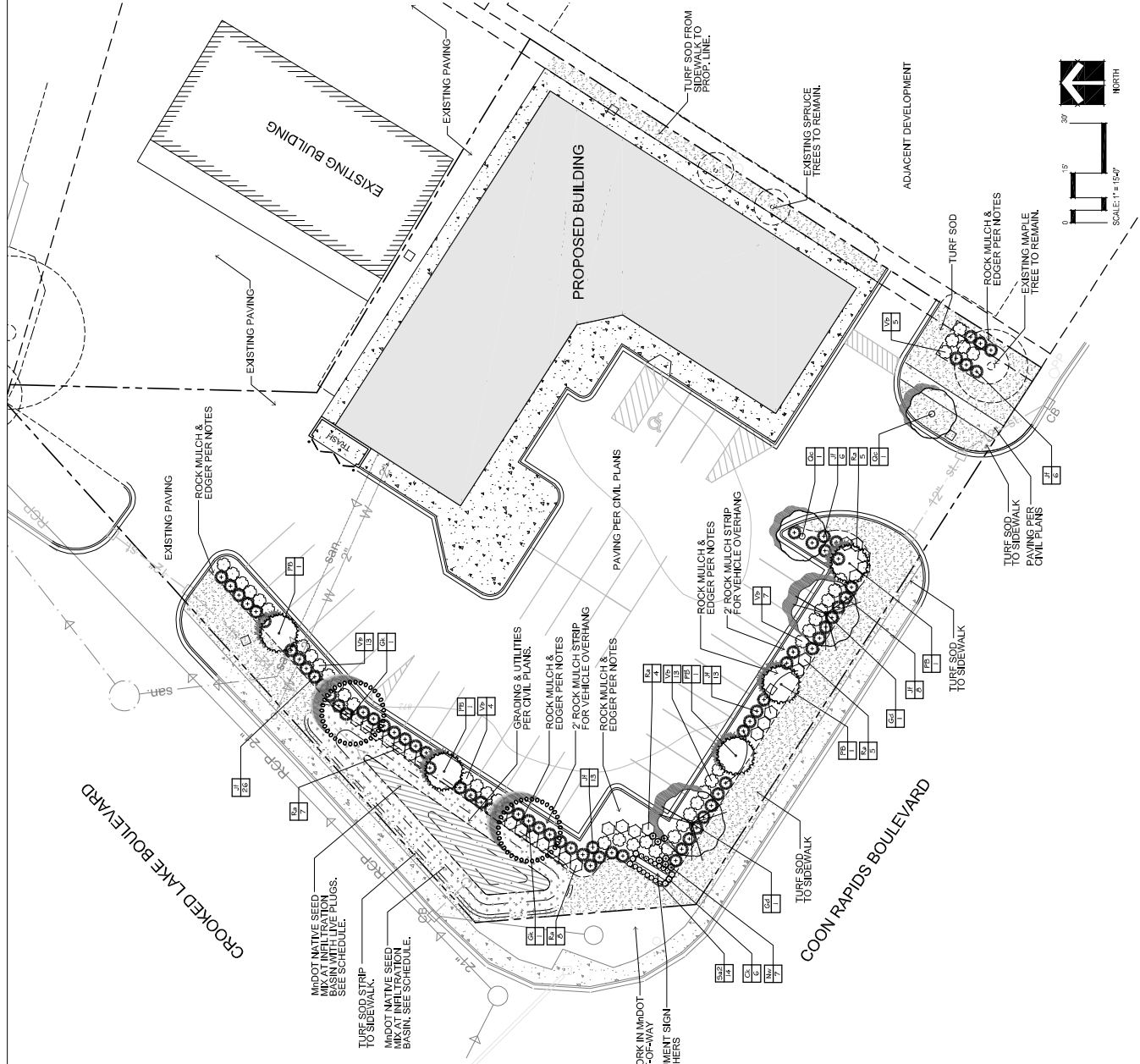
- 01: Refer to Sheet L-2 for Details, Notes, and Schedules.
- 02: Refer to the Notes for details of the existing and proposed work.
- 03: Protect adjacent landscape areas from damage during construction.
- 04: Place topsoil or slope dressing on all areas disturbed by construction, including rip-rap/riprap bankwork, unless specified otherwise. See applications.
- 05: Retain existing trees and shrubs and other site improvements during construction.
- 06: The Landscape Contractor is required to coordinate with the Owner, General Contractor, and City prior to any work in the right-of-way. Obtain permits as necessary for work on city or county property.
- 07: Provide a minimum 12" air gap insulation with parging and earthwork.
- 08: Refer to Landscape notes regarding maintenance and warranty of newly installed landscape materials.

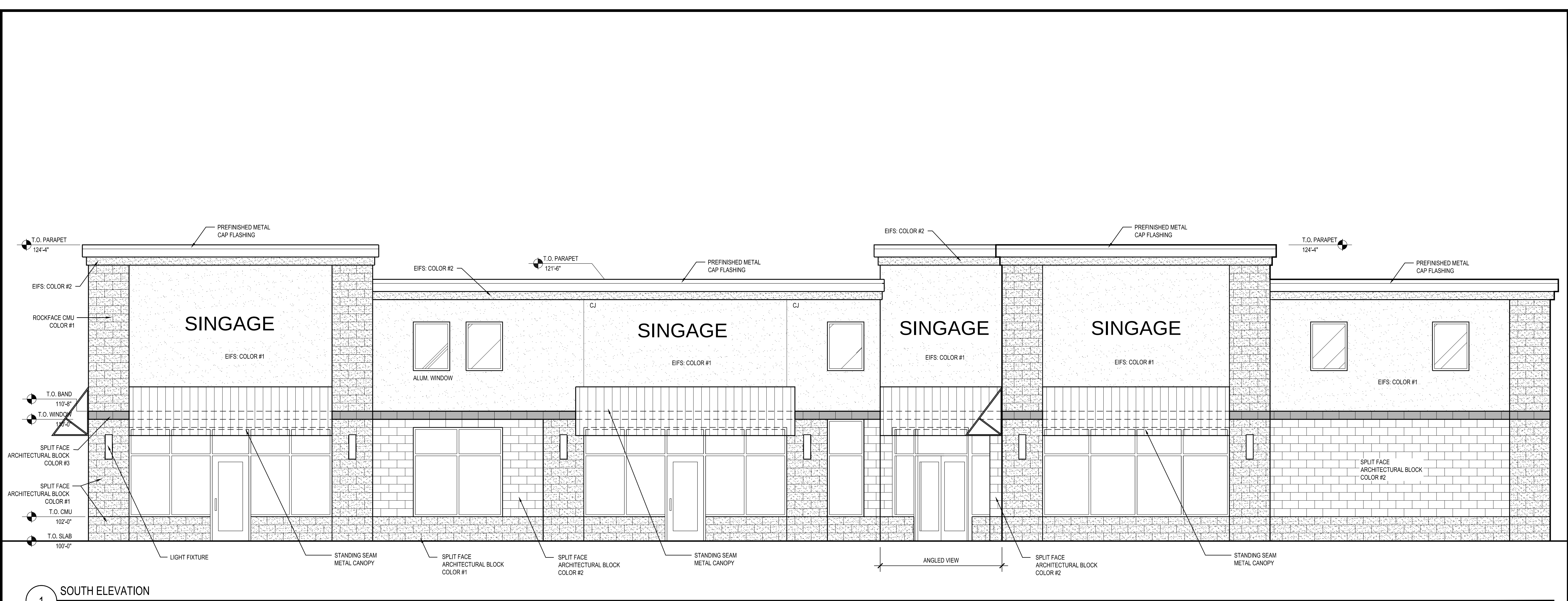
LANDSCAPE LEGEND:

Existing Tree To Remain	Proposed Turf Sod
	
	

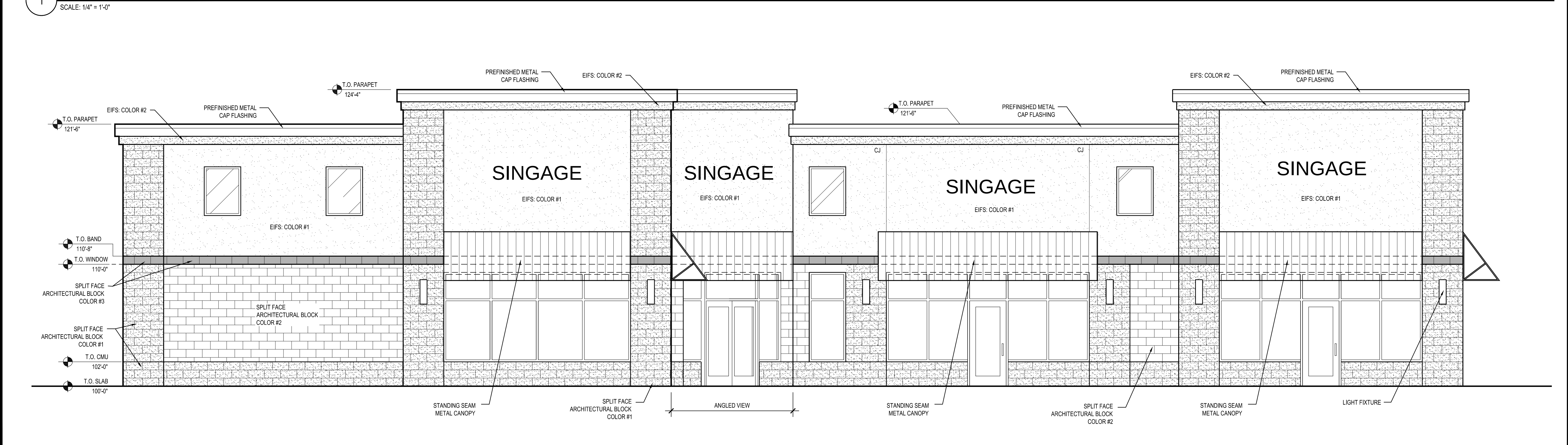
PLANT SCHEDULE

EVERGREEN TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	P9	<i>Pinus glauca densata</i>	Black Hills Spruce	6' High	B&B	5
DECIDUOUS TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	Qd	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
	Qk	<i>Quercus laurifolia</i>	Shoestring Live Oak	2.5' Cal.	B&B	2
SHRUBS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
	Ra	<i>Ribes alpinum</i>	Alpine Currant	5 gal	Pot	29
ANNUALS/PERENNIALS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
	Nw	<i>Nicotiana glauca</i>	Walkers Low	1 gal	Pot	7
GRASSES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1
	Ck	<i>Chlorophytum complanatum</i>	Spider Plant	1 gal	Pot	1





1 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



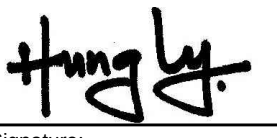
2 WEST ELEVATION
SCALE: 1/4" = 1'-0"

H Architects

Commercial | Retail | Mixed Use Residential | Restaurants

51 11th Ave. South
Waite Park, MN 56387
320-237-7411 · harchitects2000@gmail.com

ARCHITECT CERTIFICATION:
I Herby Certify That This Plan Was
Prepared By Me Or Under My
Direct Supervision and I am A Duly
Registered Architect Under The
Laws Of The State of Minnesota.


Signature:
Printed Name: Hung T. Ly
REG. 50476 Date: 10/16/2023

Proposed New Strip Mall

2825 Coon Rapids Blvd NW
Coon Rapids, MN 55433

REVISIONS

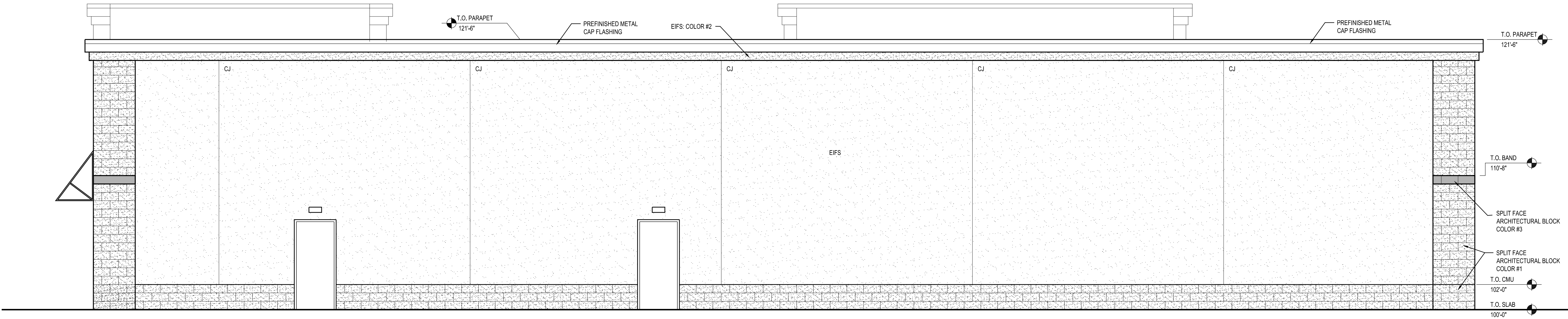
 MM/DD/ YYYY

SHEET TITLE
EXTERIOR ELEVATIONS

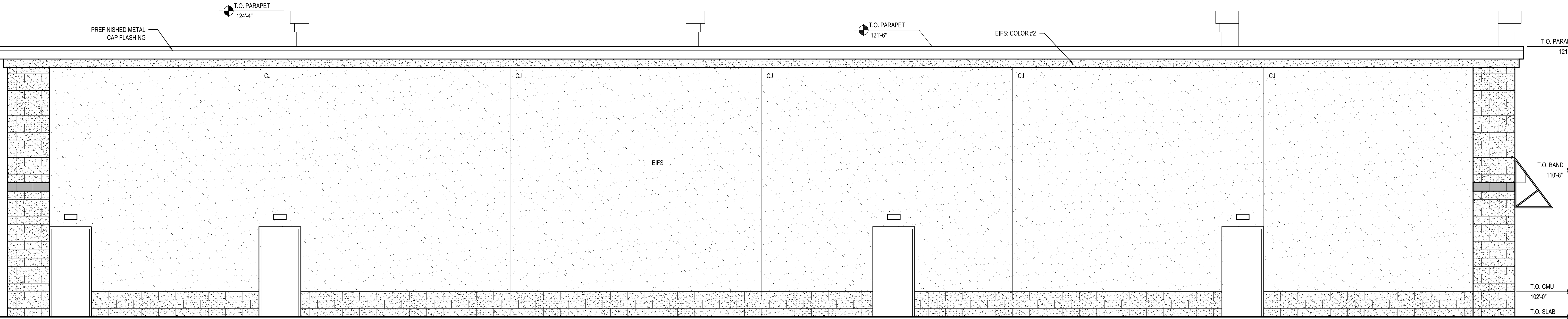
DRAWN BY: DATE:
Hung Ly 10/16/2023

SHEET NO.
A4

PROJECT NO.:



1 EAST ELEVATION
SCALE: 1/4" = 1'-0"



2 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



SPLIT FACE - ARCHITECTURAL BLOCK:
COLOR #1



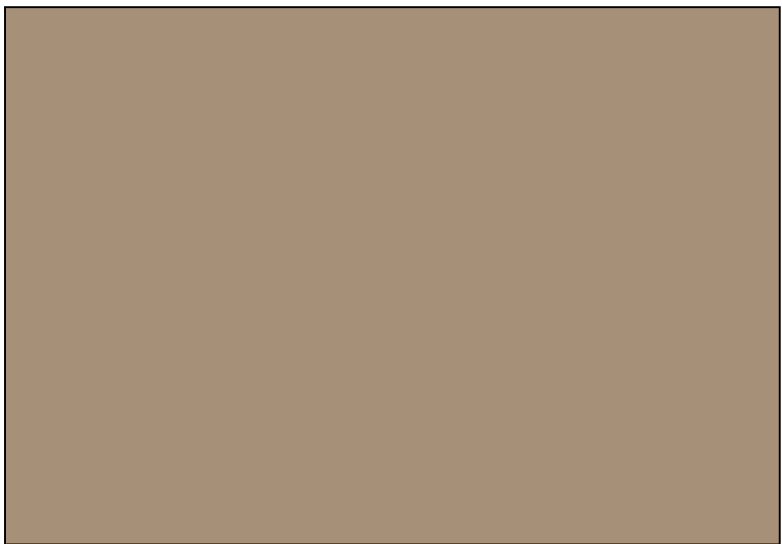
SPLIT FACE - ARCHITECTURAL BLOCK:
COLOR #2



SPLIT FACE - ARCHITECTURAL BLOCK:
COLOR #3



EIFS COLOR #1



EIFS COLOR #2



PREFINISH METAL BAND



PREFINISH METAL
CAP FLASHING



City Council Regular

7.

Meeting Date: 11/06/2024

Subject: Approve On Sale 3.2% Malt Liquor, Wine, Strong Beer, and Sunday Liquor Licensing for Urban Air Adventure Park Coon Rapids, 10 Coon Rapids Blvd NW

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

Council is asked to approve On Sale 3.2 % Malt Liquor, Wine, Strong Beer, and Sunday Liquor Licensing for Eezy Action LLC d/b/a Urban Air Adventure Park Coon Rapids, 10 Coon Rapids Blvd NW.

DISCUSSION

An application for On Sale 3.2% Malt Liquor, Wine, Strong Beer, and Sunday Liquor Licensing for Urban Air Adventure Park Coon Rapids located at 10 Coon Rapids Blvd NW has been submitted by Wesley Harold.

The license and investigation fees have been paid and the Certificate of Liquor Liability and Workers Compensation Insurance has been received. The Police Department is conducting the background investigation as required by the City's Code. Approval of the license would be conditioned upon the completion of a successful background investigation, the issuance of a Certificate of Occupancy by the Chief Building Official, and the final approval from the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.

RECOMMENDATION

Approve issuance of On Sale 3.2% Malt Liquor, Wine, Strong Beer, and Sunday Liquor Licenses to Eezy Action LLC, d/b/a Urban Air Adventure Park Coon Rapids located at 10 Coon Rapids Blvd NW, contingent upon completion of a successful background investigation, the issuance of a Certificate of Occupancy by the Chief Building Official, and final approval from the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.



City Council Regular

8.

Meeting Date: 11/06/2024

Subject: Approve Waiver of Christmas Tree Sales License Fees for Boy Scout Troop 212

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

James Davis, on behalf of Boy Scout Troop 212, has requested City Council consider a waiver of the \$100 license fee and the \$35 background investigation fee for operating a Christmas Tree lot.

DISCUSSION

Boy Scout Troop 212 has submitted an application to operate a Christmas Tree lot at 1919 Coon Rapids Blvd (Coon Rapids VFW). The Troop has requested this in years past and the Council has always granted the waiver. The Boy Scouts are a non-profit organization.

RECOMMENDATION

Approve waiver of \$100 license fee and \$35 background investigation fee for Boy Scout Troop 212 to operate a Christmas Tree lot at 1919 Coon Rapids Blvd.



City Council Regular

9.

Meeting Date: 11/06/2024

Subject: Approve Master Contracting Agreement with Precision Utilities LLC

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Support Lead - PW

INTRODUCTION

From time to time, the City retains contractors to assist with various citywide projects that cannot be provided by City forces. The Master Contracting Agreement outlines a process that will be undertaken for such work and provides annual pricing rates from trusted firms. The City Council approved the use of, and boiler plate for, the agreement at the April 7, 2015 City Council meeting.

DISCUSSION

To formalize the City's ongoing relationships with Contractors, a Master Contracting Agreement has been prepared to provide consistency in the approach to complete projects, resolve needed repairs, speed up the process to ensure items are addressed in a timely manner, and allow staff to better manage the services provided.

Due to the nature of the work, and as opposed to relying on a time and material proposal for each specific project, staff requests City Council consider a master agreement with Precision Utilities LLC to provide curb stop, gate valve, hydrant, and catch basin repairs and installation; drainage enhancements and flood protection projects; hydro vac services; equipment rentals; and, specialty technical and emergency repair services. The agreement outlines the process that will be undertaken for projects. Adding Precision to the City's contractor pool will provide another option in this specialty category, increase flexibility in scheduling, and ensure work is performed efficiently.

RECOMMENDATION

Staff recommends that the Council approve a Master Contracting Agreement with Precision Utilities LLC, and authorize City officials to execute the attached agreement for professional contracting services.

Attachments

Agreement

CITY OF COON RAPIDS

MASTER CONTRACTING AGREEMENT

This Agreement (“Agreement”) is entered into this 6th day of **November, 2024**, by and between the City of Coon Rapids, 11155 Robinson Drive NW, Coon Rapids, MN 55433 (the “City”) and **Precision Utilities LLC, 14067 62nd Street, Mayer, MN 55360** (the “Contractor”).

WHEREAS, Contractor has experience in construction activities and is a licensed qualified professional construction/contracting firm; and

WHEREAS, the City desires to engage the Contractor from time to time to assist in providing construction/contracting services for projects designated by the City and as described through a separate letter of engagement attached hereto as Exhibit A (the “Letter of Engagement”); and

WHEREAS, Contractor desires to accept such engagement upon the terms and conditions hereinafter set forth.

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

ARTICLE 1. TERM OF CONTRACT

Section 1.01. **TERM**. This Agreement will become effective on _____, 20__ and will continue in effect, unless terminated in accordance with the provisions of Article 7 of this Agreement.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

Section 2.01. **INDEPENDENT CONTRACTOR STATUS**. The City and Contractor expressly agree that Contractor is an independent contractor and not an employee, agent, joint venturer, or partner of the City. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee of the City for state or federal tax purposes.

ARTICLE 3. SERVICES TO BE PERFORMED BY CONTRACTOR

Section 3.01. **CONTRACTOR’S SERVICES**. The City hereby retains Contractor, on a non-exclusive basis, for the purpose of advising and contracting with the City on matters related to, but not necessarily limited to some or all of the following services:

- Emergency watermain breaks
- Emergency sanitary sewer repairs

- Curb stop, gate valve, and hydrant repairs
- Catch basin repairs and installation
- Drainage enhancements and flood protection projects
- Hydro Vac services
- Equipment rentals (including laborers)
- Miscellaneous specialty/technical services identified by the City

(the “Services”).

The precise scope of services, schedule, and compensation on any given project shall be as detailed in the Letter of Engagement issued by the City. The Letter of Engagement may incorporate some or all of the Services, as well as other additional services that may not be identified within this Agreement.

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Contractor’s profession currently practicing under similar conditions. No warranty, express or implied, is made.

Section 3.02. **METHOD OF PERFORMING SERVICE(S)**. Contractor shall recommend to the City, for its approval, the method, details, and means of performing the selected Service(s). Said scope of services shall be included in the specific Letter of Engagement for a particular project. In general, it is understood that the City will supply all materials necessary to perform the work and Contractor will provide the equipment and labor.

Section 3.03. **PLACE OF WORK**. Contractor shall base the performance of the selected Services at its own business location or such other location as Contractor may determine. The City is not required to provide office, technical or clerical support services to Contractor; but the City at its discretion may chose to do so for specific tasks and/or projects. Work under this Agreement will occur at various locations within the city of Coon Rapids; generally located within the public right-of-way and/or easement(s) secured by the City.

Section 3.04. **TIME OF PERFORMANCE**. Contractor shall submit for the City’s approval a schedule for the performance of the selected Service(s) which schedule may be adjusted by mutual consent as the Service(s) proceed. This schedule shall include allowances for periods of time required for the City’s review. Time limits established by this schedule, and approved by the City, shall not be exceeded by Contractor or the City, except for reasonable delays that are outside the control of either entity. Items that may delay the agreed upon schedule must be communicated to the other party as soon as they become known. Said schedule shall be included in the specific Letter of Engagement for a particular project.

ARTICLE 4. COMPENSATION

Section 4.01. **AMOUNT OF COMPENSATION**. The City shall pay the Contractor for the Service(s) furnished, and the Contractor shall accept as full payment, the sum described in the Letter of

Engagement for a particular project. This sum shall include all Service(s) rendered by the Contractor under this Agreement (including all travel, living and overhead expenses incurred by the Contractor in connection with performing the Service(s) herein), except for additional services authorized in writing by the City. A schedule of hourly fees shall be provided to the City by the Contractor on an annual basis.

Compensation for Service(s) will be provided on an "Hourly – Time and Equipment" basis, unless specifically stipulated otherwise. Contractor's level of Service(s) and actual charges may depend in part on such unknown factors as soil conditions, proper notification of affected authorities, Gopher State locates, weather conditions, and unforeseen site conditions that may be revealed during construction. The Contractor shall promptly notify the City if Contractor feels that project conditions have changed or anticipates that the sum may be exceeded, in order to determine whether or not the City is prepared to increase the compensation. Any agreed upon changes shall be in writing between the City and Contractor.

Compensation for a particular project will be determined by applying agreed upon annual rates and charges, and the level of care necessary to complete each particular project.

Section 4.02. **PAYMENT OF COMPENSATION**. Contemporaneously with the submission of any invoice to the City, the Contractor shall provide an itemized statement detailing the number of hours spent by Contractor's staff and/or equipment, or their agent, as well as the hourly rate charged by the individual and/or equipment performing the work. The Contractor's billings shall also include the project location, City project name and number, description of the work performed, contract amount and amount invoiced to date, and contract percent complete and percent remaining. Invoices shall include subtotals for each phase of the project, if required. Each invoice submitted by the Contractor shall include only one project. The Contractor will bill the City monthly. The City will pay the Contractor within 30 days after receipt of the invoice. Prior to the processing of any and all payments, the Contractor shall comply with the City Finance Department's regulations on the completion and filing of W-9 forms and other Internal Revenue Service and Minnesota Department of Revenue forms.

Section 4.03. **EXPENSES**. Contractor shall be responsible for all costs and expenses incidental to the performance of the Service(s), including but not limited to, all taxes required of or imposed upon Contractor and all other of Contractor's costs of doing business. The City agrees to reimburse Contractor only for those reimbursable expenses set forth in the Letter of Engagement for each particular project. Any expenses related to special consulting or technical services (e.g., outside consultants, subcontractors, or technical services) must be pre-approved by the City. When retained directly by the Contractor, with prior approval by the City, Contractor shall bill the City no more than 105% of actual costs of such special consulting, subcontractor, or technical services.

ARTICLE 5. CONTRACTOR'S OBLIGATIONS

Section 5.01. **NONDISCLOSURE OF CONFIDENTIAL INFORMATION**. Contractor shall not disclose to any unauthorized person any confidential information it may obtain regarding the City or its methods of

doing business. All confidential information, whether prepared by Contractor or otherwise coming into its possession, shall remain the exclusive property of the City and shall not be used by Contractor except in the course of the performance of Contractor's Service(s) under this Agreement. Confidential Information shall mean any data and information not previously known to and generated by the Contractor or furnished to the Contractor and marked "CONFIDENTIAL" by the City. Contractor shall have no obligation to maintain confidentiality of information for which it has a legal duty to disclose under statute, state or federal rule, or court order, and assumes no liability for release of such information, but will endeavor to advise City of such legal obligation prior to release.

Section 5.02. **STATE AND FEDERAL TAXES.** As Contractor is not the City's employee, Contractor is responsible for paying all required state and federal taxes. The City will not withhold FICA (Social Security) from Contractor's payments; will not make state or federal unemployment insurance contributions on Contractor's behalf; will not withhold state or federal income tax from payment to Contractor; will not make disability insurance contributions on behalf of Contractor; or will not obtain workers' compensation insurance on behalf of Contractor.

ARTICLE 6. THE CITY'S OBLIGATIONS

Section 6.01. **THE CITY'S COOPERATION.** The City agrees to comply with Contractor's reasonable requests necessary for the performance of the Contractor's Service(s) pursuant to this Agreement.

ARTICLE 7. TERMINATION OF AGREEMENT

Section 7.01. **TERMINATION ON OCCURRENCE OF STATED EVENTS.** The City may terminate this Agreement automatically on the occurrence of any of the following events: (1) failure of Contractor, after notice and a reasonable opportunity to cure, to perform work in a timely fashion; (2) Contractor's bankruptcy or insolvency; or (3) the sale or merger of Contractor's business and/or change in majority ownership. Additionally, this agreement may be terminated by either party upon thirty days written notice without cause. In the event of termination, City shall pay Contractor for all undisputed services rendered prior to termination, and copies of plans, reports, specifications, electronic drawing/data files, field data, notes, and other documents, written, printed or recorded on any medium, finished or unfinished, prepared by the Contractor pursuant to this Agreement and pertaining to any work or projects, subject to provisions of Section 8.10, shall be made available to the City. All provisions of this agreement allocating responsibility or liability between the City and Contractor shall survive the completion of the Service(s) and/or the termination of this Agreement.

Section 7.02. **TERMINATION FOR FAILURE TO MAKE AGREED-UPON PAYMENTS.** Should the City fail to pay Contractor all or any part of the compensation set forth in Article 4 of this Agreement on the date due, the Contractor may stop work or terminate this Agreement if the failure is not remedied by the City within thirty (30) days from the date payment is due.

ARTICLE 8. GENERAL PROVISIONS

Section 8.01. **NOTICES.** Any notices given hereunder by either party to the other shall be in writing and may be effected by personal delivery with signed receipt or by registered or certified mail with postage prepaid and return receipt requested. Mailed notices shall be addressed to the corporate office of the parties appearing in the introductory paragraph of this Agreement. Notices delivered personally or by mail will be deemed communicated as of the date of actual receipt.

Section 8.02. **ASSIGNMENT.** Except for the Contractor's use of necessary outside consultants or subcontractors, the Contractor and the City shall not assign or delegate their respective obligations under this Agreement without the written consent of the other party, which consent shall not be unreasonably withheld.

Section 8.03. **ENTIRE AGREEMENT OF THE PARTIES.** This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for the City and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements have been made, orally or otherwise, by any party, or by anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the party to be charged.

Section 8.04. **INDEMNIFICATION.** Contractor agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable to a negligent or otherwise wrongful act or omission (including without limitation professional errors or omissions) of the Contractor, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Contractor fully to perform, in any respect, all obligations under this Agreement. Contractor further agrees to indemnify the City for defense costs incurred in defending any claims, unless the City is determined to be at fault.

Section 8.05. **INSURANCE.** In order to protect itself as well as the City under the indemnity provision set forth above, the Contractor shall at all times during the term of the Agreement keep in force the following minimal insurance protection in the limits specified:

- A. A single limit or combined limit or excess umbrella general liability insurance policy in an amount not less than \$500,000 for property damage arising from one occurrence, \$1,500,000 for total bodily or personal injuries or death and /or damages arising from one occurrence. Such policy shall also include contractual liability coverage by specific endorsement or certificate acknowledging this Agreement between the Contractor and the City.
- B. A single limit or combined limit or excess umbrella automobile liability insurance policy, if applicable, covering owned, non-owned and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than \$500,000 per accident for property

damage, \$1,500,000 for bodily injuries and / or damages to any one person, and \$1,500,000 for total bodily injuries and / or damages arising from any one accident.

- C. A professional liability insurance policy covering personnel of the Contractor while performing Service(s) under this Agreement in the following amounts: Errors and omissions \$500,000 per claim and \$1,500,000 in total.
- D. Workers Compensation Insurance and employer's liability as required by law including all states endorsement in an amount of \$100,000 for each occurrence.
- E. Prior to the effective date of this Agreement, the Contractor will furnish the City with certificates of insurance as proof of insurance for general Liability and Auto Liability. Such insurance certificates shall be updated annually and provided to the City with the Contractor's annual rates and charges adjustments.
- F. Any policy obtained and maintained under this Section 8.05 shall provide that it shall not be cancelled, materially changed, or not renewed without prior notice thereof to the City. The Contractor will endeavor to provide a thirty (30) day advance notice of any such policy revisions.

Section 8.06. **SEVERABILITY**. Whenever possible, each provision of this Agreement will be interpreted in such a manner as to effect and valid under applicable law. If any provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect under any applicable law or rule, in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other provision or the effectiveness or validity of any provision in any other jurisdiction, and the remaining provisions of this Agreement will continue in full force without being impaired or invalidated in any way.

Section 8.07. **GOVERNING LAW**. All issues concerning this Agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Minnesota or any other jurisdiction) that would cause the application of the law of any jurisdiction other than the State of Minnesota. Any disputes between City and Contractor shall be negotiated in good faith for 30 days, and unresolved disputes shall be submitted to mediation prior to either party pursuing their rights in a court of competent jurisdiction.

Section 8.08. **AFFIRMATIVE ACTION**. The Contractor shall not discriminate under the contract against any person in accordance with federal, state and local regulations.

The Contractor shall not discriminate in employment practices on the basis of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, handicap or disability; that it has agreed to take affirmative action to recruit minorities, women and handicapped persons into its employment.

The Contractor shall furnish documentation that shows they have adopted a written affirmative action policy. If during the term of the Agreement, it is discovered that the Contractor is not in compliance with the applicable regulations as aforesaid, or if the Contractor engages in any discriminatory practices,

then the City, through the office, may cancel said Agreement as provided by the cancellation clause of the Agreement.

Section 8.09. **ETHICS**. The Contractor certifies that it does not presently have an interest in real estate, development proposals or have a client with development proposals or real estate interests which are in the City or which will directly benefit or be affected by projects they are assigned to Contractor. Furthermore, the Contractor agrees that it will not acquire interest in any real estate of development proposals, or accept a contract with any client owning real estate or having a development proposal in the City or which will be directly affected or benefited by a project without first notifying and discussing said interest or contract with the City. The Contractor may not perform work on behalf of the City on any properties the Contractor owns or has an interest in.

The Contractor shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City. To remove any potential or actual conflict of interest, the Contractor representing any private party client submitting a project or activity to the City shall not represent or review the project or activity on behalf of the City.

The Contractor shall maintain records that reflect all revenues, costs incurred and services provided in the performance of this Agreement. The Contractor agrees that the City, the State Auditor, or legislative authority, or any of their duly authorized representatives upon reasonable notice during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the Contractor which are relevant to this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall have no contractual relationship with the City.

Section 8.10. **RIGHT IN WORK PRODUCT**. The work product of Contractor, including data, information, drawings, results, ideas, developments, plans, specifications, reports or inventions, regardless of format or media, which Contractor conceives or reduces to practice during the course of its performance under this Agreement are Instruments of Service ("Instruments of Service"), and Contractor shall retain an ownership and property interest therein (including the right of reuse at the discretion of the Contractor). Upon payment of all amounts owed Contractor grants to the City partial ownership and an irrevocable license to use such Instruments of Service as deemed necessary by the City pursuant to this agreement. Contractor will furnish the City with electronic data versions of all drawings, data files, reports and/or other digital or written documents ("Digital Data") in a form compatible with the City's software requirements if requested by the City. Such information will also be provided in hard copy form if requested by the City. In the event of any conflict between hard copy documents and the Digital Data, the hard copy documents shall govern. The Digital Data shall be prepared in a format required by the City for its use. The City understands that the Digital Data is perishable and the City is responsible for

maintaining it, and agrees that Contractor is not responsible for use of Digital Data distributed by the City to third parties unless such distribution was a specific part of the Contractor's Service(s).

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the Contractor's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes 1984, Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The Contractor agrees to abide by these statutes, rules and regulations and as they may be amended.

Contractor makes no representation that Instruments of Service provided for any specific project are suitable for reuse, modification or benefit of City or others on extensions of the Project, modifications or any other project. Any reuse or modification of Contractor's Instruments of Service without written verification or adaptation by Contractor, as appropriate for the specific purpose intended, will be at the City's sole risk and without liability or legal exposure to Contractor. The City shall indemnify and hold harmless the Contractor from all claims, damages, losses and expenses, including attorneys' fees, arising out of any reuse or modification of the Instruments of Service without the participation of the Contractor.

Section 8.11. **HAZARDOUS SUBSTANCE.** The Contractor's scope of services does not include any Service(s) related to hazardous or toxic materials, including asbestos and PCBs. If it becomes known that such materials may be present at or near a project that may affect the Contractor's Service(s), the Contractor must immediately inform the City in writing and may suspend performance of its Service(s), without liability, and will assist the City to retain appropriate specialist consultants to adequately identify and abate such materials so that Contractor's Service(s) may resume.

Section 8.12. **CONSTRUCTION OBSERVATION.** The City will provide a competent person on all job sites while the Contractor performs the requested Service(s). Said competent person will be present on the job site to document the work being completed, monitor the progress and quality of the work, and determine if the work is generally proceeding in accordance with the City's direction. The competent person does not guarantee the performance of, and shall have no responsibility for, the health, safety, means, methods, techniques, acts or omissions of the Contractor or their subcontractor(s), supplier(s) or any other entity furnishing materials or performing any work on the project. The Contractor shall provide a competent site supervisor to provide direction and oversight of their personnel.

Section 8.13 **OPINIONS OF CONSTRUCTION COST.** Where provided by the Contractor as part of Service(s) or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information and estimated hours to complete the work. Since the Contractor has no control over the cost materials, weather conditions, and other factors affecting the cost of construction, all cost estimates are opinions for general information of the City and the Contractor does not warrant or guarantee the accuracy of construction cost opinions or estimates. The City acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

Section 8.14. **ANNUAL REVIEWS**. The City shall conduct an annual review of the Contractor's activities and work product for that year. Such review may be conducted by the City's Public Works Director. A poor evaluation, which cannot be corrected or is determined by the City to be gross negligence, may be grounds for termination of this Agreement.

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

CITY OF COON RAPIDS:

CONTRACTOR:

By: _____
Jerry Koch
Its: Mayor

By: _____
Its: _____

By: _____
Matt Stemwedel
Its: City Manager

Approved As To Form

By: _____
David Brodie
Its: City Attorney

CITY OF COON RAPIDS

LETTER OF ENGAGEMENT

Project Name: _____

Project No.: _____

This Letter of Engagement is entered into this ____ day of _____, 20__ by and between the CITY OF COON RAPIDS, 11555 Robinson Drive, Coon Rapids, Minnesota 55433 (the “City”) and

(Name, Address)

(the “Contractor”).

RECITALS

WHEREAS, the City and the Contractor entered into an Master Contracting Agreement (the “Agreement”) on the ____ day of _____, 20__; and

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

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

(the “Project”); and

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

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

ARTICLE ONE

SERVICES TO BE PERFORMED BY THE CONTRACTOR

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

ARTICLE TWO
SCHEDULE OF PERFORMANCE

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

ARTICLE THREE
CONTRACTOR'S COMPENSATION

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

ARTICLE FOUR
CAPITALIZED TERMS

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

Subject to the terms and conditions of this Engagement Letter, all of the terms and conditions of the Master Contracting Agreement dated the ____ day of _____, 20__ will remain in full force and effect.

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

CONTRACTOR:

By: _____

Its: _____

[Signatures continue on following page]

CITY OF COON RAPIDS

By: _____
Its: City Manager

Recommended:

By: _____
Its: Public Works Director

Approved as to Form:

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

CITY OF COON RAPIDS

By: _____
Its: Mayor

By: _____
Its: City Manager

Recommended:

By: _____
Its: Public Works Director

Approved as to Form:

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

EXHIBIT A

SERVICES TO BE PERFORMED BY CONTRACTOR

- ☐ Emergency watermain breaks
- ☐ Emergency sanitary sewer repairs
- ☐ Curb stop, gate valve, and hydrant repairs
- ☐ Drainage enhancements and flood protection projects
- ☐ Conduit installation
- ☐ Directional boring
- ☐ Equipment rentals (including laborers)
- ☐ Drilling services
- ☐ Miscellaneous specialty/technical services identified by the City
- ☐
- ☐ _____
- ☐
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

EXHIBIT B
PROJECT SCHEDULE

Item	Date
Construction commences	
Construction ends	

EXHIBIT C

CONTRACTOR'S COMPENSATION FOR PROJECT

Item	Amount	Reimbursable Expenses
Total Project Costs		

The above sums for services shall be Hourly – Time and Equipment, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Contractor.



City Council Regular

10.

Meeting Date: 11/06/2024

Subject: Approve Three-Year Enterprise Agreement for Geographic Information Systems (GIS) Software Licensing

From: Matt Stemwedel, City Manager

INTRODUCTION

The City Council is asked to approve a three-year agreement with Environmental Systems Research Institution, Inc. ("Esri") for GIS software and licensing.

DISCUSSION

The City of Coon Rapids has used Esri software for GIS applications for many years. The Esri software is an important tool for city operations and is used heavily for mapping, tracking city infrastructure, capital improvement planning and much more. As a part of the renewal for software and licensing for 2025, Esri provided a three-year quote that will lock-in pricing for the next several years. Given that the total agreement amount exceeds the City Manager's authority for approval, the Council is asked to approve the three-year agreement. Adequate funds have been included in the proposed 2025 budget to cover the cost for the first year of the agreement and additional funds will be included in the 2026 and 2027 budgets to cover the second and third years of the agreement.

RECOMMENDATION

Staff recommends the City Council authorize the Mayor and City Manager to execute a three-year agreement with Esri for GIS software and licensing.

Attachments

ESRI Three Year Agreement



May 2, 2024

Mr. Chris Jensen
City of Coon Rapids
11155 Robinson Dr Nw
Coon Rapids, MN 55433-3761

Dear Chris,

The Esri Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.

- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SG-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Joe Araiza



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 5/2/2024 To: 12/30/2024

Quotation # Q-521520

Date: October 16, 2024

Customer # 9346 Contract #

City of Coon Rapids
Information Technology
11155 Robinson Dr Nw
Coon Rapids, MN 55433-3761

ATTENTION: Chris Jensen
PHONE: (763) 767-6490
EMAIL: cjensen@coonrapidsmn.gov

Material	Qty	Term	Unit Price	Total
168179	1	Year 1	\$58,500.00	\$58,500.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
168179	1	Year 2	\$58,500.00	\$58,500.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
168179	1	Year 3	\$58,500.00	\$58,500.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				

Subtotal:	\$175,500.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$175,500.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:
Joe Araiza

Email:
jaraiza@esri.com

Phone:
312-609-0966 x5383

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

ARAIJAJ

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:
 Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



SMALL ENTERPRISE AGREEMENT COUNTY AND MUNICIPALITY GOVERNMENT (E214-3)

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities

Desktop Software and Extensions (Single Use)

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
 Schematics, ArcGIS Workflow Manager, ArcGIS Data
 Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise (Advanced and Standard)
 ArcGIS Monitor
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS
 Workflow Manager, ArcGIS Data Reviewer

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Runtime Standard
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
 Two (2) ArcGIS CityEngine Single Use Licenses
 250 ArcGIS Online Viewers
 250 ArcGIS Online Creators
 37,500 ArcGIS Online Service Credits
 250 ArcGIS Enterprise Creators
 5 ArcGIS Insights in ArcGIS Enterprise
 5 ArcGIS Insights in ArcGIS Online
 50 ArcGIS Location Sharing User Type Extension (Enterprise)
 50 ArcGIS Location Sharing User Type Extension (Online)
 12 ArcGIS Advanced Editing User Type Extension (Enterprise)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	4
Number of Tier 1 Help Desk individuals authorized to call Esri	4
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("Ordering Document"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("Effective Date").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

City of Coon Rapids
(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

City of Coon Rapids

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: Chris Jensen

Address: 11155 Robinson Drive

City, State, Postal Code: Coon Rapids, MN 55443

Country: USA

Quotation Number (if applicable): Q-521520

Telephone: 763 767 6490

Fax: _____

E-mail: jensen@coonrapids.mn.gov

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

- 3.5 Follow-on Term.** If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

- 4.1 Future Updates.** Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

- 4.2 Product Life Cycle.** During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.
- c. Esri's federal ID number is 95-2775-732.
- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.

9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



City Council Regular

11.

Meeting Date: 11/06/2024

Subject: Approve 2024 SCORE Recycling and Non-Resident Use Agreements with Anoka County

Submitted For: Colleen Sinclair, Recycling Coordinator

From: Colleen Sinclair, Recycling Coordinator

INTRODUCTION

Council is asked to approve the 2025 SCORE recycling and non-resident use agreement with Anoka County.

DISCUSSION

Attached for Council consideration is the 2025 SCORE recycling and non-residential use agreement between Coon Rapids and Anoka County, which funds the City's residential solid waste recycling program. The term of these agreements is January 1, 2025, through December 31, 2025. The funds within these agreements are used to meet the 2025 recycling goal of 6,677 tons as set by Anoka County.

Coon Rapids is entitled to receive reimbursement for eligible activities up to \$287,923.68. This amount includes \$198,124 (total population and household allotment) for the recycling program, \$20,000 dedicated to facility improvements and \$69,799.68 for non-residential use. The 2025 recycling budget will be approved by the City and County before year's end, and the SCORE funds will be available to Coon Rapids on January 1, 2025.

Anoka County has established a long-term program providing additional funding for non-Coon Rapids residents who use the Recycling Center. Site audits will be completed periodically to determine if this additional funding covers the non-resident use.

RECOMMENDATION

Staff recommends the City Council approve the 2025 SCORE recycling and non-resident use agreement from Anoka County, and authorize staff to execute the agreement for the residential recycling program.

Attachments

2025 SCORE Recycling and Non-Residential Use agreement



Anoka County

HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

October 22, 2024

City of Coon Rapids
Attn: Jerry Koch
11155 Robinson Drive
Coon Rapids, MN 55433

Dear Mr. Koch:

Enclosed is your 2025 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us

or

Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required

No insurance information is required for this contract.

CONTRACTOR INFORMATION SHEET - Required

Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine
Administrative Assistant, Planning and Operations Support Services

Anoka County Contract # C0011013

2025 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2025, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF COON RAPIDS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2025 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2025; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,620,370.50; and

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter "Grant Program") Contract Documents include: the **Anoka County Municipal Waste**

Abatement Grant Funding Application submitted by the Municipality for the current contract year, and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2025, through December 31, 2025, unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
 - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
 - c. "Community Partner" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2025, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$218,124.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2025 Grant Program Funding Application.

The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the Grant Program funding award determination and rationale as indicated by the 2025 Grant Program Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 6,677 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.
- a. The Municipal recycling program shall include the following components:
- i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
 - iii. The Municipality shall implement a public information program that contains at least one of the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or
 - (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
- ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
- iv. Organize and manage a Full-Service Recycling Drop-off Center.
- v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.
- vi. Develop additional opportunities for source-separated compostable materials collection.
- vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
- d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.
- f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

- g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:

- a. June 2, 2025 – Deadline for submitting via Re-TRAC the 2026 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments
- b. July 11, 2025 – Deadline for submitting via Re-TRAC the 2025 January – June Anoka County Municipal Reimbursement Report Form and all required attachments
- c. July 31, 2025 – Deadline for submitting via Re-TRAC the 2025 January – June Anoka County Municipal Tonnage Report Form and all required attachments
- d. November 14, 2025 – Deadline for submitting via DocuSign the signed 2026 Agreement for Residential Recycling Program
- e. January 9, 2026 – Deadline for submitting via Re-TRAC the 2025 July – December Anoka County Municipal Reimbursement Report Form and all required attachments
- f. January 30, 2026 – Deadline for submitting via Re-TRAC the 2025 July – December Anoka County Municipal Tonnage Report Form and all required attachments
- g. For the Anoka County **Municipal Waste Abatement Grant Funding Application, using set categories in Re-TRAC**, the:
 - Municipality is required to follow application instructions
 - Municipality must refer to list of eligible expenses when completing the application
 - Municipality is required to upload in Re-TRAC a complete and accurate 2025 Staffing Metric and Drop-off Calculator
 - Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events
- h. For the Anoka County **Municipal Reimbursement Report Form, using set categories in Re-TRAC**, the:
 - Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
 - If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2025 Municipal Waste Abatement Grant Funding Application
 - Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
 - Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
 - Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form
- i. For the **Municipal Tonnage Report Form**, using **set categories in Re-TRAC**, the:
- Municipality is required to follow tonnage report form instructions
 - Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
 - When calculating all tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
 - Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
 - If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
 - If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
 - Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
 - For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs
- j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or

standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

- i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF COON RAPIDS

COUNTY OF ANOKA

By: _____
Jerry Koch, Mayor

By: _____
Jim Dickinson
County Administrator

Date: _____

Date: _____

By: _____
Matt Stemwedel, City Manager

Approved as to form and legality:

Date: _____

By: _____
Kurt Deile
Assistant County Attorney

Approved as to form and legality:

Date: _____

By: _____
David Brodie
City Attorney

Date: _____

Attachment A

Minnesota Statutes Referenced in Agreement for Residential Recycling Program

Chapter 115A WASTE MANAGEMENT

Minn. Stat. §115A.03 Definitions

Subdivision 1. **Applicability.**

For the purposes of this chapter, the terms defined in this section have the meanings given them, unless the context requires otherwise.

Subd. 2. **Agency.**

"Agency" means the Pollution Control Agency.

Subd. 3.

[Repealed, [1989 c 335 art 1 s 270](#)]

Subd. 3a. **Arrange for management.**

"Arrange for management" means an activity undertaken by a person that determines the ultimate disposition of solid waste that is under the control of the person, including delivery of the waste to a transfer station for transport to another solid waste management facility. Knowledge of the destination of waste by a generator is by itself insufficient for arranging for management unless the generator knows that the destination is an environmentally inferior facility as defined in this section, has the ability to redirect the waste to an environmentally superior facility and ensure its delivery to that facility, and chooses not to redirect the waste.

Subd. 4. **Cities.**

"Cities" means statutory and home rule charter cities and towns authorized to plan under sections [462.351](#) to [462.364](#).

Subd. 5. **Collection.**

"Collection" means the aggregation of waste from the place at which it is generated and includes all activities up to the time the waste is delivered to a waste facility.

Subd. 6. **Commercial waste facility.**

"Commercial waste facility" means a waste facility established and permitted to sell waste processing or disposal services to generators other than the owner and operator of the facility.

Subd. 6a. **Commissioner.**

"Commissioner" means the commissioner of the Pollution Control Agency.

Subd. 7. Construction debris.

"Construction debris" means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Subd. 7a. Containment.

"Containment" means isolating, controlling, and monitoring waste in a waste facility in order to prevent a release of waste from the facility that would have an adverse impact upon human health and the environment.

Subd. 8. Development region.

"Development region" means a region designated pursuant to sections [462.381](#) to [462.397](#).

Subd. 8a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 9. Disposal or dispose.

"Disposal" or "dispose" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

Subd. 10. Disposal facility.

"Disposal facility" means a waste facility permitted by the agency that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

Subd. 10a. Environmentally inferior.

"Environmentally inferior" means a solid waste management method that is lower on the list of preferred waste management methods in section [115A.02](#) than a solid waste management method chosen by a county or, as applied to a facility, means a waste management facility that utilizes a waste management method that is lower on the list of preferred waste management methods than the waste management method chosen by a county. In addition, as applied to disposal facilities, a facility that does not meet the standards for new facilities in Code of Federal Regulations, title 40, chapters 257 and 258, is environmentally inferior to a facility that does meet these standards.

Subd. 11. Generation.

"Generation" means the act or process of producing waste.

Subd. 12. Generator.

"Generator" means any person who generates waste.

Subd. 13. Hazardous waste.

"Hazardous waste" has the meaning given it in section [116.06, subdivision 11](#).

Subd. 13a. Industrial waste.

"Industrial waste" means solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Subd. 14. Intrinsic hazard.

"Intrinsic hazard" of a waste means the propensity of the waste to migrate in the environment, and thereby to become exposed to the public, and the significance of the harm or damage likely to result from exposure of natural resources or the public to the waste, as a result of such inherent or induced attributes of the waste as its chemical and physical stability, solubility, bioconcentratability, toxicity, flammability, and corrosivity.

Subd. 15. Intrinsic suitability.

(a) "Intrinsic suitability" of a land area or site means that, based on existing data on the inherent and natural attributes, physical features, and location of the land area or site, there is no known reason why the waste facility proposed to be located in the area or site cannot reasonably be expected to qualify for permits in accordance with agency rules. Agency certification of intrinsic suitability shall be based on data submitted to the agency by the proposing entity and data included by the administrative law judge in the record of any public hearing on recommended certification, and applied against criteria in agency rules and any additional criteria developed by the agency in effect at the time the proposing entity submits the site for certification.

(b) In the event that all candidate sites selected by the board before May 3, 1984, are eliminated from further consideration and a new search for candidate sites is commenced, "intrinsic suitability" of a land area or site shall mean that, because of the inherent and natural attributes, physical features, and location of the land area or site, the waste facility proposed to be located in the area or site would not be likely to result in material harm to the public health and safety and natural resources and that therefore the proposed facility can reasonably be expected to qualify for permits in accordance with agency rules.

Subd. 16.

[Repealed, [1997 c 7 art 1 s 26](#)]

Subd. 17. Local government unit.

"Local government unit" means cities, towns, and counties.

Subd. 17a. Major appliances.

"Major appliances" means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, and freezers.

Subd. 18. Metropolitan area.

"Metropolitan area" has the meaning given it in section [473.121](#).

Subd. 19. Metropolitan Council.

"Metropolitan Council" means the council established in chapter 473.

Subd. 20.

[Repealed, [1994 c 628 art 3 s 209](#)]

Subd. 21. **Mixed municipal solid waste.**

(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Subd. 22. **Natural resources.**

"Natural resources" has the meaning given it in chapter 116B.

Subd. 22a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 22b. **Packaging.**

"Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product. "Packaging" includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

Subd. 23. **Person.**

"Person" has the meaning given it in section [116.06](#), but does not include the Pollution Control Agency.

Subd. 24. **Political subdivision.**

"Political subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, special district, or local or regional board, commission, or authority authorized by law to plan or provide for waste management.

Subd. 24a. **Problem material.**

"Problem material" means a material that, when it is processed or disposed of with mixed municipal solid waste, contributes to one or more of the following results:

(1) the release of a hazardous substance, or pollutant or contaminant, as defined in section [115B.02, subdivisions 8, 13, and 15](#);

(2) pollution of water as defined in section [115.01, subdivision 13](#);

(3) air pollution as defined in section [116.06, subdivision 4](#); or

(4) a significant threat to the safe or efficient operation of a solid waste facility.

Subd. 24b. Postconsumer material.

"Postconsumer material" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

Subd. 24d. Prepared sewage sludge.

"Prepared sewage sludge" means exceptional quality sewage sludge, as defined in Minnesota Rules, part 7041.0100, subpart 20, applied to a lawn or home garden and sold or given away in a bag or other container that:

- (1) meets low limits on metal concentrations;
- (2) has been treated to ensure pathogens, pollutants, and vectors that can transport disease have been carefully managed; and
- (3) is labeled with the nutrient content.'

Subd. 25. Processing.

"Processing" means the treatment of waste after collection and before disposal. Processing includes but is not limited to reduction, storage, separation, exchange, resource recovery, physical, chemical, or biological modification, and transfer from one waste facility to another.

Subd. 25a. Recyclable materials.

"Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

Subd. 25b. Recycling.

"Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

Subd. 25c. Recycling facility.

"Recycling facility" means a facility at which materials are prepared for reuse in their original form or for use in manufacturing processes that do not cause the destruction of the materials in a manner that precludes further use.

Subd. 25d. Refuse-derived fuel.

"Refuse-derived fuel" means a product resulting from the processing of mixed municipal solid waste in a manner that reduces the quantity of noncombustible material present in the waste, reduces the size of waste components through shredding or other mechanical means, and produces a fuel suitable for combustion in existing or new solid fuel-fired boilers.

Subd. 26. Regional development commission.

"Regional development commission" means a commission established pursuant to sections [462.381](#) to [462.397](#).

Subd. 26a. Resource conservation.

"Resource conservation" means the reduction in the use of water, energy, and raw materials.

Subd. 27. Resource recovery.

"Resource recovery" means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.

Subd. 28. Resource recovery facility.

"Resource recovery facility" means a waste facility established and used primarily for resource recovery, including related and appurtenant facilities such as transmission facilities and transfer stations primarily serving the resource recovery facility.

Subd. 28a. Retrievable storage.

"Retrievable storage" means a method of disposal whereby wastes are placed in a facility established pursuant to sections [115A.18](#) to [115A.30](#) for an indeterminate period in a manner designed to allow the removal of the waste at a later time.

Subd. 28b. Sanitary district.

"Sanitary district" means a sanitary district with the authority to regulate solid waste.

Subd. 29. Sewage sludge.

"Sewage sludge" means solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. It includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. Sewage sludge that is acceptable and beneficial for recycling on land as a soil conditioner and nutrient source is also known as biosolids.

Subd. 30. Sewage sludge disposal facility.

"Sewage sludge disposal facility" means property owned or leased by a political subdivision and used for interim or final disposal or land spreading of sewage sludge.

Subd. 31. Solid waste.

"Solid waste" has the meaning given it in section [116.06, subdivision 22](#).

Subd. 32. Solid waste management district or waste district.

"Solid waste management district" or "waste district" means a geographic area extending into two or more counties in which the management of solid waste is vested in a special district established pursuant to sections [115A.62](#) to [115A.72](#).

Subd. 32a.

MS 1994 [Renumbered subd 32c]

Subd. 32a. **Source-separated compostable materials.**

"Source-separated compostable materials" means materials that:

(1) are separated at the source by waste generators for the purpose of preparing them for use as compost;

(2) are collected separately from mixed municipal solid waste, and are governed by the licensing provisions of section [115A.93](#);

(3) are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling;

(4) are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

(5) may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

Subd. 32b.

MS 1994 [Renumbered subd 32d]

Subd. 32b. **Source-separated recyclable materials.**

"Source-separated recyclable materials" means recyclable materials, including commingled recyclable materials, that are separated by the generator.

Subd. 32c. **Stabilization.**

"Stabilization" means a chemical or thermal process in which materials or energy are added to waste in order to reduce the possibility of migration of any hazardous constituents of the resulting stabilized waste in preparation for placement of the waste in a stabilization and containment facility.

Subd. 32d. **Stabilization and containment facility.**

"Stabilization and containment facility" means a waste facility that is designed for stabilization and containment of waste, together with other appurtenant facilities needed to process waste for stabilization, containment, or transfer to another facility.

Subd. 33. **Transfer station.**

"Transfer station" means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

Subd. 34. **Waste.**

"Waste" means solid waste, sewage sludge, and hazardous waste.

Subd. 35. Waste facility.

"Waste facility" means all property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.

Subd. 36. Waste management.

"Waste management" means activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing and disposal of waste.

Subd. 36a. Waste management method chosen by a county.

"Waste management method chosen by a county" means:

(1) a waste management method that is mandated for waste generated in the county by section [115A.415](#), [473.848](#), [473.849](#), or other state law, or by county ordinance based on the county solid waste management plan developed, adopted, and approved under section [115A.46](#) or [458D.05](#) or the county solid waste management master plan developed, adopted, and approved under section [473.803](#); or

(2) a waste management facility or facilities, developed under the county solid waste management plan or master plan, to which solid waste generated in a county is directed by an ordinance developed, adopted, and approved under sections [115A.80](#) to [115A.893](#).

Subd. 36b. Waste reduction or source reduction.

"Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

- (1) reusing a product in its original form;
- (2) increasing the life span of a product;
- (3) reducing material or the toxicity of material used in production or packaging; or
- (4) changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Subd. 37. Waste rendered nonhazardous.

"Waste rendered nonhazardous" means (1) waste excluded from regulation as a hazardous waste under the delisting requirements of United States Code, title 42, section 6921 and any federal and state delisting rules, and (2) other nonhazardous residual waste from the processing of hazardous waste.

Subd. 38. Yard waste.

"Yard waste" means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

History:

[1980 c 564 art 1 s 3](#); [1981 c 352 s 1,2](#); [1983 c 373 s 5,6](#); [1984 c 640 s 32](#); [1984 c 644 s 1,2](#); [1985 c 274 s 1-3](#); [1986 c 425 s 12-17](#); [1987 c 348 s 1,2](#); [1988 c 524 s 1](#); [1988 c 685 s 3,4,21](#); [1989 c 325 s 3](#); [1989 c 335 art 1 s 128,129,269](#); [1Sp1989 c 1 art 18 s 3](#); [art 20 s 1,2](#); [1991 c 303 s 1](#); [1991 c 337 s 6,7,44](#); [1992 c 593 art 1 s 5-7,28](#); [1993 c 249 s](#)

[7,8,61; 1994 c 548 s 1; 1994 c 585 s 3; 1994 c 639 art 5 s 3; 1995 c 220 s 96; 1995 c 247 art 1 s 66; 1996 c 470 s 2-5; 1Sp2005 c 1 art 2 s 161; 2008 c 357 s 32,33; 2011 c 107 s 81; 2014 c 248 s 14; 1Sp2015 c 4 art 4 s 104,105](#)

Minn. Stat. § 115A.151 RECYCLING REQUIREMENTS; PUBLIC ENTITIES; COMMERCIAL BUILDINGS; SPORTS FACILITIES.

(a) A public entity, the owner of a sports facility, and an owner of a commercial building shall:

- (1) ensure that facilities under its control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal; and
- (2) transfer all recyclable materials collected to a recycler.

(b) For the purposes of this section:

(1) "public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control Commission, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, a special taxing district, or any entity that receives an appropriation from the state for a capital improvement project after August 1, 2002;

(2) "metropolitan agency" and "Metropolitan Council" have the meanings given them in section [473.121](#);

(3) "Metropolitan Mosquito Control Commission" means the commission created in section [473.702](#);

(4) "commercial building" means a building that:

- (i) is located in a metropolitan county, as defined in section [473.121](#);
- (ii) contains a business classified in sectors 42 to 81 under the North American Industrial Classification System; and
- (iii) contracts for four cubic yards or more per week of solid waste collection; and

(5) "sports facility" means a professional or collegiate sports facility at which competitions take place before a public audience.

History: [1Sp1989 c 1 art 18 s 9; 1991 c 337 s 12; 1996 c 457 s 10; 2002 c 312 s 2; 2014 c 225 s 4; 2014 c 312 art 13 s 24](#)

Minn. Stat. §115A.46 REGIONAL AND LOCAL SOLID WASTE MANAGEMENT PLAN; REQUIREMENTS.

Subdivision 1. General.

(a) Plans shall address the state policies and purposes expressed in section [115A.02](#) and may not be inconsistent with state law.

(b) Plans for the location, establishment, operation, maintenance, and postclosure use of facilities and facility sites, for ordinances, and for licensing, permit, and enforcement activities shall be consistent with the rules adopted by the agency pursuant to chapter 116.

(c) Plans shall address:

- (1) the resolution of conflicting, duplicative, or overlapping local management efforts;
- (2) the establishment of joint powers management programs or waste management districts where appropriate; and
- (3) other matters as the rules of the agency may require consistent with the purposes of sections [115A.42](#) to [115A.46](#).

(d) Political subdivisions preparing plans under sections [115A.42](#) to [115A.46](#) shall consult with persons presently providing solid waste collection, processing, and disposal services.

(e) Plans must be submitted to the commissioner for approval. When a county board is ready to have a final plan approved, the county board shall submit a resolution requesting review and approval by the commissioner. After receiving the resolution, the commissioner shall notify the county within 45 days whether the plan as submitted is complete and, if not complete, the specific items that need to be submitted to make the plan complete. Within 90 days after a complete plan has been submitted, the commissioner shall approve or disapprove the plan. If the plan is disapproved, reasons for the disapproval must be provided.

(f) After initial approval, each plan must be updated and submitted for approval at least every ten years. The plan must be revised as necessary so that it is not inconsistent with state law.

(g) Rules that regulate plan content under subdivision 2 must reflect demographic, geographic, regional, and solid waste system differences that exist among the counties.

Subd. 2. Contents.

(a) The plans shall describe existing collection, processing, and disposal systems, including schedules of rates and charges, financing methods, environmental acceptability, and opportunities for improvements in the systems.

(b) The plans shall include an estimate of the land disposal capacity in acre-feet which will be needed through the year 2000, on the basis of current and projected waste generation practices. In assessing the need for additional capacity for resource recovery or land disposal, the plans shall take into account the characteristics of waste stream components and shall give priority to waste reduction, separation, and recycling.

(c) The plans shall require the most feasible and prudent reduction of the need for and practice of land disposal of mixed municipal solid waste.

(d) The plans shall address at least waste reduction, separation, recycling, and other resource recovery options, and shall include specific and quantifiable objectives, immediately and over specified time periods, for reducing the land disposal of mixed municipal solid waste and for the implementation of feasible and prudent reduction, separation, recycling, and other resource recovery options. These objectives shall be consistent with statewide objectives as identified in statute. The plans shall describe methods for identifying the portions of the waste stream such as leaves, grass, clippings, tree and plant residue, and paper for application and mixing into the soil and use in agricultural practices. The plans shall describe specific functions to be performed and activities to be undertaken to achieve the abatement, reduction, separation, recycling, and other resource recovery objectives and shall describe the estimated cost, proposed manner of financing, and timing of the functions and activities. The plans shall describe proposed mechanisms for complying with the recycling requirements of section [115A.551](#), and the household hazardous waste management requirements of section [115A.96, subdivision 6](#).

(e) The plans shall include a comparison of the costs of the activities to be undertaken, including capital and operating costs, and the effects of the activities on the cost to generators and on persons currently providing solid waste collection, processing, and disposal services. The plans shall include

alternatives which could be used to achieve the abatement objectives if the proposed functions and activities are not established.

(f) The plans shall designate how public education shall be accomplished. The plans shall, to the extent practicable and consistent with the achievement of other public policies and purposes, encourage ownership and operation of solid waste facilities by private industry. For solid waste facilities owned or operated by public agencies or supported primarily by public funds or obligations issued by a public agency, the plans shall include criteria and standards to protect comparable private and public facilities already existing in the area from displacement unless the displacement is required in order to achieve the waste management objectives identified in the plan.

(g) The plans shall establish a siting procedure and development program to assure the orderly location, development, and financing of new or expanded solid waste facilities and services sufficient for a prospective ten-year period, including estimated costs and implementation schedules, proposed procedures for operation and maintenance, estimated annual costs and gross revenues, and proposals for the use of facilities after they are no longer needed or usable.

(h) The plans shall describe existing and proposed county and municipal ordinances and license and permit requirements relating to solid waste management and shall describe existing and proposed regulation and enforcement procedures.

Subd. 3.

[Repealed, [1984 c 644 s 82](#)]

Subd. 4. Delegating solid waste responsibilities.

A county or a solid waste management district established under sections [115A.62](#) to [115A.72](#) may not delegate to another governmental unit or other person any portion of its responsibility for solid waste management unless it establishes a funding mechanism to assure the ability of the entity to which it delegates responsibility to adequately carry out the responsibility delegated.

Subd. 5. Jurisdiction of plan.

(a) After a county plan has been submitted for approval under subdivision 1, a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not enter into a binding agreement governing a solid waste management activity that is inconsistent with the county plan without the consent of the county.

(b) After a county plan has been approved under subdivision 1, the plan governs all solid waste management in the county and a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not develop or implement a solid waste management activity, other than an activity to reduce waste generation or reuse waste materials, that is inconsistent with the county plan that the county is actively implementing without the consent of the county.

History:

[1980 c 564 art 5 s 5](#); [1982 c 569 s 13](#); [1984 c 644 s 32,33](#); [1987 c 404 s 140](#); [1989 c 131 s 3](#); [1989 c 325 s 6](#); [1989 c 335 art 1 s 269](#); [1Sp1989 c 1 art 20 s 3,4](#); [1991 c 337 s 15,16](#); [1995 c 247 art 1 s 8](#); [art 2 s 12](#); [2003 c 13 s 1](#); [1Sp2005 c 1 art 2 s 161](#); [2014 c 196 art 1 s 5](#)

Minn. Stat. §115A.471 PUBLIC ENTITIES; MANAGING SOLID WASTE.

Subdivision 1. Definitions.

(a) Prior to entering into or approving a contract for the management of mixed municipal solid waste which would manage the waste using a waste management practice that is ranked lower on the list of preferred waste management practices in section [115A.02, paragraph \(b\)](#), than the waste management practice selected for such waste in the county plan for the county in which the waste was generated, a public entity must:

- (1) determine the potential liability to the public entity and its taxpayers for managing the waste in this manner;
- (2) develop and implement a plan for managing the potential liability; and
- (3) submit the information from clauses (1) and (2) to the agency.

(b) For the purpose of this subdivision, "public entity" means the state; an office, agency, or institution of the state; the Metropolitan Council; a metropolitan agency; the Metropolitan Mosquito Control District; the legislature; the courts; a county; a statutory or home rule charter city; a town; a school district; another special taxing district; or any other general or special purpose unit of government in the state.

History: [1995 c 247 art 1 s 9](#)

Minn Stat. §115A.551 RECYCLING.

Subdivision 1. Definitions.

(a) For the purposes of this section, "recycling" means, in addition to the meaning given in section [115A.03, subdivision 25b](#), yard waste and source-separated compostable materials composting and recycling that occurs through mechanical or hand separation of materials that are then delivered for use in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

- (b) For the purposes of this section, "total solid waste generation" means the total by weight of:
- (1) materials separated for recycling;
 - (2) materials separated for yard waste and source-separated compostable materials composting;
 - (3) mixed municipal solid waste plus motor and vehicle fluids and filters, tires, lead acid batteries, and major appliances; and
 - (4) residential waste materials that would be mixed municipal solid waste but for the fact that they are not collected as such.

Subd. 2

[Repealed, [2014 c 312 art 13 s 48](#)]

Subd. 2a. **County recycling goals.**

- (a) By December 31, 2030, each county will have as a goal to recycle the following amounts:
- (1) for a county outside of the metropolitan area, 35 percent by weight of total solid waste generation; and
 - (2) for a metropolitan county, 75 percent by weight of total solid waste generation.
- (b) Each county will develop and implement or require political subdivisions within the county to develop and implement programs, practices, or methods designed to meet its recycling goal. Nothing in

this section or in any other law may be construed to prohibit a county from establishing a higher recycling goal.

(c) Any quantified recyclable materials that meet the definition in subdivision 1, paragraph (a), or section [115A.03, subdivision 25a](#), are eligible to be counted toward a county's recycling goal under this subdivision.

Subd. 3. Interim goals; nonmetropolitan counties.

The commissioner shall establish interim recycling goals for the nonmetropolitan counties to assist them in meeting the goals established in subdivision 2a.

Subd. 4. Interim monitoring.

The commissioner shall monitor the progress of each county toward meeting the recycling goals in subdivision 2a. The commissioner shall report to the senate and house of representatives committees having jurisdiction over environment and natural resources as part of the report required under section [115A.411](#). If the commissioner finds that a county is not progressing toward the goals in subdivision 2a, the commissioner shall negotiate with the county to develop and implement solid waste management techniques designed to assist the county in meeting the goals, such as organized collection, curbside collection of source-separated materials, and volume-based pricing.

Subd. 5. Failure to meet goal.

(a) A county failing to meet the interim goals in subdivision 3 shall, as a minimum:

- (1) notify county residents of the failure to achieve the goal and why the goal was not achieved; and
- (2) provide county residents with information on recycling programs offered by the county.

(b) If, based on the recycling monitoring described in subdivision 4, the commissioner finds that a county will be unable to meet the recycling goals established in subdivision 2a, the commissioner shall, after consideration of the reasons for the county's inability to meet the goals, recommend legislation for consideration by the senate and house of representatives committees having jurisdiction over environment and natural resources and environment and natural resources finance to establish mandatory recycling standards and to authorize the commissioner to mandate appropriate solid waste management techniques designed to meet the standards in those counties that are unable to meet the goals.

Subd. 6. County solid waste plans.

Each county shall include in its solid waste management plan described in section [115A.46](#), or its solid waste master plan described in section [473.803](#), a recycling implementation strategy for meeting the recycling goal established in subdivision 2a along with mechanisms for providing financial incentives to solid waste generators to reduce the amount of waste generated and to separate recyclable materials from the waste stream.

Subd. 7. Recycling implementation strategy.

Each county shall submit to the commissioner for approval the recycling implementation strategy required in subdivision 6. The recycling implementation strategy must be submitted by October 31, 1995, and must:

- (1) be consistent with the approved county solid waste management plan;

- (2) identify the materials that are being and will be recycled in the county to meet the goals under this section and the parties responsible and methods for recycling the material;
- (3) provide a budget to ensure adequate funding for needed county and local programs and demonstrate an ongoing commitment to spending the money on recycling programs; and
- (4) include a schedule for implementing recycling activities needed to meet the goals in subdivision 2a.

History:

1Sp1989 c 1 art 18 s 12; 1991 c 337 s 19-21; 1992 c 593 art 1 s 14-16,54; 1993 c 249 s 13,14,61; 1994 c 639 art 5 s 3; 1995 c 247 art 1 s 14-17; art 2 s 15; 1996 c 470 s 27; 1999 c 73 s 4; 1Sp2005 c 1 art 2 s 161; 2012 c 272 s 67,68; 2014 c 312 art 13 s 26,27; 1Sp2015 c 4 art 4 s 108; 2016 c 158 art 1 s 26-28

Minn. Stat. §115A.552 OPPORTUNITY TO RECYCLE.

Subdivision 1. County requirement.

Counties shall ensure that residents, including residents of single and multifamily dwellings, have an opportunity to recycle. At least one recycling center shall be available in each county. Opportunity to recycle means availability of recycling and curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use. Counties shall also provide for the recycling of problem materials and major appliances. Counties shall assess the operation of existing and proposed recycling centers and shall give due consideration to those centers in ensuring the opportunity to recycle. To the extent practicable, the costs incurred by a county for collection, storage, transportation, and recycling of major appliances must be collected from persons who discard the major appliances.

Subd. 2. Recycling opportunities.

An opportunity to recycle must include:

- (1) a local recycling center in the county and sites for collecting recyclable materials that are located in areas convenient for persons to use them;
- (2) curbside pickup, centralized drop-off, or a local recycling center for at least four broad types of recyclable materials in cities with a population of 5,000 or more persons; and
- (3) monthly pickup of at least four broad types of recyclable materials in cities of the first and second class and cities with 5,000 or more population in the metropolitan area.

Subd. 3. Recycling information, education, and promotion.

(a) Each county shall provide information on how, when, and where materials may be recycled, including a promotional program that publishes notices at least once every three months and encourages source separation of residential, commercial, industrial, and institutional materials.

(b) The commissioner shall develop materials for counties to use in providing information on and promotion of recycling.

(c) The commissioner shall provide technical assistance to counties to help counties implement recycling programs.

Subd. 4 .Nonresidential recycling.

Each county shall encourage building owners and managers, business owners and managers, and collectors of commercial mixed municipal solid waste to provide appropriate recycling services and opportunities to generators of commercial, industrial, and institutional solid waste in the county.

History: [*1Sp1989 c 1 art 18 s 13*](#); [*1991 c 337 s 22-24*](#); [*1994 c 639 art 5 s 3*](#); [*1Sp2005 c 1 art 2 s 161*](#)

Minn. Stat. §115A.557 COUNTY WASTE REDUCTION AND RECYCLING FUNDING.

Subdivision 1. Distribution; formula.

Any funds appropriated to the commissioner for the purpose of distribution to counties under this section must be distributed each fiscal year by the commissioner based on population, except a county may not receive less than \$55,000 in a fiscal year. If the amount available for distribution under this section is less or more than the amount available in fiscal year 2001, the minimum county payment under this section is reduced or increased proportionately. For purposes of this subdivision, "population" has the definition given in section [477A.011, subdivision 3](#). A county that participates in a multicounty district that manages solid waste and that has responsibility for recycling programs as authorized in section [115A.552](#), must pass through to the districts funds received by the county in excess of the minimum county payment under this section in proportion to the population of the county served by that district.

Subd. 2. Permissible expenditures.

(a) A county receiving money distributed by the commissioner under this section may use the money only for the development and implementation of programs to:

- (1) reduce the amount of solid waste generated;
- (2) recycle the maximum amount of solid waste technically feasible;
- (3) create and support markets for recycled products;
- (4) remove problem materials from the solid waste stream and develop proper disposal options for them;
- (5) inform and educate all sectors of the public about proper solid waste management procedures;
- (6) provide technical assistance to public and private entities to ensure proper solid waste management;
- (7) provide educational, technical, and financial assistance for litter prevention;
- (8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;
- (9) compost source-separated compostable materials, including the provision of receptacles for residential composting;
- (10) prevent food waste or collect and transport food donated to humans or to be fed to animals; and
- (11) process source-separated compostable materials that are to be used to produce class I or class II compost, as defined in Minnesota Rules, part [7035.2836](#), after being processed in an anaerobic digester, but not to construct buildings or acquire equipment.

(b) Beginning in fiscal year 2015 and continuing thereafter, of any money distributed by the commissioner under this section to a metropolitan county, as defined in section [473.121, subdivision 4](#), that exceeds the amount the county was eligible to receive under this section in fiscal year 2014: (1) at

least 50 percent must be expended on activities in paragraph (a), clauses (9) to (11); and (2) the remainder must be expended on activities in paragraph (a), clauses (1) to (7) and (9) to (11), that advance the county toward achieving its recycling goal under section [115A.551](#).

Subd. 3. Eligibility.

(a) To be eligible to receive money distributed by the commissioner under this section, a county shall within one year of October 4, 1989:

- (1) create a separate account in its general fund to credit the money; and
- (2) set up accounting procedures to ensure that money in the separate account is spent only for the purposes in subdivision 2.

(b) In each following year, each county shall also:

(1) have in place an approved solid waste management plan or master plan including a recycling implementation strategy under section [115A.551, subdivision 7](#), and a household hazardous waste management plan under section [115A.96, subdivision 6](#), by the dates specified in those provisions;

(2) submit a report by April 1 of each year to the commissioner, which may be submitted electronically and must be posted on the agency's website, detailing for the previous calendar year:

(i) how the money was spent including, but not limited to, specific recycling and composting activities undertaken to increase the county's proportion of solid waste recycled in order to achieve its recycling goal established in section [115A.551](#); specific information on the number of employees performing SCORE planning, oversight, and administration; the percentage of those employees' total work time allocated to SCORE planning, oversight, and administration; the specific duties and responsibilities of those employees; and the amount of staff salary for these SCORE duties and responsibilities of the employees; and

(ii) the resulting gains achieved in solid waste management practices; and

(3) provide evidence to the commissioner that local revenue equal to 25 percent of the money sought for distribution under this section will be spent for the purposes in subdivision 2.

(c) The commissioner shall withhold all or part of the funds to be distributed to a county under this section if the county fails to comply with this subdivision and subdivision 2.

Subd. 4. Report.

The commissioner shall report on how the money was spent and the resulting statewide improvements in solid waste management to the senate and house of representatives committees having jurisdiction over ways and means, finance, environment and natural resources, and environment and natural resources finance. The report shall be included in the report required under section [115A.411](#).

History:

[1Sp1989 c 1 art 19 s 1](#); [1991 c 337 s 26](#); [1992 c 593 art 1 s 17,54](#); [1994 c 585 s 13](#); [1994 c 639 art 5 s 3](#); [1995 c 247 art 1 s 19,20](#); [1996 c 470 s 27](#); [2000 c 490 art 10 s 1](#); [1Sp2001 c 2 s 125](#); [2002 c 374 art 6 s 2](#); [2004 c 284 art 2 s 11](#); [1Sp2005 c 1 art 2 s 161](#); [2009 c 37 art 1 s 42](#); [2012 c 272 s 69](#); [2014 c 312 art 13 s 28,29](#); [1Sp2015 c 4 art 4 s 109](#)

Chapter 473 METROPOLITAN GOVERNMENT

Minn. Stat. §473.8441 LOCAL RECYCLING DEVELOPMENT PROGRAM.

Subdivision 1. Definitions.

"Number of households" has the meaning given in Minnesota Statutes 1992, section [477A.011, subdivision 3a](#).

Subd. 2. Program.

The commissioner shall encourage the development of permanent local recycling programs throughout the metropolitan area. The commissioner shall make grants to qualifying metropolitan counties as provided in this section.

Subd. 3. Grants; eligible costs.

Grants may be used to pay for planning, developing, and operating yard waste composting and recycling programs.

Subd. 4. Grant conditions.

The commissioner shall administer grants so that the following conditions are met:

- (a) A county must apply for a grant in the manner determined by the commissioner. The application must describe the activities for which the grant will be used.
- (b) The activities funded must be consistent with the metropolitan policy plan and the county master plan.
- (c) A grant must be matched by equal local expenditures for the activities for which the grant is made. A local expenditure may include, but is not limited to, an expenditure by a local unit of government, tribal government, or private sector or nonprofit organization.
- (d) All grant funds must be used for new activities or to enhance or increase the effectiveness of existing activities in the county. Grant funds shall not be used for research or development of a product that would be patented, copyrighted, or a subject of trade secrets.
- (e) Counties shall provide support to maintain effective municipal recycling where it is already established.

Subd. 5. Grant allocation procedure.

- (a) The commissioner shall distribute the funds annually so that each qualifying county receives an equal share of 50 percent of the allocation to the program described in this section, plus a proportionate share of the remaining funds available for the program. A county's proportionate share is an amount that has the same proportion to the total remaining funds as the number of households in the county has to the total number of households in all metropolitan counties.
- (b) To qualify for distribution of funds, a county, by April 1 of each year, must submit to the commissioner for approval a report on expenditures and activities under the program during the preceding fiscal year and any proposed changes in its recycling implementation strategy or performance funding system. The report shall be included in the county report required by section [473.803, subdivision 3](#).

History: [1987 c 348 s 46](#); [1989 c 325 s 63](#); [1993 c 249 s 41](#); [1995 c 247 art 2 s 47-49](#); [1Sp2005 c 1 art 2 s 161](#); [2016 c 158 art 1 s 194](#); [2018 c 134 s 1](#)

Minn. Stat. § 473.848 RESTRICTION ON DISPOSAL.

Subdivision 1. Restriction.

(a) For the purposes of implementing the waste management policies in section [115A.02](#) and metropolitan area goals related to landfill abatement established under this chapter, a person may not dispose of unprocessed mixed municipal solid waste generated in the metropolitan area at a waste disposal facility unless the waste disposal facility meets the standards in section [473.849](#) and:

- (1) the waste has been certified as unprocessable by a county under subdivision 2; or
- (2)(i) the waste has been transferred to the disposal facility from a resource recovery facility;
- (ii) no other resource recovery facility serving the metropolitan area is capable of processing the waste; and
- (iii) the waste has been certified as unprocessable by the operator of the resource recovery facility under subdivision 3.

(b) For purposes of this section, mixed municipal solid waste does not include street sweepings, construction debris, mining waste, foundry sand, and other materials, if they are not capable of being processed by resource recovery as determined by the council.

Subd. 2. County certification; office approval.

(a) By April 1 of each year, each county shall submit an annual certification report to the office detailing:

- (1) the quantity of waste generated in the county that was not processed prior to transfer to a disposal facility during the year preceding the report;
- (2) the reasons the waste was not processed;
- (3) a strategy for development of techniques to ensure processing of waste including a specific timeline for implementation of those techniques; and
- (4) any progress made by the county in reducing the amount of unprocessed waste.

The report shall be included in the county report required by section [473.803, subdivision 3](#).

(b) The Pollution Control Agency shall approve a county's certification report if it determines that the county is reducing and will continue to reduce the amount of unprocessed waste, based on the report and the county's progress in development and implementation of techniques to reduce the amount of unprocessed waste transferred to disposal facilities. If the Pollution Control Agency does not approve a county's report, it shall negotiate with the county to develop and implement specific techniques to reduce unprocessed waste. If the Pollution Control Agency does not approve two or more consecutive reports from any one county, the Pollution Control Agency shall develop specific reduction techniques that are designed for the particular needs of the county. The county shall implement those techniques by specific dates to be determined by the Pollution Control Agency.

Subd. 3. Facility certification.

The operator of each resource recovery facility that receives waste from counties in the metropolitan area shall certify as unprocessable each load of mixed municipal solid waste it does not process. Certification must be made to each county that sends its waste to the facility at intervals specified by the county. Certification must include at least the number and size of loads certified as unprocessable and the reasons the waste is unprocessable. Loads certified as unprocessable must include the loads that would otherwise have been processed but were not processed because the facility was not in operation,

but nothing in this section relieves the operator of its contractual obligations to process mixed municipal solid waste.

Subd. 4. Pollution Control Agency report.

The Pollution Control Agency shall include, as part of its report to the Environment and Natural Resources Committees of the senate and house of representatives, the Finance Division of the senate Committee on Environment and Natural Resources, and the house of representatives Committee on Environment and Natural Resources Finance required under section [473.149](#), an accounting of the quantity of unprocessed waste transferred to disposal facilities, the reasons the waste was not processed, a strategy for reducing the amount of unprocessed waste, and progress made by counties to reduce the amount of unprocessed waste. The Pollution Control Agency may adopt standards for determining when waste is unprocessable and procedures for expediting certification and reporting of unprocessed waste.

Subd. 5. Definition.

For the purpose of this section, waste is "unprocessed" if it has not, after collection and before disposal, undergone separation of materials for resource recovery through recycling, incineration for energy production, production and use of refuse-derived fuel, composting, or any combination of these processes so that the weight of the waste remaining that must be disposed of in a mixed municipal solid waste disposal facility is not more than 35 percent of the weight before processing, on an annual average.

History:

[1985 c 274 s 35](#); [1989 c 325 s 66](#); [1991 c 337 s 81,82](#); [1993 c 249 s 43,44](#); [1994 c 585 s 49,50](#); [1995 c 247 art 2 s 51,52](#); [1996 c 470 s 27](#); [1Sp2005 c 1 art 2 s 161](#)

CHAPTER 16C. STATE PROCUREMENT

Minn. Stat. § 16C.05 CONTRACT MANAGEMENT; VALIDITY AND REVIEW.

Subdivision 1. Agency cooperation and delegation.

Agencies shall fully cooperate with the commissioner in the creation, management, and oversight of state contracts. Authority delegated to agencies shall be exercised in the name of the commissioner and under the commissioner's direct supervision and control. A delegation of duties may include, but is not limited to, allowing individuals within agencies to acquire goods, services, construction, and utilities within dollar limitations and for designated types of acquisitions. Delegation of contract management and review functions must be filed with the secretary of state. The commissioner may withdraw any delegation at the commissioner's sole discretion. The commissioner may require an agency head or subordinate to accept delegated responsibility to procure goods, services, or construction intended for the exclusive use of the agency receiving the delegation.

Subd. 2. Creation and validity of contracts.

(a) A contract and amendments are not valid and the state is not bound by them and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on them unless:

(1) they have first been executed by the head of the agency or a delegate who is a party to the contract;

(2) they have been approved by the commissioner; and

(3) the accounting system shows an encumbrance for the amount of the contract liability, except as allowed by policy approved by the commissioner and commissioner of management and budget for routine, low-dollar procurements and section 16B.98, subdivision 11.

(b) Grants, interagency agreements, purchase orders, work orders, and annual plans need not, in the discretion of the commissioner and attorney general, require the signature of the commissioner and/or the attorney general. A signature is not required for work orders and amendments to work orders related to Department of Transportation contracts. Bond purchase agreements by the Minnesota Public Facilities Authority do not require the approval of the commissioner.

(c) Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section [16C.03, subdivision 16](#), must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.

(d) A record must be kept of all responses to solicitations, including names of bidders and amounts of bids or proposals. A fully executed copy of every contract, amendments to the contract, and performance evaluations relating to the contract must be kept on file at the contracting agency for a time equal to that specified for contract vendors and other parties in subdivision 5. These records are open to public inspection, subject to section [13.591](#) and other applicable law.

(e) The attorney general must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws.

(f) Before executing a contract or license agreement involving intellectual property developed or acquired by the state, a state agency shall seek review and comment from the attorney general on the terms and conditions of the contract or agreement.

Subd. 2a. Emergency authorization.

The commissioner may grant an agency approval to authorize work to begin on a contract prior to the full execution of the contract in the event of an emergency as defined in section [16C.10, subdivision 2](#).

Subd. 3.

[Repealed by amendment, [2014 c 196 art 2 s 4](#)]

Subd. 4. Contract administration.

A contracting agency shall diligently administer and monitor any contract it has entered into. The commissioner may require an agency to report to the commissioner at any time on the status of any contracts to which the agency is a party.

Subd. 5. Subject to audit.

A contract or any pass-through disbursement of public funds to a vendor of goods or services or a grantee made by or under the supervision of the commissioner or any county or unit of local government must include, expressed or implied, an audit clause that provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the contracting agency is a local unit of government, and the governing body of the local unit of government requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this subdivision, the contracting agency shall be liable for the cost of the examination. If the contracting agency is a local unit of government, and the grantee, vendor, or other party requests that the state auditor examine all books, records, documents, and accounting procedures and practices related to the contract, the grantee, vendor, or other party that requested the examination shall be liable for the cost of the examination. An agency contract made for purchase, lease, or license of software and data from the state is not required to contain this audit clause.

Subd. 6. Authority of attorney general.

The attorney general may pursue remedies available by law to avoid the obligation of an agency to pay under a contract or to recover payments made if services performed or goods received under the contract are so unsatisfactory, incomplete, or inconsistent that payment would involve unjust enrichment. The contrary opinion of the contracting agency does not affect the power of the attorney general under this subdivision.

Subd. 7. Contracts with Indian tribes and bands.

Notwithstanding any other law, an agency may not require an Indian tribe or band to deny its sovereignty as a requirement or condition of a contract with an agency.

History:

[1994 c 632 art 3 s 33](#); [1998 c 386 art 1 s 6](#); [1999 c 86 art 1 s 11](#); [1999 c 230 s 1](#); [2000 c 488 art 2 s 1](#); [1Sp2001 c 8 art 2 s 10](#); [1Sp2001 c 10 art 2 s 37](#); [2003 c 130 s 12](#); [1Sp2003 c 1 art 2 s 48,49](#); [2004 c 206 s 7](#); [2007 c 148 art 2 s 35,36](#); [2009 c 101 art 2 s 109](#); [2014 c 187 s 3](#); [2014 c 196 art 1 s 5](#); [art 2 s 4](#)

Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2024* | Status: *Verified*

Member Name: *City of Coon Rapids*

2025 Applications are due June 3, 2024.

City of Coon Rapids is requesting the following funding for their 2025 Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2025, 2022 Met Council data has been used to determine the number of households for this application.

There are three sections in this funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. **If a completed funding application isn't submitted by June 3, 2024, the municipality will not be eligible for funding.**

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

Click [here](#) to download the full Eligible Expenses document.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click "Save" at the bottom of the form and if there are no errors, click the "Mark as Complete" option. Note

that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Labor and staffing directly related to recycling program administration and implementation may be funded up to 75% of total funding allocation (not including Supplemental Funding). See Labor & Staffing section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click here to view previous years application:

Click [here](#) to download the full Eligible Expenses document.

2025 Total Funding Allocation

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Your Community has access to the following funds for 2025:

\$ 198,124.00

(An additional \$20,000 in discretionary funds may be available through the Supplemental Funding section.)

2025 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2022 Met Council estimates)

Municipality Name:

City of Coon Rapids

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of households

24,732

Base Funding

\$ 10,000.00

Base Funding Additional (based on \$5/household)

\$ 123,660.00

Total Base Funding Allocation

\$ 133,660.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Click [here](#) to download the Curbside Collection Eligible Expenses document.

Collection Service Provider Expenses

\$ 0.00

Contamination Fees

\$ 0.00

Additional Expenses

\$ 0.00

Curbside Collection Expense Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

Curbside Collection Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Click [here](#) to download the General Operations of a Drop-off Center/Spring or Fall Recycling Days Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

DO NOT include any expenses for tires, oil, antifreeze & oil filters. These expenses should be listed in the Problem Materials section.

Collection Service Provider Expenses	\$	90,000.00
Equipment	\$	0.00
Facility Expenses	\$	30,807.75

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal
\$ 120,807.75

Estimated Revenue	\$	150,000.00
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General Operations of a Drop-off Expenses	
\$ -29,192.25	Negative values here will not carry forward to other sections.

Promotion -- Base Funding

Click [here](#) to download the Promotion Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Printing	\$	0.00
Postage	\$	0.00
Advertising	\$	0.00
Volunteer Incentives	\$	0.00
Educational Entertainment	\$	0.00
Promotion -- Base Funding Expenses		
\$ 0.00		

Yard Waste/Tree Waste

Click [here](#) to download the Yard/Tree Waste Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses	\$	0.00
--------------------------------------	----	------

Equipment	\$	0.00
-----------	----	------

Yard Waste/Tree Waste Expenses Subtotal	\$	0.00
---	----	------

Estimated Revenue	\$	0.00
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Yard Waste/Tree Waste Expenses	\$	0.00	Negative values here will not carry forward to other sections.
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**Problem Materials
(Tires, Oil, Antifreeze, and Oil Filters)**

Click [here](#) to download the Problem Materials Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses	\$	4,000.00
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Estimated Revenue	\$	0.00
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Problem Material Expenses	\$	4,000.00	Negative values here will not carry forward to other sections.
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Program Administration -- Base Funding

Click [here](#) to download the Program Administration Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies	\$	400.00
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Training	\$	500.00
----------	----	--------

Mileage	\$	500.00
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Membership Dues, Periodicals	\$	500.00
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Professional Services	\$	0.00
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Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses

\$1,900.00

Total BASE Funding Requested

\$5,900.00

Funding Remaining

\$192,224.00

2025 ENHANCEMENT Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Below are examples of materials that can be collected for reuse or recycling. Only list organics expenses in the organics section.

Additional Reusable or Recyclable Materials Collected at Permanent Drop-off Centers or Special Events:

Appliances, Electronics, Mattresses*, Confidential Document Destruction, Fluorescent Bulbs, Household Batteries, Fire Extinguishers, Propane Tanks, Bicycles**, and Clothing**.

Additional Items:

Block and Shape Polystyrene, Cell Phones, Film Plastic/Bags, Furniture* **, Household Goods**, String Lights/Extension Cords, Printer Cartridges

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

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Drop-off Grant Amount Available

\$15,000.00

Click [here](#) to download the Drop-off Eligible Expenses document.

Permanent Drop-off Center Enhancements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$30,000.00

New Equipment & Supplies

\$ 0.00

New Construction

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Enhancement Expenses Subtotal

\$ 30,000.00

Estimated Revenue

\$ 0.00

Permanent Drop-off Center Enhancement Expenses

\$ 30,000.00

Negative values here will not carry forward to other sections.

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 0.00

New Equipment & Supplies

\$ 0.00

User Coupon Incentives

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

Monthly or Quarterly Drop-off Event Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

Total Drop-off Grant Requested

\$ 30,000.00

General Enhancement Grant

The grant amount available for this section is calculated using \$1.00/household.

General Enhancement Grant Amount Available

\$ 24,732.00

Click [here](#) to download the General Enhancement Eligible Expenses document.

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses	\$	500.00
Recycling Containers	\$	0.00
Recycling Bags	\$	0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses	\$	500.00
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Special Municipal Programs or Events - Please list any organics expenses in the organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses	\$	5,000.00
Supplies & Containers	\$	0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Program or Event Expenses Subtotal	\$	5,000.00
Estimated Revenue	\$	0.00
Special Municipal Program or Event Expenses	\$	5,000.00

Negative values here will not carry forward to other sections.

Special Curbside Recycling Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses	\$	0.00
Subsidy to Resident	\$	0.00
Special Curbside Recycling Collection Expenses Subtotal	\$	0.00
Estimated Revenue	\$	0.00

Special Curbside Recycling Collection Expenses

\$

0.00

Negative values here will not carry forward to other sections.

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers

\$

307.75

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses

\$

307.75

Promotion -- Enhancement Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing

\$

1,000.00

Postage

\$

1,000.00

Advertising

\$

3,823.25

Volunteer Incentives

\$

0.00

Educational Entertainment

\$

0.00

Promotion -- Enhancement Funding Expenses

\$

5,823.25

Total General Enhancement Grant Requested

\$

11,631.00

Organics Program Grant

The grant amount for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

☒ Yes

☐ No

Amount Available

\$

24,732.00

Click [here](#) to download the Oranics Eligible Expenses document.

Organics Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses	\$ 2,000.00
Organics Equipment	\$ 0.00
Organics Only - Promotion	\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics Program Expenses Subtotal

\$ 2,000.00

Estimated Revenue *	0.00
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Organics Program Expenses

\$ 2,000.00	Negative values here will not carry forward to other sections.
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Total ENHANCEMENT Funding Requested	\$ 43,631.00
Maximum Funding Available	\$ 198,124.00
(Base plus Enhancement NOT including Supplemental)	
Total Funding Requested	\$ 49,531.00
(not including Staffing)	
Funding Remaining	\$ 148,593.00
(Total Requested minus Max Amount available)	

Labor & Staffing (All Programs)

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload 2025 Staffing Metric and Drop-off Calculator *

Copy of Coon Rapids Revisions for 2025 Funding Period 2024 Staffing Metric and Drop-off Calculator.xlsx

Upload a scanned pdf of recent promotion for your current curbside or drop-off opportunities. It can be from a brochure, newsletter or from your website, for how your special curbside collection program works, and/or what is accepted at your city or town offices (during business hours), spring recycling event, permanent drop-off centers or other drop-off events. *
Recycling drop opff brochure 2024.pdf

Click [here](#) to download the Curbside Collection Eligible Expenses document.



Admin only: The approved Labor and Staffing % from your 2024 Staffing Metric has been inserted to provide an estimate of typical Labor and Staffing costs for your community. In general, this percentage has not changed much over the last several years.

75

%

 **MANAGE ONLY**

Labor & Staffing Maximum Funds Available

\$

148,593.00

General Program Administration

\$

59,000.00

Program Implementation

\$

89,593.00

Total Labor & Staffing Expenses Requested:

\$

148,593.00

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Supplemental Funding – may include:

- Collection service provider expenses for additional materials
- Additional expenses from construction and paving projects
- Large equipment purchases
- New program expenses

Do you need additional funds to grow existing waste abatement programs? *

☒ Yes

☐ No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved. *

Support to our GreenCorp program project areas in waste reduction, recycling and organics education and marketing. Both curbside and drop off program focus. Use of printed materials to promote all areas. (New resident packets, tabling events, classroom programs) Add additional shipping containers to allow to right size the storage space between collection of

mattress, appliances and electronics. Add asphalt to final corner of the available space within the recycling center, and add a gate within the Recycling Center

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

Project Element *	Expense *
Printing	3,500.00
Asplalt	7,000.00
Shipping containers	7,500.00
Gate door addition	2,000.00

Total Supplemental Funding Requested \$ 20,000.00

Summary of Funding Requested

Base Funding Requested \$ 5,900.00

Enhancement Funding Requested

Drop-off Grant Requested	\$ 30,000.00
General Enhancement Grant Requested	\$ 11,631.00
Organics Program Grant Requested	\$ 2,000.00

Total Enhancement Funding Requested

\$ 43,631.00

Labor & Staffing Funding Requested \$ 148,593.00

Supplemental Funding Requested \$ 20,000.00

Total Funding Requested

218,124.00

Date: * 05/31/2024

Name: *	Colleen Sinclair
Title: *	Recycling Coordinator

Total Funding Granted

MANAGE ONLY

Base Funding Granted	5,900.00
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MANAGE ONLY

Drop-off Funding Granted	30,000.00
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MANAGE ONLY

General Enhancement Funding Granted	11,631.00
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MANAGE ONLY

Organics Program Funding Granted	2,000.00
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MANAGE ONLY

Labor & Staffing Funding Granted	148,593.00
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MANAGE ONLY

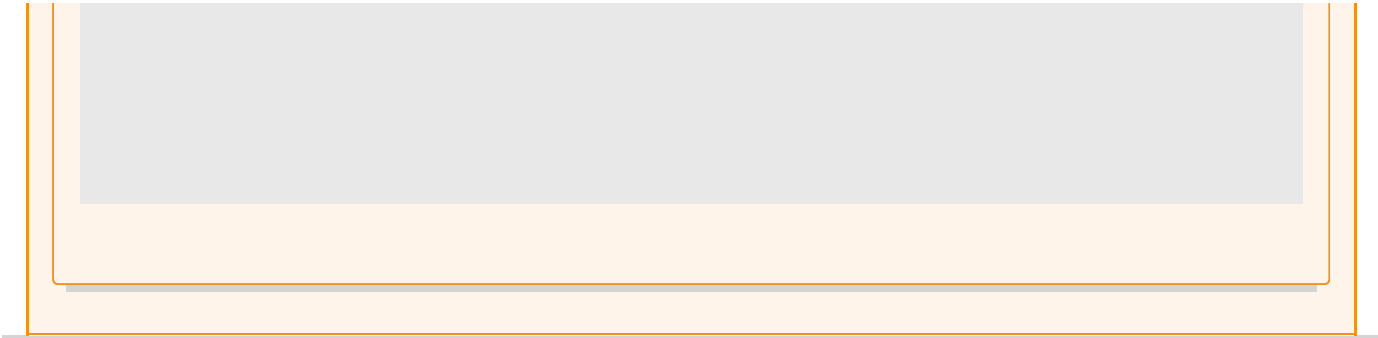
Supplemental Funding Granted	20,000.00
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Total Funding Granted	\$ 218,124.00
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MANAGE ONLY

Office Use Only

Received By:	Sue Doll
Date:	05/31/2024
Manager Notes for Reporters:	



Created: Apr 25, 2024 at 03:05 PM CDT

Robin Wodziak
Robin.wodziak@anokacountymn.gov

Last Updated: Jul 12, 2024 at 06:17 PM CDT

Sue Doll
Sue.doll@anokacountymn.gov

Anoka County Contract #C0011214

**2025 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM
FOR THE NON-RESIDENCE USE OF THE COON RAPIDS RECYCLING FACILITY**

THIS AGREEMENT made and entered into on the 1st day of January 2025, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF COON RAPIDS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2025 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2025; and

WHEREAS, the County Solid Waste Management Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs; and

WHEREAS, the County has received data that demonstrates that approximately 30% of users of the Municipality recycling facility are not residents of the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **TERM.** The term of this Agreement is from January 1, 2025, through December 31, 2025, unless earlier terminated as provided herein.
2. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
 - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.

- c. “Community Partner” means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
3. **COMPENSATION.** The County shall pay the Municipality a sum of sixty-nine thousand seven hundred ninety-nine dollars and sixty-eight cents (\$69,799.68) as reimbursement for non-resident use of Municipality’s recycling facility.
4. **REIMBURSEMENT PAYMENT PROCEDURE.** The County shall make payment to the Municipality no later than January 31, 2025.
5. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

6. **GENERAL PROVISIONS.**
 - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
 - b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
 - c. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.

- d. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
 - e. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
 - f. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
 - g. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
 - h. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.
7. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK, SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF COON RAPIDS

COUNTY OF ANOKA

By: _____
Jerry Koch
Mayor

By: _____
Jim Dickinson
County Administrator

Date: _____

Date: _____

By: _____
Matt Stemwedel
City Manager

By: _____
Cindy Cesare, Chief Officer
Human Services

Date: _____

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____
David Brodie
City Attorney

By: _____
Kurt Deile
Assistant County Attorney

Date: _____

Date: _____

Contract# C0011013/C0011214

**ANOKA COUNTY HUMAN SERVICES
CONTRACTOR INFORMATION SHEET**

Please review the following information for accuracy and completeness, indicate any changes, sign and return to:

Angie Rodine
Anoka County Human Services
2100 3rd Ave, Suite 500
Anoka, MN 55303

LEGAL NAME FOR CONTRACTOR: Coon Rapids, City of
(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)

Doing Business As: Coon Rapids, City of

Business/Corporate Address: 11155 Robinson Drive

Coon Rapids, MN 55433

National Provider Identification (NPI) #: _____

Federal Tax Identification #: 41-6008573

NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.

Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):

Name:	Phone:	Fax:	Email:
<u>Joan Lenzmeier</u>	<u>763-767-6493</u>	<u>763-767-6531</u>	<u>jlenzmeier@coonrapidsmn.gov</u>

Signature (Required): _____ **Date:** _____

Insurance Agency: _____ **Name of Agent:** _____

Telephone Number of Insurance Agent: _____

Person Completing this Form:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Certificate Of Completion

Envelope Id: 4F4D109CF3734A6D98232B84DAE247E1

Status: Sent

Subject: City of Coon Rapids SCORE Contract# C0011013 and SCORE Supplemental Contract# C0011214

Source Envelope:

Document Pages: 50

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Angie Rodine

AutoNav: Enabled

Anoka County Government Center

Enveloped Stamping: Enabled

2100 3rd Avenue

Time Zone: (UTC-06:00) Central Time (US & Canada)

Anoka, MN 55303

angela.rodine@anokacountymn.gov

IP Address: 156.98.106.233

Record Tracking

Status: Original

Holder: Angie Rodine

Location: DocuSign

10/22/2024 11:04:01 AM

angela.rodine@anokacountymn.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: HS-Public Health & Environmental Services

Location: DocuSign

Signer Events**Signature****Timestamp**

Colleen Sinclair

Sent: 10/22/2024 11:10:08 AM

csinclair@coonrapidsmn.gov

Viewed: 10/24/2024 12:42:50 PM

Recycling Coordinator

City of Coon Rapids

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 9/14/2023 11:12:35 AM

ID: dd8ffc60-6554-4b06-a9d7-e7aa993c609d

Company Name: Anoka County

Jerry Koch

jkoch@coonrapidsmn.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 1/2/2024 10:46:14 PM

ID: f1c1de65-ce92-40ef-9fd5-2384d11801a4

Company Name: Anoka County

Matt Stemwedel

mstemwedel@coonrapidsmn.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 5/14/2024 3:31:42 PM

ID: f5417a25-7a19-45c4-918a-da3d6e0d64e6

Company Name: Anoka County

David Brodie

dbrodie@coonrapidsmn.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 5/14/2024 3:36:23 PM

ID: def2297d-155e-4d7f-8e05-07098ed7f4b4

Company Name: Anoka County

Signer Events	Signature	Timestamp
Cindy Cesare Cindy.Cesare@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/30/2024 10:43:27 AM ID: 5cc36bf1-d587-418c-a579-687df6a2fea9 Company Name: Anoka County		
Jim Dickinson Jim.Dickinson@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 9/18/2024 11:28:17 AM ID: bc9ccb33-25fc-44c4-b097-01e5af457ee6 Company Name: Anoka County		
Kurt Deile Kurt.Deile@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/2/2023 10:41:39 AM ID: d9e5e25e-2da7-4076-90b4-c0aef4e53110 Company Name: Anoka County		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
Angie Rodine angela.rodine@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 1/8/2021 1:44:58 PM ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013 Company Name: Anoka County		

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Jill Rykhus Jill.Rykhus@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Jill Rykhus Jill.Rykhus@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
Glenna Anderson Glenna.Anderson@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Robin Wodziak Robin.Wodziak@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/22/2024 11:10:08 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:14 AM
Envelope Updated	Security Checked	10/30/2024 11:32:15 AM
Envelope Updated	Security Checked	10/30/2024 11:32:15 AM
Envelope Updated	Security Checked	10/30/2024 11:32:15 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

The following information constitutes Anoka County's (we, us or Company) written notices or disclosures relating to your use of DocuSign in relation to Anoka County's license. Described below are the terms and conditions for providing notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (30 days) after the documents are first sent to you. At any time, if you request paper copies of any documents, you may be charged a fee. You may request paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

All notices and disclosures will be sent to you electronically

Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

How to contact Anoka County:

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us

Phone: (763) 324-4110

Address: Anoka County Government Center
Attn: Information Technology, #300
2100 3rd Avenue
Anoka, MN 55303

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

ACKNOWLEDGEMENT

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.



City Council Regular

12.

Meeting Date: 11/06/2024

Subject: Approve Recycling Center Staffing Agreement With Atlas Staffing, Inc.

Submitted For: Colleen Sinclair, Recycling Coordinator

From: Colleen Sinclair, Recycling Coordinator

INTRODUCTION

Staff is seeking City Council approval of a contract with Atlas Staffing, Inc. to provide contracted staffing at the Recycling Center.

DISCUSSION

The Coon Rapids Recycling Center contracts staffing for its daily needs at the facility. An annual contract with Atlas Staffing, Inc. was approved by the City Council on November 7, 2023. Atlas has proven to be a great fit at the Recycling Center and staff would like to renew the contract from November 1, 2024, through November 1, 2025. The hourly rate for the contracted staff increased by 3%. All other terms are the same as the current contract.

RECOMMENDATION

Staff recommends that the City Council approve the contract with Atlas Staffing, Inc for contracted staffing at the Recycling Center.

Attachments

Agreement

ATLAS STAFFING SERVICES AGREEMENT

This agreement is between the City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, Minnesota AND Atlas Staffing, Inc., 189 7th Place East, St. Paul, Minnesota. This agreement will shall be in effect from November 1, 2024 through November 1, 2025.

The City of Coon Rapids Recycling Center (CRRC) has demands and schedules that fluctuate significantly, and often require utilization of temporary workers. Atlas Staffing Inc. is a full-service staffing agency. Atlas Staffing provides a very diverse work force in the Minneapolis community as well as 13 additional offices in the Twin Cities Metro area. Atlas Staffing provides temporary, temp to hire, and direct hire services.

1. The undersigned temporary agency Atlas Staffing Inc. will provide temporary and temp to hire workers to CRRC according to the terms set forth below and in Addendums A and B.
2. Atlas Staffing Inc is the employer for all temporary workers which are assigned to CRRC. City of Coon Rapids Recycling Center does have an option to offer full-time employment to any and all agency temporary workers, but only after that temporary worker has worked his/her 480 allotted hours.
3. Atlas Staffing Inc. will provide liability, workers' compensation, and unemployment compensation insurance for its temporary workers assigned to CRRC. Atlas Staffing will furnish certificates of insurance evidencing such coverage. Atlas Staffing Inc. will not allow insurance coverage to be canceled or materially amended unless 30 days' prior written notice is given to CRRC.
4. Atlas Staffing Inc. will be responsible for ensuring its employees are in compliance with the standards of conduct and policies of CRRC. Any violation of those standards by any temporary worker will result in Atlas Staffing Inc. immediately withdrawing that individual from Coon Rapids. It is very important that Atlas Staffing Inc. temporary workers assigned be skilled, qualified, and meet the requirements of Addendum B. If CRRC becomes dissatisfied with any temporary worker assigned and makes a written request to Atlas Staffing, Atlas Staffing Inc. shall withdraw and immediately replace such worker with a skilled and qualified worker. Any removal of an employee must be based on lawful and non-discriminating considerations and be pursuant to #7 of this Agreement.
5. Indemnification agreement.

The Indemnitor (Atlas Staffing Inc.) agrees to indemnify, save, defend, and hold harmless the Indemnitee (CRRC) from and against: any and all claims that an employee for the

Indemnitor may have arisen from his or her employment with the Indemnitor as a result of work performed by said employee for or at the Indemnitor's work site, except that Indemnitor shall have no obligation to indemnify Indemnitor from claims that arise from the negligence or intentional acts of Indemnitor or its agents and employees.

Indemnitor's liability shall be limited to the scope and extent of the policy of general liability insurance that Indemnitor has purchased. (Certificate on file)

6. Atlas Staffing Inc. compensates its employees in accordance with all applicable law and regulations. Atlas Staffing Inc. will withhold and pay all employer and employee withholding taxes, and will report all wages and payments to all local, state, and federal taxing authorities. Atlas Staffing Inc. compensates its employees for overtime according to applicable law, and maintains all legally required records.
7. Atlas Staffing Inc. is an equal employment opportunity employer, and will hire, assign, compensate, and make all other employment-related decisions based upon lawful, non-discriminatory considerations. Atlas Staffing does not discriminate against employees on the basis of any protected characteristic, including but not limited to age, sex, race, color, creed, national origin, sexual orientation, disability, veteran status, or any other characteristic protected under state, federal or local law.
8. Atlas Staffing requires all applicants to show proper identification proving they are eligible to work in the United States. Atlas Staffing represents and warrants that it shall be responsible for obtaining and administering I-9 Employment Eligibility Verification documentation of its Temporary Staff Employees' right to work in the United States. Atlas Staffing warrants that it will verify identity and work eligibility of its temporary workers placed at CRRC in accordance with the requirements of 8 USCA 1324a; and consistent with the legal limitations imposed by 8 USCA 1324b.
9. Atlas Staffing will advise CRRC on issues regarding the wage rates and benefits being provided to Atlas employees assigned to CRRC.
10. CRRC has the right to hire, as a CRRC employee, any Atlas employee that has worked a total of 98 calendar days or 480 hours, without any fee to CRRC or employee.
11. Atlas employees are not allowed to use or operate saws, power tools, machinery, or drive any vehicle without express written approval from Atlas Staffing.
12. Atlas employees are not allowed to work higher than three feet off the ground without express written approval from Atlas Staffing.
13. Terms. Employees from Atlas will be paid \$15.45, \$16.48, and \$17.51 per hour and Coon Rapids Recycling Center will be invoiced at \$21.84, \$23.29, and \$24.75 respectively per hour. Atlas Staffing will administer the payroll and fringe benefits; such as, but not limited to payroll taxes, workers' compensation, and liability

insurance. Atlas Staffing, Inc. will be invoicing Coon Rapids Recycling Center once a week and terms are Net 30.

14. Atlas Staffing will provide the employees with AWAIR Training, Employee Right to Know Training, and Personal Protective Training. City of Coon Rapids Recycling Center will provide the daily supervision, general training, and instructions to the employees. City of Coon Rapids Recycling Center will also provide all the tools, supplies, equipment necessary for the job.

15. The Contractor agrees to abide by the applicable provisions of the Minnesota Government Data Practice Act, Minnesota Statutes, Chapter 13, HIPAA requirements, and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality. The Contractor understands that all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing those functions that the City would perform is subject to the requirements of Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Contractor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

City of Coon Rapids

Atlas Staffing

(Signature)

(Signature)

Title

Title

Date

Date

(Signature)

Title

Date

Addendum A

Atlas Staffing acknowledges that it is necessary for its employees to operate various machines at City of Coon Rapids Recycling Center. Atlas also acknowledges that it has toured City of Coon Rapids Recycling Center and gives specific consent for its employees to operate such machines. (Balers, pallet jacks, Styrofoam condenser, forklift) It is understood that all machines must meet OSHA standards and that the operation of such machines meet OSHA requirements. It is also understood that operating and safety training must be provided to any employee required to operate such machines. We have found Coon Rapids Recycling Center to comply and are providing a safe work environment.

Atlas Staffing Inc

_____ **Date** _____

ADDENDUM B

SUMMARY OF POSITION:

Works under the general guidance and direction of the Recycling Coordinator to assist the residents with drop offs and other services offered at the City's on-site Recycling Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Monitors the Recycling Center during hours of operation.
- Opens and closes gates and all containers. Secures the building at the end of a shift.
- Assists residents in the distribution of recyclable items, as needed.
- Bails and processes recyclables collected, as needed.
- Assists with volunteer training and scheduling, including attendance at regular staff meetings.
- Answers recycling questions.
- Performs general maintenance for Recycling Center, including cleaning, sweeping, and shoveling. Troubleshoots mechanical problems with current equipment.
- Operates electric pallet jack and maneuvers bails of up to 1200 pounds.
- Operates baler and Styrofoam densifier.
- Ability to operate a forklift and electric pallet jack.
- Effective and respectful communication and interactions with other employees, city staff, supervisors, individuals from other organizations, and citizen customers.
- Maintains positive professional working relationships with all staff levels, other jurisdictions and outside agencies, and the general public.
- Regular and reliable attendance during scheduled work hours and outside regular hours as necessary.
- Performs essential position duties and responsibilities under the working conditions and physical demands described herein.
- Performs other related functions as apparent or delegated.
- Ability to handle money properly and run a point-of-sale register.

REQUIRED KNOWLEDGE AND ABILITIES:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skills, and/or abilities required.

- Must be able to work during Recycling Center regular hours and additional hours during special events.
- Knowledge of waste reduction and recycling options in the metro area.
- Ability to organize, establish priorities and work effectively under pressure with minimum supervision.
- Ability to establish and maintain effective working relationships with City staff and the general public and handle inquiries in a friendly and courteous manner.
- Ability to communicate effectively both orally and in writing.
- Ability to work cooperatively with City personnel, external vendors, and the public.
- Ability to work independently as well as in a team environment.
- Ability to perform duties with tact, diplomacy, and discretion.
- Ability to be detail oriented and follow through with tasks.
- Ability to maintain a team and service-oriented approach to work.
- Must have the ability to accept criticism or discipline.
- Must strive to promote a cooperative atmosphere in the department and exhibit a positive attitude.

MINIMUM QUALIFICATIONS:

A combination of training and experience substantially equivalent to the following:

- High school diploma or equivalent.
- Experience working effectively with the public.
- Experience with maintenance and scheduling and working with machinery.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions; standing for long periods of time; frequent walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration, exposure to toxic or caustic chemicals; work is generally in a loud noise location (e.g., electric pallet jack, baler and other power tools).

EQUIPMENT/JOB LOCATION:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.



City Council Regular

13.

Meeting Date: 11/06/2024

Subject: Conduct Public Hearing and Consider Adoption of Ordinance 2317 and Resolution 24-97
Establishing Fees for 2025

From: Ashley Hansen, Finance Director

INTRODUCTION

On October 15th, 2024, the attached ordinance establishing fees for 2025 was introduced and is now being presented for adoption along with a resolution for fees and charges not set by ordinance.

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

- Residential 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

RECOMMENDATION

Staff recommends the following:

1. Conduct Public Hearing regarding fee increases to liquor license fees;
2. Adopt Ordinance 2317 Establishing Fees effective January 1, 2025;
3. Adopt Resolution 24-97 Establishing Fees effective January 1, 2025.

Attachments

Ordinance 2317

Resolution 24-97

2025 Redlined Fee Schedule

2025 Fee Schedule

ORDINANCE NO. 2317

**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 6th day of November 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 24-97

RESOLUTION SETTING FEES AND CHARGES FOR THE CITY OF COON RAPIDS

WHEREAS, the City code authorizes and identifies certain fees to be set by resolution from time to time; and

WHEREAS, such fees and charges have been incorporated into a Fee Schedule; and

WHEREAS, the fees and charges for City services do not currently reflect City costs; and

WHEREAS, the City Council finds that it is in the best interest of the City for the costs of City services to be borne to the extent practical by the users of those services; and

WHEREAS, the City Council further finds that certain fees and charges for City services should be increased or established to more accurately reflect the City's costs in providing those services; and

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that 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; and

BE IT FURTHER RESOLVED that 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.

Adopted by the Coon Rapids City Council this 6th day of November, 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



Community strength... for generations

City of Coon Rapids 2025 Fee Schedule

Ordinance 2317
Resolution 24-97

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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.)	~~\$420-125~~ + \$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.)	~~\$420-125~~ + \$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:
~~\$60-62~~	Requests made within 30 days; Fees less than \$60 are non-refundable
~~\$60-62~~ or 20% of permit, whichever is greater	Requests made within 60 days
~~\$60-62~~ or 40% of permit, whichever is greater	Requests made within 90 days
~~\$60-62~~ or 60% of permit, whichever is greater	Requests made within 120 days
~~\$60-62~~ 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	~~\$1,700~~ 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 ~~\$470~~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~~ <u>included</u>	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
With Banquet room rental	~~\$148~~ <u>200</u>	~~\$148~~ <u>250</u>	~~\$148~~ <u>250</u>	~~\$148~~ <u>200</u>	~~\$148~~ <u>200</u>
Without Banquet room rental	~~\$292~~ <u>300</u>	~~\$292~~ <u>400</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	\$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	Mon - Thurs (5.5 hours)	Friday* (10 hours)	Saturday* (12 hours)	Sunday (5.5 hours)	Sunday (12 hours)
Damage Deposit - \$~~50~~250					
Chair rental ~~fee-separate~~ <u>included</u>					
With Banquet room rental	~~\$148~~ 210	~~\$148~~ 263	~~\$148~~ 263	~~\$148~~ 210	~~\$148~~ 210
Without Banquet room rental	~~\$292~~ 315	~~\$292~~ 420	~~\$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~~ 210	~~\$200~~ 210	~~\$200~~ 210	~~\$200~~ 210	~~\$200~~ 210

MEETING ROOMS	<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
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)		
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

Equipment Rental (incl. sales tax)

- Microphone* \$10
- A/V Equipment (projector, screens, use of computer if needed) ~~\$50~~53/each
- Gas Grill ~~\$20~~21/each
- Tablecloths (Round & 8 foot) \$5/each
- Tablecloths (120" round) \$21/each
- Stage (up to 4 sections plus black skirting) \$58/section
- Portable speaker system ~~\$25-26~~
- ~~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 Graphic 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 are 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 ~~\$445~~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 ~~\$445~~120
- Permanent - Walls sign ~~\$445~~120
- Change or addition to existing permanent ground or wall sign ~~\$445~~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	~~\$445~~ 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 (including 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

Ordinance 2317
Resolution 24-97

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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	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)

\$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- 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	Mon - Thurs	Friday*	Saturday*	Sunday	Sunday
Damage Deposit - \$250 Chair rental included	(5.5 hours)	(10 hours)	(12 hours)	(5.5 hours)	(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	Friday*	Saturday*	Sunday	Sunday
	(5.5 hours)	(10 hours)	(12 hours)	(5.5 hours)	(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	<u>4 Hour Rental</u>	<u>4 Hour Rental</u>
Damage Deposit (Any Room) - \$50	Monday - Thursday	Friday 4:00 PM - 10:00 PM
Arts & Crafts Room (Seats up to 35)	4:30 PM - 10:00 PM	Saturday 8:00 AM - 10:00 PM
<i>Not available Friday or Saturday 6:30 -9:30 PM</i>		Sunday 12:00 PM - 10:00 PM
Conference Room (Seats up to 21)		
Recreation Room (Seats up to 30)		
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- 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*

Equipment Rental (incl. sales tax)

- Microphone* \$10
- A/V Equipment (projector, screens, use of computer if needed) \$53/each
- Gas Grill \$21/each
- Tablecloths (Round & 8 foot) \$5/each
- Tablecloths (120" round) \$21/each
- Stage (up to 4 sections plus black skirting) \$58/section
- Portable speaker system \$26

*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 Graphic 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 are 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 (including 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	\$8.50per 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

14.

Meeting Date: 11/06/2024

Subject: Consider Adoption of Ordinance 2318 Establishing Housing Improvement Area for Village Manor Condominium Association

Submitted For: David Brodie, City Attorney

From: Kim Reid, Administrative Legal Assistant

INTRODUCTION

On October 15, 2024, Council introduced an ordinance to establish a housing improvement area located 3048 109th Lane and 3060 109th Lane.

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 as 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 public hearing was held on October 15, 2024 and no resident in the proposed area appeared.

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. Repayment of the City's financial insertion in the project would be spread 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 homeowners 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 not 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 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

Adopt Ordinance 2318 establishing housing improving area for Village Manor Condominium Association located at 3048 109th Lane and 3060 109th Lane and authorize summary publication.

Attachments

Ordinance 2318

ORDINANCE NO. 2318

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 6th day of November, 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

15.

Meeting Date: 11/06/2024

Subject: PC 24-27, Consider Comprehensive Plan Amendment, Low Density Residential & Very Low Density Residential

Submitted For: Matt Brown, Community Development Director

From: Max Pattsner, Senior Planner

INTRODUCTION

The Council is asked to consider an amendment to Chapter 2 of the 2040 Comprehensive Plan, including the following sections:

- Residential Density
- Table 2-7
- Table 2-8
- Table 2-9
- Table 2-10
- Table 2-11
- Map 2-6

DISCUSSION

The proposed change would have the effect of reducing the lowest allowed residential density within the Low Density Residential (LDR) land use area from three units per acre to 2.25 units per acre. It would also create a new land use area, called Very Low Density Residential, which would allow for a density of one to 2.25 units per acre. The Very Low Density land use designation is not proposed to be immediately applied to any properties within the city, but would be available should a property need to be re-guided in the future.

The goal of these changes is to allow for residential developments on infill properties below a density of three units per acre, down to minimum of 2.25 units per acre. Many of the properties in Coon Rapids with the potential to be developed or redeveloped are infill properties with constraints on development. This means that in the Low Density Residential area, some properties are not realistically developable at three or more units per acre, and thus would not be able to support development that meets the minimum allowed density per the City's 2040 Plan.

This issue was revealed to City Staff by Metropolitan Council staff with the proposed Cardinal Crest development of 11 single-family homes on a 4.47-acre property with an existing single-family home at 9050 East River Road. The applicant requested and received approval to rezone the property from LDR-1 to LDR-2, and for a plat meeting the LDR-2 zoning district standards. The gross density of the project comes out to 2.46 units per acre, which is less than the minimum of three allowed by the current 2040 Plan. City Staff believe that the approved plat utilizes the parcel to its full extent while still meeting LDR-2 zoning standards, and that no additional units would be able to fit onto the property while still meeting these standards. Staff believe there are likely other infill properties in Coon Rapids that would face similar issues should development be proposed.

The 2040 Comprehensive Plan and Future Land Use map are required by the Met Council to support an overall density for new residential developments of at least five units per acre. If all developable properties were to develop at the lowest allowed density, per the current 2040 Plan, the average density for new development would come out to 5.7 units per acre. If the proposed changes go into effect, this number will change to 5.2 units per acre,

which is still above the minimum of five units per acre allowed by the Met Council.

City Staff propose to amend the 2040 Plan to allow a lower density floor in the Low Density Residential area, create a new Very Low Density Residential designation for the rare infill property that would need to utilize it, and change the density calculation method from using gross density to using net density. By doing this, the City would have the flexibility to allow lower-density, single-family home developments in small or constrained infill lots, which would otherwise need special approval to not meet LDR zoning standards, or remain undeveloped.

Specific Changes

Individual changes proposed for the 2040 Comprehensive Plan include the following:

- Adding a new Very Low Density Residential category (Table 2-7). This category would be for developments in a range of 1 to 2.25 units per acre. It would not be immediately applied to any property in the city, but would be available as an option should an applicant wish to re-guide a property for development in the future.
- Reducing the density floor in the Low Density Residential land use area from 3 units/acre to 2.25 units/acre (Table 2-7 and 2-8)
- Replacing the word “gross” with “net” as applicable for all land use areas, to clarify that certain types of non-developable land, such as delineated wetlands, may be able to be removed from the density calculation (Table 2-7).
- Updating the overall density calculations for planned residential land uses in Coon Rapids (Table 2-9) to reflect the new 2.25 unit/acre density floor in LDR. This has the effect of reducing the minimum total number of housing units allowed in the planned development areas from 1,432 to 1,074 in LDR and from 4,349 to 3,991 across all residential areas. It also has the effect of reducing the average net residential density from 5.7 units/acre to 5.2 units/acre.
- Updating the projected total minimum units built calculations for different timespans (Table 2-10) to reflect the proposed changes. This has the effect of changing the projected number of new housing units built in 2018-2020 from 130 to 98, in 2021-2030 from 651 to 488, and in 2031-2040 from 651 to 488.

Analysis

The proposed changes will allow for more flexibility for low-density/single-family residential development proposals on small or constrained infill lots. This will allow development to occur where otherwise it may be prohibited by the current three unit/acre density floor. By allowing development where it might otherwise not be possible, the proposed changes further the policy goals of the 2040 Plan, including the following:

The effect on public health, safety, order, convenience and general welfare

Staff believes the proposed amendment does not create any concerns related to the public health, safety, order, convenience or general welfare. There are few undeveloped parcels within the LDR-1 and LDR-2 districts of the city, and the majority of these parcels are small, constrained, or otherwise difficult to develop. There are not large swaths of undeveloped land that is likely to develop at a lower density due to the proposed changes.

Whether the proposal is in conformance with the City's Comprehensive Land Use Plan and any applicable development district

Staff believes there is policy support in the City's 2040 Comprehensive Plan to make the proposed changes. Given Coon Rapids is a nearly fully developed community, land use policies must focus on redevelopment priorities, changes to residential densities and infill development, which this proposal aligns.

Additional 2040 Comprehensive Plan policies that apply to this amendment include:

- **Land Use Objective 1-5:** To curb the spread of blighting characteristics and eliminate obsolete land uses.
- **Land Use Policy 1-2:** Encourage a balanced housing stock serving all stages of the life cycle in all portions of the city.
- **Land Use Policy 1-3:** Preserve integrity of existing stable single-family residential areas by ensuring adequate buffering from more intense adjacent uses.
- **Land Use Policy 1-9:** Review and update the City's zoning regulations periodically for residential districts to reflect changing lifestyles and ensure that infill development is compatible with the surrounding neighborhood in scale and design.

RECOMMENDATION

In planning case 24-27, the City Council **approve** the proposed comprehensive plan amendment based on the following findings:

1. The proposed amendment is consistent with the policies of the 2040 Comprehensive Plan.

Attachments

2040 Comp Plan Redlines

Handed Out At Council Meeting

Areas of low-density, or generally single-family, housing are located throughout the city with moderate and high density housing generally occurring on the edges of low-density housing with arterial or collector street access. In most instances, these neighborhoods are centrally served by an elementary school or neighborhood park.

Future Land Use Plan

This section outlines the location and extent of future land uses in Coon Rapids. Map 2-6, "Future Land Use," illustrates future land uses in the city. The previous chapter of this plan projects a 2040 population of 72,100 in 29,300 households. The Future Land Use map indicates that by converting presently vacant and underutilized land to residential and mixed uses at various densities, the City can accommodate at least 4,400 new housing units by 2040.

Table 2-7 lists the land use categories used on the Future Land Use map, which correspond to the Metropolitan Council's standardized categories. The following two sections provide a narrative for areas that are slated for changes in land use in the coming years.

TABLE 2-7: Future Land Use Categories

Category	Description
Residential Land Uses	
Very Low Density Residential	Mostly single-family homes and open space within or related to a residential development at a density of 1 to 2.25 units per acre.
Low Density Residential	Mostly single-family homes and open space within or related to a residential development at a gross net density of 3 2.25 to 5 units per acre.
Moderate Density Residential	Attached housing, including two-family homes and townhomes, at a gross net density of 5 to 10 units per acre.
High Density Residential	Multi-family housing, including apartment buildings and condominiums, at a gross net density of 10 to 50 units per acre.
Mobile Home Residential	Manufactured housing in a land-lease community at a gross net density of 5 to 10 units per acre.
Residential Mixed Use	Primarily residential use (at least 70%) at a gross net density of 10 to 50 units per acre with some other use. (% is estimate on district-wide scale; not required for individual projects.)
Transit Mixed Use Overlay	Within Residential Mixed Use District, primarily residential use (at least 70%) at a gross net density of 20 to 50 units per acre.
Commercial Land Uses	
Office	Predominantly administrative, professional, or clerical services; includes medical clinics.
Commercial	Provision of goods or services.
Commercial Mixed Use	Primarily commercial and/or office uses (at least 70%) with some high-density residential at a gross net density of 10 to 50 units per acre. (% is estimate on district-wide scale; not required for individual projects.)
Industrial Land Uses	
Industrial	Primarily light manufacturing, warehouses, services, and related uses.
Utility	Public or private land occupied by a power plant or substation, transmission line, municipal water facility, communications tower or similar facility.
Railway	Public or private freight or passenger rail activities.
Public/Semi-Public Land Uses	
Institutional	Primarily religious, governmental, educational, social, or healthcare facilities.
Park, Recreation, or Preserve	Primarily for public active recreation activities improved with playfields/grounds or exercise equipment, golf courses or other similar areas.
Other Land Uses	
Open Water	Permanently flooded open water, not including wetlands or periodically flooded areas.
Vehicular Right-of-Way	Public or private vehicular, transit, and/or pedestrian rights-of-way.
Undeveloped	Land that is publicly or privately owned that has been left undeveloped.

Table 2-8: compares the acreages of existing land uses with those of the planned land uses.

Table 2-8: Existing and Future Land Use by Decade

Land Use	Existing Density Range (Housing Units/Acre)		Planned Density Range (Housing Units/Acre)		Existing Acreage	Planned Acreage	
	MIN	MAX	MIN	MAX			
Residential Land Uses							
Low Density Residential	2	4	3	2.25	5	6,316.3	6,793.7
Moderate Density Residential	4	7	5		10	915.1	890.8
High Density Residential	7	30	10		50	308.9	279.8
Mobile Home Residential	5	10	5		10	49.3	54.0
Residential Mixed Use (70% residential/30% commercial or office)	7	30	10		50	9.3	124.4
Commercial Land Uses							
Office						144.9	-
Commercial						846.0	536.9
Commercial Mixed Use (70% commercial or office/30% residential)	7	30	10		50	5.0	708.8
Industrial Land Uses							
Industrial						529.5	761.0
Utility						72.0	53.0
Railway						134.4	175.3
Public/Semi Public Land Uses							
Institutional						625.9	700.7
Park, Recreation, or Preserve						2821.9	2695.4
Other Land Uses							
Agricultural						98.8	-
Open Water						551.3	548
Vehicular Right-of-Way						634.7	654
Undeveloped Land						911.6	-
TOTAL						14,975	14,975

*acreages for mixed use categories represent the total for that category.

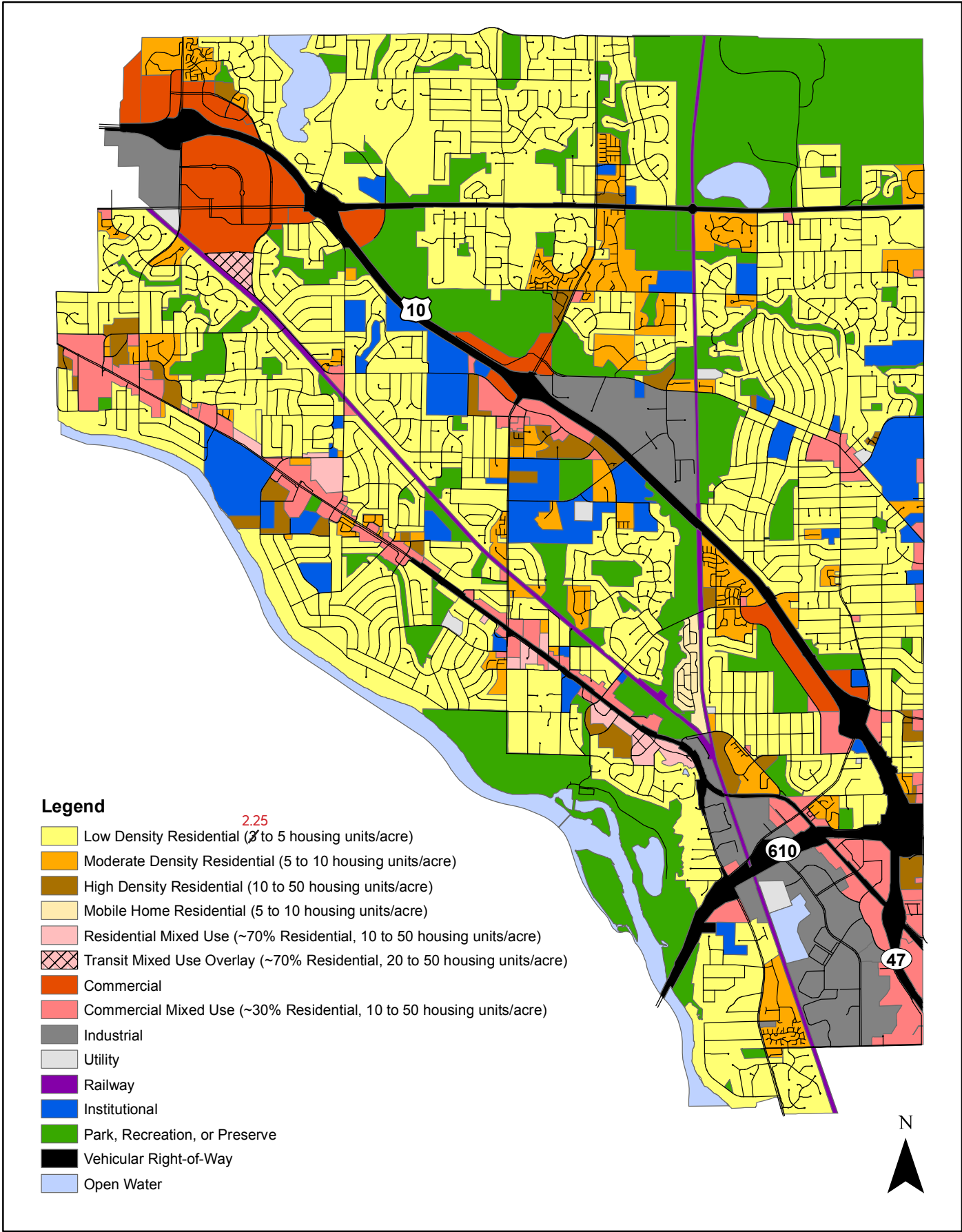
Table 2-8: Existing and Future Land Use by Decade (cumulative)

Land Use	Existing		2020		2030		2040	
	Acres	% Total	Acres	% Total	Acres	% Total	Acres	% Total
Residential Land Uses								
Low Density Residential	6316.3	42.2%	6359.7	42.5%	6576.7	43.9%	6793.7	45.4%
Moderate Density Residential	915.1	6.1%	912.9	6.1%	901.9	6.0%	890.8	5.9%
High Density Residential	308.9	2.1%	306.2	2.0%	293	2.0%	279.8	1.9%
Mobile Home Residential	49.3	0.3%	49.7	0.3%	51.9	0.3%	54	0.4%
Residential Mixed Use (70% residential/30% commercial or office)	9.3	0.1%	19.7	0.1%	72.1	0.5%	124.4	0.8%
Commercial Land Uses								
Office	144.9	1.0%	131.8	0.9%	65.9	0.4%	0	0.0%
Commercial	846	5.6%	817.9	5.5%	677.4	4.5%	536.9	3.6%
Commercial Mixed Use (70% commercial or office/30% residential)	5	0.0%	69	0.5%	388.9	2.6%	708.8	4.7%
Industrial Land Uses								
Industrial	529.5	3.5%	550.6	3.7%	655.8	4.4%	761	5.1%
Utility	72	0.5%	70.3	0.5%	61.6	0.4%	53	0.4%
Railway	134.4	0.9%	138.1	0.9%	156.7	1.0%	175.3	1.2%
Public/Semi-Public Land Uses								
Institutional	625.9	4.2%	632.7	4.2%	666.7	4.5%	700.7	4.7%
Park, Recreation, or Preserve	2821.9	18.8%	2810.4	18.8%	2752.9	18.4%	2695.4	18.0%
Other Land Uses								
Agricultural	98.8	0.7%	89.8	0.6%	44.9	0.3%	0	0.0%
Open Water	551.3	3.7%	551	3.7%	549.5	3.7%	548	3.7%
Vehicular Right-of-Way	634.7	4.2%	636.5	4.3%	645	4.3%	653.6	4.4%
Undeveloped Land	911.6	6.1%	828.7	5.5%	414.3	2.8%	0	0.0%
TOTAL	14975		14975		14975		14975	

*acres for mixed use categories represent the total for that category.

Table 2-9 shows the fluctuation in available acreage by the type of land use between the present and 2040, based on the future land use map.

CITY OF COON RAPIDS



Residential Density. The Metropolitan Council requires cities designated as a Suburban Community like Coon Rapids to plan for identified development and redevelopment land to have an average net residential density of five units per acre. Because Coon Rapids is a developed community, virtually all of its residential growth will occur as redevelopment of underutilized land with increased residential densities and the conversion of commercial and office to mixed use with high-density residential. Except in areas noted in this section, particularly along Coon Rapids Boulevard, the city's neighborhood, community, and regional commercial areas will generally retain their current functions. In certain instances noted in the following sections, obsolete commercial uses may be redeveloped with residential uses in the long term.

Table 2-9 shows the average net residential density for planned residential land uses as a result of the changes. If the residential land in the city grows at its lowest allowed density range for each planned land use, Coon Rapids will gain approximately 4,349 new housing units. At this level of growth, the average net residential density of the planned residential land uses will be 5.6, which exceeds the Metropolitan Council's density requirements for designated Suburban Communities.

TABLE 2-9: Average Net Residential Density for Planned Residential Land Uses

Residential Land Use Category	Planned Acreage	Net Developable Residential Acreage	Planned Density Range (Housing Units/Acre)		Total Minimum New Housing Units
			MIN	MAX	
Low Density Residential	513.3	477.4	3 ~~2.25~~	5	~~1,432~~ 1,074
Moderate Density Residential			5	10	
High Density Residential			10	50	
Residential Mixed Use (70% residential)	115.1	80.6	10	50	806
Commercial Mixed Use (30% residential)	703.7	211.1	10	50	2,111
TOTAL	1,332	769			~~4,349~~ 3,991
Average Net Residential Density					~~5.7~~ 5.2

The Residential Mixed Use and Commercial Mixed Use land use categories have density ranges of 10 to 50 housing units per acre. This range exceeds the Metropolitan Council's required minimum density level to support construction of affordable housing of eight units per acre. These areas can accommodate Coon Rapids' affordable housing allocation of 457 units between 2021 and 2030.

Table 2-10 and the Development and Redevelopment Areas Map (Map 2-7) show the areas of the Future Land Use Map that are available or likely to be available for redevelopment, infill development, or new development. Future development is anticipated in four different areas, identified by the planned land uses. The most growth is expected to occur in the Mixed Use Commercial Corridor Redevelopment Areas along commercial corridors in the city, where 2,917 housing units could be developed over the next 22 years. Other major areas of growth include Low Density Residential in the northern part of city, where ~~1,432~~ 1,074 housing units could be built over the same time period. The 40 Acres in the Vacant Commercial Areas are expected to be developed by 2020, and the Vacant Industrial Areas cover 189 acres, which could be developed by 2040. The 457 allocated affordable housing units are expected to be over the period of 2021-2030 in the Mixed Use Commercial Corridor Redevelopment Areas.

TABLE 2-10: Identified Areas of Development and Redevelopment

Area	Land Use(s)	Acreage	Density Range (Housing Units/ Acre)	Total Housing Units	Total Affordable Housing Units
2018-2020					
Low Density Residential Areas	Low Density Residential	43.4	3 2.25 to 5	~~130~~ 98	
Vacant Commercial Areas	Commercial	40.8			
Vacant Industrial Areas	Industrial	21.0			
Mixed Use Commercial Corridor Redevelopment Areas*	Residential Mixed Use, Commercial Mixed Use	74.4 / 26.5 Residential	10 to 50	265	
2021-2030					
Low Density Residential Areas	Low Density Residential	217.0	3 2.25 to 5	~~651~~ 488	
Vacant Industrial Areas	Industrial	105.2			
Mixed Use Commercial Corridor Redevelopment Areas**	Residential Mixed Use, Commercial Mixed Use	372.2 Total / 132.6 Residential	10 to 50	1,326	457
2031-2040					
Low Density Residential Areas	Low Density Residential	217.0	3 2.25 to 5	~~651~~ 488	
Vacant Industrial Areas	Industrial	105.2			
Mixed Use Commercial Corridor Redevelopment Areas***	Residential Mixed Use, Commercial Mixed Use	372.2 Total / 132.6 Residential	10 to 50	1,326	
TOTAL		1,604		~~4,349~~ 3,991	457

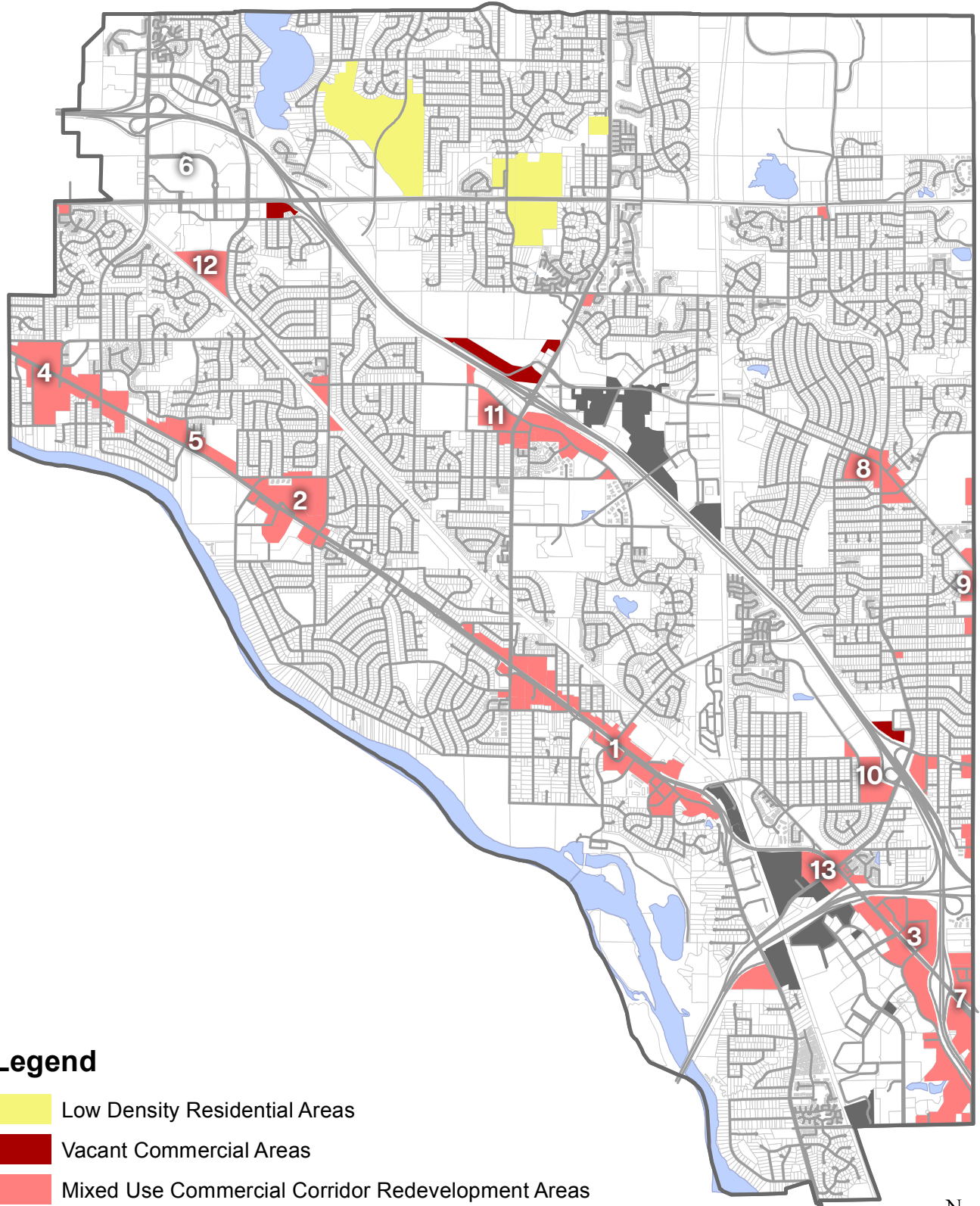
* Includes all Mixed Use Commercial Corridor Redevelopment Areas

** Includes all Mixed Use Commercial Corridor Redevelopment Areas

*** Includes all Mixed Use Commercial Corridor Redevelopment Areas

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0 0.5 1 2 Miles



Legend

- Low Density Residential Areas
- Vacant Commercial Areas
- Mixed Use Commercial Corridor Redevelopment Areas
- Vacant Industrial Areas
- Open Water



Table 2-11 estimates the impact these land use changes will have on sanitary sewer flows. Overall, as the city is built-out and as redevelopment occurs, its sanitary sewer demand will increase by less than 12% over its present level.

TABLE 2-11: Land Use and Sewer Flow Analysis

Land Use	Allowed Density Range Housing Units/Acre		Sewer Flow Assumptions (gallons/acre)	Existing million gallons per day (mgd)	Planned million gallons per day	Flow Increase in million gallons per day
	MIN	MAX		mgd	mgd	mgd
Residential Land Uses						
Low Density Residential	3 2.25	5	343	2.17	2.33	0.18
Moderate Density Residential	5	10	686	.63	0.61	-0.02
High Density Residential	10	50	1,714	.53	0.48	-0.05
Mobile Home Residential	5	10				
Residential Mixed Use (70% min residential)	10	50	1,200	.01	0.15	0.14
Commercial Land Uses	Est. Employees /Acre					
Office	20		1,049	0.15	0.00	-0.15
Commercial	20		1,049	0.89	0.56	-0.32
Commercial Mixed Use (70% min commercial)	20 (70%)		735	0.00	0.52	0.55
Industrial Land Uses						
Industrial	20		1,049	0.56	0.80	0.20
Utility						
Railway						
Public/Semi Public Land Uses						
Institutional						
Park, Recreation, or Preserve						
Other Land Uses						
Agricultural						
Vehicular Right-of-Way				0	0	0
Undeveloped Land				0	0	0
TOTAL				4.93	5.45	0.52



TO: Mayor, Councilmembers, City Manager

FROM: Matt Brown,
Community Development Director

SUBJECT: Addendum to Agenda Item #15

DATE: November 6, 2024

Staff recommends that the Council adopt Resolution 24-98 related to the Comprehensive Plan Amendment. This resolution does not change anything related to the motion language. Rather, it formalizes the amendment in compliance with Metropolitan Council submittal requirements.

RESOLUTION NO. 24-98

A RESOLUTION AMENDING THE COMPREHENSIVE PLAN FOR THE CITY OF COON RAPIDS (PC 24-27)

WHEREAS, the Comprehensive Plan adopted by the City Council for the City of Coon Rapids on December 17, 2019, stated the master plan for Chapter 2: Land Use; and,

WHEREAS, after consideration, the Coon Rapids Planning Commission on October 17, 2024 recommended amending the language in Chapter 2: Land Use; and,

WHEREAS, on November 6, 2024, the City Council concurred that the text of the Comprehensive Development Plan should be amended with regard to Land Use within Chapter 2: Land Use, summarized as follows:

- Adding a new Very Low Density Residential category (Table 2-7). This category would be for developments in a range of 1 to 2.25 units per acre.
- Reducing the density floor in the Low Density Residential land use area from 3 units/acre to 2.25 units/acre (Table 2-7 and 2-8).
- Replacing the word “gross” with “net” as applicable for all land use areas (Table 2-7).
- Updating the overall density calculations for planned residential land uses in Coon Rapids (Table 2-9) to reflect the new 2.25 unit/acre density floor in LDR.
- Reducing the minimum total number of housing units allowed in the planned development areas from 1,432 to 1,074 in LDR and from 4,349 to 3,991 across all residential areas (Table 2-9).
- Reducing the average net residential density from 5.7 units/acre to 5.2 units/acre (Table 2-9).
- Updating the projected total minimum units built calculations for different timespans (Table 2-10) to reflect the proposed changes.
- Changing the projected number of new housing units built in 2018-2020 from 130 to 98, in 2021-2030 from 651 to 488, in 2031-2040 from 651 to 488, and the total from 4,349 to 3,991 (Table 2-10); and,

WHEREAS, the City Council approved amending the master plan for Land Use as described in the attached redline document titled “Chapter 2_LandUse_Amendments”; and,

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that Chapter 2: Land Use of the City of Coon Rapids Comprehensive Plan regarding Land Use shall be amended by revising that portion of the text as described in the attached redline document titled “Chapter 2_LandUse_Amendments”.

Adopted by the Coon Rapids City Council this 6th day of November, 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

Areas of low-density, or generally single-family, housing are located throughout the city with moderate and high density housing generally occurring on the edges of low-density housing with arterial or collector street access. In most instances, these neighborhoods are centrally served by an elementary school or neighborhood park.

Future Land Use Plan

This section outlines the location and extent of future land uses in Coon Rapids. Map 2-6, "Future Land Use," illustrates future land uses in the city. The previous chapter of this plan projects a 2040 population of 72,100 in 29,300 households. The Future Land Use map indicates that by converting presently vacant and underutilized land to residential and mixed uses at various densities, the City can accommodate at least 4,400 new housing units by 2040.

Table 2-7 lists the land use categories used on the Future Land Use map, which correspond to the Metropolitan Council's standardized categories. The following two sections provide a narrative for areas that are slated for changes in land use in the coming years.

TABLE 2-7: Future Land Use Categories

Category	Description
Residential Land Uses	
Very Low Density Residential	Mostly single-family homes and open space within or related to a residential development at a density of 1 to 2.25 units per acre.
Low Density Residential	Mostly single-family homes and open space within or related to a residential development at a gross net density of 3 to 2.25 to 5 units per acre.
Moderate Density Residential	Attached housing, including two-family homes and townhomes, at a gross net density of 5 to 10 units per acre.
High Density Residential	Multi-family housing, including apartment buildings and condominiums, at a gross net density of 10 to 50 units per acre.
Mobile Home Residential	Manufactured housing in a land-lease community at a gross net density of 5 to 10 units per acre.
Residential Mixed Use	Primarily residential use (at least 70%) at a gross net density of 10 to 50 units per acre with some other use. (% is estimate on district-wide scale; not required for individual projects.)
Transit Mixed Use Overlay	Within Residential Mixed Use District, primarily residential use (at least 70%) at a gross net density of 20 to 50 units per acre.
Commercial Land Uses	
Office	Predominantly administrative, professional, or clerical services; includes medical clinics.
Commercial	Provision of goods or services.
Commercial Mixed Use	Primarily commercial and/or office uses (at least 70%) with some high-density residential at a gross net density of 10 to 50 units per acre. (% is estimate on district-wide scale; not required for individual projects.)
Industrial Land Uses	
Industrial	Primarily light manufacturing, warehouses, services, and related uses.
Utility	Public or private land occupied by a power plant or substation, transmission line, municipal water facility, communications tower or similar facility.
Railway	Public or private freight or passenger rail activities.
Public/Semi-Public Land Uses	
Institutional	Primarily religious, governmental, educational, social, or healthcare facilities.
Park, Recreation, or Preserve	Primarily for public active recreation activities improved with playfields/grounds or exercise equipment, golf courses or other similar areas.
Other Land Uses	
Open Water	Permanently flooded open water, not including wetlands or periodically flooded areas.
Vehicular Right-of-Way	Public or private vehicular, transit, and/or pedestrian rights-of-way.
Undeveloped	Land that is publicly or privately owned that has been left undeveloped.

Table 2-8 compares the acreages of existing land uses with those of the planned land uses.

Table 2-8: Existing and Future Land Use by Decade

Land Use	Existing Density Range (Housing Units/Acre)		Planned Density Range (Housing Units/Acre)		Existing Acreage	Planned Acreage	
	MIN	MAX	MIN	MAX			
Residential Land Uses							
Low Density Residential	2	4	3	2.25	5	6,316.3	6,793.7
Moderate Density Residential	4	7	5		10	915.1	890.8
High Density Residential	7	30	10		50	308.9	279.8
Mobile Home Residential	5	10	5		10	49.3	54.0
Residential Mixed Use (70% residential/30% commercial or office)	7	30	10		50	9.3	124.4
Commercial Land Uses							
Office						144.9	-
Commercial						846.0	536.9
Commercial Mixed Use (70% commercial or office/30% residential)	7	30	10		50	5.0	708.8
Industrial Land Uses							
Industrial						529.5	761.0
Utility						72.0	53.0
Railway						134.4	175.3
Public/Semi Public Land Uses							
Institutional						625.9	700.7
Park, Recreation, or Preserve						2821.9	2695.4
Other Land Uses							
Agricultural						98.8	-
Open Water						551.3	548
Vehicular Right-of-Way						634.7	654
Undeveloped Land						911.6	-
TOTAL						14,975	14,975

*acreages for mixed use categories represent the total for that category.

Table 2-8: Existing and Future Land Use by Decade (cumulative)

Land Use	Existing Acres	% Total	2020 Acres	% Total	2030 Acres	% Total	2040 Acres	% Total
Residential Land Uses								
Low Density Residential	6316.3	42.2%	6359.7	42.5%	6576.7	43.9%	6793.7	45.4%
Moderate Density Residential	915.1	6.1%	912.9	6.1%	901.9	6.0%	890.8	5.9%
High Density Residential	308.9	2.1%	306.2	2.0%	293	2.0%	279.8	1.9%
Mobile Home Residential	49.3	0.3%	49.7	0.3%	51.9	0.3%	54	0.4%
Residential Mixed Use (70% residential/30% commercial or office)	9.3	0.1%	19.7	0.1%	72.1	0.5%	124.4	0.8%
Commercial Land Uses								
Office	144.9	1.0%	131.8	0.9%	65.9	0.4%	0	0.0%
Commercial	846	5.6%	817.9	5.5%	677.4	4.5%	536.9	3.6%
Commercial Mixed Use (70% commercial or office/30% residential)	5	0.0%	69	0.5%	388.9	2.6%	708.8	4.7%
Industrial Land Uses								
Industrial	529.5	3.5%	550.6	3.7%	655.8	4.4%	761	5.1%
Utility	72	0.5%	70.3	0.5%	61.6	0.4%	53	0.4%
Railway	134.4	0.9%	138.1	0.9%	156.7	1.0%	175.3	1.2%
Public/Semi-Public Land Uses								
Institutional	625.9	4.2%	632.7	4.2%	666.7	4.5%	700.7	4.7%
Park, Recreation, or Preserve	2821.9	18.8%	2810.4	18.8%	2752.9	18.4%	2695.4	18.0%
Other Land Uses								
Agricultural	98.8	0.7%	89.8	0.6%	44.9	0.3%	0	0.0%
Open Water	551.3	3.7%	551	3.7%	549.5	3.7%	548	3.7%
Vehicular Right-of-Way	634.7	4.2%	636.5	4.3%	645	4.3%	653.6	4.4%
Undeveloped Land	911.6	6.1%	828.7	5.5%	414.3	2.8%	0	0.0%
TOTAL	14975		14975		14975		14975	

*acres for mixed use categories represent the total for that category.

Table 2-9 shows the fluctuation in available acreage by the type of land use between the present and 2040, based on the future land use map.

CITY OF COON RAPIDS

0 0.5 1 2 Miles

Legend

-  Low Density Residential (2 to 5 housing units/acre)
-  Moderate Density Residential (5 to 10 housing units/acre)
-  High Density Residential (10 to 50 housing units/acre)
-  Mobile Home Residential (5 to 10 housing units/acre)
-  Residential Mixed Use (~70% Residential, 10 to 50 housing units/acre)
-  Transit Mixed Use Overlay (~70% Residential, 20 to 50 housing units/acre)
-  Commercial
-  Commercial Mixed Use (~30% Residential, 10 to 50 housing units/acre)
-  Industrial
-  Utility
-  Railway
-  Institutional
-  Park, Recreation, or Preserve
-  Vehicular Right-of-Way
-  Open Water



Residential Density. The Metropolitan Council requires cities designated as a Suburban Community like Coon Rapids to plan for identified development and redevelopment land to have an average net residential density of five units per acre. Because Coon Rapids is a developed community, virtually all of its residential growth will occur as redevelopment of underutilized land with increased residential densities and the conversion of commercial and office to mixed use with high-density residential. Except in areas noted in this section, particularly along Coon Rapids Boulevard, the city's neighborhood, community, and regional commercial areas will generally retain their current functions. In certain instances noted in the following sections, obsolete commercial uses may be redeveloped with residential uses in the long term.

Table 2-9 shows the average net residential density for planned residential land uses as a result of the changes. If the residential land in the city grows at its lowest allowed density range for each planned land use, Coon Rapids will gain approximately 4,349 new housing units. At this level of growth, the average net residential density of the planned residential land uses will be 5.6, which exceeds the Metropolitan Council's density requirements for designated Suburban Communities.

TABLE 2-9: Average Net Residential Density for Planned Residential Land Uses

Residential Land Use Category	Planned Acreage	Net Developable Residential Acreage	Planned Density Range (Housing Units/Acre)		Total Minimum New Housing Units
			MIN	MAX	
Low Density Residential	513.3	477.4	3-2.25	5	1,432-1,074
Moderate Density Residential			5	10	
High Density Residential			10	50	
Residential Mixed Use (70% residential)	115.1	80.6	10	50	806
Commercial Mixed Use (30% residential)	703.7	211.1	10	50	2,111
TOTAL	1,332	769			4,349-3,991
Average Net Residential Density					5.7-5.2

The Residential Mixed Use and Commercial Mixed Use land use categories have density ranges of 10 to 50 housing units per acre. This range exceeds the Metropolitan Council's required minimum density level to support construction of affordable housing of eight units per acre. These areas can accommodate Coon Rapids' affordable housing allocation of 457 units between 2021 and 2030.

Table 2-10 and the Development and Redevelopment Areas Map (Map 2-7) show the areas of the Future Land Use Map that are available or likely to be available for redevelopment, infill development, or new development. Future development is anticipated in four different areas, identified by the planned land uses. The most growth is expected to occur in the Mixed Use Commercial Corridor Redevelopment Areas along commercial corridors in the city, where 2,917 housing units could be developed over the next 22 years. Other major areas of growth include Low Density Residential in the northern part of city, where 1,432-1,074 housing units could be built over the same time period. The 40 Acres in the Vacant Commercial Areas are expected to be developed by 2020, and the Vacant Industrial Areas cover 189 acres, which could be developed by 2040. The 457 allocated affordable housing units are expected to be over the period of 2021-2030 in the Mixed Use Commercial Corridor Redevelopment Areas.

TABLE 2-10: Identified Areas of Development and Redevelopment

Area	Land Use(s)	Acreage	Density Range (Housing Units/Acre)	Total Housing Units	Total Affordable Housing Units
2018-2020					
Low Density Residential Areas	Low Density Residential	43.4	3 2.25 to 5	130 98	
Vacant Commercial Areas	Commercial	40.8			
Vacant Industrial Areas	Industrial	21.0			
Mixed Use Commercial Corridor Redevelopment Areas*	Residential Mixed Use, Commercial Mixed Use	74.4 / 26.5 Residential	10 to 50	265	
2021-2030					
Low Density Residential Areas	Low Density Residential	217.0	3 2.25 to 5	651 488	
Vacant Industrial Areas	Industrial	105.2			
Mixed Use Commercial Corridor Redevelopment Areas**	Residential Mixed Use, Commercial Mixed Use	372.2 Total / 132.6 Residential	10 to 50	1,326	457
2031-2040					
Low Density Residential Areas	Low Density Residential	217.0	3 2.25 to 5	651 488	
Vacant Industrial Areas	Industrial	105.2			
Mixed Use Commercial Corridor Redevelopment Areas***	Residential Mixed Use, Commercial Mixed Use	372.2 Total / 132.6 Residential	10 to 50	1,326	
TOTAL		1,604		~~4,349~~ 3,991	457

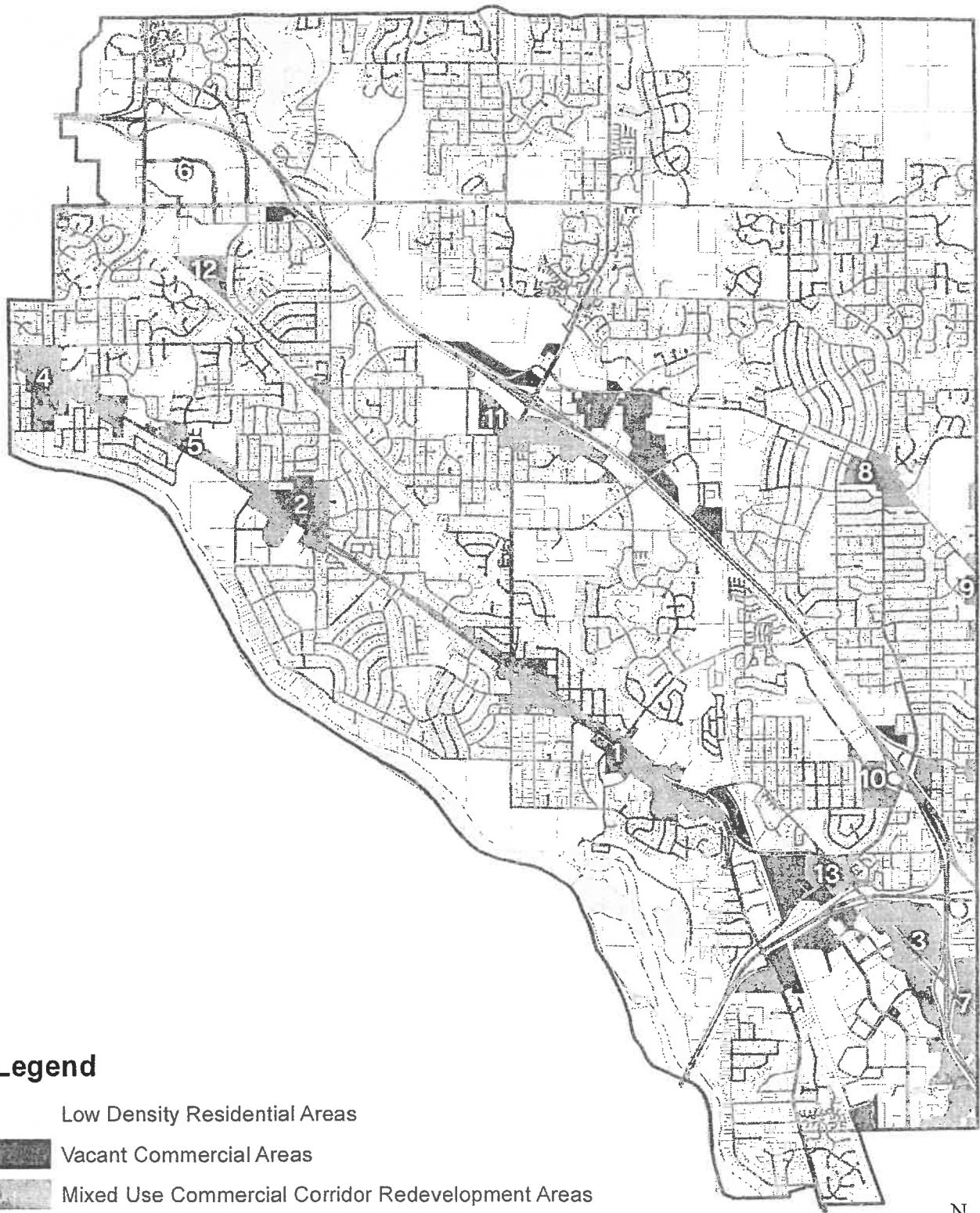
* Includes all Mixed Use Commercial Corridor Redevelopment Areas

** Includes all Mixed Use Commercial Corridor Redevelopment Areas

*** Includes all Mixed Use Commercial Corridor Redevelopment Areas

CITY OF COON RAPIDS

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Legend

- Low Density Residential Areas
- Vacant Commercial Areas
- Mixed Use Commercial Corridor Redevelopment Areas
- Vacant Industrial Areas
- Open Water

Table 2-11 estimates the impact these land use changes will have on sanitary sewer flows. Overall, as the city's built-out and as redevelopment occurs, its sanitary sewer demand will increase by less than 12% over its present level.

TABLE 2-11: Land Use and Sewer Flow Analysis

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Industrial Land Uses							
Industrial	20		1,049	0.56	0.80	0.20	
Utility							
Railway							
Public/Semi Public Land Uses							
Institutional							
Park, Recreation, or Preserve							
Other Land Uses							
Agricultural							
Vehicular Right-of-Way				0	0	0	
Undeveloped Land				0	0	0	
TOTAL				4.93	5.45	0.52	