



CITY COUNCIL WORK SESSION
Tuesday, December 13, 2011
6:15 p.m.
Coon Rapids City Center
Council Chambers

1. Call to Order
2. New Business
 - a. Planning Commission Interviews
 - b. Paperless Agenda Format
3. Other Business
4. Adjourn



City Council Work Session

2. a.

Meeting Date: 12/13/2011

Subject: Planning Commission Interviews

Submitted For: Matt Fulton, City Manager

From: Cathy Sorensen, City Clerk

Information

INTRODUCTION

Council will be conducting interviews of Planning Commission applicants.

DISCUSSION

The following interviews have been scheduled with applicants interested in the Planning Commission:

6:30 p.m. Steven Jankowski

6:45 p.m. Afton Martens

7:00 p.m. Zachary Stephenson

Each individual's Advisory Commission application form is attached for your review. Also attached are potential questions for consideration and use during the interviews.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Civic Involvement** section of the 2030 Strategic Vision in the following way:

by engaging citizens in City government.

RECOMMENDATION

Council is asked to conduct the scheduled interviews.

Attachments

Steven Jankowski

Afton Martens

Zachary Stephenson

Potential Questions #1

Potential Questions #2

Form Review

Inbox

Matt Fulton

Form Started By: Cathy Sorensen

Reviewed By

Cathy Sorensen

Date

12/09/2011 12:07 PM

Started On: 12/09/2011 10:43 AM



CITY OF COON RAPIDS

ADVISORY COMMISSION APPLICATION FORM

(Please type or use black ink)

DATE: 11/21/11

NAME: Steven Jankowski

ADDRESS: ZIP:

TELEPHONE: Home: Work: Cell:

EMAIL ADDRESS:

PLEASE RANK IN ORDER THE COMMISSIONS ON WHICH YOU WISH TO SERVE (leave blank any Commissions on which you do not wish to serve):

- Arts 3 Housing/Community Development
6 Board of Adjustment and Appeals 4 Mortgage Assistance Foundation
5 Capital Improvement 1 Parks and Recreation
8 Charter 2 Planning
Civil Service (Police & Fire) Safety
Historical 7 Sustainable Community (Green)

A) WORK EXPERIENCE: see attachment

B) CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES:

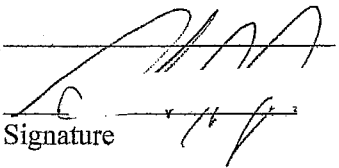
C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION:

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION?

E) ADDITIONAL COMMENTS: _____

REFERENCES (Optional)

Name	Address	Phone
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Signature

11/21/11
Date

Please return to:

City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids MN 55433-3761
Telephone: 763-767-6493

The information provided by you on this application will be used to determine your suitability for appointment to an advisory commission. Participation as an advisory commission member is strictly voluntary and you are not required by law to provide this information, however, should you not furnish this information the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the advisory commission. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff, or as provided for by Minnesota statutes.

A) WORK EXPERIENCE:

Employed in municipal government for 27 years in the areas of municipal engineering and public works. I was involved with staff presentations to many of the commissions on which I am interested in serving.

B) CIVIC, PROFESSIONAL, AND COMMUNITY ACTIVITIES:

Member of St. Stephens Catholic Church, and Knights of Columbus Council 2018. Volunteer activities with both organizations.

C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION:

As a result of my past employment I have a substantial amount of experience with many of the types of issues facing city commissions. As I approach retirement I have more time available and feel this would be an opportunity for me to contribute to my community.

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION:

As a result of my many years in municipal government I believe I have developed the important skill of listening. It is motivated citizens that approach commissions and it is important to understand and acknowledge their viewpoints.

E) ADDITIONAL COMMENTS:

I am committed to becoming familiar with background materials prepared by staff. I also feel strongly that commission recommendations need to reflect the best interests of the community at large. This can be a difficult task with neighborhood issues that are often emotionally charged.

REFERENCES

Doug Vierzba 11155 Robinson Drive Coon Rapids 763 767-6465



CITY OF COON RAPIDS

ADVISORY COMMISSION APPLICATION FORM

(Please type or use black ink)

DATE: 6/22/2010 (updated 12/18/11)

NAME: Afton Martens

ADDRESS: _____ ZIP: _____

TELEPHONE: Home: _____ Work: _____ Cell: _____

EMAIL ADDRESS: _____

PLEASE RANK IN ORDER THE COMMISSIONS ON WHICH YOU WISH TO SERVE (leave blank any Commissions on which you do not wish to serve):

- _____ Arts
- _____ Board of Adjustment and Appeals
- 6 _____ Capital Improvement
- _____ Charter
- _____ Civil Service (Police & Fire)
- _____ Historical
- 3 _____ Housing/Community Development
- _____ Mortgage Assistance Foundation
- 4 _____ Parks and Recreation
- 2 _____ Planning
- 5 _____ Safety
- 1 _____ Sustainable Community (Green)

A) WORK EXPERIENCE: Currently work with a district council in St. Paul, past experience as a planning intern with the City of Red Wing, sustainability work with the New Jersey Sustainable State Institute, and community revitalization with Catholic Charities

B) CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES: Past member of the American Planning Association, currently work with residents and the City of St. Paul, volunteer at Boulder Opinions in North Minneapolis.

C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION: I want to get involved and serve my community, using the experience and knowledge I have gained in my career and education.

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION?

Experience in working with the public process and helping to guide others in civic participating understanding of the responsibilities, constraints, and timelines which municipalities work within.

E) ADDITIONAL COMMENTS: I hope to have the opportunity to serve Coon Rapids in the near future; as a position becomes available.

REFERENCES (Optional)

Name	Address	Phone
John B. [unclear]	[unclear]	[unclear]
M. [unclear]	[unclear]	[unclear]
Dr. [unclear]	[unclear]	[unclear]

Signature: [Signature] Date: 6/22/2010

Please return to: City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids MN 55433-3761
Telephone: 763-767-6493

The information provided by you on this application will be used to determine your suitability for appointment to an advisory commission. Participation as an advisory commission member is strictly voluntary and you are not required by law to provide this information, however, should you not furnish this information the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the advisory commission. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff, or as provided for by Minnesota statutes.

Afton N. Enger Martens

Coon Rapids, MN

Phone:

Email:

December 8, 2011

City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433-3761

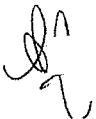
Dear Mr. Fulton,

I am writing to express my strong interest in serving on the City of Coon Rapids' Planning Commission. I look forward to meeting with the City Council on Tuesday to discuss this opportunity.

My background in community development and my graduate education in City and Regional Planning at Rutgers University make me a great fit for serving on the Coon Rapids Planning Commission. As Executive Director of the Macalester-Groveland Community Council, one of seventeen district councils in Saint Paul, my work is to support the community participation process in order to facilitate effective, informed and representative participation of neighborhoods in government and neighborhood initiatives and to provide a channel for communication with elected officials, city department staff, and other agency representatives, while engaging a 25 member board of directors. My range of experience also includes implementing a neighborhood revitalization plan as project coordinator at Catholic Charities in New Brunswick, New Jersey, creating community sustainability reports for the City of Red Wing and the New Jersey Sustainable State Institute, volunteering as a mentor at Admission Possible in Coon Rapids, and serving as Board Treasurer at my local homeowner's association.

Enclosed you will find my resume and a list of references for your review. I am available at (612) 231-3337 or 612-231-3337 if you have any questions about my background or experience. Thank you for your time and favorable consideration.

Sincerely,



Afton Martens

Afton N. Enger Martens

Coon Rapids, MN

Phone:

Email: :

Professional Experience

Macalester-Groveland Community Council

Executive Director

Saint Paul, Minnesota

March 2010 – present

The objective of the Executive Director is to lead a staff team and board of directors united to achieve the purpose and goals of the community council through effective citizen participation efforts, programs, public communication and education

- Responsible for implementing goals and objectives of the community council
- Provide overall management, planning, and leadership of the community council
- Develop with the officers an effective fundraising effort, which includes seeking special grants and gifts
- Teach and facilitate as residents identify issues and problems that affect the community, research those issues, and develop strategies and tactics to address them.
- Address community issues as they arise with appropriate stakeholders and venues
- Research, understand and explain to community members governmental processes which affect the neighborhood such as zoning, accessing various types of public funds, capital budgeting, eminent domain, the means of passing local and or state legislation, etc.
- Work with the community council president, board members, and members of committees and task forces to assist them in becoming more skillful and effective in their work as community leaders.

Lead Organizer for Crime Prevention and Outreach

June 2009 – March 2010

- Created and fostered relationships between residents, stakeholders, committees, and board members through meetings and events
- Served as liaison between residents, the community council, and the police department to improve communication and crime prevention education; implemented crime prevention strategies
- Lead organizer in the preparation and distribution of media and neighborhood communications

Community Outreach Coordinator

September 2008 – June 2009

- Served as liaison between residents, the community council, and the police department to improve communication and crime prevention education; implemented crime prevention strategies
- Managed independent contractors for senior chore program, enabling elderly to live independently
- Coordinated and recruited block leaders throughout neighborhood, helping mitigate crime and strengthen community

City of Red Wing

Red Wing, Minnesota

Planning Internship

June 2008 – September 2008

- Responsible for formulating community sustainability report with the purpose of assessing municipality's status for a sustainability plan (<http://www.red-wing.org/images/content/files/departments/planning/sustainability.pdf>)
- Presented sustainability report drafts to Planning Commission; presented final report at City-wide public meeting; final report was adopted into comprehensive plan

Catholic Charities, Diocese of Metuchen

New Brunswick, New Jersey

Project Coordinator

June 2007 - May 2008

- Implemented neighborhood revitalization plan in five program areas (safety & security, housing, parks & recreation, economic development, community services & facilities), resulting in increased safety and cohesion in the community, measured by resident feedback and involvement
- Collected and analyzed housing data; created and maintained database to better serve residents and gauge resident issues such as tenant disputes and foreclosures
- Organized and facilitated community events (i.e. National Night Out, Halloween Trunk or Treat, Earth Day Community Clean-Up) and meetings to strengthen neighborhood cohesion

New Jersey Department of Community Affairs Housing Scholars Program

Newark, New Jersey

Neighborhood Revitalization Internship

June – July 2007

- Underwent Housing Scholars Program training in neighborhood revitalization and created a vision plan for the Weequahic Park neighborhood in Newark
- Placed with a community development organization to gain experience after program training

New Jersey Sustainable State Institute (NJSSI)

New Brunswick, New Jersey

Project Coordinator

October 2006 – August 2007

- Researched and updated sustainability indicators for the “Living with the Future in Mind” Report to define goals for the State and indicators with which to track progress towards those goals
- Collected data for comprehensive community sustainability plans

Habitat for Humanity of South Central Minnesota

Mankato, Minnesota

Summer Internship

May – July 2006

- Responsible for foundation grant writing that brought in more than \$10,000 for new construction
- Created promotional/informational materials for homeowners and volunteers
- Coordinated volunteers and homeowners in housing construction

Education

Rutgers, The State University of New Jersey

The Edward J. Bloustein School of Planning and Public Policy, New Brunswick, New Jersey

- Master of City and Regional Planning (M.C.R.P.), May 2008
- Concentration in Community Development

Minnesota State University, Mankato

Mankato, Minnesota

- Bachelor of Science (B.S.) in Urban and Regional Planning, Interior Design and Construction Management, May 2006

Honors and Distinctions

- New Jersey Chapter of the American Planning Association newsletter article May-June 2008
- Rutgers Association of Planning and Policy Students: Vice President for Planning 2007-2008
- Recipient of Graduate Excellence Fellowship, Rutgers University 2006
- McNair Scholar of the Year (Award) 2005, 2006
- Minnesota State University TRIO Achiever (Award) 2005

Publication

Enger, A. N. (2005). Comparative Analysis of Urban Design and Criminal Behavior: A Study of New Urbanism and Defensible Space as They Pertain to Crime. *Journal of the Undergraduate Research*, 5(5), September 10, 2005.

<http://www.mnsu.edu/urc/journal/URC2005journal/Enger.pdf>

Volunteer Experience and Professional Development

Mentor, Admission Possible

September 2011 – present

Treasurer, River Village Estates

March 2011 – present

Certificate, Institute for Executive Director Leadership, University of St. Thomas

February – November 2011

Mentor, Bolder Options

June 2010 – May 2011

Financial Leadership for Executive Directors, Minnesota Council of Nonprofits

December 2010

Skills and Applications

MS Word, Excel, PowerPoint, Publisher, and Access; ArcGIS, Google SketchUp, AutoCAD, Adobe Dreamweaver, and Adobe Creative Suite III (InDesign, Illustrator, and PhotoShop); Web-based research databases (i.e. LexisNexis, JSTOR, EBSCO); Demographic/economic data (i.e. U.S. Census, Board of Labor Statistics)



CITY OF COON RAPIDS

ADVISORY COMMISSION APPLICATION FORM

(Please type or use black ink)

DATE: 11-17-2011

NAME: Zachary Stephenson

ADDRESS: ZIP:

TELEPHONE: Home: Work: Cell:

EMAIL ADDRESS:

PLEASE RANK IN ORDER THE COMMISSIONS ON WHICH YOU WISH TO SERVE (leave blank any Commissions on which you do not wish to serve):

- Arts, Housing/Community Development, Board of Adjustment and Appeals, Mortgage Assistance Foundation, Capital Improvement, Parks and Recreation, Charter, 1 Planning, Civil Service (Police & Fire), Safety, Historical, Sustainable Community (Green)

A) WORK EXPERIENCE: I am an attorney practicing as an associate at Faegre & Benson, where I have worked since graduating from law school. Prior to law school, I held a variety of positions on campaigns and in government.

B) CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES: I am a member of the Board of Directors of MinnPost, the online newspaper. I am also a member of the Minnesota Bar Association.

C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION: I was born and raised in Coon Rapids, and I would like to give back to the community that has given me so much. Moreover, my wife and I plan to start a family soon, and I would like to help make sure that my Coon Rapids continues to be a great community to raise a family.

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION?

I bring the perspective of someone who has lived in Coon Rapids for an extended period of time. I

know who we are and where we've been. I also have the perspective of a young professional who

chose to move to Coon Rapids from a large city (Chicago) in order to raise a family. I believe that

perspective will also be useful as the Commission thinks about the future of Coon Rapids.

E) ADDITIONAL COMMENTS: I am a quick study and a hard worker. If I am
selected to serve on the Planning Commission, I will be dedicated to fulfilling my responsibilities to
the fullest.

REFERENCES (Optional)

Name	Address	Phone
<u>State Representative Melissa Hortman</u>	<u>651.296.4280</u>	

Signature

11-17-2011

Date

Please return to:

City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids MN 55433-3761
Telephone: 763-767-6493

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PLANNING COMMISSIONER INTERVIEW QUESTIONNAIRE

Name _____

1. What special qualities do you bring to the Planning Commission?	
2. What are your reasons for applying to the Commission?	
3. What are the biggest problems you foresee facing Coon Rapids in the future?	
4. What do you believe are the community's greatest assets?	
5. What planning issues are you particularly concerned with?	
6. What do you believe are the biggest concerns of your neighbors?	
7. What do you believe the Planning Commission does?	
8. How would you like to see Coon Rapids redeveloped?	
9. Do you understand the time commitments it takes to be a member of the Commission, and are you comfortable with them?	



City Council Work Session

2. b.

Meeting Date: 12/13/2011

Subject: Paperless Agenda Format

Submitted For: Matt Fulton, City Manager

From: Cathy Sorensen, City Clerk

Information

INTRODUCTION

Council has asked to review and provide input on the new paperless agenda format.

DISCUSSION

As a follow up to the first paperless agenda packet on December 6, staff would like Council feedback on the process and format in order to make the transition smoother.

Attached for your information is a copy of Resolution 11-2. This resolution is adopted annually and outlines the Council's Order of Business. This document may prove helpful when reviewing the agenda format, and if changes are needed they can be incorporated into the Resolution adopted at your first business meeting in January.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision in the following way:

by continually reviewing ways to streamline processes for efficiencies and a long term view of organizational and environmental sustainability.

RECOMMENDATION

Council is asked to provide feedback on the paperless agenda format process.

Attachments

Council Order of Business

Form Review

Inbox	Reviewed By	Date
Matt Fulton	Cathy Sorensen	12/09/2011 12:07 PM
Form Started By: Cathy Sorensen		Started On: 12/09/2011 11:11 AM
Final Approval Date: 12/09/2011		

RESOLUTION NO. 11-2

RESOLUTION ESTABLISHING COUNCIL RULES OF PROCEDURE

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

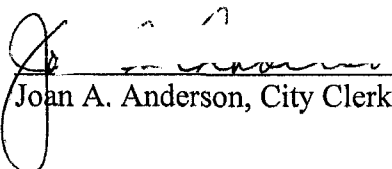
1. Non-televised Open Mic Segment Beginning at 7:00 p.m.
2. Call to order by the Mayor or, in his/her absence, the Mayor Pro Tem, Immediately Following Conclusion of Open Mic (This and all subsequent actions to be aired on cable television)
3. Pledge of Allegiance to the Flag
4. Appointment of Acting Secretary if necessary
5. Roll Call
6. Adoption of Agenda
7. Proclamations/Recognitions
8. Approval of Minutes of Previous Meetings
9. Consent/Informational Business
11. Reports on Previous Open Mic Requests
11. Public Hearings
12. Bid Openings and Contract Awards
13. Old Business
14. New Business
15. Other Council Business
16. Adjourn

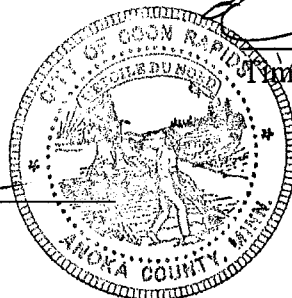
BE IT FURTHER RESOLVED that the City Manager or his designee, shall direct the preparation of the agenda for each meeting. An agenda item may be added with the approval of a majority of the Council.

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

Adopted this 3rd day of January, 2011, by the Coon Rapids City Council.

ATTEST:


Joan A. Anderson, City Clerk



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Tom Howe, Mayor

DEFINITIONS AND EXPLANATIONS OF CITY COUNCIL ORDER OF BUSINESS
Addendum to Resolution 11-2

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

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

Speakers are prohibited from engaging in personal attacks on Councilmembers, staff, or members of the public. Should this occur, the presiding officer will inform the speaker his/her opportunity to address Council has been relinquished and the person must leave the podium.

2. **ADOPTION OF AGENDA:** This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions or changes to the proposed agenda. After an agenda has been formally adopted, any change thereto shall require a two-thirds (2/3) vote of all members present.
3. **CONSENT/INFORMATIONAL ITEMS:** Consent items are those business items which must be acted upon by the City Council, but which are routine and generally do not require any discussion or debate. Informational items do not require formal action and are provided as an update or comment to an item of interest to the Council. The City Manager is authorized to prepare a list of consent items, but any Councilmember or the Mayor may request that a particular consent item be removed from the consent list and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.
4. **PUBLIC HEARINGS:** The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every

reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.

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

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

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

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

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

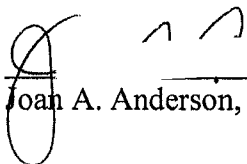
If an item which was placed on an agenda is deleted at the originator's request prior to the meeting, the City Manager will advise the Council as part of the additional agenda materials provided prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by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

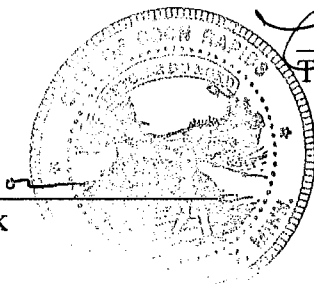
Any Councilmember who will be absent from a meeting may have any item on that meeting's proposed agenda removed or postponed by notifying the Mayor or the City Manager no later than 3:00 p.m. on the day of the scheduled meeting.

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

Adopted by the Coon Rapids City Council this 3rd day of January, 2011.

ATTEST:


Joan A. Anderson, City Clerk




Tim Howe, Mayor