



Office of the Minnesota Secretary of State  
**AFFIDAVIT OF CANDIDACY**

Filing # _____
Cash/Check # _____
Amount \$ _____

**Instructions**

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (*Minn. Stat.* 204B.03)

**Candidate Information**

**Name and Office**

Candidate Name (as it will appear on the ballot)

Office Sought

District #

For Partisan Office, Provide Political Party or Principle

For Judicial Office, Provide Name of Incumbent

**Residence Address**

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address

City

State

Zip Code

**My residence address is to be classified as private data.** I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

**Campaign Address and Contact**

Candidate Phone Number (Required)

Campaign Contact Address (Required for those who have checked the box above):

Street Address

City

State

Zip Code

Website

Email

**Affirmation**

**For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.**

**If filing for a state or local office, I also swear (or affirm) that:**

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election (except as provided in *M.S.* 204B.06, subd. 1 (2) );
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

**If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:**

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with \_\_\_\_\_
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is \_\_\_\_\_ and a copy of my license is attached.
- **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is \_\_\_\_\_ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under *Minn. Stat.* 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Office of the Minnesota Secretary of State

ADDRESS OF RESIDENCE FORM

**Instructions**

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

**Candidate and Address of Residence**

Candidate Name

Office Sought

Street Address

City  MN ZIP Code

**Statement**

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I have requested that my address of residence be classified as private data. I certify that a police report has been submitted, or I have an order for protection regarding my safety or my family's safety, or my address is otherwise private by Minnesota law.

Signature of candidate  Date



## CITY OF COON RAPIDS

Office of the City Clerk

11155 Robinson Drive

Coon Rapids MN 55433

Website: [www.coonrapidsmn.gov](http://www.coonrapidsmn.gov)

Email: [clerk@coonrapidsmn.gov](mailto:clerk@coonrapidsmn.gov)

Phone: 763-767-6493

### Candidate Name Pronunciation Form

The OmniBallot Tablet marking device is used in Anoka County voting precincts to assist individuals with disabilities to vote privately and independently. Users can choose to view their ballot and mark their choices on a touch screen, navigation pad, or 3-button device. The equipment also provides zoom functionality and audio dictation. After the voter makes their selections, the ballot is printed and reviewed by the voter. Then, the voter inserts their ballot into the ballot counter.

In order to ensure the accuracy of our audio ballot, we ask all candidates to provide the phonetic spelling of their name, as it appears on the Affidavit of Candidacy.

**Name of Candidate:** \_\_\_\_\_

**Phonetic Spelling:** \_\_\_\_\_

**Office sought:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Office of the Minnesota Secretary of State

ELECTION CANDIDATE INFORMATION FORM (VOLUNTARY DISCLOSURE)

Instructions

Federal and State candidates are invited to complete this form in whole or in part. Submit it through the filing officer or by sending it to the Secretary of State via email ([elections.dept@state.mn.us](mailto:elections.dept@state.mn.us)) or mail:

180 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul, MN 55155-1299

Information submitted on this form will be published on the [Secretary of State's web site](#). The Office of the Secretary of State does not edit the information submitted. Additional sheets will not be published.

Candidate Information

Candidate Name	
Office Sought	
Political Party or Principle	
Address	
Preferred mailing address (if different)	
Telephone	Fax
E-Mail	Web site
Occupation and Employer	Age
Current Office Held	First Year Elected or Appointed

Previous Elected or Appointed Public Offices

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Endorsements

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Comments or Filing Statement (use this space only)

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I certify that the information provided on this form is true.

Candidate Signature		Date	
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CITY OF COON RAPIDS  
Office of the City Clerk  
11155 Robinson Drive  
Coon Rapids MN 55433  
Website: [www.coonrapidsmn.gov](http://www.coonrapidsmn.gov)  
Email: [clerk@coonrapidsmn.gov](mailto:clerk@coonrapidsmn.gov)  
Phone: 763-767-6493

## 2022 Candidate Filing Packet

### City of Coon Rapids Offices

Mayor  
Councilmember Ward 3  
Councilmember Ward 5

### 2022 Election Dates

Primary - August 9, 2022  
General - November 8, 2022

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## 1.0 Introduction

This packet contains information for candidates seeking election to City of Coon Rapids offices. It contains forms you will need to complete and information about resources available to you. Also included is a copy of the 2020 Campaign Manual (2022 not yet available) produced by the Minnesota Secretary of State.

### 1.1 Forms and Materials Provided

Copies of the forms and materials listed here have been included in this packet for your convenience. *Note that you may need to complete multiple copies of some attachments.* Please reproduce as needed. Many attachments are available on the website of the Minnesota Secretary of State at [www.sos.state.mn.us](http://www.sos.state.mn.us).

#### Forms Required for Candidate Filing

- Affidavit of Candidacy
- Address of Residence Form
- Candidate Name Pronunciation Form
- Election Candidate Information Form
- Candidate Withdrawal Form

#### Financial Reporting Forms

- Campaign Financial Report
- Certification of Filing Campaign Financial Report
- Statement of Economic Interest Form
- IRS Tax Filing Requirements for Candidates

#### Campaign Forms and Information

- City Ward/Precinct Maps
- City Geographic Information Systems (GIS) Fee Schedule
- Anoka County Geographic Information Systems (GIS) Fee Schedule
- Secretary of State Map Order Form
- Secretary of State Precinct Finder and Polling Place List Request
- Secretary of State Voter Registration List and Labels Request
- Voter Registration Application
- Minnesota's Automatic Dialing-Announcing Device Law
- Campaign Sign Placement Fact Sheet
- Campaign Sign Memo from MNDot
- Campaign Sign Recycling Information
- 2020 Campaign Manual (2022 Not Yet Available)

## 2.0 Filing for Office

### 2.1 City Offices to be Elected in 2022

(All Terms Four Years)

- Mayor
- Councilmember, Ward 3
- Councilmember, Ward 5

### 2.2 Qualifications for Eligibility

Candidates must be:

- At least 21 years of age upon assuming office;
- Reside within the ward for at least 30 days before the general election; Mayor is elected City-wide; and
- Eligible to vote (citizen of U.S., residence in MN for 20 days, not convicted of a felony without having civil rights restored, not under guardianship of the person where have not retained the right to vote, not found by a court to be legally incompetent to vote);
- Not filed for the same or any other office at the upcoming primary or general election

### 2.3 Filing Period

The filing period is May 17, 2022 through May 31, 2022. Office hours are between 8:00 a.m. and 4:30 p.m. (**exception:** filing will continue until 5:00 p.m. on Tuesday, May 31, 2022). Candidates who will be absent from the state during the filing period may arrange to file with the City Clerk's Office prior to departure.

### 2.4 Filing Location

City Clerk's Office  
Coon Rapids City Hall  
11155 Robinson Drive  
Coon Rapids MN 55433

### 2.5 Filing Fee

Candidates must pay a filing fee at the time of filing their affidavit of candidacy. Candidates who provide the filing fee by check or other instrument for which sufficient funds are not available will have their names removed from the ballot and are liable for all costs incurred by election officials in removing their names from the ballot. Filing fee amounts for City Offices:

- Mayor: \$10
- Councilmember: \$10

### 2.6 Petition in Lieu of Filing Fee

Candidates may file a petition in place of the filing fee. Sample forms and information about the number of required signatures on a petition that replaces the filing fee are available from the filing officer.



## **2.7 Affidavit of Candidacy**

All candidates must file an affidavit of candidacy for office. Candidates must state that the name listed on their affidavit is their true name by which they are commonly known in the community. A candidate phone number is required. Affidavits must be signed in the presence of a notary or an individual authorized to administer oaths. Staff of the City Clerk's Office can perform this function.

## **2.8 Candidate Withdrawal**

Affidavits of withdrawal are due no later than 5:00 p.m. on May 31, 2022. The filing fee is not refundable.

## **2.9 Candidate Information**

*Candidate Name Pronunciation Form* – A ballot marking device is available to voters with disabilities in every precinct. One of the features of the unit is an “auditory ballot” where a sight-impaired voter can listen to the content of the ballot. It is important that each candidate's name be pronounced correctly. All candidates will be asked to complete a Candidate Name Pronunciation Form at the time of filing.

The *Election Candidate Information Form* produced by the Secretary of State is enclosed. Completion of the form is voluntary. If completed, the form will be posted on the Secretary of State website as a .pdf document.

Information provided by candidates at the time of filing will be posted on the website of the MN Secretary of State. Be advised that subsequent changes to that information may be made, but may not appear for 2-3 days after submission to this office. Therefore, please review all information provided carefully to ensure contact numbers, email addresses, etc. are correct at the time of filing.

## **3.0 Financial Reporting**

All candidates must comply with laws and regulations regarding disclosure of financial activities. In general, candidates must report campaign contributions and expenditures and must also disclose sources of personal income. Please refer to the 2020 Campaign Manual for more detailed information.

### 3.1 Where to File Reports

Financial Reports for City Council offices must be submitted to:

City Clerk's Office  
Coon Rapids City Hall  
11155 Robinson Drive  
Coon Rapids MN 55433

### 3.2 Economic Interest Disclosure

All candidates for City offices must file a Statement of Economic Interest Disclosure form within 14 days of filing an affidavit of candidacy. Statements of Economic Interest are classified as public under the MN Data Practices Act and are often requested by fellow candidates and members of the general public.

### 3.3 Campaign Finance Reports Available to the Public

Campaign Finance Reports are classified as public under the MN Data Practices Act and are often requested by fellow candidates and members of the general public. Campaign Finance Reports submitted by candidates for City offices will be available to the general public upon request.

### 3.4 Campaign Financial Report Requirements and Filing Dates

ALL candidates must file the "Certification of Filing Campaign Financial Reports" form due on November 15, 2022. Candidates who raise or spend \$750 or more must file all of the reports listed below, *including* the "Certification of Filing Campaign Finance Reports" form due on November 15, 2022.

**Initial report** - An initial report must be filed **within 14 days after a candidate or committee raises or spends more than \$750**. Additional required reports must be filed once an initial report is filed.

#### **Pre-primary report – Due Friday, July 31, 2022**

Due 10 days before the primary or special primary. This report covers the period from the last previously filed report to five days before the current report is due.

#### **Pre-general report – Due Friday, October 30, 2022**

Due 10 days before the general election or special election. This report covers the period from the last previously filed report to five days before the current report is due.

#### **Certification of Filing – Due Tuesday, November 15, 2022**

Due 7 days after the general or special election. ALL candidates must file this report regardless of whether the candidate or committee raises or spends enough to file an initial report. It indicates to the filing officer that either all the required campaign reports have been filed or the candidate or committee did not raise or spend more than \$750 in the calendar year.

### **Post-general report – Thursday, December 8, 2022**

Due 30 days after a general or special election. This report covers the period from the last previously filed report to five days before the current report is due.

### **Annual report – Tuesday, January 31, 2023**

An annual report is due on January 31 of each year following the year when the initial report is filed.

### **Final report**

A candidate or committee may file a final report once all debts are paid and all assets in excess of \$100 in the aggregate are disposed of. Filing a final report ends campaign reporting activity, but a new initial report must be filed if the candidate or committee raises or spends more than \$750 after this point.

## **3.5 Tax Filing Requirements**

An IRS Fact Sheet of Tax Filing Requirements for Political Organizations is attached for your information. For more information contact the IRS or your tax accountant.

## **4.0 Campaign Tools**

A number of tools to assist you in your campaign activities are available.

### **4.1 Maps**

Maps of City wards and precincts are included in this packet. More detailed maps of your election districts are available from the following sources:

#### **City of Coon Rapids Geographic Information System (GIS):**

See attached form. Allow three days for preparation.

#### **Anoka County Geographic Information System (GIS):**

Maps showing precinct, county commissioner, legislative and senate district boundaries are available through the Anoka County Geographic Information System (GIS) department. Visit the GIS department located in the Anoka County Government Center or contact them by phone at 763-324-4000. See attached form for prices and available formats.

#### **Minnesota Secretary of State:**

Maps showing legislative, county, city, township, and school district boundaries are available through the Minnesota Secretary of State's office. See attached order form.

### **4.2 Precinct Finder**

The "precinct finder" contains voting districts by street name and house number ranges. By looking up a certain address, users can identify various voting districts associated with that

address. Voting districts include precinct, ward, MCD code, county number, congressional, legislative, state senate, judicial, county commissioner, city/township, school district and county determined special districts.

You may purchase the precinct finder database from the Office of the Secretary of State. See attached order form for prices and available formats.

### **4.3 Registered Voter Lists**

You may purchase a database containing voter registration information including name, address, telephone number, and voting history. This data is available only to those conducting activities related to elections, political activities, or law enforcement. The use of voter registration information for other purposes and dissemination of the information to others is a violation of Minnesota law.

To find out more information on these resources, please see the attached forms for fee schedules and formats of the databases. You may also contact the Secretary of State's office by phone at 651-215-1440.

### **4.4 Voter Registration Applications (VRA)**

Minnesota law allows any person or group to distribute and collect Voter Registration Applications. Applications are available at Coon Rapids City Hall, the Anoka County Elections Office or at the Office of the Secretary of State. Persons distributing VRAs should be aware of the following:

- If a person is already registered, they do not need to complete a new Voter Registration Application unless they have moved or changed their name.
- VRAs may be returned in person or by mail. They are pre-addressed to be returned to Anoka County Elections.
- Pre-registration is allowed until 21 days prior to an election. VRAs must be physically in our office on the cut-off date in order for the person's name to be printed on the polling place rosters.
- The pre-registration cut-off date for the August 9, 2022 Primary Election is July 19, 2022 at 5:00 p.m.
- The pre-registration cut-off date for the November 8, 2022 General Election is October 18, 2022 at 5:00 p.m.
- Persons who do not pre-register may register at their polling place on Election Day by presenting state-approved identification. Please see our website at [www.coonrapidsmn.gov](http://www.coonrapidsmn.gov) for a complete list of identification options.
- A postcard will be mailed to each new registrant informing them where they will go to vote on Election Day; and their legislative, commissioner and school district numbers.

**If you are collecting the completed Voter Registration Applications**, state law requires you to submit them to Anoka County Elections **within 10 days** after they are dated by the voter.

## 4.5 Automatic Dialing Device Laws

Automatic dialing devices sometimes used in campaigning are regulated by the State. A memorandum from the MN Attorney General's Office is attached which provides guidance to candidates, political campaigns, political parties, political committees, and others concerning Minnesota's automatic dialing-announcing device law.

## 5.0 Campaign Signs

The use of campaign signs is a vital part of any candidate's campaign. Minnesota statutes and local ordinances regulate the placement of political campaign signs. Also included in this packet are letters from the MN Department of Transportation and the Anoka County Highway Department which include more detailed information.

### 5.1 Statutory Sign Placement Restrictions

Campaign signs can be posted in any size and any number between June 24, 2022 and November 18, 2022. State statute prohibits placement of signs in certain areas including:

- Placement, painting, printing or affixing on any object within the limits of any highway;
- On private land without the consent of the owner or occupant;
- On public utility poles;
- On trees or shrubs;
- By painting or drawing on rocks or natural features; and
- Within the "right of way" or blocking the sight lines of drivers entering the highway or leaving the highway onto public streets or private driveways

### 5.2 Municipal Sign Placement Restrictions

Though the size and number of campaign signs cannot be regulated by municipalities, they can adopt regulations regarding *placement* of signs. Municipal contact numbers are included in the Campaign Sign Placement Fact Sheet included as a part of this packet.

The City of Coon Rapids regulations applicable to temporary non-commercial speech (campaign) signs are as follows:

Other Temporary Signs [11-1203.6]:

- (a) No permit or permit fee is required, however, all other provisions of this Section shall apply.
- (b) A temporary sign under this subsection must be set back at least one foot from a public sidewalk or 18 feet from the street pavement if there is no sidewalk. In no case will a sign be located within a public right-of-way or within 10 feet from any other property line.
- (c) A temporary sign under this subsection must be removed within 10 days after its use has been terminated.
- (d) A temporary sign under this subsection must not exceed eight square feet in a residential district and 32 square feet in all other districts and no more than one temporary sign will be allowed on each street frontage.

(e) Limitations on size and number of nonconforming speech signs do not apply from 46 days before the state primary in a state general election year until 10 days following the state general election and 46 days before a primary for a special election or, in the event there is no primary, 46 days before the special election until 10 days following the special election.

Signs may not be located in any sight triangles at intersections if they constitute a visual obstruction. The minimum sight triangle is defined as a triangle located at the corner of intersecting streets. The adjacent sides are located along the curb line, or gutter line of streets without curb and gutter, of the intersecting streets and must be 50 feet in length. The third side is a straight line joining the end points of the adjacent sides. A vision obstruction is defined as any object, living or inanimate, which materially obstructs visibility within this minimum sight triangle between the heights of two and one-half and 10 feet above the center line grade of the intersecting streets. [11-1207.2]

Signs found to be in violation of state or local laws and ordinances will be removed by the City without prior notice. Signs so removed may be reclaimed from the City's Code Enforcement Division within 30 days of removal. Any signs not reclaimed within the prescribed time may be destroyed by the City. [City Code 11-1203.6]

### **5.3 Determining Rights-of-Way**

Rights-of-way vary from location to location and can be difficult for candidates and campaign workers to determine. The Anoka County Highway Department has prepared general guidelines. If in doubt of the right-of-way at a specific location, contact the Anoka County Highway Department at (763) 324-3100.

### **5.4 Removal of Campaign Signs**

Campaign signs determined to be in violation of local, state or federal law can be removed by state, county, or municipal employees with or without prior notice. Generally, when signs are removed, the signs are stored temporarily and an attempt is made to contact the responsible candidate or campaign.

In order to avoid complaints and to ensure your signs are not removed, it is imperative that you share sign placement information with your campaign workers. A "Campaign Sign Placement Fact Sheet" has been prepared as part of this packet. We encourage candidates to reproduce this fact sheet and distribute to campaign workers.

### **5.5 Disposal of Campaign Signs**

The City is committed to caring for our environment, and encourages candidates to recycle campaign signs whenever possible. An information sheet outlining recycling options and proper disposal methods of signs are included as part of this packet.

## **6.0 Election Results**

Election results for all contests and questions voted upon in Anoka County are reported through the State Election Reporting System administered by the Secretary of State at [www.sos.state.mn.us](http://www.sos.state.mn.us). A complete listing of results for all elections held in the State appears on that website as they are reported. Statistics regarding voter turnout are also posted to that website in the days following the election.

Vote totals from in-person voters on Election Day are counted in individual precincts throughout Anoka County. Vote totals from ballots submitted by absentee voters are counted centrally at the Anoka County Elections Office. After the close of polls at 8:00 p.m., precinct election results are communicated to our office, combined with results from absentee ballots and then posted to the State Election Reporting System. State Law prohibits release of precinct results until all absentee ballots for that precinct have been counted, reported and combined with precinct totals.

Results obtained on election night are unofficial and may be adjusted in the days following the election. Election results become official when approved by the Canvassing Board following each election.

## **7.0 City Council Orientation Manual**

Included in this packet is the Coon Rapids City Council Orientation Manual as an informational reference.



**AFFIDAVIT OF WITHDRAWAL FOR MUNICIPAL OFFICE  
(Deadline: Thursday, June 2, 2022, 5:00 p.m.)**

I, \_\_\_\_\_, certify that I filed an Affidavit of Candidacy for the Office of \_\_\_\_\_ on \_\_\_\_\_, 2022. I hereby request my name be withdrawn from the ballot pursuant to Minn. Stat. §204B12, Subd. 1.

Candidate Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: Coon Rapids, MN, 554\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_