

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
DECEMBER 15, 2014
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Councilmember Ben Withhart

CITIZENS COMMENTS - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

COUNCIL COMMENTS

CONSENT AGENDA - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. December 1, 2014 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes—
 - Parks and Recreation Commission, October 23, 2014
 - Planning Commission, November 18, 2014
 - Bikeways and Trails Committee, December 4, 2014
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation

4. Verified Claims
5. Purchases
6. License Applications
7. Adoption of Administrative Penalties for Tobacco Violations—Gramsie Corner Mart and Michael Rizzo
8. Designation of Official Depositories for 2015
9. Certification of Delinquent False Alarms
10. Certification of Delinquent Tree Removals
11. Certification of Delinquent Utility Accounts
12. Developer Escrow Reductions
13. 2015 Consultation Services Agreement with Greater Metropolitan Housing Corporation—Housing Resource Center
14. Site Lease Amendments—North and South Water Towers, Spring Spectrum Realty LP and T-Mobile-USA
15. Appointment of Councilmember to Economic Development Authority
16. Preliminary Approval of Business Permit Parking—Shoreview Corporate Center, Chatsworth Street
17. Declaration of Intent to Bond

PUBLIC HEARING

18. Municipal Consent for State Project 6285-143—I-694, Lexington Avenue to Rice Street

GENERAL BUSINESS

19. Items Related to the Budget and 2015 Tax Levy
 - A. Amend 2015 Debt Levies
 - B. Adopt 2015 Tax Levy (City, HRA and EDA)
 - C. Amend 2015 Budget
 - D. Amend Capital Improvement Program for 2015 through 2019
 - E. Adopt Ordinance Establishing 2015 Utility Rates

20. Minor Subdivision—444 Lake Wabasso Court/3244 Chandler Road, Sandra Martin/Donald Zibell

21. Accept Base Bid and Authorize Mayor and City Manager to Execute Construction Contract for Sanitary Sewer Improvements—Highway 96 Lift Station, CP 14-07

22. Appointment/Reappointments of Planning Commission Members

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
December 1, 2014**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on December 1, 2014.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Wickstrom and Withhart.

APPROVAL OF AGENDA

City Manager Terry Schwerm stated that at the request of the applicant and the City Attorney, item No. 15 is being deleted from the Consent Agenda and will be considered at a later Council meeting.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to approve the December 1, 2014 agenda as amended.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Johnson:

Northeast Youth and Family Services is seeking nominations for the five categories for Service Youth Awards: law enforcement, volunteer, educators, elected officials and youth. Applications will be received until December 12, 2014.

Thursday, December 4, 2014, the Shoreview Community Foundation will host its annual fundraiser event. It will begin with a social hour at 5:30 p.m. and dinner at 6:30. The theme is *A Stroll through Shoreview's Cultural, Colorful History*. More information is available on the Community Foundation website and also on the City's website.

Councilmember Wickstrom:

A reminder of the Holiday Concert by the Shoreview Northern Lights Variety Band on Saturday, December 13, 2014, at Benson Great Hall on the campus of Bethel University. Tickets are on sale at City Hall. Tickets can be purchased at a discount if purchased in advance. Carriage rides from the parking lot begin at 6:15 p.m.

Mayor Martin:

The City has worked hard to have Mn/DOT schedule improvements to the portion of I-694 that goes through Shoreview to address bottleneck traffic. Recently, the City was notified of funding through the Corridors of Commerce Program, a state funding program, for improvements on I-694 from I-35E to Lexington Avenue. Improvements include a lane to be added in both directions. On Thursday, December 4, 2014, in the Council Chambers Mn/DOT will present plans for construction. Sound barriers will be discussed. It will be an open forum from 4:30 to 6:30 p.m.

On Tuesday, December 9, 2014, Ramsey County and the City of Arden Hills will host an Open House to review transportation for the TCAAP property in Arden Hills. The event is from 4:00 to 6:00 p.m. at the Ramsey County Public Works building.

Mayor Martin announced the passing of Tom Wegleitner this past week. He was a well loved teacher, hockey coach, and neighbor. He served on the City Council for over 10 years. He will be well remembered.

CONSENT AGENDA

Mayor Martin stated that item Nos. 1 and 2 will be voted on separately, and noted that item No. 15 has been withdrawn.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to adopt the Consent Agenda for December 1, 2014, and all relevant resolutions for item Nos. 3 through 16, omitting No. 15:

3. Receipt of Committee/Commission Minutes:
 - Economic Development Authority, November 3, 2014
 - Human Rights Commission, November 19, 2014
4. Verified Claims in the Amount of \$914,639.15
5. Purchases
6. Change Order #1 - 2014 Trail Rehabilitation, CP 14-05
7. Developer Escrow Reduction

Abatement hearings were held earlier this year by the City Council on the above-listed properties. At that time, the Council authorized removal of vegetative growth. A contractor was hired to perform this work, which was completed over the summer. Property owners were billed for the abatement costs, which remain unpaid.

Property owners have been notified of this public hearing, which was also published in the City's legal newspaper. Staff is recommending assessment of the abatement costs as follows:

4419 Galtier Street	\$180.47
1729 Lois Drive	\$185.97
4324 Snail Lake Boulevard	\$197.47
169 Demar Avenue	\$330.63

City Attorney Kelly stated that proper notice has been given for the public hearing.

Mayor Martin opened the public hearing. There were no comments or questions.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to close the public hearing at 7:15 p.m.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt Resolution No. 14-113 adopting the assessment roll for costs for the abatement of vegetative growth and/or nuisance conditions on the following properties:

4414 Galtier Street
729 Lois Drive
4324 Snail Lake Boulevard
169 Demar Avenue

ROLL CALL: Ayes: Johnson, Quigley, Wickstrom, Withhart, Martin
Nays: None

PUBLIC HEARING - REVIEW OF 2015 BUDGET AND TAX LEVY

City Attorney Kelly stated that proper notice was given for this public hearing.

Councilmember Wickstrom noted that the County Assessor was not present. Mr. Schwerm explained that he had to attend the public hearing for the county, which is also being held this evening. It used to be that the public hearings for the county, cities and smaller jurisdictions could not be scheduled on the same night. That law was modified several years ago.

Presentation by Finance Director Fred Espe

The following documents are available for public review: 2015 Budget Summary, Utility Operations Booklet, Community Benchmark Booklet, Biennial Budget, and Five-Year Operating

Plan. The process this year is to amend the City's Biennial Budget and Capital Improvement Program that was adopted last year.

The 2015 budget meets all of the City's objectives:

- Balance General Fund budget--required by law
- Maintain existing services and programs
- Fund infrastructure replacement
- Continue 5-year financial planning
- Meet debt obligations
- Maintain AAA bond rating
- Amend biennial budget
- Protect and enhance parks and recreational facilities
- Position the City to address future challenges and opportunities with the following policies:
 - Maintain and revitalize neighborhoods
 - Encourage business expansion and reinvestment
 - Assist redevelopment opportunities
 - Utilize technology to improve services

The City's proposed tax levy is broken down into a number of components. Listed are the increases for 2015:

- The General Fund, general operations of the City, is proposed to increase \$186,181 or 2.72%. This is 1.86% of the total tax levy increase of 3.53%.
- EDA and HRA increases totaling \$15,000
- Debt funds increase of \$20,000
- Capital replacement funds increasing by \$127,583

The total levy increase from 2014 is \$353,764, or 3.53%. This proposed tax levy is \$151,753 less than the preliminary levy included in last year's biennial budget. The taxable value for the City is increasing in 2015 by 11.5%. When the increase in taxable value is combined with the tax levy, the City's tax rate is decreasing by 7.11%. This is the first time in many years that this has happened. It is important to note that Shoreview received no state aid in 2014, and will not receive any in 2015.

The major increases in the tax levy are:

- Public safety contracts for police and fire--this item most impacts the budget. Public safety is increasing by \$208,015 in 2015. The increase for police is mainly due to cost of living and health insurance increases. The increase to the fire contract is to cover full implementation of a 24-hour duty crew by July 2015.
- Capital funds are increasing \$132,000. Efforts are made to budget capital replacements on an even level so as to avoid big jumps in the levy due to unforeseen expenditures.
- Wage and benefit adjustments will increase by \$46,949. This includes a 2% cost of living increase for the first half of the year and an additional 0.5% cost of living increase

the second half of the year. The City's contribution to benefits is increasing \$20 per month.

Items that have allowed the budget to be reduced:

- Cost for emerald ash borer control is less than budgeted so a reduction in forestry and nursery supplies by \$15,000
- No election costs in 2015, a decrease of \$27,500
- Delay in filling the position of Park and Recreation Director for one year is a reduction of \$27,923
- State MSA Street Maintenance Aid to the City has increased by \$47,000, thus reducing the levy by that amount
- Transfers from utility funds into the General Fund are increasing by \$49,000, thus a decrease in the levy
- Other changes amount to a reduction of over \$40,000.

There has been a change in accounting procedures for reporting public safety revenue and expense. The increase for public safety of \$424,612 includes the state aid to the Fire Department in the amount of \$219,000. It comes to the City and the City writes a check for that amount to the Lake Johanna Fire Department. Such a large increase will not be shown in the future, as it will be accounted for in the budget going forward.

Total operating expenditures in the budget by percentage are:

Enterprise Funds (utilities)	24%
Parks and Recreation	23%
Public Safety	14%
General Government	10%
Depreciation	8%
Debt Service	8%
Public Works	8%
Central Garage	2%
Community Development	3%

Total operating revenues are increasing 4.2%. The intergovernmental amount includes the \$219,000 of state aid to the Fire Department. Decreasing this \$219,000 means a total increase of revenue by 3.3%. The largest three areas of increase in revenue are utility charges, 35% of total revenue; property taxes, 31% of total revenue; and charges for services, 24% of total revenue.

Strategies and efficiencies the City uses to reduce the budget include:

- Contracting for police and fire services - costs are significantly less than other cities that pay for their own Police and Fire Departments.
- Use of a correctional crew from the Lino Lakes Correctional Facility for certain maintenance work.

- The City does not maintain a contingency allowance in various funds; the budget reflects what is expected to be actual costs.
- Long-term preventative maintenance for capital assets
- Maintain a high deductible for health and property insurance plans
- Capitalize on debt refunding opportunities - in the past year the City saved taxpayers \$364,000 by refunding debt to reduce interest costs.
- Maintain AAA bond rating also saves interest costs to the City.

Market Value

In Shoreview, 92% of homes experienced an increase in value for taxes payable in 2015. Only 7.7% of homes had a decrease in value; and only 0.3% of homes had no change in value. A median-valued home in Shoreview in 2014 was \$224,500. That has increased to \$247,500 in 2015, a 10.2% value change.

The following shows examples of property value changes to a median home value and the impact on City taxes within the Mounds View School District and Rice Creek Watershed District:

Increase in median home value for 2015	Change in City Property Tax
25% increase	\$140.00
20% increase	\$106.32
15% increase	\$ 69.06
10.2% increase	\$ 31.71
5% increase	Decrease of \$115.25
10% decrease	Decrease of \$174.48
15% decrease	Decrease of \$240.84

Below are examples of various home values and how City taxes are impacted assuming the average value increase of 10.2% or 10.3%:

2015 Home Value	Change in City Property Tax
\$247,500	\$31.71
\$500,000	\$40.23
\$900,000	\$123.57

The total tax bill is distributed among a number of jurisdictions. If the total property tax bill is \$3,572, it is distributed among the following jurisdictions: Ramsey County, School District 621, City, Metropolitan Council, Mosquito Control, Rice Creek Watershed District, Shoreview HRA, County Regional Rail. The City receives 23% of that amount. The largest portion of taxes goes to the County and School District.

Community Comparisons

In comparison to other communities of similar size in population, Shoreview taxes are 19% below the average on a median value home for City taxes. This means that out of 28

metropolitan communities, the City ranks sixth lowest in City taxes. However, when the comparison is made including all jurisdictions, Shoreview ranks ninth highest or 3.7% above average. Again, the largest share of property taxes in Shoreview goes to the County and School District.

Staff is requesting the Council hold the public hearing and recommend approval of the amended 2015 budget, amended 2015-2019 capital improvement program, and adoption of the proposed 2015 levy and utility rates.

Mayor Martin opened the public hearing.

Ms. Joyce Thompson, 4746 Victoria, stated that it was a shock to receive her property tax statement, which shows an increase of 15.9%. Her property value has increased by \$49,000, or 24.5%. She called the assessor's office to find out the reason because she has made no major improvements to her property. The County Assessor did visit her property and lowered the value by \$9,000. It was suggested to her that her property value has been low in recent years and hence the big jump. She believes there is a pattern to tax increases. There is always something that is a big increase. This year it is property values. There must be a way, with computer technology, for people to be able to anticipate what their taxes will be and be able to budget for them. The utility bill is increasing 5%. In 2011, the Economic Development Authority tax was \$25,000, when it started. Now, combined with the Housing and Redevelopment Authority, it is \$185,000. Residents now pay a City fee on the Xcel energy bill, which is called the Community Investment Fund. That is \$875,000. She was unable to find it anywhere in the budget. Taxpayers have to live within a budget. It is difficult for taxpayers and herself, as a senior, to budget for all the increases. She does not have Cable or cell phone service.

Mr. Al Westberg, 4875 Hanson Road, stated his taxes increased 22%. Mr. Westberg asked for clarification of the following paragraph, quoted from page 17 of the 2015 Budget Summary Booklet: "Periods of lower consumption mean the City maintains and operates the water system with less opportunity to recover costs due to fewer gallons being sold to customers."

Mr. Edelston stated that he would like to be able to speak in a meeting when the County Assessor and City officials are together and asked if another meeting could be scheduled. Taxes are going crazy. His pay increase is 2%, but 15%, 20% and 12% increases. He asked if the levy would be voted on at an election.

Mayor Martin explained that the tax levy is being presented at this public hearing and then the Council will vote on it. Mr. Schwerm further explained that in Minnesota, state law dictates how levies are adopted. All counties, cities and local jurisdictions and their respective boards, city councils, and school boards are responsible for voting for a particular levy. The levy is not put to a public vote. The public vote is electing representatives to these boards and councils.

Mr. Edelston asked if there is a way to lower taxes in Shoreview other than what the Council is doing. Mr. Schwerm stated that the tax system is very complex. Normally, property tax increases would mirror the tax levy increase. People seeing a large increase in property value are also seeing large increases in their taxes. The impact is that some properties are paying a larger

percentage of the tax burden with a 15% or 20% increase. Even if the City lowered its taxes substantially, there may still be large increases because of the property value change. A combination of factors impact taxes. This year, property value is the major factor causing large property tax increases.

Mr. Edelston asked if the City is saying that taxpayers can sell their property for what the tax statement says it is worth. Mr. Schwerm stated that the County sets the value on property.

Mayor Martin stated that the place to appeal property value is through the County process described on the tax bill. Mr. Schwerm added that the real test is whether the home value is accurate and whether it could be sold for the value that the County has assigned to it. The last five years have shown decreases in property value. Last year property values held even. This is the first year in about six years that property values have increased significantly.

There were no further questions or comments.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to close the public hearing at 7:50 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin stated that Ms. Thompson mainly raised issues about the increase in value but also raised a good question about the increase in the Economic Development Authority (EDA) budget. Mr. Schwerm responded that the EDA was established by the City Council to help grow the City's tax base. As the City is fully developed, this can only be done now through redevelopment. A second major goal of the Council is to support housing rehabilitation. The EDA oversees redevelopment and housing issues. The EDA has set up loan funds for housing rehabilitation available to residents. The EDA has also assisted with redevelopment that has resulted in tremendous growth in the tax base and growth in local companies to help the economy. The retail redevelopment that brought Trader Joe's to Shoreview is a result of the outreach of the EDA. The EDA budget has grown quickly to reflect staff costs associated with the work of the EDA and to support consulting and housing loan programs.

Councilmember Johnson, EDA Member, added that the EDA is also working collaboratively with a number of agencies to address hoarding issues. That effort takes funding and staff to be able to take action and address these situations.

Councilmember Withhart, President of the EDA, stated that the EDA has been instrumental in helping with two major business expansions in Shoreview, PaR Systems and TSI. Also, a number of new businesses have located in Shoreview. At the EDA meeting earlier in the evening, there was extensive discussion about the Rainbow site and plans for its redevelopment. The goal is to redevelop that site at its highest and best use. This type of site generates more taxes than residential development. It is important to keep commercial and industry sites healthy. He noted that the value of his home increased in the 20% range. When value goes up, it does not mean the City is spending more money. It means various components of the taxing system are being put in balance. Someone else is paying less while residents with higher value

increases pay more. Higher property value means selling at a higher price, but can also mean higher taxes.

Mayor Martin stated that Shoreview taxes represent 23% of the total tax bill. Among similar sized cities, Shoreview ranks sixth from the bottom in City taxes. When the county and school district taxes are added in, taxes are higher than average. However, the City is only responsible for City portion of the bill. In response to Ms. Thompson's reference to franchise fees, she explained that the reason the City imposed franchise fees is to replace tax dollars that were being contributed to the Capital Improvement Fund. Franchise fees generate approximately \$800,000 a year. The City Council deliberated this action at great length. The City has had the authority to impose franchise fees for over 20 years. Part of the reason they were not imposed is because the City had a 25-year contract for the tall towers. That contract, which generated approximately \$110,000 a year, expired last year. The City was also getting money from Public Use Dedication fees. Every time a property was developed a percentage was paid by the developer to be used for parks and trails. Since the City is fully developed, those fees have greatly decreased. Antenna fees are collected for all the antennas mounted on water towers, and the City receives fees for the two billboards along I-694. All of this revenue was going to the Community Investment Fund to address future recreational needs in the community. Franchise fees replaced putting taxpayer dollars into that fund. The Council felt it was fairer to charge a flat fee to all properties rather than to generate the revenue from property taxes. Everyone is paying the same. If property taxes were used to fund the Community Investment Fund, many would be paying more than others.

Mr. Espe responded to Mr. Westberg's request for clarification regarding water rates. He explained that within the Water Utility Fund there are variable and fixed costs. Fixed costs must be paid regardless of the number of gallons of water sold. As the number of gallons of water sold decreases, fixed costs must still be covered. Rates are increased to make sure the fund has sufficient funding for operations, repairs and maintenance. For all utility funds (water, sewer, surface water, street light, storm water), a low user rate will experience a 5.2% increase; a high user rate will see a 6% increase.

Mayor Martin emphasized that the increase in utility rates are not money makers. They are needed to cover costs of operations. Mr. Schwerm noted that rather than have rates jump because of low consumption, rate increases are kept as even as possible. In the next two years rates are set to increase 7% because the City is building a water treatment plant to address iron and manganese levels in City water, which is a growing concern. Projected rates after the next two years are anticipated to be at inflationary levels in the 3% range.

Councilmember Wickstrom stated that it is her understanding that the value of commercial business property has decreased. She asked if it is known what impact that has had on residential property taxes. Mr. Schwerm stated it is not known precisely because the tax rate is based on overall value of a property. What is known is that commercial property values increased only slightly while residential property values increased on average by 10%. The City's total property value increased by approximately 11.5%. If all property values increased by the same percentage, tax changes would be the same for everyone. However, with commercial property values down and residential property values increasing, that means more of the burden of taxes

has shifted to residential property. Over the last five years, residential property values declined. Business property values did not decline as quickly, so over that time period business properties took on more of the tax burden.

Councilmember Wickstrom stated that she experienced the same sticker shock with her taxes as everyone else. However, the portion of taxes that the City can control is very small. A small change in City taxes would be a huge impact to the budget. Costs are being kept to a minimum. It is important to maintain reserve funds for maintenance and replacement costs. If maintenance is allowed to slide, it will only be a bigger cost in the future.

Councilmember Wickstrom noted that there has been a settlement between the White Bear Lake Homeowners Association and the Department of Natural Resources (DNR). Shoreview is one City that could be impacted on the proposed water treatment plant. She asked for a brief update.

Mayor Martin stated that the opinion was just released late in the afternoon. More study is needed before statements can be made about it. Mr. Maloney stated that the settlement is among two plaintiff groups and the DNR concerning the lake level of White Bear Lake. The DNR is one of many agencies related to water in the area that the City works with as a municipal water supplier. There are references in the 25-page settlement for the DNR to not be a barrier to the topic. The policies and feasibility plans of the Metropolitan Council are being used as a basis for the settlement, which will impact northeast metro communities. A number of actions will be needed at the state legislature to implement these widespread changes. To implement these changes will cost a lot of money that has not now been identified for this purpose.

Councilmember Withhart stated that one of the biggest parts of the City tax increase is due to the Fire Department. As Chair of the Fire Department Board, he explained that this is the last year of adding duty crews to the Fire Department. The direct benefit to everyone is that emergency response time has been cut dramatically. Lives are being saved. Fire Department personnel are very well trained and are often the first on the scene of an emergency. All are EMTs and many are paramedics. After 2016, the increases from this program will level off. It is a planned transition from a 100% volunteer department to a department with duty crews. Firefighters are still paid on call, but they are paid for shifts when they stay at the station. The reason for this change is that many of the firefighters work outside the City and are not available when a call comes in. If that expense were taken out of the budget, other budget expenses, such as the increase for health insurance, would be a very small percentage.

Mayor Martin added that of the \$353,000 increase to the levy, \$208,000 is related to public safety. This levy is an amendment to the biennial budget approved last year, which was significantly higher. The amendment reduces the budget proposed in 2014 by \$154,000. This is a City Council that works hard to keep taxes as low as possible in the City. That is a challenge because the Council is committed to keeping the quality of the community with maintenance of parks and facilities. The City does not want to get caught and have to issue millions of dollars in bonds to catch up with work that should have been done but was not done because of the expense. Other communities have done that because needs were not addressed. Shoreview addresses its needs well through the Comprehensive Infrastructure Replacement Fund. This fund is a plan for infrastructure replacement 50 years into the future. If the roof of the Community

Center needs to be replaced in 2036, the plan accounts for that approximate cost and how it will be paid. Shoreview is unique in its approach to City funding. As a senior, she knows the impact of this tax increase. It is good because properties are at a higher value, but it results in higher taxes. The Council and staff work very hard to keep the City portion of tax increase in small increments so taxes are not flat one year and then take a large jump the next year.

Councilmember Withhart stated that it is very difficult for the Council to address tax issues when the state has a tax system that no one can understand. Although, the City can control its own expenditures, it is really difficult to govern at the local level with the nightmare complexity of how taxes are assigned in Minnesota.

Mayor Martin stated that approval of this budget will be at the Council meeting on December 15, 2014. Anyone who has specific questions regarding their individual tax bill can talk to Finance Director Espe or City Manager Schwerm at the end of this meeting. They will stay to answer questions.

APPROVAL OF PROPOSAL BY AVI SYSTEMS, INC. - TIGHTROPE HD PLAYBACK SYSTEM

Presentation by City Manager Terry Schwerm

The City Council recently decided to withdraw from the North Suburban Communications Commission (NSCC) at the end of the year. Plans are being made to maintain capability of broadcasting and rebroadcasting City Council and Planning Commission meetings and other City events. Approval is requested for the purchase of a Cable playback system that is required for rebroadcast of City Council meetings. Staff met with three audio/visual vendors regarding the equipment needed. Two vendors submitted proposals, but only one included information on the exact cost of the playback equipment. The equipment identified is the industry standard, Tightrope Media Systems Cablecast system. It must be purchased through an authorized vendor. Staff is recommending purchase through AVI Systems. Playback would be possible on two channels, the City's government channel and on a public access channel that could be programmed in the future.

The cost is \$39,270.00 for the equipment, installation and one-year system support agreement for operator training and replacement of any faulty equipment. Funding for this equipment would be from the City's cable fund, not from tax dollars. The cable fund is collected through franchise fees paid by subscribers. The City is in the process of negotiating a new franchise, which would provide funding for this capital equipment purchase either through a grant or ongoing PEG fees that the City would receive from the new franchise.

Councilmember Wickstrom emphasized that this expense comes from the PEG fees on cable subscribers' bills. The Council will consider a reduction to the PEG fee as part of negotiating a new franchise agreement.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to approve the proposal by AVI Systems, Inc. for a Tighrope HD Playback system and installation in the amount of \$39,270.00.

ROLL CALL: Ayes: Quigley, Wickstrom, Withhart, Johnson, Martin
Nays: None

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adjourn the meeting at 8:25 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ___ DAY OF _____ 2014.

Terry Schwerm
City Manager

**PARKS AND RECREATION COMMISSION
MINUTES
October 23, 2014**

CALL TO ORDER

Parks and Recreation Commission Vice Chair Linda Larson called the October 23, 2014 meeting of the Parks and Recreation Commission to order at 7:02 PM.

ROLL CALL

Commission Members Present: Catherine Jo Healy, Carol Jauch, Charlie Oltman, Linda Larson, Athrea Hedrick, Craig John, Tom Lemke and Sarah Bohnen.

Members absent: Desaree Crane.

Others Present: Terry Schwerm, City Manager

APPROVAL OF MINUTES

Lemke moved, seconded by Healy, approval of the August 28, 2014 minutes. Motion was unanimously adopted.

REVIEW OF CAPITAL IMPROVEMENT PROGRAM POLICY ISSUE

Schwerm reviewed the 2015-2019 Capital Improvement Program with the Parks and Recreation Commission. He noted that during the City Council's review of the program, he was asked to set up a tour of various parks and recreation facilities in other communities for the Commission and Council. The tour would focus on recent or unique parks and recreation facilities.

Some of the major park and building projects included in the Capital Improvement Program include:

Parks

- Acquisition of the property at 795 Highway 96 for the planned Ramsey County Library expansion - \$275,000 (2014)
- Wading pool replacement – \$550,000 (2015)
- Wilson Park playground and shelter - \$160,000 (2015)
- McCullough Park renovation - \$800,000 (2017)
- Shamrock Park renovation - \$870,000 (2019)

Municipal Buildings

- Replacement of the gym roof - \$200,000 (2014)
- Expand family locker rooms - \$400,000 (2015)
- Community Center addition - \$2.0-\$4.0 million (2017)

He noted some of the key policy issues for the Commission and Council. These issues include the prioritization and timing of various projects including:

- Wilson Park playground and shelter
- Family locker rooms – should they be done independent of a Community Center expansion
- Outdoor wading pool replacement – timing of the project
- Community Center expansion – timing and financing of the project
- Park renovations (McCullough and Shamrock)
- Shoreview Commons Master Plan – updating and consider inclusion in the Capital Improvement Program.

Schwerm briefly reviewed the history of the Commons Master Plan and noted that it had been developed several years ago, but only a few elements of the plan had been implemented. He noted that the plan should probably be updated and expanded to look at the entire Shoreview Commons area, particularly with the new library plans that are now being developed. He showed a series of pictures from other cities that included a variety of park elements including refrigerated outdoor ice rinks, plaza style skate parks, Veterans' Memorials, amphitheatre/ bandshells, and other associated amenities. The Commission asked that Schwerm review the Commons Master Plan at an upcoming meeting.

DISCUSSION REGARDING NOVEMBER/DECEMBER MEETING DATE

Schwerm noted that the regular November and December meetings fall on Thanksgiving and Christmas. He said that the Commission traditionally holds more of a “social” meeting in early December rather than these meetings. In the past it has been held at the Green Mill. The Commission agreed to hold a “social” meeting on Thursday, December 11th at the Green Mill Restaurant if it was available. Schwerm said he would check availability and make reservations and email the Commission.

STAFF REPORTS

Schwerm reminded the Commission about the Volunteer Recognition Dinner that would be held November 13th and encouraged Commission members to attend the event.

COMMISSION REPORTS

None.

ADJOURNMENT

There being no further business before the Commission, Lemke moved, and seconded by Hedrick, that the meeting be adjourned at 8:15 PM. Motion adopted unanimously.

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
November 18, 2014**

CALL TO ORDER

Chair Solomonson called the November 18, 2014 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson; Commissioners, Ferrington, McCool, Proud, Schumer, Thompson.

Commissioner Peterson was absent.

APPROVAL OF AGENDA

MOTION: by Commissioner Scumer, seconded by Commissioner Proud to approve the November 18, 2014 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 6 Nays - 0

APPROVAL OF MINUTES

Reference to Chair Solomonson should be changed to Acting Chair Schumer, as Chair Solomonson was absent from the October 28th meeting.

Under Roll Call the reference to Commissioner Thompson being absent should be deleted and only the reference of her arrival at 7:05 p.m. remain.

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to approve the October 28, 2014 Planning Commission meeting minutes, as as amended.

VOTE: Ayes - 5 Nays - 0 Abstain - 1 (Solomonson)

REPORT ON CITY COUNCIL ACTIONS

City Planner Kathleen Castle reported that the City Council approved the following matters heard by the Planning Commission at the October 28, 2014 meeting:

- Conditional Use Permit for George & Justine Greene, Jr. at 5875 Kitkerry Court South
- Preliminary Plat/Planned Unit Development for Lexington Estates II Townhome Association, Inc.
- Upheld the Planning Commission decision to deny a variance that was appealed by Mike Morse at 1648 Lois Drive

- Held the public hearing and approved the Preliminary Plat for Tom & Barg Novotny/Moser Homes, Inc.

NEW BUSINESS

MINOR SUBDIVISION

FILE NO: 2552-14-42

APPLICANT: THOMAS HIPKINS

LOCATION: 4693 HODGSON ROAD

Presentation by City Planner Kathleen Castle

This application is to divide 19,939 square feet off the rear portion of the property at 4693 Hodgson Road and combine it with the adjoining property at 4694 Mackubin Street to use as yard area. The property at 4693 Hodgson consists of 1.31 acres with a lot width of 109.82 feet. It is developed with a single-family home, detached garage and other site improvements. The property at 4694 Mackubin consists of 0.49 acres with a lot width of 120.37 feet and is also developed with a single-family home with attached garage and other improvements. The two properties are surrounded by single-family residential use to the north, west and south. To the east is high density senior housing.

The properties are in Policy Development Area (PDA) #9, the Hodgson Road Residential Area, which has a land use designation of low and medium density residential. The PDA recognizes that residential uses may transition to other uses with changes in the transportation corridor and redevelopment. This proposed subdivision will not compromise redevelopment in the area. The larger lot for 4694 Mackubin may act as a buffer in the future. The two properties are zoned R1, Detached Residential. Both comply with lot area and setback requirements. Drainage easements area required over property lines and on drainage ways.

Property owners within 350 feet were notified of the proposal. No comments were received. Staff is recommending the Planning Commission forward the application to the City Council for approval.

Chair Solomonson opened the discussion to public comment.

Chair Solomonson asked if an angled boundary line was considered rather than a straight line. **Mr. Thomas Hipkins**, 4707 232nd Street, Forest Lake, stated that he is representing his mother who owns the property. This is a division that she has long wanted to make. In response to Chair Solomonson's question, he explained that the surveying company recommended the straight line division, but it is not critical.

Ms. Deb Resch, 4694 Mackubin Street further explained that there is a large pine tree that she does not want to lose.

MOTION: by Commissioner Proud, seconded by Commissioner Schumer to recommend the City Council approve the Minor Subdivision submitted by Mr. Thomas Hipkins for the property at 4693 Hodgson Road. Approval is subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
3. Said parcel shall be combined with the property to the west at 4694 Mackubin Street.
4. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Said approval is based on the following findings of fact:

1. The subdivision is consistent with the policies of the Comprehensive Plan regarding land use.
2. The proposed lots conform to the adopted City standards for the R1, Detached Residential Zoning District.

VOTE: Ayes - 6 Nays - 0

MINOR SUBDIVISION

FILE NO: 2553-14-43
APPLICANT: SANDRA MARTIN/DONALD ZIBELL
LOCATION: 444 LAKE WABASSO COURT/3244 CHANDLER ROAD

Presentation by Senior Planner Rob Warwick

The application is to adjust the side lot line between 3422 Chandler Road and 444 Lake Wabasso Court. Both properties are riparian lots on Lake Wabasso. The Martin property would be reduced to approximately 4.1 acres (above the OHW). The Zibell property would be increased to 4.3 acres of upland (above the OHW). The new lot line would align his property line with Chandler Road. The property at 444 Lake Wabasso Court would be divided into two lots, Parcels A and B. Parcel B would be transferred to the Zibell property at 3244 Chandler Road. Parcel B would consist of 65 feet north/south and 140 to 150 feet of upland area, with an upland area of about 9600 sq. ft.. The proposed new line would bisect the existing tennis court. A sketch plan showing future plans for subdivision of the Zibell property was also submitted.

The Martin property is accessed from Lake Wabasso Court. A hammerhead turnaround has been developed on the Martin property. There is also storm water structure along the west lot line. The property has a single-family home with attached garage. There is also a fenced dog run. In the southwest corner, there is a tennis court and boat house of approximately 240 square feet.

Both properties are located in the R1 Detached Residential District and in the Shoreland Overlay District of Lake Wabasso. Frontage on a public road with municipal services is not necessary for the subdivision because it will not be a buildable lot. Both properties conform to City standards for riparian lots in the Shoreland District.

Both existing homes will remain. The tennis court must be removed to comply with the 5-foot setback that applies to this type of structure. The accessory structure near the tennis court will be transferred to the Zibell property. It will meet the required 20-foot setback, but it will bring the number of accessory structures on the Zibell property to 3, which exceeds the 2 allowed. Staff suggests that the removal of the tennis court and accessory structures be addressed in the Subdivision Agreement.

There are no environmental impacts with this proposal, and no trees will be impacted. A grading permit is required with removal of the tennis court. A grading and drainage plan must be prepared for City review and approval. Erosion control is also required. Shoreland Mitigation is required and recommended to be addressed in the Subdivision Agreement. There will be no Public Recreation Use Fee because no new homesite is being created.

Property owners within 350 feet were notified of the application. One response was received with no concerns. One telephone call was received regarding future subdivision. However, this application is only in regard to Parcel B. The application complies with the standards of the Development Code. Staff recommends the application be forwarded to the City Council for approval with the conditions listed in the staff report.

Commissioner Proud asked if there are any outstanding issues with either property. Mr. Warwick responded that there are no known issues at this time.

Commissioner McCool asked the setback of the boathouse and the timing for completion of the work. Mr. Warwick stated that the setback for the boathouse is more than 10 feet from the Ordinary High Watermark (OHW), which meets Code. The project schedule will be stipulated in the Subdivision Agreement.

Chair Solomonson opened the discussion to public comment.

Mr. Don Zibell, 3244 Chandler Road, Applicant, stated that this action will straighten the boundary between the two properties. He anticipates a subdivision plan for future residential development by summer, but he does not intend to sell the lots immediately.

Mr. Vin Gupta, 456 Lake Wabasso Court, asked about grading and how drainage will be impacted. His concern is that existing drainage not change with removal of the tennis court. Mr. Warwick explained that there are existing drainage and utility easements on the west end of the tennis court. Those will remain for the storm water management of Lake Wabasso Court. Any grading must be sensitive to the storm water system that exists. There is a Best Management Practice (BMP) area just north of the tennis courts. When they are removed, the work must be done carefully so the BMP continues to exist.

Mr. Kamran, 464 Lake Wabasso Court, expressed concern about drainage and future subdivision and the number of houses that will be built and the aesthetics of the neighborhood for those who have lived in the area for a long time.

Commissioner Proud asked how the water accumulates. **Mr. Kamran** stated that it appears to back up from the lake. His property and Mr. Gupta's property are approximately 10 feet higher than the proposed lots. Any building on new lots will have to have a better drainage system. Mr. Warwick stated that the tennis court sits several feet above Lake Wabasso and the back yards of Mr. Cameron and Mr. Gupta are 10 feet above that. He is trying to envision flooding with the drainage system. The BMP is to create an infiltration area. **Mr. Kamran** stated that the flooding occurs around the tennis courts. Mr. Warwick explained that water standing in an infiltration area is different from water flowing onto private property. The drainage easement is the most depressed area where water begins ponding. The infiltration system is to have water sit rather than drain directly into Lake Wabasso.

Mr. Gupta stated that his property slopes and where it ends is actually below the tennis court. The drainage system has not been maintained. There is a lot of vegetation so the water does not flow properly.

Commissioner Ferrington urged staff to correct drainage issues with the removal of the tennis courts.

Commissioner McCool suggested that water may be spreading further than intended and encroaching on other properties. He would like the City to retain the right to work on the property at 444 Lake Wabasso Court if needed to address drainage problems. Mr. Warwick stated that at the end of Lake Wabasso Court there is a 35-foot wide drainage and utility easement that runs along the west lot line of 444 Lake Wabasso Court. Commissioner McCool stated that once the tennis court is removed, he would like to see the easement extended to include additional property at 444 if needed. Mr. Warwick will bring the issue to the Public Works staff.

Commissioner McCool offered an amendment to condition No. 5 that would require removal of the tennis court and additional accessory structure within a one-year period. He would also add to the motion to have staff address whether additional easement may be needed onto the property at 444.

Mr. Warwick stated that the subdivision as a whole is subject to preservation of existing drainage. These issues will be reviewed by staff before review by the City Council.

Commissioner Proud stated that removal of the tennis court and mitigation affidavit are tied to the performance of the Subdivision Agreement. He agreed a plan for easements is needed, but he does not believe there is enough information to for an amendment. If the easement is tied to the Subdivision Agreement, the application can move forward. The need for easements must be considered and resolved before review by the City Council.

Chair Solomonson clarified that this application is only regarding Parcel B. If there is a drainage problem, it needs to be addressed. If additional easements are needed, he would anticipate that with future development.

MOTION: by Commissioner McCool, seconded by Commissioner Proud to recommend the City Council approve the minor subdivision submitted by Donald Zibell on behalf of Sandy Martin to subdivide the property at 444 Lake Wabasso Court, in order to adjust the property boundary with the adjoining property located at 3422 Chandler Road. Said recommendation for approval is subject to the following conditions with the stated amendments to condition Nos. 5 and 6 as shown in the brackets:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. The applicant shall enter into a Subdivision Agreement with the City. This agreement shall be executed before the City will endorse deeds for recording.
4. Resulting Parcel B shall be combined with the existing property at 3422 Chandler Road for tax purposes, creating a single lot.
5. Removal of the tennis court and accessory structures shall be addressed in the Subdivision Agreement provided, however, removal must occur within one year of execution.
6. An erosion control and grading plan shall be submitted and approved by the City Engineer prior to issuance of a grading permit application for removal of the tennis court. [City staff will further review drainage needs in the area, and may require additional drainage easements to be conveyed by the owners of 444 Lake Wabasso Court and 3422 Chandler Court prior to the City approving the Subdivision Agreement and endorsing deeds for recording.
7. A Mitigation Affidavit is required for both parcels. For 444 Lake Wabasso Court, this Affidavit shall be executed prior to the City's release of the deed for recording. For 3422 Chandler, this Affidavit shall be addressed with the Subdivision Agreement.
8. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings:

1. The proposed development plan will not adversely impact the planned land use of the surrounding property.
2. The preliminary plat complies with the subdivision and minimum lot standards of the Development Code.

VOTE: **Ayes - 6** **Nays - 0**

VARIANCE

FILE NO: 2554-14-44
APPLICANT: JAMES CLOUTIER

LOCATION: 925 ISLAND LAKE AVENUE

Presentation by City Planner Kathleen Castle

This application is for a variance to reduce the minimum 26-foot setback to 13.5 feet from the side lot line adjacent to the street for the construction of a 140-foot storage shed. The property is over 13,000 square feet and is a standard corner lot with 98.6 feet of width on Island Lake Avenue and 150 feet of depth along Milton Street. The property is developed with a single-family home and tuck under garage. The driveway is to the east of the home along Milton Street.

The proposed structure complies with Code requirements. The variance would allow it to sit 13.5 feet from Milton Street rather than the required 26 feet. Code requires that an accessory structure on a corner lot must be set back the same distance as the principal structure, which is 26 feet.

The applicant states that there is a grade change on from the driveway to the back yard. The property is on a dead end street with no home facing the driveway. The requested placement of the shed would make it less visible and allow easier access to the tools and equipment stored in the shed. Placement of the shed in the back yard would impact the extensive landscaping and irrigation system that has been put in. The requested placement of the shed does not encroach on any neighboring properties or create any hardship. The quality of life or property value of neighbors is not negatively impacted.

Staff finds that practical difficulty is present, and the requested location for the shed would be a reasonable use of the property. Imposing the required 26-foot setback would create accessibility issues for the maintenance equipment to be stored because of the 5-foot grade change between the back yard and driveway. The requested location will minimize site disturbance. The character of the neighborhood will not be changed because of the minimal visibility of the proposed shed. The proposed shed complies with the City's size requirements. The properties to the east are riparian and allowed to have detached structures in their yards abutting Milton Street.

Property owners within 150 feet were notified of the proposal. One comment indicated that the shed will hardly be seen. The second comment approved the proposal. One telephone call was also received and that person has no problem with the proposed shed. Staff is recommending approval with the conditions listed in the staff report.

Chair Solomonson asked if the shed could be expanded to a garage. Ms. Castle stated that any increase in height or area would have to be reviewed through the variance process.

Commissioner McCool noted that a side yard setback for the shed would be 5 feet. Because of the corner lot and Milton Street, Code requires the setback of the principal structure.

Chair Solomonson opened the discussion to public comment.

Chair Solomonson asked the height of the proposed shed. **Mr. Jim Cloutier**, 925 Island Lake Avenue, answered that it will be approximately 9 feet. It will sit on the concrete of the driveway offshoot. He added that there is a pond and waterfall in the back yard near a trail. He receives many compliments on the landscaping and a shed in back would not make sense.

MOTION: by Commissioner Ferrington, seconded by Commissioner Schumer to approve the variance request submitted by James Cloutier for their property at 925 Island Lake Avenue, reducing the minimum 26 foot structure setback from a side property line of a corner lot to 13 ½ -feet and adopt Resolution No. 14-103, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted as part of the Variance application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.
3. The structure shall be used for the personal storage of household and lawn equipment.
4. The structure shall not be used in any way for commercial purposes.
5. This approval is subject to a 5-day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.

This motion is based on the following findings:

1. The request to locate the shed in the proposed location represents a reasonable use of the property. City Code permits detached structures as an accessory use. Locating the proposed shed to the required setback would result in accessibility issues for the maintenance equipment stored in the shed because of the 5ft grade change between the back yard and driveway. Relocating it within the required setback would require a concrete pad and relocating of the existing irrigation system.
2. Practical difficulty is present as the topography of the parcel and layout of the split-level house on the corner lot is such that you cannot locate the shed in an area allowed by code that is easily accessible for the proposed use. The 5ft grade change and rock wall along the driveway area do not allow access to the backyard from the driveway area.
3. The proposed shed will not alter the essential character of the existing neighborhood. The shed location will be minimally visible in the proposed location due to existing screening and the style will match the existing home. Additionally, the properties to the east are riparian lots and as such are allowed to have detached structures in their yards abutting Milton Street.

Discussion:

Chair Solomonson stated that he would normally support placement in the front yard, but because it is a dead end street, the shed will be well screened and for the reasons outlined by staff, he supports this application.

VOTE: **Ayes - 6** **Nays - 0**

RESIDENTIAL DESIGN REVIEW/VARIANCE

FILE NO: **2555-14-45**
APPLICANT: **ANDREW AND MEGAN GAILLARD/CYNTHIA KULP**
LOCATION: **230 E. OWASSO LANE**

Presentation by City Planner Kathleen Castle

This proposal is to demolish the existing home and detached garage and construct a new home with new detached garage. A variance is requested to increase the maximum 52-foot structure setback to 227 feet. Immediately to the south of the property are two lots--one riparian and one non-riparian. It is the non-riparian lot adjacent to the North Owasso Lane that is used to calculate the front setback for the applicant's property.

The property consists of 24,938 square feet with a lot width that ranges from 75 feet at the lakeshore to 35 feet at the street. The property is a substandard riparian lot due to the lot width. Land uses surrounding the property are single-family residential. Both the existing home and garage are nonconforming. The current home is 217 feet from the front property line, exceeding the 52 feet allowed. The proposed new garage would be 50 feet from the front property line; the house is proposed at 227 feet from the front property line.

The new home would be 1.5 stories with a basement. The foundation area is 1,484 square feet with covered porch on the street side and deck on the lakeside. The proposed garage reflects the design of the home and would be 728 square feet. The structures comply with the minimum side yard setbacks.

The property is zoned R1, Detached Residential and is in the Shoreland Overlay District for Lake Owasso. The proposal complies with established design standards for lot coverage, structure height, foundation area and architectural mass. The setback requirements for the front property line and OHW are determined by the average of the two adjoining properties, plus or minus 10 feet. The proposed OHW setback is 170 feet which complies with the allowed range of 163 to 183 feet. The variance is for an exception to the maximum front yard setback for the new home at 227 feet. The home does comply with the 10-foot setback required for side lot lines.

The applicant states that there is practical difficulty because of the configuration of the lot to the south, which has been subdivided into two parcels with a non-riparian lot. This circumstance creates difficulty in meeting the front setback requirement. The proposed home would be in the same area as the existing home and in line with other homes on the lake.

Staff finds that practical difficulty does exist. The proposal is consistent with the Comprehensive Plan and Development Code. Placement of the home is practical due to the configuration of the adjoining properties to the north and south. The property to the north has an odd configuration due to the curve of Woodbridge Avenue transitioning into East Owasso Lane.

This impacts the determination of the front setback. Use of the non-riparian lot to the south in determining the front setback is use of a lot that is not similarly situated. It is not feasible to construct a home that would comply with both the lakeside and street setback requirements. Staff believes the increased front setback will not alter the character of the neighborhood. Two shoreland mitigation practices are required. Architectural mass will be used with the color of gray. The second practice is to be determined.

Property owners within 150 feet were notified of the proposal. One comment was received in support of the application. Other comments were received expressing concern about the proposed location and obstruction of lake views. Staff is recommending approval of the variance subject to the conditions listed in the staff report.

Commissioner Ferrington requested further comment on the proposed enclosed porch in regard to the comments received noting that there is a basement under the porch. Also, the neighbor to the north is worried about lakeview obstruction. She is trying to determine whether placement of the new home is reasonable and that the enclosed deck on the lakeside will not obstruct the view even though closer to the lake. Ms. Castle explained that the measurement for the OHW measures to the closest point of the structure, including attached decks. The measurement for the house to the north is 179 feet. The setback to the house is 197 feet. For the property to the south, the deck measures 167 feet and the house at 176 feet. The new home would be at 170 feet or 13 feet closer to the lake.

Commissioner McCool asked if there has been discussion with the applicant about shifting the home further east away from the lake to match the existing location. Ms. Castle stated that the home was shifted further east from the original plan.

Mr. Todd Hines, builder for the applicants, stated that the basement of the new home will sit on the exact same site as the current house. The porch extends 12 feet closer to the lake than the existing house and 4 feet closer than the existing deck. There is no basement under the porch on the lakeside. He explained that the reason the proposal is not on the exact same site as the current house is because of the covered deck to be in line with neighbors' properties.

Commissioner McCool asked if the porch has four walls. **Mr. Hines** stated that one wall would be the patio doors. The posts holding the roof of the open air porch would be the only obstruction. Screens are being discussed but not enclosure.

Commissioner Proud asked if a comparative analysis was done to address the concerns about view obstruction. Further, he asked about moving the garage to address visual impact. **Mr. Hines** showed on the map the large pine tree on the lakeside of the existing home. He believes that the only view obstruction with the new house closer to the lake would be a view of the tree. The new house will not obstruct view of the lake in any way. As to the garage, it has been moved in further. The proposal is the best for the narrowness of the lot.

Chair Solomonson asked the setback of neighbors' decks. **Mr. Hines** stated that he would estimate within one or two feet of the existing deck.

Chair Solomonson opened the discussion to public comment.

Ms. Dorothy Borgstrom, 234 E. Owasso Lane, stated that she is excited about a new home and its design, but she is very opposed to the variance. The house is too close to the lake. The comparison being done is from the corner of her deck on the lakeside. The comparison should be house to house or at least deck to deck. Comparing a deck to a house is not the same. She and her husband applied to have their deck 5 feet closer to the lake but were denied. It is her understanding from staff that there is a basement under the lakeside porch/deck. This house will sit closer to the lake than any other of the 20 properties on this side of the lake. All properties have a 180-degree view toward the lake. She will not have this wide view with the proposed placement of the new home. Her request is for the new house to be in line house-to-house, not house to deck. She distributed photos showing windows in her home that will have a blocked view of the lake and that the new house will be 33 feet closer to the lake.

Commissioner Proud asked how the 180-degree view was determined. Mrs. Borgstrom explained that the line compared is from the corner of her house to the existing home and to the proposed home, which will be a 45-degree angle. **Mr. Bob Borgstrom**, Mrs. Borgstrom's son, stated that the 33-foot measurement is an estimate. In the summer outside, the view is wonderful. However, six months of the year the reference point for the view is inside and so should be measured from the house.

Commissioner Ferrington verified that the existing foundation will be used for the new home. The new deck is 12 feet, which puts it 12 feet closer to the lake than the current home.

Chair Solomonson clarified that the measurement is that the new deck is 13 feet closer to the lake from the new home. The new home is not 13 feet closer. Ms. Castle added that a revised site plan was received last week that moved the house further back.

Mr. Borgstrom stated that the proposal will be a huge upgrade to the neighborhood. From his family's perspective, they would request that the applicants consider moving the home further away from the lake with the homes in line on the lakeside disregarding the decks.

Commissioner Proud suggested tabling this application to allow the applicant to make a more professional assessment of impact to neighbors' views and time to consider the objections expressed.

Chair Solomonson stated that the request is for a variance from the street. What is proposed on the lakeside is within the range of what is allowed. The height proposed is modest. He would find it difficult to deny what is allowed. The difference in proximity to the lake is not 33 feet but 13 feet. Tabling would not change anything and he supports the plan as presented.

Commissioner McCool stated that except for the variance needed for the street setback, there would be no discussion of impacts of views. By permitting the variance from the street setback, the issue of views is created. His assessment is that the proposed deck will extend 4 feet further toward the lake than the existing deck, which will not be a significant impact to the neighbor's view. There is no drawing on what the roof of the deck will look like. The applicant objects to

moving further back because it would increase digging for the foundation. Commissioner McCool would be more persuaded if the same foundation were to be used. He would like more information and does not feel the Planning Commission is boxed in because what is proposed is legal.

Commissioner Ferrington stated that part of the issue is the confusion in measurements. It would be best for the applicant and neighbors if accurate measurements and better drawings can be presented.

Mr. Hines stated that the applicant would prefer not to table the request. From the south the measurement to the existing home is 176 feet. Mrs. Borgstrom's home is at 197.7 feet. The proposal is for 170 feet. The distance from her house to the corner of the covered deck would be 27.7 feet. The applicant is willing to compromise and line the new deck up with the existing setback of 176 feet, which is still well within code requirements. The street setback would then change to 221 feet. There would be no side setback issues. Tabling the application would mean it will be harder to build, as winter has already come.

Ms. Castle stated that if the matter is tabled, the Planning Commission would review the plan again at its December 16, 2014 meeting. She suggested the Planning Commission consider whether the 6-foot change is significant in light of what is being requested. The variance requested is for the front yard. The change would mean the variance is reduced and brings the proposed home more in compliance.

City Attorney Kelly stated that the best thing is to act on the variance presented. That is what was presented in the notice to property owners. Whether the change is minimal is a judgment of the Commission.

Commissioner Proud noted that since the variance would be reduced, he asked if the public notice given would be misrepresented. It is difficult for him to see a legal issue and any harm to the community.

Commissioner McCool agreed with Commissioner Proud. The six feet is a nice compromise and would like to support it.

Commissioner Ferrington noted that the notice sent to neighbors was a variance at 231 feet from the street; the plan presented is at 227 feet. With the offer at this meeting to move back another six feet, she would propose that the variance be changed to 221 feet in the motion.

Commissioner Thompson stated that the compromise proposed is very reasonable and puts the new home in line with the neighbors' home.

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to approve the variance submitted by Andrew and Megan Gaillard and adopt Resolution 14-108 increasing the maximum 52-foot front yard setback permitted to 221-feet for the construction of a new home on the property at 230 East Owasso Lane. Approval is subject to the following conditions:

1. The project must be completed in accordance with the plans submitted as part of the Variance application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The applicant shall execute a mitigation affidavit prior to issuance of a building permit for the project.
3. This approval is subject to a 5-day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.
4. The detached garage is subject to review and approval of a Riparian Lot - Detached Accessory Structure Permit.
5. This approval will expire after one year if a building permit has not been issued and construction commenced.

Said approval is based on the following findings of fact:

1. The proposed single-family residential use of the property is consistent with the low density residential land use designation proposal and the R-1, Detached Residential Zoning District.
2. Practical difficulty is identified in Resolution 14-108. The proposed use of the property for single-family residential use is reasonable. Placement of the same general location as the existing home. Unique circumstances are present due to the lot configuration of the properties to the south and configuration of Woodbridge Avenue/East Owasso Lane. The neighborhood character will not be altered with this variance.

VOTE: Ayes - 6 Nays - 0

MISCELLANEOUS

Council Meeting Assignments

Chair Solomonson and Commissioner Schumer will respectively attend the December 1, 2014 and December 15, 2014 City Council meetings.

Commissioners Ferrington and Schumer will respectively attend the January 5, 2014 and January 20, 2014 City Council meetings.

Workshop

Chair Solomonson noted that the Planning Commission held a workshop immediately previous to this meeting.

Commission Chair

Chair Solomonson informed Commissioners that anyone interested in serving as Chair or Vice Chair for 2015 needs to submit a letter to the City by December 3, 2014.

Commissioner Proud stated that anyone selected to serve on the Planning Commission should be willing to serve as Chair or Vice Chair. All Commissioners are better members for having served as Chair.

Chair Solomonson responded that anyone on the Commission could serve as Chair or Vice Chair. If someone is interested, a letter can be submitted. Then it is up to the City Council to make the appointment.

Next Meeting

The next Planning Commission meeting will be December 16, 2014, at 7:00 p.m.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to adjourn the meeting at 9:35 p.m.

VOTE: Ayes - 6 Nays - 0

ATTEST:

Kathleen Castle
City Planner

SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

Meeting Minutes

December 4, 2014

1. CALL TO ORDER

The meeting was called to order at 7:10 p.m.

2. ROLL CALL

Members Present: Keith Severson, Mark Stange, Craig Mullenbach, Jay Martin, Ted Haaf, Craig Francisco

Members Absent: Judd Zandstra, Muriel Zhou

Guests: Rita Trapp with Hoisington Koegler Group Inc.

City Staff: Charlie Grill

3. APPROVAL OF AGENDA

The committee agreed and approved the updated agenda.

4. APPROVAL OF MEETING MINUTES

The minutes of the August 7, 2014 meeting were reviewed and approved by consensus of the Committee.

5. COMMITTEE DISCUSSION ITEMS

The meeting began with a presentation by Rita Trapp. She presented the plan for the Highway 96 Trail Amendment which included trail construction in the Snail Lake Marsh area just south of Hwy 96 and Victoria Street N intersection.

She asked for committee input and comments. The main comments put forth by the committee included a deep desire to see the trail connect all the way to Reiland Lane. This would open up the ability to connect many neighborhoods to the main trail system and create a shortcut to the community center for those that are south of 96.

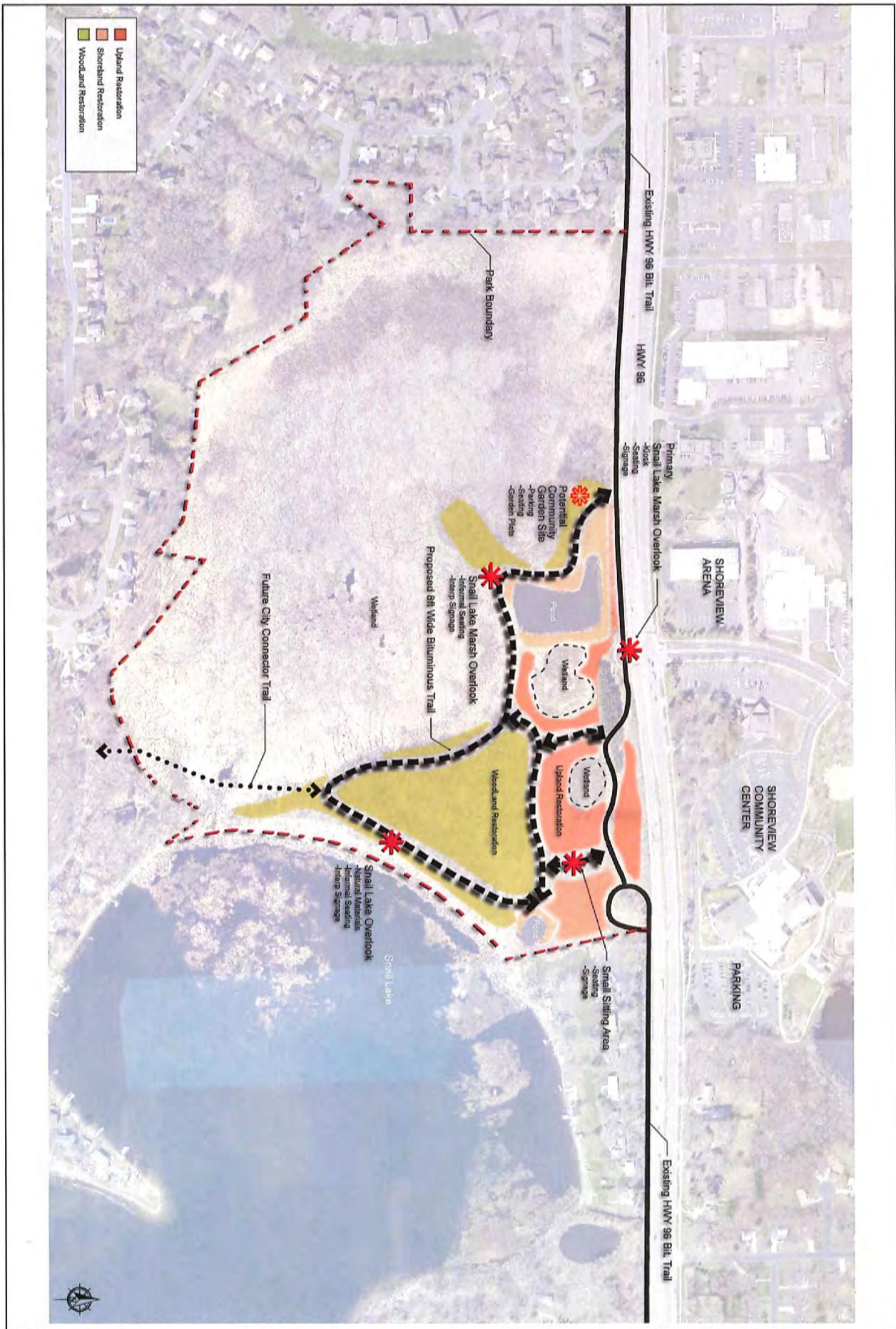
There was also a discussion against the community garden idea. The committee was concerned that the access to the site would be too difficult without sever road improvements to Hwy 96 and that the space needed for the gardens and the parking lot could be better utilized.

The presentation was concluded and it was understood that any improvements to the project, such as connecting the loop to Reiland Lane, would need to be paid for by the City. More information will become available later this spring after the amendment has been completed.

The committee then discussed trail updates from 2014. The committee reviewed the work that was completed on the Lexington trail connection as well as the reconstruction of the County Road I trail segment.

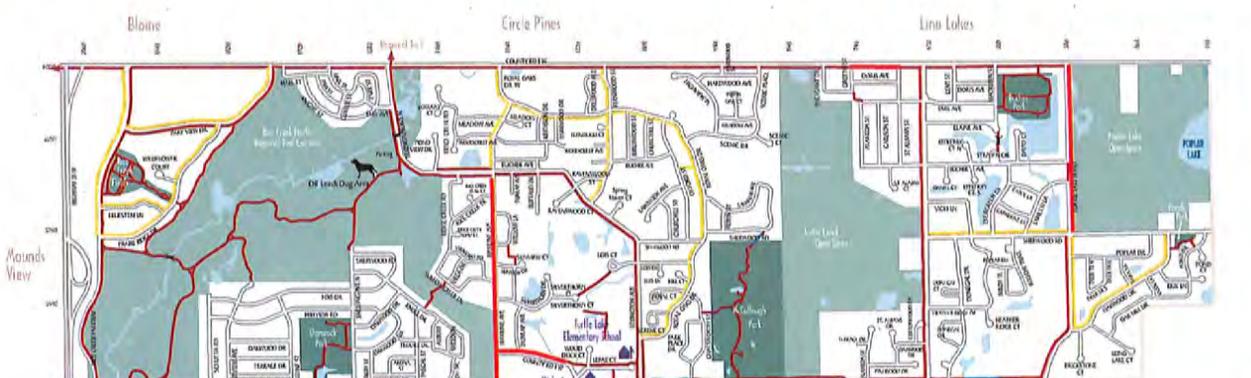
This transitioned into the creation of the 2014 Bikeway and Trails Committee's trail proposal map. Please see the attached map for proposed trail connections. Many of these trails are understood to be handled at the time of the road reconstruction but some of the smaller segments could be completed as additions to current trail projects. One trail segment that the committee would wish to highlight is the need to connect Reiland lane and Hwy 96 via trail system. This would serve to complete a loop around the lake and would also allow neighborhoods south of the community center to have a safe and direct access to the community center.

The meeting was adjourned at 8:20 PM.



HIGHWAY 96 REGIONAL TRAIL - SNAIL LAKE MARSH MASTER PLAN

RAMSEY COUNTY PARKS & RECREATION DEPARTMENT
 DATE: 3/14/2012



Shoreview Recreation Areas

CITY PARKS

- E9 Bobby Thelsen Park** | 3575 Vylan Avenue (County Road E & Vylan Avenue) | 15 Acres
SOCCER FIELD • HANDBALL COURT AREA • SKATING/WARMING • MULTI USE TRAILS • SHELTER* • 3 TENNIS • VOLLEYBALL
- G1 Bucher Park** | 5900 Mackubin Street (County Road J & Mackubin Street) | 75 Acres
2 BALL FIELDS • SOCCER FIELD • HANDBALL COURT AREA • SKATING/WARMING • MULTI USE TRAILS • PICNIC • PLAYGROUND • SHELTER* • GRILLS • 2 TENNIS
- F6 Commons Park** | 4580 Victoria Street (Highway 96 & Victoria Street) | 40 Acres
2 BALL FIELDS • FITNESS • SOCCER FIELD • HANDBALL COURT AREA • SKATING • MULTI USE TRAILS • PICNIC • PLAYGROUND • SHELTER* • SKATE PARK • SWIMMING • 2 TENNIS • VOLLEYBALL • SKATE PARK • HANDBALL COURT AREA
- E10 Lake Judy Park** | 900 Arbogast Street (Richmond Avenue & Arbogast Street) | 5 Acres
MULTI USE TRAILS • PICNIC • PLAYGROUND • SHELTER* • GRILL • 12 COURT
- E2 McCullough Park** | 915 County Road I (Between Lexington Avenue and Hodgson Road) | 75 Acres
2 BALL FIELDS • SOCCER FIELD • HANDBALL COURT AREA • SKATING/WARMING • MULTI USE TRAILS • PICNIC • PLAYGROUND • SHELTER* • 2 TENNIS • VOLLEYBALL
- H2 Ponds Park** | 190 Sherwood Road (Sherwood Road & Pond Drive) | 1 Acre
MULTI USE TRAILS • PICNIC • PLAYGROUND • BENCH SEATING
- B2 Rice Creek Fields** | 5880 Rice Creek Parkway (Rice Creek Parkway & Park View Drive) | 11 Acres
4 FASTPITCH FIELDS • BATTING CAGES* • SHELTER* • MULTI USE TRAILS • PLAYGROUND
- C3 Shamrock Park** | 5623 Snelling Avenue (County Road J & Snelling Avenue) | 23 Acres
2 BALL FIELDS • 5 SOCCER FIELDS • HANDBALL COURT AREA • SKATING/WARMING • MULTI USE TRAILS • PICNIC • PLAYGROUND • SHELTER* • 2 TENNIS
- G7 Sitzer Park** | 4344 Hodgson Road (Hodgson Road & Snail Lake Road) | 8 Acres
2 BALL FIELDS • HANDBALL COURT AREA • SKATING/WARMING • PICNIC • PLAYGROUND • SHELTER* • 2 TENNIS • MULTI USE TRAILS
- F8 Wilson Park** | 815 County Road F (Between Victoria Street and Lexington Avenue) | 13 Acres
2 BALL FIELDS • HANDBALL COURT AREA • SKATING/WARMING • MULTI USE TRAILS • PLAYGROUND • 2 TENNIS • PICNIC TABLES

COUNTY PARKS

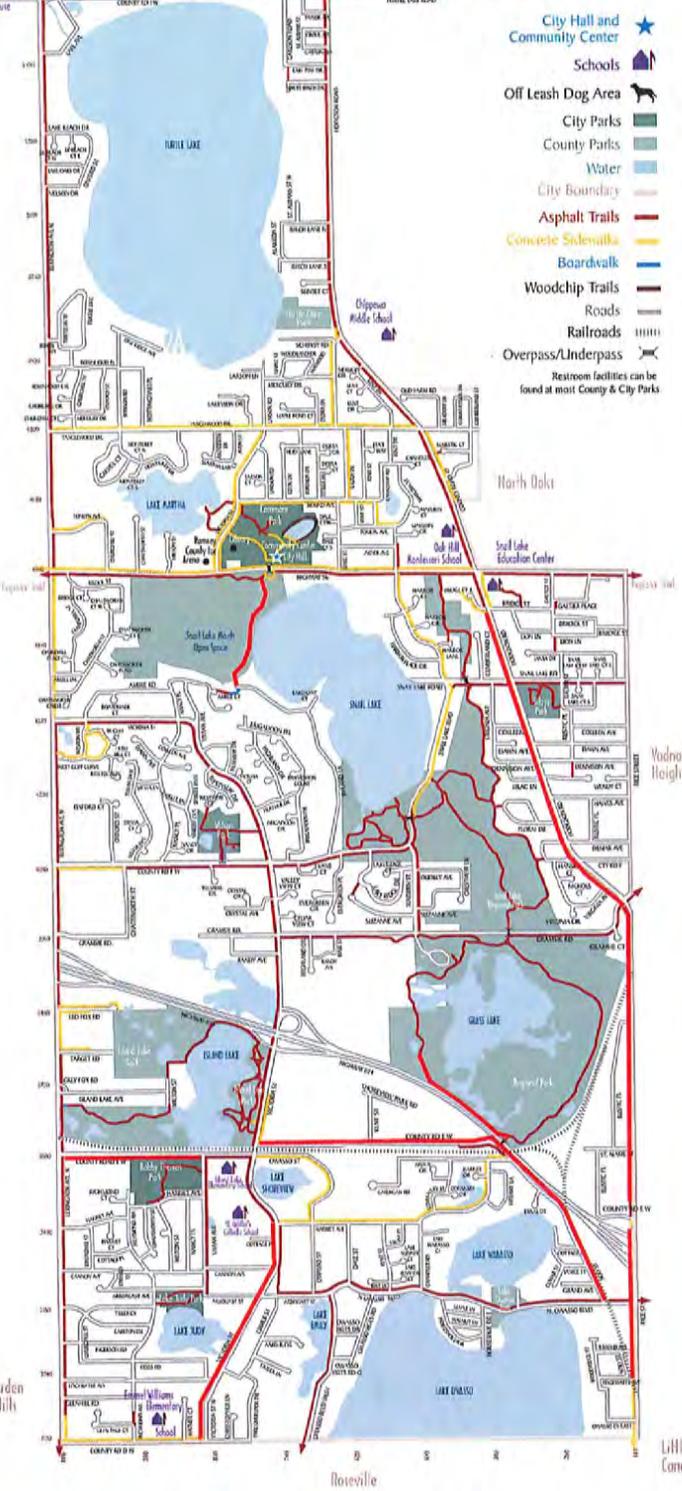
- E9 Island Lake County Park** | 3655 Victoria Street (Between Interstate 694 and County Road I) | 167 Acres
BOAT RAMP* • FISHING • GOLF COURSE • PICNIC • SHELTER* • VOLLEYBALL • PLAYGROUND • EXCLUSIVE GOLF*
- G10 Lake Owasso County Park** | 370 N. Owasso Blvd. (Between Victoria Street and Rice Street) | 9 Acres
BOAT RAMP* • FISHING • PICNIC • SWIMMING
- C2 Rice Creek North Regional Trail** | 1051 County Road I West (Between Hamline Ave. and I-35W)
OFF-LEASH DOG PARK (919 Leongun Ave.) • PICNIC • MULTI USE TRAILS • CANNING
- G8 Small-Vadnais Lake Regional Park** | 401 Snail Lake Blvd. (Snail Lake Blvd. and Mackubin St.) | 400 Acres
BOAT RAMP* • CROSS COUNTRY SKIING • FISHING • MULTI USE TRAILS • PICNIC • SWIMMING • VOLLEYBALL • SHELTERS*
- F5 Turtle Lake County Park** | 4979 Hodgson Road (Between Highway 96 and County Road I) | 9 Acres
BOAT RAMP* • PICNIC • SWIMMING • PLAYGROUND • SHELTERS* • PLAY FIELD

PUBLIC BUILDINGS

- F5 Chippewa Middle School** | 5000 Hodgson Road
3 BALL FIELDS • SOCCER FIELD • HANDBALL COURT AREA • PLAYGROUND • SWIMMING* • 5 TENNIS COURTS
- E11 Emmet Williams Elem. School** | 955 County Road D
2 BALL FIELDS • PLAYGROUND
- F10 Island Lake Elementary School** | 3555 Victoria Street N.
2 BALL FIELDS • PLAYGROUND
- F6 Ramsey County Library** | 4570 Victoria Street N.
- Shoreview Community Center** | 4580 Victoria Street North I
WATERPARK • FITNESS CENTER • INDOOR PLAYGROUND • BANQUETS MEETINGS
- Shoreview Ice Arena** | 877 Highway 96 | HOCKEY RINKS
- G6 Snail Lake Education Center** | 350 Highway 96 West
2 BALL FIELDS • HANDBALL COURT AREA • PLAYGROUND
- D3 Turtle Lake Elementary School** | 1141 Lepak Court
2 BALL FIELDS • SOCCER FIELD • HANDBALL COURT AREA • PLAYGROUND

* Requires rental permit, special fee, or class registration to use/reserve facility

- City Hall and Community Center ★
- Schools 🏫
- Off Leash Dog Area 🐕
- City Parks 🌳
- County Parks 🌳
- Water 💧
- City Boundary 📏
- Asphalt Trails 🛣️
- Concrete Sidewalk 🛤️
- Boardwalk 🛤️
- Woodchip Trails 🛤️
- Roads 🛣️
- Railroads 🚂
- Overpass/Underpass 🛤️
- Restroom facilities can be found at most County & City Parks



Printing of this map and information guide is funded in part with a grant provided from the Twin Cities Gateway – the convention and visitors bureau serving Shoreview and north metro area communities

Memorandum

To: Mayor and City Council Members
Cc: City Manager
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: December 11, 2014
Re: Monthly Report
- Administration Department
- Community Development Department

Planning Commission

The Planning Commission will hold their regular meeting on December 16th. One application for a variance and residential design review is scheduled for this meeting. A workshop session will also be held to discuss potential text amendments to address building height for multi-family residential, commercial and industrial projects and, nuisance regulations (tall grass and weed abatements).

Economic Gardening

City staff has heavily promoted the upcoming Economic Gardening Program that is beginning for the 2014-2015 session. Ramsey County recently informed us that several additional openings have become available, so the City sent a follow-up email blast to companies that would meet the eligibility requirements. Last year, the first where Ramsey County participated, there were 7 companies based in Shoreview that joined the Economic Gardening Program and found the sessions very beneficial and informative. Ramsey County indicated that past business participants are not allowed to re-apply and participate again in the program, but there has been discussion about creating an alumni business group to continue the networking.

Ramsey County, is partnering with other metro area counties and the Edward Lowe Foundation and the National Center for Economic Gardening. The program is aimed at connecting seasoned businesses with strategic research, facilitated CEO discussions, and access to a team of specialists that provide expert knowledge in their respective fields. The program provides free tools and resources for companies looking to take their business to the next level. Eligible businesses can apply/enroll on line at <https://hcrs.nationalcentereg.org>.

BRE Fund – Loan Guidelines

The City received legislative approval for a “Shoreview Tax Increment Pilot Project”, which allows for the establishment of up to three special Economic Development Districts for an extended period of 12

years and create a special business retention and expansion fund from both existing and future tax increment resources that can be used to assist with grants and loans to existing local businesses with expansion needs that will create good quality jobs. The City will have this special authority to develop and implement a pilot program for a period of 5 years.

As part of the special legislation for a new Business Retention and Expansion (BRE) Tax Increment Financing (TIF) District, the City of Shoreview has the ability to create a new BRE Fund. This fund is a separate entity from the BRE Tax Increment District. Under the Special Legislation Statute, the City can create up to three (3) BRE Tax Increment Districts where 20% of the increment collected (pooled) can be receipted in the BRE Fund.

Unlike when a City uses tax increment, the revenues in the BRE Fund can be used for costs that are not limited to "TIF eligible" expenditures and reimbursements. TIF proceeds can only be used for public infrastructure, site improvements, and land acquisition; whereas, the BRE Fund revenues are considered non-TIF dollars and can be used for building construction, private improvements and other private capital expenditures. The City can provide negotiated loans through a BRE Fund to local businesses in support of retention, expansion and job growth.

The BRE Fund would be used to provide loans to qualifying businesses looking to expand and create jobs. The EDA unanimously adopted an amended and updated business loan policy called *Advantage Shoreview Business Loan Program* consistent with the special legislation. The new BRE Loan guidelines and policy will be presented to the Council at your next meeting for formal adoption. The City will then start promoting the special BRE TIF Districts and BRE Fund to local companies looking to expand and add jobs in the next few years.

BRE-Targeted Investment Strategy

The 2014-2015 work plans of the Economic Development Commission (EDC) and Economic Development Authority (EDA) include a new action item to the economic development program that would study the linkages between the objectives of the Business Retention and Expansion Program (BRE) and the current types/availability of commercial properties and potential redevelopment areas to accommodate the growth needs of our key businesses to retain in the community. The basis of this study is to develop a comprehensive and focused strategy for supporting the retention and expansion of our BRE companies in cases where additional building space may only be attainable through redevelopment of certain older industrial areas. Both the EDA and EDC have endorsed the scope of the study presented by City staff, which will be undertaken over the next several months and reported back to these groups and the City Council as a whole.

Highway Corridor Transition Study

The planning consulting firm HKGI has finalized the draft study report and submitted to City staff for review. The draft document will be presented to the City Council, EDA, and Planning Commission early next year. This report is the culmination of several meetings with the City Council, EDA, Planning

Commission, and identifies residential and commercial areas along arterials in the City that are in either in transition or require additional measures to preserve the existing land uses. Implementation strategies, financial tools and the City’s preferred role in any redevelopment opportunities will be identified for each of the study areas. Recommendations from the study could eventually lead to updated or new land use policies in the Comprehensive Plan and will involve a public review process.

Development Updates

Applewood Pointe. The contractor is now framing the second of three floors of the building structure for the Applewood Pointe of Shoreview senior cooperative building. The developer, United Properties, reports that only 15 units remain available for sale. All of the third floor units have been sold. Construction is expected to be complete by late summer of 2015.

Autumn Meadows. Seventeen lots have now been sold according to Pulte Homes in the Autumn Meadows development, a 25-lot subdivision in northern Shoreview.

Best Western Plus/Green Mill. Work is progressing on schedule for the major renovations to the Green Mill restaurant and Hampton Inn. The property owner is converting the hotel to a Best Western Plus, as well as revamping the Green Mill restaurant. The hotel will receive upgrades to interior spaces including guest rooms, addition of elevators, and expanded banquet room space. The Green Mill will be completely redesigned and will have a much larger outdoor patio space (as shown in this photograph). The improvements should be completed by spring of 2015.



City and County Credit Union. The construction of a new City and County Credit Union at 1001 Red Fox Road is nearing completion. The City will soon be issuing an occupancy certificate and the new branch should open sometime in January. The building is the third and final phase of the retail development that included Trader Joe’s and a retail center along Red Fox Road.



Housing and Code Enforcement Activity

Code Enforcement – There were 9 new code enforcement cases opened in the past month. The table below summarizes the status of code enforcement activity:

Code Enforcement Activity			
Year	Total Cases	Cases Open	Cases Closed
2014	169	99	70
2013	159	37	122

City planning and code enforcement staff continues to work on several major hoarding/garbage house cases. The Hoarding Project continues to hold support groups here at City Hall. Residents who have entered into an agreement with the City have been encouraged to attend. There is also a separate support group meeting for family and friends of hoarders.

Rental Licensing – There were a total of 604 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses issued for the 2014 license year. The number of GDU rental licenses will likely continue to increase as the renewals for 2015 are processed.

Inspections of the Multi-Family Unit complexes (MFUs are general rental and senior apartment buildings) have been completed for this year. Approximately 1/3 of the dwelling units within each of the complexes are inspected for compliance with the City's housing and property maintenance code. Lakeview Terrace apartment will be added to the inspection schedule beginning next year.

Inspection for GDU units are geographically scheduled by neighborhood throughout the City and performed every other week by the Housing and Code Enforcement Officer. By the end of the year, staff will have inspected all of the required 313 units.

Other News and Information

- Attached is the monthly building permit activity report from the Building Official, showing that building permit valuations are now at \$36.2 million in construction through November of this year. The City has seen an increase in new residential house construction with 18 permits being issued this year for new homes.
- Attached is the monthly summary of services for the HousingResource Center through November.

CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2014 WITH 2013

	NOVEMBER 2014		TO DATE 2014		NOVEMBER 2013		TO DATE 2013	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$290,000	18	\$5,107,650			6	\$2,780,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS			25	\$2,697,300	3	\$348,000	33	\$1,451,700
GARAGES	1	\$40,000	9	\$217,500	1	\$16,000	8	\$151,000
MISCELLANEOUS	66	\$254,365	883	\$5,244,339	72	\$602,094	1165	\$8,033,054
APARTMENTS			1	\$16,705,000	1	\$19,000,000	2	\$20,999,750
OFFICES			1	\$1,500,000			0	\$0
RETAIL			0	\$0			1	\$1,285,000
INDUSTRIAL/WAREHOUSE			1	\$80,000			0	\$0
PUBLIC BUILDINGS			0	\$0			5	\$131,000
COMMERCIAL ADDITIONS			0	\$0	1	\$2,700,000	4	\$3,450,000
COMMERCIAL ALTER	1	\$3,500	56	\$4,667,554	8	\$351,516	56	\$3,818,417
TOTAL	69	\$587,865	994	\$36,219,343	86	\$23,017,610	1280	\$42,099,921

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

TO: Terry Schwerm, City Manager
 FROM: Fred Espe, Finance Director
 DATE: December 3, 2014
 RE: Monthly Finance Report

TAX COLLECTIONS

The table below provides a summary of 2014 property tax collections, followed by a summary of tax increment (TIF) collections. Shoreview's tax collection rate remains very strong at 98.1% of current year levies, before the final 2014 settlement which is received in January 2015. This compares to 97.1% at the same time in 2013.

Fund Description	2014 Tax Collections						Adopted Levy	Percent Collected	
	Current	Delinquent	Excess TIF	Mobile Home	Fiscal Disparity	Total Collections		Current	Total
General	\$ 6,070,577	\$ (40,935)	\$ 19,727	\$ 4,735	\$ 635,473	\$ 6,689,577	\$ 6,837,154	98.1%	97.8%
EDA	71,030	(335)	-	50	7,435	78,180	80,000	98.1%	97.7%
HRA	81,059	(632)	-	53	7,190	87,670	90,000	98.1%	97.4%
2004 CIB Bonds	117,200	(904)	-	96	12,269	128,661	132,000	98.1%	97.5%
2006 Street Bonds	190,006	(1,462)	-	155	19,890	208,589	214,000	98.1%	97.5%
2013 Street Bonds	172,249	(483)	-	107	18,031	189,904	194,000	98.1%	97.9%
Closed Bonds	-	(93)	-	4	-	(89)	-	-	-
2002 Impr Bonds	-	(119)	-	5	-	(114)	-	-	-
2006 Impr Bonds	7,103	(22)	-	5	743	7,829	8,000	98.1%	97.9%
Community Inv.	-	(716)	-	29	-	(687)	-	-	-
Street Renewal	799,093	(5,138)	-	613	83,650	878,218	900,000	98.1%	97.6%
GFA Revolving	1,198,639	(7,637)	-	917	125,475	1,317,394	1,350,000	98.1%	97.6%
Info Technology	17,758	-	-	9	1,859	19,626	20,000	98.1%	98.1%
Central Garage	163,370	(1,127)	-	128	17,102	179,473	184,000	98.1%	97.5%
Total City	\$ 8,888,084	\$ (59,603)	\$ 19,727	\$ 6,906	\$ 929,117	\$ 9,784,231	\$ 10,009,154	98.1%	97.8%

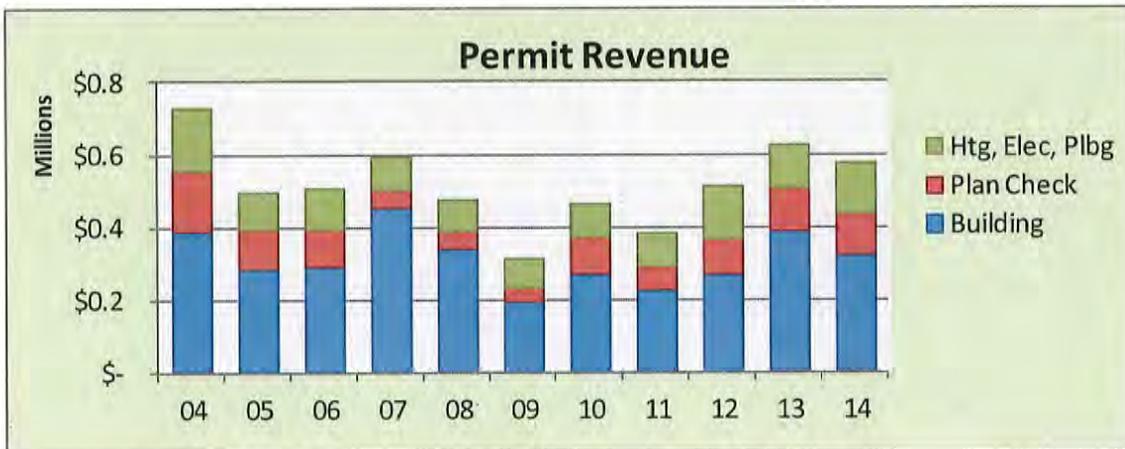
The overall collection rate for tax increment receipts is 98.8% (for all districts combined), and is 100% for four of the districts. Collections are slightly lower for TIF District #1 and #2.

	2014 TIF Collections		
	Total TIF Collections	Expected Collections	Percent Collected
TIF #1-Deluxe	\$ 908,932	\$ 913,771	99.5%
TIF #2-City Center	493,740	514,580	96.0%
TIF #4-Scandia Shores	105,162	105,162	100.0%
TIF #6-Gateway	100,883	100,873	100.0%
TIF #7 Shoreview Sr. Living	187,197	182,962	102.3%
TIF #9 TSI Inc.	15,923	15,923	100.0%
Total TIF Revenue	\$ 1,811,837	\$ 1,833,271	98.8%

PERMIT REVENUE

The table below provides a summary of permit revenues through November of 2014 in comparison to revenue received through November in four previous years. Total permit revenue to date in 2014 is \$292,952 higher than budget allowances.

	2010	2011	2012	2013	2014
Revenue Received					
Building permits	\$ 269,671	\$ 226,559	\$ 265,584	\$ 385,320	\$ 321,665
Plan check	100,123	60,838	99,146	120,611	115,919
Heating/electric/plumbing	94,412	91,650	144,428	119,642	136,368
Total Revenue	\$ 464,206	\$ 379,047	\$ 509,158	\$ 625,573	\$ 573,952
Budget allowance:					
Building permits	\$ 150,000	\$ 149,000	\$ 150,000	\$ 150,000	\$ 162,000
Plan check	40,000	35,000	45,000	50,000	46,000
Heating/electric/plumbing	60,000	57,000	63,000	72,000	73,000
Total Budget	\$ 250,000	\$ 241,000	\$ 258,000	\$ 272,000	\$ 281,000



MONTHLY REPORT

Attached is the monthly report for November. Additional explanations are provided below:

General Fund

- Property tax revenue on this report reflects revenue received through the end of November, therefore it is lower than in the table presented on the previous page (because the final tax payment was received on December 2)
- License and permit revenue exceeds the budget due to higher permit revenue
- Intergovernmental revenue exceeds the budget due to unbudgeted State Fire Aid that is paid directly to the Lake Johanna Fire Department (\$320,917), and Municipal State Aid for street maintenance (\$49,451)

- Charges for service revenue is below budget due to lower engineering and tree charges (\$79,033), as well as capital project administrative charges which are calculated subsequent to year end (\$90,000), plan check fees exceed budget by \$69,919
- Fines and forfeits are under budget due to administrative citations which are reported in the financial system subsequent to year end

Cable Television

- Capital outlay costs, which were not included in the original 2014 budget, include audio/visual improvements to the council chambers and hardware associated with the web streaming of council meetings

Liability Claims

- Insurance claims in excess of budget are a primarily a result of costs associated with the fire at the community center, once all costs associated with the fire are paid, the LMCIT will reimburse the City for costs in excess of the City's deductible (\$25,000)

Utility Funds and Central Garage Fund

- Capital costs appear to exceed the budget due to the manner in which major capital purchases are recorded during the year. As part of the year-end closing process the capital costs are reclassified to asset accounts (and the assets are depreciated over the useful life)

General Fund
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	6,837,154	3,492,232	3,344,922	51.08	50.87
Licenses & Permits	324,500	524,603	-200,103	161.67	187.18
Intergovernmental	188,622	552,794	-364,172	293.07	206.71
Charges for Services	1,303,110	1,223,057	80,053	93.86	105.52
Fines & Forfeits	52,800	32,123	20,678	60.84	38.13
Interest Earnings	45,000		45,000		
Miscellaneous	26,108	24,350	1,758	93.27	108.12
TOTAL REVENUES	8,777,294	5,849,159	2,928,135	66.64	67.26
EXPENDITURES					
General Government					
Administration	539,688	445,634	94,054	82.57	90.25
Communications	209,370	163,503	45,867	78.09	89.05
Council & commiss	145,385	131,984	13,401	90.78	93.86
Elections	39,559	34,332	5,227	86.79	90.39
Finance/accounting	559,990	458,665	101,325	81.91	88.41
Human Resources	278,161	215,941	62,220	77.63	82.83
Information systems	334,900	298,785	36,115	89.22	81.34
Legal	120,000	95,865	24,135	79.89	98.54
Total General Government	2,227,053	1,844,710	382,343	82.83	87.96
Public Safety					
Emergency services	7,973	2,723	5,250	34.15	52.44
Fire	1,023,220	1,344,063	-320,843	131.36	121.79
Police	1,969,030	1,800,589	168,441	91.45	91.80
Total Public Safety	3,000,223	3,147,375	-147,152	104.90	102.04
Public Works					
Forestry/nursery	132,243	104,692	27,551	79.17	68.56
Pub Works Adm/Engin	460,442	419,274	41,168	91.06	93.18
Streets	837,694	717,717	119,977	85.68	87.15
Trail mgmt	126,347	114,392	11,955	90.54	91.36
Total Public Works	1,556,726	1,356,075	200,651	87.11	87.89
Parks and Recreation					
Municipal buildings	127,775	122,428	5,347	95.82	95.51
Park Maintenance	1,200,912	1,080,802	120,110	90.00	89.34
Park/Recreation Adm	397,368	333,177	64,191	83.85	91.09
Total Parks and Recreation	1,726,055	1,536,407	189,648	89.01	90.21
Community Develop					
Building Inspection	155,715	146,492	9,223	94.08	104.19
Planning/zoning adm	434,522	382,085	52,437	87.93	89.03
Total Community Develop	590,237	528,577	61,660	89.55	93.20

General Fund
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
Capital Outlay					
Administration		8,356	-8,356		
Total Capital Outlay		8,356	-8,356		
TOTAL EXPENDITURES	9,100,294	8,421,500	678,794	92.54	93.29
OTHER					
Transfers In	692,000	678,667	13,333	98.07	98.15
Transfers Out	-369,000	-349,083	-19,917	94.60	95.19
TOTAL OTHER	323,000	329,583	-6,583	102.04	109.63
Net change in fund equity		-2,242,757	2,282,590		
Fund equity, beginning		4,303,604			
Fund equity, ending		2,060,847			
Less invested in capital assets					
Net available fund equity		2,060,847			

Recycling
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	66,000	67,528	-1,528	102.32	101.81
Charges for Services	493,500	262,325	231,175	53.16	51.35
TOTAL REVENUES	559,500	329,853	229,647	58.96	57.53
EXPENDITURES					
Public Works					
Recycling	529,569	440,784	88,785	83.23	86.42
Total Public Works	529,569	440,784	88,785	83.23	86.42
TOTAL EXPENDITURES	529,569	440,784	88,785	83.23	86.42
Net change in fund equity	29,931	-110,930	140,861		
Fund equity, beginning		204,983			
Fund equity, ending		94,053			
Less invested in capital assets					
Net available fund equity		94,053			

STD Self Insurance
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	6,964	536	92.85	92.21
Interest Earnings	450		450		
TOTAL REVENUES	7,950	6,964	986	87.60	85.38
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	7,250	750	90.63	45.18
Total Miscellaneous	8,000	7,250	750	90.63	45.18
TOTAL EXPENDITURES	8,000	7,250	750	90.63	45.18
Net change in fund equity	-50	-286	236		
Fund equity, beginning		41,257			
Fund equity, ending		40,971			
Less invested in capital assets					
Net available fund equity		40,971			

Community Center
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,431,850	2,113,812	318,038	86.92	89.81
Interest Earnings	8,000		8,000		
Miscellaneous	13,000	412	12,588	3.17	
TOTAL REVENUES	2,452,850	2,114,224	338,626	86.19	89.47
EXPENDITURES					
Parks and Recreation					
Community center	2,667,676	2,331,739	335,937	87.41	89.45
Total Parks and Recreation	2,667,676	2,331,739	335,937	87.41	89.45
TOTAL EXPENDITURES	2,667,676	2,331,739	335,937	87.41	89.45
OTHER					
Sale of Asset		457	-457		
Transfers In	339,000	310,750	28,250	91.67	91.67
TOTAL OTHER	339,000	311,207	27,793	91.80	91.67
Net change in fund equity	124,174	93,692	30,482		
Fund equity, beginning		1,048,539			
Fund equity, ending		1,142,231			
Less invested in capital assets					
Net available fund equity		1,142,231			

Recreation Programs
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,460,213	1,288,485	171,728	88.24	90.43
Interest Earnings	4,200		4,200		
Miscellaneous		48	-48		
TOTAL REVENUES	1,464,413	1,288,533	175,880	87.99	90.13
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	96,256	101,235	-4,979	105.17	80.69
Aquatics	151,242	114,286	36,956	75.57	97.67
Community programs	102,662	90,404	12,258	88.06	113.02
Drop-in Child Care	61,751	49,893	11,858	80.80	83.65
Fitness Programs	209,023	170,935	38,088	81.78	85.58
Park/Recreation Adm	387,969	309,341	78,628	79.73	81.65
Preschool Programs	113,540	74,661	38,879	65.76	98.82
Summer Discovery	206,689	209,206	-2,517	101.22	107.21
Youth/Teen	36,621	23,842	12,779	65.10	56.56
Total Parks and Recreation	1,365,753	1,143,803	221,950	83.75	89.82
TOTAL EXPENDITURES	1,365,753	1,143,803	221,950	83.75	89.82
OTHER					
Transfers In	70,000	70,000		100.00	100.00
Transfers Out	-100,000	-91,667	-8,333	91.67	91.67
TOTAL OTHER	-30,000	-21,667	-8,333	72.22	33.37
Net change in fund equity	68,660	123,064	-37,737		
Fund equity, beginning		761,736			
Fund equity, ending		884,800			
Less invested in capital assets					
Net available fund equity		884,800			

Cable Television
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	314,000	249,154	64,846	79.35	81.05
Interest Earnings	1,600		1,600		
Miscellaneous	1,200	1,100	100	91.67	83.23
TOTAL REVENUES	316,800	250,254	66,546	78.99	80.56
EXPENDITURES					
General Government					
Cable television	149,587	144,330	5,257	96.49	89.31
Total General Government	149,587	144,330	5,257	96.49	89.31
Capital Outlay					
Cable television		5,122	-5,122		
Total Capital Outlay		5,122	-5,122		
TOTAL EXPENDITURES	149,587	149,452	135	99.91	168.14
OTHER					
Transfers Out	-160,000	-146,667	-13,333	91.67	90.16
TOTAL OTHER	-160,000	-146,667	-13,333	91.67	90.16
Net change in fund equity	7,213	-45,865	79,745		
Fund equity, beginning		178,180			
Fund equity, ending		132,315			
Less invested in capital assets					
Net available fund equity		132,315			

Econ Devel Auth/EDA
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	80,000	40,681	39,319	50.85	50.69
TOTAL REVENUES	80,000	40,681	39,319	50.85	50.69
EXPENDITURES					
Community Develop					
Econ Development-EDA	71,007	64,048	6,959	90.20	75.29
Total Community Develop	71,007	64,048	6,959	90.20	75.29
TOTAL EXPENDITURES	71,007	64,048	6,959	90.20	75.29
Net change in fund equity	8,993	-23,367	32,360		
Fund equity, beginning		194,964			
Fund equity, ending		171,597			
Less invested in capital assets					
Net available fund equity		171,597			

HRA Programs of EDA
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000	45,744	44,256	50.83	50.70
TOTAL REVENUES	90,000	45,744	44,256	50.83	50.70
EXPENDITURES					
Community Develop					
Housing Programs-HRA	81,371	70,405	10,966	86.52	86.17
Total Community Develop	81,371	70,405	10,966	86.52	86.17
TOTAL EXPENDITURES	81,371	70,405	10,966	86.52	86.17
Net change in fund equity	8,629	-24,661	33,290		
Fund equity, beginning		74,197			
Fund equity, ending		49,536			
Less invested in capital assets					
Net available fund equity		49,536			

Liability Claims
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,100		2,100		
Miscellaneous	30,000	15,433	14,567	51.44	3.26
TOTAL REVENUES	32,100	15,433	16,667	48.08	3.02
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	173,689	-141,689	542.78	57.00
Total Miscellaneous	32,000	173,689	-141,689	542.78	57.00
TOTAL EXPENDITURES	32,000	173,689	-141,689	542.78	57.00
Net change in fund equity	100	-158,255	158,355		
Fund equity, beginning		227,879			
Fund equity, ending		69,624			
Less invested in capital assets					
Net available fund equity		69,624			

Slice SV Event
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	26,000	24,836	1,164	95.52	110.42
Miscellaneous	32,000	33,155	-1,155	103.61	136.76
TOTAL REVENUES	58,000	57,991	9	99.99	124.14
EXPENDITURES					
General Government					
Slice of Shoreview	65,735	63,608	2,127	96.76	112.46
Total General Government	65,735	63,608	2,127	96.76	112.46
TOTAL EXPENDITURES	65,735	63,608	2,127	96.76	112.46
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	2,265	4,384	-2,119		
Fund equity, beginning		65,817			
Fund equity, ending		70,201			
Less invested in capital assets					
Net available fund equity		70,201			

Water Fund
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		1,209	-1,209		
Intergovernmental	12,620	11,831	789	93.75	96.51
Utility Charges	2,637,000	2,166,584	470,416	82.16	93.04
Late fees		39,102	-39,102		
Water meters	5,500	10,177	-4,677	185.04	345.49
Other prop charges	11,000	9,135	1,865	83.04	289.42
Interest Earnings	34,000	-52	34,052	-.15	1.51
TOTAL REVENUES	2,700,120	2,237,987	462,133	82.88	93.91
EXPENDITURES					
Proprietary					
Water Operations	1,503,536	1,300,991	202,545	86.53	81.45
Total Proprietary	1,503,536	1,300,991	202,545	86.53	81.45
TOTAL EXPENDITURES	1,503,536	1,300,991	202,545	86.53	81.45
OTHER					
Sale of Asset		189	-189		
Depreciation	-639,000	-585,750	-53,250	91.67	91.67
Transfers Out	-303,000	-303,000		100.00	100.00
GO Revenue Bonds	-160,623	-187,963	27,340	117.02	118.23
TOTAL OTHER	-1,102,623	-1,076,525	-26,098	97.63	98.00
Net change in fund equity	93,961	-139,529	285,309		
Fund equity, beginning		13,327,864			
Fund equity, ending		13,188,335			
Less invested in capital assets		9,427,325			
Net available fund equity		3,761,010			

Sewer Fund
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		1,862	-1,862		
Intergovernmental	10,050	9,426	624	93.79	96.52
Charges for Services	1,000	1,715	-715	171.47	1,448.8
Utility Charges	3,816,000	3,382,703	433,297	88.65	89.16
Late fees		62,184	-62,184		
Facility/area chgs	4,000	28,985	-24,985	724.63	848.65
Other prop charges	2,500	48,500	-46,000	1,940.0	-6.00
Interest Earnings	24,000	-17	24,017	-.07	.67
TOTAL REVENUES	3,857,550	3,535,358	322,192	91.65	91.03
EXPENDITURES					
Proprietary					
Sewer Operations	3,219,590	3,108,213	111,377	96.54	96.18
Total Proprietary	3,219,590	3,108,213	111,377	96.54	96.18
Capital Outlay					
Capital Projects		1,342	-1,342		
Total Capital Outlay		1,342	-1,342		
TOTAL EXPENDITURES	3,219,590	3,109,555	110,035	96.58	96.18
OTHER					
Sale of Asset		189	-189		
Depreciation	-330,000	-302,500	-27,500	91.67	91.67
Transfers Out	-181,000	-181,000		100.00	100.00
GO Revenue Bonds	-58,177	-67,887	9,710	116.69	111.53
TOTAL OTHER	-569,177	-551,199	-17,978	96.84	96.89
Net change in fund equity	68,783	-125,395	229,758		
Fund equity, beginning		7,478,199			
Fund equity, ending		7,352,804			
Less invested in capital assets		4,725,848			
Net available fund equity		2,626,956			

Surface Water Mgmt
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		382	-382		
Intergovernmental	3,660	3,429	231	93.68	96.34
Utility Charges	1,277,000	1,132,397	144,603	88.68	88.50
Late fees		18,019	-18,019		
Lake Impr Dist chgs	43,577	30,855	12,722	70.80	77.89
Other prop charges	5,000	11,460	-6,460	229.20	148.67
Interest Earnings	8,000		8,000		
TOTAL REVENUES	1,337,237	1,196,542	140,695	89.48	89.21
EXPENDITURES					
Proprietary					
Snail Lake Aug.	27,277	58,581	-31,304	214.76	46.40
Surface Water Oper	799,318	600,124	199,194	75.08	84.93
Total Proprietary	826,595	658,705	167,890	79.69	83.37
Capital Outlay					
Surface Water Oper		48	-48		
Total Capital Outlay		48	-48		
TOTAL EXPENDITURES	826,595	658,753	167,842	79.69	83.37
OTHER					
Depreciation	-248,000	-227,333	-20,667	91.67	91.67
Transfers Out	-147,000	-147,000		100.00	100.00
GO Revenue Bonds	-82,116	-93,676	11,560	114.08	124.56
TOTAL OTHER	-477,116	-468,009	-9,107	98.09	99.99
Net change in fund equity	33,526	69,779	-18,040		
Fund equity, beginning		8,072,695			
Fund equity, ending		8,142,474			
Less invested in capital assets		6,135,855			
Net available fund equity		2,006,619			

Street Light Utility
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		174	-174		
Utility Charges	493,000	436,759	56,241	88.59	88.46
Late fees		7,926	-7,926		
Interest Earnings	2,200		2,200		
Miscellaneous	500	120	380	24.01	
TOTAL REVENUES	495,700	444,979	50,721	89.77	89.51
EXPENDITURES					
Proprietary					
Street lighting	267,491	219,966	47,525	82.23	83.79
Total Proprietary	267,491	219,966	47,525	82.23	83.79
Capital Outlay					
Street lighting		152,441	-152,441		
Total Capital Outlay		152,441	-152,441		
Capital Outlay					
Capital Projects		5,031	-5,031		
Total Capital Outlay		5,031	-5,031		
TOTAL EXPENDITURES	267,491	377,439	-109,948	141.10	140.41
OTHER					
Depreciation	-58,000	-53,167	-4,833	91.67	91.67
Transfers Out	-20,400	-20,400		100.00	100.00
TOTAL OTHER	-78,400	-73,567	-4,833	93.83	94.03
Net change in fund equity	149,809	-6,027	165,502		
Fund equity, beginning		1,163,796			
Fund equity, ending		1,157,769			
Less invested in capital assets		432,561			
Net available fund equity		725,208			

Central Garage Fund
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000	93,628	90,372	50.88	50.71
Intergovernmental	83,170	77,837	5,333	93.59	94.63
Cent Garage chgs	1,242,855	1,240,040	2,815	99.77	104.71
Interest Earnings	9,500		9,500		
Miscellaneous		150	-150		
TOTAL REVENUES	1,519,525	1,411,655	107,870	92.90	96.44
EXPENDITURES					
Proprietary					
Central Garage Oper	599,799	541,445	58,354	90.27	84.27
Total Proprietary	599,799	541,445	58,354	90.27	84.27
Capital Outlay					
Central Garage Oper		480,191	-480,191		
Total Capital Outlay		480,191	-480,191		
TOTAL EXPENDITURES	599,799	1,021,636	-421,837	170.33	185.90
OTHER					
Sale of Asset	29,000	90,353	-61,353	311.56	174.78
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-660,000	-605,000	-55,000	91.67	91.67
GO CIP Bonds	-238,054	-240,223	2,169	100.91	100.73
TOTAL OTHER	-749,654	-635,470	-114,185	84.77	87.54
Net change in fund equity	170,072	-245,451	521,186		
Fund equity, beginning		4,203,945			
Fund equity, ending		3,958,494			
Less invested in capital assets		3,228,575			
Net available fund equity		729,919			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 11-30-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,207	Dain Rauscher Investment Services	FN	-31,0	07-25-13	06-27-2028	496,500.00	4.419400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 8						5,378,847.00	

FED HM MORTG POOL

1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
Total Number Of Investments: 2						960,000.00	

TAX EXMPT MNCPL BOND

1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
Total Number Of Investments: 2						314,770.75	

TAXABLE MUNCPL BONDS

1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
Total Number Of Investments: 8						2,930,934.45	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 11-30-14

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					<u>18,216,927.20</u>	
					<u>1,398,800.02</u>	
					<u>8,077,958.81</u>	
					<u>8,440.35</u>	
					<u>168,898.01</u>	
					<u>148,888.63</u>	
					<u>28,019,913.02</u>	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: DECEMBER 15, 2014
SUBJ: PUBLIC WORKS MONTHLY REPORT

Administrative Activities

There has been an increasing amount of interest and activity associated with water topics affecting Shoreview this year, and last week's announcement of a lawsuit settlement involving White Bear Lake private property interests and the Minnesota Department of Natural Resources highlights the complexity of the roles of the various State, regional and local agencies. Significant efforts have been made to study and potentially modify water supply policy for the region, and it requires a growing amount of staff to advocate for and protect Shoreview's interests. For example, the Public Works Director has been involved in the following:

- Participating in the numerous Met Council Advisory Committee meetings, work groups, work sessions and Open Houses that relate to their proposed Water related policy changes.
- Serving as a member for the DNR's North & East Metro Groundwater Area Advisory Team.
- Attending the Legislative Water Commission meetings in St. Paul and providing testimony this week to the Commission concerning the practical aspects Shoreview's municipal water utility and our responsibilities to our residents and businesses regardless of the terms of the DNR's settlement agreement.
- Meeting with other local government public works officials and Legislative advocates to prepare for the upcoming Legislative session. Much of what has been included in the DNR's settlement agreement presumes a great deal of consensus within the Legislature as well as the ability to find significant funding sources for the concepts included in the Met Council's Water Supply Study.

There will likely continue to be a lot of work in these areas at least for the next few Legislative sessions as the settlement agreement stipulates a 3 year "stay" in the litigation.

Maintenance Activities

Public works crews worked together on two full crew plowing events. Trails were cleared and manual snow removal (shovels and snow blowers) along boardwalks and bus shelters was completed after each snow event. Due to light snow, sleet and freezing rain, crews were called to spread salt on four separate occasions. They also worked together on two separate water main break repairs. Public works crews attended a "Winter Road Maintenance" workshop that was held at the maintenance center.

Street crews clean and inspect plows and equipment after each snow event. They also cleaned the street sweepers and put them away for the winter. They put temporary patches in the streets after each water main break repair. They put up the winter banners in the Commons area. They are working on sign repairs and replacement and performed retro reflectivity testing on 32 control signs throughout the City. As time allows street crews are trimming trees.

Utility crews continue to inspect wells and lift stations as well as the booster station and the water towers each day. Routine preventative maintenance and repairs are made as needed. Crews have been greasing the pumps and cleaning at each well house. Water samples are collected daily and analyzed or sent in as required by the Minnesota Department of Health. They have also been pumping down and cleaning each lift station. Utility locate request continue to come in and crews respond by marking underground utilities in proposed excavation areas. The crew is jetting and flushing sanitary sewer lines and inspecting and repairing manholes as needed. Also as time permits, they are repairing or replacing hydrant flags.



Department of Corrections Crew – The DOC crews start each day by cleaning the maintenance center lunchroom, bathrooms, offices and other common areas. They have been trimming and removing trees and removing buckthorn on City owned property. When it snows the DOC crews complete all the manual snow removal along boardwalks and bus shelters along trails that equipment can't get to. As the snow gets deep they will shovel out hydrants. As the snow melts, as has been the case the last couple of weeks, they will pick up trash in the medians along highway 96 and Lexington Ave.

Project Updates

Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01 – City staff is currently collecting data and preparing the feasibility report. City staff presented general information about the reconstruction project and feasibility study process to residents in the Turtle Lane and Schifsky road neighborhoods. The meetings were well attended and the comments from the residents about the project were positive. It is expected the feasibility report will be presented to the Council in February.

Hanson/Oakridge Neighborhood Reconstruction – Project 14-01 – Construction work has been suspended due to the winter season. The new City LED Street Lights were installed and energized for the whole neighborhood. XCEL has removed their lights. Installation of the final wear course of asphalt and final restoration will be completed in the spring of 2015.

Water Treatment Plant – Project 14-02 – The AE2S design team is continuing to work to gather information and work on the design of the WTP. City staff plans to present design elements of the water plant to the City Council at the February workshop.

Trail Extension and Rehabilitation – Project 14-05 – Construction work has been suspended due to the winter season. Final restoration of the areas disturbed during the trail work will be completed in the spring of 2015.

Autumn Meadows Development – Project 14-06 – All of the public infrastructure has been constructed for the development except the final wear course of asphalt, which will likely be installed in 2015. New home construction continues in the development. Approximately half of the lots have either completed homes or homes under construction.

Highway 96 Lift Station – Project 14-07 – The bid opening for the project was held on December 11. City staff will be presenting the bid results with a recommendation to award a contract to the low bidder at the December 15th Council meeting.

Turtle Lake Augmentation Feasibility Report – The City is completed negotiating a RFP/Scope of Services in accordance with City Council direction earlier this year and is currently awaiting a draft of the grant agreement from the Met Council who is charged with processing the money allocated by the 2014 State Legislature. Staff is anticipating presenting a professional service agreement along with a cost share/escrow agreement with Turtle Lake Homeowners Association and grant agreement with the Met Council for City Council consideration in the near future.

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: DECEMBER 10, 2014

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

During November, the Parks and Recreation Department completed its transition to winter activities. The Parks maintenance division begins preparing ice rinks, responding to snow events, and installs and maintains holiday lights at the Community Center. It is anticipated that the City ice rinks will open sometime next week, weather permitting.

There were several Community Center building projects that were completed in November. The new carpeting in the upper level lobby, meeting rooms, and Shoreview Room was completed in November. The new carpeting has a more updated contemporary style than the carpeting that was installed several years ago. In addition, the movable walls in the meeting rooms were replaced and the wall in the Wedell Community Room was refinished. These projects, along with the cleaning of the duct work for three of the building's air handling units, which was necessary due to the fire that occurred, kept our Building and Grounds Superintendent and Building Technician very busy throughout the month.

December is always one of our most active and challenging months at the Community Center since the building is well used by our members, hosts numerous events and activities, and has very high daily use when school-age children are on their holiday break. We also sell the largest number of annual memberships in December. We always schedule more guest services staff to assist in these sales efforts.

COMMUNITY CENTER

There was a 12% increase in daily admission revenue in November. Nearly 30 buy one get one free coupons were redeemed. There also has been an increased interest in coupon books. There was over a 50% increase in coupon books sold this November compared to last year with a total of 65 coupon books being sold. Member traffic has declined slightly this year. One of the contributing factors to this decline is the amount of visits required for some of the health insurance reimbursement programs. Many programs no longer require a minimum number of visits to obtain a monthly monetary reimbursement. Currently, there are more than 1400 members on a health insurance reimbursement program.

The fitness center remains active which is typical for this time of the year. Staff has been meeting regularly with our fitness equipment maintenance service, Master Link Sports, in an attempt to keep all equipment operating effectively throughout the high usage time of the year. It becomes increasingly difficult to keep all the equipment and the fitness center clean during the winter months. Staff is investigating utilizing some employees from the Department of Human services to assist in this effort. A small group of workers would come into clean fitness equipment during low use times with a job coach.

There was some maintenance performed on the whirlpool in the past month. Horizon Pools scheduled a filter cleaning and provided some training to staff on how to perform this work. In general, the whirlpool has been functioning more efficiently since the installation of the UV filter system. The Waterpark hosted 23 pool parties throughout the month. The poolside party packages that are held on Friday and Saturday evenings continue to gain in popularity. Many Boy Scout groups and end of the season team parties appreciate this option. There were nearly 30 birthday parties that enjoyed the Tropics Waterpark and Tropical Adventure Indoor playground.

It has been two years since the pickleball program started in the gymnasium at the Community Center. Last year at this time we scheduled pickleball on Monday, Wednesday and Friday mornings. In addition, a punch card had just been developed allowing some flexibility, and the gymnasium had just become exclusive to pickleball. In this past year, a daily drop-in rate has been introduced. Pickleball has been added exclusively every weekday morning from 8:00 a.m. until 11:00 a.m. and a fourth court has been installed. These improvements were done to make it a safer environment and more enjoyable experience for all participants. This is generally an underutilized time frame in the gymnasium. Last year pickleball had between 15 and 20 participants most mornings and we now have an average of 20 to 30 players every morning.

Pickleball has been one of the contributing factors for the increase in seasonal membership sales. In the past several years, seasonal membership revenue has decreased since the introduction of monthly membership billing. This year seasonal memberships have increased over 10%. A membership special started at the end of the month (Black Friday Special) allowing customers to purchase a one month membership for \$35.00. This membership is attractive for students returning home from college during the winter break. This membership can be purchased until the end of December. There have been 60 membership specials sold to date which is comparable to last year.

There were 254 memberships sold in November which is a slight decrease compared to last year. Many of our members are utilizing their guest passes. Nearly 300 guests visited the Community Center with members during the month of November which is a 50% increase compared to last year. Many projects occurred in the Community Center this month.

The annual Holiday Lighting Ceremony was held on November 20th with refreshments being served after in the Richard Wedell Community Room. The Volunteer Recognition dinner was held this month as well as the Northern Lights Variety Band practicing on Tuesday evenings and

some Saturday mornings. Banquet Room rental revenue did decline this month mostly because of the Shoreview Room was not available for several days due to the carpet replacement project. We did have a few new corporate rentals including Arc of Minnesota which held their annual conference in both banquet rooms.

RECREATION PROGRAMS

The Tropics Waterpark remained active the month of November housing a wide variety of activities and programs. Two specialty classes were offered on Thanksgiving Day. An Aqua Fit class was offered with over 40 people participating. An Aqua Zumba class was introduced and was extremely popular. Staff will be holding another Aqua Zumba during the Christmas break and a regularly scheduled class will be started in the spring session. Some new float belts have been purchased to introduce some deep water exercise classes. Staff has been researching new and innovative water programs due to the decrease in aquatic class participants in the past year.

Three aquatic programs that have had difficulty receiving the required number of participants were successful this season. These classes are offered at Chippewa Middle school. Discover Scuba gives participants an opportunity to learn how to use scuba gear under the instruction of a certified Scuba Instructor. The snorkeling class allows participants the ability to experience basic snorkeling techniques. The swimming and lifesaving classes allow scouting groups to learn skills necessary for them to receive merit badges.

The men's adult basketball league has had a significant decline in participation, particularly among Shoreview residents. The price of this program has had to increase due to the rising facility costs and referee and score keeper fees. Participants have mentioned that it is becoming difficult to pay team fees when typically there is a small number of participants on each team. Staff is going to investigate if it would be beneficial to partner with another city next year to help keep programs costs at an affordable level. The volleyball league has partnered with New Brighton and Mounds View which has helped maintain strong participation in this program.

Men's drop in basketball which is held at Island Lake elementary is going to make some changes starting January, 2015. This program allows participants to pay a daily fee to drop into the gym and play full court basketball on Wednesday evenings and Saturday mornings. Due to the growing interest and participation in pickleball at Shoreview, Wednesday evenings will now be a drop in pickleball program instead of basketball. Basketball players will still be able to play at Island lake Elementary on the regularly scheduled Saturday mornings.

The fall tumbling program finished on November 15th. There were 50 participants enrolled this session. Nearly half of the participants were enrolled in the Toddler/Parent classes. The tumbling program at Shoreview tends to cater to parents who want their children to be moving and receive a basic tumbling experience in a non-competitive environment. Staff is evaluating

adding more toddler and introductory classes. Registration has started for the winter tumbling session.

Staff has already started working on the spring ShoreViews and is beginning to plan for summer programs. This year the popular Summer Discovery Program will be implementing an online registration process. They will be utilizing the DocuSign program that has been used for facility rentals. DocuSign will gather all the information, contracts, and waivers that are required at registration. Allowing online registration will improve the registration process for both returning and new participants. It will ensure that accurate information is received in a timely manner and allow a more streamlined way of storing all participant information.

Even with many of our active adults starting to leave for the winter months, our weekly and monthly adult programs are still well attended. Bingo usually averages 15 participants, and bridge and 500 average 25 to 30 card players. The book club continues to grow in popularity. A class called new technology self defense is being offered. This class teaches older adults the importance of proper password management, avoiding technology threats, recognizing potential scams, preserving privacy, ensuring their data is properly backed up, and protecting their computers from viruses.

PARKS MAINTENANCE CREW

The Parks maintenance crews were getting ready for the winter season in November. They worked hard in the snow and cold to get the holiday lights up for the lighting ceremony on November 20th. It was another successful lighting ceremony. Since then the crew has had to repair some of the lights. The crew also trimmed some branches while they were putting up the lights.

The crew installed the boardwalk at Wilson Park for access from the building to the rinks. The rubber matting was also installed outside of the buildings. With the early cold weather the crew got a start flooding rinks. Before the crew could start flooding the three rinks used for off leash dog areas, they needed to remove the fencing and waste receptacles from these rinks. The crew is working on getting the buildings ready for the skating season. We had a contractor out to check all the furnaces, so they are ready for the season.

The crew has had to plow the parking lots at the Community Center, the Library, Larson House, both fire stations and the parks twice this past month. There have been two times where the crew has come in to spread salt on those same lots when there wasn't enough snow to plow. The sidewalks at all sites and the trails in the parks have been cleaned at the same time when the crew has been out.

The crew continues to pick up trash on a daily basis at the Community Center, the Library and the Parks. The trash receptacles are dumped on an as needed basis.

COMMUNITY CENTER CREW

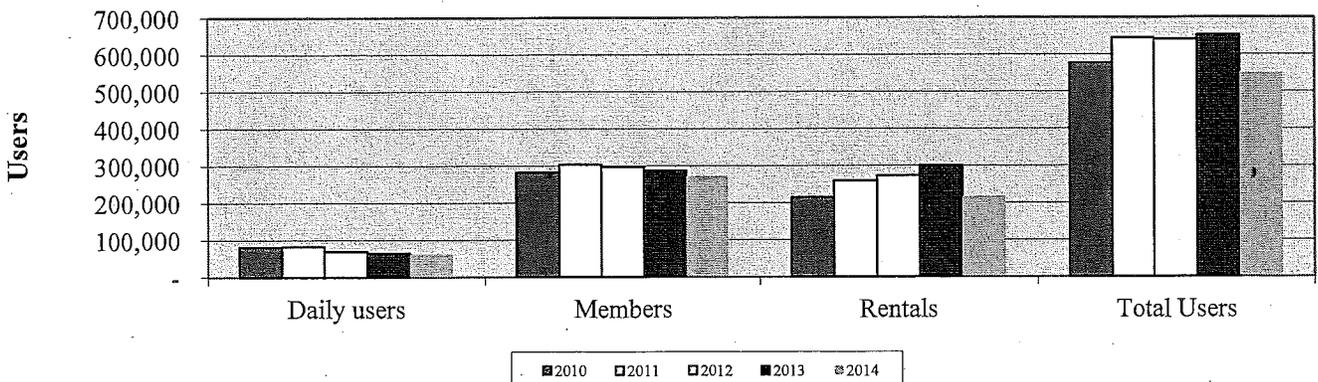
The crew has been busy trying to keep the building on its cleaning schedule which has been difficult with a few of our custodians out on vacation and illness. We are starting to get back into our normal routine. It also didn't help having to work around the crew cleaning the ductwork from three of our air handlers, cleaning that needed to be done as a result of the fire at the Community Center. All cleaning and restoration work has now been completed.

Work orders for repairs has increased dramatically this year. We are already over 5,000 for the year and will probably end up with around 5,500 for the year. That will be an increase of 1,300 from 2013 record of 4,208.

**Community Center Activity Year-to-date
Through November Each Year**

	2010	2011	2012	2013	2014
Number of Users:					
Daily users	80,810	82,731	69,789	64,870	63,048
Members	281,709	303,367	297,488	287,283	271,722
Rentals	214,332	258,926	273,023	300,156	216,262
Total Users	576,851	645,024	640,300	652,309	551,032
Revenue:					
Admissions	\$ 474,877	\$ 533,654	\$ 504,926	\$ 534,700	\$ 544,361
Memberships-annual	752,903	821,982	849,863	854,807	860,985
Memberships-seasonal	90,377	86,783	83,754	80,711	89,420
Room rentals	208,103	227,192	233,850	275,564	278,178
Wave Café	162,823	181,350	174,893	194,375	198,538
Commissions	9,634	14,503	14,184	11,873	13,359
Locker/vending/video	24,597	24,609	21,087	20,105	18,199
Merchandise	9,864	13,092	13,601	13,378	10,961
Other miscellaneous	1,204	1,196	192	(19)	683
Building charge	93,000	97,000	100,000	101,687	100,000
Transfers in	284,174	272,250	275,000	286,000	310,750
Total Revenue	2,111,556	2,273,611	2,271,350	2,373,181	2,425,434
Expenditures:					
Personal services	1,147,730	1,166,737	1,263,616	1,322,768	1,315,159
Supplies	336,204	396,022	377,223	410,809	451,448
Contractual	449,645	505,978	525,618	557,906	565,130
Other	-	-	5,727	-	-
Total Expenditures	1,933,579	2,068,737	2,172,184	2,291,483	2,331,737
Rev less Exp Year-to-date	\$ 177,977	\$ 204,874	\$ 99,166	\$ 81,698	\$ 93,697

**Community Center Users
Through November of Each Year**



**Community Center Monthly Activity
For the Year 2014**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,204	6,661	10,413	5,480	4,230	5,389	4,858	5,232	2,251	4,010	6,320	-	63,048
Members	31,309	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	-	271,722
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	-	216,262
Total Users	49,709	41,646	49,605	43,938	44,301	72,650	68,970	70,042	31,013	37,598	41,560	-	551,032
Revenue:													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ 40,779	\$ -	\$ 493,927
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,122	-	50,434
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,530	-	950,405
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	-	278,178
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,513	-	198,538
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	-	13,359
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	-	18,199
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	605	-	10,961
Other miscellaneous	(42)	(61)	(43)	29	1	296	56	42	18	21	366	-	683
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	-	100,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	-	310,750
Total Revenue	285,948	212,154	294,275	198,736	175,207	302,334	188,386	188,100	164,946	192,002	223,346	-	2,425,434
Expenditures:													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	113,176	-	1,315,159
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	-	310,750
Total Revenue	285,948	212,154	294,275	198,736	175,207	302,334	188,386	188,100	164,946	192,002	223,346	-	2,425,434
Expenditures:													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	113,176	-	1,315,159
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	-	451,448
Contractual	8,229	39,893	48,847	45,114	28,652	82,787	33,283	79,182	73,306	76,445	49,392	-	565,130

**Community Center Monthly Activity
For the Year 2013**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	5,986	5,703	70,573
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	25,962	26,112	313,395
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	15,574	14,768	314,924
Total Users	54,559	49,185	60,580	53,877	48,164	85,038	84,255	79,725	44,037	45,367	47,522	46,583	698,892
Revenue:													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ 36,362	\$ 40,843	\$ 524,169
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	6,268	5,289	56,663
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	112,181	169,305	1,104,823
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,021	22,877	21,760	21,612	27,643	303,207
Wave Cafés	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	15,558	16,485	210,860
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	3,074	144	152	12,025
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	1,743	1,490	4,093	24,198
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	811	627	14,005
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	14,623	14,604
Building charge	-	-	-	-	-	101,687	-	-	-	-	-	-	101,687
Interest	-	-	-	-	-	-	-	-	-	-	-	(42,835)	(42,835)

**Community Center Monthly Activity
For the Year 2012**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,757	9,853	10,137	6,003	4,801	4,914	6,289	6,089	2,547	4,594	5,805	6,732	76,521
Members	34,702	31,137	29,693	27,472	25,620	25,094	26,585	24,860	19,992	25,021	27,312	26,728	324,216
Rentals	16,398	16,066	14,860	17,120	15,041	37,529	35,345	70,550	16,533	16,421	17,160	18,856	291,879
Total Users	59,857	57,056	54,690	50,595	45,462	67,537	68,219	101,499	39,072	46,036	50,277	52,316	692,616
Revenue:													
Admissions	\$ 55,671	\$ 45,702	\$ 67,428	\$ 40,239	\$ 34,868	\$ 46,024	\$ 51,546	\$ 45,866	\$ 10,568	\$ 25,520	\$ 33,548	\$ 43,987	\$ 500,967
Indoor playground	6,678	6,845	4,850	4,128	3,924	2,494	3,265	3,054	2,610	4,722	5,376	6,296	54,242
Memberships	121,572	92,089	86,050	68,705	69,225	72,207	69,527	74,020	81,313	93,797	105,112	204,093	1,137,710
Room rentals	24,441	25,231	15,536	21,979	18,627	26,549	17,245	22,644	19,042	22,895	19,661	21,336	255,186
Wave Café	20,842	16,592	21,932	13,945	13,729	15,760	15,655	18,985	7,176	14,782	15,495	17,458	192,351
Commissions	279	-	1,424	350	2,336	1,680	1,336	1,357	2,243	1,907	1,272	362	14,546
Locker/vending/video	1,016	3,015	1,869	2,685	1,102	2,374	1,055	1,961	3,039	1,764	1,207	5,366	26,453
Merchandise	1,177	1,164	1,935	997	1,365	1,214	1,633	1,537	726	963	890	920	14,521
Other miscellaneous	53	10	31	(33)	42	71	59	(104)	50	37	(24)	480	672
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	1,757	101,757
Interest	-	-	-	-	-	-	-	-	-	-	-	14,100	14,100
Transfers in	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Total Revenue	256,729	215,648	226,055	177,995	170,218	293,373	186,321	194,320	151,767	191,387	207,537	341,155	2,612,505
Expenditures:													
Personal services	86,352	110,691	109,922	103,825	106,288	160,760	111,336	114,288	102,560	99,313	158,281	136,353	1,399,969
Supplies	18,791	35,879	58,334	37,088	37,677	25,491	41,673	40,578	23,100	25,145	33,467	68,854	446,077
Contractual	8,918	18,761	71,950	63,435	63,612	44,855	48,798	51,328	43,170	72,961	37,830	74,065	599,683
Other	-	2,485	-	3,242	-	-	-	-	-	-	-	-	5,727
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	114,061	167,816	240,206	207,590	207,577	231,106	201,807	206,194	168,830	197,419	229,578	279,272	2,451,456
Rev less Exp (monthly)	\$ 142,668	\$ 47,832	\$ (14,151)	\$ (29,595)	\$ (37,359)	\$ 62,267	\$ (15,486)	\$ (11,874)	\$ (17,063)	\$ (6,032)	\$ (22,041)	\$ 61,883	\$ 161,049

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the following payment of bills as presented by the finance department.

Date	Description	
12/01/14	Accounts payable	\$228,220.94
12/04/14	Accounts payable	\$164,299.50
12/08/14	Accounts payable	\$49,740.69
12/11/14	Accounts payable	\$493,920.44
12/15/14	Accounts payable	\$284,195.39
	Sub-total Accounts Payable	\$ 1,220,376.96
12/12/14	Payroll 127514 to 127552 970153 to 970342	\$148,564.19
	Sub-total Payroll	
	TOTAL	<u>\$ 1,368,941.15</u>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

12/15/14

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BEISSWENGERS HARDWARE	SPRINKLER HEAD REPAIR RIDGE CREEK RD	101	42200	2180		001		-\$13.35	-\$13.35
BEISSWENGERS HARDWARE	PARTS FOR CHLORIDE TANKS	701	46500	2220		001		-\$11.90	-\$11.90
BEISSWENGERS HARDWARE	MUFFLER FOR TRASH PUMP	701	46500	2220		002		-\$4.89	-\$4.89
BEISSWENGERS HARDWARE	UNIT S2 CLEANOUT PLUMBING	701	46500	2220		001		-\$47.38	-\$47.38
OTTO, SHEILA	Election Judge Payment	101	40300	3190				-\$80.75	-\$80.75
MIDWEST OVERHEAD CRANE CORP	HOIST INSPECTIONS CC AND PUBLIC WORKS	220	43800	3190				-\$198.95	
		701	46500	3190				-\$397.90	-\$596.85
AMSAN BRISSMAN KENNEDY	UNIBODY COMBO RED	220	43800	2110				\$220.04	\$220.04
AMSAN BRISSMAN KENNEDY	SOAP/FOAM CLEANSER/KLEENEX/JANIT. SUPP.	220	43800	2110				\$2,163.15	\$2,163.15
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINER/FOAM SOAP	220	43800	2110				\$288.88	\$288.88
BEISSWENGERS HARDWARE	SPRINKLER HEAD REPAIR RIDGE CREEK RD	101	42200	2180		001		\$13.35	
CENTRAL RESTAURANT PRODUCTS	BIRTHDAY CAKE KNIVES	220	43800	2180		006		\$133.79	\$133.79
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$708.55	\$708.55
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 11-26-14	101	21720					\$9,155.74	\$9,155.74
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:11-26-14	101	20420					\$134.75	\$134.75
CURLEY, DANIEL	REIMBURSEMENT/PARKING	101	42050	4500				\$37.50	\$37.50
DEBORAH A. SORENSON, D.C.	STAFF DEVELOPMENT	101	40500	4500		010		\$100.00	\$100.00
FLEET FARM/GE CAPITAL RETAIL B	GLOVES, GLUE AND TOW STRAPS	101	42200	3970		001		\$83.93	\$182.23
		701	46500	2180		001		\$98.30	
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS: 11-26-14	101	20418					\$5,670.00	
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.19	\$16.19
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.19	\$16.19
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.14	\$17.14
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.14	\$17.14
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
H & L MESABI, INC.	PLOW PARTS	701	46500	2220		001		\$1,288.00	\$1,288.00
HAMMEL, DOUGLAS	VIDEO OF SEWER	602	45550	3190		001		\$150.00	\$150.00
HAWKINS, INC.	CHEMICAL ORDER	220	43800	2160		001		\$1,288.86	\$1,288.86
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$548.50	\$548.50
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$99.90	\$99.90
HENKEMEYER, PAM	MAILBOX DAMAGE FROM 2013-2014	101	42200	2180		001		\$50.00	\$50.00
HISTORY THEATRE INC	SENIOR DAY TRIP/THEATRE TICKETS	225	43590	3174		004		\$331.00	\$331.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 11-26-14	101	21750					\$6,557.11	\$6,557.11
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 11-26-14	101	20430					\$640.00	\$640.00
IT SOLUTIONS	RETURN VALUE/AMERICAN EXPRESS GIFT CARD	701	20200					\$100.00	\$100.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/NOVEMBER 2014	220	43800	3960		003		\$1,089.00	\$1,089.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/NOVEMBER 2014	220	43800	3960		004		\$1,320.00	\$1,320.00
KAPELLE, DOROTHY	MAILBOX DAMAGE 2013-2014	101	42200	2180		001		\$50.00	\$50.00
MENARDS CASHWAY LUMBER **FRIDL	DETERGENT	701	46500	2183		001		\$7.77	\$7.77
MIDWEST LOCK & SAFE INC	REPAIRS TO DOORS AND DOOR LOCKS CC	220	43800	3810		003		\$3,742.91	\$3,742.91
MIDWEST OVERHEAD CRANE CORP	HOIST INSPECTIONS CC AND PUBLIC WORKS	220	43800	3190				\$198.39	\$595.17
		701	46500	3190				\$396.78	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:11-26-14	101	20435					\$137.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 11-26-14	101	20420					\$35.00	\$35.00
MINNESOTA METRO NORTH TOURISM	OCT 2014 HOTEL/MOTEL TAX	101	22079					\$23,069.00	\$21,915.55
		101	38420					-\$1,153.45	
MINNESOTA POLLUTION CONTROL AG	LIC FEE/EWELL/FRANDRUP/KIFFE/SCHREIER	602	45550	4500		003		\$180.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MINNESOTA SAFETY COUNCIL	DRUG AND ALCOHOL TRAINING/SHAUGHNESSY	101	42200	4500		002		\$150.00	\$150.00
MINNESOTA WASTE WATER ASSOCIAT	RENEWAL FEES/CHMIELEWSKI/CURLEY	602	45550	4500		002		\$50.00	\$50.00
MOORE MEDICAL, LLC	O2 REBREATHER MASKS/CM# 82455990	220	43800	2200		001		\$38.96	\$38.96
NEWMAN SIGNS	SIGN BLANK	101	42200	2180		003		\$110.92	\$110.92
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE - NOVEMBER 2014	220	43800	3960		005		\$1,388.62	\$1,388.62
ORKIN EXTERMINATING CO INC.	LARSON HOUSE PEST CONTROL	101	40800	3190				\$81.33	\$81.33
OTTO, SHEILA	Election Judge Payment	101	40300	3190				\$80.75	\$80.75
PLUG'N PAY TECHNOLOGIES INC.	OCT 2014/RETAIL/CC FEES	220	43800	4890		002		\$177.45	\$215.70
		225	43400	4890				\$38.25	
PLUG'N PAY TECHNOLOGIES INC.	OCT 2014/ECOMM/CC FEES	220	43800	4890		002		\$5.88	\$15.00
		225	43400	4890				\$9.12	
PMA FINANCIAL NETWORK, INC	SEPTEMBER 2014 BANK FEES	101	40500	4890		004		\$139.72	
PRECISION LANDSCAPE & TREE, IN	831 TANGLEWOOD DRIVE	101	43900	3190		003		\$1,524.39	\$1,524.39
PRECISION LANDSCAPE & TREE, IN	781 TANGLEWOOD DRIVE	101	43900	3190		003		\$1,660.44	\$1,660.44
PRECISION LANDSCAPE & TREE, IN	5979 ROBIN OAK COURT	101	43900	3190		003		\$4,084.94	\$4,084.94
PRECISION LANDSCAPE & TREE, IN	4234 BRIGADOON DRIVE	101	43900	3190		003		\$905.21	\$905.21
PRECISION LANDSCAPE & TREE, IN	952 SHERWOOD ROAD	101	43900	3190		003		\$989.83	\$989.83
PRECISION LANDSCAPE & TREE, IN	4365 VIRGINA AVE	101	43900	3190		003		\$1,769.28	\$1,769.28
PRECISION LANDSCAPE & TREE, IN	4814 NOTTINGHAM PLACE	101	43900	3190		003		\$356.73	\$356.73
PRECISION LANDSCAPE & TREE, IN	4310 REILAND LANE	101	43900	3190		003		\$533.48	\$533.48
PRECISION LANDSCAPE & TREE, IN	952 HARDWOOD AVE	101	43900	3190		003		\$419.93	\$419.93
PRECISION LANDSCAPE & TREE, IN	201 LILAC LANE	101	43900	3190		003		\$1,160.16	\$1,160.16
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 11-26-14	101	21740					\$30,007.67	\$30,007.67
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION: 11-26-14	101	21740					\$246.10	\$246.10
REINDERS, INC.	HOLIDAY LIGHTS/CORDS	101	43710	2240				\$665.99	\$665.99
REPUBLIC SERVICES INC #899	FALL CLEANUP 2014	210	42750	3640				\$12,225.29	\$12,225.29
ROBERTS, CLAIRE	MAILBOX DAMAGE 2013-2014	101	42200	2180		001		\$33.15	\$33.15
SPRINGSTED, INCORPORATED	GO IMP BDS 2014A REFUNDING	701	48130	6200				\$23,518.72	\$33,641.33
		380	48200	6200				\$503.61	
		601	48300	6200				\$4,608.06	
		602	48300	6200				\$3,676.38	
		603	48300	6200				\$1,334.56	
STANDARD AND POOR'S	2014A GO REFUNDING IMP BDS RATING	701	48130	6200				\$8,913.55	\$12,750.00
		380	48200	6200				\$190.87	
		601	48300	6200				\$1,746.44	
		602	48300	6200				\$1,393.34	
		603	48300	6200				\$505.80	
TERMINAL SUPPLY CO	SANDING LIGHTS - PLOW TRUCKS	701	46500	2220		001		\$57.06	\$57.06
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 11-26-14	101	21710					\$22,148.76	\$57,665.50
		101	21730					\$28,633.40	
		101	21735					\$6,883.34	
U S BANK CREDIT CARD FEES	OCTOBER 2014 CREDIT CARD FEES	220	43800	4890		002		\$2,905.20	
		225	43400	4890				\$781.22	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 11-26-14	101	20420					\$58.00	
VANCO SERVICES	OCTOBER FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$124.75	\$124.75
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE/CREDIT 845190	220	43800	2590		001		\$850.43	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$164.57	\$164.57
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$41.83	\$41.83
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$861.29	\$910.92
		220	43800	2591		003		\$49.63	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,071.40	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	\$228,220.94
								=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A-1 HYDRAULICS SALES & SERVICE	ADAPTER UNIT JD4210	701	46500	2220		002	\$19.43	\$19.43
ACE SOLID WASTE	DUMPSTER FOR ATTIC STOCK CARPET DISPOSAL	220	43800	3640			\$431.48	
ALLEN, DEANNE	MINUTES - 11/10 CC, 11/17 CC	101	40200	3190		001	\$400.00	\$400.00
AMERICAN FIRE & SAFETY	ANNUAL EXTINGUISHER INPECTION	701	46500	3196		001	\$830.70	
AMSAN BRISSMAN KENNEDY	AZURE FOAM WASH	220	43800	2110			\$241.29	\$241.29
AMSAN BRISSMAN KENNEDY	SOAP/PPR TWL/URINAL SCREEN/MICROFIBER CL	220	43800	2110			\$1,223.97	\$1,223.97
AMSAN BRISSMAN KENNEDY	BATH TISSUE/FOAM SOAP/CAN LINERS	220	43800	2110			\$423.04	\$423.04
AMSAN BRISSMAN KENNEDY	BATH TISSUE/SOAP/CAN LINERS	220	43800	2110			\$342.98	\$342.98
AMSAN BRISSMAN KENNEDY	FLOOR CLEANER/DISINFECT/URINAL COVER	220	43800	2110			\$124.72	\$124.72
AMSAN BRISSMAN KENNEDY	FOAM FLOOR CLEANER	220	43800	2110			\$56.68	\$56.68
AMSAN BRISSMAN KENNEDY	50' EXTENSION CORDS	220	43800	2110			\$361.32	\$361.32
AMSAN BRISSMAN KENNEDY	SKIN CLEANSER/PAPER TWL/CLOROX/DEODOR	220	43800	2110			\$1,095.84	\$1,095.84
ANDERSON, WILLARD	FACILITY REFUND	220	22040				\$500.00	\$500.00
ASSURANT ADMINISTRATIVE OFFICE	LONG TERM DISABILITY: DEC 2014	101	20412				\$1,914.01	\$1,914.01
BOLLINGER, DIANE	4HR SMART DRIVER	220	22040				\$28.00	\$28.00
BRAUN INTERTEC CORPORATION	795 HWY 96 PHASE I	401	15600				\$1,900.00	\$1,900.00
BRAUN INTERTEC CORPORATION	CONC TESTING OWASSO ST PROJ 09-12	571	47000	5950			\$185.50	\$185.50
C & E HARDWARE	ROD	601	45050	2280		001	\$3.99	\$3.99
C & E HARDWARE	CLEANER	701	46500	2183		001	\$14.98	\$14.98
C & E HARDWARE	ELECTRICAL SUPPLIES BOOSTER	601	45050	2280		005	\$3.18	\$3.18
C & E HARDWARE	SPRAY FOAM	601	45050	2280		002	\$15.18	\$15.18
CARTER, LACRISHA	FACILITY REFUND	220	22040				\$25.00	\$25.00
CHAMPION PLUMBING	PERMIT REFUND 14-02311 - 306 OAK HILL DR	101	32620				\$35.00	\$40.00
		101	20802				\$5.00	
CHARPENTER, CLAUDETTE	FACILITY REFUND	220	22040				\$25.00	\$25.00
CHRISTOPHERSON, CARA	FACILITY REFUND	220	22040				\$25.00	\$25.00
DELTA DENTAL	DENTAL COVERAGE: DEC 2014	101	20415				\$6,640.59	\$6,957.44
		101	20411				\$316.85	
DUNNS DEER REMOVAL LLC	DEER REMOVAL	101	42200	3190		003	\$100.00	
EDAM	EDAM ANNUAL MEMBERSHIP/SIMONSON/HILL	240	44400	4330			\$395.00	\$395.00
EDUCATION CENTER, BELLAIRE	POS REFUND	220	22040				\$9.42	\$9.42
ELLIOTT, LAURIE	WELLNESS PROGRAM INCENTIVES	101	40210	4890		010	\$256.84	\$256.84
ENVIROTECH SERVICES INC	CALCIUM CHLORIDE	101	42200	2181		002	\$1,797.80	\$1,797.80
ESCH CONSTRUCTION SUPPLY INC	BLADE FOR WALK BEHIND SAW	701	46500	2220		002	\$349.00	\$349.00
FERGUSON WATERWORKS #2516	GLOVES & VALVE FOR UNIT 607	701	46500	2220		001	\$170.08	\$193.79
		701	46500	2180		001	\$23.71	
FLOORS BY BECKERS INC	INSURANCE CLAIM: FIRE	260	47400	4340			\$7,259.54	
GANGLE, ANDREW	EROS RED 211 OWASSO LN E RES 14-111	101	22030				\$1,000.00	\$1,000.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 12-05-14	101	20431				\$355.75	\$355.75
GERTENS WHOLESALE	SPRUCE TIPS/EUCALYPTUS/CEDAR/MAGNOLIA	220	43800	2180		002	\$453.80	\$453.80
GOODPRINTER, THE	SLICE OF SHOREVIEW BUSINESS CARDS	270	40250	4890		004	\$48.00	\$48.00
GRAINGER, INC.	LIGHT BULBS	220	43800	2240		001	\$20.76	\$20.76
GRAINGER, INC.	LAMPS	220	43800	2240		001	\$796.60	\$796.60
GRAINGER, INC.	WATER FILTER/BALLAST	220	43800	2240		001	\$212.98	\$212.98
GRAINGER, INC.	DISP GLOVES/HALOGEN LIGHT BULBS	220	43800	2240		001	\$141.55	\$141.55
HAMERNICK DECORATING CENTER	REPAIRS TO WALLPAPER CC	220	43800	3810		003	\$375.00	\$375.00
HAWKINS, INC.	CHEMICAL ORDER	220	43800	2160		001	\$332.27	\$332.27
HORIZON COMMERCIAL POOL SUPPLY	CLEAN WHIRLPOOL FILTER/CM RMA-1130	220	43800	3810		007	\$303.20	\$303.20
HOTSY EQUIPMENT CO	PRESSURE WASHER NOZZLES	701	46500	2180		001	\$41.70	\$41.70
KADERBHAI, MUNIR	HOLIDAY FUN	220	22040				\$16.00	\$16.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/DECEMBER 2014	220	43800	3960		003	\$1,089.00	\$1,089.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/DECEMBER 2014	220	43800	3960		004		\$1,320.00	\$1,320.00
KAVAN, STEVE	HOLIDAY FUN	220	22040					\$18.00	\$18.00
KELLY & LEMMONS, P.A.	OCTOBER 2014 LEGAL FEES	101	40600	3020				\$6,559.17	\$12,422.58
		101	40600	3030				\$5,185.01	
		101	40600	3040				\$512.40	
		571	47000	5930				\$46.00	
		603	45850	5930				\$120.00	
LACHER, SHELLY	FACILITY REFUND	220	22040					\$25.00	\$25.00
LORD, AUDREY	PASS REFUND	220	22040					\$48.31	\$48.31
LORD, AUDREY	PASS REFUND	220	22040					\$24.26	\$24.26
MACLEAN, HEIDI	FACILITY REFUND	220	22040					\$25.00	\$25.00
MARTIN, BRADY	EROS RED 948 ROBINHOOD PL RES 14-111	101	22030					\$500.00	\$500.00
MATHESON TRI-GAS INC	CO2	220	43800	2160		002		\$95.73	\$95.73
MENARDS CASHWAY LUMBER **FRIDL	CRACK SEALER FOR BOOSTER FLOOR	601	45050	2280		005		\$29.99	\$29.99
MENARDS CASHWAY LUMBER **FRIDL	RV ANTI FREEZE FOR SAW	601	45050	2280		002		\$16.02	\$16.02
MENARDS CASHWAY LUMBER *MAPLEW	TREE TRIMMING SUPPLIES	101	42200	2180		001		\$70.90	\$70.90
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: NOVEMBER	101	20802					\$1,467.74	\$1,438.39
		101	34060					-\$29.35	
MPLS ST PAUL MAGAZINE	SUBSCRIPTION RENWAL 2014/SIMONSON	240	44400	4330				\$19.95	
NCPERS MINNESOTA	PERA LIFE INSURANCE: DEC 2014	101	20413					\$208.00	\$208.00
NORTHERN ELECTRICAL CONTRACTOR	INSURANCE CLAIM: FIRE	260	47400	4340				\$180.00	\$180.00
OFFICE DEPOT	PRESCHOOL SUPPLIES: GLUE DOTS	225	43555	2170				\$67.49	\$67.49
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40550	2010		003		\$16.17	\$109.90
		225	43555	2170				\$41.48	
		101	40200	2010		002		\$36.58	
		101	40200	2010		002		\$15.67	
OXYGEN SERVICE COMPANY	WELDING GASES	701	46500	2180		001		\$86.39	
PEPPIN, ADRIENNE	ROPE LIGHTS FOR FITNESS STUDIO	225	43530	2170				\$85.66	\$85.66
PLUMBMASTER, INC	SINGLE FLUSH SIDE MOUNT/WATER BOTTLE	220	43800	2240		001		\$468.46	\$468.46
PLUMBMASTER, INC	WRENCH/HOSE/FLUSHER/CAULK/SPUD ASSMBLY	220	43800	2240		001		\$814.15	\$814.15
PLUMBMASTER, INC	RECIPROCATING SAWS	220	43800	2240		001		\$60.96	\$60.96
RAMSEY COUNTY	NOTARY FILING FEE/HAMMITT	101	42050	4330				\$20.00	\$20.00
REYNOSO, MARTHA	FACILITY REFUND	220	22040					\$676.90	\$676.90
RICOH USA INC.	MAINTENANCE: RICOH COPIERS	101	40200	3850		002		\$178.44	\$178.44
RICOH USA INC.	MAINTENANCE: RICOH COPIERS 6502	101	40200	3850		002		\$2,852.15	\$2,852.15
RICOH USA INC.	RICOH 821DN PRINTER/11-28-14 TO 2-27-15	101	40550	3860		004		\$60.98	\$60.98
RUM RIVER CONTRACTING	2014 TRAIL REHAB CP#14-05 PAYMENT NO.4	445	47000	5900				\$84,673.45	\$84,673.45
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015					\$2,286.32	\$2,286.32
SIMPLEXGRINNELL LP	TECH TROUBLESHOT ALARM AUDIO	220	43800	3810		003		\$705.50	\$705.50
SINGH, JAGDEEP	AQUATICS - LEVEL 2.5	220	22040					\$45.00	\$45.00
SIPE, BETH	ACTIVITY REFUND	220	22040					\$10.00	\$10.00
SYSCO FOOD SERVICES OF MN, INC	WAREWASHING DETERGENTS/CC KITCHENS	220	43800	2590		001		\$458.78	\$1,176.49
		220	43800	2180		002		\$717.71	
T.A. SCHIFSKY & SONS, INCORPOR	WINTER MIX ASPHALT	101	42200	2180		002		\$480.60	\$480.60
TERMINAL SUPPLY CO	SHOP SUPPLIES/SANDING PLOW LIGHTS	701	46500	2180		001		\$51.40	\$72.00
		701	46500	2220		001		\$20.60	
UNIVERSITY OF MINNESOTA	NELSON/CONFERENCE	101	44300	4500				\$420.00	\$420.00
UNIVERSITY OF MINNESOTA	LUKOSKIE/CONFERENCE	101	44300	4500				\$105.00	\$105.00
WEISKOPF, REN	FACILITY REFUND	220	22040					\$50.00	\$50.00
WILKINS, RONALD	BASKETBALL LEAGUE	220	22040					\$550.00	\$550.00
XCEL ENERGY	ELECTRIC/GAS: PARKS	101	43710	3610				\$962.07	\$1,358.79

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		101	43710	2140			\$396.72	
XCEL ENERGY	ELECTRIC/GAS: WELLS	601	45050	3610			\$9,529.32	
		601	45050	2140			\$320.88	\$9,850.20
XCEL ENERGY	ELECTRIC: LIFT STATIONS	602	45550	3610			\$661.38	
YALE MECHANICAL INC	BOILER REPAIR/HOT WATER MAINTENANCE	220	43800	3810		003	\$354.50	
YALE MECHANICAL INC	MAIN BOILER REPAIR	220	43800	3810		003	\$2,842.42	\$2,842.42
YALE MECHANICAL INC	OCT MAINT/POOL AHU FILTER CHANGE	220	43800	3190		004	\$3,872.51	\$3,872.51
YATES, JOANNE	HOLIDAY LUNCHEON	220	22040				\$25.00	\$25.00
YOUTH GROUP, PIRCHEI	FACILITY REFUND	220	22040				\$100.00	\$100.00
Total of all invoices:								\$164,299.50

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640			\$1,272.21	\$1,508.78
		101	43710	3950			\$236.57	
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$250.46	
AUTO PLUS	FORKLIFT PROPANE	701	46500	2120			\$102.95	\$102.95
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2180		001	\$13.32	\$13.32
BEISSWENGERS HARDWARE	DEF DISPENSER	701	46500	2180		001	\$3.77	\$3.77
BEISSWENGERS HARDWARE	SNOW PLOW BOLTS	701	46500	2180		001	\$56.88	\$56.88
BEISSWENGERS HARDWARE	DEF STORAGE TANK	701	46500	2180		001	\$1.98	\$1.98
BOYER TRUCK PARTS INC.	UNIT 215 COOLANT BYPASS HOSE	701	46500	2220		001	\$46.76	\$46.76
BOYER TRUCK PARTS INC.	DEF FLUID & DISPENSER FOR DUMP TRUCKS	701	46500	2220		001	\$234.05	\$234.05
BOYER TRUCK PARTS INC.	UNIT 209 BELT	701	46500	2220		001	\$45.00	\$45.00
BOYER TRUCK PARTS INC.	UNIT 209 BELT	701	46500	2220		001	\$45.00	\$45.00
C & E HARDWARE	HOSE REEL PARTS	701	46500	2180		001	\$14.47	\$14.47
C & E HARDWARE	PLOW LIGHT AND TRAILER PARTS	701	46500	2220		001	\$3.48	\$16.32
		701	46500	2220		002	\$12.84	
CRYSTEEL TRUCK EQUIPMENT INC	JD5220 V PLOW CYLINDER	701	46500	2220		002	\$255.20	
CRYSTEEL TRUCK EQUIPMENT INC	1 TON PLOW PARTS	701	46500	2220		001	\$239.82	\$239.82
EARL F. ANDERSON & ASSOC., INC	SIGN SHOP SUPPLIES	101	42200	2180		003	\$935.60	\$935.60
FACTORY MOTOR PARTS COMPANY	UNIT 310 WHEEL TIRE PRESSURE SENSOR	701	46500	2220		001	\$39.99	\$39.99
FACTORY MOTOR PARTS COMPANY	UNIT 215 BATTERIES	701	46500	2220		001	\$134.84	\$134.84
FINANCE & COMMERCE, INC.	AD FOR BID 96/DALE LIFT STA PROJ 14-07	473	47000	5950			\$290.03	\$290.03
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.13	\$17.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.13	\$17.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.17	\$16.17
HOFFARD, THERESA	MILEAGE REIMBURSEMENT/RC ELECTIONS	101	40200	4890			\$14.56	\$14.56
I-STATE TRUCK CENTER	UNIT 204 MIRROR	701	46500	2220		001	\$104.37	\$104.37
I-STATE TRUCK CENTER	UNIT 204 MIRROR BRACKET	701	46500	2220		001	\$104.06	\$104.06
LARSON COMPANIES	SMALL EQUIPMENT FILTERS	701	46500	2220		002	\$30.84	\$30.84
LARSON COMPANIES	1 TON FILTERS	701	46500	2220		001	\$28.56	\$28.56
LARSON COMPANIES	EQUIPMENT FUEL FILTERS	701	46500	2220		002	\$61.72	\$61.72
LARSON COMPANIES	UNIT 306 VAC-CON FUEL FILTERS	701	46500	2220		001	\$41.68	\$41.68
MAJKOZAK, MICHELLE	HOLIDAY LUNCH DECORATIONS	101	40210	4890		003	\$312.81	\$312.81
METRO PRODUCTS, INC	PLOW BOLTS	701	46500	2220		001	\$93.00	\$93.00
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: NOVEMBER 2014	101	40500	4890		001	\$96.25	\$385.00
		220	43800	4890		001	\$96.25	
		601	45050	4890		001	\$96.25	
		602	45550	4890		001	\$96.25	
NAPA AUTO PARTS	UNIT 206 SMALL PARTS	701	46500	2220		001	\$5.49	\$5.49
NAPA AUTO PARTS	PICK UP PLOW LIGHT BULBS	701	46500	2220		001	\$43.96	\$43.96
NAPA AUTO PARTS	PLOW LIGHT BULBS	701	46500	2220		001	\$204.93	\$204.93
NAPA AUTO PARTS	TRUCK TOOL BOX/DOOR STRUT	701	46500	2220		001	\$56.98	\$56.98
NAPA AUTO PARTS	SMALL TOOLS	701	46500	2400		006	\$10.68	\$10.68
NEWMAN SIGNS	SIGN BLANKS	101	42200	2180		003	\$191.27	\$191.27

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
NORTH STAR MINI STORAGE	STORAGE UNIT/SLICE OF SHOREVIEW	270	40250	3950		001	\$1,656.00	\$1,656.00	
NORTHERN TOOL/BLUE TARP FINANC	JD4210 TRACTOR TIE DOWN	701	46500	2220		002	\$16.99	\$16.99	
RAMSEY COUNTY TREASURER	LIFE INSURANCE: DEC 2014	101	20414				\$2,611.35	\$2,808.85	
		101	20417				\$197.50		
REPUBLIC SERVICES INC #899	ALLIED WASTE SERVICES/NOVEMBER	210	42750	3190			\$30,819.77	\$30,819.77	
STONEBROOKE EQUIPMENT INC	UNIT 201 PLOW CUTTING EDGE	701	46500	2220		001	\$210.00	\$210.00	
TURTLE LAKE HOMEOWNERS ASSN	INVASIVE AQUATIC PLANT CONTROL FUNDING	603	45850	4890			\$6,000.00	\$6,000.00	
US BANK	2014 SERVICE AWARDS	101	40210	4890		004	\$2,101.35	\$2,101.35	
Total of all invoices:								\$49,740.69	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
, US BANK CORP	FACILITY REFUND	220	22040					\$16.10	\$16.10
AARP C/O RICHARD KEY	AARP SMART DRIVER CLASS 12/3/2014	225	43590	3174		003		\$460.00	\$460.00
AGGARWAL, RITU	THE SMALLEST ELF	220	22040					\$28.00	\$28.00
ALLEN, DEANNE	MINUTES - 11/18 PC, 12/1 CC	101	40200	3190		001		\$200.00	\$350.00
		101	44100	3190				\$150.00	
ALLEN, DEANNE	EDA MINUTES - 12/1/14	240	44400	3190				\$200.00	
ARNT CONSTRUCTION CO INC	HANSON/OAKRIDGE CP14-01 PAYMENT NO.4	576	47000	5900				\$220,544.38	\$220,544.38
BEISSWENGERS HARDWARE	GLUE	701	46500	2180		001		\$3.89	\$3.89
BEISSWENGERS HARDWARE	VOLTAGE SENSOR	603	45850	2180		002		\$14.39	\$14.39
BEST BUY BUSINESS ADVANTAGE AC	SUPPLIES/NELSON	101	44300	2010				\$61.04	\$61.04
BLOMBERG, JANICE	HOLIDAY LUNCHEON	220	22040					\$25.00	\$25.00
BOSTROM, RYANNE	FACILITY REFUND	220	22040					\$25.00	\$25.00
BRADLEY & DEIKE, PA	EDA CONSULTING	240	44400	3190				\$153.00	\$153.00
C & E HARDWARE	CLEANING SUPPLIES	701	46500	2183		002		\$73.96	\$73.96
C & E HARDWARE	PAINT BRUSH SET AND TAPE	101	43710	2240				\$18.98	\$18.98
C & E HARDWARE	HARDWARE NUTS	101	43710	2240				\$4.95	\$4.95
C & E HARDWARE	SUPPLIES	101	44300	2010				\$14.98	\$14.98
CHAMPION PLUMBING	PERMIT REFUND 2014-01986	101	32620					\$35.00	\$40.00
		101	20802					\$5.00	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$733.73	\$733.73
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 12-12-14	101	21720					\$8,682.09	\$8,682.09
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 12-12-14	101	20420					\$134.75	\$134.75
CORPORATE CONNECTION	UNIFORMS BIBS	101	42200	3970		001		\$120.14	\$120.14
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$281.10	\$281.10
DAVANNI'S	PARK AND RECREATION COMMISSION SUPPLIES	101	40100	4890		002		\$122.56	\$122.56
DORSEY & WHITNEY LLP	2014A REFUNDING BONDS ISSUANCE COSTS	701	48130	6200				\$6,991.02	\$10,000.00
		380	48200	6200				\$149.70	
		601	48300	6200				\$1,369.76	
		602	48300	6200				\$1,092.81	
		603	48300	6200				\$396.71	
ELLISON, JESSICA	FACILITY REFUND	220	22040					\$25.00	\$25.00
ERICKSON, BLAKE	FACILITY REFUND	220	22040					\$25.00	\$25.00
ERICKSON, IRENE	FACILITY REFUND	220	22040					\$905.00	\$905.00
FERRARO, NICK	FACILITY REFUND	220	22040					\$25.00	\$25.00
FINNEY, SUE	FACILITY REFUND	220	22040					\$25.00	\$25.00
FLEETPRIDE INC	PARTS UNIT 208/SHOP SUPPLIES/LESS CREDIT	701	46500	2220		001		\$166.87	\$4.22
		701	46500	2180		001		\$91.20	
		701	46500	2220		001		-\$248.52	
		701	46500	2220		001		-\$5.33	
FLEETPRIDE INC	SEVERE SERVICE LUBE	701	46500	2130		001		\$14.40	
FLEETPRIDE INC	BOSS PLOW BULBS	701	46500	2220		001		\$78.82	\$78.82
FLEETPRIDE INC	JD4210 PARTS AND SHOP SUPPLIES	701	46500	2220		002		\$34.35	\$41.45
		701	46500	2180		001		\$7.10	
FLEETPRIDE INC	UNIT JD4210 BROOM HYD. COUPLERS	701	46500	2220		002		\$120.34	
FLERMOEN, TOM	FACILITY REFUND	220	22040					\$25.00	\$25.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:12-12-14	101	20418					\$5,595.00	\$5,595.00
GHOSH, KOEL	FACILITY REFUND	220	22040					\$300.00	\$300.00
GROUP, BNOS YOUTH	FACILITY REFUND	220	22040					\$100.00	\$100.00
GYMNASTICS ASSN, ROSEVILLE	FACILITY REFUND	220	22040					\$12.83	\$12.83
H & L MESABI, INC.	CARBIDE WELD ON PLOW EDGES	701	46500	2220		001		\$150.00	\$150.00
H & L MESABI, INC.	UNIT 302 PLOW CUTTING EDGE	701	46500	2220		001		\$437.00	\$437.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
H & L MESABI, INC.	CUTTING EDGES	701	46500	2220		001		\$2,562.66	\$2,562.66
H & L MESABI, INC.	CUTTING EDGE BOLTS	701	46500	2220		001		\$94.50	\$94.50
HENDERSON, JAMES	FACILITY REFUND	220	22040					\$25.00	\$25.00
HOISINGTON KOEGLER GROUP INC	HIGHWAY CORRIDOR TRANSITION STUDY	307	44100	4890				\$2,218.68	\$2,218.68
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 12-12-14	101	21750					\$9,031.17	\$9,031.17
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 12-12-14	101	20430					\$590.00	\$590.00
INTERNATIONAL CODE COUNCIL INC	CODE BOOKS/NELSON	101	44300	4350				\$120.00	\$120.00
INTERNATIONAL CODE COUNCIL INC	SEMINAR/NELSON	101	44300	4500				\$266.00	\$266.00
INTERNATIONAL CODE COUNCIL INC	CODE BOOKS/NELSON	101	44300	4350				\$75.00	\$75.00
JEFF ELLIS & ASSOCIATES, INC	RENEWAL LICENSE	220	43800	3190		007		\$1,147.00	\$1,147.00
JIMENEZ, JESSICA	PASS REFUND	220	22040					\$40.00	\$40.00
JONES, ELIZABETH	HOLIDAY LUNCHEON	220	22040					\$25.00	\$25.00
KENNEDY, PATRICIA	HOLIDAY LUNCHEON	220	22040					\$25.00	\$25.00
KENNEDY, SHIRLEY	HOLIDAY LUNCHEON	220	22040					\$25.00	\$25.00
LEE, MAY	FACILITY REFUND	220	22040					\$25.00	\$25.00
LEREW, ANNETTE	AQUATICS - LEVEL 2	220	22040					\$138.00	\$138.00
LEXINGTON SHORES LLC	2ND HALF 2014 TIF PMT LEX SHORES	417	48600	6120				\$37,495.44	\$49,734.86
		417	48600	6020				\$12,239.42	
LYNCH, NANCY	FACILITY REFUND	220	22040					\$25.00	\$25.00
MCDONALD, MARY ROSE	FACILITY REFUND	220	22040					\$300.00	\$300.00
MCIVER, JORDAN	FACILITY REFUND	220	22040					\$300.00	\$300.00
MENARDS CASHWAY LUMBER **FRIDL	DRAIN TILE PARTS	101	43710	2240				\$174.92	
MENTOE, EDITH	FACILITY REFUND	220	22040					\$494.13	\$494.13
MENZHUBER, CALISTA	FACILITY REFUND	220	22040					\$25.00	\$25.00
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 12-12-14	101	20435					\$137.00	\$137.00
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: NOVEMBER 2014	701	46500	2120				\$455.72	\$455.72
MINNESOTA DEPARTMENT OF REVENUE	Sales Use Tax: NOVEMBER 2014	101	40100	4890				\$17.93	\$13,671.00
		101	40210	3190		008		-\$6.70	
		101	40210	4890		001		-\$0.09	
		101	40210	4890		003		-\$23.50	
		220	43800	2140				\$1.38	
		220	43800	3610				\$9.37	
		225	43510	2170		020		-\$0.53	
		225	43555	2170				-\$1.90	
		240	44400	2180		001		-\$0.53	
		701	46500	2220		001		-\$10.43	
		220	21810					\$12,875.00	
		701	46500	2120		003		\$94.00	
		601	21810					\$717.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 12-12-14	101	20420					\$35.00	
MINNESOTA POLLUTION CONTROL AG	CERTIFICATION RENEWAL/PAULNO	602	45550	4500		003		\$23.00	\$23.00
MINNESOTA, UCARE	FACILITY REFUND	220	22040					\$37.50	\$37.50
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-FALL SPORTS	225	43510	3190		015		\$108.00	\$108.00
MYERS, CHRISTY	PASS REFUND	220	22040					\$69.00	\$69.00
NAGULA, NAGARAJU	ACTIVITY REFUND	220	22040					\$8.25	\$8.25
NAPA AUTO PARTS	HEADLIGHT LENS CLEANER	701	46500	2180		001		\$16.99	\$16.99
NAPA AUTO PARTS	UNIT 201 AIR FILTER	701	46500	2220		001		\$21.99	\$21.99
NOEL, KRISTIE	FACILITY REFUND	220	22040					\$25.00	\$25.00
O'DAY EQUIPMENT, LLC	SMALL TOOLS	701	46500	2400		006		\$97.77	\$97.77
PARTY AMERICA CORPORATE OFFICE	NYE/SANTAS WORKSHOP SUPPLIES	225	43580	2172		001		\$18.98	\$121.29
		225	43580	2172		002		\$102.31	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
PARTY AMERICA CORPORATE OFFICE	COUNCIL SUPPLIES	101	40100	4890		003	\$42.34	\$42.34
PETERSON, JOHN	PASS REFUND	220	22040				\$20.00	\$20.00
PRESS PUBLICATIONS	HEALTHY MEMBERSHIP DEAL/GIFT GUIDE	220	43800	2201		001	\$900.00	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:12-12-14	101	21740				\$28,027.13	\$28,027.13
RICHFIELD BUS COMPANY INC	SENIOR DAY TRIP BUS ON 12/18	225	43590	3174		004	\$430.00	\$430.00
RICHIE, MIKE	FACILITY REFUND	220	22040				\$100.00	\$100.00
RICOH USA, INC.	LEASE: MPC3003 C84066191 12/23-1/22/15	101	40200	3930		002	\$273.62	\$273.62
ROBARGE ENTERPRISES, INC	NUTS FOR VALVES	601	45050	2280		004	\$690.00	\$690.00
RUDEBUSCH, DEANNA	HOLIDAY LUNCHEON	220	22040				\$25.00	\$25.00
RUTHENBER, RAY	HOLIDAY LUNCHEON	220	22040				\$50.00	\$50.00
SHAFFER, JANICE	HOLIDAY LUNCHEON	220	22040				\$25.00	\$25.00
SHOREVIEW SENIOR LIVING LLC	2ND HALF 2014 TIF PMT SV SR LIVING	407	48600	6120			\$1,542.61	\$1,542.61
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR- GRAMSIE & LEXINGTON	604	42600	3810		002	\$1,575.15	\$1,575.15
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002	\$195.69	\$195.69
STEVENSON, CRYSTAL	FACILITY REFUND	220	22040				\$25.00	\$25.00
SYSCO FOOD SERVICES OF MN, INC	FOOD FOR RESALE	220	43800	2590		001	\$192.66	\$192.66
T-MOBILE	SERVICE/10-27 TO 11-26	601	45050	3190			\$58.28	\$58.28
TERMINAL SUPPLY CO	PICK UP PLOW LIGHT BULBS	701	46500	2220		001	\$33.18	\$33.18
TERMINAL SUPPLY CO	TRUCK BULBS	701	46500	2220		001	\$102.84	\$102.84
TILSTRA, LEAH	PASS REFUND	220	22040				\$20.00	\$20.00
TOKAY, KELLY	PASS REFUND	220	22040				\$157.00	\$157.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES NOV 2014	101	44300	3090			\$3,274.40	\$3,274.40
TRANSPORTATION SUPPLIES INC	TOOLS FOR SHOP	701	46500	2400		006	\$19.03	\$19.03
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 12-12-14	101	21710				\$21,153.46	\$53,543.72
		101	21730				\$25,952.92	
		101	21735				\$6,437.34	
TRI STATE BOBCAT, INC.	TOOLCAT FILTERS	701	46500	2220		002	\$64.64	\$64.64
TSI INCORPORATED	2ND HALF 2014 TIF NOTE PMT/TIF #9	409	48600	6120			\$7,139.58	\$7,139.58
TWIN SOURCE SUPPLY	NITRILE GLOVES/TRASH BAGS	701	46500	2183		002	\$48.75	\$48.75
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 12-12-14	101	20420				\$58.00	
UNLIMITED SUPPLIES INC.	STREET SIGN BOLTS	101	42200	2180		003	\$38.08	\$38.08
VACKER, INC	50% DOWN PAYMENT FOR PARK SIGNS	401	43710	5300			\$8,445.00	\$8,445.00
VANG, KENG	FACILITY REFUND	220	22040				\$25.00	\$25.00
VERMILYEA, ERIN	FACILITY REFUND	220	22040				\$25.00	\$25.00
WALLACE, MICHELLE	FACILITY REFUND	220	22040				\$25.00	\$25.00
WALTERS, MIKE	PASS REFUND	220	22040				\$354.66	\$354.66
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$765.60	\$765.60
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$185.65	\$185.65
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$74.33	\$240.73
		101	40800	2180			\$166.40	
WATSON COMPANY	TEA FOR COFFEE SERVICE	220	43800	2591		003	\$174.68	
WELLS FARGO BANK MN, NAT'L ASS	2ND HALF TIF PMT TCCH SCANDIA SHORES	305	48600	6020			\$52,047.73	\$52,047.73
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001	\$60.00	\$60.00
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610			\$198.92	\$198.92
XCEL ENERGY	STREET LIGHT: ELECTRIC	604	42600	3610			\$22.28	\$22.28
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$43.86	\$43.86
YORK, ELIZABETH	FACILITY REFUND	220	22040				\$25.00	\$25.00
ZARNOTH BRUSH WORKS, INC.	TORO SIDEWALK BROOM	701	46500	2220		002	\$328.10	\$328.10

Total of all invoices: \$493,920.44

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AID ELECTRIC CORPORATION	ARC FLASH STICKERS FOR LIFT STATIONS	602	45550	2282		001		\$75.65	\$75.65
AID ELECTRIC CORPORATION	PANEL FOR SHIFSKY	602	45550	2282		001		\$1,090.00	\$1,090.00
AID ELECTRIC CORPORATION	THERMAL IMAGING SHIFSKY LIFT	602	45550	3190		003		\$193.20	\$193.20
AMERICAN ENGINEERING TESTING,	HANSON/OAKRIDGE CP14-01 TESTING SERV	576	47000	5920				\$500.00	\$500.00
AMERICAN MESSAGING	LOCKBOX SERVICE 12/1/14-12/31/14	101	40210	3190		009		\$3.99	\$3.99
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$253.63	\$253.63
BEISSWENGERS HARDWARE	TAPE TO SEAL TORO CAB	101	43710	2240				\$8.99	\$8.99
BEISSWENGERS HARDWARE	SCOOP FOR ICEMELT	101	43710	2400				\$4.69	\$4.69
BEISSWENGERS HARDWARE	TUBING	601	45050	2280		001		\$.29	\$.29
BEISSWENGERS HARDWARE	TUBING JETTTER	602	45550	2280		001		\$1.36	\$1.36
CDW GOVERNMENT, INC	LAPTOP/SIMONSON	422	40550	5800		011		\$1,030.37	\$1,030.37
CENTRAL ROOFING COMPANY	REPAIR TO VENT STACKS ON POOL ROOF	220	43800	3810		007		\$3,280.00	\$3,280.00
CHESS	NOVEMBER MTCE PLAN	101	40210	3190		007		\$610.00	\$610.00
CITY SIGNS	NAME PLATES/COUNCIL CHAMBERS	101	40200	2010		006		\$109.16	\$109.16
CLASSIC CATERING/PICNIC PLEASE	FINAL PAYMENT FOR HOLIDAY LUNCHEON	101	40210	4890		003		\$1,108.32	\$1,108.32
ELECTRO WATCHMAN INC.	SECURITY ALARM SYSTEM MONITORING	701	46500	3196		002		\$74.85	\$74.85
FERGUSON WATERWORKS #2516	BANDAID FOR WATER MAINS	601	45050	2280		002		\$187.70	\$187.70
FIRST LAB, INC.	EMPLOYEE TESTING	101	40210	3190		001		\$48.95	\$48.95
FLOORS BY BECKERS INC	CRAPET REPLACEMENT PROJECT	405	43800	3810				\$18,286.04	\$18,286.04
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$70.77	\$283.05
		602	45550	3190		001		\$70.76	
		603	45850	3190		001		\$70.76	
		604	42600	3190				\$70.76	
GRAINGER, INC.	CABLE TIES FOR HOLIDAY LIGHT CORDS	101	43710	2240				\$36.00	\$36.00
GRAINGER, INC.	HEATERS FOR LIFT STATIONS	602	45550	2282		001		\$1,017.46	\$1,017.46
HACH COMPANY	FLUORIDE REGEANTS FOE SAMPLING	601	45050	2280		001		\$212.73	\$212.73
HALDEMAN-HOMME INC	MOVABLE WALL PROJECT CC	405	43800	3810				\$50,437.00	\$50,437.00
HARRY S. CRUMP LLC	DANGEROUS DOG ADMINISTRATIVE HEARING	101	41100	3190		003		\$100.00	
HAWKINS, INC.	CHLORINE	601	45050	2160		001		\$700.00	\$700.00
HUGO EQUIPMENT COMPANY	ECHO POWER PRUNER	101	43710	2400				\$555.31	\$555.31
HUMMINGBIRD FLORAL/FLORATIF	CENTERPIECES FOR VOLUNTEER DINNER	101	40100	4890				\$268.83	\$268.83
INDELCO PLASTICS CORPORATION	TRANSFER PUMP BOOSTER FLUORIDE	601	45050	2280		005		\$538.60	\$538.60
KENNEDY & GRAVEN, CHARTERED	FRANCHISE RENEWAL	230	40900	3190				\$368.69	\$368.69
LEAGUE OF MINNESOTA CITIES	REGIONAL MEETING/WICKSTROM	101	40100	4500		002		\$40.00	\$40.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$66.50	\$113.75
		602	47000	5950				\$47.25	
MEMA ATTN: JEFF DEZENSKI	MEMBERSHIP/CURLEY	101	42050	4330				\$40.00	\$40.00
MENARDS CASHWAY LUMBER **FRIDL	LUMBER	101	43710	2240				\$57.09	
MULTICARE ASSOCIATES TWIN CITI	RESPORATOR FITTINGS	101	40210	3190				\$20.00	\$20.00
PRESS PUBLICATIONS	BULLET LIST	101	40210	3360		001		\$592.00	\$592.00
RAMSEY COUNTY	FLEET SUPPORT FEE - NOVEMBER	101	41500	3890		001		\$24.96	\$24.96
RAMSEY COUNTY	911 SERVICES - NOVEMBER	101	41100	3190		002		\$8,250.37	\$8,250.37
RAMSEY COUNTY	CAD SERVICES - NOVEMBER	101	41100	3190				\$601.95	\$601.95
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES-DECEMBER 2014	101	41100	3190		001		\$160,469.99	\$160,469.99
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$134.16	\$134.16
ST. PAUL STAMP WORKS, INCORPOR	NAME BADGES/OLSON/SPRINGHORN	101	40200	4890				\$23.31	\$23.31
STEPHENS' ART & FRAME INC	FRAMING/WITHHART	101	40200	2010		006		\$107.99	\$107.99
TESSMAN SEED CO	FERTILIZER/PARKS AND GROUNDS	101	43710	2260				\$14,717.56	\$14,717.56
TRINITY VAC SYSTEMS	DUCT CLEANING CITY HALL	220	43800	3810		001		\$12,639.00	\$12,639.00
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.08	\$156.34
		601	45050	3970		001		\$39.08	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
		602	45550	3970		001	\$39.08		
		603	45850	3970		001	\$19.55		
		701	46500	3970		001	\$19.55		
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$61.00		
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$46.25	\$46.25	
UNIFIRST CORPORATION	PARK MAINT. UNIFORM RENTAL	101	43710	3970			\$61.00		
UNIFIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970			\$46.25	\$46.25	
URBAN LAND INSTITUTE	MEMBERSHIP DUES/MARTIN	101	40100	4330			\$215.00	\$215.00	
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2240			\$77.56	\$77.56	
WSB & ASSOCIATES, INC.	TURTLE/SCHIFSKY CP15-01 PREL. SURVEY	577	47000	5910			\$4,315.00	\$4,315.00	
Total of all invoices:								\$284,195.39	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	45,843
Vendor number	03046 1 2014
Vendor name	SPRINGSTED, INCORPORATED
Address	380 JACKSON STREET SUITE 300 ST PAUL MN 55101-4705

Date	Comment line on check	Invoice number	Amount
11-19-14	GO IMP BDS 2014A REFUNDING	1	\$33,641.33

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
701 48130 6200	\$23,518.72
380 48200 6200	\$503.61
601 48300 6200	\$4,608.06
602 48300 6200	\$3,676.38
603 48300 6200	\$1,334.56

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Fred Espe
 (signature required) Fred Espe

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	45,890	please return check to Glen
Vendor number	20205 1	2014
Vendor name	RUM RIVER CONTRACTING	
Address	31913 124TH ST PRINCETON MN 55371	

Date	Comment line on check	Invoice number	Amount
12-02-14	2014 TRAIL REHAB CP#14-05 PAYMENT NO.4	1	\$84,673.45

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: Glen

Account Coding	Amount
445 47000 5900	\$84,673.45

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Glen Hoffard
 (signature required) Glen Hoffard

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	45,962
Vendor number	01901 1 2014
Vendor name	REPUBLIC SERVICES INC #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
11-25-14	NOV ALLIED WASTE SERVICES	0899-002578690	\$30,819.77

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
210 42750 3190	\$30,819.77

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax, \$	

Reviewed by: _____
 (signature required) Charlie Grill

Approved by: _____
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	46,047	please return check to Glen
Vendor number	00054 1	2014
Vendor name	ARNT CONSTRUCTION CO INC	
Address	PO BOX 549 HUGO, MN 55038	

Date	Comment line on check	Invoice number	Amount
12-09-14	HANSON/OAKRIDGE CP14-01 PAYMENT NO.4	1	\$220,544.38

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: Glen

Account Coding	Amount
576 47000 5900	\$220,544.38

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Glen Hoffard
 (signature required) Glen Hoffard

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Mail attached letter w-check

Voucher Number	46,026
Vendor number	00328 1 2014
Vendor name	LEXINGTON SHORES LLC
Address	ATTENTION: ACCOUNTS RECEIVABLE SUITE 201 233 PARK AVENUE SOUTH MINNEAPOLIS MN 55415

Date	Comment line on check	Invoice number	Amount
12-08-14	2ND HALF 2014 TIF PMT LEX SHORES	12/8/14	\$49,734.86

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
417 48600 6120	\$37,495.44
417 48600 6020	\$12,239.42

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: *Fred Espe*
 (signature required) Fred Espe

Approved by: *Terry Schwerm*
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Mail attached letter w- check

Voucher Number	46,025
Vendor number	00712 2 2014
Vendor name	WELLS FARGO BANK MN, NAT'L ASSOC
Address	ATTN: CHAD PETERSON CORPORATE TRUST - MAC N9303-110 SIXTH AND MARQUETTE MINNEAPOLIS MN 55479

Date	Comment line on check	Invoice number	Amount
12-08-14	2ND HALF TIF PMT TCCH SCANDIA SHORES	12/8/14	\$52,047.73

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
305 48600 6020	\$52,047.73

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Fred Espe</u> (signature required) Fred Espe	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	45,765
Vendor number	00794 1 2014
Vendor name	HALDEMAN-HOMME INC
Address	430 INDUSTRIAL BLVD MINNEAPOLIS MN 55413

Date	Comment line on check	Invoice number	Amount
11-21-14	MOVABLE WALL PROJECT CC	153161	\$50,437.00

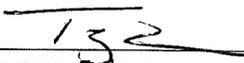
This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
405 43800 3810	\$50,437.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Gary Chapman	
Approved by: (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	HALDEMAN HOMME	\$43,466.00 *
Quote 2	WL HALL	\$58,117.00
Explanation if no quote received	* ADD CHANGE ORDERS \$50,437.00	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	45,922
Vendor number	01337 2 2014
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
12-03-14	LAW ENFORCEMENT SERVICES-DECEMBER 2014	SHRFL-001367	\$160,469.99

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Account Coding

Amount

Account Coding	Amount
101 41100 3190 001	\$160,469.99

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	<u>Terri Hoffard</u>
(signature required)	Terri Hoffard
Approved by:	<u>Terry Schwerm</u>
(signature required)	Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated December 15, 2014.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

December 15, 2014
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
December 15, 2014

LICENSE #	BUSINESS NAME	TYPE
2015-001	Gas Plus #16	Filling Station
15-T3		Tobacco
2015-002	Gas Plus #11	Filling Station
15-T4		Tobacco
2015-003	Gramsie Corner Mart	Filling Station
15-T2		Tobacco
2015-004	Freedom Valu Center	Filling Station
15-T1		Tobacco
2015-005	Croix Convenience Rice Creek	Filling Station
15-T9		Tobacco
2015-00011	Ace Solid Waste	Trash Hauler
2015-00012	Aspen Waste Systems, Inc.	Trash Hauler
2015-00013	Keith Krupenny & Sons	Trash Hauler
2015-00014	Ray Anderson & Sons Co. Inc.	Trash Hauler
2015-00015	Republic Services	Trash Hauler
2015-00016	Twin City Refuse Recycling & Transit	Trash Hauler
2015-00017	Walters Recycling & Refuse	Trash Hauler
2015-00018	Waste Management of MN, Inc.	Trash Hauler
2015-00019	Advanced Disposal Services	Trash Hauler
2015-00020	Stumpf's Tree Service	Tree Trimmer
2015-00021	Bartlett Tree Experts	Tree Trimmer
15-T6	North Suburban BP	Tobacco
15-T7	Exxon of Shoreview	Tobacco
15-T8	Shoreview BP Group	Tobacco
15-T5	Jonathon Robert Fielding & Co.	Tobacco

Gretchen West	Massage Therapy
Gretchen West	Massage Establishment
Jean Dehmer	Massage Therapy
Lee Oberg	Massage Establishment
Stephanie Daas	Massage Therapy
Nicole Richard	Massage Therapy
Michele Maus	Massage Therapy
Jennifer Herring	Massage Therapy
Scott Bye	Massage Therapy
Jenna Anderson	Massage Therapy
Dana Collins	Massage Therapy
Steven Moran	Massage Therapy
Brenda Darnell	Massage Therapy
Melissa Morency	Massage Therapy
Jonathan Thul	Massage Therapy
Joy Heyers	Massage Therapy
Yelena Velichko	Massage Therapy
Ka Yang	Massage Therapy
Amanda Freed	Massage Establishment
Amanda Freed	Massage Therapy
Adrienne Lind	Massage Establishment
Adrienne Lind	Massage Therapy

The above licenses are recommended for approval: _____
License/Permit Clerk

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve Resolution No. 14-126 assessing the administrative penalty of \$250 to Gramsie Corner Mart , and to approve Resolution No. 14-127 assessing the administrative penalty of \$50 to Michael Rizzo, for tobacco license violations in accordance with the City Code.

ROLL CALL:	AYES	_____	NAYS	_____
	JOHNSON	_____		_____
	QUIGLEY	_____		_____
	WICKSTROM	_____		_____
	WITHHART	_____		_____
	MARTIN	_____		_____

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 9, 2014

**SUBJECT: ADOPTION OF ADMINISTRATIVE PENALTIES FOR TOBACCO
LICENSE VIOLATIONS—GRAMSIE CORNER MART AND
MICHAEL RIZZO**

INTRODUCTION

The City Council is being asked to approve administrative penalties for tobacco violations at Gramsie Corner Mart, 3999 Rice Street.

BACKGROUND

On Thursday, October 16, 2014, the Ramsey County Sheriff's Department conducted tobacco compliance checks on license holders in Shoreview. One of our licensed tobacco vendors failed this compliance check.

GRAMSIE CORNER MART

Gramsie Corner Mart failed their tobacco compliance check when an employee, Michael Rizzo, sold tobacco to a minor. This is a violation of Section 706 of the Shoreview Municipal Code. The City regulations state that any violation of the restrictions attached to a Tobacco License shall be cause for administrative penalty, suspension of the license or revocation of the license.

The first such violation within 24 months subjects the licensee to a \$250 fine and one additional compliance check. The Sheriff's Department will be conducting an additional compliance check at Gramsie Corner Mart in the near future.

Brian Larson, owner of Gramsie Corner Mart, elected to sign the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting the administrative penalty, and waiving his right to a hearing on this matter before the Shoreview City Council.

Michael Rizzo, the clerk who made the sale, has elected to sign the Agreement for Administrative Penalty form admitting to the facts of the violations, accepting the administrative penalties, and waiving his rights to a hearing on this matter before the Shoreview City Council. Both penalties have been paid in full.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council adopt Resolution No. 14-126 approving the administrative penalty of \$250 for Gramsie Corner Mart; and to adopt Resolution No. 14-127 approving the administrative penalty of \$50 for Michael Rizzo.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 p.m.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-126

**RESOLUTION APPROVING TOBACCO LICENSE
ADMINISTRATIVE PENALTY FOR GRAMSIE CORNER MART**

WHEREAS, Gramsie Corner Mart has a Tobacco License from the City of Shoreview; and

WHEREAS, on Thursday, October 16, 2014, the Ramsey County Sheriff's Department conducted a tobacco compliance check of Gramsie Corner Mart, 3999 Rice Street, Shoreview, Minnesota; and

WHEREAS, Gramsie Corner Mart failed the tobacco compliance check when an employee from their store sold tobacco to a minor; and

WHEREAS, this is the first violation within 24 months for Gramsie Corner Mart; and

WHEREAS, the first violation within 24 months subjects the licensee to the payment of an administrative penalty of \$250 and one additional compliance check; and

WHEREAS, Gramsie Corner Mart has signed the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving their rights to a hearing on this matter before the Shoreview City Council.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Shoreview, Minnesota does hereby make the following assessment of the Administrative Penalty of \$250 and one (1) additional compliance check to Gramsie Corner Mart, 3999 Rice Street for failing a tobacco compliance check on October 16, 2014.

The motion of the foregoing resolution was duly seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 15th day of December 2014.

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 15th day of December, 2014, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the Tobacco License Administrative Penalty for Gramsie Corner Mart.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 16th day of December, 2014.

Terry C. Schwerm, City Manager

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 15, 2014, at 7:00 p.m.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-127

**RESOLUTION APPROVING TOBACCO LICENSE
ADMINISTRATIVE PENALTY FOR MICHAEL RIZZO**

WHEREAS, Gramsie Corner Mart has a Tobacco License from the City of Shoreview; and

WHEREAS, on Thursday, October 16, 2014, the Ramsey County Sheriff's Department conducted a tobacco compliance check of Gramsie Corner Mart, 3999 Rice Street, Shoreview, Minnesota; and

WHEREAS, Gramsie Corner Mart failed the tobacco compliance check when Michael Rizzo sold tobacco to a minor; and

WHEREAS, the first violation within 24 months subjects the individual seller to the payment of an administrative penalty of \$50; and

WHEREAS, Michael Rizzo has signed the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving her rights to a hearing on this matter before the Shoreview City Council.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Shoreview, Minnesota does hereby make the following assessment of the Administrative Penalty of \$50 to Michael Rizzo, 312 Dennison Avenue, Shoreview, MN for failing a tobacco compliance check on October 16, 2014.

The motion of the foregoing resolution was duly seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 15th day of December, 2014.

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 15th day of December, 2014 with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the Tobacco License Administrative Penalty for Michael Rizzo.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 16th day of December, 2014.

Terry C. Schwerm, City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt resolution 14-116 designating official depositories for Shoreview City funds for the year 2015.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
DECEMBER 15, 2014

TO: City Manager, Terry Schwerm
Mayor and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: December 9, 2014

SUBJECT: 2015 Official Depositories

INTRODUCTION

According to state law, cities must designate the official depositories for city funds each year. Our official depository for daily banking services is US Bank Shoreview. On a daily basis, excess funds are swept from our checking account at US Bank into the 4M fund and invested in allowable investments. This enables the City to earn a higher rate of interest on its daily cash balance.

DISCUSSION

During the year, additional investments are made with RBC Capital Markets, Incorporated; Wells Fargo Securities, LLC; Wells Fargo Bank; Sterne Agee & Leach, Inc.; and Morgan Stanley, LLC. All of the City's investments are in accordance with Minnesota statutes and the City's investment policy adopted by the City Council on January 4, 1999.

RECOMMENDATION

Staff recommends approval of resolution 14-116 designating official depositories for Shoreview City funds for the year 2015.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

* * * * *

Pursuant to due call and notice thereof, a Regular meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 P.M. The following members were present:

_____.

and the following members were absent: _____.

Councilmember _____ introduced the following resolution and moved its adoption.

RESOLUTION 14-116

**RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR
SHOREVIEW CITY FUNDS FOR THE YEAR 2015
AND PROVIDING FOR AN INVESTMENT PROGRAM FOR IDLE FUNDS**

WHEREAS, Minnesota Statutes, section 427.01 requires that the City Council of any city designate a depository for city funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shoreview that the below listed ten (10) institutions be and hereby are designated as the official depositories for the City of Shoreview, Minnesota, demand and time deposit funds for the year 2015.

1. RBC Capital Markets, Incorporated
2. Voyageur Asset Management Inc / PMA Financial Network, Inc. (4M Fund)
3. Wells Fargo Securities, LLC
4. Wells Fargo Bank
5. Morgan Stanley, LLC
6. US Bancorp
7. US Bank Corporate Trust Services
8. US Bank Shoreview
9. Sterne Agee & Leach
10. Oppenheimer & Co. Inc.

RESOLUTION 14-116

Page Two

BE IT FURTHER RESOLVED that the City Treasurer is directed to invest City funds in those approved securities or deposits in other permitted financial institutions as authorized by Minnesota Statutes Chapter 118A and other statutory authority in order to provide the City with a flexible, sound investment program, and to authorize the Finance Director/Treasurer to substitute acceptable forms of collateral as needed at US Bank - Shoreview.

The motion for the adoption of the foregoing resolution was duly supported by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof: _____.

and the following voted against same: _____.

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of December 2014.

PROPOSED MOTION

MOVED BY _____

SECONDED _____

To adopt Resolution 14-119 directing the County Auditor to extend the amount of delinquent false alarm accounts to be collected with property taxes payable in 2015 as indicated by the attached listing.

Roll Call:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

Regular Council Meeting
December 15, 2014

TO: City Manager, Terry Schwerm
Mayor and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: December 9, 2014

SUBJECT: 2014 Delinquent False Alarm Charges

In October, a notice was sent to all properties with a false alarm account over 120 days past due. The notice informed all properties the past due amount would be certified on their 2015 property taxes if payment was not received by December 1, 2014.

Attached is a listing of delinquent false alarm charges to be certified to the County Auditor for property taxes payable in 2015. This list represents outstanding accounts as of December 09, 2014. The amount to be certified is \$250.00.

Staff recommends adoption of resolution 14-119 certifying delinquent false alarm accounts to the County Auditor.

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 P.M. The following members were present: _____.

And the following members were absent: none

Councilmember _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-119

RESOLUTION AUTHORIZING THE COLLECTION OF DELINQUENT
FALSE ALARM BILLS

WHEREAS, certain False Alarm charges are now, and have been delinquent and are owing to the City of Shoreview, and

WHEREAS, due and proper notice has been given, and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of these delinquent accounts, together with a legal description of the premises served.

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of such delinquent accounts as part of the tax levy on the premises served to be collected during the ensuing year.

The motion for the adoption of the foregoing resolution was duly supported by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof: _____.

And the following voted against same: _____.

WHEREUPON, said resolution was declared duly passed and adopted.

See the attached list.

CITY OF SHOREVIEW

DELINQUENT FALSE ALARM CHARGES

PIN #	ADDRESS	AMOUNT
11.30.23.14.0004	5333 Hodgson Road	\$ 200.00
26.30.23.23.0016	1021 Red Fox Rd	\$ 50.00
	TOTAL	\$ 250.00

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY) SS
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 15th day of December, 2014, with the original thereof on file in my office and same is a full, true and complete transcript therefrom insofar as the same relates to Authorizing the Collection of Delinquent False Alarm Charges.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota, this 15th day of December 2014.

City Manager

SEAL

PROPOSED MOTION

MOVED BY _____

SECONDED BY _____

To adopt Resolution 14-118 directing the County Auditor to extend the amount of delinquent tree removal charges to be collected with property taxes payable in 2015 as indicated on the attached listing.

Roll Call:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

Regular Council Meeting
December 15, 2014

TO: City Manager, Terry Schwerm
Mayor and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: December 9, 2014

SUBJECT: 2014 Delinquent Tree Removal Charges

In October, a notice was sent to all properties with a tree removal account 120 days past due. The notice informed all properties the past due amount would be certified on their 2015 property taxes, if payment was not received by December 1, 2014.

Attached is a listing of delinquent tree removal charges to be certified to the County Auditor for property taxes payable in 2015. This list represents outstanding accounts as of December 9, 2014. The amount to be certified is \$1,335.85.

Staff recommends adoption of resolution 14-118 certifying delinquent tree removal charges to the County Auditor.

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 P.M. The following members were present: Councilmembers: _____.

And the following members were absent: _____.

Councilmember _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-118
RESOLUTION AUTHORIZING THE COLLECTION OF DELINQUENT
TREE REMOVAL BILLS

WHEREAS, certain Tree Removal charges are now, and have been delinquent and are owing to the City of Shoreview, and

WHEREAS, due and proper notice has been given, and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of these delinquent accounts, together with a legal description of the premises served.

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of such delinquent accounts as part of the tax levy on the premises served to be collected during the ensuing year.

The motion for the adoption of the foregoing resolution was duly supported by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof: _____.

And the following voted against same: _____.

WHEREUPON, said resolution was declared duly passed and adopted.

See the attached list.

CITY OF SHOREVIEW

DELINQUENT TREE REMOVAL CHARGES

PIN #	ADDRESS	AMOUNT
14.30.23.44.0020	641 Dale Ct. S	\$ 1,335.85
	TOTAL	<u>\$1,335.85</u>

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SUPPORTED BY COUNCILMEMBER _____

to adopt resolution 14-117 directing the County Auditor to certify delinquent sewer, water, surface water and street light utility accounts for collection with property taxes payable in 2015 as indicated by the attached listing.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular Council Meeting
December 15, 2014

TO: Terry Schwerm, City Manager
Mayor and City Council

FROM: Terese Roesler, Accounting Clerk

DATE: December 10, 2014

SUBJECT: Certification of Delinquent Utility Accounts

In October, a notice was sent to all utility customers with a delinquent balance greater than \$100 and over 90 days past due (three months overdue). The notice informed the customer that the past due amount would be certified to their 2015 property tax bill if payment was not received by December 2, 2014.

Attached is a list of utility accounts that remained delinquent as of December 10, 2014.

The table below provides a listing of amounts certified annually for the past five years, in comparison to 2014 delinquent accounts.

Year	Number of Accounts	Amount Certified
2009	214	129,402.46
2010	213	148,420.47
2011	216	158,898.01
2012	210	158,765.37
2013	203	154,188.13
2014	199	153,188.63

Staff recommends adoption of Resolution 14-117 certifying delinquent utility accounts to the County Auditor.

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 P.M. The following members were present: _____
_____.

And the following members were absent: _____.

Councilmember _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-117

RESOLUTION AUTHORIZING THE COLLECTION OF DELINQUENT
UTILITY ACCOUNTS

WHEREAS, certain utility charges are now, and have been delinquent and are owed to the City of Shoreview, and

WHEREAS, due and proper notice has been given, and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of these delinquent accounts, together with a legal description of the premises served.

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of such delinquent accounts as part of the tax levy on the premises served to be collected during the ensuing year.

The motion for the adoption of the foregoing resolution was duly supported by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof: _____
_____.

And the following voted against: _____.

WHEREUPON, said resolution was declared duly passed and adopted.

See the attached 8 pages.

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
124925	1	PIN: 013023210015	492 COUNTY ROAD J W	901.41
124974	1	PIN: 023023110016	684 COUNTY ROAD J W	667.38
125542	1	PIN: 023023110061	5903 HODGSON ROAD	1,171.96
126862	1	PIN: 023023110010	655 EMIL AVENUE	1,227.94
126870	1	PIN: 023023110101	5914 CARLSON STREET	852.37
128991	1	PIN: 043023430091	5573 FAIRVIEW AVENUE N	944.05
129148	1	PIN: 043023410065	1684 HILLVIEW ROAD	1,040.72
129726	1	PIN: 043023420005	1729 LOIS DRIVE	112.45
129817	1	PIN: 043023420018	1779 LOIS DRIVE	1,015.28
130179	1	PIN: 043023420010	1763 LOIS DRIVE	1,438.42
130229	1	PIN: 043023420009	1755 LOIS DRIVE	730.74
130419	1	PIN: 043023420030	5762 SCHUTTA ROAD	804.50
130484	1	PIN: 043023430052	1724 TERRACE DRIVE	901.57
130963	1	PIN: 043023440023	5628 ALDINE STREET	984.04
131193	1	PIN: 043023430051	1718 TERRACE DRIVE	1,180.29
141465	1	PIN: 013023320197	5723 DONEGAL DRIVE	724.80
141754	1	PIN: 033023120023	1295 ROYAL OAKS DRIVE W	1,525.07
143966	1	PIN: 013023430002	5630 TURTLE LAKE ROAD	778.22
150805	1	PIN: 033023320068	1500 OAKWOOD DRIVE	455.87
152041	1	PIN: 033023330028	5615 PASCAL STREET	524.93
154872	1	PIN: 033023340033	5535 KNOLL DRIVE	1,010.46
155465	1	PIN: 013023210038	5910 DAVID COURT	118.73
155754	1	PIN: 023023240199	826 SHERWOOD ROAD	842.55
156232	2	PIN: 033023340082	5580 SHELDON STREET	915.43
156885	1	PIN: 033023340027	5544 KNOLL DRIVE	872.62

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
157180	1	PIN: 013023330154	5590 DONEGAL DRIVE	395.97
157248	1	PIN: 013023330164	5570 DONEGAL DRIVE	952.69
157644	1	PIN: 013023210025	5888 STEPHEN CIRCLE	1,233.35
157909	1	PIN: 033023320003	1507 SHERWOOD ROAD	314.58
157982	1	PIN: 033023340028	5540 KNOLL DRIVE	960.64
158782	1	PIN: 033023340013	1381 KNOLL DRIVE	138.69
159376	1	PIN: 033023310016	1406 WILLOW CREEK LANE	1,527.89
159822	1	PIN: 033023310069	5714 VILLA DRIVE	757.36
160325	1	PIN: 023023110047	715 EMIL AVENUE	802.16
160358	1	PIN: 033023330087	1515 PINWOOD DRIVE	159.32
161570	1	PIN: 033023320061	1570 HILLVIEW ROAD	832.30
163675	1	PIN: 033023110016	5967 FERNWOOD STREET	376.74
163873	1	PIN: 013023240004	412 BUCHER AVENUE	2,313.13
163956	1	PIN: 023023410012	5753 HODGSON ROAD	1,475.28
165548	1	PIN: 033023320065	1520 OAKWOOD DRIVE	2,050.32
166595	3	PIN: 013023410018	264 POPLAR DRIVE	32.67
167353	1	PIN: 023023320042	5653 CHATSWORTH STREET N	804.18
167650	1	PIN: 023023210049	5985 ROBIN OAK COURT	1,788.15
167817	1	PIN: 013023410045	5675 ERIK LANE	934.72
169185	1	PIN: 013023430011	335 OAKWOOD DRIVE	1,132.57
169847	2	PIN: 033023310077	1387 WILLOW CREEK LANE	306.33
172221	1	PIN: 013023420008	344 SHERWOOD ROAD	1,495.32
172395	1	PIN: 033023240019	5765 RIDGE CREEK ROAD	1,104.13
172965	1	PIN: 033023440010	1181 LEPAK COURT	1,084.45
173161	1	PIN: 033023420226	1302 SUNVIEW COURT	794.24

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
173955	1	PIN: 023023330083	5597 CHATSWORTH STREET	1,039.76
173989	1	PIN: 023023210008	5955 HIGHVIEW PLACE	962.67
177352	1	PIN: 023023440041	735 TERRACE DRIVE	935.80
180349	1	PIN: 033023210100	5931 LEXINGTON AVENUE N	884.50
183178	1	PIN: 013023330123	5647 HEATHER RIDGE COURT	1,035.75
205260	1	PIN: 233023310098	4260 SYLVIA LANE N	254.95
206417	1	PIN: 233023310095	4266 SYLVIA LANE N	186.67
212365	1	PIN: 233023410021	4260 REILAND LANE	350.15
214619	1	PIN: 233023320006	4447 VICTORIA STREET N	422.15
215400	1	PIN: 133023330072	559 HWY 96 W	830.36
216010	1	PIN: 143023220062	4984 TURTLE LANE W	610.97
217125	1	PIN: 233023440036	4094 BRIGADOON DRIVE	744.34
217919	1	PIN: 233023220035	4486 LEXINGTON AVENUE N	531.57
218925	1	PIN: 233023420007	4306 BRIGADOON DRIVE	630.86
219444	1	PIN: 233023420028	4273 HIGHLAND DRIVE	311.94
220384	1	PIN: 233023340291	4192 NANCY PLACE	779.28
220392	2	PIN: 233023340292	4194 NANCY PLACE	556.48
222141	1	PIN: 233023340253	4156 NANCY PLACE	741.18
222646	1	PIN: 143023320159	1094 CARMEL COURT	467.44
223396	1	PIN: 143023320058	1030 CARMEL COURT	631.40
223461	1	PIN: 143023320177	993 CARMEL COURT	766.11
223651	1	PIN: 143023320210	1026 CARMEL COURT	698.79
223735	1	PIN: 233023340246	4140 NANCY PLACE	683.90
223867	1	PIN: 143023320119	959 CARMEL COURT	743.21
224287	1	PIN: 143023320132	978 CARMEL COURT	391.16

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
225219	1	PIN: 143023310258	956 CARMEL COURT	201.75
225987	1	PIN: 113023120007	814 COUNTY ROAD I W	1,538.43
226761	1	PIN: 113023220044	5486 LAKE AVENUE	180.78
228080	1	PIN: 113023230009	5394 LEXINGTON AVENUE N	395.20
228163	1	PIN: 113023320001	1090 NELSON DRIVE	663.65
231548	1	PIN: 113023110029	640 TAYLOR AVENUE	794.81
231910	1	PIN: 233023130068	4326 HIGHLAND DRIVE	1,025.90
233106	1	PIN: 143023310180	885 MONTEREY DRIVE	343.61
233288	1	PIN: 113023320055	1075 NELSON DRIVE	127.68
234278	1	PIN: 143023310179	881 MONTEREY DRIVE	743.57
234997	1	PIN: 143023230034	1082 CHURCHILL CIRCLE	1,164.61
235143	1	PIN: 233023220054	1048 BRIDGE STREET	416.96
235382	1	PIN: 143023410085	4762 DEBRA CIRCLE	1,177.61
235788	2	PIN: 143023310138	860 MONTEREY DRIVE	462.91
236794	1	PIN: 233023220052	1031 BRIDGE STREET	719.49
236943	1	PIN: 143023410080	4745 DEBRA LANE	133.46
237297	1	PIN: 133023230021	545 KENT COURT	1,071.18
238428	1	PIN: 143023310141	872 MONTEREY DRIVE	781.68
239046	1	PIN: 233023220099	4495 CHURCHILL STREET	502.25
239277	1	PIN: 133023230103	4854 KENT DRIVE	1,133.61
239731	1	PIN: 233023220135	4474 CHURCHILL STREET	724.58
240630	1	PIN: 233023220144	4450 CHURCHILL STREET	600.00
241372	1	PIN: 233023220151	4434 CHURCHILL STREET	170.23
242909	1	PIN: 233023230103	1037 AMBLE ROAD	293.68
244319	1	PIN: 133023320063	4765 KENT STREET	403.19

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
245613	1	PIN: 233023230070	4385 CHATSWORTH STREET N	811.55
245696	1	PIN: 233023420088	4237 VICTORIA STREET N	115.78
245944	1	PIN: 233023340195	4123 SYLVIA LANE S	781.51
246769	1	PIN: 233023340177	4157 SYLVIA COURT	908.24
247056	1	PIN: 233023340145	4140 SYLVIA LANE S	708.31
247122	1	PIN: 233023340140	4154 SYLVIA LANE S	863.81
248054	1	PIN: 233023230228	4364 CHATSWORTH STREET N	864.93
248534	1	PIN: 233023230206	4334 CHATSWORTH CIRCLE	455.05
248708	1	PIN: 233023230212	4478 VICTORIA STREET N	879.14
249177	1	PIN: 233023220028	4470 CHATSWORTH ST N	1,330.43
249664	1	PIN: 133023310009	4707 HODGSON ROAD	998.06
250431	1	PIN: 133023330023	4644 KENT STREET	972.57
251207	1	PIN: 233023430032	871 WESTVIEW COURT	399.00
252486	1	PIN: 133023340007	4664 MACKUBIN COURT	1,237.50
252866	1	PIN: 133023320021	4690 CHANDLER ROAD	1,445.42
252940	1	PIN: 233023230023	4402 CHURCHILL STREET	570.08
253245	1	PIN: 233023340033	4204 SYLVIA LANE S	618.04
253443	1	PIN: 233023340050	4195 SYLVIA LANE S	653.48
256594	1	PIN: 133023320057	4794 KENT STREET	1,037.18
259150	2	PIN: 233023310103	4250 SYLVIA LANE N	241.41
260810	3	PIN: 233023230236	4404 CHURCHILL STREET	221.87
282913	1	PIN: 113023220017	5475 LAKE AVENUE	1,271.06
283960	1	PIN: 113023220018	5485 LAKE AVENUE	158.17
300038	1	PIN: 353023330060	1016 GLENHILL ROAD	864.07
300319	1	PIN: 263023330011	1065 ISLAND LAKE AVENUE	982.26

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
300327	1	PIN: 353023330008	1035 EDGEWATER AVENUE	1,008.37
300368	1	PIN: 263023330003	1009 ISLAND LAKE AVENUE	652.94
301861	1	PIN: 363023410037	256 OWASSO BOULEVARD N	1,555.36
301903	1	PIN: 363023310044	423 MAPLE LANE	113.61
302174	1	PIN: 253023440020	205 ST MARIE STREET	810.26
302398	1	PIN: 363023110006	3547 RICE STREET N	1,457.12
302521	1	PIN: 353023320051	1047 INGERSON ROAD	936.78
302588	1	PIN: 353023330036	1069 GLENHILL ROAD	385.84
303032	1	PIN: 353023330027	1056 EDGEWATER AVENUE	834.03
303628	1	PIN: 353023410007	3288 OWASSO BOULEVARD W	142.43
304287	1	PIN: 353023340032	3139 VICTORIA STREET N	472.33
304642	1	PIN: 353023410058	727 TIMBER LANE	721.96
304675	1	PIN: 353023140009	3417 DALE STREET N	1,144.06
304766	1	PIN: 363023140012	3455 SOO STREET	905.57
305565	1	PIN: 363023140039	3365 SOO STREET	984.64
305912	1	PIN: 353023410046	3261 OWASSO HEIGHTS ROAD	638.13
306456	1	PIN: 363023440031	168 OWASSO LANE E	765.64
306563	1	PIN: 353023230018	3454 CHURCHILL STREET	431.39
307405	1	PIN: 353023310057	932 COBB ROAD	200.00
307447	1	PIN: 353023320001	979 TILLER LANE	1,033.83
307488	1	PIN: 353023320109	1066 CARLTON DRIVE	1,159.11
307736	1	PIN: 353023320003	993 TILLER LANE	567.24
307900	1	PIN: 243023440051	169 DEMAR AVENUE	471.71
308312	1	PIN: 243023120060	4442 HODGSON ROAD	750.60
308833	1	PIN: 243023440079	179 COUNTY ROAD F W	868.84

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
309278	1	PIN: 243023440025	4161 RUSTIC PLACE	1,126.11
309674	1	PIN: 243023440005	177 HAWES AVENUE	978.55
309732	1	PIN: 243023130026	4429 HODGSON ROAD	1,319.56
309781	1	PIN: 243023140003	235 JANSAS DRIVE	1,319.84
309831	1	PIN: 243023410033	163 DAWN AVENUE	606.77
310128	1	PIN: 243023140028	4414 GALTIER STREET	323.55
311076	2	PIN: 263023130010	781 RANDY AVENUE	119.34
311860	1	PIN: 243023140091	4343 RICE STREET N	779.90
311878	1	PIN: 243023410005	191 COLLEEN AVENUE	192.19
312090	1	PIN: 243023120022	306 BRIDGE STREET	644.37
312223	1	PIN: 243023140010	175 JANSAS DRIVE	275.08
312520	1	PIN: 353023340053	3199 HAFNER COURT	468.81
313718	1	PIN: 243023130047	4355 HODGSON ROAD	700.23
315523	1	PIN: 353023140057	3464 OWASSO STREET	1,207.66
316208	1	PIN: 243023240042	4323 SNAIL LAKE BOULEVARD	365.90
317610	1	PIN: 243023440006	185 HAWES AVENUE	1,395.60
317651	1	PIN: 243023440045	4161 RICE STREET N	2,015.93
318584	1	PIN: 253023110086	242 NICHOLS COURT	394.11
318915	3	PIN: 353023410004	3306 OWASSO BOULEVARD W	653.03
320176	1	PIN: 243023120014	269 BRIDGE STREET	737.29
320606	1	PIN: 353023320082	1001 COBB ROAD	907.17
322115	1	PIN: 243023240033	4324 SNAIL LAKE BOULEVARD	644.48
323832	1	PIN: 353023210026	913 HARRIET AVENUE	509.09
327395	2	PIN: 263023130005	780 GRAMSIE ROAD	930.34
328070	1	PIN: 353023240002	3469 VIVIAN AVENUE	1,230.60

UTILITY SYSTEM
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
328666	1	PIN: 253023330009	3680 KENT STREET	627.66
332262	1	PIN: 353023210040	3506 MILTON STREET N	321.75
332726	2	PIN: 353023210007	910 COUNTY ROAD E W	651.87
333757	1	PIN: 363023230256	3400 DALE STREET N	1,229.25
335877	1	PIN: 353023110020	3498 VICTORIA STREET N	105.87
340521	1	PIN: 363023230042	508 LAKE COVE COURT	840.43
341115	1	PIN: 243023410050	217 DENNISON AVENUE	885.74
343038	1	PIN: 363023210094	489 HARRIET AVENUE	621.57
343632	1	PIN: 353023110012	685 HARRIET AVENUE	454.19
346064	1	PIN: 363023310041	441 MAPLE LANE	956.11
349308	3	PIN: 363023210010	3561 COHANSEY STREET	1,065.25
351627	1	PIN: 243023110060	195 GALTIER PLACE	260.79
351700	1	PIN: 243023110055	205 GALTIER PLACE	841.54
352633	1	PIN: 243023110045	4544 GALTIER STREET	329.12
355313	1	PIN: 243023110082	222 GALTIER PLACE	861.76
360909	1	PIN: 353023330072	1017 GLEN PAUL COURT	1,134.11
363291	1	PIN: 243023110134	170 BRIDGE STREET	434.36
363390	1	PIN: 243023110127	222 LION LANE	1,297.94
363747	1	PIN: 363023210049	405 HARRIET CIRCLE	907.23
373670	1	PIN: 363023240019	464 LAKE WABASSO COURT	351.77
374405	1	PIN: 353023140056	672 HARRIET AVENUE	438.35
376301	1	PIN: 363023210096	390 CARDIGAN ROAD	257.79
378760	1	PIN: 353023430064	3149 CHRISTOPHER LANE	358.43
388215	1	PIN: 253023220061	584 LAKE RIDGE DRIVE	2,238.35

Total Delinquent Accounts: 199

Total Crt: 153,188.63

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: DECEMBER 11, 2014
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

5107 Alameda St	Erosion & Garage removal completed
3244 Owasso Hts Rd	Erosion Control completed

RECOMMENDATION

It is recommended that the City Council approve releasing all or portions of the escrows for the following properties in the amounts listed below:

5107 Alameda St	Kevin Ousdigian	\$ 4,000.00
3244 Owasso Hts Rd	Pat & Jackie Oconnell	\$ 2,000.00

PROPOSED

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

HELD DECEMBER 15, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-129

**RESOLUTION ORDERING ESCROW REDUCTIONS
AT VARIOUS LOCATIONS IN THE CITY**

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

5107 Alameda St	Kevin Ousdigian	\$ 4,000.00
3244 Owasso Hts Rd	Pat & Jackie Oconnell	\$ 2,000.00

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of December, 2014.

Proposed Motion

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the renewal of the Consultant Services Agreement for 2015 with Greater Metropolitan Housing Corporation for administering the City's housing programs, including the Shoreview Home Energy Improvement Loan Program, through the HousingResource Center.

VOTE:	AYES: _____	NAYS: _____
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

TO: Mayor and City Council
FROM: Kathleen Castle, City Planner
DATE: December 10, 2014
SUBJECT: Consultation Services Agreement – Greater Metropolitan Housing Corporation

BACKGROUND

The City of Shoreview contracts with the Greater Metropolitan Housing Corporation (GMHC) for services related to the City's housing programs, including administration of the Shoreview Home Energy Improvement Loan Program, through the HousingResource Center. This contract is an annual agreement which needs to be renewed each year by both parties. The contract for 2015 is being presented to the City Council for review and approval.

CONSULTANT SERVICES AGREEMENT

The proposed agreement is similar to the previous agreements executed with GMHC and includes the administration of the Shoreview Home Energy Loan Program. The annual \$12,000 fee has not increased from previous years. The agreement also retains the flat fee structure for processing Shoreview Home Energy Loans. This fee structure is based on the actual cost of administering the program and does not vary with the loan amount. This fee structure results in fewer costs to the City when compared with the previous fee structure that was based on a percentage of the loan value.

The Shoreview Home Energy Loan Program as designed to assist residents who are interested in undertaking home improvements but had difficulty obtaining financing through conventional means. Through the Economic Development Authority, the City Council authorized an allocation of \$300,000 for the program using existing tax increment funds. The fund is revolving and the payments received back will then again be available for more loans. Sixteen loans have been processed for with a funding total of \$223,856.08 leaving a balance of \$151,751.44 (including income) in the loan pool. Program use increased in 2013 with five loans processed, however, no loans have been processed in 2014. The loan program was expanded in 2012 to include other home improvements, including some exterior site improvements. Staff is continuing to evaluate the program to increase usage by qualified residents.

RECOMMENDATION

Staff recommends the Council approve the renewal of the annual Consultation Services Agreement with GMHC.

CONSULTANT SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the ____ day of _____, 20__, by and between the City of Shoreview, a Minnesota municipal corporation, (“the City”), and **GREATER METROPOLITAN HOUSING CORPORATION**, a Minnesota non-profit corporation (“Consultant”).

RECITALS

A. The Consultant has a division called The Housing Resource Center (“HRC”). GMHC has agreed to provide certain Services through HRC (as defined below) in connection with the City’s housing program.

B. The City desires to hire the Consultant to render this technical, professional, and marketing assistance in connection with housing programs in the City for the term as set forth in this Agreement.

C. Consultant is willing to provide such services on the terms and conditions set forth herein.

In consideration of the foregoing recitals and following terms, conditions and mutual promises contained herein, the parties agree as follows:

1. **Scope of Services.** The Consultant shall provide services as follows (the “Services”):

- a. Administer the following home improvement programs for residents of the City of Shoreview: MHFA Fix Up Fund, (collectively the “MHFA Programs”) and the Shoreview Home Improvement Loan:
 1. Providing information to residents and property owners about the programs, upon request;
 2. Assist the City in developing procedures for the programs;
 3. Receipt of applications from residents;
 4. Processing applications;
 5. Closing loans to qualified applicants in accordance with the applicable program;
 6. Overseeing the draw process for the funds, including, as necessary, reviewing draws, reviewing the progress of the work and collecting lien waivers and certificates of occupancy. Consultant may, for this purpose, rely on third-party representations and certifications.
 7. Provide monthly reports about the number of loans closed and the balance in each loan program.

- b. Service the loans made to City residents under the Shoreview Home Improvement Program:
 - 1. Direct the Community Reinvestment Fund (“CRF”) to collect such payments pursuant to a contract dated July 2, 2000 between Consultant and CRF (the “CRF Contract”),
 - 2. Direct CRF to take such action pursuant to the CRF Contract if there is an Uncured default by a borrower under a loan pursuant to an Installment Loan Program.
 - 3. Receive all payments made by borrowers to CRF.
 - 4. Disburse all payments received by Consultant as directed, in writing, by the City which may include disbursing the funds pursuant to the Shoreview Home Improvement Loan Program.
 - c. Assist City residents considering rehabilitation, including property visits, meet with homeowners and potential contractors, suggest alternatives for rehabilitation to homeowners, educate homeowners on the construction bid process, assist homeowners to evaluate bids and work completed and construction progress.
 - d. Provide HRC housing information to City residents, including information on emergency assistance, housing rehabilitation, first time homebuyers and limited rental information;
 - e. Assist the City in developing programs to purchase and rehabilitate homes;
 - f. Coordinate these services out of Consultant’s Housing Resource Center, 1170 Lepak Court, Shoreview, MN 55126; and
 - g. Have Consultant’s staff visit residences as determined necessary by Consultant.
2. **Term.** This Agreement shall be in full force and effect from January 1, 2015 and shall continue through December 31, 2015, unless otherwise terminated as set forth below.

3. **Compensation.**

Core HRC Services. The City shall pay the Consultant Twelve Thousand Dollars (\$12,000) within thirty (30) days after execution of this Agreement.

Shoreview Home Energy Loan Program Administration. The City shall pay the Consultant a fee of \$800 for each loan closed. Fees will be paid monthly based on the number of loans closed during the month. For those loans that will not close because the applicants have been denied or are no longer pursuing financing through this program, the City shall pay the Consultant a fee of \$75.00 for each application which shall be charged monthly.

The Consultant shall receive compensation for administering the MHFA Programs directly from the Minnesota Housing Finance Agency and not from the City.

4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- a. The parties, by mutual written agreement, may terminate this Agreement at any time in which case the parties shall agree to the amount of fees payable to Consultant.
- b. The City may terminate this Agreement upon the breach by Consultant of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by Consultant of a written notice from the City, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that Consultant cannot reasonably cure same in the thirty (30) day period, Consultant shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by Consultant of such written notice. In the event of termination by the City hereunder, Consultant shall be entitled to fees due to the date the notice of breach is sent by the City.
- c. If Consultant or City (as applicable) (i) files a voluntary petition in bankruptcy (ii) files a voluntary petition for reorganization under any bankruptcy law, statute or regulation or other similar statute or regulation, (iii) is adjudicated a bankrupt, (iv) makes an assignment for the benefit of creditors or applies for or consents to the appointment of a receiver or trustee as part of or in conjunction with a "creditor plan" with respect to any substantial part of its assets, or (v) a receiver or trustee is appointed, or an attachment or execution levied with respect to any substantial part of its assets, and said appointment is not vacated, or the attachment or execution not released, within sixty (60) days, then this Agreement shall, effective as of such date, without notice or further action by either party, immediately terminate.
- d. Consultant may terminate this Agreement upon the breach by City of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by City of a written notice from

Consultant, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that City cannot reasonably cure same in the thirty (30) day period, City shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by City of such written notice. In the event of termination by Consultant hereunder. Consultant shall be entitled to retain the entire fee under this Agreement.

5. **Insurance.**

- a. During the term of this Agreement, the Consultant shall obtain and maintain workers compensation, comprehensive general liability, and automobile liability insurance. Comprehensive general liability insurance shall have an aggregate limit of Two Million Dollars (\$2,000,000.00).
- b. Upon request by the City, the Consultant shall provide a certificate or certificates of insurance relating to the insurance required. Such insurance secured by the Contractor shall be issued by insurance companies licensed in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess.
- c. Such insurance shall be in force on the date of execution of an Agreement and shall remain continuously in force for the duration of the Agreement.

6. **Indemnification.**

- a. Notwithstanding anything to the contrary in this Agreement, the City, its officers, agents, and employees shall not be liable or responsible in any manner to the Consultant, the Consultant's successors or assigns, the Consultant's subcontractors, or to any other person or persons for any third party claim, demand, damage, or cause of action of any kind, nature, or character, including intentional acts, arising out of or by reason of the performance of this Agreement by Consultant. The Consultant, and the Consultant's successors or assigns, agree to protect, defend and save the City, and its officers, agents, and employees, harmless from all third party claims, demands, damages, and causes of action, to the extent caused by the negligence or wrongful acts of Consultant, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting services, and other technical, administrative or professional assistance.
- b. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466, or otherwise.

7. **Assignment.** This Agreement shall not be assigned, sublet, or transferred, in whole or in part without the prior written approval of the City.

8. **Conflict of Interest.** The Independent Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Independent Contractor, with the prior written consent of the City, shall arrange for suitable alternative services.

9. **Compliance with Laws.** The Consultant shall comply with all applicable Federal, State, and local laws, rules, ordinances, and regulations at all times and in the performance of the services pursuant to this Agreement.

10. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Consultant: Greater Metropolitan Housing Corporation
15 South 5th Street, Suite 710
Minneapolis, MN 55402
ATTN: Suzanne Snyder

City: City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

Or such other address as either party may provide to the other by notice given in accordance with this provision.

11. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Consultant, and supersedes any other written or oral agreements between the City and the Consultant. This Agreement can only be modified in writing signed by the City and the Consultant.

12. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

13. **Counterparts.** This Agreement may be signed in one or more counterparts but all of which taken together shall constitute one instrument.

14. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

15. **Agreement Not Exclusive.** The City retains the right to hire other housing program consultants, in the City's sole discretion.

16. **Data Practices Act Compliance.** Data provided to the Consultant or created by the Consultant under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective dates indicated below.

CITY:

By: _____

Its: Mayor

Date: _____, 20__.

By: _____

Its: City Manager

Date: _____, 20__.

CONSULTANT:

GREATER METROPOLITAN HOUSING CORPORATION

By: _____

Its: President

Date: _____, 20__.

PROPOSED MOTION

MOVED BY COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To approve the amendments to the site leases allowing site modifications to the wireless telecommunications facilities, and to authorize the execution of amendments to the existing ground leases for these sites:

- Sprint Spectrum Realty LP: 745 County Road E and 5880 Lexington Avenue
- T-Mobile Central USA LLC: 745 County Road E and 5880 Lexington Avenue

All subject to the following conditions:

1. The Amendment to the Site Lease Agreement shall be executed by both parties prior to becoming effective.
2. Prior to execution, the proposed plans shall be revised in accordance with comments by the City staff and engineering consultant, SEH, Inc.
3. Tenant acknowledges that the modifications to be performed are limited to those shown on the plans.
4. The review comments of SEH, Inc. and City staff shall be incorporated into the final plans.
5. A copy of the approved plans, including the review comments of SEH, Inc., shall be kept on-site during the construction of the modifications.
6. Tenant shall secure all necessary building and electrical permits prior to the commencement of any work.
7. Tenant shall arrange required inspections with the City and the City's consultant, SEH, Inc.
 - a. A preconstruction meeting prior to the onset of construction.

- b. SEH is required to witness the shop surface preparation and painting.
 - c. SEH is required to approve the field welding.
 - d. SEH shall witness the field surface preparation and painting of all welds and damage to the tower as a result of the installation of the Tenant's equipment.
 - e. One final inspection upon completion of the construction.
 - f. Any re-inspections necessary as determined by SEH, Inc.
8. City staff must be present at all times Tenant requests to be inside the water tower. 24-hour notice is required. Tenant shall reimburse the City for this staff time.

ROLL CALL: AYES _____ NAYS _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
December 15, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: ROB WARWICK, SENIOR PLANNER
DATE: DECEMBER 10, 2014
SUBJECT: SITE LEASE AMENDMENTS, SPRINT SPECTRUM REALTY LP AND T-MOBILE USA, NORTH AND SOUTH WATER TOWERS

BACKGROUND

There are existing Wireless Telecommunication Antenna Permits and Site Lease Agreements with Sprint Spectrum Realty LP and T-Mobile USA at City's north and south water towers, which are located at 745 County Road E (south) and 5880 Lexington Avenue (north). Each of the four leases identifies a specific description and plan set detailing the equipment that is permitted within the larger (horizontal and vertical) area of the water tower, including the antennas.

The two wireless providers propose updating their equipment to provide greater capacity and network improvements associated with 4th generation LTE (Long Term Evolution) wireless service. Because each existing lease references a specific set of construction plans, the four site lease agreements must all be amended for the proposed equipment configurations. The improvements include adding three antennas for each carrier on each of the towers. This will increase the total antennas for each carrier to twelve on each water tower. Currently, each of the four site lease agreements authorizes a maximum of nine antennas and the proposed amendments are intended to authorize the increased number of antennas. A template for the lease amendments and a sample plan set are attached for the Council's review.

PROJECT DESCRIPTIONS

At each of the sites, the Sprint and T-Mobile propose improvements to equipment, cabinets, cables and an added three antennas at each these four Wireless Telecommunications Facilities. There are no changes proposed to the existing ground areas used for equipment cabinets.

The leases were last amended to facilitate upgrades that were proposed in 2012. At that time, additional 5-year renewal terms were added to each lease. Each of the four leases remains effective for about 20 years, and so further renewal terms are not needed at this time.

Sprint, South Tower (Site MS03XC661)

The Lease Agreement is dated Feb. 26, 1997. Sprint's leased area is 15- by 20-feet and has been developed with a metal equipment platform with two equipment cabinets. This leased area is screened with three pine trees. The 1997 lease was amended first in 2000, when Sprint upgraded equipment at the site, and again in 2012 to modernize equipment and antennas. There are now three Sprint antennas (1 per sector) installed at a height of 90-feet. A total of nine antennas (3

per sector) are authorized by the current lease. There will be a total of twelve antennas (4 per sector) after this upgrade project.

Sprint, North Tower (Site MS03XC653)

The Lease Agreement is dated Feb. 26, 1997. Sprint's leased area is 30- by 24-feet and is developed with a metal platform for the equipment cabinets. This leased area is screened with pine trees. The 1997 lease was first amended in 2001, when Sprint upgraded equipment at the site, and again in 2012 for a second equipment upgrade. There are now three Sprint antennas (1 per sector) installed at a height of 140-feet. Three antennas per sector are authorized by the current lease. Upon completion of the upgrade there will be four antennas per sector.

T-Mobile (Site A1N049A), South Tower

The Lease Agreement is dated Feb. 11, 1997. T-Mobile's leased area is located inside the tower pedestal. The 10- by 15-foot leased area is developed with two equipment cabinets and several H-frames that support equipment. T-Mobile's nine existing antennas are located on top of the tank and cables to the antenna are run inside the dry tube/access to the tower top. The lease was first amended in 2012 to upgrade equipment. T-Mobile proposes to install on added antenna, for a total of four per sector.

T-Mobile (Site A1N0913A), North Tower

The Lease Agreement is dated Jan. 1, 2005. T-Mobile's leased area is 30- by 24-feet and has been developed with a metal platform for the equipment cabinets. There are now nine antennas (three per sector) installed at a height of 120-feet, and these will be replaced with twelve antennas (four per sector). This lease was also amended in 2012 to facilitate an equipment upgrade project.

AMENDMENTS TO LEASE AGREEMENTS

The proposed plans will be designated as an Exhibit to each of the respective lease agreements and are subject to review by SEH, Inc., the consulting engineer used by the City to assure the integrity of the water towers. SEH, Inc. has provided comments for the T-Mobile plans, but the required revisions have not been re-submitted to the City for review. SEH, Inc. comments on the Sprint plans are pending, but it is expected that revisions will also be required. The revisions will be subject to review by SEH and approval by City staff.

Staff and the City Attorney reviewed the existing leases and identified provisions that should be updated. The existing leases are very similar in form and format, and as a result, the proposed amendments are also very similar. The provisions that are recommended in each of the amendments for modification are summarized below.

- ***Leased Premises.*** Add the plans, as approved, as an Exhibit to each lease, so amending the defined 'Leased Premises'.

- Rent. The additional antennas use added vertical space on the water towers. The City and the carriers have agreed on rent increases in the range of \$100 to \$125/month/added antenna.

In 2014, annual rent for the four sites average approximately \$29,250. Each of the leases includes an annual rent escalator, and with the added rent from this upgrade cycle, the rents will average about \$33,500 in 2015.

Due to the similarity of the plans and amendments, one copy is attached for review. Each amendment will be revised to reflect the name and pertinent details for that site. The other provisions will remain as shown in the attachments.

RECOMMENDATION

The proposed changes do not appear to impact any other existing users on the water towers. Approval of the Amendments to the four Site Lease Agreements is necessary to accommodate the proposed network improvements.

Staff recommends approval of the attached Amendments to the Site Lease Agreements for Sprint Spectrum Realty LP and T-Mobile USA. Approval should be subject to the following conditions:

1. The Amendment to the Site Lease Agreement shall be executed by both parties prior to becoming effective. Minor changes to the Amendments are subject to the approval of the City Manager and City Attorney.
2. Prior to execution, the proposed plans shall be revised in accordance with comments by City staff and the City's engineering consultant, SEH, Inc.
3. Tenant acknowledges that the modifications to be performed are limited to those shown on the approved plans.
4. A copy of the approved plans, including the review comments of SEH, Inc., shall be kept on-site during the construction of the modifications.
5. Tenant shall secure all necessary building and electrical permits prior to the commencement of any work.
6. Tenant shall arrange required inspections with the City and the City's consultant, SEH, Inc.
 - a. A preconstruction meeting prior to the onset of construction.
 - b. SEH is required to witness the shop surface preparation and painting.
 - c. SEH is required to approve the field welding.
 - d. SEH shall witness the field surface preparation and painting of all welds and damage to the tower as a result of the installation of the Tenant's equipment.

Sprint Spectrum LP and T-Mobile
Amendment to Site Lease Agreements, 745 County Road E and 5880 Lexington Avenue
Page 4

- e. One final inspection upon completion of the construction.
 - f. Any re-inspections necessary as determined by SEH, Inc.
7. City staff must be present at all times Tenant requests to be inside the water tower. 24-hour notice is required. Tenant shall reimburse the City for this staff time.

Attachments:

1. Proposed Motion
2. Location Maps
3. Construction Plans, T-Mobile, 5880 Lexington Ave.
4. Sample Amendment to Lease Agreements
5. Motion

Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- County Borders
- Streets (<=8K)**
 - Interstate
 - US Highway; MN Highway
 - Ramp
 - County Road
 - Municipal Street
 - Service Road
 - Private Road
 - Restricted Access Route
 - A99
- Railroads
- Building Footprints
- Airports
- Cemeteries
- Water Bodies (<=64K)**
 - Water Features



600.0 0 300.00 600.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Enter Map Description

Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Airports



Notes

Enter Map Description

200.0 0 100.00 200.0 Feet

T-Mobile® stick together®

NOTE
THESE CONSTRUCTION DOCUMENTS ARE
BASED ON RCFS DATED 06/06/2014

T-Mobile
T-MOBILE USA, INC.
8000 WEST 78TH STREET
SUITE 400
EDINA, MN 55439
OFFICE: 612.701.2069

insite
15660 MIDWEST ROAD
SUITE 140
OAKBROOK TERRACE, IL 60181
OFFICE: 773.960.8781

Edge
Consulting Engineers, Inc.
17645 JUNIPER PATH
SUITE 215
LAKEVILLE, MN 55044
608.644.1449 voice
www.edgeconsult.com

OTTO G. DINGFELDER III
REAL ESTATE
LICENSED PROFESSIONAL ENGINEER
49720
DATE SIGNED: 8/28/2014



LTE 700 MHz UPGRADE

T-MOBILE SITE NUMBER: A1N0913A
T-MOBILE SITE NAME: SHOREVIEW/LEXINGTON WT
SITE TYPE: WATER TOWER
SITE ADDRESS: 5880 LEXINGTON AVE
SHOREVIEW, MN 55126
COUNTY: RAMSEY COUNTY
JURISDICTION: CITY OF SOUTH ST. PAUL

APPROVALS:

	PRINT NAME	SIGNATURE	DATE
PROPERTY OWNER:			
SAC/ ZONING:			
CONSTRUCTION:			
REAL ESTATE:			
P.E. ENGINEER:			
GENERAL MANAGER:			
OPERATIONS:			
UTILITIES:			

SHEET INDEX:

SHEET #	TITLE SHEET	DESCRIPTION	REV
T-1			1
C-1	SITE PLAN		0
C-2	ENLARGED SITE PLAN		0
C-3	EQUIPMENT DETAILS		0
A-1	TOWER ELEVATION		0
A-2	ANTENNA CONFIGURATION		0
A-3	ANTENNA DETAILS		0
GN-1	GENERAL NOTES AND SPECIFICATIONS		0
*	PROVIDED BY OTHERS		N/A

PROJECT DESCRIPTION:

STRUCTURE HEIGHT: 18M
STRUCTURE TYPE: WATER TOWER
ANTENNA QUANTITY: (2) EXISTING ANTENNA PANELS TO REMAIN
(2) PROPOSED ANTENNA PANELS
ANTENNA HEIGHT (CL.): 137'
LEASE AREA: 24'-0" x 30'-0" (PER T-MOBILE)
EQUIPMENT MOUNTING: EQUIPMENT PLATFORM

CONTACTS:

APPLICANT:
T-MOBILE USA, INC.
8000 WEST 78TH STREET, SUITE 400
EDINA, MN 55439
CONTACT: STEVE CARLSON
OFFICE: 612.833.4100

TOWER OWNER CONTACT:
ST. PAUL, PWA
113 WACOUTA ST.
ST. PAUL, MN

SITE ACQUISITION CONTACT:
INSITE, INC.
15660 MIDWEST ROAD
SUITE 140
OAKBROOK TERRACE, IL 60181
OFFICE: 773.960.8781

A/E FIRM:
EDGE CONSULTING ENGINEERS, INC
17645 JUNIPER PATH, SUITE 215
LAKEVILLE, MN 55044
OFFICE: 608.644.1449
CONTACT: OTTO DINGFELDER III, P.E.

COORDINATES:

LATITUDE: 45.1194 (PER PREVIOUS RCFS (07/10/2014))
LONGITUDE: -93.1533

PROPERTY SUMMARY:

PROPERTY ADDRESS:
5880 LEXINGTON AVE
SHOREVIEW, MN 55126

APPLICABLE CODES

ALL WORK SHALL COMPLY WITH THE FOLLOWING APPLICABLE CODES:
- 2006 INTERNATIONAL BUILDING CODE
- 2007 MINNESOTA ELECTRIC CODE
- IAWA-2022-F OR LATEST EDITION
IN THE EVENT OF CONFLICT, THE MOST RESTRICTIVE CODE SHALL PREVAIL.

STRUCTURAL REVIEW NOTE:

TOWER STRUCTURAL ANALYSIS COMPLETED BY EDGE CONSULTING ENGINEERS INC. (REPORT # 111031), DATED 07/31/2014. CONTRACTOR TO REVIEW STRUCTURAL REPORT IN ITS ENTIRETY. ANY DISCREPANCIES OR DISAGREEMENTS BETWEEN THE REPORT AND THESE PLANS SHOULD BE RESOLVED PRIOR TO CONSTRUCTION.

UTILITY INFORMATION:

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN MINNESOTA, CALL Gopher State ONE CALL

TOLL FREE
1-800-252-1166
FAX A LOCATE 1-800-236-4967

MN STATUTE REQUIRES MN OF 48 HOURS NOTICE BEFORE YOU EXCAVATE

PROJECT NO: 11081
DRAWN BY: KJG

CHECKED BY: OGD

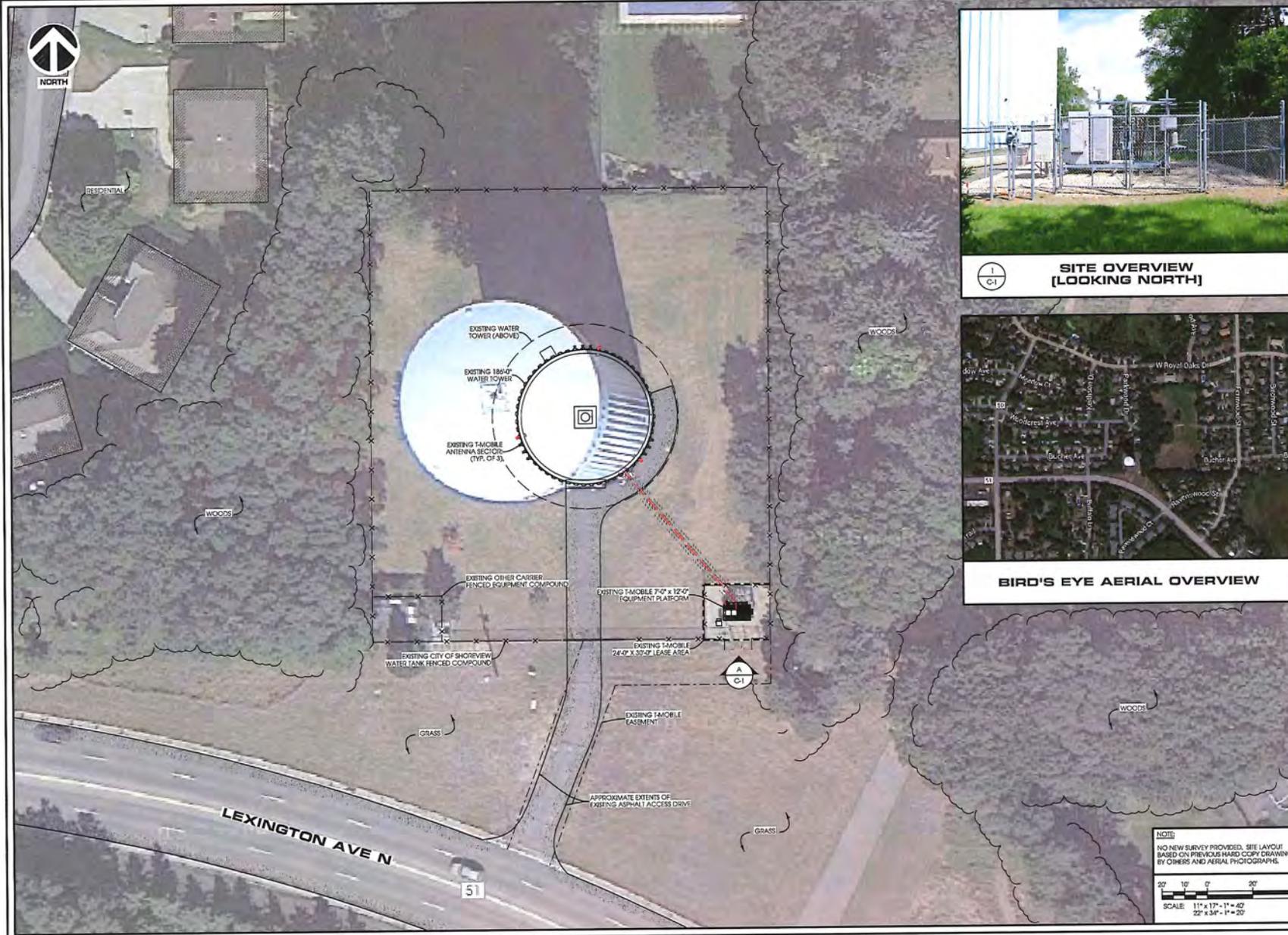
REV	DATE	DESCRIPTION
A	07/28/14	PRELIMINARY CD'S
B	08/12/14	PRELIMINARY CD'S
C		
0	08/21/14	FINAL CD'S
1	08/25/14	FINAL CD'S
2		

SHOREVIEW LEXINGTON AVE WATER TOWER A1N0913A

SITE ADDRESS:
5880 LEXINGTON AVE
SHOREVIEW, MN 55126

TITLE SHEET

T-1



**SITE OVERVIEW
(LOOKING NORTH)**



BIRD'S EYE AERIAL OVERVIEW

NOTE:
NO NEW SURVEY PROVIDED. SITE LAYOUT
BASED ON PREVIOUS HARD COPY DRAWINGS
BY OTHERS AND AERIAL PHOTOGRAPHS.

20' 10' 0' 20' 40'

SCALE: 11" x 17" - 1" = 40'
22" x 34" - 1" = 20'

T-Mobile

T-MOBILE USA, INC.
8000 WEST 78TH STREET
SUITE 400
EDINA, MN 55439
OFFICE: 612.701.2069

insite

15660 MIDWEST ROAD
SUITE 140
OAKBROOK TERRACE, IL 60181
OFFICE: 773.960.8781

Edge
Consulting Engineers, Inc.

17645 JUNPER PATH
SUITE 215
LAKEVILLE, MN 55046
608.544.1489 voice
www.edgeconsult.com

APPROVED

PROJECT NO: 11081

DRAWN BY: K/JG

CHECKED BY: OGD

REV.	DATE	DESCRIPTION
A	07/28/14	PRELIMINARY CD'S
B	09/12/14	PRELIMINARY CD'S
C		
0	08/21/14	FINAL CD'S
1	09/25/14	FINAL CD'S
2		

**SHOREVIEW
LEXINGTON AVE
WATER TOWER
A1N0913A**

SITE ADDRESS:
5860 LEXINGTON AVE
SHOREVIEW, MN 55126

SITE PLAN

C-1



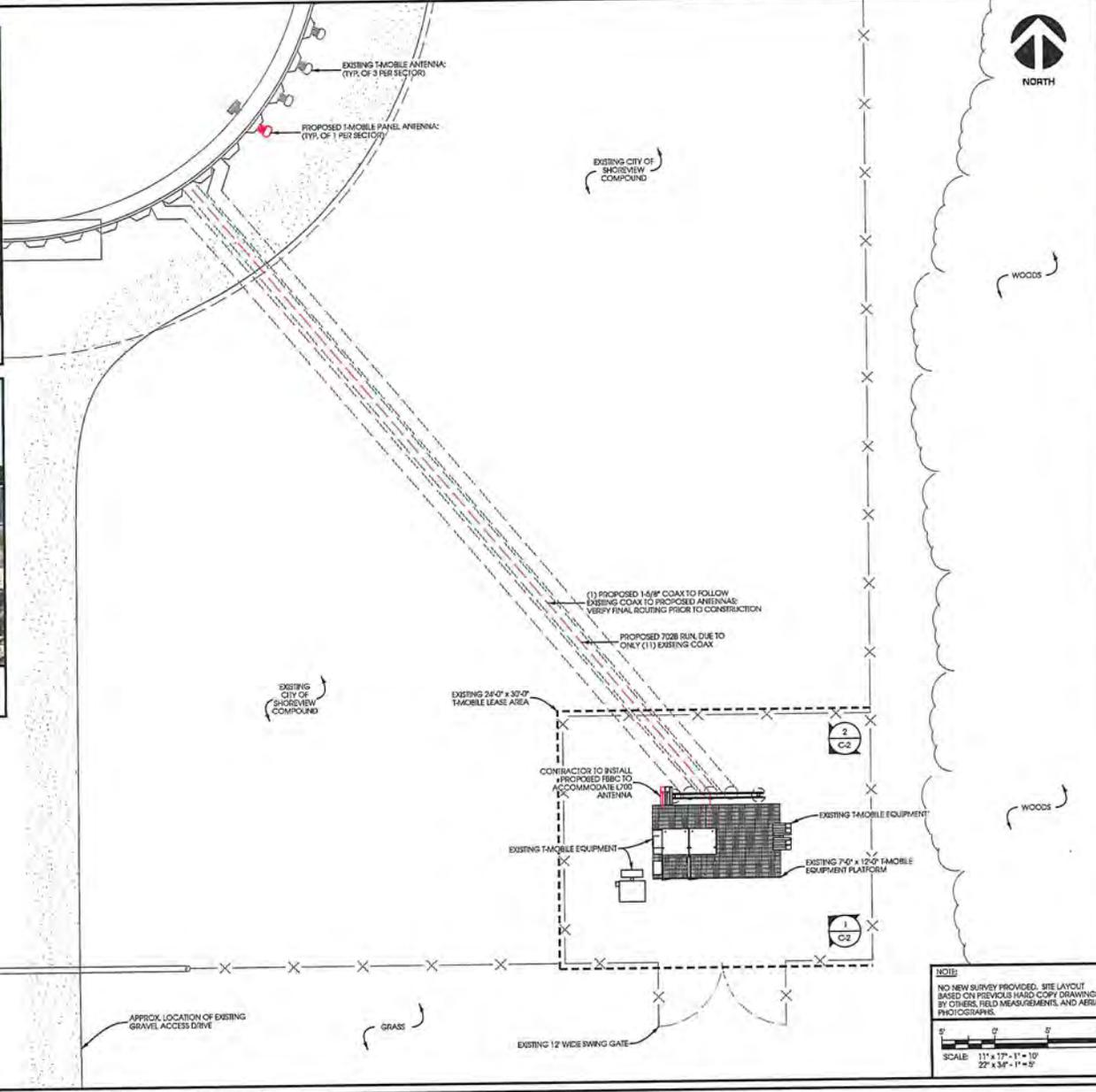
1
C2

**EXISTING T-MOBILE
EQUIPMENT PLATFORM**



2
C2

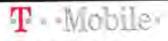
**EXISTING T-MOBILE
EQUIPMENT PLATFORM**



NORTH

WOODS

WOODS



T-MOBILE USA, INC.
8000 WEST 76TH STREET
SUITE 400
EDINA, MN 55439
OFFICE: 612.701.2069



18660 MIDWEST ROAD
SUITE 140
OAKBROOK TERRACE, IL 60181
OFFICE: 773.960.8781



17665 JUNIPER PATH
SUITE 215
LAKEVILLE, MN 55044
608.844.1449 voice
www.edgeconsult.com

APPROVED

PROJECT NO: 11081

DRAWN BY: KJG

CHECKED BY: OGD

REV.	DATE	DESCRIPTION
A	07/28/14	PRELIMINARY CD'S
B	08/12/14	PRELIMINARY CD'S
C		
0	08/21/14	FINAL CD'S
1	08/25/14	FINAL CD'S
2		

**SHOREVIEW
LEXINGTON AVE
WATER TOWER
A1N0913A**

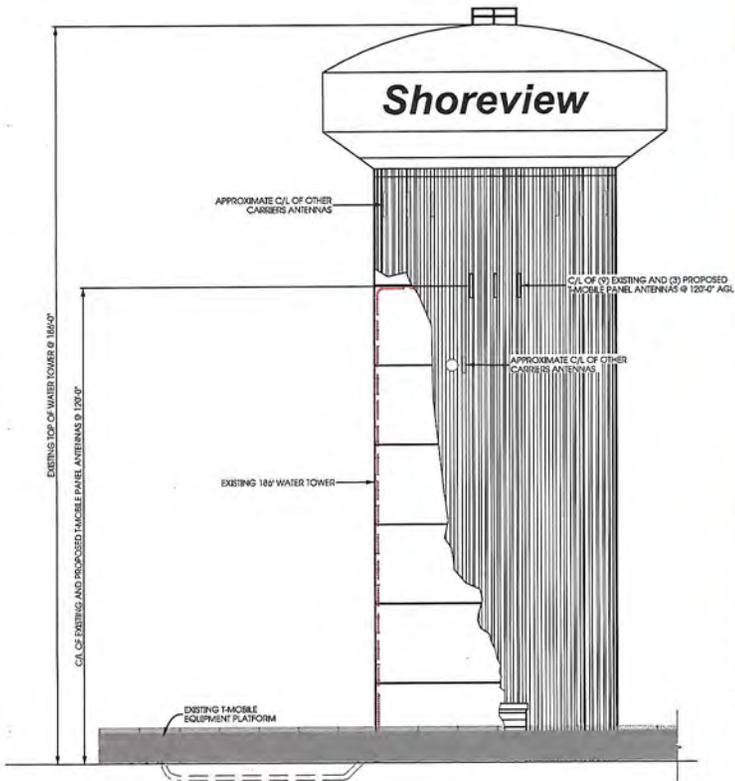
SITE ADDRESS:
5850 LEXINGTON AVE
SHOREVIEW, MN 55126

**ENLARGED
SITE PLAN**

C-2

NOTE:
NO NEW SURVEY PROVIDED. SITE LAYOUT
BASED ON PREVIOUS HARD COPY DRAWINGS
BY OTHERS, FIELD MEASUREMENTS, AND AERIAL
PHOTOGRAPHS.

SCALE: 11" x 17" - 1" = 10'
22" x 34" - 1" = 5'



1 TOWER ELEVATION (NORTH WEST ELEVATION)

SCALE: 11" x 17" - 11'-0" = 30'-0"
22" x 34" - 11'-0" = 15'-0"



EXISTING TOWER ELEVATION
(LOOKING NORTH WEST)



EXISTING T-MOBILE PANEL ANTENNAS
(LOOKING NORTH WEST)



EXISTING T-MOBILE PANEL ANTENNAS
(LOOKING NORTH EAST)



EXISTING T-MOBILE PANEL ANTENNAS
(LOOKING NORTH WEST)

T-Mobile

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insite

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608.644.1489 voice
www.edgeconsll.com

APPROVED

PROJECT NO: 11081

DRAWN BY: KJG

CHECKED BY: OGD

REV.	DATE	DESCRIPTION
A	07/28/14	PRELIMINARY CD'S
B	08/12/14	PRELIMINARY CD'S
C		
D	08/21/14	FINAL CD'S
1	08/25/14	FINAL CD'S
2		

SHOREVIEW
LEXINGTON AVE
WATER TOWER
A1N0913A

SITE ADDRESS:
5860 LEXINGTON AVE
SHOREVIEW, MN 55126

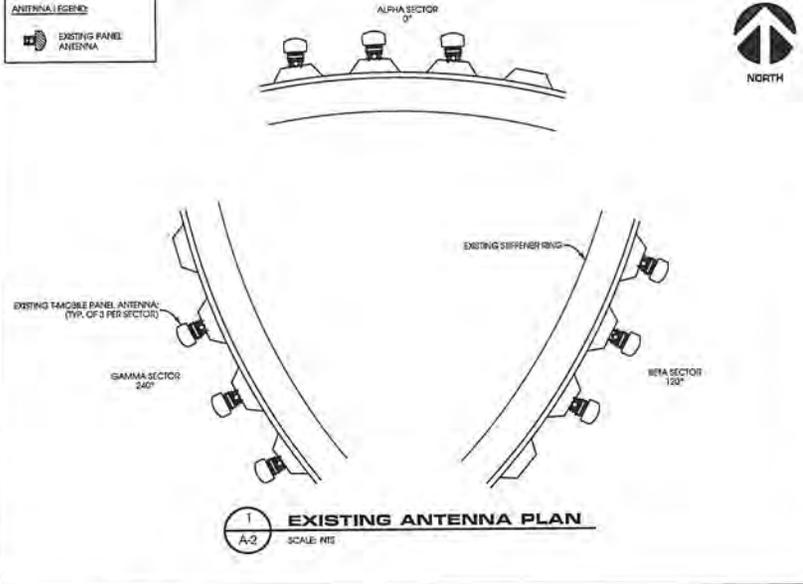
TOWER
ELEVATION

A-1

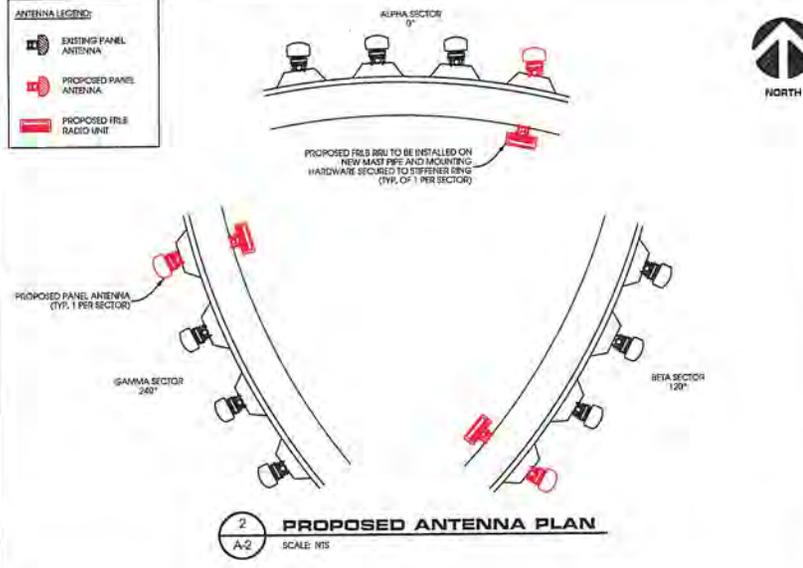
	ANTENNA NUMBER	TECHNOLOGY	ANTENNA VENDOR	MODEL NUMBER	ANTENNA RAD CENTER	AZIMUTH	TMA	DIPLEXER	RRU TYPE	CABLE TYPE / SIZE	HYBRID CABLE LENGTHS	
											CABLE	JUMPER
ALPHA SECTOR	A-1	AWS LTE	ANDREW	TMBX6617-A2M	120	0°	N/A	N/A	FRG	1.68M ² HIGH CAPACITY HCS	275'	15'
	A-2	AWS/PCS UMTS	ANDREW	TMBX6617-A2M	120	0°	ETW200VS12UR	N/A	FRB, 125B		275'	15'
	A-3	PCS GSM	ANDREW	TMBX6617-A2M	120	0°	N/A	N/A	FRB		275'	15'
	A-4	700 LTE	ANDREW	LN66512DS-A1M	120	0°	N/A	N/A	FRB		275'	15'
BETA SECTOR	B-1	AWS LTE	ANDREW	TMBX6617-A2M	120	120°	N/A	N/A	FRG		275'	15'
	B-2	AWS/PCS UMTS	ANDREW	TMBX6617-A2M	120	120°	ETW200VS12UR	N/A	FRB, 125B		275'	15'
	B-3	PCS GSM	ANDREW	TMBX6617-A2M	120	120°	N/A	N/A	FRB		275'	15'
	B-4	700 LTE	ANDREW	LN66512DS-A1M	120	120°	N/A	N/A	FRB		275'	15'
GAMMA SECTOR	C-1	AWS LTE	ANDREW	TMBX6617-A2M	120	240°	N/A	N/A	FRG		275'	15'
	C-2	AWS/PCS UMTS	ANDREW	TMBX6617-A2M	120	240°	ETW200VS12UR	N/A	FRB, 125B		275'	15'
	C-3	PCS GSM	ANDREW	TMBX6617-A2M	120	240°	N/A	N/A	FRB		275'	15'
	C-4	700 LTE	ANDREW	LN66512DS-A1M	120	240°	N/A	N/A	FRB		275'	15'

1 PROPOSED ANTENNA AND COAXIAL CABLE SCHEDULE
 SCALE: NTS
 COLOR CODING TO BE VERIFIED BY T-MOBILE

ANTENNA LEGEND:
 EXISTING PANEL ANTENNA



ANTENNA LEGEND:
 EXISTING PANEL ANTENNA
 PROPOSED PANEL ANTENNA
 PROPOSED FRB RADIO UNIT



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 651.464.1469 voice
 www.edgecons.com

APPROVED

PROJECT NO: 11081

DRAWN BY: KJG

CHECKED BY: OSD

REV	DATE	DESCRIPTION
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**SHOREVIEW
 LEXINGTON AVE
 WATER TOWER
 A11N0913A**

SITE ADDRESS:
 5880 LEXINGTON AVE
 SHOREVIEW, MN 55126

**ANTENNA
 CONFIGURATION**

A-2

AMENDMENT NO. 2 TO SITE LEASE AGREEMENT

A. Parties. This Amendment No. 2 (“Amendment No.2”) to that certain Site Lease Agreement is made this _____ day of _____, 2014, by and between the City of Shoreview (“Landlord”), a Minnesota municipal corporation with a mailing address of 4600 North Victoria Street, Shoreview, Minnesota 55126 and T-Mobile Central LLC, a Delaware limited liability company, successor in interest to VoiceStream Minneapolis, Inc. (“Tenant”), with its principal offices located at 12920 S.E. 38th Street, Bellevue, WA 98006.

RECITALS

B. Recitals. Landlord and Tenant, or their predecessors in interest, are parties to that certain Site Lease Agreement dated January 1, 2005 (“Lease”), as amended by that certain Amendment No. 1 dated December 18, 2012, whereby Landlord has leased a portion of Landlord’s Property (as defined in the Lease) to Tenant for the purpose of installing, maintaining, and operating a Landlord-approved antenna array, equipment, cables and appurtenances as situated substantially as shown on Exhibits A and A-1 attached to the Lease. Landlord and Tenant desire to amend the Lease: (1) to revise Paragraph 1 to allow Tenant to update and add antennas, equipment, and cabinetries, (2) revise Paragraph 1.A of the Lease to increase the annual rent Tenant shall pay Landlord.

C. Amended Terms. NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby amend the following numbered paragraphs of the Lease to read:

1. Leased Premises. Subject to the terms and conditions of this Lease, Landlord hereby leases to Tenant and Tenant leases from Landlord a portion of the water tower (“Water Tower”) and a non-exclusive access and utility easement (“Access and Utility Easement”) located on the property owned by the Landlord (“Property”) all legally described in Exhibit “ C ” and illustrated on those certain site plan drawings prepared by _____, dated _____ and consisting of _____ pages _____, attached hereto as Exhibit C.

The modifications proposed in Exhibit C are subject to the approval of the Landlord pursuant to Section 4.F. of the Lease prior to any alteration. Tenant also acknowledges that it is obligated to provide as-built drawings of its Wireless Telecommunications Facility and a detailed equipment inventory thereof to Landlord upon completion of this alteration, pursuant to Section 4.G. of the Lease.

A. Amount Adjustments. As consideration for this Lease, Tenant shall pay Landlord an annual rent in the amount of Twenty Thousand and 00/100 Dollars (\$20,000.00) for the initial year, which shall be increased each year on January 1, by the greater of:
1. Four percent (4%) of the previous year’s annualized rental, or;
2 . An amount equal to the increase in the Consumer Price Index (“CPI”). The CPI shall mean the “Consumer Price Index – for all Urban Consumers, All Cities, All Items (1982-

1984 = 100)" as published by the United States Department of Labor Statistics, or if such index shall be discontinued, the successor index, or if there shall be no successor index, such comparable index as mutually agreed upon by the parties. To determine the annual rental increase to be paid by Tenant under a CPI adjuster, the annualized rental for the previous year shall be multiplied by a percentage figure, computed from a fraction, the numerator of which shall be the CPI for the third quarter of the preceding year and the denominator of which shall be the CPI for the corresponding quarter of one year earlier. Such fraction shall be converted to a percentage equivalent. The resulting percentage equivalent shall be multiplied by the previous year's rent.

3. As consideration for this Lease Amendment No. 2, Tenant agrees to pay Landlord additional rent in the amount of Four Thousand Five Hundred and 00/100 Dollars (\$4,500.00) per year, effective January 1, 2015 or when Tenant commences the installation of additional antennas, whichever date occurs first. This additional rent is also subject to the rent adjustment provisions of Paragraph 1.A.1. and 1.A.2. above.

Ratification of Lease.

- D. Ratification. Except as specifically modified by this Amendment No. 2, the parties agree that all of the terms and conditions of the Lease are in full force and effect and remain unmodified, and the parties hereby ratify and reaffirm the terms and conditions of the Lease and agree to perform and comply with the same. In the event of a conflict between any term or provision of the Lease and this Amendment, the terms and provisions of this Amendment No. 2 shall control. In addition, except as otherwise stated in this Amendment No. 2, all initially capitalized terms will have the same respective defined meanings stated in the Lease. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Amendment No. 2.

IN WITNESS WHEREOF, Landlord and Tenant have caused this Amendment to be executed by each party's duly authorized representative as of the dates written below.

**SIGNATURES APPEAR NEXT PAGE
REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

Landlord:

City of Shoreview, a Minnesota municipal corporation

By: _____

Printed Name: Sandra C. Martin, Its Mayor

By: _____

Printed Name: Terry Schwerm, Its City Manager

Date: _____
(Date must be completed)

Tenant

T-Mobile Central LLC, a Delaware limited liability company

By: _____

Printed Name: Hossein Sepehr

Title: Area Director, Network Eng. & Ops.

Date: _____
(Date must be completed)

Exhibit C

[see attached]

Proposed Motion

MOVED COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To appoint Mayor Sandy Martin and reappoint Councilmember Terry Quigley to the Economic Development Authority Board for six-year terms expiring on December 31, 2020.

VOTE:	AYES: _____	NAYS: _____
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Memorandum

To: Mayor and City Council Members
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: December 10, 2014
Re: Appointment and Reappointment of Council Members to the Economic Development Authority Board

Introduction

The City Council is being asked to appoint a new member to serve on the Shoreview Economic Development Authority Board to replace the departing Councilmember Ben Withhart. Councilmember Terry Quigley's term on the EDA is also expiring at the end of this year, so it is recommended he be reappointed to a new term on the Board.

Background

The Economic Development Authority was created by the City Council in 2008, as a new policy and tool for implementing economic development, business retention, and housing goals of the City. The 5-member board is considered advisory to the Council as a whole, but has statutory authority as both an Economic Development Authority and Housing and Redevelopment Authority. The EDA consists of 3 members of the City Council and two at-large community members (including one current member of the EDC).

Discussion

Based on State Statute and consistent with the adopted By-Laws, the EDA must have 3 members of the City Council serve on the EDA Board. Based on the discussion by the Council earlier this week at the workshop meeting, the consensus was to appoint Mayor Sandy Martin to replace Councilmember Withhart on the EDA Board.

Councilmember Quigley and Councilmember Withhart both have terms expiring on December 31, 2014, so the City Council would be appointing Mayor Martin and reappointing Councilmember Quigley for new 6-year terms (so long as they remain on the Council).

Recommendation

It is recommended that the City Council appoint Mayor Sandy Martin and reappoint Councilmember Terry Quigley to the Shoreview Economic Development Authority for 6-year terms expiring on December 31, 2020.

Proposed Motion

MOVED COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To endorse the general concept of allowing special permit parking process as described to assist and support the request of the Shoreview Corporate Center, and directing City staff to draft an ordinance amendment and develop licensing/permit guidelines for formal action.

VOTE:	AYES: _____	NAYS: _____
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

City Council Meeting
December 15, 2014

Memorandum

To: Mayor and City Council Members

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: December 10, 2014

Re: Request for Special On-Street (Chatsworth Street) Business Parking Permit for Shoreview Corporate Center

Introduction

The property management firm acting on behalf of the ownership group of the Shoreview Corporate Center is seeking the City's assistance in addressing a parking space deficiency by establishing a special parking permit process for limited parking along Chatsworth Street adjacent to the business campus. City staff is seeking the City Council's general support of the concept and, if approved, would follow-up with drafting a formal ordinance amendment and guidelines for a parking permit license.

Background

Included with this memorandum is a letter from CBRE, the property manager, summarizing the parking and leasing issues at the Shoreview Corporate Center. As the letter states, the property was the original campus for Deluxe Corporation and over the years has transitioned to primarily more intensive office uses which require a higher number of parking spaces than the site currently provides.

City staff has had a number of discussions with the property management about options for creating additional on-site parking but there are challenges. The campus is heavily covered with surface parking, and while there may be small areas that could be converted to parking, this will require a formal review process through the City and Rice Creek Watershed District and may require expensive stormwater improvements. Another option, perhaps the best long-term solution, is to construct a parking structure to serve the businesses. Parking ramps require significant investment and would likely require the full redevelopment of the 1005 Gramsie Road building (currently vacant and in need of renovation) to generate sufficient tax increment resources to pay for a parking structure.

CBRE indicates that there is a more immediate need to find a solution to the parking deficiency in order to finalize a lease agreement with Ally Financial, a company interested in relocating to

the Shoreview Corporate Center. Ally Financial would lease 63,000 square feet of the 4000 Lexington Avenue building and bring 380+ employees to Shoreview with plans for additional growth. However, Ally Financial requires more parking than what is available on-site (380 stalls required), but would commit to the lease if they could receive 90 parking spaces along Chatsworth Street through a special parking permit arrangement with the City.

Shoreview Corporate Center

CAMPUS MAP



Discussion

City staff has discussed the concept of special permit parking internally and has reviewed whether Chatsworth Street could accommodate the required on-street parking and still provide safe and sufficient traffic flow. As the Council is aware, Ramsey County will be undertaking improvements along the Lexington Avenue segment between Red Fox Road and County Road F, including upgrades to the County F/Lexington intersection. These improvements will require traffic management changes including prohibiting left turn vehicle movements at Gramsie Road and Lexington Avenue, thus redirecting traffic from the hotel and restaurants in the area to utilize Chatsworth Street to access County Road F.



As such, the Public Works Director Mark Maloney reviewed the sufficiency of Chatsworth Street to determine whether on-street parking could continue to be allowed given the anticipated change in traffic flows. Mr. Maloney states that he “can confidently say that the roadway is

technically (according to MSA requirements) wide enough to allow/encourage on-street parking. Even with the assumed changes in traffic patterns due to the right turn only modification for westbound Gramsie at Lexington, on-street parking on Chatsworth would not be problematic given predicted traffic volumes.”

According to CBRE representatives, the prospective tenant Ally Financial is not comfortable with committing to a long-term lease at the Shoreview Corporate Center with just an informal arrangement for utilizing public on-street parking. Therefore, CBRE has requested consideration of a formal “parking by permit only” designation along Chatsworth Street with the understanding they would offer that area for Ally Financial employee parking. The special permit parking would be limited to Monday-Friday during normal business hours (specific times yet to be determined).

It is the City staff’s observation that while Gramsie Road is used quite regularly for overflow on-street parking for customers and visitors to the hotels and restaurants, there is very limited use of on-street parking along Chatsworth Street with perhaps the exception of a few vehicles adjacent to the Hill-Rom building on County Road F. Therefore, staff believes that permit parking would not have any impacts on other businesses in the area. Furthermore, since the permitted parking would be allowed during the work week and daytime hours, Chatsworth Street would still be available to the general public for parking on weeknights and weekends when establishments are the busiest and receptions and other events are held at the hotels.

In order to establish special permit parking on public streets, the City would need to amend the Municipal Code to allow for this process and develop guidelines and some form of an annual licensing/permit process. The City would likely establish a reasonable annual fee that would cover the expenses of installing signs, painting parking spaces and non-parking areas, and enforcement of the permit restrictions. Staff would envision this special parking permit would not be widely designated in many areas in the community.

Recommendation

Staff has reviewed the matter briefly with the Economic Development Authority and believes that there is justification for supporting the request for special permit parking to assist a struggling corporate campus and bring a quality employer to the community. Staff is recommending the Council endorse the general concept of allowing special permit parking process as outlined and directing that an ordinance amendment and licensing/permit guidelines be prepared for formal action.

Michael R. Marinovich
Senior Vice President
CBRE, Inc.
Brokerage Services

612 336 4313 Tel
612 336 4320 Fax
612 715 1115 Cell

mike.marinovich@cbre.com
www.cbre.com

December 10, 2014

Tom Simonson
Assistant City Manager/
Community Development Director
4600 Victoria St. N
Shoreview, MN 55126

RE: PARKING AT THE SHOREVIEW CORPORATE CENTER

Dear Tom,

I appreciate your assistance in trying to solve our parking problem at the Shoreview Corporate Center. As you may know CBRE has been involved in this project for over 12 years. The 34.6 acres campus consists of 5 buildings totaling 553,000 square feet of which 85% is office space. We currently have nearly 2,000 parking stalls.

Deluxe Corporation had originally built the campus to house their corporate headquarters and printing operations. As the campus has aged the type of office users that have shown interest in leasing space at the project have a parking requirement that greatly exceeds our capacity. We have been successful at retaining Land O'Lakes (189,000 square feet) and Hill-Rom (100,000 square feet) on the campus but we had to make a commitment to provide more than their proportionate share of the campus parking stalls.

Currently the campus is 54% occupied and struggling financially. We have an opportunity today to lease 63,000 square feet to Ally Financial if we can provide them with 380 parking stalls. Ally Financial is willing to accept 90 stalls on Chatsworth Street if we can guaranty those stalls will be available for the term of their 8 year lease. While this does not solve the parking problem in its entirety, it will stabilize one more building on the campus as we address the continued parking issues.

There are 3 options that we can pursue:

- 1) Pave additional land
- 2) Build a parking structure
- 3) Demolish the 159,000 SF 1005 Gramsie to create more surface parking.

We believe that paving additional land is the best option as the office market doesn't currently support the cost of structured parking and razing the 1005 building could result in lower value for the campus. This process, however will take some time and additional approvals from you and the Rice Creek watershed district. The cost to do this is currently prohibitive given the financial condition of the campus.

Ally Financial is a large bank holding with over \$9.5 billion in annual revenues. They are the former GMAC finance corporation. They would be a great corporate partner with the City of Shoreview with their 380+ employees and plans for growth. Suffice it to say, we need them at the Shoreview Corporate Center.

The campus was working well at 100% occupancy in 2007 when Medtronic leased virtually all the space that is currently vacant. Medtronic's excess parking requirement was met by the parking on Chatsworth Street.

Sincerely,



Michael R. Marinovich
Senior Vice President
612-336-4313

PROPOSED MOTION

Motion by Council Member _____

Seconded by Council Member _____

To adopt Resolution No. 14-124 to finance certain proposed projects to be undertaken, as listed within the resolution on Exhibit A, and establishing compliance with reimbursement bond regulations under the Internal Revenue Code.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

TO: City Manager, Mayor and City Council

FROM: Fred Espe, Finance Director

DATE: December 4, 2014

RE: Intent to Bond Declaration for Project Costs

Internal Revenue Code requires that the City Council adopt a resolution noting its intent to bond for project costs prior to incurring costs. Exhibit A of the attached resolution contains estimates for 2014 - 2016 project costs that will be bonded for in 2015 and were not already included in a previous declaration, or that have changed since the last declaration.

The resolution is an expression of intent and does not commit the City to the bonding levels proposed, nor does it commit the City to construct the projects listed. Funding levels shown are consistent with recent estimates or are included in the Capital Improvement Program. For the purpose of this estimate, an additional 20% allowance has been added to most of the CIP estimates. This allowance helps the City avoid approving a revised declaration of intent for minor cost variances, as would be required by Internal Revenue Code.

It is recommended that the City Council approve resolution declaring the City's intent to bond for the proposed projects, and to establish compliance with reimbursement bond regulations under the Internal Revenue Code.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD December 15, 2014**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014, at 7:00 p.m. The following members were present: _____

and the following members were absent: _____.

Council member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-124

RESOLUTION RELATING TO FINANCING OF
CERTAIN PROPOSED PROJECTS TO BE
UNDERTAKEN BY THE CITY OF SHOREVIEW;
ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

WHEREAS, the City of Shoreview is in the practice of constructing certain improvements and in some instances, reimbursing itself for the cost of any portion of the improvements with bond proceeds, and

WHEREAS, the Internal Revenue Service has issued proposed Treasury Regulations Section 1.103-17 (as proposed and/or finally adopted, the "Regulations") dealing with the issuance of bonds where all or a portion of the proceeds are to be used to reimburse the City for any project costs paid by the City prior to the time of the issuance of the bonds, and

WHEREAS, the Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently-issued taxable or tax-exempt borrowing, that such declaration generally be made prior to, but not more than, two years before the time the expenditure is actually paid, that the borrowing occur and the reimbursement allocation be made from the proceeds of such borrowing within one year of the payment of the expenditure or, if longer, within one year of the date the project is placed in service, and the expenditures relate to property having a reasonably expected economic life of at least one year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, THAT:

1. Official Intent - The City desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified.
 - a. The City proposes to undertake the project(s) described on Exhibit A attached hereto.
 - b. Other than costs to be paid or reimbursed from sources other than a tax-exempt borrowing or costs permitted to be reimbursed pursuant to the transition provision of Section 1.103-17(1) of the Regulations, none of the costs of the foregoing projects as identified on Exhibit A has heretofore been paid by the City and none of the costs will be paid by the City until after the date of this Resolution. Each of the projects, and costs related thereto, constitutes property having a useful life of at least one year.
 - c. The City intends to reimburse itself for the payment of the designated project costs out of the proceeds of a tax-exempt bond issue, debt or similar borrowing (the "Bonds") to be issued by the City after the date of payment of all or a portion of the costs. Pending the issuance of the Bonds, the City reasonably expects to pay and temporarily finance the costs from the following source or sources of funds identified on Exhibit A.
 - d. The Bonds are proposed to be issued by the City pursuant to the provisions of Minnesota Statutes, Chapter 475, and other applicable statutory authority. The reasonably expected source or sources of funds to be issued by the City to pay the debt service on the Bonds are identified on Exhibit A.
2. Budgetary Matters - As of the date hereof, there are no City funds reserved or otherwise allocated pursuant to the City's budget (or expected to be reserved or allocated pursuant to the City's budget) to provide permanent financing for the bonding portion of the project costs, other than pursuant to the issuance of the Bonds. Furthermore, there has been no allocation, budgeting, or restriction of monies (or the adoption of a requirement or policy to reimburse a fund) as part of the City's budgetary process, the primary purpose of which is to prevent monies from said sources from being available for the permanent financing of the costs of the projects.

This resolution, therefore, is determined to be consistent with the City's budgetary and financial circumstances as they exist or are foreseeable on the date hereof, all within the meaning and content of the Regulations.

3. Filing - This resolution shall be filed in the publicly available official books, records, or proceedings of the City, which shall be continuously available for inspection by the general public. This resolution shall be available for inspection at City Hall during normal business hours of the City on every business day during the period beginning on the earlier of 10 days after the adoption hereto or the date of issuance of the reimbursement bonds and ending on the day after the issuance of such bonds.

4. Reimbursement Allocation - The City's Finance Director shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by the City to make payment of the prior costs of the projects. Each allocation shall be evidenced by an entry on the official books and records of the City maintained for the Bonds, shall specifically identify the actual prior expenditure being reimbursed, and shall be effective to relieve the proceeds of the Bonds from any restriction under the bond resolution or other relevant legal documents for the Bonds, and under any applicable state or federal statute, which would apply to the unspent proceeds of such bond issue.

The motion for the adoption of the foregoing resolution was duly seconded by Council member _____ and upon vote being taken thereon, the following voted in favor thereof: _____;

and the following voted against the same: _____.

WHEREUPON, said resolution was declared duly passed and adopted this fifteenth day of December 2014.

Intent to Bond Resolution - 2014/2016 Projects for 2015 bond issue

Resolution 14-124

EXHIBIT A					
Project Description/ Project Construction Date	Total Cost	Estimated Cost to be Reimbursed From Bond Proceeds	Source of Interim Financing	Source of Funds to Pay Bonds	
				Source	Amount
Hanson, Oakridge Neighborhood (2014)	\$ 2,142,000	\$ 1,258,000	Street renewal fund	Special assessments	\$ 185,000
				Water fees	\$ 468,000
				Sewer fees	\$ 195,000
				Surface water fees	\$ 410,000
Turtle Lane Neighborhood (2015)	\$ 2,355,000	\$ 1,376,000	Street renewal fund	Special assessments	\$ 179,000
				Water fees	\$ 432,000
				Sewer fees	\$ 252,000
				Surface water fees	\$ 513,000
Water system improvements (2014 - 2015)					
SCADA system upgrade	\$ 48,000	\$ 48,000	Water fund	Water fees	\$ 48,000
Lexington Ave watermain replacement	\$ 420,000	\$ 420,000	Water fund	Water fees	\$ 420,000
Water treatment plant (2014 - 2016)	\$ 13,200,000	\$ 13,200,000	Water fund	Water fees	\$ 13,200,000
Lexington Ave reconstruction (2015)	\$ 60,000	\$ 60,000	Surface Water fund	Surface water fees	\$ 60,000
Sanitary Sewer rehabilitation (2015)	\$ 960,000	\$ 960,000	Sewer fund	Sewer fees	\$ 960,000
Sewer lift stations (2014 - 2015)					
Update Schifsky & Snail Lk lift stations	\$ 24,000	\$ 24,000	Sewer fund	Sewer fees	\$ 24,000
Construct lift station Hwy 96/Dale	\$ 348,000	\$ 348,000	Sewer fund	Sewer fees	\$ 348,000
SCADA software/lift station monitoring	\$ 54,000	\$ 54,000	Sewer fund	Sewer fees	\$ 54,000
Pretreatment structures/E of Shvw Lake (2015)	\$ 144,000	\$ 144,000	Surface Water fund	Surface Water fees	\$ 144,000
TOTAL	\$ 19,755,000	\$ 17,892,000		Total	\$ 17,892,000

PUBLIC HEARING AGENDA

Purpose: I-694 – LEXINGTON AVE. TO RICE
STREET PROPOSED
3RD LANE IMPROVMENTS

Published Time: 7:00 P.M.

Published Date: DECEMBER 15, 2014

Affidavit of Publication: NOVEMBER 12, 2014

Affidavit of Mailing: NOVEMBER 12, 2014

Review of Affidavit of Publication
by City Attorney: _____

Open Public Hearing - Time: _____

Hearing Discussion

MOVED TO CLOSE PUBLIC HEARING

BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
DECEMBER 15, 2014

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 14-130 approving final layout No. 1A for State Project 6285-143, I-694 3rd Lane Improvements from Lexington Avenue to Rice Street.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
DECEMBER 15, 2014

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR
DATE: DECEMBER 11, 2014
SUBJ: MUNICIPAL CONSENT FOR I-694 CORRIDOR IMPROVEMENTS

BACKGROUND

MnDOT has prepared a preliminary layout for “3rd Lane” improvements to the segment of I-694 through Shoreview. This approximately \$42 million project is being funded entirely through the State’s Corridors of Commerce Program, with construction work tentatively scheduled for 2016/2017. Attached are materials showing the limits of the construction as well as a brief description of the proposed improvements. The current proposal by MnDOT requires no financial participation by the City of Shoreview.

The Council may recall that this segment of I-694 was previously planned to be improved by repurposing the shoulders near the outside lanes as “managed or dynamic lanes” in accordance with the 2030 Metropolitan Council Regional Transportation Policy Plan. The City has publically commented in the past on the need for added general purpose lanes for this congested segment of I-694, especially in light of the I-35 improvements north of St. Paul and the “Unweave the Weave” initiative that underscore the bottleneck through Shoreview. The improvements shown in layout No. 1A of MnDOT’s proposed plan reflect a change in philosophy from the previous “managed lane” option to the current proposal to reconstruct the highway with an additional, 3rd general purpose lane.

Besides improvements that will directly reduce congestion, we expect the final detailed construction plans to include noise walls constructed/modified in accordance with applicable Federal and State standards. Based on the results of the noise analysis that has been performed, MnDOT is anticipating improving (lengthening and/or raising) the existing noise wall along Soo Street extending toward Rice Street. No other areas in the corridor appear to meet the criteria to have noise walls installed.

Given the nature of these improvements (to add/improve capacity), MnDOT is required under State Statutes 161.164 (attached) to obtain Municipal Consent from the City of Shoreview. That process requires City Council action following a public hearing, which has been scheduled to occur during the regular meeting on December 15, 2014. In addition, the City and MnDOT jointly hosted a public informational meeting on December 4, 2014 where about 30 interested residents and area business representatives had the opportunity to address staff with questions concerning noise walls, construction staging, etc.

Staff is supportive of the preliminary layout for the 3rd general purpose lane improvements to the I-694 corridor through Shoreview. Staff and local officials continue to work on securing state funding for the replacement of the I-694/Rice Street interchange.

RECOMMENDATION

It is recommended that the City Council hold the public hearing and consider adoption of Resolution 14-130 which approves final layout No. 1A for State Project 6285-143, I-694 3rd Lane Improvements from Lexington Avenue to Rice Street.

**** PROPOSED ****

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

HELD DECEMBER 15, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-130

**RESOLUTION APPROVING THE FINAL LAYOUT NO. 1A,
FOR STATE PROJECT 6285-143
I-694 –LEXINGTON AVENUE TO RICE STREET**

WHEREAS, The Commissioner of Transportation has prepared a final layout, identified as Layout No. 1A, for State Project 6285-143 on Trunk Highway I-694 from Lexington Avenue to Rice Street in the City of Shoreview for the addition of a third general purpose lane in each direction and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167, and

WHEREAS, said final layout is on file in the Metro District Waters Edge, Minnesota Department of Transportation office, Roseville, Minnesota, being marked as Layout No. 1A, SP 6285-143, from Rice Street to Lexington Avenue.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

That said final layout No. 1A for the improvement of said Trunk Highway within the corporate limits is hereby approved.

The motion for the adoption of the foregoing resolution was duly seconded by Member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:



Minnesota Department of Transportation

Metropolitan District
Waters Edge
1500 West County Road B-2
Roseville, MN 55113-3174

October 29, 2014

City of Shoreview
Mr. Mark Maloney, P.E.
Public Works Director
4600 Victoria St. N
Shoreview, MN 55126

RE: Municipal Consent of TH 694 – Lexington Ave. to Rice St.

Dear Mr. Maloney:

MnDOT is proceeding with plans to complete State Project 6285-143, (addition of a third lane in each direction of I-694). In accordance with Minnesota Statute 161.164, I am submitting for City approval the project's Final Layout, identified as Layout No. 1A, S.P. 6285-143.

The City's approval (municipal consent) is required for this project because it increases highway traffic capacity (addition of a third lane) and requires acquisition of permanent rights of way (land is required for water treatment/control). Municipal consent of MnDOT projects is described in Minnesota Statutes 161.162 through 161.167 (<https://www.revisor.mn.gov/statutes/?id=161.162>).

Approval or disapproval of the final layout is by resolution of the City Council. (A sample resolution is attached). However, if the City neither approves nor disapproves the final layout within 90 days of the public hearing, the layout is deemed approved (per MN Statute 161.164).

The deadlines (per MN Statute 161.164) for the City's responsibilities regarding municipal consent of the attached layout are as follows, based on a submittal date of the final layout to the City of Shoreview on Oct. 29, 2014:

- Within 15 days of receiving the final layout, schedule a public hearing (by Nov. 13, 2014).
- Within 60 days of receiving the final layout, conduct the public hearing (by Dec. 29, 2014).
- Provide at least 30-days' notice of the public hearing.
- Within 90 days of the public hearing, approve or disapprove the layout by resolution.

MnDOT will attend the public hearing to present the final layout and answer questions, as required by statute.

An Equal Opportunity Employer



Project Purpose

The reconstruction of the roadway as a part of the construction will improve the smoothness of the ride through the corridor. This project will also add a third general purpose lane to I-694 in each direction. This will greatly improve the mobility and safety in the corridor.

Project Description

This project will be reconstructing the roadway between Lexington Ave. and Rice St. and add a third general purpose lane in each direction. Ponding will be added for water treatment, center median barrier will be constructed dividing eastbound and westbound traffic and noise walls will be constructed where federal standards show the need.

Planned Project Schedule

Construction is expected to begin early in 2016 with construction occurring in 2016 & 2017. Construction staging is being looked at to see if this project can be completed in one construction season. This will be determined as the plans are developed and MnDOT is able to look at construction staging options. MnDOT will be working with the local communities to address the construction staging. This will include some public involvement to insure the traveling public is aware of the issues.

Sincerely,



Mark J. Lindeberg
Project Manager
MnDOT Metro District

Attachments:

Final Layout for SP 6285-143, dated 8-21-14
MN Statutes 161.162 – 161.167
Sample City Resolution

cc: Sheila Kauppi

An Equal Opportunity Employer



161.164 FINAL LAYOUT APPROVAL PROCESS.

Subdivision 1. **Submission of final layout.** Before proceeding with the construction, reconstruction, or improvement of any route on the trunk highway system lying within any municipality, the commissioner shall submit to its governing body a final layout and project report covering the purpose, route location, and proposed design of the highway. The final layout must be submitted as part of a report containing any supporting data that the commissioner deems helpful to the governing body in reviewing the final layout submitted. The supporting data must include a good-faith cost estimate of all the costs in which the governing body is expected to participate. The final layout must be submitted before final decisions are reached so that meaningful early input can be obtained from the municipality.

Subd. 2. **Governing body action.** (a) Within 15 days of receiving a final layout from the commissioner, the governing body shall schedule a public hearing on the final layout. The governing body shall, within 60 days of receiving a final layout from the commissioner, conduct a public hearing at which the Department of Transportation shall present the final layout for the project. The governing body shall give at least 30 days' notice of the public hearing.

(b) Within 90 days from the date of the public hearing, the governing body shall approve or disapprove the final layout in writing, as follows:

(1) If the governing body approves the final layout or does not disapprove the final layout in writing within 90 days, in which case the final layout is deemed to be approved, the commissioner may continue the project development.

(2) If the final construction plans contain changes in access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the governing body, the commissioner shall resubmit the portion of the final construction plans where changes were made to the governing body. The governing body must approve or disapprove the changes, in writing, within 60 days from the date the commissioner submits them.

(3) If the governing body disapproves the final layout, the commissioner may make modifications requested by the municipality, decide not to proceed with the project, or refer the final layout to an appeal board. The appeal board shall consist of one member appointed by the commissioner, one member appointed by the governing body, and a third member agreed upon by both the commissioner and the governing body. If the commissioner and the governing body cannot agree upon the third member, the chief justice of the Supreme Court shall appoint a third member within 14 days of the request of the commissioner to appoint the third member.

Subd. 3. **Appeal board.** Within 30 days after referral of the final layout, the appeal board shall hold a hearing at which the commissioner and the governing body may present the case for or against approval of the final layout referred. Not later than 60 days after the hearing, the appeal board shall recommend approval, recommend approval with modifications, or recommend disapproval of the final layout, making additional recommendations consistent with state and federal requirements as it deems appropriate. It shall submit a written report containing its findings and recommendations to the commissioner and the governing body.

History: 2001 c 191 s 5

I-694

Arden Hills, Shoreview

About this project

Summary of work

- Add a third general purpose lane in each direction between Rice Street and Lexington Avenue.
- Reconstruct I-694 between Rice Street and Lexington Avenue.
- Rebuild interstate ramps at Lexington Avenue, Victoria Street and Rice Street.
- Open the right lane of the bridge from northbound I-35E to westbound I-694. The right lane will become an exit-only lane to Rice Street.
- Improve storm water drainage throughout the corridor.



Click map for larger PDF version.

Cost

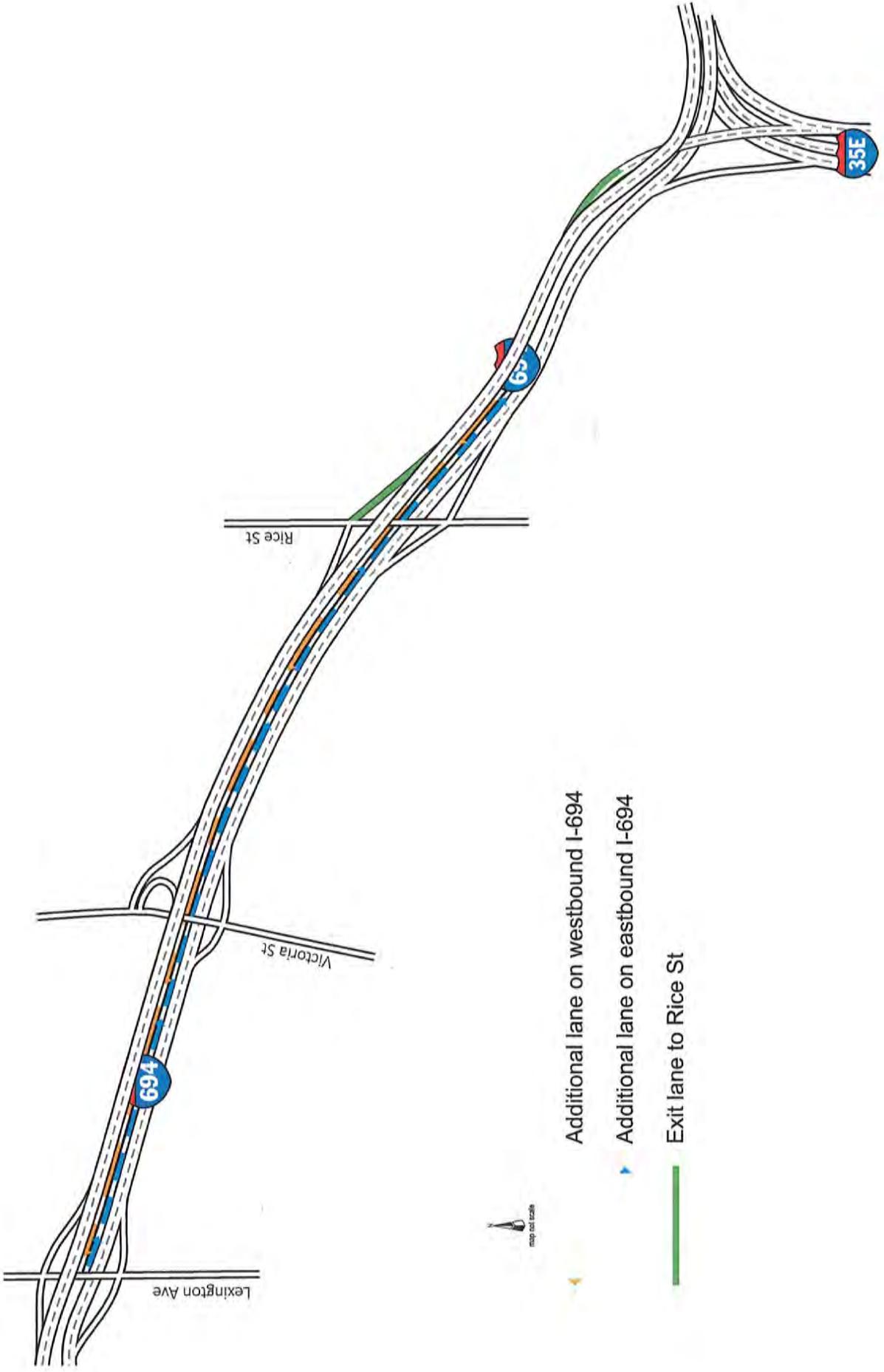
- Approximately \$42 million funded through the Corridor of Commerce (<http://www.dot.state.mn.us/corridorsofcommerce/index.html>) program.

Schedule

- Construction: 2016 through fall 2017

Location

- I-694 between Rice Street in Shoreview and Lexington Avenue in Arden Hills



Additional lane on westbound I-694

▶ Additional lane on eastbound I-694

— Exit lane to Rice St

PROPOSED MOTION

Moved by Council member _____

Seconded by Council member _____

To adopt proposed resolution number 14-120 reducing debt levies for fiscal year 2015 per Minnesota Statutes.

ROLL CALL:	AYES___	NAYS___
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Fred Espe
Finance Director
December 15, 2014
Regular Council Meeting

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 4, 2014

RE: Tax Levies for Bonded Indebtedness

The finance department prepares cash flow projections for all debt service funds on a semi-annual basis for the purpose of monitoring cash flow activity and determining necessary tax support. Tax levies in support of debt payments are established annually as part of the budget process. The proposed motion and attached resolution revise the scheduled debt levies (as recorded at the County) from \$1,508,973.61 down to \$752,000.00 for 2015. Below is a list of the scheduled and proposed levies by debt issue.

Bond Issue	Original Principal	Scheduled		Debt Levy
		Debt Levy	Added (Reduced)	
2004 A GO Impr Bonds	\$ 1,830,000	\$ 28,577.37	\$ (28,577.37)	\$ -
2004 C GO Cap Impr Plan Bonds	1,600,000	152,607.00	(20,607.00)	132,000.00
2006 A GO Impr Bonds	1,335,000	5,431.00	10,569.00	16,000.00
2006 B GO Street Impr Bonds	2,500,000	243,264.00	(31,264.00)	212,000.00
2009 A GO Impr Bonds	1,415,000	6,182.30	(6,182.30)	-
2010 A GO Cap Impr Plan Bonds	5,615,000	429,065.00	(221,065.00)	208,000.00
2010 B GO Impr Bonds	2,720,000	2,839.30	(2,839.30)	-
2013 A GO Street Impr Bonds	4,150,000	199,782.20	(15,782.20)	184,000.00
2013 B GO Refunding Bonds	3,415,000	423,797.80	(423,797.80)	-
2013 C GO Impr Bonds	2,270,000	17,427.64	(17,427.64)	-
	<u>\$ 26,850,000</u>	<u>\$ 1,508,973.61</u>	<u>\$ (756,973.61)</u>	<u>\$ 752,000.00</u>

- The levy is eliminated for five GO Improvement debt funds because the levy is not needed at this time. This often occurs due to special assessment prepayments in previous years.
- The levy has been increased in one GO Improvement debt fund because levies in previous years had either been cancelled or reduced because tax support was not needed at that time.
- The levy is rounded to \$132,000 for the 2004 capital improvement plan bonds (for fire station improvements) so that the levy is more consistent from year to year.
- The levy is rounded to \$212,000 for the 2006 street bonds to provide levy consistency from year to year.
- The levy is reduced to \$208,000 for the maintenance center bonds because of the allocated share of debt payments provided by utility funds.
- The levy is rounded to \$184,000 for the 2013 street bonds to provide levy consistency from year to year.

- The levy is eliminated for the 2013 refunding bonds because the levy is included in the 2004A, 2004C, 2006A and 2006B scheduled levies.

This proposed action to amend debt levies is consistent with the proposed tax levy and the revised budget as presented under separate items in this agenda. Staff recommends adoption of the proposed resolution.

File: t:\data\word\taxes\Council Rpts and Resolu\Pay 2014 Debt levy memo

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 p.m. The following members were present: ____; and the following members were absent: ____.

Council member ____ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 14-120
REDUCING THE DEBT LEVY**

WHEREAS, the City of Shoreview has determined that the scheduled tax levies for certain bond issues is to be amended for fiscal year 2015.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota, a tax levy has been appropriated to be levied in 2014 and collected in 2015 for the following bonds heretofore issued by this municipality. In accordance with Minnesota Statutes, the County Auditor of Ramsey County, is hereby authorized and directed to amend the tax that would otherwise be included in the rolls for the year 2014, collectible in the year 2015 as follows:

Bond Issue	Original Principal	Scheduled		Debt Levy
		Debt Levy	Added (Reduced)	
2004 A GO Impr Bonds	\$ 1,830,000	\$ 28,577.37	\$ (28,577.37)	\$ -
2004 C GO Cap Impr Plan Bonds	1,600,000	152,607.00	(20,607.00)	132,000.00
2006 A GO Impr Bonds	1,335,000	5,431.00	10,569.00	16,000.00
2006 B GO Street Impr Bonds	2,500,000	243,264.00	(31,264.00)	212,000.00
2009 A GO Impr Bonds	1,415,000	6,182.30	(6,182.30)	-
2010 A GO Cap Impr Plan Bonds	5,615,000	429,065.00	(221,065.00)	208,000.00
2010 B GO Impr Bonds	2,720,000	2,839.30	(2,839.30)	-
2013 A GO Street Impr Bonds	4,150,000	199,782.20	(15,782.20)	184,000.00
2013 B GO Refunding Bonds	3,415,000	423,797.80	(423,797.80)	-
2013 C GO Impr Bonds	2,270,000	17,427.64	(17,427.64)	-
	<u>\$26,850,000</u>	<u>\$1,508,973.61</u>	<u>\$(756,973.61)</u>	<u>\$752,000.00</u>

The City Manager of the City of Shoreview, Minnesota, is hereby authorized and directed to furnish a copy of this resolution to the County Auditor of Ramsey County forthwith.

The motion for the adoption of the foregoing resolution was duly supported by Council member ____ and upon vote being taken thereon, the following voted in favor thereof: ____; and the following voted against the same: ____.

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of December 2014.

PROPOSED MOTION

Moved by Council member _____

Seconded by Council member _____

To adopt proposed resolution number 14-121 adopting a City tax levy of \$10,267,918 and an HRA tax levy of \$95,000 for taxes payable in 2015.

Note: The above levy is the amount necessary to support the 2015 budget as presented under separate report.

ROLL CALL:	AYES___	NAYS___
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Fred Espe
Finance Director
Regular Council Meeting
December 15, 2014

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 4, 2014

RE: Proposed 2015 Property Tax Levy

The attached resolution provides for the adoption of the 2015 Property Tax Levy, and the table below provides a two-year comparison of the tax levy for all funds. As shown, the largest change in the levy occurs in the General Fund, where the increase in police and fire costs account for most of the increase (\$208,015 of the \$186,181 increase in the General Fund tax levy is due to increased police and fire costs). The City's total tax levy increases \$348,764, and the HRA levy increases \$5,000.

Description	2014 Adopted Levy	2015 Adopted Preliminary	2015 Manager Final Levy	Change over 2014 Adopted Levy		Impact on Total Levy *
				Dollars	Percent	
General fund	\$ 6,837,154	\$ 7,180,671	\$ 7,023,335	\$ 186,181	2.72%	1.88%
EDA	80,000	90,000	90,000	10,000	12.50%	0.10%
Debt (including Cent Garage)	732,000	752,000	752,000	20,000	2.73%	0.20%
Street Renewal fund	900,000	950,000	950,000	50,000	5.56%	0.50%
General Fixed Asset Repl fund	1,350,000	1,425,000	1,427,583	77,583	5.75%	0.79%
Capital Acquisition Fund (IT)	20,000	25,000	25,000	5,000	25.00%	0.05%
Total City Levy	\$ 9,919,154	\$10,422,671	\$ 10,267,918	\$ 348,764	3.52%	3.52%
HRA tax levy	\$ 90,000	\$ 95,000	\$ 95,000	\$ 5,000	5.56%	
Total Levy (City and HRA)	\$10,009,154	\$10,517,671	\$ 10,362,918	353,764	3.53%	
Taxable value (estim for 2015)	\$23,951,981	\$26,712,038	\$ 26,712,038	\$ 2,760,057	11.52%	
City tax rate (estim for 2015)	37.490%	35.402%	34.823%	-2.667%	-7.11%	
HRA tax rate (estim for 2015)	0.345%	0.322%	0.322%	-0.023%	-6.67%	
Fiscal disparity (estim for 2015)	\$ 939,456	\$ 965,979	\$ 965,979	\$ 26,523	2.82%	
Net tax paid by property owners	\$ 8,979,698	\$ 9,456,692	\$ 9,301,939	\$ 322,241	4.07%	
Change in Tax Paid by Prop Owners	2.51%	5.31%	3.59%			
* Percent change in this column is computed as the impact on the "Total City Levy"						

The fiscal disparities share of the levy increases slightly at \$939,456 in 2014 to \$965,979 in 2015 (a 2.82% increase).

Staff recommends adoption of the attached resolution.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 p.m. The following members were present, ____; and the following members were absent: ____.

Council member ____ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 14-121
DIRECTING THE COUNTY AUDITOR TO LEVY
TAXES UPON THE TAXABLE PROPERTY IN THE CITY
OF SHOREVIEW FOR THE FISCAL YEAR 2015**

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota as follows:

The County Auditor of Ramsey County, State of Minnesota shall levy taxes upon the taxable property in the City of Shoreview, County of Ramsey, State of Minnesota, for the fiscal year 2015 for the purpose of operating the City of Shoreview, Minnesota as follows:

General fund	\$ 7,023,335
EDA	90,000
Capital project funds	<u>2,402,583</u>
Sub-total General Levy	9,515,918
Debt service	
Debt funds	544,000
Central Garage (debt)	<u>208,000</u>
Sub-total Debt Levy	<u>752,000</u>
Total City Tax Levy	\$ 10,267,918
HRA levy	<u>\$ 95,000</u>
Total Certified Levy	<u>\$ 10,362,918</u>

The City Manager of the City of Shoreview, Minnesota, is hereby authorized and directed to prepare a certified copy of this resolution and to certify the same to the County Auditor of Ramsey County, Minnesota.

The motion for the adoption of the foregoing resolution was duly supported by Council member ____ and upon vote being taken thereon, the following voted in favor thereof: ____; and the following voted against the same: ____.

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of December 2014.

PROPOSED MOTION

Moved by Council member _____

Seconded by Council member _____

To adopt resolution number 14-122 approving the 2015 budget amendments, transfers between funds, job classification and pay plan and benefit changes as detailed on the attached pages.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Fred Espe
Finance Director
Regular Council Meeting
December 15, 2014

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 5, 2014

RE: Resolution approving the 2015 Budget amendments, transfers between funds, job classification and pay plan and benefit changes

INTRODUCTION

The City adopted the 2014 - 2015 biennial budget in December of 2013, in accordance with State Statutes, the second year of the biennial budget is considered a planning document until reaffirmed or amended by the City Council. The attached resolution meets the requirements of State Statutes.

DISCUSSION

The City Council reviewed the budget at workshop meetings from August to November, and the budget hearing was held on December 1. According to State Law, the budget and tax levy must be adopted and certified to the State of Minnesota and the County Auditor no later than December 29, 2014.

The attached resolution provides for the amendment of the second year of the biennial budget (calendar year 2015) for the General and Special Revenue Funds. These funds meet the definition in State Statutes of funds that must have budgets and that are "legally adopted" by resolution. For practical purposes, the City prepares budgets for all of the remaining operating funds (debt, utility and internal service) as part of the City's biennial budget document.

Tables provided in this report provide budgeted levels as originally adopted in the biennial budget and as amended by the proposed resolution.

INTERFUND TRANSFERS

Transfers between funds are used when resources are accumulated in one fund and will be used to support costs in another fund. Planning for inter-fund transfers occurs as a routine part of the City's budget process, occasionally there are adjustments due to project delays, changes in funding sources, changes in project costs, or the timing of outside revenues. All transfers outlined in this report are anticipated and are consistent with the City's funding plans.

JOB CLASSIFICATION SYSTEM AND BENEFIT ADJUSTMENTS

A tiered wage system adjustment is included in the 2015 budget for all regular employees. The first adjustment is for 2% which would go into effect with the first paycheck of 2015. The second adjustment is 0.5% increase which will go into effect on June 20, 2015, the start of the pay period that includes July 1. These changes were also discussed at a workshop meeting. Two job titles are being updated to better reflect the position responsibilities. The Associate Planner title is being changed to Economic Development and Planning Associate. The Environmental Officer title is being changed to Natural Resources Specialist.

Health insurance premiums saw a modest increase and staff has recommended a \$20 increase to the City insurance contribution level for 2015. This is about half of the overall increase employees with family health and dental insurance will experience. This contribution level was included in the 2015 budget and was previously discussed at budget workshop meetings. No changes are recommended for the 2015 VEBA (HRA) contributions.

The proposed motion makes the first wage increase effective on December 20, 2014 in conjunction with the start of the new pay period that includes January 1, 2015. This is the first pay period that 2015 insurance premium amounts will be deducted from an employee's pay. The attached 2015 Job Classification and Pay Plan include the above changes.

RECOMMENDATION

Staff recommends adoption of the attached resolution approving the 2015 amendments to the General and Special Revenue Fund budgets; transfers between funds, job classification system and pay plan and benefit changes effective December 20, 2014. Per the City's budget policy, the 2015 budget becomes spendable on January 1, 2015.

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**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 p.m. The following members were present: ___;

and the following members were absent: ___.

Council member ___ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 14-122
AMEND 2015 BUDGET**

WHEREAS, it is desirable to collect certain revenues and establish certain expenditure limits for operating the City of Shoreview for the fiscal year 2015, and

WHEREAS, it is a sound financial practice to plan beyond single year budget cycles, and

WHEREAS, the City's budget policy provides for a biennial budget.

WHEREAS, the City of Shoreview adopted a biennial budget for the years 2014 and 2015 on December 16, 2013.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that anticipated revenue and expenditure limits be amended for fiscal year 2015 for those funds contained on the following attached page, and

That inter-fund transfers be approved according to the following attached page entitled "2015 Budgeted Transfers Between Funds".

That a 2% wage adjustment for the period 12/20/14 - 6/19/15 and an additional .5% wage adjustment for the period 6/20/15 -12/18/15 to the job classification system, the attached page entitled "2015 Job Classification And Pay Plan" and a \$20/month increase in the City insurance contribution level be approved effective December 20, 2014.

The motion for the adoption of the foregoing resolution was duly supported by Council member ___ and upon vote being taken thereon, the following voted in favor thereof: ___;

and the following voted against same: ___.

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of December 2014.

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	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
General Fund						
Revenue						
Property Taxes	\$ 6,623,723	\$ 6,837,154	\$ 6,837,154	\$ 7,180,671	\$ (157,336)	7,023,335
Licenses and Permits	648,306	324,500	533,935	308,300	21,800	330,100
Intergovernmental	395,433	188,622	558,990	188,622	266,410	455,032
Charges for Services	1,619,489	1,303,110	1,348,631	1,302,400	1,410	1,303,810
Fines and Forfeits	52,440	52,800	47,271	52,800	(4,000)	48,800
Interest Earnings	(118,405)	45,000	45,000	50,000	-	50,000
Other Revenues	31,532	26,108	26,124	26,227	-	26,227
Total Revenue	9,252,518	8,777,294	9,397,105	9,109,020	128,284	9,237,304
Expense						
General Government	\$ 2,112,852	\$ 2,227,053	\$ 2,169,444	\$ 2,269,274	\$ (37,026)	\$ 2,232,248
Public Safety	3,069,177	3,000,223	3,329,274	3,144,020	280,815	3,424,835
Public Works	1,437,557	1,556,726	1,532,727	1,603,772	(30,409)	1,573,363
Parks and Recreation	1,576,576	1,726,055	1,707,630	1,850,037	(89,850)	1,760,187
Community Development	577,796	590,237	604,691	611,917	4,754	616,671
Total Expense	8,773,958	\$ 9,100,294	\$ 9,343,766	\$ 9,479,020	\$ 128,284	\$ 9,607,304
Other Sources (Uses)						
Transfers In	519,000	692,000	692,000	748,000	-	748,000
Transfers Out	(829,963)	(369,000)	(369,000)	(378,000)	-	(378,000)
Net Increase (Decrease)	167,597	-	376,339	-	-	-
Fund Equity, beginning	4,136,009	4,257,497	4,303,606	4,679,945		4,679,945
Fund Equity, ending	<u>\$ 4,303,606</u>	<u>\$ 4,257,497</u>	<u>\$ 4,679,945</u>	<u>\$ 4,679,945</u>		<u>\$ 4,679,945</u>

	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
Recycling Fund						
Revenue						
Intergovernmental	\$ 68,210	\$ 66,000	\$ 66,000	\$ 65,000	\$ -	65,000
Charges for Services	475,716	493,500	499,520	515,500	11,500	527,000
Interest Earnings	(3,790)	-	-	-	-	-
Total Revenue	540,136	559,500	565,520	580,500	11,500	592,000
Expense						
Public Works	\$ 497,335	\$ 529,569	\$ 539,717	\$ 546,629	\$ (2,342)	\$ 544,287
Net Increase (Decrease)	42,801	29,931	25,803	33,871	13,842	47,713
Fund Equity, beginning	162,182	204,983	204,983	230,786		230,786
Fund Equity, ending	<u>\$ 204,983</u>	<u>\$ 234,914</u>	<u>\$ 230,786</u>	<u>\$ 264,657</u>		<u>\$ 278,499</u>

	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
Community Center Fund						
Revenue						
Charges for Services	\$ 2,351,488	\$ 2,431,850	\$ 2,417,750	\$ 2,470,330	\$ (26,500)	\$ 2,443,830
Interest Earnings	(42,835)	8,000	8,000	5,000	-	5,000
Other Revenues	14,750	13,000	13,000	12,500	-	12,500
Total Revenue	2,323,403	2,452,850	2,438,750	2,487,830	(26,500)	2,461,330
Expense						
Parks and Recreation	2,576,200	2,667,676	2,673,426	2,792,201	(28,790)	2,763,411
Other Sources (Uses)						
Transfers In	312,000	339,000	339,000	366,000	-	366,000
Transfers Out	-	-	-	(200,000)	200,000	-
Net Increase (Decrease)	59,203	124,174	104,324	(138,371)	202,290	63,919
Fund Equity, beginning	989,336	1,048,539	1,048,539	1,152,863		1,152,863
Fund Equity, ending	\$ 1,048,539	\$ 1,172,713	\$ 1,152,863	\$ 1,014,492		\$ 1,216,782

	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
Recreation Programs Fund						
Revenue						
Charges for Services	\$ 1,385,140	\$ 1,460,213	\$ 1,443,555	\$ 1,548,900	\$ (76,812)	\$ 1,472,088
Interest Earnings	(26,234)	4,200	4,200	2,000	-	2,000
Other Revenues	121	-	48	-	-	-
Total Revenue	1,359,027	1,464,413	1,447,803	1,550,900	(76,812)	1,474,088
Expense						
Parks and Recreation	\$ 1,235,931	\$ 1,365,753	\$ 1,278,510	\$ 1,473,775	\$ (129,591)	\$ 1,344,184
Other Sources (Uses)						
Transfers In	70,000	70,000	70,000	72,000	-	72,000
Transfers Out	(80,000)	(100,000)	(100,000)	(320,000)	200,000	(120,000)
Net Increase (Decrease)	113,096	68,660	139,293	(170,875)	252,779	81,904
Fund Equity, beginning	648,639	761,735	761,735	901,028		901,028
Fund Equity, ending	\$ 761,735	\$ 830,395	\$ 901,028	\$ 730,153		\$ 982,932

	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
Cable Television Fund						
Revenue						
Charges for Services	\$ 313,361	\$ 314,000	\$ 314,000	\$ 318,000	\$ -	\$ 318,000
Interest Earnings	(5,218)	1,600	1,600	1,700	-	1,700
Other Revenues	2,174	1,200	1,200	1,200	-	1,200
Total Revenue	310,317	316,800	316,800	320,900	-	320,900
Expense						
General Government	\$ 265,821	\$ 149,587	\$ 149,454	\$ 178,763	\$ 14,230	\$ 192,993
Other Sources (Uses)						
Transfers Out	(116,941)	(160,000)	(160,000)	(167,000)	-	(167,000)
Net Increase (Decrease)	(72,445)	7,213	7,346	(24,863)	(14,230)	(39,093)
Fund Equity, beginning	250,624	178,179	178,179	185,525		185,525
Fund Equity, ending	\$ 178,179	\$ 185,392	\$ 185,525	\$ 160,662		\$ 146,432

	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
EDA Fund						
Revenue						
Property Taxes	\$ 59,653	\$ 80,000	\$ 80,000	\$ 90,000	\$ -	\$ 90,000
Interest Earnings	(6,377)	-	-	-	-	-
Total Revenue	53,276	80,000	80,000	90,000	-	90,000
Expense						
Community Development	\$ 48,797	\$ 71,007	\$ 75,925	\$ 82,629	\$ 3,251	\$ 85,880
Other Sources (Uses)						
Transfers In	-	-	-	-	-	-
Net Increase (Decrease)	4,479	8,993	4,075	7,371	(3,251)	4,120
Fund Equity, beginning	190,484	194,963	194,963	199,038		199,038
Fund Equity, ending	\$ 194,963	\$ 203,956	\$ 199,038	\$ 206,409		\$ 203,158

	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
HRA Fund						
Revenue						
Property Taxes	\$ 74,513	\$ 90,000	\$ 90,000	\$ 95,000	\$ -	\$ 95,000
Interest Earnings	(1,980)	-	-	-	-	-
Total Revenue	72,533	90,000	90,000	95,000	-	95,000
Expense						
Community Development	\$ 60,506	\$ 81,371	\$ 81,873	\$ 85,485	\$ 133	\$ 85,618
Other Sources (Uses)						
Transfers In	-	-	-	-	-	-
Net Increase (Decrease)	12,027	8,629	8,127	9,515	(133)	9,382
Fund Equity, beginning	62,170	74,197	74,197	82,324		82,324
Fund Equity, ending	\$ 74,197	\$ 82,826	\$ 82,324	\$ 91,839		\$ 91,706

	2013 Actual	2014		2015		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
Slice of Shoreview Fund						
Revenue						
Charges for Services	\$ 25,397	\$ 26,000	\$ 26,000	\$ 26,500	\$ -	\$ 26,500
Interest Earnings	(2,537)	-	-	-	-	-
Other Revenues	38,190	32,000	33,155	32,000	-	32,000
Total Revenue	61,050	58,000	59,155	58,500	-	58,500
Expense						
General Government	\$ 67,343	\$ 65,735	\$ 67,872	\$ 67,485	\$ -	\$ 67,485
Other Sources (Uses)						
Transfers In	10,000	10,000	10,000	10,000	-	10,000
Net Increase (Decrease)	3,707	2,265	1,283	1,015	-	1,015
Fund Equity, beginning	62,110	65,817	65,817	67,100		67,100
Fund Equity, ending	\$ 65,817	\$ 68,082	\$ 67,100	\$ 68,115		\$ 68,115

**2015 Budgeted Transfers Between Funds
Based on the Budget and Capital Improvement Program**

Adopted Budget	From Fund	To Fund	Description
\$ 246,000	101 General fund	220 Community center	General fund contrib/community support
72,000	101 General fund	225 Recreation programs	General fund contrib/recreation programs
10,000	101 General fund	270 Slice of Shoreview	General fund contrib/Slice of Shoreview event
50,000	101 General fund	318 Refunding Cert of Particip 2011	General fund contrib/comm cntr expansion debt service
120,000	225 Recreation programs	220 Community center	Recr Programs contrib/community center operations
167,000	230 Cable television	101 General	Cable TV contrib/communication costs
50,000	351 Closed Bond fund	318 Refunding Cert of Particip 2011	Closed Bond fund contrib/comm cntr expansion debt svc
359,921	364 TIF Dist #2/City Center	319 TIF Refunding Bonds 2007	City Center TIF contrib/debt service
175,000	401 Community Investment Fund	318 Refunding Cert of Particip 2011	Comm Inv Fund contrib/comm cntr exp debt service
745,600	404 Street Renewal	577 Turtle Lane Neighborhood	Street Renewal Fund contrib/project costs
221,000	405 General fixed asset revolving	422 Capital Acquisition/IS	Computer/technology capital costs
180,000	405 General fixed asset revolving	318 Cert of Particip 2002	Capital Impr contrib/comm cntr expansion debt serv
302,000	601 Water	101 General	Water contrib/general fund
43,000	601 Water	701 Central Garage	Water contrib/maintenance center debt
138,000	602 Sewer	101 General	Sewer contrib/general fund
43,000	602 Sewer	701 Central Garage	Sewer contrib/maintenance center debt
121,000	603 Surface Water Mgmt	101 General	Surface Water contrib/general fund
31,000	603 Surface Water Mgmt	701 Central Garage	Surface water contrib/maintenance center debt
20,000	604 Street Lighting	101 General	Street Lighting contrib/general fund
2,400	604 Street Lighting	701 Central Garage	Street Lighting contrib/maintenance center debt
14,000	701 Central Garage	422 Capital Acquisition/IS	Central Garage contrib/computer systems

\$ 3,110,921

	Transfers Out		Transfers In	
\$	1,429,400	\$	2,130,321	Operating fund transfers
	1,681,521		980,600	Non-operating transfers
<u>\$</u>	<u>3,110,921</u>	<u>\$</u>	<u>3,110,921</u>	

Transfers to and from capital funds are not shown in the operating budget.

2015 JOB CLASSIFICATION AND PAY PLAN

Effective December 20, 2014

Grade	Job Class	2014 Salary Range			2015 Salary Range		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P016	Accountant	51,730	60,570	66,789	52,765	61,781	68,125
P011	Accounting Tech I	40,706	47,674	52,562	41,520	48,627	53,613
P013	Accounting Tech II	44,824	52,478	57,886	45,720	53,528	59,044
P013	Administrative Tech	44,824	52,478	57,886	45,720	53,528	59,044
P011	Aquatics Coordinator	40,706	47,674	52,562	41,520	48,627	53,613
P017	Aquatics Manager	55,557	65,083	71,760	56,668	66,385	73,195
P015	Aquatics Supervisor	49,254	57,637	63,586	50,239	58,790	64,858
P013	Assistant Mechanic	44,824	52,478	57,886	45,720	53,528	59,044
P016	Econ Devel & Planning Assoc	51,730	60,570	66,789	52,765	61,781	68,125
P026	Asst City Mgr/CD Director	97,302	117,270	128,981	99,248	119,615	131,561
P015	Asst Community Center Mgr	49,254	57,637	63,586	50,239	58,790	64,858
P005	Asst Customer Service Rep	26,624	31,158	34,299	27,156	31,781	34,985
P023	Asst Finance Director	75,005	90,418	99,466	76,505	92,226	101,455
P021	Asst Information Systems Mgr	67,642	79,186	87,298	68,995	80,770	89,044
P019	Asst to the City Manager	61,672	72,238	79,622	62,905	73,683	81,214
P014	Building Maintenance Tech	47,278	55,328	61,006	48,224	56,435	62,226
P021	Building Official	67,642	79,186	87,298	68,995	80,770	89,044
P022	Buildings & Grounds Supt	70,325	84,760	93,246	71,732	86,455	95,111
P024	City Engineer	80,891	97,490	107,224	82,509	99,440	109,368
P027	City Manager	119,496	-	144,518	121,886	-	147,408
P023	City Planner	75,005	90,418	99,466	76,505	92,226	101,455
P015	Communications Coordinator	49,254	57,637	63,586	50,239	58,790	64,858
P010	Community Center Coordinator	38,958	45,594	50,253	39,737	46,506	51,258
P023	Community Center General Mgr	75,005	90,418	99,466	76,505	92,226	101,455
P018	Community Center Manager	58,344	68,286	75,317	59,511	69,652	76,823
P007	Community Center Specialist	31,699	37,086	40,810	32,333	37,828	41,626
P008	Custodian	34,216	40,061	44,158	34,900	40,862	45,041
P007	Customer Service Rep	31,699	37,086	40,810	32,333	37,828	41,626
P013	Natural Resources Specialist	44,824	52,478	57,886	45,720	53,528	59,044
P014	Exec Secretary/Deputy Clerk	47,278	55,328	61,006	48,224	56,435	62,226
P026	Finance Director	97,302	117,270	128,981	99,248	119,615	131,561
P014	Housing & Code Enf Officer	47,278	55,328	61,006	48,224	56,435	62,226
P025	Human Resources Director	86,757	104,562	114,982	88,492	106,653	117,282
P015	IS Analyst	49,254	57,637	63,586	50,239	58,790	64,858
P023	IS Manager	75,005	90,418	99,466	76,505	92,226	101,455
P013	Lead Custodian	44,824	52,478	57,886	45,720	53,528	59,044
M005	Maintenance Worker	40,518	52,478	57,866	41,328	53,528	59,023
P015	Management Assistant	49,254	57,637	63,586	50,239	58,790	64,858
P014	Mechanic	47,278	55,328	61,006	48,224	56,435	62,226
P020	Mtce Supervisor	64,459	75,462	83,179	65,748	76,971	84,843
P010	Office Technician	38,958	45,594	50,253	39,737	46,506	51,258
P025	Parks & Recreation Director	86,757	104,562	114,982	88,492	106,653	117,282
P026	Public Works Director	97,302	117,270	128,981	99,248	119,615	131,561

2015 JOB CLASSIFICATION AND PAY PLAN

Effective December 20, 2014

Grade	Job Class	2014 Salary Range			2015 Salary Range		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P023	Public Works Superintendent	75,005	90,418	99,466	76,505	92,226	101,455
P013	Recreation Program Coordinator	44,824	52,478	57,886	45,720	53,528	59,044
P020	Recreation Program Manager	64,459	75,462	83,179	65,748	76,971	84,843
P015	Recreation Program Supervisor	49,254	57,637	63,586	50,239	58,790	64,858
P011	Recreation Programmer	40,706	47,674	52,562	41,520	48,627	53,613
P011	Sr Community Center Coord	40,706	47,674	52,562	41,520	48,627	53,613
P017	Senior Engineering Tech	55,557	65,083	71,760	56,668	66,385	73,195
P018	Senior IS Analyst	58,344	68,286	75,317	59,511	69,652	76,823
P018	Senior Planner	58,344	68,286	75,317	59,511	69,652	76,823

* Employees reach Step 6 after four years of service. The Merit Max column is 10% above the step 6 wage. In order to be eligible for Merit Pay, an employee must be at Step 6 for one year, have at least two years of total experience with the City, and a consistent performance rating of "exceeds expectations" or "distinguished performer." Merit can be awarded in increments of 1-5%.

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2015 JOB CLASSIFICATION AND PAY PLAN**Effective June 20, 2015**

Grade	Job Class	2015 Salary Range (12/20/14)			2015 Salary Range (6/20/15)		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P016	Accountant	52,765	61,781	68,125	53,029	62,090	68,466
P011	Accounting Tech I	41,520	48,627	53,613	41,728	48,870	53,881
P013	Accounting Tech II	45,720	53,528	59,044	45,949	53,796	59,339
P013	Administrative Tech	45,720	53,528	59,044	45,949	53,796	59,339
P011	Aquatics Coordinator	41,520	48,627	53,613	41,728	48,870	53,881
P017	Aquatics Manager	56,668	66,385	73,195	56,951	66,717	73,561
P015	Aquatics Supervisor	50,239	58,790	64,858	50,490	59,084	65,182
P013	Assistant Mechanic	45,720	53,528	59,044	45,949	53,796	59,339
P016	Econ Devel & Planning Assoc	52,765	61,781	68,125	53,029	62,090	68,466
P026	Asst' City Mgr/CD Director	99,248	119,615	131,561	99,744	120,213	132,219
P015	Asst Community Center Mgr	50,239	58,790	64,858	50,490	59,084	65,182
P005	Asst Customer Service Rep	27,156	31,781	34,985	27,292	31,940	35,160
P023	Asst Finance Director	76,505	92,226	101,455	76,888	92,687	101,962
P021	Asst Information Systems Mgr	68,995	80,770	89,044	69,340	81,174	89,489
P019	Asst to the City Manager	62,905	73,683	81,214	63,220	74,051	81,620
P014	Building Maintenance Tech	48,224	56,435	62,226	48,465	56,717	62,537
P021	Building Official	68,995	80,770	89,044	69,340	81,174	89,489
P022	Buildings & Grounds Supt	71,732	86,455	95,111	72,091	86,887	95,587
P024	City Engineer	82,509	99,440	109,368	82,922	99,937	109,915
P027	City Manager	121,886	-	147,408	122,495	-	148,145
P023	City Planner	76,505	92,226	101,455	76,888	92,687	101,962
P015	Communications Coordinator	50,239	58,790	64,858	50,490	59,084	65,182
P010	Community Center Coordinator	39,737	46,506	51,258	39,936	46,739	51,514
P023	Community Center General Mgr	76,505	92,226	101,455	76,888	92,687	101,962
P018	Community Center Manager	59,511	69,652	76,823	59,809	70,000	77,207
P007	Community Center Specialist	32,333	37,828	41,626	32,495	38,017	41,834
P008	Custodian	34,900	40,862	45,041	35,075	41,066	45,266
P007	Customer Service Rep	32,333	37,828	41,626	32,495	38,017	41,834
P013	Natural Resources Specialist	45,720	53,528	59,044	45,949	53,796	59,339
P014	Exec Secretary/Deputy Clerk	48,224	56,435	62,226	48,465	56,717	62,537
P026	Finance Director	99,248	119,615	131,561	99,744	120,213	132,219
P014	Housing & Code Enf Officer	48,224	56,435	62,226	48,465	56,717	62,537
P025	Human Resources Director	88,492	106,653	117,282	88,934	107,186	117,868
P015	IS Analyst	50,239	58,790	64,858	50,490	59,084	65,182
P023	IS Manager	76,505	92,226	101,455	76,888	92,687	101,962
P013	Lead Custodian	45,720	53,528	59,044	45,949	53,796	59,339
M005	Maintenance Worker	41,328	53,528	59,023	41,535	53,796	59,318
P015	Management Assistant	50,239	58,790	64,858	50,490	59,084	65,182
P014	Mechanic	48,224	56,435	62,226	48,465	56,717	62,537
P020	Mtce Supervisor	65,748	76,971	84,843	66,077	77,356	85,267
P010	Office Technician	39,737	46,506	51,258	39,936	46,739	51,514
P025	Parks & Recreation Director	88,492	106,653	117,282	88,934	107,186	117,868
P026	Public Works Director	99,248	119,615	131,561	99,744	120,213	132,219

2015 JOB CLASSIFICATION AND PAY PLAN

Effective June 20, 2015

Grade	Job Class	2015 Salary Range (12/20/14)			2015 Salary Range (6/20/15)		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P023	Public Works Superintendent	76,505	92,226	101,455	76,888	92,687	101,962
P013	Recreation Program Coordinator	45,720	53,528	59,044	45,949	53,796	59,339
P020	Recreation Program Manager	65,748	76,971	84,843	66,077	77,356	85,267
P015	Recreation Program Supervisor	50,239	58,790	64,858	50,490	59,084	65,182
P011	Recreation Programmer	41,520	48,627	53,613	41,728	48,870	53,881
P011	Sr Community Center Coord	41,520	48,627	53,613	41,728	48,870	53,881
P017	Senior Engineering Tech	56,668	66,385	73,195	56,951	66,717	73,561
P018	Senior IS Analyst	59,511	69,652	76,823	59,809	70,000	77,207
P018	Senior Planner	59,511	69,652	76,823	59,809	70,000	77,207

* Employees reach Step 6 after four years of service. The Merit Max column is 10% above the step 6 wage. In order to be eligible for Merit Pay, an employee must be at Step 6 for one year, have at least two years of total experience with the City, and a consistent performance rating of "exceeds expectations" or "distinguished performer." Merit can be awarded in increments of 1-5%.

h:\excel\JobClassification2015

PROPOSED MOTION

Moved by Council member _____

Seconded by Council member _____

To adopt resolution number 14-123 amending the capital improvement program for the years 2015 through 2019 as detailed on the attached pages.

ROLL CALL:	AYES ___	NAYS ___
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Fred Espe
Finance Director
December 15, 2014
Regular Council Meeting

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 4, 2014

RE: Capital Improvement Program

In December of 2013 the City Council adopted a Capital Improvement Program (CIP) as part of the biennial budget. During Council budget meetings this fall the City Council discussed proposed changes for the next 5 years. The proposed resolution formalizes these changes.

It is important to note that adoption of the CIP does not authorize the construction of individual projects, under the City's purchasing policy, City Council approval is required for any expenditure (including projects) in excess of \$25,000.

Annual project costs by project type, during the 5 years covered by the CIP, are summarized in the following table, and in the pages attached to the proposed resolution.

Description	2015	2016	2017	2018	2019	Total
Collector St	\$ 50,000	\$ 1,550,000	\$ 917,000	\$ -	\$ 3,470,000	\$ 5,987,000
Streets	2,787,500	1,969,900	1,981,200	2,303,200	1,905,500	10,947,300
Park Impr	974,500	208,000	942,400	470,000	973,200	3,568,100
Trail Impr	75,000	75,000	80,000	80,000	80,000	390,000
Buildings	1,022,216	198,050	2,423,130	260,400	415,000	4,318,796
Utility Impr	7,455,000	5,125,000	265,000	391,220	1,322,230	14,558,450
Major Equip	873,224	769,665	1,301,080	1,209,790	818,868	4,972,627
	<u>\$ 13,237,440</u>	<u>\$ 9,895,615</u>	<u>\$ 7,909,810</u>	<u>\$ 4,714,610</u>	<u>\$ 8,984,798</u>	<u>\$ 44,742,273</u>

Staff recommends adoption of the proposed resolution amending the CIP.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014 at 7:00 p.m. The following members were present: _____ and the following members were absent: _____.

Council member _____ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 14-123
AMENDMENT OF CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2015 TO 2019**

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that the capital improvement program for the years 2015 through 2019 be established as follows:

Description	2015	2016	2017	2018	2019	Total
Collector St	\$ 50,000	\$ 1,550,000	\$ 917,000	\$ -	\$ 3,470,000	\$ 5,987,000
Streets	2,787,500	1,969,900	1,981,200	2,303,200	1,905,500	10,947,300
Park Impr	974,500	208,000	942,400	470,000	973,200	3,568,100
Trail Impr	75,000	75,000	80,000	80,000	80,000	390,000
Buildings	1,022,216	198,050	2,423,130	260,400	415,000	4,318,796
Utility Impr	7,455,000	5,125,000	265,000	391,220	1,322,230	14,558,450
Major Equip	873,224	769,665	1,301,080	1,209,790	818,868	4,972,627
	<u>\$ 13,237,440</u>	<u>\$ 9,895,615</u>	<u>\$ 7,909,810</u>	<u>\$ 4,714,610</u>	<u>\$ 8,984,798</u>	<u>\$ 44,742,273</u>

The motion for the adoption of the foregoing resolution was duly supported by Council member _____ and upon vote being taken thereon, the following voted in favor thereof: _____; and the following voted against the same: _____.

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of December 2014.

Project Costs

Description	Year 2014	Year 2015	Year 2016	Year 2017	Year 2018	Year 2019
Collector Streets						
Street Rehabilitation	\$ -	\$ -	\$ 1,550,000	\$ -	\$ -	\$ -
Lexington Ave Reconstruction	-	50,000	-	-	-	-
Rice Street/I-694 Interchange	-	-	-	420,000	-	-
Highway 49/Hodgson (H96-Gramsie)	-	-	-	497,000	-	-
Owasso Boulevard N Reconstruction	-	-	-	-	-	3,470,000
Total Collector Streets	-	50,000	1,550,000	917,000	-	3,470,000
Street Improvements						
Sealcoat Streets	320,700	325,000	332,900	344,200	348,200	354,500
Railroad Crossing Quiet Zones	-	500,000	-	-	-	-
Hanson, Oakridge Neighborhood	1,785,000	-	-	-	-	-
Turtle Lane Neighborhood	-	1,962,500	-	-	-	-
Windward Heights Neighborhood	-	-	1,637,000	1,637,000	-	-
Bridge, Lion Neighborhood	-	-	-	-	1,955,000	-
Wabasso Neighborhood	-	-	-	-	-	1,551,000
Total Street Improvements	2,105,700	2,787,500	1,969,900	1,981,200	2,303,200	1,905,500
Park Improvements						
Park Facility Replacements	20,000	160,000	40,000	170,000	223,000	164,000
Park Facility Improvements	17,500	87,500	-	700,000	65,000	750,000
Parking & Driveways	-	77,000	78,000	72,400	82,000	4,200
Tennis & Basketball Court Pavement	87,525	35,000	40,000	-	40,000	40,000
Park Building Rehabilitation	-	65,000	50,000	-	60,000	15,000
Commons Property Acquisition	275,000	-	-	-	-	-
Wading Pool Replacement	-	550,000	-	-	-	-
Total Park Improvements	400,025	974,500	208,000	942,400	470,000	973,200
Trail Rehabilitation and Extensions	335,000	75,000	75,000	80,000	80,000	80,000
Municipal Buildings						
Fire Stations	-	98,216	43,050	38,130	-	-
General Government Buildings	56,000	25,000	-	-	-	50,000
Community Center Rehabilitation	320,710	216,000	60,000	133,000	52,000	180,000
Banquet Facility	91,000	60,000	15,000	117,000	55,000	20,000
Pool & Locker Room Areas	61,850	436,000	-	20,000	63,400	95,000
Furniture & Equipment	66,945	137,000	30,000	65,000	40,000	20,000
Community Center Improvements	31,250	50,000	50,000	50,000	50,000	50,000
Community Center Addition	6,000	-	-	2,000,000	-	-
Total Municipal Buildings	633,755	1,022,216	198,050	2,423,130	260,400	415,000
Utility Improvements						
Water Systems	40,000	350,000	100,000	-	-	125,000
Water Treatment Plant	500,000	5,700,000	4,800,000	-	-	-
Sanitary Sewer Rehabilitation	-	800,000	-	-	-	950,000
Sewer Lift Stations	20,000	335,000	75,000	30,000	30,000	-
Pretreatment Structures	-	120,000	-	-	120,000	-
Residential Street Lights	150,000	150,000	150,000	235,000	241,220	247,230
Total Utility Improvements	710,000	7,455,000	5,125,000	265,000	391,220	1,322,230
Major Equipment						
Fire Equipment	156,835	36,624	67,865	523,980	77,490	2,768
Warning Sirens	-	18,000	-	27,000	-	27,000
Computer Systems	168,950	240,600	138,800	157,100	567,300	213,100
Central Garage Equipment	535,736	578,000	563,000	593,000	565,000	576,000
Total Major Equipment	861,521	873,224	769,665	1,301,080	1,209,790	818,868
Total Capital Projects	\$ 5,046,001	\$ 13,237,440	\$ 9,895,615	\$ 7,909,810	\$ 4,714,610	\$ 8,984,798

PROPOSED MOTION

Moved by Council member _____

Seconded by Council member _____

To adopt the attached ordinance number 925 establishing a utility fee schedule effective January 1, 2015.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Fred Espe
Finance Director
December 15, 2014
Regular Council Meeting

TO: Terry Schwerm, City Manager
Mayor and City Council

FROM: Fred Espe, Finance Director

DATE: December 3, 2014

RE: Utility Rate Adjustment

INTRODUCTION

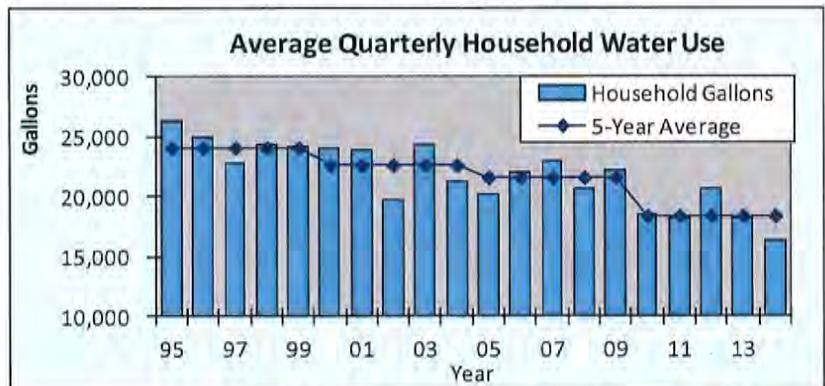
Each year a financial analysis of utility funds is conducted to consider changes in utility rates for the coming year. The analysis considers cash balances, debt levels, debt payments (current and future), operating costs, growth projections (new connections), water consumption trends, sewage flows, capital costs (additions, repairs and replacements) and maintenance strategies.

WATER OPERATIONS

In recent years it has been clear that a combination of weather (rainfall), an aging population, and changes in consumption habits have contributed to an overall decline in average water usage. Although the City expects variations in water consumption from year to year (due to rainfall fluctuations), and expects a net loss in some years and a net gain in others, the overall trend is toward reduced consumption levels. Therefore the water rate structure is designed to use periods of temporary higher profits (due to higher gallons sold) to have a modest reduction in future rates by providing funding for planned capital, operating and debt costs.

Water Use Trends - Average quarterly water consumption by residential customers has been in a downward trend since the late 1990s. Average quarterly use for the years 2000 to 2004 was 22,635 gallons, and declined 4.5% to 21,609 gallons in the years 2005 to 2009. Over the last 5 years average quarterly use declined an additional 14.8% to 18,403 gallons.

Unfortunately, fewer gallons sold has little impact on operating costs because the primary water cost related to gallons sold is for electricity, which represents only 6% of Water Fund operating costs. This means that necessary operating income must be generated through changes to the rate structure instead of higher gallons sold.



Base Gallons - For two decades the City has used a “base year” approach for estimating the gallons of water sold. The theory behind this approach is that it enables the City to set rates at levels that support operations, without allowing temporary fluctuations in revenue to increase the gallon projections. Revenue projections for 2015 are based on the assumption that gallons sold will drop back to 2011 levels (a near record low year).

Water Rates –The Five-year Operating Plan adopted in December of 2013 recommended a 4.2% and 12.0% increase in water rates for the years 2015 and 2016 respectively. The larger increase in 2016 is related to the water treatment plant. The financial model used to calculate water utility rates includes assumptions related to operations, capital and debt. Staff recommends adopting a 7% water rate adjustment for 2015 and 2016, which will provide for gradual rate increases over the two year period and avoid rate spikes.

Residential					
2014 Rates		2015 Rates			
Gallons	Rate	Gallons	Rate	Basis	
Avail chg	\$ 13.96	Avail chg	\$ 14.94	Per unit	
Tier 1	5,000 \$ 1.13	Tier 1	5,000 \$ 1.21	Per thousand gallons	
Tier 2	5,000 \$ 1.81	Tier 2	5,000 \$ 1.94	Per thousand gallons	
Tier 3	20,000 \$ 2.51	Tier 3	20,000 \$ 2.69	Per thousand gallons	
Tier 4	remainder \$ 4.13	Tier 4	remainder \$ 4.42	Per thousand gallons	

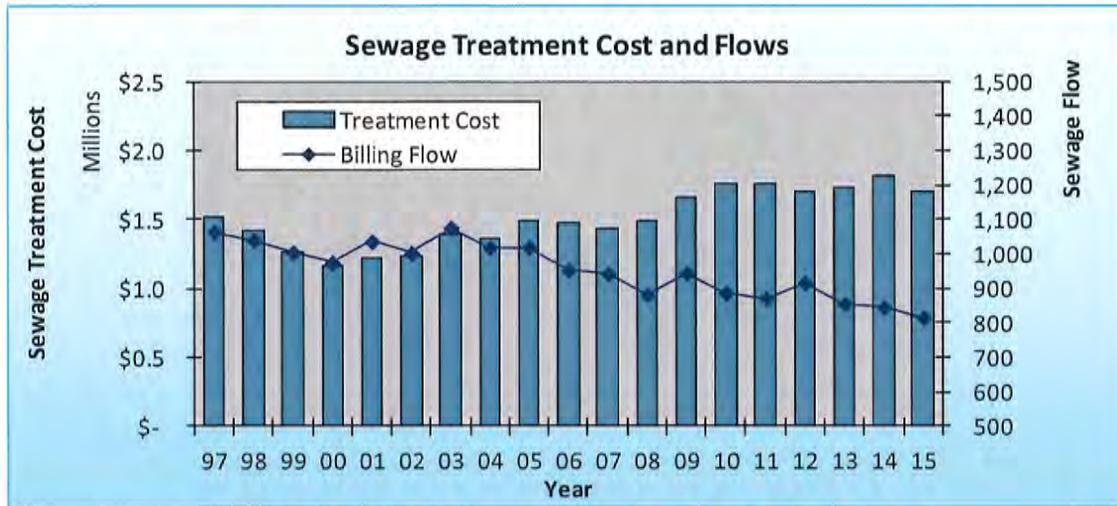
As shown in the table above, for 2015 the water availability charge will increase 98 cents per quarter, and tiered rates per thousand gallons will increase 8 cents for tier 1, 13 cents for tier 2, 18 cents for tier 3, and 29 cents for tier 4.

Water Projections - The proposed water rates outlined above are expected to generate a net profit in 2015.

SEWER OPERATIONS

Sewage Flow - Sewage flow is metered by MCES on a quarterly basis, and is used to compute the City’s sewage treatment bills in the following year. The table at right and the graph below show a history of sewage flow and treatment costs. It is important to note that sewage flow is impacted by water consumption as well as rainfall because heavy extended periods of rain can increase groundwater infiltration. For 2015, a sewage flow decrease of 3.52% and a rate decrease of 2.67%, results in a \$110,000 decrease in 2015 sewage treatment costs (roughly a 6.1% cost decrease).

Year	Billing Flow (millions)	Rate Per Million Gallons	Annual Cost (millions)
2006	955	\$ 1,543	\$ 1.472
2007	943	\$ 1,527	\$ 1.438
2008	883	\$ 1,697	\$ 1.497
2009	945	\$ 1,754	\$ 1.657
2010	888	\$ 1,981	\$ 1.758
2011	871	\$ 2,026	\$ 1.764
2012	917	\$ 1,854	\$ 1.699
2013	856	\$ 2,029	\$ 1.737
2014	846	\$ 2,142	\$ 1.812
2015	816	\$ 2,084	\$ 1.701



Sewer Rates – The previous Five-year Operating Plan provided for a 3% adjustment to 2015 sewer rates, and staff is recommending that the planned sewer rate increase for 2015 remain at 3%. A two-year comparison of residential sewer rates is provided in the table below.

Description	2014	2015	Basis
Avail chg	\$ 39.05	\$ 40.22	Per quarter
Tier 1 < 5,000 gallons	\$ 16.50	\$ 17.00	Per quarter
Tier 2 From 5,000 to 10,000 gallons	\$ 28.41	\$ 29.26	Per quarter
Tier 3 From 10,000 to 20,000 gallons	\$ 43.56	\$ 44.87	Per quarter
Tier 4 From 20,000 to 30,000 gallons	\$ 59.25	\$ 61.03	Per quarter
Tier 5 More than 30,000 gallons	\$ 76.97	\$ 79.28	Per quarter

Sewer Projections - The proposed sewer rates outlined above are expected to generate a net profit in 2015.

SURFACE WATER OPERATIONS

Surface Water Rates - Projected operating costs, debt payments, and capital costs indicate the need for a 10% adjustment to surface water rates for 2015 (largely due to storm sewer improvement costs). The single-family rate will increase \$2.13 per quarter, the multi-family rate will increase \$2.25 per quarter, and the rate for all other customers will increase \$17.78 per acre per quarter.

Description	2014	2015	Basis
Single-family	\$ 21.26	\$ 23.39	Per unit
Multi-family	\$ 22.52	\$ 24.77	Per unit
All other	\$ 177.79	\$ 195.57	Per acre

Surface Water Projections - The proposed surface water rates outlined above are expected to generate a net profit for the Surface Water Fund in 2015.

STREET LIGHTING OPERATIONS

Street Lighting Rates - Estimated operating costs and continued capital replacement costs indicates the need for a 4% adjustment to lighting rates for 2015. The residential rate will increase 39 cents per unit per quarter; the condominium, apartment and mobile home rate will increase 30 cents per unit per quarter; and the rate for all other customers will increase \$1.18 per acre per quarter.

Description	2014	2015	Basis
Residential	\$ 9.85	\$ 10.24	Per unit
Condo,apartment and mobile home	\$ 7.38	\$ 7.68	Per unit
All other	\$ 29.56	\$ 30.74	Per acre

Street Lighting Projections – The proposed street lighting rates outlined above are expected to generate a profit for the Street Light Fund in 2015.

IMPACT ON RESIDENTIAL CUSTOMERS

The change in the total utility bill will vary based on the amount of water used by each customer, and by the type of customer. To put the rate change into perspective, two tables are presented to estimate the change for residential customers at various water usage levels.

For the average residential customer (using an average of 17,500 gallons of water per quarter, and 12,000 gallons in the winter) the total utility bill will increase \$8.38 per quarter. The majority of the increase is for water charges.

Average User	2014	2015	Change
Water	\$ 47.49	\$ 50.87	\$ 3.38
Sewer	82.61	85.09	2.48
Surface water	21.26	23.39	2.13
Street lighting	9.85	10.24	0.39
State fee	1.59	1.59	-
Total	\$ 162.80	\$ 171.18	\$ 8.38

The table below shows the change in the utility bill for residential customers at 6 different usage levels. The second column of the table shows the percentage of residential customers that fall within each usage level.

Use Level	% of Homes	Water Gallons	Sewer Gallons	Total Utility Bill		Change in Quarterly Bill	Percent Change
				2014	2015		
Very low	10%	5,000	4,000	\$ 107.86	\$ 113.43	\$ 5.57	5.2%
Low	22%	10,000	8,000	\$ 128.82	\$ 135.39	\$ 6.57	5.1%
Average	42%	17,500	12,000	\$ 162.80	\$ 171.18	\$ 8.38	5.1%
Above avg	19%	25,000	22,000	\$ 197.31	\$ 207.51	\$ 10.20	5.2%
High	5%	55,000	26,000	\$ 313.11	\$ 331.46	\$ 18.35	5.9%
Very high	2%	80,000	34,000	\$ 434.08	\$ 460.21	\$ 26.13	6.0%

A summary of financial activity by fund incorporating the recommended rate increases is attached.

SUMMARY

Staff recommends adoption of the attached proposed ordinance providing for increases in utility rates effective January 1, 2015. The ordinance will be published after adoption.

Water Fund	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Revenue						
Special Assessments	\$ 1,187	\$ 1,002	\$ 2,275	\$ -	\$ -	\$ -
Intergovernmental	13,366	13,198	11,992	12,620	11,700	975
Utility Charges	2,184,742	2,917,020	2,692,684	2,653,500	2,551,928	2,833,000
Interest Earnings	80,297	35,077	(121,490)	34,000	34,000	38,000
Other Revenues	210	-	-	-	-	-
Total Revenue	2,279,802	2,966,297	2,585,461	2,700,120	2,597,628	2,871,975
Expense						
Enterprise Operations	1,368,874	1,405,259	1,403,838	1,503,536	1,467,336	1,538,027
Miscellaneous	108,152	1,901	-	-	-	-
Debt Service	202,063	183,921	213,477	160,623	182,442	142,903
Depreciation	609,067	614,991	622,826	639,000	639,000	651,000
Total Expense	2,288,156	2,206,072	2,240,141	2,303,159	2,288,778	2,331,930
Other Sources (Uses)						
Transfers Out	(225,000)	(240,000)	(263,057)	(303,000)	(303,000)	(345,000)
Net Change	(233,354)	520,225	82,263	93,961	5,850	195,045
[excludes contributed assets]						

Sewer Fund	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Revenue						
Special Assessments	\$ 1,541	\$ 1,525	\$ 3,196	\$ -	\$ -	\$ -
Intergovernmental	10,649	10,516	9,555	10,050	9,315	775
Charges for Services	3,680	1,325	703	1,000	1,000	1,000
Utility Charges	3,543,104	3,565,927	3,773,453	3,822,500	3,901,485	3,945,500
Interest Earnings	58,518	24,964	(68,517)	24,000	24,000	27,000
Total Revenue	3,617,492	3,604,257	3,718,390	3,857,550	3,935,800	3,974,275
Expense						
Enterprise Operations	2,953,041	2,893,667	3,100,871	3,219,590	3,194,611	3,299,094
Debt Service	76,061	72,489	73,840	58,177	69,502	52,857
Depreciation	295,893	317,853	326,338	330,000	330,000	348,000
Total Expense	3,324,995	3,284,009	3,501,049	3,607,767	3,594,113	3,699,951
Other Sources (Uses)						
Transfers Out	(187,000)	(188,000)	(200,567)	(181,000)	(181,000)	(181,000)
Net Change	105,497	132,248	16,774	68,783	160,687	93,324
[excludes contributed assets]						

Surface Water Fund	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Revenue						
Special Assessments	\$ 472	\$ 303	\$ 662	\$ -	\$ -	\$ -
Intergovernmental	3,863	3,815	3,472	3,660	3,390	280
Utility Charges	1,007,679	1,147,236	1,220,385	1,325,577	1,352,426	1,456,757
Interest Earnings	20,606	8,476	(36,414)	8,000	8,000	9,000
Total Revenue	1,032,620	1,159,830	1,188,105	1,337,237	1,363,816	1,466,037
Expense						
Enterprise Operations	669,298	710,054	621,960	826,595	837,309	853,136
Debt Service	91,277	84,797	104,508	82,116	86,004	71,747
Depreciation	214,061	221,177	228,865	248,000	248,000	266,000
Total Expense	974,636	1,016,028	955,333	1,156,711	1,171,313	1,190,883
Other Sources (Uses)						
Transfers Out	(97,000)	(107,000)	(126,900)	(147,000)	(147,000)	(152,000)
Net Change	(39,016)	36,802	105,872	33,526	45,503	123,154
[excludes contributed assets]						

Street Lighting Fund	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2014 Estimate	2015 Budget
Revenue						
Special Assessments	\$ 142	\$ 140	\$ 208	\$ -	\$ -	\$ -
Utility Charges	365,333	456,144	474,664	493,000	493,000	513,000
Interest Earnings	4,337	3,114	(8,726)	2,200	2,200	2,500
Other Revenues	-	-	-	500	500	500
Total Revenue	369,812	459,398	466,146	495,700	495,700	516,000
Expense						
Enterprise Operations	281,610	235,752	251,702	267,491	264,278	271,742
Miscellaneous	-	-	-	-	-	-
Depreciation	36,865	40,041	44,484	58,000	58,000	66,000
Total Expense	318,475	275,793	296,186	325,491	322,278	337,742
Other Sources (Uses)						
Transfers Out	(12,600)	(15,600)	(19,000)	(20,400)	(20,400)	(22,400)
Net Change	38,737	168,005	150,960	149,809	153,022	155,858
[excludes contributed assets]						

CITY OF SHOREVIEW

ORDINANCE NO. 925

AN ORDINANCE DETERMINING A UTILITY FEE SCHEDULE FOR
THE CITY OF SHOREVIEW, EFFECTIVE JANUARY 1, 2015
OF THE CODE OF THE CITY OF SHOREVIEW

THE COUNCIL OF THE CITY OF SHOREVIEW ORDAINS:

Section 1. Pursuant to Minnesota Law, and the Shoreview City Code, and upon review and analysis of City Enterprise Funds, a fee schedule for City Utility Services is hereby adopted.

2015 Utility Fee Schedule

(a) The Code of the City of Shoreview establishes that certain fees be set from time to time by the Shoreview City Council.

(b) City staff has reviewed the current Utility Fee Schedule for the City of Shoreview and is hereby recommending that the 2015 Utility Fee Schedule, hereto attached as Exhibit A, be adopted.

(c) Upon consideration and review of the Shoreview City Council, the 2015 Utility Fee Schedule, hereto attached as Exhibit A, is hereby adopted and becomes effective January 1, 2015.

Section 2: This ordinance shall become effective one day after publication.

Sandra C. Martin, Mayor

Adopted December 15, 2014
Published _____
Effective _____

**EXHIBIT A
2015 UTILITY FEE SCHEDULE
QUARTERLY UTILITY RATES
CITY OF SHOREVIEW, MINNESOTA**

Water Charges:

Single, multi-family, town home, condo, apartment, mobile home		
Water availability charge	\$ 14.94	per unit
Water usage charge:		
Tier 1 - 5,000 gallons of water per unit	\$ 1.21	per 1,000 gallons
Tier 2 - 5,000 gallons of water per unit	\$ 1.94	per 1,000 gallons
Tier 3 - 20,000 gallons of water per unit	\$ 2.69	per 1,000 gallons
Tier 4 - All remaining water	\$ 4.42	per 1,000 gallons
Water standby - service available but not in use		
Water availability charge	\$ 14.94	per unit
Commercial, industrial, hotel, motel, public institution, religious/charitable, residential irrigation-only accounts		
Water availability charge	\$ 14.94	per account
Water usage charge:		
Tier 1 - First 50,000 gallons of water	\$ 1.94	per 1,000 gallons
Tier 2 - Next 1,150,000 gallons of water	\$ 2.69	per 1,000 gallons
Tier 3 - All remaining water	\$ 4.42	per 1,000 gallons
Automatic sprinkler system inspection charge		
Fireline	\$ 6.00	per account

Sewer Charges:

Single, multi-family, town home, condo, apartment		
Sewer availability charge	\$ 40.22	per unit
Sewer usage charge (based on winter water consumption per unit):		
Tier 1 - Up to 5 thousand gallons per unit	\$ 17.00	per unit
Tier 2 - Between 5,001 and 10,000 gallons per unit	\$ 29.26	per unit
Tier 3 - Between 10,001 and 20,000 gallons per unit	\$ 44.87	per unit
Tier 4 - Between 20,001 and 30,000 gallons per unit	\$ 61.03	per unit
Tier 5 - More than 30,000 gallons per unit	\$ 79.28	per unit
Note: Winter readings are billed in February, March and April. Winter consumption is divided by units for multiple-unit buildings.		
Sewer standby - service available but not in use		
Sewer availability charge per unit	\$ 40.22	per unit
Sewer only single-family and mobile home (availability and use charge combined)		
Sewer usage charge (middle residential tier)	\$ 85.09	per unit
Commercial, industrial, hotel, motel, public institution, religious/charitable		
Sewer availability charge	\$ 40.22	per account
Sewer usage charge (based on current water consumption):		
All remaining water consumed	\$ 4.30	per 1,000 gallons

Surface Water Management Charges:

Single-family		
Surface water charge:	\$ 23.39	per unit
Multi family, town home		
Surface water charge:	\$ 24.77	per unit
Condominium, apartment, mobile home, hotel, motel, commercial, industrial, public institution, religious/charitable		
Surface water charge:	\$195.57	per acre
Parks		
Surface water charge:	\$ -	per acre

Street Lighting System Charges:

Single, multi-family, town home		
Street lighting system charge	\$ 10.24	per unit
Condominium, apartment, mobile home		
Street lighting system charge	\$ 7.68	per unit
Hotel, motel, commercial, industrial, public institution, religious/charitable		
Street lighting system charge	\$ 30.74	per acre
Parks		
Street lighting system charge	\$ -	per acre

**PROPOSED MOTION
TO APPROVE THE MINOR SUBDIVISION**

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the minor subdivision request submitted by Donald Zibell on behalf of Sandra Martin to divide the property at 444 Lake Wabasso Court into two parcels, and to authorize execution of the Subdivision Agreement, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line, or as otherwise required by the Public Works Director, shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. The applicant shall enter into a Subdivision Agreement with the City. This agreement shall be executed before the City will endorse deeds for recording.
4. Resulting Parcel B shall be combined with the existing property at 3422 Chandler Road for tax purposes, creating a single lot.
5. Removal of the tennis court and accessory structures shall be addressed in the Subdivision Agreement provided however that removal shall occur within one year of City approval of the minor subdivision. This work is also subject to the permitting requirements of the Ramsey Washington Metro Watershed District (RWMWD).
6. An erosion control and grading plan shall be submitted and approved by the City Engineer prior to issuance of a grading permit application for removal of the tennis court. City staff will further review drainage needs in the area, and if needed, additional drainage easements shall be conveyed by the owners of 444 Lake Wabasso Court and 3244 Chandler Road prior to the City endorsing deeds for recording with Ramsey County.
7. A Mitigation Affidavit is required for both parcels. These Affidavits shall be executed prior to the City's release of the deed for recording.
8. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This motion is based on the following findings:

1. The subdivision is consistent with the policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted City standards for the R-1 and Shoreland Overlay Districts.

ROLL CALL: **AYES** _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular Council Meeting
December 15, 2014

TO: Mayor, City Council, City Manager
FROM: Rob Warwick, Senior Planner
DATE: December 11, 2014
SUBJECT: File No. 2553-14-43; Donald Zibell, Minor Subdivision, 444 Lake Wabasso Court

INTRODUCTION

Donald Zibell has submitted a minor subdivision application to adjust the property boundary between his property located at 3422 Chandler Road and the adjoining property at 444 Lake Wabasso Court owned by Sandra Martin. The boundary adjustment will be effected by transferring the area shown as Parcel B on the survey. For both of the existing parcels, the lot lines extend into the public water of Lake Wabasso, however this report will refer only to the upland portions of the properties, not those below the Ordinary High Water elevation of 886.07 feet (NAVD, 1988). The boundary adjustment will affect an upland area approx. 65- by 150-feet (approx. 9,600 sq. ft.), reducing the upland area of the Martin property to about 4.1 acres above the Ordinary High Water (OHW) of Lake Wabasso. The area of the Zibell property will increase to approx. 4.3 acres above the OHW of the Lake.

Both of the riparian properties are developed with detached single-family uses. 444 Lake Wabasso Court is developed with a dwelling with an attached garage, a detached accessory structure, and a tennis court. Additionally, several infrastructure improvements serving the Lake Wabasso Court development include a street turnaround, storm sewer, and stormwater infrastructure. These public improvements are located in drainage and utility easements conveyed with the plat of Wabasso Shores.

3244 Chandler Road is developed with a dwelling, an attached garage, a swimming pool, a horse stable, and a detached garage. The stable is an older building that has not been used for horses in many years.

The application was complete November 6, 2014.

DEVELOPMENT ORDINANCE REQUIREMENTS

Minor subdivisions require review by the Planning Commission and approval by the City Council, and must be reviewed in accordance with subdivision and zoning district standards specified in the Development Regulations.

The City's subdivision standards require all lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer and water must be provided to the resulting lots. These standards also require 5-foot public drainage and 10-foot utility easements along property lines where necessary.

Public drainage and utility easements are also required over infrastructure, watercourses, drainages or floodways.

The property is zoned R1, Detached Residential, as are all of the adjacent properties. The property is also located in the Shoreland Overlay District of Lake Wabasso. For riparian properties in the Shoreland District, lot standards require a minimum lot area of 15,000 square feet and a width of 100 ft. measured at three locations: the front lot line; the Ordinary High Water (OHW); and at the building setback line from the OHW.

STAFF REVIEW

The proposal to adjust the common side lot line increases the lot area of Mr. Zibell's property. The increased area will allow him to subdivide his property in the future with two resulting lake lots. He has submitted a sketch that shows a potential plat layout (attached). The sketch plan shows two riparian lots, one with the existing house and attached garage, and the second for a new dwelling. There would also be 6 standard lots. A 300-foot long cul-de-sac would be constructed to provide access to these 8 total lots. Future subdivision of either lot will be subject to a new application and a public review by the City.

With the proposed lot line adjustment, the resulting parcels will both exceed the minimum lot area and width requirements for riparian lots.

	Width	Area
444 Lake Wabasso Court	Approx. 250 feet	177,289 sq. ft.* (4.07 acre)
3422 Chandler Road	304 feet	185,898 sq. ft.* (4.27 acre)
City Requirement	100 feet	15,000 sq. ft.*

* Area is measured above the Ordinary High Water of Lake Wabasso

Both of the existing houses would remain. The proposed lot line will bisect the tennis court, which must be removed to comply with the 5-foot setback that is required for such structures. The detached accessory structure located near the OHW, identified as a boathouse on the survey, will increase the number of detached accessory structures located on the Zibell property to three: the boathouse, a detached garage, and a stable. A maximum of two detached structures are permitted. Mr. Zibell has indicated he will remove the stable, and this is addressed in the Subdivision Agreement. The boathouse will be setback about 30-feet from the proposed lot line, exceeding the 20-foot minimum setback required by Code. The required setbacks of other structures on each lot are not affected by the boundary adjustment.

Municipal sanitary sewer and water service are provided to both existing parcels and both of the dwellings are connected to these municipal services.

No tree impacts are expected. A grading permit will be required when the tennis court is removed as the area will exceed the threshold for disturbed area on a lake lot. Erosion control will be required, and a final grading plan submitted for review and approval by the City Engineer with that permit application.

The proposed subdivision complies with City requirements. No Public Recreation Use Dedication fee is required for this property boundary adjustment since no new homesite will be created as a result of this approval.

Shoreland Mitigation is required when the City grants land use approval to riparian property. Staff recommends that the Mitigation practices for each property owner be specified in an affidavit prior to the City endorsing deeds for the conveyance of Parcel B.

PUBLIC COMMENT

Property owners within 350 feet were notified of the applicant's request. One written comment was submitted expressing no concerns. One nearby resident called regarding the future subdivision of the remaining property at 444 Lake Wabasso Court. While there is subdivision potential for each of the resulting parcels, there are no plans proposed at this time.

PLANNING COMMISSION

The Planning Commission reviewed the application at their November 18, 2014 meeting. The applicant explained that he intends to submit a plat application to subdivide his resulting property by summer of next year. In response to Commission questions, he agreed that he would remove the tennis court within one year of approval, and said that he would remove the stable building to keep the number of detached accessory structures in compliance with City Code.

The Commission heard comments from two residents with concerns about stormwater management and standing water on their properties. Commissioners discussed the possible affect of the removal of the tennis court on stormwater and noted that additional easements may be needed from the applicants. The Commissioners also asked about the OHW setback required for a house on the potential lake lot created on the Zibell sketch plan. They discussed whether any added easement may affect the placement of a future house on the property if subdivided. The Commissioners revised the conditions of approval to review the drainage needs and obtain any necessary easements prior to endorsing deeds for the conveyance of the property.

In response to these comments, staff reviewed details of the stormwater infrastructure located north and west of the tennis courts. The high water elevation for the ponding area was designed at the time of construction (1986), and easements were dedicated on the plat of Wabasso Shores for the ponding area, including areas that extend onto the properties owned by the residents who commented at the Planning Commission meeting. A grading plan will be required for the removal,

and must show that the existing infrastructure is not affected or that compensatory storage is provided.

The Commission unanimously (6-0) recommended approval of the proposed minor subdivision to the City Council.

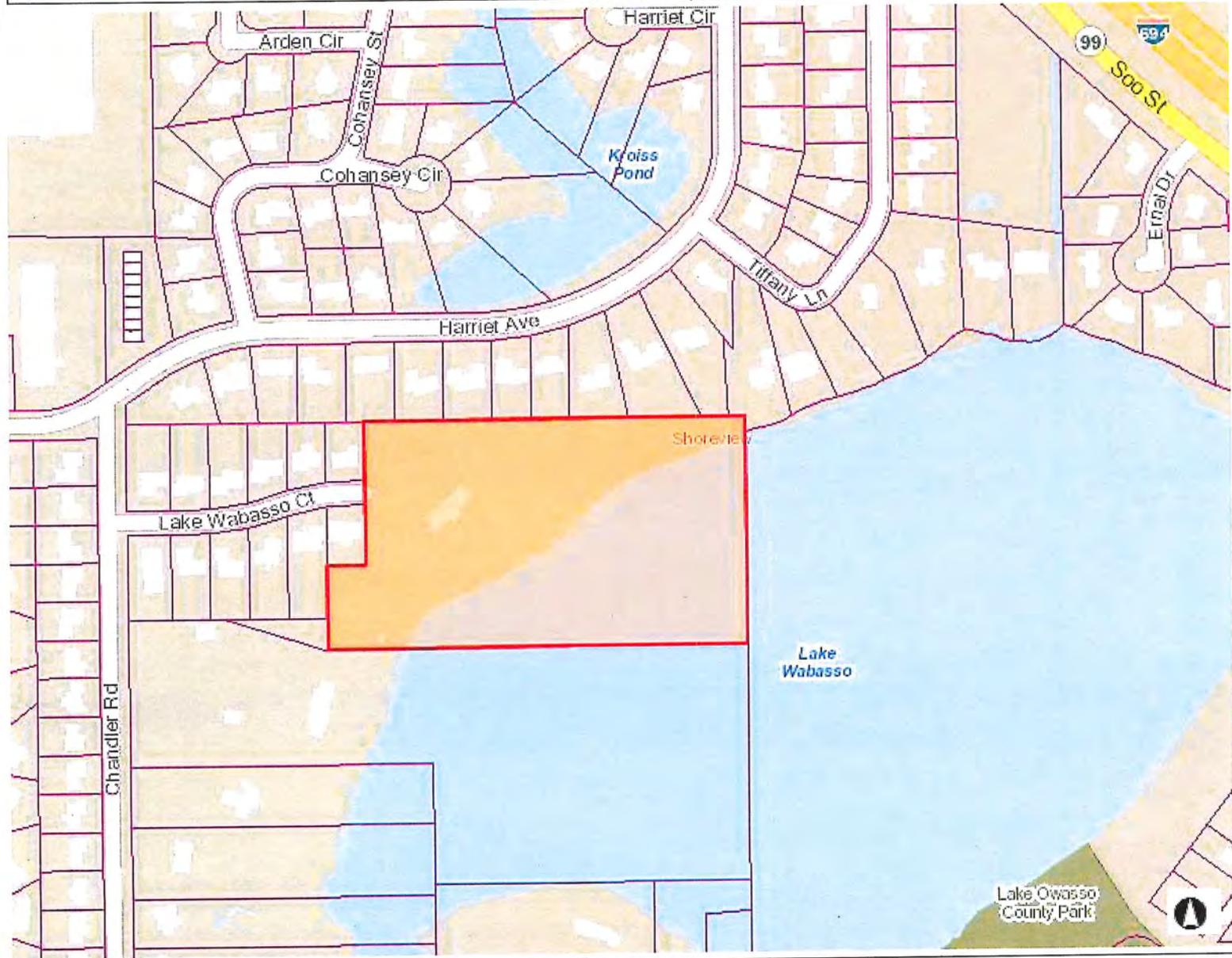
STAFF RECOMMENDATION

The minor subdivision application has been reviewed by staff and the Planning Commission in accordance with the standards of the Development Regulations and found to be in compliance with these standards. Staff recommends that the City Council authorize execution of the Subdivision Agreement and approve the minor subdivision, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line, or as otherwise required by the Public Works Director, shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. The applicant shall enter into a Subdivision Agreement with the City. This agreement shall be executed before the City will endorse deeds for recording.
4. Resulting Parcel B shall be combined with the existing property at 3422 Chandler Road for tax purposes, creating a single lot.
5. Removal of the tennis court and accessory structures shall be addressed in the Subdivision Agreement provided however that removal shall occur within one year of City approval of the minor subdivision. This work is also subject to the permitting requirements of the Ramsey Washington Metro Watershed District (RWMWD).
6. An erosion control and grading plan shall be submitted and approved by the City Engineer prior to issuance of a grading permit application for removal of the tennis court. City staff will further review drainage needs in the area, and if needed, additional drainage easements shall be conveyed by the owners of 444 Lake Wabasso Court and 3244 Chandler Road prior to the City endorsing deeds for recording with Ramsey County.
7. A Mitigation Affidavit is required for both parcels. These Affidavits shall be executed prior to the City's release of the deed for recording.
8. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Attachments

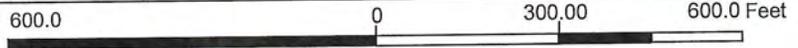
- 1) Location Map
- 2) Site Aerial Photo
- 3) Submitted Plans
- 4) Response to Request for Comment
- 5) Subdivision Agreement
- 6) Motion



Legend

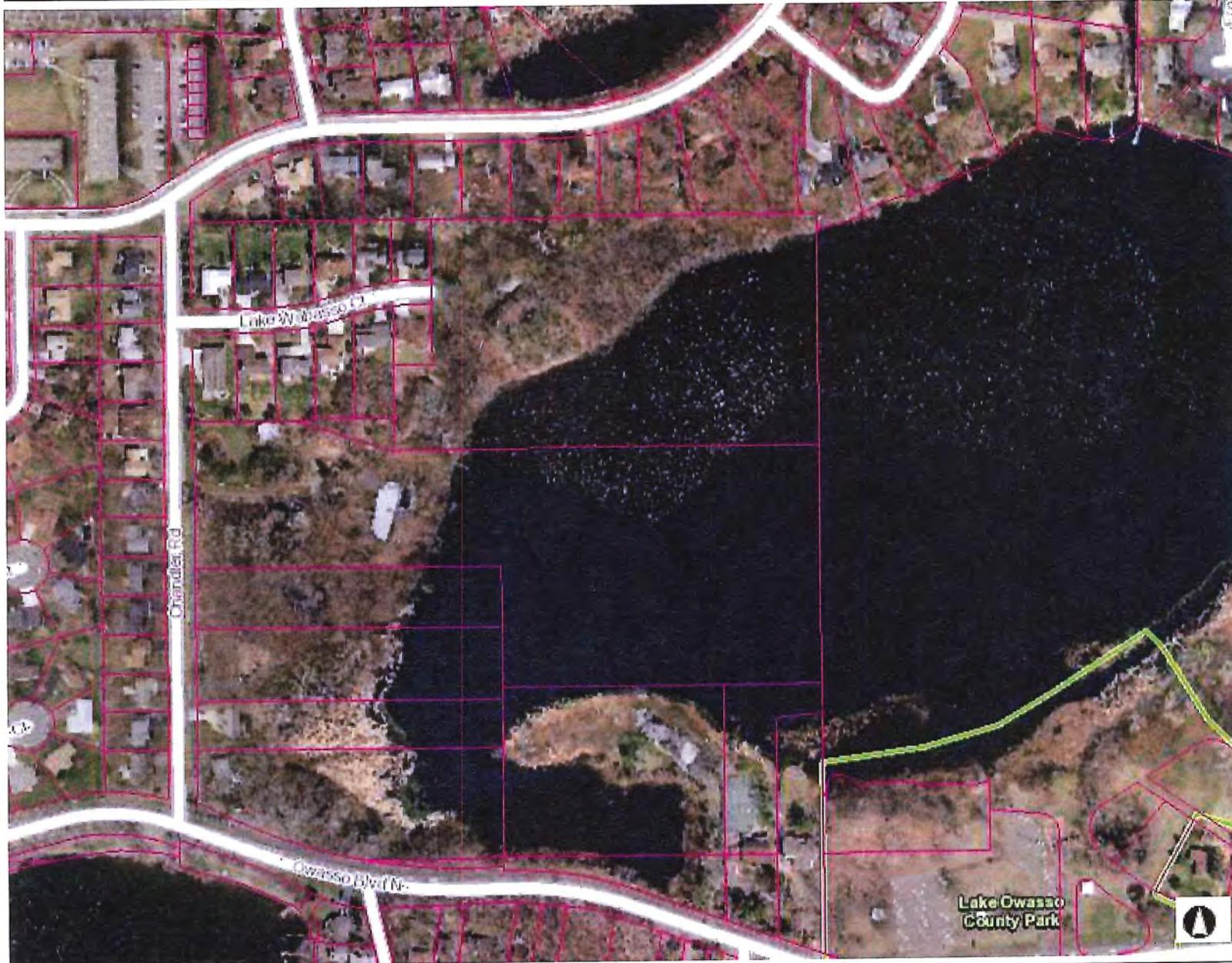


-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcel Boundaries



Notes

Enter Map Description



Legend



-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcel Boundaries
-  Lakes - Neighboring Counties
-  Airports

Notes

Enter Map Description

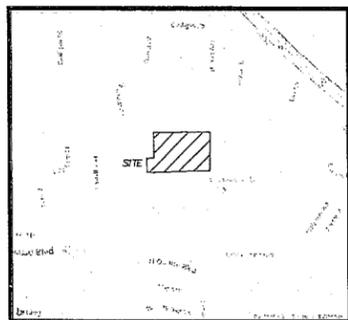
600.0 0 300.00 600.0 Feet

MINOR SUBDIVISION

for DONALD ZIBELL
of 444 LAKE WABASSO COURT
SHOREVIEW, MN 55126

VICINITY MAP

PART OF SEC. 36, TWP. 30, RNG. 33

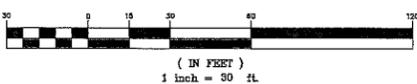


RAMSEY COUNTY, MINNESOTA
(NO SCALE)

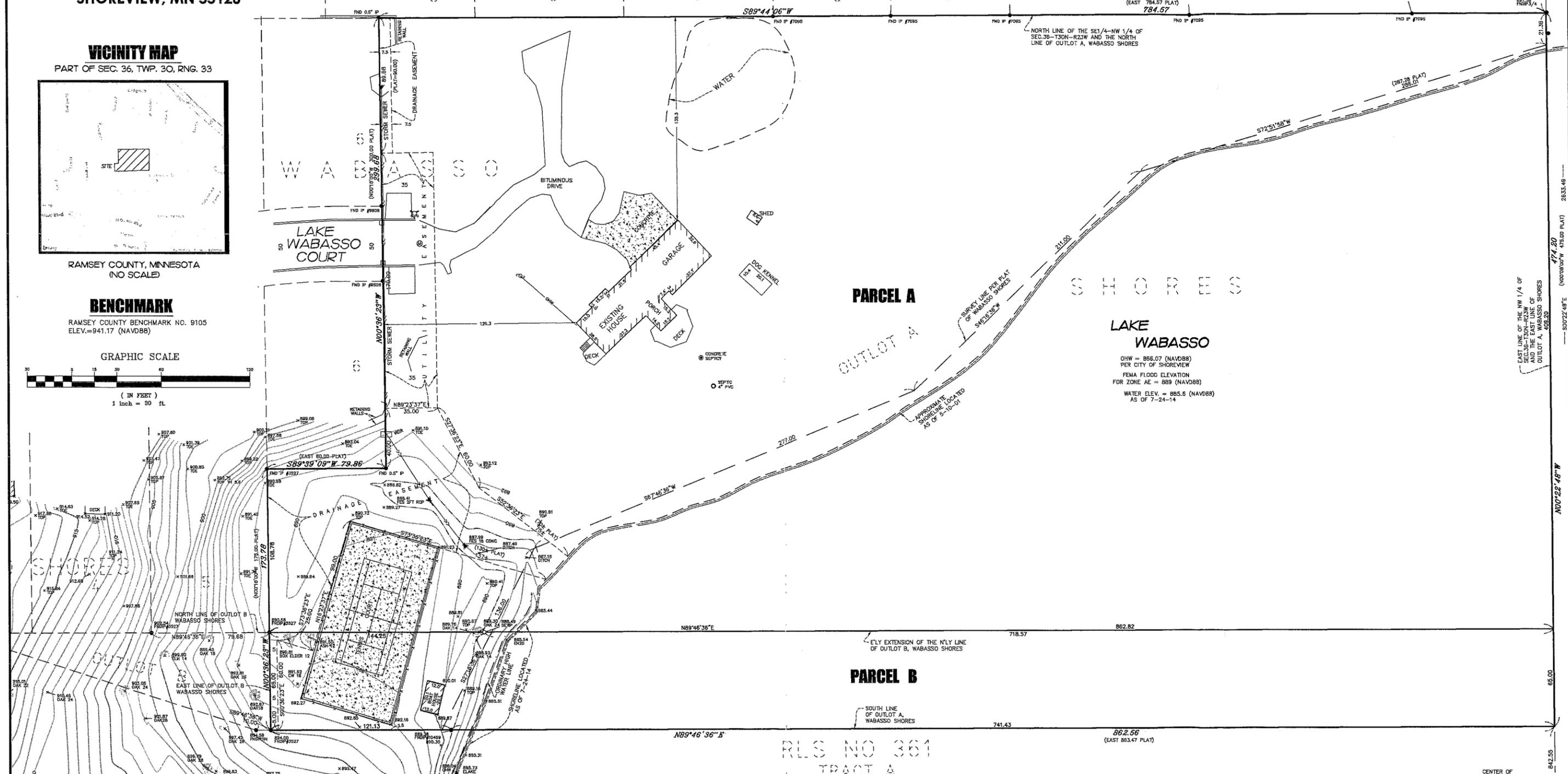
BENCHMARK

RAMSEY COUNTY BENCHMARK NO. 9105
ELEV. = 941.17 (NAVD88)

GRAPHIC SCALE



LAKE SHORE OAKS ADDITION



NORTH LINE OF THE SE1/4-NW1/4 OF SEC. 36-T30N-R23W AND THE NORTH LINE OF OUTLOT A, WABASSO SHORES

LAKE WABASSO
OHW = 886.07 (NAVD88)
PER CITY OF SHOREVIEW
FEMA FLOOD ELEVATION
FOR ZONE AE = 889 (NAVD88)
WATER ELEV. = 885.6 (NAVD88)
AS OF 7-24-14

N1/4 CORNER
SEC. 36-T30N-R23W
RAMSEY COUNTY
CAST IRON MONUMENT
1316.14

EAST LINE OF THE NW1/4 OF SEC. 36-T30N-R23W AND THE EAST LINE OF OUTLOT A, WABASSO SHORES
408.20

N00°22'48"W
2633.48

842.55

CENTER OF SEC. 36-T30N-R23W
RAMSEY COUNTY
STONE MONUMENT

EXISTING PROPERTY DESCRIPTION

Outlot A, WABASSO SHORES, Ramsey County, Minnesota.

ZONING

R-1 - DETACHED RESIDENTIAL

E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

PROPOSED PARCEL DESCRIPTIONS

PARCEL A
That part of Outlot A, WABASSO SHORES, which lies northerly of the easterly extension of the northerly line of Outlot B, WABASSO SHORES.
All in Ramsey County, Minnesota.

PARCEL B
That part of Outlot A, WABASSO SHORES, which lies southerly of the easterly extension of the northerly line of Outlot B, WABASSO SHORES.
All in Ramsey County, Minnesota.

NOTES

- Fee ownership is vested in Sandra C. Marten.
- Parcel ID Numbers: 36-30-23-24-0022.
- Address of the surveyed premises: 444 Lake Wabasso Court, Shoreview, MN 55126.
- Field survey was completed by E.G. Rud and Sons, Inc. on 07/24/14.
- Bearings shown are on Ramsey County Coordinate System.
- Curb shots are taken at the top and back of curb.
- Topography is a compilation of field work done by E.G. Rud and Sons, Inc. and survey done by Cornstock and Davis, Inc. dated 8-18-2005 and survey done by E.G. Rud and Sons, Inc. dated 5-10-01.
- Contours are shown at 1 foot interval, but were shot at 2 foot interval accuracy.
- FEMA Flood Elevation is according to Flood Insurance Rate Map Community Panel No. 270384 0036 G by the Federal Emergency Management Agency, effective date, June 04, 2010.

LEGEND

- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES RAMSEY COUNTY MONUMENT
- DENOTES CATCH BASIN
- ⊙ DENOTES STORM SEWER MANHOLE
- ⊕ DENOTES MISCELLANEOUS MANHOLE
- ⊗ DENOTES HYDRANT
- ⊕ DENOTES POWER POLE
- x 989.36 DENOTES EXISTING SPOT ELEVATION
- - - DENOTES FENCE
- - - DENOTES EXISTING 1 FOOT CONTOURS
- - - DENOTES EXISTING STORM SEWER
- - - DENOTES OVERHEAD WIRE
- - - DENOTES CONCRETE SURFACE
- - - DENOTES BITUMINOUS SURFACE

AREAS

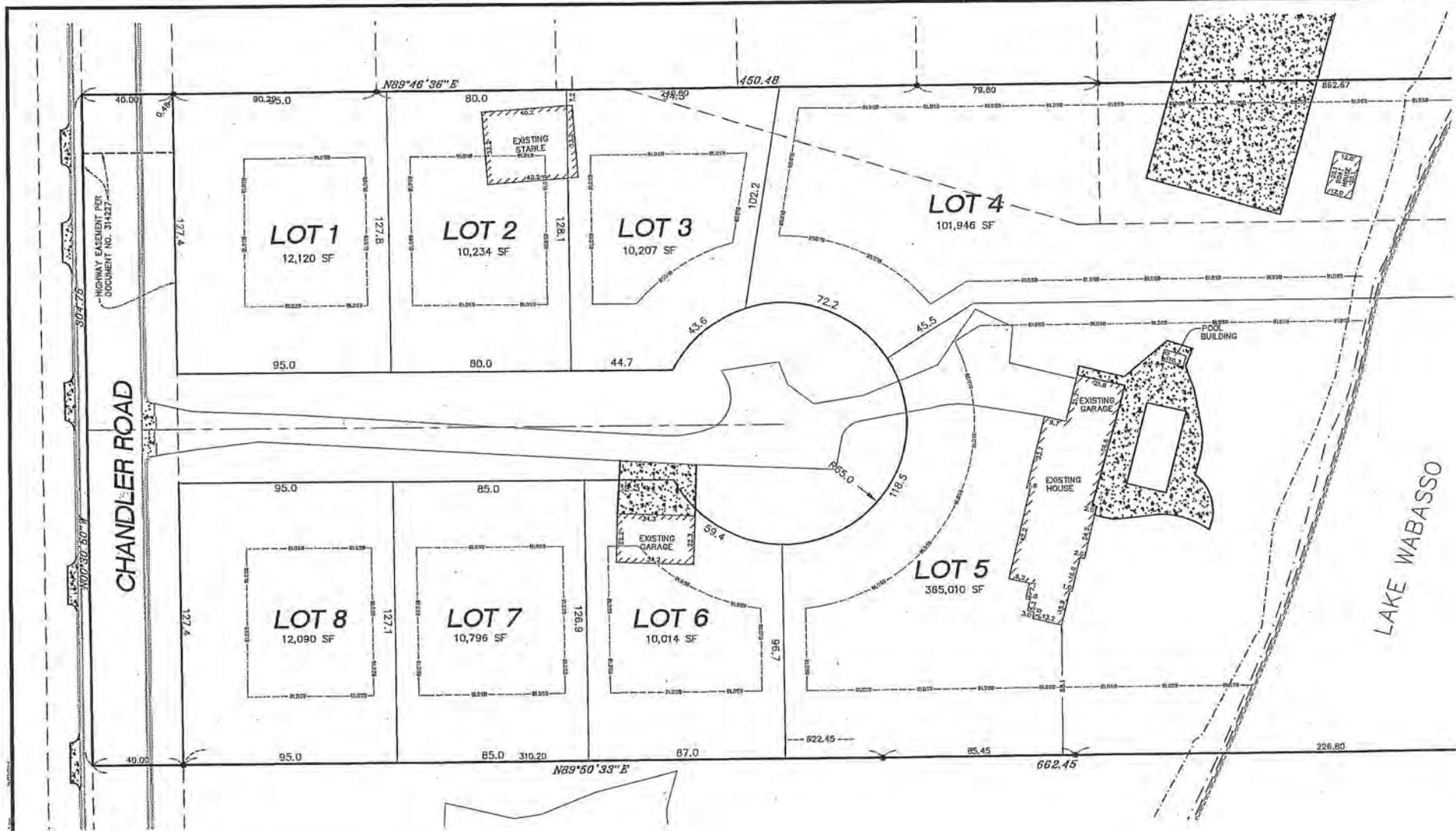
TOTAL AREA	=	385,259 S.F. (8.84 ACRES)
PARCEL A	=	329,196 S.F. (7.56 ACRES)
PARCEL B	=	56,073 S.F. (1.29 ACRES)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
Date: 10/24/14 License No. 41578

DRAWN BY:	JER	JOB NO.:	14422PP	DATE:	10/24/14
CHECK BY:	JER	SCANNED	<input type="checkbox"/>		
NO.	DATE	DESCRIPTION	BY		
1					
2					
3					

NORTH



DRAWN BY:	C.M.	DESIGN BY:	C.W.P.
CHECKED BY:	C.W.P.	PROJECT NO.:	3422
DATE:	OCTOBER 21, 2014	DATE:	10/21/14
REVISION DESCRIPTION:			

I, **Charles W. Plowe**, State of Minnesota Licensed Professional Engineer, License No. 13223, do hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota.

DATE: 10/21/14
 LIC. NO.: 13223

PREPARED FOR: DON ZIBELL

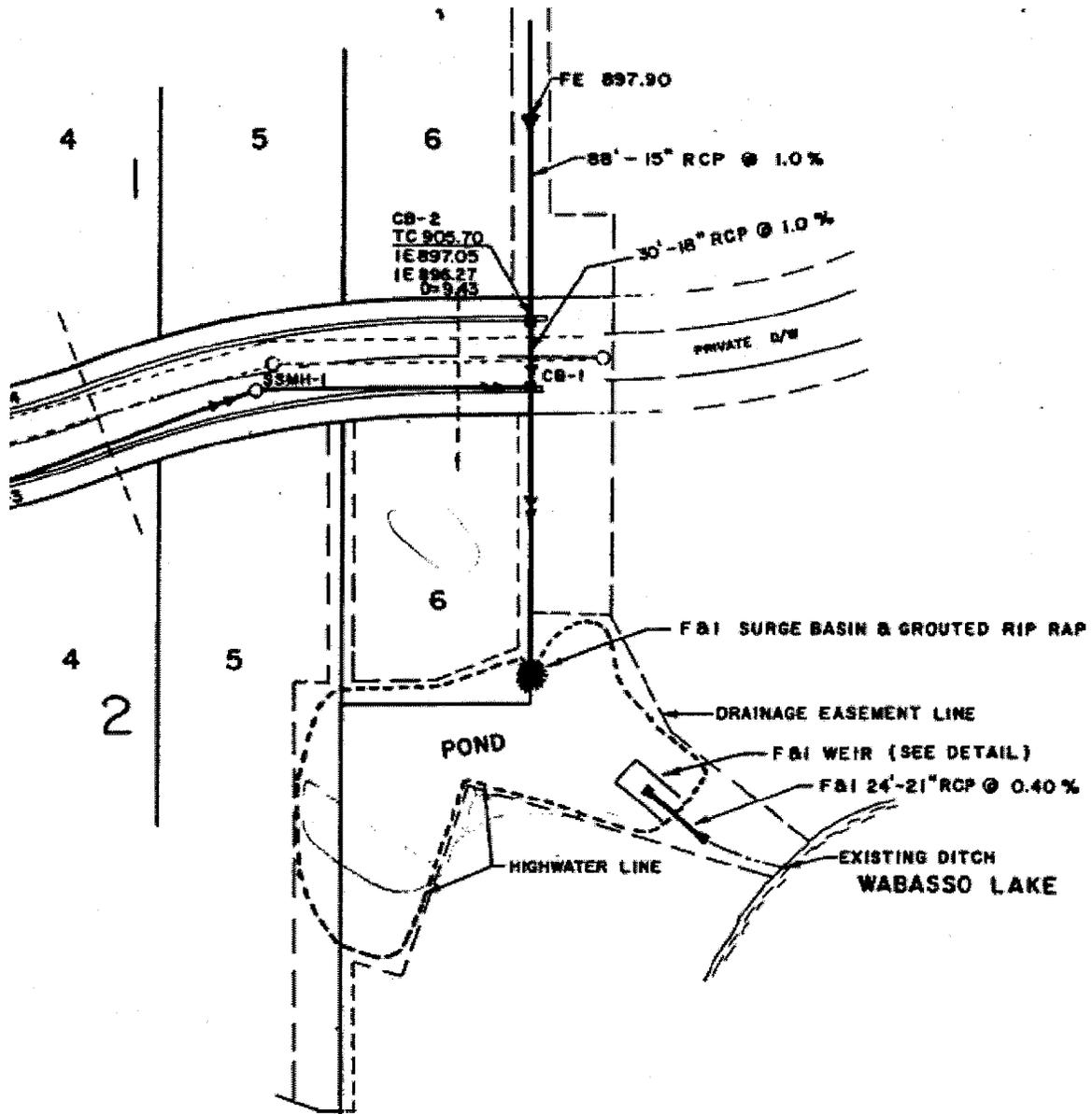


Plowe Engineering, Inc.
 SITE PLANNING & ENGINEERING
 6700 LAKE DRIVE
 SUITE 100
 LONG LAKE, MN 55834
 PHONE: (855) 351-6700
 FAX: (855) 241-6701



Sketch Plan - 3422 Chandler

PRELIMINARY SITE PLAN
 ZIBELL SUBDIVISION
1/1



Storm Water Management Plan,
 Lake Wabasso Shores, 1986

City Council:
Sandy Martin, Mayor
Emy Johnson
Terry Quigley
Ady Wickstrom
Ben Withhart



City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
651-490-4600 phone
651-490-4699 fax
www.shoreviewmn.gov

November 6, 2014

REQUEST FOR COMMENT

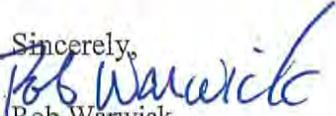


Dear Shoreview Property Owner:

Please be advised that on **Tuesday, November 18th at 7:00 p.m.**, the Shoreview Planning Commission will review a Minor Subdivision application submitted by **Donald Zibell, on behalf of the property owner, Sandra Martin**, for the property at **444 Lake Wabasso Court**. The applicant is proposing to detach a 65-foot portion (Parcel B) of the property off so it can be combined with the applicant's adjoining property to the south at 3244 Chandler Road. The lot line adjustment will require removal of the existing tennis court. The proposed lots conform to the minimum lot standards of the R1, Detached Residential Zoning District and the Shoreland Overlay District. The Minor Subdivision review process enables the City to publically review the plans for consistency with the standards and criteria of the Development and Subdivision Code. Please see the attached plans.

You are encouraged to fill out the bottom portion of this form and return it if you have any comments or concerns. Comments received by **November 13th** will be distributed to the Planning Commission with the Planning Commission agenda packet. Comments received after that date but before the meeting will be distributed to the Commission that night. You are also welcome to attend the meeting. The meeting is held at 7:00 pm in the City Council Chambers at Shoreview City Hall, 4600 North Victoria Street.

If you would like more information or have any questions, please call me at 651-490-4681 between 8:00 a.m. and 4:30 p.m., Monday through Friday. You may leave a voice mail message at any time. I can also be reached via e-mail at rwarwick@shoreviewmn.gov.

Sincerely,

Rob Warwick
Senior Planner

Comments:

I have no comments or concerns with the above proposal.

Name: Raymond G Bates
Address: 460 Harriet Ave

Shoreview MN
55126

**SUBDIVISION AGREEMENT
SANDRA C. MARTIN AND DONALD ZIBELL,
444 LAKE WABASSO COURT AND 3244 CHANDLER ROAD**

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City"), and Donald Zibell and Sandra C. Martin, their successors and assigns (hereinafter the "Developers").

2.0 On December 1st, 2014 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the "subject property")

Outlot A, WABBASSO SHORES, Ramsey County, Minnesota

(This property is more commonly known as 444 Lake Wabasso Court)

Which when subdivided will be legally described as:

Parcel A: That part of Outlot A, WABBASSO SHORES, which lies northerly of the easterly extension of the northerly line of Outlot B, WABBASSO SHORES, Ramsey County Minnesota.

Parcel B: That part of Outlot A, WABBASSO SHORES, which lies southerly of the easterly extension of the northerly line of Outlot B, WABBASSO SHORES, Ramsey County, Minnesota

3.0 Pursuant to City Ordinances, the Developers are required:

- A. To make certain improvements to the subject property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developers' request for final approval.
- C. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.

4.0 The approval of the City's Council was subject to the terms and conditions contained herein, and the following conditions as approved by the City Council on December 1, 2014:

- 1. The minor subdivision shall be in accordance with the plans submitted.
- 2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line, or as otherwise required by the Public Works Director, shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.

3. The applicant shall enter into a Subdivision Agreement with the City. This agreement shall be executed before the City will endorse deeds for recording.
4. Resulting Parcel B shall be combined with the existing property at 3422 Chandler Road for tax purposes, creating a single lot.
5. Removal of the tennis court and accessory structure shall be addressed in the Subdivision Agreement provided however that removal shall occur within one year of City approval of the minor subdivision. This work is also subject to the permitting requirements of the Ramsey Washington Metro Watershed District (RWMWD).
6. An erosion control and grading plan shall be submitted and approved by the City Engineer prior to issuance of a grading permit application for removal of the tennis court. City staff will further review drainage needs in the area, and if needed, additional drainage easements shall be conveyed by the owners of 444 Lake Wabasso Court and 3244 Chandler Road prior to the City endorsing deeds for recording with Ramsey County.
7. A Mitigation Affidavit is required for both parcels. These Affidavits shall be executed prior to the City's release of the deed for recording.
8. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

5.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

A. Conditions Precedent. Prior to the City's endorsement of the Deeds of Conveyance which will effectuate the subdivision of the Subject Property into Parcels A, and B, the Developers shall:

1. Public Easements. Drainage and Utility easements, including a conveyance expanding to the existing utility easement to fully encompass the City's storm water interest, shall be conveyed to the City as specified by the Public Works Director, as required by the Municipal Code.
2. Parcel B. Parcel B shall be conveyed only to the applicant who is the owner of the adjacent property to the south, commonly known as 3244 Chandler Road, for the purpose of enlarging that property. After such conveyance, Parcel B shall be combined with the 3244 Chandler Road property into a single parcel for tax purposes.
3. Mitigation Affidavits. The Developers shall each execute and record a Mitigation Affidavit prior to the City endorsing a deed for recording with Ramsey County.
4. Surety. In the event that the Developers request endorsement of the deed for conveyance of Parcel B prior to the removal of the tennis court from the property, and removal of one detached accessory structure from the property at 3244 Chandler Road, cash sureties shall be deposited with the City to insure the completion of these tasks, as follows:

- i. To insure removal of the tennis court and fence, a surety in the amount of \$2,500.00;
- ii. To insure removal of one detached accessory building, a surety in the amount of \$1,000.00.

6.0 Default. The occurrence of any of the following after written notice from the City shall be considered an "Event of Default" in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developers to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developers to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

7.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developers shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developers from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developers shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developers shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the

Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

8.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **1st Day of December, 2014.**

DEVELOPER

CITY OF SHOREVIEW

Donald Zibell, 3422 Chandler Road

Ady Wickstrom, Acting Mayor

Sandra C. Martin, 444 Lake Wabasso Court

Terry Schwerm, City Manager

T:\2014 Planning Case Files\2553-14-43 zibell 444 lake wabasso court\Subdivision Agreement.docx

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.14-128, which accepts the base bid from Forest Lake Contracting, Inc., for the Sanitary System Improvements – Highway 96 Lift Station, City Project 14-07 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$183,800.00.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER
FROM: TOM WESOLOWSKI - CITY ENGINEER
DATE: DECEMBER 11, 2014
SUBJECT: RECEIPT OF BIDS AND AWARD OF CONTRACT FOR:
SANITARY SYSTEM IMPROVEMENTS – HIGHWAY 96 LIFT STATION
CITY PROJECT 14-07

INTRODUCTION

Sealed bids were received and opened on December 11, 2014, for the Sanitary Sewer Improvements – Highway 96 Lift Station, City Project 14-07. Council action is required to award the construction contract.

BID RESULTS

On November 17, 2014, the City Council approved the plans and specifications and ordered the taking of bids for the Sanitary System Improvements – Highway 96 Lift Station, City Project 14-07. Accordingly, on December 11, 2014, six (6) bids were received and opened for City Project 14-07. All bids were submitted with proper bid security in the amount of five (5) percent of the total amount of the bid as required by the project manual. The base bid results are listed below:

<u>Contractor</u>	<u>Bid Amount</u>
Forest Lake Contracting, Inc.	\$ 183,800.00
Geislinger and Sons	\$ 397,930.00
Lametti and Sons, Inc.	\$ 347,200.00
Minger Construction, Inc.	\$ 290,900.00
Northdale Construction Company, Inc.	\$ 263,950.00
Penn Contracting, Inc.	\$ 415,500.00
Engineer's Estimate:	\$ 300,000.00

Given the above information, Forest Lake Contracting, Inc. is the lowest responsible bidder. Bolton & Menk, the Engineering Consultant for the project, has reviewed the bids and is recommending the City award the project to Forest Lake.

Forest Lake Contracting has performed work for the City in the past, most recently in the summer of 2014. Forest Lake was the contractor that worked with the City to uncover and inspect the sanitary sewer pipe on Highway 96 that led to the decision that the pipe should be abandoned and the lift station constructed. They have intimate knowledge of the project and have demonstrated that they have the necessary resources and expertise to complete the project.

PROJECT FUNDING

Funding sources for the proposed improvements are as follows:

Sewer Fund	\$183,800.00
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RECOMMENDATION

It is recommended that the City Council adopt Resolution 14-128 and accept the base bid of Forest Lake Contracting, Inc. for the Sanitary Sewer Improvements – Highway 96 Lift Station, City Project 14-07 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$183,800.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

12224 Nicollet Avenue • Burnsville, MN 55337

Phone (952) 890-0509 • Fax (952) 890-8065

www.bolton-menk.com

BID EVALUATION FOR THE CONSTRUCTION OF THE HIGHWAY 96 AND DALE STREET LIFT STATION CITY OF SHOREVIEW, MINNESOTA CITY PROJECT 14-07

The purpose of the project is to install a new lift station for an area that is currently served by gravity sanitary sewer. The new lift station will improve sanitary sewer service in this area and also provide for service to a currently undeveloped area. The lift station design incorporates the City's current lift station standards.

Six (6) bids were received for the construction of the Highway 96 and Dale Street Lift Station project. The bids ranged from \$183,800 to \$415,500 as shown in the attached Bid Tabulation. The Engineer's estimate for this project was \$300,000.00. The apparent low, responsive and responsible bidder is Forest Lake Contracting, Inc.

We feel that the bids received were competitive and responsive and re-bidding of the project would not provide any cost savings. In our opinion, Forest Lake Contracting, Inc. is experienced in the type of work required for this project. The company has fulfilled the bidding and contract requirements and we recommend that their bid in the amount of \$183,800 be accepted.

Forest Lake Contracting, Inc. has been in the business of new road and street construction and road and street improvements since 1975. Forest Lake Contracting, Inc. has worked and completed many projects that are of similar size, nature, and scope to the proposed work in the City of Shoreview. The City of Shoreview has worked with Forest Lake Contracting, Inc. on other projects in the past with good success. Based on their experience and qualifications, along with their acceptable bid price, we recommend that the City of Shoreview consider awarding the project to Forest Lake Contracting, Inc.

Respectfully submitted,

BOLTON & MENK, INC.

Seth A. Peterson, P.E.
Principal Engineer

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 15, 2014**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 15, 2014, at 7:00 pm. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-128

ACCEPTING THE LOWEST RESPONSIVE BID
AND AUTHORIZING THE EXECUTION OF A CONTRACT
FOR THE
SANITARY SEWER IMPROVEMENTS – HIGHWAY 96 LIFT STATION
CITY PROJECT 14-07

WHEREAS, the City of Shoreview has programmed in the Capital Improvement Program for the Sanitary Sewer Improvements – Highway 96 Lift Station, City Project 14-07, and

WHEREAS, pursuant to an advertisement for bids for the improvement of City Project 14-07, bids were received, opened, and tabulated according to law, and the following bids received complying with the advertisement:

<u>Contractor</u>	<u>Bid Amount</u>
Forest Lake Contracting, Inc.	\$ 183,800.00
Geislinger and Sons	\$ 397,930.00
Lametti and Sons, Inc.	\$ 347,200.00
Minger Construction, Inc.	\$ 290,900.00
Northdale Construction Company, Inc.	\$ 263,950.00
Penn Contracting, Inc.	\$ 415,500.00
Engineer's Estimate:	\$ 300,000.00

WHEREAS, the City staff is recommending to the City Council to award the base bid of the project to the lowest responsible bidder, Forest Lake Contracting, Inc.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To reappoint Elizabeth Thompson and Brian McCool to the Planning Commission for terms expiring January 31, 2018.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To appoint _____ to the Planning Commission for a term expiring January 31, 2018.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 10, 2014

SUBJECT: APPOINTMENTS TO PLANNING COMMISSION

INTRODUCTION

There are three members of the Planning Commission whose vacancies will expire on January 31, 2015. Vacancies were advertised in the local newspapers requesting all interested applicants complete an application form and return it to the City Manager's office. The City Council is being asked to fill these vacancies.

BACKGROUND

Beginning in 2012, all members of the Planning Commission are required to reapply after serving two full three-year terms. They would then be considered in conjunction with other applicants. The Council viewed the Planning Commission differently than other advisory committees because it has its foundation in State laws and final decision making authority on variances.

Both Brian McCool and Elizabeth Thompson have completed one full-term on the Planning Commission and have indicated an interest in being reappointed. Therefore, it is recommended that the Council reappoint each of them for a second three-year term.

The following three applicants applied for the Planning Commission vacancy and were interviewed on December 8, 2014:

- Christa Wuebkenberg
- Curt Proud (current member since 1997)
- John Doan

RECOMMENDATION

It is recommended that the City Council reappoint Elizabeth Thompson and Brian McCool to the Planning Commission for terms expiring on January 31, 2018 and to appoint _____ to the Planning Commission for a term expiring on January 31, 2018.