

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
November 16, 2015
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

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 or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. November 2, 2015 City Council Minutes
2. Receipt of Committee/Commission Minutes—
 - Economic Development Authority, October 12, 2015
 - Economic Development Commission, October 20, 2015
 - Parks and Recreation Commission, October 22, 2015
 - Planning Commission, October 27, 2015
 - Human Rights Commission, October 28, 2015
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation

4. Verified Claims
5. Purchases
6. Developer Escrow Reductions
7. Change Order #2 and Payment #4 (Final)—Lexington Avenue/County Road F Watermain, CP 15-06
8. Authorize Professional Services Agreement for Engineering Services—Watermain Relocation Associated with I-694 Third Lane Project, CP 15-10
9. Approval of Advance Resignation Notice Program

PUBLIC HEARING

10. Final Plat, Final PUD and Vacation of Public Easement—Southview Senior Living, 4710 Cumberland Street

GENERAL BUSINESS

11. Authorization to Publish an Intent to Franchise Notice for a Cable Franchise

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

*** Denotes items that require four votes of the City Council.**

COUNCIL COMMENTS

Councilmember Wickstrom:

A reminder that on Monday, November 9, 2015, a Veterans Day celebration will be observed at the *Build-A-Burger* night at the VFW in White Bear Lake, from 5:00 to 8:00 p.m. Anyone who has served or is serving in the military will get a free burger. Volunteers for *Beyond the Yellow Ribbon* events will be recruited in December.

Councilmember Springhorn:

A reminder to residents to vote in the election on Tuesday, November 3, 2015 for the Mounds View Public School Board and the Roseville School Board.

Councilmember Johnson:

There are City Commission and Committee vacancies. Applications are being taken through November 30, 2015. Detailed information is available on the City's website.

Councilmember Quigley:

The indoor Farmers' Market will begin at the Community Center November 17, 2015. It will be available once a month.

Mayor Martin:

The 25th Anniversary of the Community Center will be celebrated on November 20th and November 21st. Many special activities are planned for the weekend, including a Dive-In Movie, *The Little Mermaid*. Prices will be rolled back to the prices charged in 1990 on November 21st.

The Shoreview Community Foundation is hosting the *Annual Evening with Friends* on Thursday, November 5, 2015, with social hour at 5:30 p.m. and dinner at 6:15 p.m. The featured speaker will be Shoreview resident Kate Herzog, founder of the *House of Talents*. All who are interested are invited to attend.

The holiday tree lighting will be the evening of Monday, November 16, 2015.

CONSENT AGENDA

Item No. 10, Minor Subdivision at 175 Sherwood Road, was pulled for separate discussion. Councilmember Wickstrom asked if Tract A will be a flag lot and whether the owner of that lot will own the driveway. She does not want the driveway to be an easement that could present any future problems. City Manager Schwerm stated that Tract A is a flag lot. There is a stretch of road to Sherwood that will be used for the driveway, which will be owned by the owner of Tract A.

Item Nos. 11 and 12 were moved to General Business.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt the amended Consent Agenda for November 2, 2015, and all relevant resolutions for item Nos. 1, through 10:

1. October 12, 2015 City Council Workshop Meeting Minutes
2. October 19, 2015 City Council Minutes
3. Receipt of Committee/Commission Minutes
 - Planning Commission, September 22, 2015
 - Parks and Recreation Commission, October 22, 2015
4. Verified Claims in the Amount of \$1,608,722.53
5. Purchases
6. Approve Utility Relocation Agreement with MnDOT - Relocation of Utilities in I-694 Right-of-Way, CP 15-10
7. Change Order #3 and Payment #7 (Final) - Hanson Road Reconstruction, CP 14-01
8. Authorizing Issuance and Sale of \$7,605,000 General Obligation Utility Revenue Bonds, Series 2016A
9. Conditional Use Permit/Site and Building Plan Review - Minnesota Veterinary Hospital, 4545 Hodgson Road
10. Minor Subdivision - 175 Sherwood Road, Gerald and Linda Walsh

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

APPROVAL OF COMMUNITY CENTER RATE ADJUSTMENTS

Mayor Martin noted that the difference between the recommendation from the Parks and Recreation Commission and staff and requested an alternate motion.

City Manager Schwerm explained that City policy is to make small adjustments to rates each year rather than jumping rates every few years. The yearly adjustments keep up with inflation. The Parks and Recreation Commission recommended holding the resident membership rates for 2016 and increasing the non-resident membership rate. All daily rates are increasing, but the loss of revenue from membership rates would be approximately \$10,000 to \$15,000 on an annual basis to the Community Center Fund. Mr. Schwerm noted that the proposed budget and preliminary tax levy did include the proposed fee changes. The loss of revenue would come from the Community Center Fund balance.

Councilmember Quigley noted that the percentage of responders to the Community Survey showed a decrease of membership at the Community Center, which is something to take into account.

Councilmember Johnson asked the percentage of annual Shoreview resident memberships v. non-resident memberships. Mr. Schwerm answered that approximately two-thirds of members are residents; one-third are non-residents. Approximately \$1.1 million in memberships are sold per year.

Councilmember Wickstrom stated that the rates are fees for service. She does not want to see the Community Center unable to cover costs and would support the alternate motion.

Councilmember Springhorn stated that a comparison was made of the Community Center rates to other similar community facilities. With the increased rate, it remains a very good value. He agreed with Councilmember Wickstrom and stated he would support the alternate motion.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt Ordinance No. 936, Alternate Exhibit D establishing 2016 Community Center rates.

ROLL CALL: Ayes: Johnson, Quigley, Springhorn, Wickstrom, Martin
Nays:

APPROVAL OF HEALTH INSURANCE CONTRACT FOR 2016

Presentation by Human Resources Director Laurie Elliott

The City has had health insurance from HealthPartners for a number of years. This year, HealthPartners raised rates by 25%. This was primarily due to a single large claim. An informal RFP was sent out to see if the City could obtain better rates. Blue Cross bid 30% higher rates; Medica bid 25% higher rates. PreferredOne did not bid. During negotiations, she explained that the large claim was a one-time event that would not be repeated in 2016. Medica took that information and reduced its bid to a 14.66% increase. HealthPartners reduced its bid to 19%. These increases hurt those on the family plan because employees on the family plan cover the increase gap between what the City contributes and the insurance company increase. At 25%, the increase is \$311, with the City only covering \$60 of that amount. The 14.66% brings the increase down to \$183, less the \$60 paid by the City. Still, it is an increase to employees of \$123 plus dental coverage increases. Currently, the City plan has a \$1500 deductible, then a 80/20 co-pay until reaching the maximum out-of-pocket expenditure of \$3000 for a single employee. The maximum out-of-pocket for families is \$6000. In looking at other options to try to help families, Medica offers a \$3,000 deductible that would make the premium increase \$114 with the City paying \$60 of that amount, which is a \$54 increase for employees. Staff believes this is a good alternative to offer.

Councilmember Wickstrom asked if employees will have to change doctors. She asked if employees should be surveyed as to their preference of keeping the same clinics and doctors and paying a higher rate or having a much lower rate increase. Ms. Elliott stated that Medica has assured her they have contracts with all the HealthPartners clinics and specialists. Mr. Schwerm emphasized that Medica has a broad network and does include the Mayo Clinic. He is not concerned that many employees will have to change clinics. The other part of the issue is that

the single employee coverage that the City pays would be much higher and would impact the General Fund budget. The proposed 14% increase is close to what was budgeted.

Councilmember Quigley stated that he believes the impact of a huge premium increase would be harder on employees than changing clinics or doctors.

Councilmember Springhorn asked if the City contributes to the employees' HRA. Ms. Elliott responded that the City contributes \$120 and \$150 respectively per month for families and single employees.

Councilmember Johnson commended Ms. Elliott for her work to research further what options could be available.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to approve the staff recommendation on the approval of two Medica plan offerings: 1) the same plan design as 2015; and 2) adding the alternative No. 2 as described in the material. These plans would go into effect January 1, 2016.

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

APPROVAL OF 2016 CURBSIDE RECYCLING BUDGET, CITY RECYCLING FEE AND AUTHORIZE REQUEST OF SCORE FUNDING

Presentation by Natural Resources Specialist Neva Widner

The City has had a Joint-Powers Agreement with Ramsey County to collect the recycling fee since 1991. This fee covers residential curbside pickup of recyclables as well as Spring and Fall Cleanup Days. The SCORE Grant is used to defray costs of collection.

Residents are able to choose among three sizes of recycling carts: 35 gallons; 64 gallons or 96 gallons. Spring Cleanup Days, done jointly with Arden Hills, tend to have better participation in the spring than in the fall, but overall participation is good. There are three Ramsey County operated yard and waste collection sites that are convenient for Shoreview residents. Organics recycling is accepted at Mounds View and White Bear Township but not at Arden Hills at this time. Plans are in the works to add organics recycling at Arden Hills in the future.

The recycling program offers organics recycling drop off at the yard and waste sites where residents can pick up free composting bags. Free starter kits are available through Ramsey County. Free Fix-it Clinics are offered by volunteers in Ramsey County. Residents can bring in broken items, such as a lamp, toaster or child's toy to be fixed. There will be a Fix-it Clinic at the Shoreview Library on Saturday, February 27, 2015. Even recycling containers are available for special party events of residents. Hazardous waste collection is also included in the recycling program.

Projected recycling budget revenue for 2016:

Charges for services	\$525,500
SCORE Grant	\$ 62,469
Other Local Governments	\$ 13,000
Cleanup Day	<u>\$ 11,000</u>
TOTAL:	\$611,969

Projected 2016 recycling budget expenses:

Contractual services	\$525,320
Personnel	\$ 39,315
All other expenses	<u>\$ 1,500</u>
TOTAL:	\$566,135

The difference in revenue will help to build the recycling fund balance to be able to cover costs as they occur. The increase to residents is \$47 for the year compared to \$46 in 2015, a 2.2% increase.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to adopt Resolution No. 15-101 approving the 2016 curb-side recycling budget, City recycling fee, and authorizing request of SCORE funding allocation.

Discussion:

Councilmember Springhorn asked if it is projected that curbside pickup will be available for organics in 2017. Ms. Widner responded that she has not heard when curbside pickup of organics might be available.

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

ADJOURNMENT

MOTION: by Councilmember Springhorn, to adjourn the meeting at 7:45 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ___ DAY OF _____ 2015.

Terry Schwerm
City Manager

Denkinger agreed that adding to the rebate for completion of work would help jumpstart this program and create interest.

Staff agreed that incentives for completion of the work is key and there are a lot of incentives that are already offered as far as rebates for completion of work such as insulation or high efficiency appliances. The City could offer a higher incentive for completion of the Energy Fit Home Certificate in addition to the ventilation rebate to better incentivize residents.

Staff will come back to the EDA with a recommendation on what to incorporate in our program based on discussions with the NEC as well as the feedback we have received here tonight.

DISCUSSION - RAINBOW FOODS PROPERTY REDEVELOPMENT

Simonson said that Oppidan Development has entered into an agreement to purchase the Rainbow Foods property from the owner Sidal Realty. The Rainbow Foods building has been vacant for over a year when Roundy's closed the store. The vacant grocery store is 68,000 square feet, which is much larger than most grocery stores are in the current market. The City has been working closely with Oppidan for the past year in exploring options for the repurposing or redevelopment of the property, including efforts to attract a new quality grocer to the site.

Simonson said that a full redevelopment including the teardown of the building is not likely since the building is in good shape even though it is 20 years old, therefore the site does not qualify for a new tax increment district. Oppidan has been negotiating with Kowalski's Market to locate a new store as an anchor to the project. Kowalski's is considering a market with full grocery options of 25,000 square feet on the east one-third of the building, with the remainder of the building being used for relocating and consolidating their bakery, kitchen and warehousing operations. Staff feels this is an excellent re-use of the west two-thirds of the building as it would be difficult to find suitable tenants for that space. Kowalski's would bring an additional 60 full-time employees with the operations portion of the use.

Simonson introduced the Oppidan and Kowalski's representatives. Mike Oase of Kowalski's said that there is concern about overall visibility of the site. The gap in property value and how it works for a proposed development is of particular concern.

Quigley asked the grocer representatives about the specifics of the proposed store. The 25,000 square feet size works well for their market. There would be full services with a deli, bakery, Starbuck's coffee, a wine shop in addition to the grocery department. There is carryout service for customers.

Johnson asked the number of employees that would be needed. The representative estimated 100 to 125 employees for the grocery store, plus the additional employees for the operations.

Martin stated that what happens on this site is extremely important. Many people ask her about what is happening. Residents want a quality grocer, and it is her hope that the issues can be worked out in favor of this development.

Simonson stated that there is an application for financial assistance. The City cannot use TIF on this site so a tax abatement is being explored that would be used over a period of 20 years. Simonson said that the proposed financing would also include a request to Ramsey County for their participation in a tax abatement.

Adjustments to the PUD would be required to create a restaurant pad, which may also be a part of the proposal. Kowalski's stated that they are anticipating a 12-month project period for renovations before opening a new store.

Quigley asked if the 20-year abatement is selective or set by the County and statutes. He asked the maximum amount that can be made available. Simonson responded that 20 years is the maximum time period for abatement. The City is going into this project with the understanding that it will be 20 years.

Barsness explained that the amount of abatement allowed by the City is limited by statute to a certain percentage of tax capacity of the site for the City. Simonson added that the City is discussing making \$400,000 available from TIF District No. 2, which was created for retail development on this site and did not happen. The grocer would prefer financial assistance up front, and that money could be made available. The abatement is a payback over time as taxes are collected each year and then reimbursed to the project similar to pay-as-you-go tax increment the City has used for other projects.

Simonson added that the developer is requesting a left turn lane access off Highway 96. It may be possible for the City to fund those improvements up front for the development. There are two segments to abatement--one contribution from the City and one from the County. A request will be made to the school district also. The County response is encouraging, but the County has requested the City wait until the County has worked through another abatement with another City to develop policies and procedures. He noted that there will be tax levy impacts to the City with abatement.

Schwerm further explained that whatever amount is abated from City taxes has to be levied to make up that difference. Once the difference is made up, it becomes part of the levy each year. Although an impact to the levy, this is a high profile development of economic development that residents would support. It is encouraging that the County is willing to discuss abatement for this site.

Quigley asked how a restaurant would fit into the financing. Simonson stated that there would be no public financing for the restaurant but the tax abatement would include the restaurant property as well as adjacent commercial properties that would benefit from the development.

Quigley asked if increased taxes would be a fixed number. Barsness reported that there is a meeting the following day with the appraisers and County Assessor's Office to discuss this issue. When the County appraised the property, it was without any information from the City. The County's best guess is the site is worth \$9 million. Greater due diligence on the property by another firm has brought in a higher value. The County is willing to discuss the value with the appraisers to arrive at an acceptable value. During this valuation process, the City will have an

opportunity to inform the County of the abatement request. A tax abatement note would allow the developer to obtain financing up front, the same as a TIF note. If that happens, it will be important for the City to make sure the note is secure in case the property is sold.

Martin noted that the valuation of the property is based on the 2015 tax capacity. Barsness explained the gap is between the price the seller wants to sell and the amount the developer is willing to pay to purchase the site. The gap is approximately \$2.5 million. The 2015 value is \$1.2 million in City tax capacity. Another option being considered is to keep the value frozen at the current TIF District No. 2 value of \$1.6 million, which would add \$400,000 over the 20-year span of abatement. Simonson added that TIF District No. 2 expires at the end of 2015, which means 60 parcels will go back on the full tax rolls of the County and City. That does not make up the difference for the levy, but it is important to consider.

Johnson echoed Martin's comments about being contacted by many residents regarding this property. The grocery represented in these discussions is a quality grocer, and she expressed her support for working with the developer to address the issues for this project to move forward.

Simonson concluded the discussion by stating the purpose was to introduce the developer and Kowalski's and discuss the possible financing to get the EDA involved early before the formal package is presented. Jay Moore from Oppidan stated that it is hoped that the issues can be resolved in the next few weeks so the project can move forward with site plans and construction plans.

SOLAR ENERGY IMPROVEMENTS

The EDA returned to the earlier discussion on the home improvement loan program.

Quigley asked if solar structures will be sufficiently permitted. Hill explained that an accessory structure for solar energy would be required to comply with all regulations for accessory structures. Simonson noted that the Housing Resource Center reviews the plans for home loans for solar structures. There is a thorough review process.

MOTION: by Quigley, seconded by Myrland, to recommend to the City Council the addition of Solar Energy Improvements to the list of Eligible Improvements - Energy, for the Shoreview Home Improvement Loan Program.

VOTE:

Ayes - 5

Nays - 0

RENTAL AND FORECLOSURE PROPERTIES REPORT

Hill reported an increase in rental licenses. The number of licenses has trended upward since the beginning of the rental licensing program. This is due to rental owners becoming aware of the need for a license and the increase in rental housing being experienced nationally. Foreclosures are decreasing. Minnesota has one of the lowest foreclosure rates in the nation.

Johnson asked if there has been an increase in maintenance issues with rental properties. Castle stated that complaints are in line with owner occupied properties.

Schwerm noted that even with the improvement in the economy, people are looking at rentals as a mainstream option when selling their home, whether to keep an income stream or for another reason.

Myrland asked if the City is involved with rental properties that are listed in the Sheriff's report. Hill responded that when an application is received, the property is checked with the Sheriff.

Johnson asked if rental applications are denied based on Sheriff calls. Simonson stated that applications can be denied or rescinded. Castle added that property owners have an opportunity to file a plan with the City on measures to be taken to correct any problems. Simonson stated he is not aware of sites in Shoreview with crime issues. If there were such a property, the City can become involved through the rental license requirements.

Denkinger asked if there has been any negative feedback from homeowners regarding the increase in rental properties. Hill stated that there is not any one pocket of rental homes or foreclosures in the City. Staff has not heard any negative feedback.

DEVELOPMENT PROJECT UPDATES

EDA/EDC/COUNCIL BUS TOUR

Simonson stated that a bus tour is being planned within the next month for the EDA, EDC and City Council.

RICE STREET/COUNTY ROAD E REDEVELOPMENT

Simonson stated that Elevage held a neighborhood meeting at City Hall last week. A new plan was presented with an apartment building closer to Rice Street and County Road E, away from the neighborhood. The building is six stories with 146 units. Fourteen townhomes have been added to the plan closer to Rustic Place. There is more green space but little support from the neighborhood for this increase in density. An access shown off Rice Street will not be approved by the County.

SHOREVIEW VILLAGE MALL

Simonson reported that there has been some information that the Mall may be going on the market. A broker the City has worked with previously regarding this site reported that an owner representative indicates some interest in selling. The site is valued at approximately \$7 million.

Johnson commended staff for all of the hard work being done to redevelop the Rainbow site.

ADJOURNMENT

MOTION: by Denkinger, seconded by Myrland, to adjourn the meeting.

VOTE:

Ayes - 5

Nays - 0

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes

October 20, 2015

Special Meeting Location – North Metro Events Center

ROLL CALL

Chair Josh Wing called the meeting to order at 7:32 a.m. at the North Metro Events Center (Hampton Inn), 1000 Gramsie Road, with the following members present: Sue Denkinger, Jim Gardner, Dave Kroona, Jason Schaller, Jeff Washburn, and Jonathan Weinhagen. Members Mike Tarvin and Kirk VanBlaircom had excused absences.

Also attending were Assistant City Manager and Community Development Director Tom Simonson, and Economic Development and Planning Associate Niki Hill.

ACCEPTANCE OF AGENDA

Commissioner Weinhagen, seconded by Commissioner Denkinger, moved to accept the agenda, as presented.

Vote: 7 AYES 0 NAYS

APPROVAL OF MINUTES

Commissioner Washburn, seconded by Commissioner Denkinger, moved to approve the minutes of August 18, 2015, as written.

Vote: 7 AYES 0 NAYS

INFORMATION EXCHANGE

A. MEMBER SHARING

Member Wing wanted to touch on the Maker Spaces newspaper article that was distributed to the EDC. The library will have some sort of flex spaces for maker spaces but it could be better. We need to think how to partner with local businesses. How can they help design and support the spaces to help them function better. Simonson had contacted County Library officials Sue Nemitz and Bill Michel, and they want to provide something to the Shoreview community for people in all parts of the age spectrum but nothing has been defined yet. The County has provided “maker space” at the new Maplewood Library but it is too early to determine if this should be pursued at other locations.

Commissioner Weinhagen stated that Mounds View School District is doing this as well. The library there ordered 3D printers to help assist. Commissioner Wing asked if we could get an advisory board to help set this up for the library. He is not exactly sure what to do but it is an issue we should look at.

Commissioner Washburn asked if we could put up a flyer and information at the next business exchange.

Commissioner Denkinger stated that it will be worth starting the conversation. Wing asked if there was a need for a regional fab-lab type of space instead of the redundant maker-space. Denkinger suggested that we pull in information on needs and what is out there. What does the manufacturing community need and want? Staff will discuss with other groups to see what is being done and report back.

B. STAFF INFORMATION

Business Matters

We have identified Torax Medical as the Business Spotlight but are open to any other relevant information that we can include. We are hoping to get it out this fall prior to the Holiday Business Exchange.

Development Bus Tour

We will be sending out a final survey for the development bus tour to narrow down the date and time. At this point it is looking like Monday the 16th or Tuesday the 17th in the afternoon some time.

EDA Update

The tax abatement policy was passed on 10/19 by the City Council. We have not used tax abatement before but the City is exploring this as a potential financing method to assist with the redevelopment of the vacant Rainbow Foods property. Both the City and an adjacent community are looking into this option as a new tool for economic development and redevelopment where there tax increment is not an option, and have had discussions with Ramsey County on their participation. While this has not been done locally, tax abatement has been a popular financing tool for many communities throughout the State. There is a direct impact on the City's tax levy so the amount that is abated must take that into consideration. Whatever the rebate is, the levy would need to be raised by that amount. Staff has discussed the positives and impacts with the Economic Development Authority.

Commissioner Washburn asked there are any financial goals or limits to tax abatement. Simonson stated that the City must notify other entities and see if they are willing to participate. There can be both County and School District participation, but if one of them does not agree to the abatement then the term for the abatement can be extended. There are State laws governing tax abatement similar to tax increment, but it is considered more of a local decision based on a communities goals.

Commissioner Wing is worried that the way to get to some of these values is disconnected. He is worried about the precedent that this would set. Simonson stated that we have used financial incentives in the past to get a higher end user. He added that there is certainly a public policy question in providing financial incentives, and the City has to weigh the merits of the request along with what the development brings to the community. Simonson also stated that attraction versus retention is a different matter in most cases. The Rainbow Foods project is similar to the Red Fox retail development, where the City determined it was important to provide incentives to attract a higher level of development including a Trader Joe's rather than the originally proposed lower quality development.

Simonson added that the existing TIF District in the Rainbow Foods area will be expiring at the end of this year, so there will be 60 properties going back onto the tax rolls, which in some ways off-sets the proposed tax abatement. Commissioner Wing asked if this could be used toward a housing development. Simonson stated that technically we could but the City would probably consider tax increment in most cases of supporting housing projects.

City Council and Planning Commission Updates

Simonson gave the EDC an update on recent City Council and Planning Commission agenda topics and actions.

GENERAL BUSINESS

A. JOINT BUSINESS WORKSHOPS

The City is working on a joint business workshop series that includes Shoreview, Arden Hills, and the St. Paul Chamber of Commerce. It was suggested that we may also invite North Oaks. The City believes that with the St Paul Chamber we will have an easier time with organizing and planning future events.

B. DEVELOPMENT UPDATES AND REPORTS

Rainbow Property

The developer and potential grocer were both at the most recent EDA meeting. The 68,000 square foot store has been vacant since July of 2014. They are looking at doing a 25,000 square foot store (their new standard store) and converting the rest of the building to a bakery and distribution warehouse. The added jobs would include 120 jobs at the store and 60-70 full time at the operations portion.

The developer would purchase the property and then the grocer would buy it from the developer. With the building acquisition and building/landscape costs the grocer is looking at a \$20 million dollar investment - \$12 Million of that would be the building improvements, landscaping, etc. Additionally the developer is looking at putting a restaurant out front.

Simonson stated that the news as a whole is encouraging and there is interest from both the developer and grocer in the site. However, there is a \$2.5 million dollar gap that needs to be filled.

Commissioner Wing asked if anyone was willing to pay that price for the site/building if this grocer doesn't go forward. Simonson stated that at this point, no, but we also have zoning, our comprehensive plan and the power to turn down undesirable uses that do not fit into that. There would be some risk in losing the potential quality grocer if the City determined to not participate financially. The property could remain vacant and eventually the owner may reduce the sale price, but there may also be less desirable uses proposed if we lose the grocer. A high quality grocer is something the community clearly desires.

The County did ask the City to wait on the tax abatement until after they are done with another large tax abatement being discussed in the area. This would also allow the County to develop a process and

application request for tax abatement. Initial discussions with the County for their participation in the tax abatement have been encouraging.

Member Schaller asked if there was any indication on the size of the trucks? Simonson stated that the size and number of trucks will need to be better defined if a proposal moves forward, but it appears that most vehicles are leaving the site early morning for deliveries to other stores. These likely would be more medium to small sized vehicles.

Elevage- 694/Rice Street

The developer for the property at 694 and Rice held another neighborhood meeting to discuss their newest concept plan. The meeting was well attended. The plans changed to have a 6 story apartment building – with retail on the lower level – adjacent to Rice Street on the East side of the development as opposed to the West side nearer to the neighborhood. The proposal includes 146 apartments and 14 townhomes. The access to the property changed from County Road E to access on Rice Street.

Member Denkinger asked if the plans showed correctly that they are not planning access on the County Road E? Simonson replied that at this point it does not show access from County Road E but he is not sure that would gain approval from Ramsey County.

Shoreview Corporate Center/Eagle Ridge Partners

The new owners of the Shoreview Corporate Center have met with City staff as well as the EDA to discuss a possible re-use of the 1005 Gramsie building so that it does not remain vacant. They are proposing the building to be used for mostly interior storage. This would re-use the obsolete style building and help to alleviate the parking problems that the Campus as a whole experiences. There would also be office tenant space created on the south side of the building with street frontage and a new entrance. The EDA had some reservations about the use but it does seem to help with their big problems of no space for additional parking and this helps to preserve the overall site.

ADJOURNMENT

Commissioner Weinhagen, seconded by Commissioner Denkinger, moved to adjourn at 8:15 a.m.

Vote: 7 AYES 0 NAYS

Immediately following the meeting, the EDC members were provided a tour of the newly remodeled North Metro Events Center and the Hampton Inn/Green Mill.

**PARKS AND RECREATION COMMISSION
MINUTES
OCTOBER 22, 2015
COUNCIL CHAMBERS – CITY HALL**

CALL TO ORDER

Parks and Recreation Commission Chair Desaree Crane called the October 22, 2015 meeting of the Parks and Recreation Commission to order at 7:04 PM.

ROLL CALL

Commission Members Present: Desaree Crane, Sarah Bohnen, Athrea Hedrick, Catherine Jo Healy, Carol Jauch and Tom Lemke

Members absent: Craig John, Charlie Oltman, Linda Larson

Others Present: Terry Schwerm, City Manager

APPROVAL OF MINUTES

Lemke moved, seconded by Hedrick, approval of the August 27, 2015 minutes. Motion was unanimously adopted.

REVIEW OF PROPOSED 2016 COMMUNITY CENTER RATE ADJUSTMENTS

Schwerm summarized the proposed 2016 Community Center Rate Adjustments that were proposed:

Daily Admission Rates – very small increases of about \$.05 on daily admission rates and \$1.00 (about 3%) on family admission rates.

Membership Rates – most membership rates are proposed to increase between 1.5% and 3%. The City's practice has been to increase rates each year by 2-3% rather than holding rates for a few years and then increasing them by a larger amount.

Rental Rates – after conducting a survey of room rental rates, it was determined that the Shoreview banquet and meeting rooms are relatively inexpensive compared to other facilities. Staff is recommending increases in room rental rates, particularly for banquet room rentals on Friday and Saturday evenings. Room rental rates were not increased in 2015.

Jauch asked what percentage of memberships are held by Shoreview residents. Schwerm indicated that the resident/non-resident member breakdown is typically about 2/3 Shoreview residents, 1/3 non-residents.

Lemke asked if it would make sense to hold membership rates steady since membership revenue has been decreasing. Schwerm indicated that he believes the decreased membership revenue is the result of more fitness options being available in the area (Anytime Fitness, Snap Fitness, Farrell's, Lifecore Yoga, and other private workout centers). The proposed increases are small enough that people are not making membership decisions based on a relatively small increase in the membership rates. Jauch indicated that she would like to see a greater difference between the resident and non-resident rate. Schwerm indicated that non-residents currently pay about 25% - 30% higher membership rates than resident memberships at this time.

Bohnen asked if we have considered offering memberships that include fitness classes. Schwerm indicated that there are already 24 different membership categories and creating one that includes fitness classes could result in at least 16 more membership levels. He noted that annual memberships do receive a 30% discount off of fitness classes. Healy indicated that if you take a few classes a week, the membership pays for itself in the savings on class fees. Schwerm said that he would have Michelle Majkozak and Amy Ferguson attend a future meeting to review fitness programs and discuss why we haven't included classes as part of the membership.

After further discussion by the Commission, Jauch moved, seconded by Lemke, that the Commission recommend that the City Council maintain the current membership rates for residents and increase the daily admission, non-resident membership rates and rental rates as proposed. Motion was adopted 5-1 (Healy voted no).

DISCUSSION REGARDING SHOREVIEW COMMONS MASTER PLAN

Schwerm indicated that the City has hired the consulting firm Stantec to assist with the Shoreview Commons Master Plan update project. Commission Chair Desaree Crane was part of the interview panel and Stantec was the consensus choice for the project. Although the City has not worked with Stantec on park projects, they bring a wide variety of experience to this study. They are one of the leaders in designing outdoor refrigerated ice and have recently designed several ice ribbon projects. There has been a joint meeting of the Parks and Recreation Commission and City Council scheduled on Monday, November 9th (time still to be determined) to begin discussion on the Commons Master Plan. This will be a kick-off meeting where there will be discussion on what type of facilities we would like to see considered in the Master Plan. Stantec will then develop some alternative concepts that will likely be reviewed at another point meeting early in 2016.

Lemke asked the status of the athletic fields as part of the Master Plan project. Schwerm reported that the existing full size soccer field is heavily used, but the current softball field area tends to be underused.

There was also a brief discussion regarding the library project and the impact on the Master Plan.

STAFF REPORT

Schwerm reported on the following:

- The City is currently recruiting for an Assistant Community Center Manager. David Martin, who had worked as a Community Center Manager, had recently resigned.
- The Volunteer Recognition Dinner is scheduled on Thursday, November 19th. He encouraged Commission members to attend the annual event.
- Reported that the Community Center would be celebrating its 25th Anniversary on November 20 and 21 and highlighted the events that would be occurring. Prices will be rolled back to 1990 levels and there will also be a 25 days for \$25 membership special.
- The Department is going through a software upgrade with our vendor VSI. It has taken a lot of staff time and they are still trying to work out the bugs on this web based software program.
- New park signs were installed at Shamrock, McCullough, Wilson and Bobby Theisen parks. There is still some additional landscaping around the sign that will occur next spring.

COMMISSION REPORTS

None

ADJOURNMENT

Lemke moved, seconded by Healy that the meeting be adjourned at 8:04 pm.

Draft

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
October 27, 2015**

CALL TO ORDER

Chair Solomonson called the October 27, 2015 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson; Commissioners Doan, Ferrington, McCool, Peterson, Schumer, and Thompson.

APPROVAL OF AGENDA

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to approve the October 27, 2015 Planning Commission meeting agenda as presented.

VOTE: Ayes - 7 Nays - 0

APPROVAL OF MINUTES

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to approve the September 22, 2015 Planning Commission meeting minutes as presented.

VOTE: Ayes - 6 Nays - 0 Abstain - 1 (Thompson)

Commissioner Thompson abstained as she did not attend the September 22, 2015 meeting.

REPORT ON CITY COUNCIL ACTIONS

Presentation by City Planner Kathleen Castle

The City Council approved the preliminary plat as recommended by the Commission for the new Ramsey County Library.

NEW BUSINESS

VARIANCE

FILE NO: 2593-15-36
APPLICANT: MICHAEL & KARIN MELOCH
LOCATION: 756 COUNTY ROAD I

Presentation by Senior Planner Rob Warwick

This variance request is to expand an existing legal non-conforming detached accessory structure. The structure is currently 448 square feet. When rebuilt and enlarged, it would be 672 square feet. The added space will be 2 feet on the west and 8 feet on the south side of the existing garage.

The property consists of approximately 0.8 acres and is a standard riparian lot. The lot width at the front property line on County Road I is 170 feet and 120 feet at the Ordinary High Water mark (OHW). The property is developed with a house and attached two-car garage with a horseshoe drive. There is also a small shed on the lake side and a detached garage. The detached garage has a setback of 5.5 feet from the front lot line to County Road I and a 4.4 foot setback from the east side lot line. The encroachment into the setback to the north will be increased by approximately 4 inches with the expansion resulting in a setback of 5.2 feet. At the southeast corner the setback will also be reduced by approximately 3 inches, which reduces the side setback to 4.1 feet. Code required setbacks are 5 feet from the east side lot line and 20 feet from the front north lot line. The detached garage is a legal non-conforming structure.

The foundation area of the house is 2150 square feet. Existing accessory structures total 1061 square feet or just under half the square footage of the foundation area. The proposed expansion would increase accessory structure square footage to 1285, or 59.8% of the house foundation area. The larger garage will be used for personal storage.

It is not known when the existing detached garage was constructed. A 10-foot by 20-foot addition was built in 1981. The area exceeds the permitted floor area specified by current code. While it is a legal non-conforming structure, any expansion must conform to current Code. With a 2-car attached garage to the house, a new detached structure is limited to 288 square feet with a Conditional Use Permit. Therefore, the following variances are requested:

- Increase the floor area of the existing 448 square foot detached garage to 672 square feet;
- Increase the total floor area of all accessory structures to 1285 square feet;
- Reduce the front setback to 5.2 feet and the side setback to 4.1 feet.

The applicant plans to use the current location for the new detached garage. Lot coverage on a riparian lot is 25% but can be increased to 40% if there are no structures in the Shore Impact Zone, and runoff from less than half the property drains directly to the lake. This property meets both those conditions, and so increasing impervious surface to 29% with the detached garage expansion is allowed.

Two practices of shoreland mitigation are required. The applicants have identified architectural mass and infiltration. An infiltration basin will be installed near the garage to manage storm water runoff onsite. The existing home has an exterior brick. Brick will not be used for the new detached garage, but the exterior materials will match the existing home. The detached garage is screened with a berm and landscaping, which will be retained.

The applicant's statement to justify the variances is that the existing detached garage is in poor condition and that expansion of the attached garage is not possible because the current 10.4 foot setback limits any potential for an addition on the east side. Expansion to the west would interfere with living area, and an expansion toward the street would negatively alter the appearance of the property. The large lake lot results in the need for increased storage for water and yard equipment.

Staff identifies that the requested 1285 square feet of accessory structure area is less than 60% of the dwelling foundation area, so the house will continue to be the dominant visual feature of the property. The combined circumstances of a large riparian lot and an existing non-conforming garage are unique circumstances. Detached garages are common on riparian lots along County Road I, and so the character of the neighborhood will not be changed.

Property owners within 150 feet were notified of the application. No comments have been received. There are no objections from either Ramsey County Public Works or Rice Creek Watershed District. A Rice Creek Watershed District permit is required only if more than 10,000 square feet of land is disturbed. The Building Official has noted that construction within 5 feet of a property line must meet certain Building Code standards.

Staff finds that there is practical difficulty and that the proposal complies with the intent of the Code. Approval is recommended with the conditions listed with the motion.

Commission Discussion

Commissioner McCool asked if any consideration was given to removing the smaller shed by the lake in exchange for the expansion. Mr. Warwick responded that the applicants do not wish to remove the small shed, as they use it for lifejackets for their children. He would be more supportive if the small lakeside storage structure were removed. He would like to see the total accessory structure square footage remain at 1200 or less to conform with City Code. He is not concerned about the size of the garage, but his concern is exceeding the limit of 1200 square feet total. The size of the garage could be 24 feet by 24 feet, keep the small shed and be in compliance. He is not so concerned about the 5-foot setback because of the trees that screen the area.

Commissioner Ferrington asked if consideration was given to moving the location of the detached garage closer to the house and closing off one of the access points for the existing horseshoe drive from County Road I. Then only one variance for the size would be needed. **Mr. Mike Meloch**, Applicant, responded that moving the garage further west would interfere with the driveway access. The circular drive is very convenient and provides parking for group

gatherings. If the detached garage were moved to the west side, there is very little tree cover and it would stand out. Also, there is a large tree they would like to save. He commended Mr. Warwick for his help and work on this application.

Commissioner Ferrington asked if a second story is considered an expansion. City Attorney Kelly agreed that a second story would be an expansion. Mr. Warwick added that the non-conformity expansion of a second story would not comply with City Code and cannot be permitted. To maintain legal non-conformity, the structure would have to be rebuilt in the exact location to the exact size and dimensions as it exists now.

Commissioner Ferrington suggested moving the garage to the west and plant trees for screening. **Mr. Meloch** responded that the garage would then be close to his neighbors. Keeping it on the east side of the lot keeps the setback encroachment toward a vacant lot. Also, the widened driveway provides easy access to the garage with boats and vehicles.

Commissioner Ferrington stated that exceeding the total accessory structure area of the required 1200 feet is an issue for her. Also, when the detached garage is rebuilt, she would like to at least see the side setback increased to the conforming 5 feet.

Chair Solomonson asked when the two accesses to County Road I were granted. Mr. Warwick explained that the two accesses were granted through a Ramsey County permit before the City had any regulations regarding two driveway access points. He noted that because of the lot width, Code would allow two driveway accesses. Chair Solomonson agreed with moving the new garage slightly to conform to a side yard setback of 5 feet. City Attorney Kelly noted that if the garage were rebuilt on the exact same footprint and not expanded it could be rebuilt as a legal non-conforming structure. With an expansion, variances are needed because the structure is no longer legally non-conforming.

Chair Solomonson stated that his issue with the application is the expansion, even though he understands the uniqueness of the situation. If the small shed were removed, the total accessory structure area would be closer to 1200 square feet and easier to support. The trade for the larger garage is to remove the small lakeside shed. He would also like to see a shift to the west to achieve the required 5-foot setback.

Commissioner Peterson noted that if the garage were expanded to 587 square feet, it could be moved to comply with the side yard setback of 5 feet. What is requested is so close to being in compliance. He agreed with making a change for a 5-foot side setback. He asked what would be lost if the expansion were 587 square feet. Mr. Meloch agreed that could be an option but would, but he would prefer the planned garage of 20 feet by 28 feet, which is easier to build. Commissioner Peterson stated that at some time the vacant lot will be developed and be impacted by this garage. The square footage is close to being in compliance and he would like to see it changed to the limit of 1200 square feet.

Commissioner Thompson stated that she agrees with staff and supports the proposal. The applicant has looked at a number of alternatives on his property. If it would be possible, she would like to see the elimination of the added 4-inch encroachment on each side.

Commissioner Doan agreed with reaching compliance of a 5-foot side setback because it is so close. At some point the vacant lot will be developed. He is open to considering the amount of 1285 square feet of storage space based on the fact that the property meets the three variance criteria. He would not want to see the garage moved to the west side of the lot because that would increase impervious surface on this property. While removing the small lakeside shed would achieve compliance of 1200, he does not believe it changes anything other than practical use for the applicant.

Commissioner Schumer stated that he supports staff's findings. While he would like to see the garage smaller, he believes the applicant has researched well the options and he will support it. He would not want to see it moved to the west side where it would be close to a neighbor.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to adopt resolution 15-98 approving the variances to permit re-building a detached accessory structure located at 756 County Road I:

- To reduce the front 5.2 feet and adhere to the 5-foot minimum side setback required for an accessory structure;
- To increase the floor area of the detached accessory structure from 448-square feet to 672-square feet; and
- To increase the total floor area of all accessory structures from 1,200-square feet to 1,285-square feet.

This 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 enlarged garage shall conform to the required 5-foot side setback from the east side lot line.
3. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.
4. 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.
5. A Mitigation Affidavit shall be executed prior to the issuance of a building permit for the addition.
6. The applicants shall submit a landscape plan that shows the existing and proposed landscaping used to screen the garage from the north and east. The existing vegetation will be enhanced with a minimum of two conifer trees or shrubs. The landscape plan is subject to the approval of the City Planner.
7. Use of the accessory structure shall be for personal use only and no commercial use is permitted.

This approval is based on the following findings:

1. The proposed improvement is consistent with the policies of the Comprehensive Plan, including the Land Use and Housing Chapters.
2. The proposed detached detached accessory structure and the total floor area of all accessory structures represent a reasonable use of the property which is located in the R-1 Detached Residential District and Shore land Overlay District.

Discussion:

Chair Solomonson stated that he would like the motion to include compliance with the 5-foot side yard setback.

AMENDMENT MOTION: by Commissioner Doan, seconded by Commissioner Peterson to amend the motion for the variance to allow the front setback to be 5.2 feet or more, but modify the motion to require the side yard setback to conform to the City's standard of 5 feet.

VOTE: Ayes - 6 Nays - 1 (Schumer)

Mr. Meloch agreed to comply with the 5-foot setback.

Commissioner McCool stated that while he supports the amendment, he would like to see other changes made to the plan to make the variances easier to support. He would support tabling this matter so the applicant can bring a revised plan.

VOTE ON AMENDED MOTION:

Ayes - 5 Nays 2 (McCool, Peterson)

VARIANCE/ MINOR SUBDIVISION*

FILE NO: 2594-15-37
APPLICANT: GERALD & LINDA WALSH
LOCATION: 175 SHERWOOD ROAD

Presentation by City Planner Kathleen Castle

This application is to subdivide the subject property into two parcels for single-family use. The property is located in and R1 District and is within the Shore land Management District of Poplar Lake. Minimum lot standards are more stringent in a Shore land Management District. The variances needed are:

- To reduce the minimum 40,000 square foot lot area to 28,749.6 for Tract B
- To reduce the minimum 125-foot lot width requirement to 115 feet for Tract B and 34.99 feet for Tract A.

The property consists of 1.74 acres with a lot width of 149.99 feet. The lot depth is 535.68 feet. It is currently developed with a single-family home with attached garage and other detached accessory structures on Tract A. The property is adjacent to Poplar Lake County Park. Tract A is developed with a single-family home and improvements with direct access on Sherwood Road. Tract B would be the new parcel for future single-family home development.

The Comprehensive Plan designates the property for low density residential use. The Development Code requires municipal sanitary sewer and water connection available through the City. Drainage and utility easements must be identified. The property is zoned R1, Detached Residential. Tracts A and B will be a key lots with side and rear lot lines abutting each other. A home on Tract B would require a variance from the front yard structure setback requirements. Future front yard setback variance determined by the existing home at 175 Sherwood at 388.87 and the vacant the County Park property--the permitted range is 196.91 feet to 216.91 feet. The lot depth of 248.57 feet restricts the building pad area, but there is sufficient area to support a single-family home. Tract A requires a variance to reduce the 125-foot lot width to 34.99 feet.

The applicant states that a proposed single-family residential use is reasonable. The property is unique because it is adjacent to Poplar Lake. The subdivision is compatible with the neighborhood. Staff finds that practical difficulty is present. Single-family residential use is consistent with the Comprehensive Plan and zoning. Unique circumstances include proximity to Poplar Lake, a lake with an undeveloped shoreline and no developed riparian properties. Municipal sanitary sewer and water are available. Development will not negatively impact the lake.

Lot sizes on Sherwood range from 0.76 acres to 1.45 acres with wetland present on some properties. Tract B has sufficient upland area for a home. The subdivision is consistent with the development pattern to the east and does not impact the character of the neighborhood.

Notices were sent to area property owners. Two comments were received in support of the proposal. One person expressed concerns about drainage from Tract A. Staff is looking into the question regarding the legal description. No future development is planned for this area.

The Department of Public Works reviewed the application and provided comments regarding city utility services, drainage and utility easements; and access on Sherwood Road, a county roadway.

Staff supports the proposal which is consistent with the City's Comprehensive Plan. Practical difficulty does exist and the variances are justified. Staff recommends approval of the variances and that the Commission forward the subdivision application with approved variances to the City Council for approval of the minor subdivision.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to adopt Resolution 15-97, approving the following variances:

- 1) To reduce the minimum 40,000 square foot lot area required to 28,749.6 square feet for Tract B.
- 2) To reduce the minimum 125 foot lot width required to 115 feet for Tract B and 34.99 feet for Tract A.

And to approve the minor subdivision request to subdivide the property into two parcels creating a new parcel for single-family residential use subject to the following conditions:

Variance

1. This approval is subject to the City Council's approval of the Minor Subdivision.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.
3. The approval is subject to a 5 day appeal period.

Minor Subdivision

1. Approval of the minor subdivision is contingent upon approval the lot width variances for Tracts A and B and lot area variance for Tract B.
2. The minor subdivision shall be in accordance with the plans submitted. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
3. 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.
4. Municipal water and sanitary sewer service shall be provided to the resulting Tract B.
5. Items identified by the City Engineer in his memo shall be addressed as specified.
6. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording.
7. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement.
8. While Tract B appears to contain sufficient land area for single-family residential use, a front yard structure setback variance will be needed since the required setback for this parcel is determined by a setback average which utilizes the structure setback of the home on Tract A. Approval of the subdivision does not bind the City or guarantee approval of a future variance.
9. 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 of fact:

1. The proposed residential use is consistent with the policies of the Comprehensive Plan, including the Land Use and Housing Chapters.

impacts, pedestrian connections and any impact to nearby single-family neighborhoods. The proposal is consistent with the Comprehensive Plan. Staff is recommending approval with the conditions listed regarding operations, noise, and waste management.

Legal notice for the CUP was published in the City's legal newspaper, and property owners within 350 feet were notified of the application. One comment was received in support of the proposal. Ramsey County and the City Engineer have expressed no concerns with the application.

Approval shall include a 10-foot setback from Hodgson Road for landscaping. No signage shall be permitted on the fence, and the fence shall be maintained per Code. The fence must be removed upon expiration of the CUP or change in use on the property.

City Attorney Kelly stated that proper notice has been published for the public hearing for the Conditional Use Permit.

Commission Discussion:

Commissioner Peterson asked if the artificial turf will impact trees in the area. Ms. Castle explained that the artificial turf provides drainage, which means moisture will infiltrate into the soil. There would be no negative impact to trees.

Commissioner McCool asked about the applicant's concerns with the 10-foot setback. Ms. Castle responded that the concern is that the exercise area might be too small. There has been some discussion about expanding the exercise area further north.

Commissioner Ferrington asked the impact of the 10-foot setback. She suggested that there are hedge plantings for landscaping that would not need a 10-foot setback and perhaps a 5-foot setback could be used. **Mr. Jeff Jensen**, Applicant, stated that he staked the area for installation of 50 feet by 50 feet pieces of turf. A 5-foot setback would definitely help. The purpose of the project is to create an enclosed exercise space as large as possible where dogs can be off the leash. A gate will be put on the west side. He wants to be sure the fence is attractive to the business.

Chair Solomonson noted that this property is a high visibility area and asked if there could be restrictions as to the material used for the fence. Ms. Castle stated that Code does not address types of material to use for the fence. The proposed wooden fence is permitted.

Commissioner Doan asked if there was a square footage goal for the size of this outdoor space. **Mr. Jensen** stated that he would prefer to extend the fence straight from the building rather than angle it for the 10-foot setback. There are trees within the enclosure that are of concern and hang over the building. Ms. Castle responded that landmark trees cannot be removed unless diseased.

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to close the public hearing at 9:08 p.m.

VOTE: Ayes - 7 Nays - 0

Commissioner Ferrington stated that this is a reasonable request from a long-time hometown business that she would like to support. Adjusting to a 5-foot setback is reasonable and would provide more area for the dogs.

Commissioner McCool agreed with a 5-foot setback to make the exercise area as large as possible. He would like to see a condition added to finalize the site plan once the design is complete.

Chair Solomonson also agreed with a 5-foot setback. He explained that the reason he questioned the material of the fence is that cedar takes a lot of maintenance and is not as sturdy as other types of fences.

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to recommend the Planning Commission recommend to the City Council approval of the Site and Building Plan Review and Conditional Use Permit for the Minnesota Veterinary Hospital, 4545 Hodgson Road subject to the following conditions, and with amendment to condition No. 3 of the Site Plan Review for a 5-foot setback from Highway 96 rather than the stated 10-foot setback.

Site and Building Plan Review

1. This approval permits the installation of a 6-foot tall wooden privacy fence for an outdoor animal exercise area located on the north side of the hospital/kennel building as identified on the approved plans.
2. The installation of the fence shall not result in the removal of any landmark trees on the property.
3. The fence shall maintain a minimum setback of 10 feet from Hodgson Road to provide an area for landscaping. A landscape plan shall be submitted for City review and approval prior to the issuance of a fence permit.
4. No signage is permitted on the fence.
5. A fence permit is required to install the proposed 6-foot tall fence. This fence shall be constructed and maintained in accordance with Section 205.040 (C)(9).

Conditional Use Permit

1. This permit amends the existing Conditional Use Permit for the indoor kennel facility, Minnesota Veterinary Hospital, as authorized in Resolution 02-11. This amendment permits an outdoor exercise area located on the north side of the hospital/kennel building.
2. Conditions as identified in Resolution 02-11 shall remain in effect. Condition No. 4 shall be amended to read:

VOTE ON MOTION AS AMENDED: Ayes - 7 Nays - 0

Chair Solomonson called a 10-minute break and then reconvened the meeting.

MISCELLANEOUS

Discussion - Accessory Structure Regulations

Ms. Castle stated that based on previous discussions with the Planning Commission, staff has made an effort to simplify the City Code on accessory structures and clarify the requirements using a table format rather than text explanation. Recommended changes by the Planning Commission are incorporated in the table format.

Chair Solomonson expressed his support for the changes and the table format which makes the information much clearer. He asked if the right levels are being used for the tier system.

Commissioner Ferrington stated that the result is a code that is less restrictive for a greater number of properties in Shoreview. For example, for 0.4 acre 415 parcels would qualify in that category while a cutoff at 0.5 acre qualifies 792 parcels. At each tier the number of qualifying parcels is approximately double. She noted that a 10-foot setback might be difficult for long narrow lake lots. She agreed that the one-half acre tier limit makes sense and supports this tier approach.

Commissioner Peterson responded that rather than looking at the number of properties impacted, he looks at the issues of visual impact, mass and scale in neighborhoods. He is satisfied with the tier level of 0.5 acre rather than 0.4 acre.

Chair Solomonson stated that in looking at neighborhoods, only a few properties in some Victoria Street areas are impacted at the tier level of 0.5 acre. At 0.4 acre, almost all properties are impacted. Then the question becomes whether certain accessory structures are allowed on a few lots or allowed consistently through the neighborhood. He believes that 0.4 would allow more benefit. It also depends on the configuration of lots. He expressed his support for the changes to the Cod and the table format which makes the information clearer.

Commissioner McCool stated that the goal is to set appropriate limits to alleviate the number of variances requested. He believes one-half acre increments make sense. He emphasized Attorney Kelly's comment that when the maximum limits saying whichever is more restrictive is noteworthy.

Commissioner Doan stated that front setback requirements are not stipulated. Mr. Warwick stated that front setbacks are for riparian lots, so that accessory structures could be placed on the street side rather than the lake side. Commissioner Doan referred to page 205-42 and asked how the 5-foot and 10-foot setbacks are applied in the one-half acre to one acre tier. Ms. Hill responded that a standard detached garage requires only a 5-foot setback.

The Planning Commission will jointly meet with the City Council to present the Code amendments on accessory structures in the proposed table format.

City Council Assignments

Commissioners Schumer and Peterson will respectively attend the City Council meetings for November 2nd and November 16th, 2015.

Commissioners Solomonson and McCool will respectively attend the December 7th and December 21st, 2015 City Council meetings.

Workshop Meeting

The next Planning Commission workshop meeting is at 6:00 p.m., immediately prior to the scheduled meeting at 7:00 p.m. on November 17, 2015.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to adjourn the meeting at 9:50 p.m.

VOTE: Ayes - 6 Nays - 0

ATTEST:

Kathleen Castle
City Planner

**HUMAN RIGHTS COMMISSION
DRAFT MEETING MINUTES
October 28, 2015**

CALL TO ORDER

Co-Chair Williams called the meeting to order at 7:03 p.m. with the following members present:

Richard Bokovoy
Elaine Carnahan
Sunny Chen
Sabrina Chu
Mary Yee Johnson
Bob Minton
Eugene Nichols
Lisa Wedell Ueki
Julie B. Williams

Absent:

Samuel Abdullai
Mark Hodkinson

Also present was Rebecca Olson, Assistant to the City Manager, Matt Bostrom, Ramsey County Sheriff, and Tami McConkey, Director – Victim/Witness Services, Ramsey County Attorney’s Office.

APPROVAL OF MINUTES

Commissioner Nichols Moved that the Minutes of August 26, 2015 be adopted. Commissioner Minton seconded the motion. The motion was adopted unanimously and the minutes were approved.

ROUNDTABLE PLANNING

The Commission went around and introduced themselves. Commissioner Williams gave some introductory remarks on the background of why Sheriff Bostrom and the Ramsey County Attorney’s office were invited to attend the meeting. She indicated that Commissioner Nichols had brought forward a proposal to host some type of community event to address some of the timely issues that law enforcement and communities were grappling with, such as the Black Lives Matter movement. Commissioner Nichols stated that it was his intent to recognize in our community the people who serve us well, but also continue dialogue and be a beacon for other communities. He indicated that the HRC invited the Sheriff and County Attorney’s Office to discuss ways in which we can work together in our community.

Sheriff Bostrom thanked the Commission for inviting him. He stated that no one thing will solve these issues; it needs to be a collaborative approach. He went on to discuss how the Ramsey County Sheriff’s department has approached the issue with their initiative of hiring officers for fit/character, and training for competency. With this approach there is alignment on core

values with the community. He gave examples of some of the activities his department is currently doing, such as the 'Community Drug Forum' and 'Coffee with a Cop'. He indicated that the Shoreview HRC could help promote these activities, or even sponsor one to help promote it in the Shoreview community.

Ms. McConkey also indicated that the Ramsey County Attorney's office would be willing to work with the Shoreview HRC in the future.

Sheriff Bostrom and Ms. McConkey left the meeting at 8:10p.m.

Chair Williams indicated she liked Commissioner Nichol's approach to making the topic community focused, and brought up the topic of some type of "Meet your Neighbors" event. This event could be focused around food and we could work with the school liaison officers to bring the community together along with other organizations.

The Commission agreed to add this to the list of ideas to discuss at their upcoming goal-setting session in December.

OTHER

Capitol Art Update: Ms. Olson indicated that the Commission has been asked to sign onto a letter regarding the art in the State Capitol. Commissioner Minton moved to allow the Shoreview Human Rights Commission to sign onto the letter to make MN Capitol Art More Welcoming. Commissioner Carnahan seconded the motion. The motion was approved. Ms. Olson will contact Patricia Fenrick at the City of Eden Prairie to let her know.

Ms. Olson noted that the next meeting will be held on November 18th (not November 25th) due to the holiday. This meeting will be held in the upper conference room rather than in the Council Chambers due to another event. She also noted that the December meeting would be held on the 16th (not the 23rd) also due to the holiday. The December meeting will be a longer meeting as it will be the Commission's goal-setting meeting.

ADJOURNMENT

There being no further business before the Commission, Commissioner Bokovoy moved, seconded by Commissioner Chu, that the meeting be adjourned at 8:45 pm.

Memorandum

To: Mayor and City Council Members
Cc: City Manager
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: November 13, 2015
Re: Monthly Report
– Administration Department
– Community Development Department

ADMINISTRATION DEPARTMENT

Communications. The *New Views of Shoreview* photo contest has already received several entries highlighting how residents spend fall in the City. Submissions are being accepted until November 30th. A panel of judges will choose an overall Grand Prize winner and two Honorable Mention awards. A People's Choice winner will be determined by online voters. Winners will be announced at a future council meeting.

Volunteer Recognition. The Volunteer Recognition Dinner will be held on Thursday, November 19th at the Community Center. At this annual event, the City Council recognizes all of the volunteers on our committees/commissions, as well as other community groups such as the Historical Society, Sister City Association, Community Band, Slice of Shoreview Committee and the Shoreview Community Foundation. The City Council presents its annual Citizen of the Year Award and Caring Youth Award at this event.

Citizen's Leadership Academy. In an effort to promote understanding of local government and to foster future community leaders, the City of Shoreview has created a Citizens' Leadership Academy (CLA) for residents. The 7-week program is scheduled to begin in spring 2016, and will highlight not only City departments but will also feature sessions with both the Ramsey County Sheriff and the Lake Johanna Fire Department. It will consist of 7 consecutive weekly meetings held in the evening. The program will be a combination of tours, speakers, interactive participation and question and answer sessions. It is designed to provide an overview of city government, to allow residents to become better acquainted with the programs and services and to provide an opportunity to meet new people. Interested participants will submit an application and be selected on a first-come, first-served basis. Class size will be limited to 20 participants. There is no cost to attend the sessions, but participants are strongly encouraged to commit the time to attend each session.

County Library. Construction work continues to move quickly on the new County regional library project. The City has issued a grading permit and footings-to-grade partial building permit to Ramsey County for the site preparation work. The contractor, Adolfsen & Peterson, has already completed major site grading and footings work, with installation of the underground storm water storage system being the next step. Work will continue throughout the winter months.

Ramsey County Library has created a special link on their website with information on the Shoreview Library project (<http://www.rclreads.org/about/planning/shoreview-building-project>). People can also subscribe to receive updates on the project via email.

City staff is also working closely with the County and Mounds View School District on easement and other agreements related to the land transfer, property maintenance, shared access, and joint campus signage. These agreements should be finalized for consideration by the City Council at the first meeting of December, along with the Final Plat and Final PUD.

The existing library would continue to operate throughout the construction until closing in December, 2016 to move materials over to the new regional library for opening in January of 2017. The Mounds View School District will then take over the existing library property and move forward with the building renovations/repurposing for their administrative offices.



Shoreview Commons Master Plan. The firm Stantec Consulting Services is leading the process for the development of a comprehensive master plan for the Shoreview Commons park and civic campus. The City Council identified this project as one of their key goals during their annual goal setting session held earlier this year.

With the addition of a new regional library, conversion of the existing library to school administration, and possible expansion of the Community Center, the City believes it is important to review, update, and develop a new master plan to use as a framework for creating a distinctive campus environment that includes new park features and amenities which reflect the values of the community and best serves residents and visitors of all ages. The master plan would serve as a guide for prioritizing future facility improvements, recreational amenities, other public spaces and civic features.



The first project meeting with the Council and Parks and Recreation Commission was held at the November 9th workshop meeting. There is also a work team of City staff providing input on the master plan. The process is expected to take about 6 months to complete.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission. The Planning Commission will hold their regular meeting on Tuesday, November 17th, with the following applications being considered:

- A. Conditional Use Permit: Mike Heinze, 223 East Owasso Lane – for a detached accessory structure

- B. Comprehensive Sign Plan: Phoenix Signs/Presbyterian Church of the Way, 3382 Lexington Ave
– to replace the existing monument with a sign that includes an electronic message center sign

The Planning Commission will also be holding a short workshop before the regular meeting to review the 2016 calendar and commissioner assignments for the year. Due to the holidays, the Planning Commission has also moved their next monthly meeting to December 15th.

Current Developments. The following is a summary of current development projects:

- **Applewood Pointe** – Certificate of Occupancy has been issued for the Applewood Pointe senior housing cooperative at 4785 Hodgson Road, and the complex opened in early October. According to the developer United Properties, only 3 of the 77 units remain available for purchase.
- **Autumn Meadows** – Only 2 of the 25 lots are still available for purchase in the Pulte Homes single-family residential development. The City has issued 20 building permits for new homes within the subdivision, which is located in northern Shoreview near the north water tower.
- **Oak Hill Montessori** – The school parking lot expansion is near completion with some final grading and vegetative restoration work remaining.
- **Owasso Beach** – Site work has begun with the tree removal, installation of public infrastructure, site grading and erosion control on the 10-lot subdivision between North Owasso Boulevard and Grand Avenue. The developer will be constructing the required temporary fire access road in the Grand Avenue right-of-way so building permits can be issued for those parcels that have access onto the unimproved Grand Avenue. Trees within the Grand Avenue right-of-way were also removed in preparation for the road work.

Rainbow Foods Site. City staff continues to work closely with Oppidan Development on a redevelopment plan for the vacant Rainbow Foods property at Highway 96 and Hodgson Road. Oppidan is still trying to finalize agreements for securing a grocery anchor and other retail tenants, which will likely include the re-use of the existing building. The grocer will likely seek financial assistance from the City through the EDA to support a redevelopment, which would include significant reinvestment and upgrades to the building and property.



Without the benefit of the property qualifying for a new tax increment financing district, the City has been exploring the possible use of tax abatement that could provide funding to support the project. The EDA adopted a new policy on the use of tax abatement, and the City may also be seeking the participation of Ramsey County in the tax abatement package.

The other critical issue for the project to move forward, and which is also being discussed with the County, is the need for a free left-turn lane access into the site from east bound Highway 96. The developer has engaged a transportation engineering firm to provide design analysis and estimated traffic counts for the County to review. Initial discussions with the County are encouraging for the turn lane access, but will require additional talks in order to gain formal approval.

If an agreement can be reached between the parties, including the developer and grocer, formal applications for the development and financing are expected to be submitted for approvals over the winter with construction beginning in the spring of 2016 with an opening the following year.

Rice Street/County Road E Redevelopment. The Elevage Development Group is considering a number of site and building design modifications to their redevelopment proposal for commercial and residential property at the northwest corner of County Road E and Rice Street. The developer hosted a meeting recently with the Rustic Place/Cardigan Junction neighborhood to review a new mixed-use concept that moves the proposed apartment building (six-stories, 146 units) near the corner of Rice Street and County Road E, incorporates retail/restaurant uses into the first level of the building, includes 14 townhomes and additional green space near Rustic Place as an added buffer to the adjacent neighborhood.

Based on feedback/comments received, the developer indicated they may hold another meeting with the neighborhood prior to submitting formal applications for the next level of review with the City. The project will likely include a request for tax increment financing assistance due to the cost of the redevelopment.

Housing & Code Enforcement. There have been 11 new code enforcement cases opened in the last month. The table below summarizes the status of code enforcement activity:

Code Enforcement Activity			
Year	Total Cases	Cases Open	Cases Closed
2015	170	99	71
2014	173	60	113

Code Enforcement Cases

- A homeowner on Lexington Avenue North was issued citations a few months ago for failure to remove outside storage items from a City-owned property, refuse, and parking and storage of vehicles and equipment for vehicle related violations. The homeowner appeared in court on September 16th and requested a trial hearing. Since then, the homeowner also constructed an illegal accessory structure on the property without a permit and a stop work order was issued. Another citation will be issued to the homeowner if the accessory structure is not removed or brought into compliance. The case is set for trial on December 21st. The City Attorney and City staff will attempt to meet with the homeowner to resolve the violations before the trial date.
- Citations were issued to two owners of a home on Churchill Street for outside storage, parking and storage of vehicles and equipment, and general property maintenance (tall grass/weeds). A hearing was scheduled for November 4th.
- A citation was recently issued to a homeowner on Galtier Street for parking and storage of vehicles and outside storage. A hearing date of November 20th has been scheduled.
- Citations were issued to the property owners of a home on Hamline Avenue by the City's Natural Resource Specialist for unauthorized grading work. Planning staff is working with the Natural Resource Specialist since the property is also noncompliant with the City's outside storage regulations. No hearing has been scheduled yet.
- A citation was issued to the owner of a property on Hamline Avenue for ongoing outside storage violations. A hearing has now been scheduled for November 25th.

Housing Maintenance Cases

- City staff and Lake Johanna Fire Marshal continue to work with an apartment management company regarding two tenants who had excessive storage in their apartment units. In both cases, the tenants are working to bring their units into compliance with the City’s Housing Code. Re-inspections will be conducted the week of November 16th.
- City staff in coordination with Ramsey County Animal Control, Sheriff’s Department, Mental Health and Public Health responded to a complaint on the living conditions in a home located in the southern part of the City. An inspection found that the home was not habitable due to sanitation, rodent infestation, animal waste, water intrusion and an inoperable plumbing system. The house was posted as uninhabitable by the City and the property owner’s dog was seized by Animal Control. Ramsey County Public Health also posted the property as a public nuisance. The County and City posted orders to abate these conditions by November 2nd. The required corrections have not been made and the home remains uninhabitable. The staff is working with the City Attorney to determine what other action can be taken. The City is also trying to provide support and assistance to the homeowner in finding alternative housing and counseling help.
- In response to information received from the Sheriff’s Department, the City and other supporting agencies inspected a single-family home in the northern part of the City this week and found hoarding conditions present. The County staff will be providing assistance with social services. The City and Fire Department will be working with the property owner or a representative on a schedule to bring the home into compliance with the City ordinances.
- City Staff continues to monitor five property owners that have signed Abatement and Assessment Agreements with the City. Bi-annual inspections are conducted to ensure compliance with the City’s Housing Maintenance standards. Staff will be following up with inspections.

The Hoarding Project holds support groups here at City Hall generally on the 3rd and 4th Thursdays of every month. 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. In addition, information is available on the City’s website regarding hoarding and the resources available to assist residents.

Rental Licensing. A record total of 606 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses are currently issued for the 2015 license year. New GDU license applications are expected until the end of the year as properties are converted and the owners apply for licenses. Of the 606 licenses, 56 are new rental licenses.

The following table shows the increase in Rental Licenses over the past 5 years;

Rental Licenses Issued						
Year	2010	2011	2012	2013	2014	2015
Licenses	357	448	550	572	554	606

Inspections of all nine MFU complexes will be conducted in October and November this year to allow for most of the GDU inspections to be completed first. Approximately 1/3 of the dwelling units within each of the MFU complexes (451 units per year) are inspected for compliance with the City’s housing and property maintenance code. Interior common areas will also be inspected based on recent changes to our Housing Maintenance Ordinances. These MFU inspections are coordinated with the

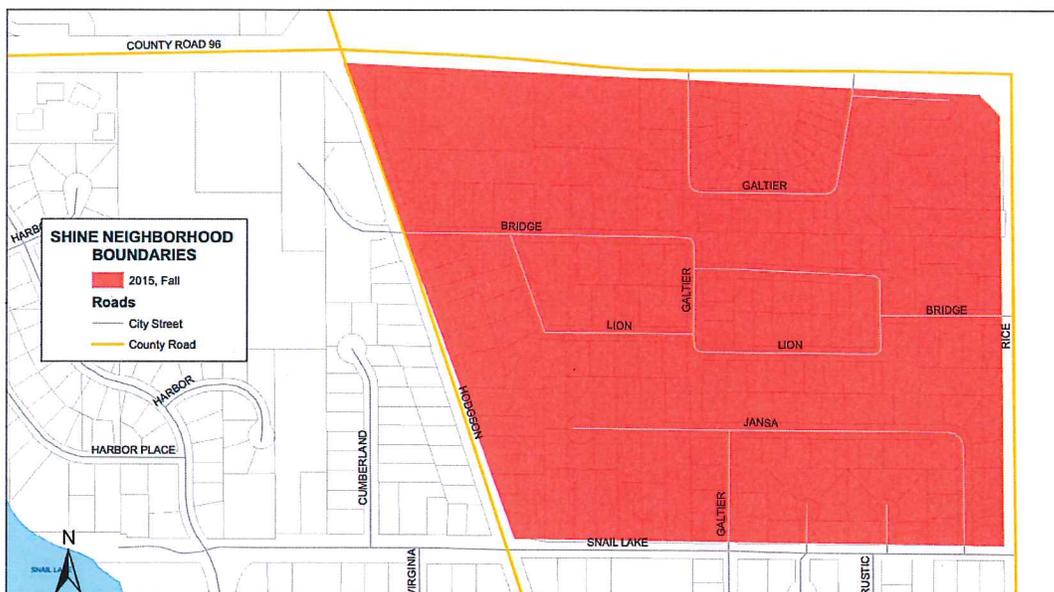
Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

Inspections for GDU units are geographically scheduled by neighborhood throughout the City, with 262 of the required 291 units for 2015 have been inspected. Staff will complete the remaining 29 required GDU inspections by the end of the year. Out of the 262 units inspected so far this year, 23 properties remain non-compliant. The most common corrections for the GDU units are as follows: smoke or C.O. (carbon monoxide) detector deficiencies, caulking in tub and/or shower stall, exterior property maintenance conditions and exterior housing maintenance repairs.

During the week of November 16th, rental license renewal letters will be mailed to the 2015 rental license holders. Property owners and/or their registered agents are being encouraged to apply online through the City's Webstore. Rental License applications received after December 31st will also be subject to a late fee of \$75.00.

SHINE Program. Community Development Department staff conducted a SHINE neighborhood inspection in mid-October in the residential area south of Highway 96, east of Hodgson Road, west of Rice Street, and north of Snail Lake Road (as shown on the map below). Notices, with information on property and housing maintenance regulations, were mailed to the 184 properties in the selected neighborhood in advance of the inspections. This area was last inspected in the SHINE program back in 2004.

FALL 2015 SHINE NEIGHBORHOOD



The following tables summarize the overall results for the neighborhood selected:

<u>VIOLATION TYPE</u>	Totals	<u>VIOLATION TYPE</u>	Totals
<u>Property Maintenance</u>		<u>Housing Maintenance</u>	
Outside Storage and/or Refuse	13	Housing Maintenance	8
Storage of Vehicles/Equipment	19		
Non-compliant Accessory Structures	3		
<u>No Violations</u>	157		

City Staff is following up and working with homeowners to resolve all violations identified during the inspections. Due to the time of year, housing maintenance violations will be required to be in compliance by May 15th of 2016. Property owners who do have housing maintenance issues have also been provided information on the City's loan programs and other resources available to assist.

Other News and Information

- The City Council, Economic Development Commission, and Economic Development Authority will be touring business, economic development, and redevelopment areas in the community on Tuesday, November 17th.
- The *Business Exchange* holiday social will be Wednesday, December 9th, from 5 to 7 p.m. at the newly remodeled and rebranded North Metro Meeting & Event Center at the Hampton Inn at 1000 Gramsie Road. Invitations will be sent to all of our local businesses.
- Attached is the monthly report on building permit activity from the Building Official.
- Attached is the monthly services report from the Housing Resource Center.

CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2015 WITH 2014

	OCTOBER 2015		2015		OCTOBER 2014		2014	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS			14	\$4,271,000	2	\$602,000	17	\$4,817,650
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	7	\$189,000	23	\$1,020,000	5	\$260,000	25	\$2,697,300
GARAGES			5	\$97,000	2	\$30,000	8	\$177,500
MISCELLANEOUS	85	\$796,242	954	\$6,980,916	129	\$656,651	817	\$4,989,974
APARTMENTS			0	\$0			1	\$16,705,000
OFFICES			0	\$0			1	\$1,500,000
RETAIL			1	\$1,500,000			0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0			1	\$80,000
PUBLIC BUILDINGS	1	\$1,000,000	2	\$1,532,000			0	\$0
COMMERCIAL ADDITIONS			0	\$0			0	\$0
COMMERCIAL ALTER	5	\$287,800	47	\$3,464,537	4	\$246,845	55	\$4,664,054
TOTAL	98	\$2,273,042	1046	\$18,865,453	142	\$1,795,496	925	\$35,631,478

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

TO: Terry Schwerm, City Manager
 FROM: Fred Espe, Finance Director
 DATE: November 12, 2015
 RE: Monthly Finance Report

Preliminary Tax Levies

Ramsey County released preliminary tax levies for all taxing jurisdictions this week. The table below provides a summary of levies for jurisdictions that collect taxes in Shoreview only. The column furthest to the right shows the two year change in total levies for each jurisdiction, for the combined levies (regular levy and market valued based levies). Jurisdictions with the highest increase are at the top the table and jurisdictions with the largest decrease at the bottom of the table. As shown, levy changes range from an increase of 11.1% for the Shoreview HRA, to a 3.1% decrease for the Mosquito Control District.

Taxing Authority	Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2014	2015	2016	2014	2015	2016	One-Year	Two-Year
	Actual	Actual	Proposed	Actual	Actual	Proposed		
Shoreview HRA	\$ 90,000	\$ 95,000	\$ 100,000	NA	NA	NA	5.3%	11.1%
I.S.D. #623	9,236,168	10,319,915	12,798,448	14,543,561	15,510,390	13,127,113	0.4%	9.0%
Metro Watershed	4,822,136	5,203,360	5,188,869	NA	NA	NA	-0.3%	7.6%
Shoreview	9,919,154	10,267,918	10,667,858	-	-	-	3.9%	7.5%
Regional Rail Authority	19,053,307	19,143,354	20,459,447	NA	NA	NA	6.9%	7.4%
I.S.D. #621	23,521,704	23,605,645	23,739,996	18,051,828	19,580,227	20,540,678	2.5%	6.5%
Ramsey County	276,538,351	276,538,351	284,416,350	-	-	-	2.8%	2.8%
Rice Creek Watershed	2,291,474	2,300,672	2,281,871	NA	NA	NA	-0.8%	-0.4%
Met Council	12,263,586	12,300,980	12,086,919	NA	NA	NA	-1.7%	-1.4%
Mosquito Control	2,496,104	2,492,471	2,417,876	NA	NA	NA	-3.0%	-3.1%
Total Levies	\$ 360,231,984	\$ 362,267,666	\$ 374,157,634	\$32,595,389	\$35,090,617	\$33,667,791	2.6%	3.8%

In order to show how levies are changing in other jurisdictions throughout the County, the table provided on the next page provides levies for all taxing jurisdictions. The levies highlighted in color represent jurisdictions that levy taxes in Shoreview, and therefore are also included in the table above.

Monthly Report

Attached is the monthly report for October.

Taxing Authority	Regular Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2014	2015	2016	2014	2015	2016	One-Year	Two-Year
	Actual	Actual	Proposed	Actual	Actual	Proposed		
Ramsey County	\$ 276,538,351	\$ 276,538,351	\$ 284,416,350	\$ -	\$ -	\$ -	2.8%	2.8%
<u>City/Town</u>								
Gem Lake	\$ 230,219	\$ 254,155	\$ 422,655	\$ -	\$ -	\$ -	66.3%	83.6%
North St. Paul	2,956,549	3,151,712	3,504,770	479,127	479,847	429,838	8.3%	14.5%
Vadnais Heights	3,686,463	3,761,782	4,131,604	-	-	-	9.8%	12.1%
St. Anthony	1,621,749	1,771,736	1,800,466	-	-	-	1.6%	11.0%
Lauderdale	616,215	624,357	676,561	-	-	-	8.4%	9.8%
Town of White Bear	2,761,232	2,793,283	3,058,328	55,000	65,000	-	7.0%	8.6%
Falcon Heights	1,083,850	1,083,850	1,173,447	-	-	-	8.3%	8.3%
Shoreview	9,919,154	10,267,918	10,667,858	-	-	-	3.9%	7.5%
Little Canada	2,794,384	2,878,351	2,993,625	-	-	-	4.0%	7.1%
Arden Hills	3,257,456	3,359,775	3,478,775	-	-	-	3.5%	6.8%
Maplewood	17,912,640	18,694,310	19,435,210	615,760	297,300	316,060	4.0%	6.6%
North Oaks	1,275,795	1,301,310	1,353,362	-	-	-	4.0%	6.1%
New Brighton	6,794,308	6,925,000	7,192,000	-	-	-	3.9%	5.9%
Roseville	17,178,721	17,511,902	18,179,720	825,000	765,000	765,000	3.7%	5.2%
St. Paul	101,207,852	103,636,842	105,605,943	-	-	-	1.9%	4.3%
White Bear Lake	4,662,899	4,750,089	4,829,357	-	-	-	1.7%	3.6%
Mounds View	4,087,010	4,163,310	4,199,813	178,000	187,000	194,000	1.0%	3.0%
Subtotal	\$ 182,046,496	\$ 186,929,682	\$ 192,703,494	\$ 2,152,887	\$ 1,794,147	\$ 1,704,898	3.0%	5.5%
<u>Schools</u>								
I.S.D. #282	\$ 1,140,639	\$ 1,145,044	\$ 1,322,610	\$ 1,189,164	\$ 1,486,188	\$ 1,481,002	6.6%	20.3%
I.S.D. #623	9,236,168	\$ 10,319,915	\$ 12,798,448	14,543,561	15,510,390	13,127,113	0.4%	9.0%
I.S.D. #621	23,521,704	23,605,645	23,739,996	18,051,828	19,580,227	20,540,678	2.5%	6.5%
I.S.D. #625	100,175,041	102,758,380	105,508,526	34,881,492	33,648,734	35,700,301	3.5%	4.6%
I.S.D. #622	14,750,979	15,675,949	15,770,933	6,163,686	6,254,362	6,094,222	-0.3%	4.5%
I.S.D. #624	14,166,509	14,375,481	14,925,704	14,253,390	13,538,519	13,501,924	1.8%	0.0%
Subtotal	\$ 162,991,040	\$ 167,880,414	\$ 174,066,217	\$ 89,083,121	\$ 90,018,420	\$ 90,445,240	2.6%	4.9%
<u>Special Taxing Districts</u>								
Lake Diane Sewer	\$ 2,250	\$ 3,750	\$ 3,750	NA	NA	NA	0.0%	66.7%
Capitol Region Watershed	2,969,278	3,404,248	4,266,566	NA	NA	NA	25.3%	43.7%
St. Paul Port Authority	2,835,000	2,795,400	3,355,300	NA	NA	NA	20.0%	18.4%
North St Paul HRA	222,798	244,937	260,936	NA	NA	NA	6.5%	17.1%
Shoreview HRA	90,000	95,000	100,000	NA	NA	NA	5.3%	11.1%
Metro Watershed	4,822,136	5,203,360	5,188,869	NA	NA	NA	-0.3%	7.6%
Regional Rail Authority	19,053,307	19,143,354	20,459,447	NA	NA	NA	6.9%	7.4%
St. Paul HRA	3,178,148	3,278,148	3,278,148	NA	NA	NA	0.0%	3.1%
Bicentennial Pond	2,100	2,100	2,100	NA	NA	NA	0.0%	0.0%
Valley Branch Watershed	16,767	16,767	16,767	NA	NA	NA	0.0%	0.0%
Middle Miss. Watershed	28,762	30,274	28,755	NA	NA	NA	-5.0%	0.0%
Rice Creek Watershed	2,291,474	2,300,672	2,281,871	NA	NA	NA	-0.8%	-0.4%
North Suburban Hospital	186,690	178,268	184,500	NA	NA	NA	3.5%	-1.2%
Met Council	12,263,586	12,300,980	12,086,919	NA	NA	NA	-1.7%	-1.4%
Mosquito Control	2,496,104	2,492,471	2,417,876	NA	NA	NA	-3.0%	-3.1%
St. Anthony HRA	45,576	41,554	42,609	NA	NA	NA	2.5%	-6.5%
Roseville HRA	703,579	703,579	-	NA	NA	NA	-100.0%	-100.0%
Subtotal	\$ 51,207,555	\$ 52,234,862	\$ 53,974,413				3.3%	5.4%
Total Levies	\$ 672,783,442	\$ 683,583,309	\$ 705,160,474	\$ 91,236,008	\$ 91,812,567	\$ 92,150,138	2.8%	4.4%

General Fund
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	7,023,335	3,665,243	3,358,092	52.19	51.08
Licenses & Permits	330,100	399,315	-69,215	120.97	142.48
Intergovernmental	455,032	249,719	205,313	54.88	293.07
Charges for Services	1,303,810	1,120,742	183,068	85.96	92.13
Fines & Forfeits	48,800	28,840	19,960	59.10	54.22
Interest Earnings	50,000		50,000		
Miscellaneous	26,227	23,439	2,788	89.37	84.68
TOTAL REVENUES	9,237,304	5,487,298	3,750,006	59.40	65.61
EXPENDITURES					
General Government					
Administration	553,955	448,970	104,985	81.05	77.00
Communications	215,944	172,703	43,241	79.98	73.14
Council & commiss	151,925	131,876	20,049	86.80	79.65
Elections	4,000	1,494	2,506	37.35	74.57
Finance/accounting	545,070	437,820	107,250	80.32	76.26
Human Resources	290,010	208,652	81,358	71.95	70.16
Information systems	346,344	286,848	59,496	82.82	84.14
Legal	125,000	85,003	39,997	68.00	79.89
Total General Government	2,232,248	1,773,366	458,882	79.44	76.99
Public Safety					
Emergency services	5,130	2,425	2,705	47.28	37.55
Fire	1,354,780	1,136,194	218,586	83.87	131.36
Police	2,064,925	1,668,569	396,356	80.81	82.47
Total Public Safety	3,424,835	2,807,188	617,647	81.97	99.08
Public Works					
Forestry/nursery	125,989	78,160	47,829	62.04	78.80
Pub Works Adm/Engin	450,210	346,248	103,962	76.91	83.67
Streets	864,238	702,539	161,699	81.29	78.00
Trail mgmt	132,926	91,384	41,542	68.75	85.16
Total Public Works	1,573,363	1,218,331	355,032	77.43	80.33
Parks and Recreation					
Municipal buildings	131,725	124,365	7,360	94.41	94.40
Park Maintenance	1,247,321	1,069,108	178,213	85.71	85.33
Park/Recreation Adm	381,141	322,183	58,959	84.53	76.45
Total Parks and Recreation	1,760,187	1,515,655	244,532	86.11	83.96
Community Develop					
Building Inspection	167,224	140,358	26,866	83.93	86.75
Planning/zoning adm	449,447	361,180	88,267	80.36	80.32
Total Community Develop	616,671	501,538	115,133	81.33	82.02

General Fund
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,607,304	7,816,079	1,791,225	81.36	86.53
OTHER					
Sale of Asset		1,297	-1,297		
Transfers In	748,000	720,167	27,833	96.28	96.15
Transfers Out	-378,000	-337,000	-41,000	89.15	89.21
TOTAL OTHER	370,000	384,463	-14,463	103.91	104.08
Net change in fund equity		-1,944,317	1,944,317		
Fund equity, beginning		4,447,396			
Fund equity, ending		2,503,079			
Less invested in capital assets					
Net available fund equity		2,503,079			

Recycling
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	65,000	75,681	-10,681	116.43	94.97
Charges for Services	527,000	271,952	255,048	51.60	53.16
TOTAL REVENUES	592,000	347,633	244,367	58.72	58.09
EXPENDITURES					
Public Works					
Recycling	544,287	403,863	140,424	74.20	76.95
Total Public Works	544,287	403,863	140,424	74.20	76.95
TOTAL EXPENDITURES	544,287	403,863	140,424	74.20	76.95
Net change in fund equity	47,713	-56,230	103,943		
Fund equity, beginning		266,654			
Fund equity, ending		210,424			
Less invested in capital assets					
Net available fund equity		210,424			

STD Self Insurance
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	6,516	984	86.88	84.21
Interest Earnings	500		500		
TOTAL REVENUES	8,000	6,516	1,484	81.45	79.45
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	4,988	3,012	62.35	90.63
Total Miscellaneous	8,000	4,988	3,012	62.35	90.63
TOTAL EXPENDITURES	8,000	4,988	3,012	62.35	90.63
Net change in fund equity		1,528	-1,528		
Fund equity, beginning		41,948			
Fund equity, ending		43,476			
Less invested in capital assets					
Net available fund equity		43,476			

Community Center
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,443,830	1,933,449	510,382	79.12	78.92
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	1,000	11,500	8.00	3.17
TOTAL REVENUES	2,461,330	1,934,449	526,882	78.59	78.26
EXPENDITURES					
Parks and Recreation					
Community center	2,763,411	2,205,636	557,775	79.82	80.15
Total Parks and Recreation	2,763,411	2,205,636	557,775	79.82	80.15
TOTAL EXPENDITURES	2,763,411	2,205,636	557,775	79.82	80.15
OTHER					
Sale of Asset		610	-610		
Transfers In	366,000	305,000	61,000	83.33	83.33
TOTAL OTHER	366,000	305,610	60,390	83.50	83.33
Net change in fund equity	63,919	34,422	29,497		
Fund equity, beginning		1,193,542			
Fund equity, ending		1,227,964			
Less invested in capital assets					
Net available fund equity		1,227,964			

Recreation Programs
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,472,088	1,290,463	181,625	87.66	86.43
Interest Earnings	2,000		2,000		
Miscellaneous		250	-250		
TOTAL REVENUES	1,474,088	1,290,713	183,375	87.56	86.18
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	97,923	100,925	-3,002	103.07	102.51
Aquatics	153,384	112,034	41,350	73.04	68.84
Community programs	100,472	89,635	10,837	89.21	85.90
Drop-in Child Care	64,130	50,617	13,513	78.93	73.88
Fitness Programs	202,764	141,748	61,016	69.91	73.22
Park/Recreation Adm	389,800	345,940	43,860	88.75	74.23
Preschool Programs	92,433	73,962	18,471	80.02	57.97
Summer Discovery	208,991	275,842	-66,851	131.99	100.45
Youth/Teen	34,287	21,105	13,182	61.55	55.62
Total Parks and Recreation	1,344,184	1,211,808	132,376	90.15	78.45
TOTAL EXPENDITURES	1,344,184	1,211,808	132,376	90.15	78.45
OTHER					
Transfers In	72,000	72,000		100.00	100.00
Transfers Out	-120,000	-100,000	-20,000	83.33	83.33
TOTAL OTHER	-48,000	-28,000	-20,000	58.33	44.44
Net change in fund equity	81,904	50,905	30,999		
Fund equity, beginning		971,783			
Fund equity, ending		1,022,688			
Less invested in capital assets					
Net available fund equity		1,022,688			

Cable Television
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	318,000	395,068	-77,068	124.24	79.34
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	23,061	-21,861	1,921.7	83.33
TOTAL REVENUES	320,900	418,130	-97,230	130.30	78.95
EXPENDITURES					
General Government					
Cable television	167,993	119,401	48,592	71.08	93.69
Total General Government	167,993	119,401	48,592	71.08	93.69
Capital Outlay					
Cable television	25,000	38,285	-13,285	153.14	
Total Capital Outlay	25,000	38,285	-13,285	153.14	
TOTAL EXPENDITURES	192,993	157,686	35,307	81.71	96.69
OTHER					
Transfers Out	-167,000	-139,167	-27,833	83.33	83.33
TOTAL OTHER	-167,000	-139,167	-27,833	83.33	83.33
Net change in fund equity	-39,093	121,277	-160,370		
Fund equity, beginning		192,160			
Fund equity, ending		313,437			
Less invested in capital assets					
Net available fund equity		313,437			

Econ Devel Auth/EDA
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000	46,622	43,378	51.80	50.85
TOTAL REVENUES	90,000	46,622	43,378	51.80	50.85
EXPENDITURES					
Community Develop Econ Development-EDA	85,880	75,525	10,355	87.94	80.21
Total Community Develop	85,880	75,525	10,355	87.94	80.21
TOTAL EXPENDITURES	85,880	75,525	10,355	87.94	80.21
Net change in fund equity	4,120	-28,902	33,022		
Fund equity, beginning		209,176			
Fund equity, ending		180,274			
Less invested in capital assets					
Net available fund equity		180,274			

HRA Programs of EDA
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	95,000	49,328	45,672	51.92	50.83
TOTAL REVENUES	95,000	49,328	45,672	51.92	50.83
EXPENDITURES					
Community Develop					
Housing Programs-HRA	85,618	68,244	17,374	79.71	80.07
Total Community Develop	85,618	68,244	17,374	79.71	80.07
TOTAL EXPENDITURES	85,618	68,244	17,374	79.71	80.07
Net change in fund equity	9,382	-18,916	28,298		
Fund equity, beginning		87,943			
Fund equity, ending		69,027			
Less invested in capital assets					
Net available fund equity		69,027			

Liability Claims
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	8,085	21,915	26.95	51.18
TOTAL REVENUES	32,200	8,085	24,115	25.11	47.83
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	30,526	1,474	95.39	130.59
Total Miscellaneous	32,000	30,526	1,474	95.39	130.59
TOTAL EXPENDITURES	32,000	30,526	1,474	95.39	130.59
Net change in fund equity	200	-22,441	22,641		
Fund equity, beginning		207,885			
Fund equity, ending		185,444			
Less invested in capital assets					
Net available fund equity		185,444			

Slice SV Event
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	26,500	27,535	-1,035	103.91	95.52
Miscellaneous	32,000	30,459	1,541	95.18	103.61
TOTAL REVENUES	58,500	57,995	505	99.14	99.99
EXPENDITURES					
General Government					
Slice of Shoreview	67,485	67,574	-89	100.13	96.67
Total General Government	67,485	67,574	-89	100.13	96.67
TOTAL EXPENDITURES	67,485	67,574	-89	100.13	96.67
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	1,015	420	595		
Fund equity, beginning		76,351			
Fund equity, ending		76,771			
Less invested in capital assets					
Net available fund equity		76,771			

Water Fund
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		5,771	-5,771		
Intergovernmental	975	973	2	99.77	93.75
Utility Charges	2,818,000	2,081,477	736,523	73.86	76.43
Late fees		33,556	-33,556		
Water meters	4,000	5,614	-1,614	140.35	180.80
Other prop charges	11,000	26,877	-15,877	244.34	75.59
Interest Earnings	38,000	34	37,966	.09	-.15
TOTAL REVENUES	2,871,975	2,154,301	717,674	75.01	77.08
EXPENDITURES					
Proprietary					
Water Operations	1,538,027	1,209,751	328,276	78.66	82.16
Total Proprietary	1,538,027	1,209,751	328,276	78.66	82.16
TOTAL EXPENDITURES	1,538,027	1,209,751	328,276	78.66	82.16
OTHER					
Contributed Assets		11,550	-11,550		
Depreciation	-651,000	-542,500	-108,500	83.33	83.33
Transfers Out	-345,000	-345,000		100.00	100.00
GO Revenue Bonds	-142,903	-207,418	64,515	145.15	117.02
TOTAL OTHER	-1,138,903	-1,083,368	-55,535	95.12	92.82
Net change in fund equity	195,045	-138,818	333,863		
Fund equity, beginning		13,592,659			
Fund equity, ending		13,453,841			
Less invested in capital assets		9,427,325			
Net available fund equity		4,026,516			

Sewer Fund
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		6,284	-6,284		
Intergovernmental	775	775		99.99	93.79
Charges for Services	1,000	721	279	72.07	168.98
Utility Charges	3,939,000	3,219,636	719,364	81.74	81.54
Late fees		57,627	-57,627		
Facility/area chgs	4,000	6,881	-2,881	172.01	724.63
Other prop charges	2,500		2,500		
Interest Earnings	27,000	27	26,973	.10	-.07
TOTAL REVENUES	3,974,275	3,291,949	682,326	82.83	83.19
EXPENDITURES					
Proprietary					
Sewer Operations	3,299,094	2,871,884	427,210	87.05	89.85
Total Proprietary	3,299,094	2,871,884	427,210	87.05	89.85
TOTAL EXPENDITURES	3,299,094	2,871,884	427,210	87.05	89.85
OTHER					
Contributed Assets		12,000	-12,000		
Depreciation	-348,000	-290,000	-58,000	83.33	83.33
Transfers Out	-181,000	-181,000		100.00	100.00
GO Revenue Bonds	-52,857	-76,437	23,580	144.61	110.27
TOTAL OTHER	-581,857	-535,437	-46,420	92.02	82.87
Net change in fund equity	93,324	-115,372	208,696		
Fund equity, beginning		7,807,994			
Fund equity, ending		7,692,622			
Less invested in capital assets		4,725,848			
Net available fund equity		2,966,774			

Surface Water Mgmt
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		1,223	-1,223		
Intergovernmental	280	282	-2	100.79	93.68
Utility Charges	1,407,000	1,156,936	250,064	82.23	82.15
Late fees		17,924	-17,924		
Lake Impr Dist chgs	44,757	40,977	3,780	91.55	59.05
Other prop charges	5,000	9,250	-4,250	185.00	220.60
Interest Earnings	9,000	10	8,990	.11	
TOTAL REVENUES	1,466,037	1,226,602	239,435	83.67	82.68
EXPENDITURES					
Proprietary					
Snail Lake Aug.	28,572	11,522	17,050	40.33	211.92
Surface Water Oper	824,564	573,669	250,895	69.57	72.35
Total Proprietary	853,136	585,191	267,945	68.59	76.96
TOTAL EXPENDITURES	853,136	585,191	267,945	68.59	76.96
OTHER					
Contributed Assets		2,240	-2,240		
Depreciation	-266,000	-221,667	-44,333	83.33	83.33
Transfers Out	-152,000	-152,000		100.00	100.00
GO Revenue Bonds	-71,747	-90,860	19,113	126.64	118.63
TOTAL OTHER	-489,747	-462,286	-27,461	94.39	94.54
Net change in fund equity	123,154	179,125	-55,971		
Fund equity, beginning		8,387,421			
Fund equity, ending		8,566,546			
Less invested in capital assets		6,135,855			
Net available fund equity		2,430,691			

Street Light Utility
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		133	-133		
Utility Charges	513,000	424,884	88,116	82.82	81.87
Late fees		7,184	-7,184		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
TOTAL REVENUES	516,000	432,201	83,799	83.76	82.89
EXPENDITURES					
Proprietary					
Street lighting	271,742	196,540	75,202	72.33	75.37
Total Proprietary	271,742	196,540	75,202	72.33	75.37
Capital Outlay					
Street lighting		147,835	-147,835		
Total Capital Outlay		147,835	-147,835		
Capital Outlay					
Capital Projects		5,572	-5,572		
Total Capital Outlay		5,572	-5,572		
TOTAL EXPENDITURES	271,742	349,947	-78,205	128.78	134.09
OTHER					
Depreciation	-66,000	-55,000	-11,000	83.33	83.33
Transfers Out	-22,400	-22,400		100.00	100.00
TOTAL OTHER	-88,400	-77,400	-11,000	87.56	87.67
Net change in fund equity	155,858	4,854	151,004		
Fund equity, beginning		1,363,118			
Fund equity, ending		1,367,972			
Less invested in capital assets		432,561			
Net available fund equity		935,411			

Central Garage Fund
For Year 2015 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	208,000	107,910	100,090	51.88	50.88
Intergovernmental	6,410	6,413	-3	100.05	93.59
Cent Garage chgs	1,256,090	1,254,671	1,419	99.89	99.81
Interest Earnings	10,500	170	10,330	1.62	
TOTAL REVENUES	1,481,000	1,369,164	111,836	92.45	92.92
EXPENDITURES					
Proprietary					
Central Garage Oper	621,453	445,001	176,452	71.61	81.43
Total Proprietary	621,453	445,001	176,452	71.61	81.43
Capital Outlay					
Central Garage Oper		354,887	-354,887		
Total Capital Outlay		354,887	-354,887		
TOTAL EXPENDITURES	621,453	799,887	-178,434	128.71	160.67
OTHER					
Sale of Asset		14,036	-14,036		311.56
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-660,000	-550,000	-110,000	83.33	83.33
Transfers Out	-14,000		-14,000		
GO CIP Bonds	-202,411	-202,193	-218	99.89	100.91
TOTAL OTHER	-757,011	-618,757	-138,254	81.74	77.43
Net change in fund equity	102,536	-49,480	152,016		
Fund equity, beginning		4,314,764			
Fund equity, ending		4,265,284			
Less invested in capital assets		3,228,575			
Net available fund equity		1,036,709			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
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1,224	PMA Securities, Inc.	CD	91	09-30-15	12-30-15	249,117.74	.399900
1,225	PMA Securities, Inc.	CD	91	09-30-15	12-30-15	249,117.74	.399900
1,226	PMA Securities, Inc.	CD	91	09-30-15	12-30-15	249,086.89	.249900
1,223	PMA Securities, Inc.	CD	99	09-23-15	12-31-15	1,249,500.00	.101400
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,229	Dain Rauscher Investment Services	CD	1,461	10-28-15	10-28-19	247,000.00	1.998600
1,230	Dain Rauscher Investment Services	CD	1,461	10-30-15	10-30-19	153,000.00	1.399000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 26						7,095,822.37	

FEDERAL HOME LN BK

1,217	Dain Rauscher Investment Services	FH	1,095	01-30-15	01-29-18	651,599.00	1.333300
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,228	Morgan Stanley Smith Barney LLC	FH	30,83	10-20-15	10-20-2020	500,000.00	.277200
1,215	Dain Rauscher Investment Services	FH	31,93	12-30-14	12-30-2022	500,000.00	3.122900
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300

Total Number Of Investments: 5

2,634,724.00

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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FEDERAL NATL MTG							
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1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
Total Number Of Investments: 2						2,007,347.00	
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FED HM MORTG POOL							
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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
1,219	Dain Rauscher Investment Services	HP	30,83	02-27-15	02-27-2020	500,000.00	2.748500
Total Number Of Investments: 3						1,460,000.00	
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TAX EXMPT MNCPL BOND							
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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	
<hr/>							
TAXABLE MUNCPL BONDS							
<hr/>							
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
1,222	Dain Rauscher Investment Services	TM	1,357	08-13-15	05-01-19	1,173,586.50	2.324700
1,227	Dain Rauscher Investment Services	TM	1,307	10-02-15	05-01-19	512,050.00	2.402400
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: 10						4,616,570.95	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-15

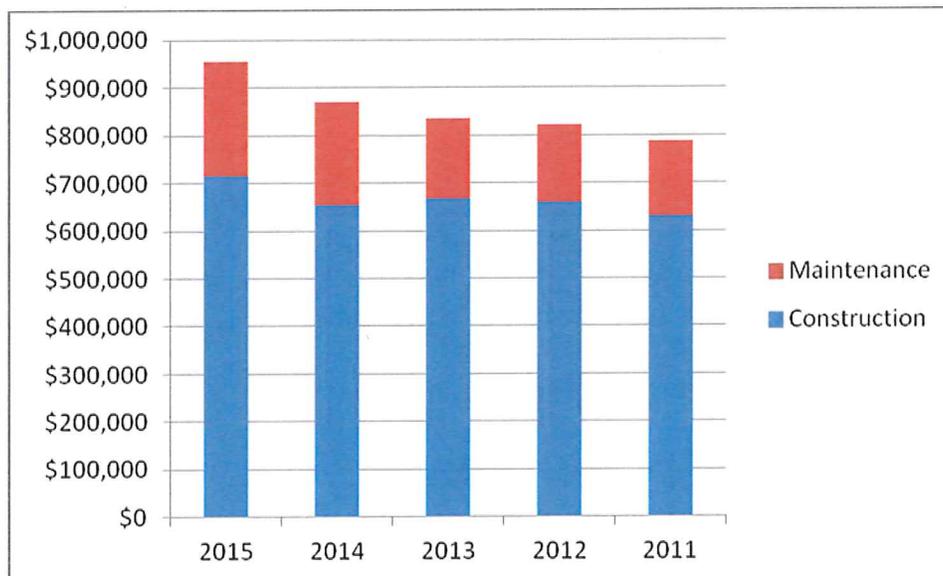
Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					18,129,235.07	
					2,493,757.93	
					10,562,282.02	
					8,440.31	
					151,781.55	
					4,011.96	
					60,009.30	
					31,409,518.14	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: NOVEMBER 12, 2015
SUBJ: PUBLIC WORKS MONTHLY REPORT

MUNICIPAL STATE AID ALLOCATION UPDATE

Every year the City of Shoreview receives Municipal State Aid (MSA) funding from the state for the construction, improvement, and maintenance of municipal state-aid streets. Cities with populations over 5000 are eligible for MSA funds and currently there are 148 Cities that receive MSA funds. Streets can be included in MSA if they provide more than local access, are classified as collector or arterial, and/or connect major points of interest. A maximum of 20% of a Cities total street system can be classified at MSA. Shoreview has 18-miles of MSA streets and is required to certify the mileage of MSA streets on a yearly basis.

MSA is funded from the collection of gas tax and other vehicle fees and apportioned out to the trunk highway system (62%), Counties (29%), and Cities (9%). The amount of MSA allocated to each City receives is based on a formula that includes population and construction needs and is adjusted annually. The MSA allocation a City receives can be used for the construction of new MSA roads, reconstruction or improvement of existing MSA roads, or maintenance of MSA roads. Shoreview currently allocates 75% of the MSA distribution to a construction account and 25% to maintenance. The last five years of Shoreview’s MSA distribution is shown below.



The distribution has been increasing due to the age of Shoreview’s MSA street system. As the system ages the amount of construction needs is increased. The maintenance amount was increased from 20% to 25% in 2013 due to a MSA policy change.

ENVIRONMENTAL SERVICES

Construction projects are coming to an end and are requesting final inspections for escrow release or reduction. Staff visits the site to verify compliance with all requirements or works with the contractors when necessary to make sure a site is secured for the winter.

The Department of Corrections crew will be removing buckthorn from several City properties and parks in the coming weeks - as now is the best time to identify buckthorn. Buckthorn is one of the only things with green leaves remaining - so it's easy to identify and eradicate in November.

The Environmental Quality Committee is excited to announce the lineup for the Spring Speaker Series in 2016 with experts discussing recycling myths and facts, Rice Creek Commons development, Shoreview's infrastructure innovations, and an update of the City's water quality.

Water Conservation Program update:

Staff is reaching out to residents to sign up for the City's new Water Conservation Program. This program's objective is to give residents more current information on their water use through bi-weekly water reports which can lead to greater conservation and lower water bills. The majority of our project funds go to purchasing a device to show 400 households their water use in real time. It syncs up with the water meters the City installed several years ago. Residents can place this device on their countertops or in the laundry room. Overall we hope to be able to gauge if knowing the quantity of water a household uses will make a difference in groundwater conservation. The goal is to have 400 volunteer residents signed up by the starting date of January 1st, 2016. An open house will be held in early December for volunteers to receive their devices and program materials.



MAINTENANCE ACTIVITIES

Street crews and the mechanics have been preparing trucks and equipment for the winter season. Crews are sweeping streets as the weather and time permits. Crews continue to clear catch basins of leaves and debris to keep them open for rain and or snow melt. Adopt a trail signs are being made and posted as they become available. General street sign maintenance and repairs continue as needed.

Street crews patched around manholes and gate valves and spot patched throughout the city in preparation for the winter months. They are beginning crack filling on streets scheduled for seal coating next year. Crack filling will continue as the weather allows. Crews are also hauling rubble and cleaning the former Ramsey County Public Works site.

Utility crews inspect all the wells, lift stations, the booster station and the towers each day. Routine and scheduled maintenance at each facility is completed as necessary. They are performing the biannual cleaning of the sanitary sewer lift stations. They continue to mark locations of City utilities in proposed excavation areas. Although, these types of location requests slow down over the winter months, crews will continue to respond to location requests daily. They also respond to meter appointments and meter reads as necessary.

Utility crews also winterized the Snail Lake Augmentation pump/filter and have pumped down hydrants for the winter. They have been replacing hydrant flags and bagging hydrants along high traffic areas to prevent excessive rusting to the hydrants. Crews have been mowing utility easements, inspecting manholes and they continue sewer jetting as time allows.

Justin Peterson, Brian Maidl, Joe Kedding and Jesse Frandrup attended a “Defensive Driving” instructional class for the large plow/dump trucks. Tim Paulno attended a three day water operators class and tested for (and passed) the Class C Water Operators Certificate license. All the utility crew attended the annual Suburban Utility Supervisors Association (SUSA) one day water school which was held at the community center.

The Department of Corrections crew has gone back to cleaning the maintenance facility three times a week. They cleaned the garage area and washed all the windows, inside and out throughout the garage area. They continue to work with the parks department picking up leaves and trimming trees along trails throughout the parks. They will be working on cleaning up the former Ramsey County Public Works site with the street department.

PROJECT UPDATES

Water Treatment Plant – Project 14-02 – A majority of the underground utility installation is complete. The remaining items include a connection of a new pipe to the existing underground reservoir, which will be completed the week of November 16th, and sanitary and storm sewer piping that will be completed in the spring of 2016. A majority of the site grading is complete, including the stormwater treatment pond. Final grading and installation of final vegetation will be completed in the spring of 2016. All of the masonry and concrete walls have been completed up to the top of the first floor and the precast concrete panels installed for the 2nd floor. The installation of the masonry block for the second floor started the week of November 9th and the installation of the exterior brick for the first floor is scheduled to start the week of November 16th.

Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01 – The restoration work was completed and the final layer of asphalt installed in the Turtle Lane Neighborhood. The City’s contractor has installed the new LED street lights on Turtle Lane East and West. We are waiting for XCEL to energize the system and then we can notify XCEL to remove their old overhead lights. All work for both project areas are complete except for a few minor items.

2015 Street Light Replacements – Project 15-04 – The project is complete.

Lexington Avenue & County Road F Water Main Replacement – Project 15-06 – All work is complete and the final payment will be presented to the Council for consideration of approval at the November 16th meeting.

Virginia/Dennison/Lilac Reconstruction – Project 16-01 – Data collection for the project area is complete and staff has started to work on items required for the feasibility report. An informational meeting for residents concerning the proposed project is being held on November 12th.

Grand Avenue Reconstruction & Extension – Project 16-02 – Staff has started to work on items required for the feasibility report.

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: NOVEMBER 12, 2015

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

The Parks and Recreation Department is busy preparing for the Community Center's 25th Anniversary celebration that will be held on November 20th and 21st. On Friday, November 20th, the Community Center will feature one of our famous Dive In Move nights with a showing of "The Little Mermaid" at the Tropics Indoor Water Park. On Saturday, November 21st, prices will be "rolled back" to 1990 levels and there will be a special family day with many activities including an inflatable obstacle course in the gym, face painting, balloon animals, cake and other refreshments. The Community Center will also be offering a membership special of 25 days for \$25 from Saturday, November 21 – Saturday, November 28.

Unlike many years, the parks maintenance crew has had good weather to place holiday lights in the trees around the Community Center. The annual holiday lighting ceremony will be held on Monday, November 16th at 6:00 pm, about a week earlier than our normal tree lighting date. The choir from Turtle Lake Elementary School will again be providing the entertainment for this annual event followed by hot chocolate and cookies in the Shoreview Room.

The Parks and Recreation Department has now updated its software to the newest version of RecTrac. The software conversion took a few weeks to complete and staff is still troubleshooting issues that arise from time to time. The new web-based product should be more functional, have additional features, and be easier to update in the future.

COMMUNITY CENTER

The fitness center usually begins to get much busier during the month of October as members start to workout indoors. Although activity in the fitness center did pick up some during the month, the weather through much of October resulted in slightly lower numbers than anticipated. There were several pieces of fitness equipment that required repairs and maintenance before we reach our peak use season.

On October 31st Ellis and Associates conducted their fall operational safety audit. Six of the eight lifeguards received exceeds expectation on their individual lifeguard evaluation report. Staff continues to attend monthly in-services that stress the importance of safety, zone validations, and scanning techniques.

The pool heater was repaired this past month. There were 2 failing burners. Both of these burners and a valve were replaced. While replacing these parts, it was noticed that a new heating pump would also need to be installed. Staff has ordered some replacement parts to have in stock to alleviate the need for parts being shipped overnight. Staff also is evaluating when to replace the entire pool heater. The chemical controller probes were also repaired. Fortunately, these repairs and replacements were able to be done while the waterpark remained in use. Since the repairs, all chemical readings and pool temperatures have been functioning properly.

Many children used the Water Park and indoor playground during MEA this month. There were a number of daytime pool groups and after-hours pool groups. The poolside party rooms continue to be well used. Preschool occupies these rooms during the week and birthday parties and private pool parties use the rooms all weekend. Sunday morning Emmanuel Covenant Church hosts their children's program until noon with the first birthday party time slot beginning at 12:30 p.m.

Corporate rentals continue to increase with new groups hosting their trainings at the Community Center. New companies included Arc of MN and the Minnesota Association of Financial Aid Administrators. The regular renters included US Bank, Blue Cross/Blue Shield, UCare, Cretin Derham Hall, The Miniature Guild, and Arby's. There were 16 corporate events and 6 receptions held in the banquet rooms. The meeting rooms were well used with over 120 meetings held in these rooms this month. Birthday Parties remain popular with 31 parties being hosted in the building and 50 being booked for late fall and early winter.

Typically October is a fairly strong month for membership sales. This month, membership sales decreased significantly from previous years. Although there has been growing competition in the fitness market, the very nice fall weather may be the biggest impact on membership sales. Staff is preparing for the next two months in the sales office with November and December typically being the highest in membership sales. Most years these two months receive more than 20% of all membership revenue. Membership, room rentals and daily price adjustments were approved by the City Council generally ranging from a 1 to 3% increase, which will be effective January 1st.

Marketing efforts included an advertisement in the Midway Como monitor. This is a new marketing outlet that will publish an advertisement highlighting the anniversary party. The mailing will be distributed on November 12th and is received by 16,000 homes and 5000 high traffic area businesses. There was a full page color advertisement in the Twin Cities Clipper which is also a new marketing outlet for the Community Center. This brochure is distributed to 50,000 homes and area businesses in Roseville, Arden Hills, Vadnais Heights, and Little Canada. A half page advertisement was also published in the Shoreview Press.

RECREATION PROGRAMS

The Community Health Initiative's Walking Club completed the month of October. Staff will be reevaluating on how to jump start this program again in the spring. There were 28 people signed up for the walks. There was good participation the first two weeks when the walks were directed by staff. Once the walks were self directed, there was a significant drop off in participation. Staff kept maps of the weekly walks and a time and place to meet on the City's web site. A survey has been sent out to participants.

The Farmers' Market ended on October 20th for the 2015 season. The market received the Golden Beet Award for the amount of food donations to the Ralph Reeder Food Shelf. There was over 2500 pounds of food donated to the Food Shelf. Next month there will be an indoor farmers' market being offered for the first time. Vendors are appreciative for the opportunity to offer some of their items during the off season.

There were 2 sessions of AARP safe driving courses offered this month. There were 72 people registered in these classes. Other class offerings included a social media class for older adults. This class focused on navigating Facebook and Twitter and was very well received.

Preschool enrollment is similar to last year. The Lunch bunch program has enough participants enrolled this season to support the class. Mary Beilke retired from teaching preschool at the Community Center for more than 20 years. Her replacement comes from the Anoka County Nature Center with a strong emphasis in early education and experience teaching nature based preschool classes. This will provide an exciting new element to the current curriculum.

A new addition to the preschool program is a web page created by Shutterfly. This is a secure web page that is accessible by a log in name and password which is given to the parents of the children enrolled in preschool. This web page includes the activities for the week, pictures of the children's projects, reminders, teacher information, monthly schedule and class updates. We continue to contract with Mayer Arts to provide Ballet Classes at the Community Center. Wish upon a Ballet was at capacity this past fall session. Another contractual program that continues to be successful is the Tae Kwon Do courses. This program is held in conjunction with Sun Yi's Academy. There were over 35 participants registered for classes this session.

The New Year's Eve party is a Caribbean Carnival theme this year. Staff is preparing for the event by gathering volunteers and planning activities; face painting, crazy hairdos, carnival games, crafts, bingo, and balloon drop. Last year a "swim with a real mermaid" component was added to the event. This year "Captain Jack Sparrow" is the new attraction. He will be greeting guests and offering photo opportunities. The event hours were changed last year to 5:30 pm - 8:00 pm to accommodate the younger children. This time change was very popular with families.

The Active Life Fair took place on Monday, November 2nd. The Active Life Fair is a resource fair for active aging adults and caretakers. There were vendors from organizations with resources

for senior housing facilities, hearing services, computer/technology services, medical supplies, balance screens, financial planning, and senior activities.

The drop-in pickleball program started again at the Community Center gymnasium. The group had been enjoying playing outside with cooperative weather through most of October. The drop-in pickleball program is held at the Shoreview Community Center Monday through Friday from 8:30-11:00 am. There is over 270 members enrolled in the Shoreview Area Pickleball Club. The group held their annual wrap up meeting and pizza party on November 6th at the Summerhouse.

PARKS MAINTENANCE

The warm weather during October resulted in the need to keep maintaining the turf in parks and athletic fields, and maintenance crews had to keep mowing much later into the season than we have in the past. The crew continued to mow all turf areas at least once a week. The athletic fields were typically mowed twice a week. All irrigation systems have been blown out getting ready for winter. The system at the library needed repairs before it could be blown out. The crew has been working on picking up leaves from the parks. The DOC crew spent two days at the Community Center cleaning up leaves, then there were a few days of windy weather that required them to start over again. They also spent two days cleaning up leaves at Rice Creek fields. The crew also fertilized all athletic fields this past month.

The crew took down all the tennis and pickleball nets and put them into storage for the winter. All the umbrellas at the lower level plaza and wading pool were removed for the winter. The sun shades on the playground at Bucher Park were also removed for winter. The safety netting at Sitzer and McCullough Parks were removed from the ballfields. Parking lot lights were repaired at the Community Center and Wilson Park. The lights on the sign at the entrance to the Community Center were repaired by a contractor. The crew pressure washed the colored concrete at the pavilion to remove dirt and grime buildup.

The crew has started getting ready for winter. The fences, benches and dog pots that held bags for people to pick up dog waste were removed at Bucher, Theisen and Wilson Parks. They mowed all hockey and pleasure rinks to prepare for the winter skating season. The crew is now in the process of hanging holiday lights to get ready for the November 16th holiday lighting ceremony. The crew has also installed the boardwalk at Wilson Park so skaters can get to the rinks.

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 MAINTENANCE

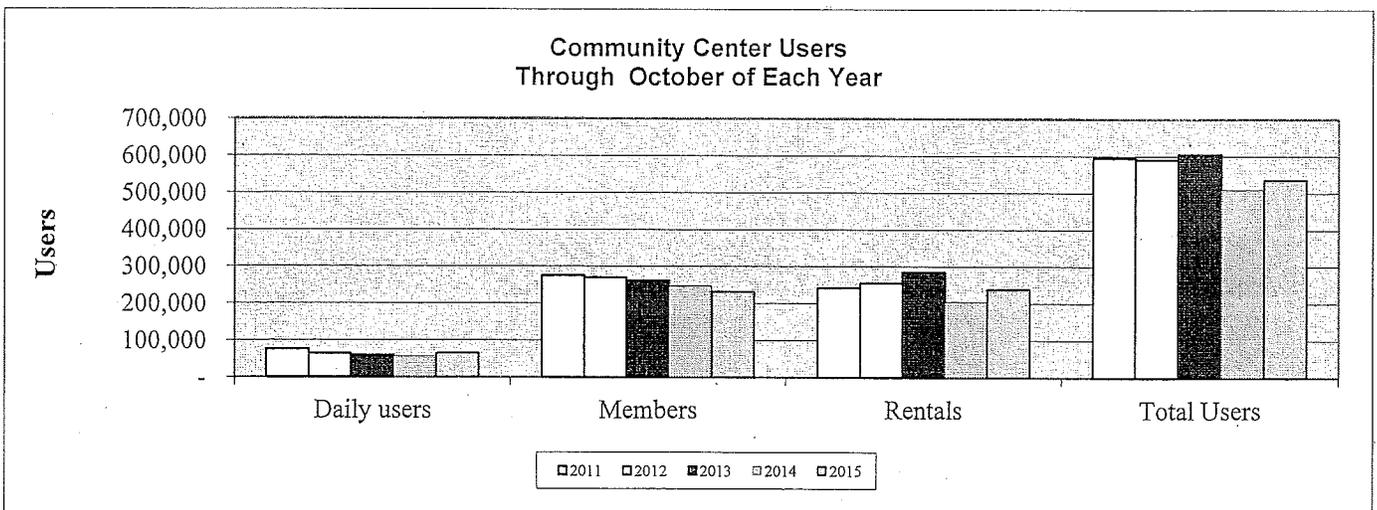
The crew continues to keep the building on its cleaning schedule. The crew cleaned carpet in the Shoreview Room and the meeting rooms. They recently cleaned all 330 banquet chairs that

are stored in the Shoreview room. They have also been working on cleaning the diffusers, beams and ductwork in the gym. A contractor replaced two mirrors in the fitness center. They were broken when a piece of equipment was placed against them.

The lighting retro-fit project has been proceeding very well. All the 4' fluorescent tubes have been replaced with 4' LED lamps by our in-house staff. There were more than 2,100 of these lights in the building. A contractor will be in to replace can lights, wall sconces and 2 X 2 lights on the lower level in the next few days. Work orders keep running ahead of last year's pace. We are currently about 300 work orders ahead of last year.

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

	2011	2012	2013	2014	2015
Number of Users:					
Daily users	75,857	63,984	58,884	56,728	64,671
Members	275,687	270,176	261,321	247,465	232,538
Rentals	242,895	255,863	284,582	205,279	239,150
Total Users	594,439	590,023	604,787	509,472	536,359
Revenue:					
Admissions	\$ 493,670	\$ 466,002	\$ 492,070	\$ 497,460	\$ 545,423
Memberships-annual	716,235	752,789	753,590	766,407	715,321
Memberships-seasonal	77,438	75,716	69,747	75,468	69,563
Room rentals	216,781	214,189	253,954	257,858	273,295
Wave Café	168,663	159,398	178,817	183,025	186,304
Commissions	12,559	12,912	11,729	12,294	12,379
Locker/vending/video	23,013	19,880	18,615	16,403	16,050
Merchandise	12,213	12,711	12,567	10,356	11,839
Other miscellaneous	1,131	216	(19)	283	1,894
Building charge	97,000	100,000	101,687	100,000	103,000
Transfers in	247,500	250,000	260,000	282,500	305,000
Total Revenue	2,066,203	2,063,813	2,152,757	2,202,054	2,240,068
Expenditures:					
Personal services	1,062,377	1,105,335	1,158,746	1,201,983	1,265,693
Supplies	359,724	343,756	377,983	422,119	399,535
Contractual	465,940	487,788	514,272	513,978	540,457
Other	-	5,727	-	-	-
Total Expenditures	1,888,041	1,942,606	2,051,001	2,138,080	2,205,685
Rev less Exp Year-to-date	\$ 178,162	\$ 121,207	\$ 101,756	\$ 63,974	\$ 34,383



**Community Center Monthly Activity
For the Year 2015**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	3,832	-	-	64,671
Members	29,987	26,451	25,972	23,249	21,047	21,655	22,777	21,973	18,619	20,808	-	-	232,538
Rentals	9,409	10,595	10,055	9,993	12,980	43,404	54,139	44,304	14,652	29,619	-	-	239,150
Total Users	47,536	44,739	42,854	39,010	40,979	71,536	83,879	74,465	37,102	54,259	-	-	536,359
Revenue:													
Admissions	\$ 64,470	\$ 61,080	\$ 73,343	\$ 45,755	\$ 44,604	\$ 49,396	\$ 51,073	\$ 54,765	\$ 27,777	\$ 28,730	\$ -	\$ -	\$ 500,993
Indoor playground	7,111	6,914	6,776	4,086	3,336	2,950	2,931	4,353	2,614	3,359	-	-	44,430
Memberships	131,331	85,661	83,759	64,783	60,711	71,901	62,697	72,933	71,878	79,230	-	-	784,884
Room rentals	32,082	29,658	30,567	25,627	27,718	27,973	24,441	26,934	21,102	27,193	-	-	273,295
Wave Café	21,724	21,683	27,356	17,451	16,751	17,198	17,027	19,678	13,612	13,824	-	-	186,304
Commissions	784	-	-	-	470	655	2,085	1,711	3,625	3,049	-	-	12,379
Locker/vending/video	1,100	1,398	2,243	1,506	1,449	1,442	1,783	2,040	1,283	1,806	-	-	16,050
Merchandise	1,085	772	1,226	1,292	1,403	1,479	1,609	1,643	644	686	-	-	11,839
Other miscellaneous	(29)	(80)	52	1,664	27	127	31	34	36	32	-	-	1,894
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	-	-	305,000
Total Revenue	290,158	237,586	255,822	192,664	186,969	306,621	194,177	214,591	173,071	188,409	-	-	2,240,068
Expenditures:													
Personal services	84,628	125,924	121,283	119,613	161,920	100,242	123,539	128,780	122,730	177,034	-	-	1,265,693
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	32,373	-	-	399,535
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	106,691	-	-	540,457
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	102,641	215,607	249,819	220,673	248,674	189,992	218,812	210,097	233,272	316,098	-	-	2,205,685
Rev less Exp (monthly)	\$ 187,517	\$ 21,979	\$ 6,003	\$ (28,009)	\$ (61,705)	\$ 116,629	\$ (24,635)	\$ 4,494	\$ (60,201)	\$ (127,689)	\$ -	\$ -	\$ 34,383
Rev less Exp (ytd)	\$ 187,517	\$ 209,496	\$ 215,499	\$ 187,490	\$ 125,785	\$ 242,414	\$ 217,779	\$ 222,273	\$ 162,072	\$ 34,383	\$ 34,383	\$ 34,383	\$ 34,383

**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	6,651	69,699
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	26,013	297,735
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	9,476	225,738
Total Users	49,709	41,646	49,605	43,938	44,301	72,650	68,970	70,042	31,013	37,598	41,560	42,140	593,172
Revenue:													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ 41,447	\$ 46,543	\$ 541,138
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,160	5,177	55,649
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,899	168,388	1,119,162
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	29,456	307,634
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,617	18,391	217,033
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	243	13,602
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	3,843	22,042
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	622	713	11,691
Other miscellaneous	(42)	(95)	(43)	29	1	296	56	42	18	21	366	12,697	13,346
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	13,615	113,615
Interest	-	-	-	-	-	-	-	-	-	-	-	65,924	65,924
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	339,000
Total Revenue	285,948	212,120	294,275	198,736	175,207	302,334	188,386	188,100	164,946	192,002	224,542	393,240	2,819,836
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	160,824	1,475,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	76,904	528,352
Contractual	8,229	39,893	48,847	45,114	28,652	81,027	33,283	79,182	73,306	76,445	49,392	107,123	670,493
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	104,579	205,899	209,723	214,625	216,959	234,617	185,053	264,278	210,920	291,427	191,897	344,851	2,674,828
Rev less Exp (monthly)	\$ 181,369	\$ 6,221	\$ 84,552	\$ (15,889)	\$ (41,752)	\$ 67,717	\$ 3,333	\$ (76,178)	\$ (45,974)	\$ (99,425)	\$ 32,645	\$ 48,389	\$ 145,008
Rev less Exp (Ytd)	\$ 181,369	\$ 187,590	\$ 272,142	\$ 256,253	\$ 214,501	\$ 282,218	\$ 285,551	\$ 209,373	\$ 163,399	\$ 63,974	\$ 96,619	\$ 145,008	

**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	27,022	22,878	21,760	21,612	27,645	303,211
Wave Café	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	-	14,278	14,259
Building charge	-	-	-	-	-	101,687	-	-	-	-	-	-	101,687
Interest	-	-	-	-	-	-	-	-	-	-	-	(42,835)	(42,835)
Transfers in	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	312,000
Total Revenue	256,960	213,646	283,180	213,610	176,653	293,851	178,377	191,896	159,338	185,246	220,426	261,882	2,635,065
Expenditures:													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	150,736	1,473,504
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	67,635	478,444
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	43,524	66,349	624,145
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	105,372	216,031	198,160	237,287	265,666	203,635	208,739	229,772	192,339	194,000	240,372	284,720	2,576,093
Rev less Exp (monthly)	\$ 151,588	\$ (2,385)	\$ 85,020	\$ (23,677)	\$ (89,013)	\$ 90,216	\$ (30,362)	\$ (37,876)	\$ (33,001)	\$ (8,754)	\$ (19,946)	\$ (22,838)	\$ 58,972
Rev less Exp (ytd)	\$ 151,588	\$ 149,203	\$ 234,223	\$ 210,546	\$ 121,533	\$ 211,749	\$ 181,387	\$ 143,511	\$ 110,510	\$ 101,756	\$ 81,810	\$ 58,972	

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description		
11/04/15	Accounts payable	\$	326,337.39
11/06/15	Accounts payable		\$1,826.56
11/10/15	Accounts payable		\$85,371.74
11/12/15	Accounts payable		\$345,777.42
	Sub-total Accounts Payable	\$	759,313.11
10/30/15	Payroll (including direct deposits)	\$	166,835.03
11/13/15	Payroll (including direct deposits)	\$	159,425.09
	Sub-total Payroll	\$	326,260.12
	Total	\$	1,085,573.23

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

11/16/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A & L SUPERIOR SOD, INC	SOD FOR SEWER REPAIR 3279 OWASSO HEIGHTS	602	45550	2280		002	\$31.20	\$31.20
ABBOTT PAINT & CARPET	PAINT FOR COLUMNS IN CC	220	43800	2240		001	\$151.55	
ACE SOLID WASTE	ROLL OFF DUMPSTER-PARKS	101	43710	3950			\$522.31	\$522.31
ACE SOLID WASTE	DUMPSTER SERVICE-CC AND PARKS	220	43800	3640			\$1,100.29	\$1,258.32
		101	43710	3950			\$158.03	
AMERICAN MESSAGING	LOCKBOX PAYMENT	101	40210	3190		009	\$4.15	
ANCOM COMMUNICATIONS INC	2-WAY RADIO BATTERY REPLACEMENT	220	43800	2180		002	\$140.00	\$140.00
ARC SERVICES INC	REPAIRS TO RAILINGS IN POOL	220	43800	3810		007	\$206.05	\$206.05
ARNT CONSTRUCTION CO INC	PARTIAL PAY EST 7 OWASSO REALIGN CP09-12	571	47000	5900			\$257,505.18	\$257,505.18
BARSNESS, KIRSTIN	OCTOBER ED CONSULTING	240	44400	3190			\$4,607.50	\$4,607.50
BEISSWENGER'S HARDWARE	REPAIR SUPPLIES PARKS	101	43710	2240			\$8.65	\$8.65
BOLTON & MENK, INC	BUCHER SANITARY SEWER REHAB	602	45550	3190			\$1,450.00	\$1,450.00
C & E HARDWARE	RED DUCT TAPE-HYDRANTS	601	45050	2280		001	\$15.98	\$15.98
CAPRA'S UTILITIES INC	SEWER REPAIR 3279 OWASSO	602	45550	3190		002	\$5,000.00	\$5,000.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$380.76	\$380.76
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$500.97	\$500.97
COMMERCIAL FURNITURE SERVICES	REPAIRS TO FIRESIDE LOUNGE FURNITURE	220	43800	3890			\$92.50	\$92.50
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$60.90	\$60.90
ELSE, BETH	PT WANDA 3 SESSIONS	220	22040				\$186.00	\$186.00
GILECK, AMANDA	RSV# 1033708 REFUND REFUND	220	22040				\$25.00	\$25.00
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$82.78	\$82.78
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	\$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	\$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	\$19.99	\$19.99
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GREATER METROPOLITAN HOUSING C	ADMIN FEES/3 NEW LOANS JUNE 2015	307	44100	4890			\$2,400.00	\$2,400.00
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$443.30	\$443.30
HILL, NICOLE	MILEAGE REIMBURSEMENT	101	44100	3270			\$28.75	
IDENTITY STORES, LLC	FALL SOFTBALL SHIRTS - CPG ALLSTARS	225	43510	2170		009	\$137.50	\$137.50
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/OCTOBER 2015	220	43800	3960		004	\$1,320.00	\$1,320.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/NOVEMBER 2015	220	43800	3960		004	\$1,320.00	\$1,320.00
KRUEGER, JILL	RSV# 1033081 REFUND REFUND	220	22040				\$25.00	\$25.00
LEE, CARI	RSV# 1033714 REFUND REFUND	220	22040				\$25.00	\$25.00
LEWIS, TREMAYNE	RSV# 1033736 REFUND REFUND	220	22040				\$25.00	\$25.00
LIFEGUARD STORE, THE	WHISTLES, LANYARD, SWIM SUITS, POOL NET	220	43800	2200		002	\$174.94	\$174.94
LOMAN, TAMARA	RSV# 1033196 REFUND REFUND	220	22040				\$25.00	\$25.00
MANDA, SRIKARAN	RSV# 1033710 REFUND REFUND	220	22040				\$50.00	\$50.00
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002	\$101.05	\$101.05
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR OCTOBER 2015	602	20840				\$7,455.00	\$7,380.45
		602	34060				-\$74.55	
MINNESOTA DEPT OF HUMAN SERVIC	AUGUST CC CLEANING	220	43800	3190		002	\$210.00	\$210.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
MINNESOTA DEPT OF HUMAN SERVIC	COMMUNITY CENTER CLEANING	220	43800	3190		002	\$220.00	\$220.00	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$287.22	\$287.22	
MULTICARE ASSOCIATES TWIN CITI	RESPIRATOR REVIEW	101	40210	3190			\$80.00		
NCPERS MINNESOTA	PERA LIFE INSURANCE: NOVEMBER 2015	101	20413				\$224.00	\$224.00	
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE-NOVEMBER 2015	220	43800	3960		005	\$1,388.62	\$1,388.62	
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES - KEVIN WHITE	101	44300	3190			\$845.00	\$845.00	
PAOLI, NORA	AQUATICS-YOUTH BEGIN	220	22040				\$52.00	\$52.00	
PHS/SHOREVIEW	SAPC - ROOM RENTAL (11/6/15 PIZZA PARTY)	225	43510	3190		020	\$20.00	\$20.00	
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$259.71	\$259.71	
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$34.41	\$34.41	
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$165.33	\$165.33	
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$99.30	\$99.30	
PRESS PUBLICATIONS	SUMMER CAMP DIRECTORY FLP 2X	225	43400	3390			\$100.00	\$100.00	
Q3 CONTRACTING	ST LIGHT REPAIR RESTORATION/5659 ERIK LN	604	42600	3810		002	\$172.77	\$172.77	
Q3 CONTRACTING	FINAL RESTORATION ST LIGHT PROJ 15-04	604	42600	5300			\$778.72	\$778.72	
REPUBLIC SERVICES INC #899	OCTOBER RECYCLING SERVICES	210	42750	3190			\$30,183.32	\$30,183.32	
RICOH USA INC.	MAINTENANCE: RICOH 2352 & 3003 COPIES	101	40200	3850		002	\$196.21	\$196.21	
ST. PAUL, CITY OF	RIVERPRINT:CC LETTERHEAD 2500 #7735	101	43400	2010			\$345.83	\$345.83	
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$512.62	\$512.62	
SWALLEN, JOHN dba MINI KICKERS	FALL MINI KICKERS CLASSES/10/10-11/14	225	43510	3190		012	\$1,375.50	\$1,375.50	
VANCO SERVICES	OCT FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$118.25	\$118.25	
VOSS ELECTRIC	LED LAMPS FOR LIGHTING PROJECT	431	43800	3810			\$426.00	\$426.00	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$865.54	\$915.17	
		220	43800	2591		003	\$49.63		
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$157.99	\$157.99	
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$180.91	\$180.91	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$954.21	\$1,042.37	
		101	40800	2180			\$88.16		
Total of all invoices:								\$326,337.39	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AGUILERA	RSV# 1039816 REFUND REFUND	220	22040				\$25.00	\$25.00
BECKER, STEPHANIE	RSV# 1039822 REFUND REFUND	220	22040				\$25.00	\$25.00
BERGERSON, REBECCA	RSV# 1039798 REFUND REFUND	220	22040				\$25.00	\$25.00
ENTERPRISES, LEAN EDUCATION	CREDIT BALANCE REFUND REFUND	220	22040				\$53.56	\$53.56
FU, HUIJING	RSV# 1039731 REFUND REFUND	220	22040				\$25.00	\$25.00
HANSON-MATHISON, KELSEA	RSV# 1039903 REFUND REFUND	220	22040				\$500.00	\$500.00
INSTITUTE INC., AL - AQSA	RSV# 1039820 REFUND REFUND	220	22040				\$500.00	\$500.00
LARSON, ROGER	4HR SMART DRIVER	220	22040				\$23.00	\$23.00
MCNAMEE, KRIS	RSV# 1039807 REFUND REFUND	220	22040				\$25.00	\$25.00
MIEHE, JESSICA	RSV# 1039790 REFUND REFUND	220	22040				\$25.00	\$25.00
PETERSON, JENNIFER	RSV# 1039805 REFUND REFUND	220	22040				\$25.00	\$25.00
SAUER, KRISTI	RSV# 1039781 REFUND REFUND	220	22040				\$25.00	\$25.00
STORBERG, ROBERT	RSV# 1039722 REFUND REFUND	220	22040				\$500.00	\$500.00
THOMPSON, CORI	RSV# 1039810 REFUND REFUND	220	22040				\$25.00	\$25.00
WELCH, KATHY	RSV# 1039814 REFUND REFUND	220	22040				\$25.00	\$25.00

Total of all invoices: \$1,826.56

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLEN, DEANNE	MINUTES - 10/27 PC, 11/2 CC	101	40200	3190		001		\$200.00	\$350.00
		101	44100	3190				\$150.00	
ANNUNZIATA, GINA	RSV# 1044770 REFUND REFUND	220	22040					\$25.00	\$25.00
ARNT CONSTRUCTION CO INC	HANSON/OAKRIDGE CP14-1 PYMNT NO7 FINAL	576	47000	5900				\$39,689.76	\$39,689.76
ASCAP	ASCAP YEARLY LIC. FEE	220	43800	2180				\$341.67	\$341.67
BEAUPRE AERIAL EQUIPMENT INC	LIFT RENTAL FOR LIGHTING PROJECT	431	43800	3810				\$915.00	\$915.00
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$3.59	\$3.59
BELLES, GEORGIANNA	REFUND CLOSING OVRPYMT-701 SCHIFSKY RD	601	36190			003		\$37.45	\$37.45
BOEHLKE, BAYLEY	RSV# 1044764 REFUND REFUND	220	22040					\$25.00	\$25.00
BOSWELL, THERSA	RSV# 1044765 REFUND REFUND	220	22040					\$25.00	\$25.00
C & E HARDWARE	SHOP SUPPLIES	701	46500	2220		003		\$20.35	\$20.35
CARRIGAN, TIMOTHY	REFUND CLOSING OVRPYMT-201 CO RD F W	601	36190			003		\$109.49	\$109.49
CHANHASSEN DINNER THEATERS	SENIOR DAY TRIP CHANHASSEN DINNER THEATR	225	43590	3174		004		\$947.48	\$947.48
COMCAST	TELEVISION SERVICES:COMMUNITY CENTER	220	43800	3190		001		\$184.39	\$184.39
COORDINATED BUSINESS SYSTEMS	JULY MITA PRINTER USAGE CHARGES	101	40550	3860		004		\$145.26	\$145.26
CULLIGAN	IRON FILTER SERVICE	220	43800	3190		007		\$88.00	\$88.00
DAVANNI'S	SHOREVIEW PICKLEBALL PARTY- FOOD ORDER	225	43510	2170		020		\$573.16	\$573.16
DEBORAH A. SORENSON, D.C.	STAFF DEVELOPMENT	101	40500	4500		010		\$360.00	\$360.00
DEJONG, KORI	RSV# 1044787 REFUND REFUND	220	22040					\$25.00	\$25.00
DIEVENY, MORGAN	RSV# 1044745 REFUND REFUND	220	22040					\$25.00	\$25.00
DIFFLEY, SHELLEY	VOLLEYBALL (GRADE 4&5)	220	22040					\$47.00	\$47.00
DUPAUL, ELIZABETH	REFUND CLOSING OVRPYMT-175 JANSI DRIVE	601	36190			003		\$129.41	\$129.41
EMMERT, BENJAMIN	REFUND CLOSING OVRPYMT-4589 GALTIER ST	601	36190			003		\$106.50	\$106.50
FACE, CARLOS	REFUND CLOSING OVRPYMT-5985 FERNWOOD	601	36190			003		\$140.00	\$140.00
FLETTRE, CARMEN	RSV# 1044749 REFUND REFUND	220	22040					\$25.00	\$25.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 11-06-15	101	20431					\$232.95	\$232.95
GENESIS EMPLOYEE BENEFITS INC	ADMINISTRATION FEE:OCTOBER 2015	101	20416					\$365.20	\$365.20
GERSTNER, BETH	RSV# 1044734 REFUND REFUND	220	22040					\$25.00	\$25.00
GERTENS WHOLESALE	PLANTS FOR COMMUNITY CENTER POTS	101	43710	2260				\$1,075.13	\$1,075.13
GOODPOINTE TECHNOLOGY INC	ICON SUPPORT AGREEMENT	404	42200	3190				\$4,470.00	\$4,470.00
GRAINGER, INC.	CLEANING SUPPLIES/GLOVES COMMUNITY CTR	220	43800	2110				\$344.80	\$344.80
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	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BREAK ROOM AND COFFEE SERVICE	220	43800	2591		003		\$72.72	\$249.04
		101	40800	2180				\$176.32	
HANSEN, SARAH	RSV# 1044784 REFUND REFUND	220	22040					\$25.00	\$25.00
HORIZON COMMERCIAL POOL SUPPLY	POOL HEATER PARTS	220	43800	2240		003		\$2,788.96	
HORIZON COMMERCIAL POOL SUPPLY	POOL HEATER PARTS	220	43800	2240		003		\$1,459.19	\$1,459.19
JONES & BARTLETT PUBLISHERS, I	7 ONLINE LG COURSE CODES	220	43800	2200		002		\$230.65	\$230.65
KARL, EILEEN	REFUND CLOSING OVRPYMT-1150 LOIS CT	601	36190			003		\$19.56	\$19.56
KELLEY, TIM OR DEBORAH	REFUND CLOSING OVRPYMT-995 HILL COURT	601	36190			003		\$8.75	\$8.75
KELLY & LEMMONS, P.A.	OCTOBER 2015 LEGAL FEES	101	40600	3020				\$6,169.88	\$10,281.01
		101	40600	3030				\$4,111.13	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
LAIZANS, ANDRIS	RSV# 1044773 REFUND REFUND	220	22040					\$25.00	\$25.00
MALONEY, DEBORAH	MILEAGE REIMBURSEMENT-MNGFOA CONFERENCE	101	40500	4500		004		\$170.20	\$170.20
MANAMPERI, NIMANTHA	RSV# 1044778 REFUND REFUND	220	22040					\$25.00	\$25.00
MARCHIONE, KRISTINE	FACE PAINTER 25TH ANNIVERSARY 11/21/2015	220	43800	3190		004		\$400.00	\$400.00
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002		\$101.05	\$101.05
MCBREEN, JAMES	REFUND CLOSING OVRPYMT-484 LK WABASSO CT	601	36190			003		\$3.98	\$3.98
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: OCTOBER	101	20802					\$1,313.24	\$1,286.98
		101	34060					-\$26.26	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$376.80	
MOSHFREFZADEH, MANDANA	BALLOON ARTIST REMAINING BALANCE 11/21	220	43800	3190		004		\$225.00	\$225.00
NORTHERN TOOL/BLUE TARP FINANC	PUMP OIL COMM CENTER PRESSURE WASHER	701	46500	2130		001		\$13.98	\$13.98
OLSON, REBECCA	MILEAGE FOR VARIOUS MEETINGS	101	40200	4500				\$396.16	\$396.16
OLSON, REBECCA	MILEAGE FOR VARIOUS MEETINGS	101	40200	4500				\$287.45	\$392.15
		101	40200	3270				\$47.00	
		101	40400	4890				\$57.70	
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC AND CITY HALL	220	43800	3190		004		\$169.39	\$169.39
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$82.54	\$82.54
OSTROWSKI, BRENT	REFUND CLOSING OVRPYMT-5581 ALBERT ST	601	36190			003		\$34.87	\$34.87
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$217.92	\$217.92
PMA FINANCIAL NETWORK, INC	SEPT 2015 BANK FEES	101	40500	4890		004		\$134.80	\$134.80
POWELL, SHARON	GENEALOGY SOFTWARE CLASS (11/4)	225	43590	3174		003		\$160.00	\$160.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: NOVEMBER 2015	101	20414					\$2,749.15	\$2,954.15
		101	20417					\$205.00	
REHER, JEANNE	REFUND CLOSING OVRPYMT-4220 BRISTOL RUN	601	36190			003		\$13.84	
ROSE, TALISA	RSV# 1044761 REFUND REFUND	220	22040					\$25.00	\$25.00
SCHUMACHER, JIM	REFUND CLOSING OVRPYMT-366 DENNISON AVE	601	36190			003		\$113.58	
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015					\$2,217.96	\$2,217.96
SIMS, SHERRY	RSV# 1044774 REFUND REFUND	220	22040					\$25.00	\$25.00
SORENSEN, DALE	REFUND CLOSING OVRPYMT-5690 HEATHER RDG	601	36190			003		\$31.33	\$31.33
ST. PAUL, CITY OF	RIVERPRINT: UTILITY BILL FORMS/40,000	601	45050	2010		001		\$973.13	\$1,946.26
		602	45550	2010		001		\$973.13	
T-MOBILE	WATER TOWER CARD - 9/27/15-10/26/15	601	45050	3190				\$60.23	
THAO, DANA	RSV# 1044740 REFUND REFUND	220	22040					\$500.00	\$500.00
TIERNEY, LINDA	REFUND CLOSING OVRPYMT-4000 CRESTVIEW LN	601	36190			003		\$4.66	\$4.66
TIVOLITOO, INC	REPAIRS TO LINUS STATUE	220	43800	3810		003		\$345.00	\$345.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES NOVEMBER 2015	101	44300	3090				\$4,748.80	\$4,748.80
VERMONT SYSTEMS, INC	VSI USER GROUP TRAINING: SOLA, RILEY	220	43800	4500				\$25.00	\$50.00
		225	43400	4500				\$25.00	
VOSS ELECTRIC	LED LAMPS LIGHT PROJ LESS CR 1527468300	431	43800	3810				\$398.00	
VOSS ELECTRIC	LED LAMPS FOR LIGHTING PROJECT	431	43800	3810				\$639.00	\$639.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$693.29	\$693.29
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$74.33	\$74.33
WICHTERMAN, JESS	RSV# 1044767 REFUND REFUND	220	22040					\$25.00	\$25.00
YANG, STEPHANIE	RSV# 1044789 REFUND REFUND	220	22040					\$25.00	\$25.00
YEOW, TAI	REFUND CLOSING OVRPYMT-1389 VIEWCREST RD	601	36190			003		\$67.59	\$67.59
YOUTH GROUP, PIRCHEI	RSV# 1044772 REFUND REFUND	220	22040					\$100.00	\$100.00

Total of all invoices: \$85,371.74

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ACE SOLID WASTE	WASTE REMOVAL	701	46500	3640		001	\$250.46	
ADVANCED GRAPHIX INC	ADOPT A TRAIL SIGNS	101	43450	2250			\$1,240.00	\$1,240.00
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003	\$307.08	\$307.08
ASSOCIATION OF MINNESOTA COUNT	ACCOUNTANT & STAFF ENGINEER JOB POSTINGS	101	40210	3360		001	\$100.00	\$100.00
BDI	OIL SEAL LANDPRIDE MOWER	701	46500	2220		002	\$15.67	\$15.67
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2220		003	\$6.30	\$6.30
C & E HARDWARE	BUILDING LIGHTS	701	46500	2220		003	\$21.38	\$21.38
C & E HARDWARE	SPRAY FOAM INSULATION UNIT 607	701	46500	2220		001	\$6.99	\$6.99
CDW GOVERNMENT, INC	MONITORS FOR PARKS FRONT DESK	422	40550	5800		011	\$396.94	\$396.94
CDW GOVERNMENT, INC	CREDIT CARD SWIPERS FOR PARKS	101	40550	2180		004	\$172.80	\$172.80
CHESS	OCTOBER MTCE PLAN	101	40210	3190		007	\$625.00	\$625.00
DAYSRING PRODUCTIONS INC	BANQUET ROOM CHANGE ORDER	230	40900	3190			\$43.57	\$43.57
DAYSRING PRODUCTIONS INC	HDMI PLATE REPAIR SHOREVIEW ROOM	230	40900	3190			\$300.00	\$300.00
DUSTY'S DRAIN CLEANING	VIDEO OF 3279 OWASSO	602	45550	3190		002	\$175.00	\$175.00
EARL F. ANDERSON & ASSOC., INC	EXPANDABLE CONE ARMS	601	45050	2280		001	\$67.50	\$67.50
EARL F. ANDERSON & ASSOC., INC	SIGN POSTS	101	42200	2180		003	\$204.00	\$204.00
EARL F. ANDERSON & ASSOC., INC	SIGN POSTS, BOLTS AND NUTS	101	42200	2180		003	\$1,373.50	\$1,373.50
ESS BROTHERS & SONS INC.	MANHOLE PROTECTION RINGS	602	45550	2280		003	\$525.00	\$525.00
FLEETPRIDE INC	TRUCK SAFETY TRIANGLES	701	46500	2220		001	\$36.06	\$36.06
FLEETPRIDE INC	SHOP SUPPLIES	701	46500	2220		003	\$9.91	\$9.91
FLEETPRIDE INC	SHOCKS UNIT 215	701	46500	2220		001	\$197.08	\$197.08
FLEETPRIDE INC	WIRING FOR VERMEER CHIPPER	701	46500	2220		002	\$22.40	\$22.40
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	\$143.68	\$574.70
		602	45550	3190		001	\$143.68	
		603	45850	3190		001	\$143.67	
		604	42600	3190			\$143.67	
HACH COMPANY	FLUORIDE SAMPLES	601	45050	2280		001	\$236.99	\$236.99
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL-OCTOBER	101	41100	3190		003	\$56.50	\$56.50
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES FOR OCTOBER 2015	601	45050	2280		001	\$225.00	\$225.00
LARSON COMPANIES	EQUIPMENT FILTERS	701	46500	2220		002	\$58.16	\$58.16
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001	\$64.00	
LUBRICATION TECHNOLOGIES, INC	GAS ENGINE OIL	701	46500	2130		001	\$909.00	\$909.00
MAC QUEEN EQUIPMENT INC.	MISC PARTS FOR REGEN SWEEPER	701	46500	2220		001	\$985.22	\$985.22
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001	\$1,870.11	\$1,870.11
MANSFIELD OIL COMPANY	DIESEL FUEL	701	46500	2120		002	\$2,764.70	\$2,764.70
MINNESOTA EQUIPMENT	CHUTE AND DRAG LINK JD1585	701	46500	2220		002	\$183.46	\$183.46
MINNESOTA EQUIPMENT	FILTERS FOR JD5115M	701	46500	2220		002	\$271.26	\$271.26
MINNESOTA EQUIPMENT	WIRING FOR UNIT JD5220	701	46500	2220		002	\$27.25	\$27.25
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2220		003	\$14.96	\$14.96
NAPA AUTO PARTS	OIL FILTER UNIT 305	701	46500	2220		001	\$12.99	\$12.99
NEWMAN SIGNS	SIGN BLANKS	101	42200	2180		003	\$601.68	\$601.68
NORM'S TIRE SALES	ALIGNMENT UNIT 604	701	46500	3190		001	\$109.95	\$109.95
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO CC SIGNS	220	43800	3810		002	\$294.61	\$294.61
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO POOL LIGHTS	220	43800	3810		007	\$560.75	\$560.75
NORTHERN ELECTRICAL CONTRACTOR	LED WALL SCONCES BANQUET RESTROOMS	431	43800	3810			\$1,696.90	\$1,696.90
NORTHERN ELECTRICAL CONTRACTOR	BALLAST REPLACEMENT FOR LIGHTING PROJECT	431	43800	3810			\$2,113.73	\$2,113.73
OFFICE DEPOT	ALUMINUM FORM HOLDER	101	44300	2010			\$26.39	\$26.39
OFFICE DEPOT	STORAGE BOXES	101	40200	2010		002	\$111.98	\$111.98
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40210	2180			\$15.99	\$227.95
		601	45050	2010			\$15.99	
		602	45550	2010			\$15.99	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		101	40550	2010		002	\$179.98	
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950			\$35.54	\$35.54
OXYGEN SERVICE COMPANY	TORCH REPAIR	701	46500	3196		001	\$67.05	
RAMSEY COUNTY	CAD SERVICES - OCTOBER	101	41100	3190			\$1,546.45	\$1,546.45
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES - NOVEMBER 2015	101	41100	3190		001	\$168,576.78	\$168,576.78
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$146.64	\$146.64
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$24.96	\$24.96
RICOH USA INC.	TONER-UTILITY PRINTER	101	40550	3860		004	\$650.95	\$650.95
SCHINDLER ELEVATOR CORPORATION	QUARTERLY ELEVATOR MAINTENANCE FEE	701	46500	3196		002	\$426.78	\$426.78
STAR TRIBUNE	SUBSCRIPTION - 11/20/15 - 2/19/16	101	40200	4330		009	\$42.25	\$42.25
STAR TRIBUNE	STAFF ENGINEER JOB AD	101	40210	3360		002	\$518.40	\$518.40
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,560.55	\$1,560.55
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$381.20	\$381.20
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$64.80	\$64.80
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002	\$209.49	\$209.49
TOWMASTER	BOX, PLOW AND EQUIPMENT FOR NEW 210	701	46500	5800			\$91,905.00	\$91,905.00
TOWMASTER	BOX, PLOW AND EQUIPMENT FOR NEW 610	701	46500	5800			\$57,089.00	\$57,089.00
TWIN SOURCE SUPPLY	NITRILE GLOVES FOR CLEANING	701	46500	2220		003	\$47.91	\$47.91
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$52.55	\$210.22
		601	45050	3970		001	\$52.55	
		602	45550	3970		001	\$52.55	
		603	45850	3970		001	\$26.29	
		701	46500	3970		001	\$26.28	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$46.95	
		601	45050	3970		001	\$46.95	
		602	45550	3970		001	\$46.95	
		603	45850	3970		001	\$23.48	
		701	46500	3970		001	\$23.47	\$187.80
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$68.84	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$61.88	\$61.88
YALE MECHANICAL INC	REPAIRS TO POOL AHU	220	43800	3810		007	\$1,069.05	\$1,069.05
YALE MECHANICAL INC	REPAIRS TO BEACHCOMBER VENTING	220	43800	3810		003	\$791.00	\$791.00
							Total of all invoices:	\$345,777.42
								=====

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,485	Return Check to Tom Wesolowski
Vendor number	00054 1	2015
Vendor name	ARNT CONSTRUCTION CO INC	
Address	PO BOX 549 HUGO, MN 55038	

Date	Comment line on check	Invoice number	Amount
11-03-15	PARTIAL PAY EST 7 OWASSO REALIGN CP09-12	7	\$257,505.18

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.

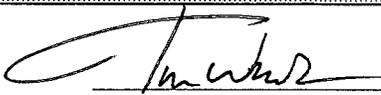
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
571 47000 5900	\$257,505.18

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$ <input checked="" type="checkbox"/>

Reviewed by:  11/3/15 ok
 (signature required) Tom Wesolowski

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	52,532
Vendor number	01337 2 2015
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
11-01-15	LAW ENFORCEMENT SERVICES - NOVEMBER 2015	SHRFL-001443	\$168,576.78

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
101 41100 3190 001	\$168,576.78

Is sales (tax) included on invoice?	<input checked="" type="radio"/> 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	copy for Council
Quote 2	
Explanation if no quote received	

DE
2015

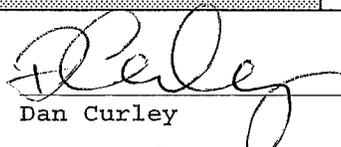
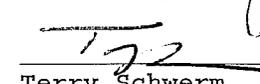
Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Vendor number	01991 1	Council approved January 5, 2015
Vendor name	TOWMASTER	
Address	61381 US HWY 12 LITCHFIELD, MN 55355	

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
52,570	10-26-15	BOX, PLOW AND EQUIPMENT FOR NEW 210	374150	701 46500 5800	\$91,905.00
52,571	10-29-15	BOX, PLOW AND EQUIPMENT FOR NEW 610	374274	701 46500 5800	\$57,089.00
Total:					\$148,994.00

copy for
Council

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

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: NOVEMBER 12, 2015
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.

902 County Rd E W	Erosion Control completed
3495 Victoria St N	Erosion Control partial completion

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:

902 County Rd E	Novak Tollefsbol/Robert Clagherty	\$ 1,000.00
3495 Victoria St N	Church of St Odilia	\$ 5,000.00

PROPOSED

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

HELD NOVEMBER 16, 2015

* * * * *

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 November 16, 2015 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. 15-107

**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:

902 County Rd E	Novak Tollesbol/Robert Clagherty	\$ 1,000.00
3495 Victoria St N	Church of St Odilia	\$ 5,000.00

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 16th day of November, 2015.

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

to adopt Resolution No.15-105 approving Change Order No. 2 and Payment No.4 (Final) for the Lexington Avenue/County Rd. F Water Main Replacement, City Project No.15-06.

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____

QUIGLEY _____

SPRINGHORN _____

WICKSTROM _____

MARTIN _____

REGULAR COUNCIL MEETING
NOVEMBER 16, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: GLEN M. HOFFARD
SENIOR ENGINEERING TECHNICIAN
DATE: NOVEMBER 12, 2015
SUBJECT: LEXINGTON AVE/COUNTY RD. F WATERMAIN REPLACEMENT
CITY PROJECT 15-06, CHANGE ORDER NO. 2 & PAYMENT NO.4 (FINAL)

INTRODUCTION

The attached Change Order No.2 and Payment No.4 (Final) have been prepared by staff and must be approved by Council in order to modify the contract.

BACKGROUND

On April 6, 2015, the City Council awarded a contract to C. W. Houle Inc. in the amount of \$ 363,071.00 for the Lexington Ave/County Rd. F Water Main Replacement, City Project 15-06 and authorized the Mayor and City Manager to sign said contract. On August 3, 2015, the City Council approved Change Order No.1 in the Amount of \$ 97,841.73 which resulted in a revised contract amount of \$ 460,912.73.

DISCUSSION

Change Order No. 2 has been prepared in order to address certain changes or modifications to the original contract.

ADDITION:

The final sod quantity was considerably more than the plan quantity; therefore, the unit price was renegotiated from \$ 14.00/SY to \$ 10.00/SY. A new pay item will be added to the contract as follows:

Additional Sod W/6" Topsoil 1,100 SY @ \$ 10.00/SY =	\$ 11,000.00
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An additional hydrant was replaced on Lexington Ave. north of County Rd. F. A new pay item will be added to the contract as follows:

Additional F & I Hydrant (WB-67) & Valve 1 EA @ \$ 6,380.00/EA =	\$ 6,380.00
---	-------------

A 4" gate valve was installed on the domestic water service to 1080 County Rd. F. A new pay item will be added to the contract as follows:

Additional 4" Gate Valve
1 EA @ \$ 2,160.00/EA = \$ 2,160.00

Additional 4" DIP watermain was installed for the domestic water service to 1080 County Rd. F. A new pay item will be added to the contract as follows:

Additional 4" Watermain DIP CL 53
13 LF @ \$ 71.00/LF = \$ 923.00

Additional 8" DIP watermain was installed on Lexington Ave. north of Gramsie Rd. A new pay item will be added to the contract as follows:

Additional 8" Watermain DIP CL 53
52 LF @ \$ 79.00/LF = \$ 4,108.00

A temporary concrete barrier was installed on County Rd. F to separate traffic from the construction activity. It was agreed that the City would split that cost with the contractor. A new pay item will be added to the contract as follows:

Concrete Barrier
1 LS @ \$ 4,654.50 = \$ 4,654.50

Total Change Order No.2 = \$ 29,225.50

Pay items have been added to the contract documents resulting in a net increase to the contract of \$ 29,225.50. Change Order No.2 will increase the contract amount to \$ 490,138.23. Payment No.4 (Final) in the amount of \$ 53,151.15 results in a total amount of work completed of \$ 489,707.23

Change Order No.2 will be funded from the Water Fund.

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.2 and Payment No.4 (Final) for the Lexington Ave/County Rd. F Water Main Replacement, City Project No. 15-06.

CITY OF SHOREVIEW CONTRACT CHANGE ORDER

Project:	Lexington Ave. / County Rd. F Watermain
City Project No.:	15-06
Change Order Number:	2 (Two)
Date:	November 16, 2015
Contractor:	C. W. Houle, Inc.

The deductions, additions, revisions and corrections contained herein shall be made to the Contract Documents for the project and shall become part of the Scope of Work.

ADDITION:

Sod W/6" Topsoil 1,100 SY @ \$ 10.00/SY =	\$ 11,000.00
F & I Hydrant (WB-67) & Valve 1 EA @ \$ 6,380.00 =	\$ 6,380.00
4" Gate Valve 1 EA @ \$ 2,160.00 =	\$ 2,160.00
4" Watermain DIP Cl 53 13 LF @ \$ 71.00/LF =	\$ 923.00
8" Watermain DIP Cl 53 52 LF @ \$ 79.00/LF =	\$ 4,108.00
Concrete Barrier 1 LS @ \$ 4,654.50 =	\$ 4,654.50
TOTAL CHANGE ORDER NO.2	<u>\$ 29,225.50</u>

SUMMARY:

Original Contract Amount:	\$ 363,071.00
Change Order No.1	\$ 97,841.73
Change Order No.2	\$ 29,225.50
Amended Contract Amount	<u>\$ 490,138.23</u>

APPROVALS:

APPROVED BY: City of Shoreview

By: _____ Title: City Engineer Date: _____

ACCEPTED BY: C. W. Houle, Inc.

By: _____ Title: _____ Date: _____

APPLICATION FOR PAYMENT

NO. 4(Final)

PROJECT: Lexington Ave. / County Rd. F Watermain
OWNER: City of Shoreview
PROJECT NO: 15-06
CONTRACTOR: C.W. Houle Inc.
APPLICATION DATE: 11/16/2015 FOR PERIOD ENDING: 11/6/2015

STATEMENT OF WORK

ORIGINAL CONTRACT AMOUNT	\$ <u>363,071.00</u>
NET CHANGE BY CHANGE ORDER	\$ <u>127,067.23</u>
CONTRACT AMOUNT TO DATE	\$ <u>490,138.23</u>
TOTAL AMOUNT OF WORK COMPLETED	\$ <u>489,707.23</u>
LESS 0 % RETAINAGE	\$ <u>-</u>
AMOUNT DUE TO DATE	\$ <u>489,707.23</u>
LESS PREVIOUS PAYMENTS	\$ <u>436,556.09</u>
PAYMENT DUE THIS APPLICATION	\$ <u>53,151.14</u>

PAYMENT NO.4 (FINAL)

COUNTY ROAD F AND LEXINGTON AVE.
 WATERMAIN REPLACEMENT
 CITY PROJECT NO. 15-06

WATERMAIN

ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL COST
2021.501 MOBILIZATION	LS	1.00	1.00	\$ 16,500.00	\$ 16,500.00
2104.505 REMOVE BITUMINOUS PAVEMENT	SY	60.00	728.00	\$ 8.00	\$ 5,824.00
2104.505 REMOVE CONCRETE SIDEWALK	SY	75.00	100.00	\$ 8.00	\$ 800.00
2104.505 REMOVE CONCRETE CURB & GUTTER	LF	150.00	234.00	\$ 6.00	\$ 1,404.00
2104.509 REMOVE / SALVAGE HYDRANT & VALVE	EA	7.00	7.00	\$ 1,800.00	\$ 12,600.00
2123.610 STREET SWEEPING	HR	3.00	3.00	\$ 185.00	\$ 555.00
2211.501 AGGREGATE BASE CLASS 5	TON	50.00	-	\$ 49.00	\$ -
2504.602 CONNECT TO EXISTING WM	EA	3.00	3.00	\$ 7,580.00	\$ 22,740.00
2504.603 6" TEMPORARY WATER SERVICE	LS	1.00	1.00	\$ 28,000.00	\$ 28,000.00
2504.602 F & I HYDRANT (WB-67) & VALVE	EA	7.00	7.00	\$ 6,380.00	\$ 44,660.00
2504.602 TRACER WIRE BOX	EA	7.00	-	\$ 50.00	\$ -
2504.602 3" GATE VALVE	EA	1.00	-	\$ 2,130.00	\$ -
2504.602 4" GATE VALVE	EA	3.00	3.00	\$ 2,160.00	\$ 6,480.00
2504.602 6" GATE VALVE	EA	1.00	1.00	\$ 2,830.00	\$ 2,830.00
2504.602 8" GATE VALVE	EA	5.00	4.00	\$ 3,290.00	\$ 13,160.00
2504.603 3" WATERMAIN DIP CL 53	LF	9.00	-	\$ 105.00	\$ -
2504.603 4" WATERMAIN DIP CL 53	LF	54.00	54.00	\$ 71.00	\$ 3,834.00
2504.603 6" WATERMAIN DIP CL 53	LF	86.00	132.00	\$ 71.00	\$ 9,372.00
2504.603 8" WATERMAIN DIP CL 53	LF	64.00	64.00	\$ 79.00	\$ 5,056.00
2504.603 10" WM CL DR11 HDPE-DIPS (PIPE BURSTING)	LF	2,606.00	2,606.00	\$ 55.00	\$ 143,330.00
2504.603 DIP FITTINGS	LBS	5,500.00	5,500.00	\$ 3.80	\$ 20,900.00
2504.608 4" UTILITY INSULATION	SY	15.00	-	\$ 38.00	\$ -
2531.507 4" CONCRETE SIDEWALK	SY	75.00	-	\$ 71.00	\$ -
2360.521 2" BITUMINOUS TRAIL (SPWEA440B)	TON	12.00	-	\$ 295.00	\$ -
2531.501 CONCRETE CURB & GUTTER (B6-18)	LF	150.00	-	\$ 36.00	\$ -
2563.601 TRAFFIC CONTROL	LS	1.00	1.00	\$ 6,800.00	\$ 6,800.00
2573.501 INLET PROTECTION	EA	4.00	3.00	\$ 360.00	\$ 1,080.00
2575.505 SODDING W/6" TOPSOIL	SY	150.00	-	\$ 14.00	\$ -
C.O.1 EXTRA DEPTH WATERMAIN	LF	2,925.00	2,925.00	\$ 10.00	\$ 29,250.00
C.O.1 ADDITIONAL 10" CL DR11 HDPE-DIPS	LF	319.00	319.00	\$ 55.00	\$ 17,545.00
C.O.1 ADDITIONAL AGGREGATE BASE CLASS 5	TON	218.80	218.80	\$ 35.00	\$ 7,658.00
C.O.1 2" BIT. WEAR COURSE (SPWEA440B)	TON	194.15	194.15	\$ 160.00	\$ 31,064.00
C.O.1 REMOVE STEEL CASING	LS	1.00	1.00	\$ 16,803.00	\$ 16,803.00
C.O.1 INSTALL BIO-ROLLS	LF	900.00	900.00	\$ 2.75	\$ 2,475.00
C.O.1 SILT FENCE	LF	200.00	200.00	\$ 1.70	\$ 340.00
C.O.1 INSTALL HYDRANT EXTENSIONS	EA	3.00	3.00	\$ 873.91	\$ 2,621.73
C.O.1 FIBER BLANKET	SY	1,350.00	1,350.00	\$ 4.00	\$ 5,400.00
C.O.1 SELECT GRANULAR BORROW	CY	56.00	56.00	\$ 25.00	\$ 1,400.00
C.O.2 ADDITIONAL SOD W/6" TOPSOIL	LS	1,100.00	1,100.00	\$ 10.00	\$ 11,000.00
C.O.2 ADDITIONAL F & I HYDRANT (WB-67) & VALVE	EA	1.00	1.00	\$ 6,380.00	\$ 6,380.00
C.O.2 ADDITIONAL 4" GATE VALVE	EA	1.00	1.00	\$ 2,160.00	\$ 2,160.00
C.O.2 ADDITIONAL 4" WATERMAIN DIP CL 53	LF	13.00	13.00	\$ 71.00	\$ 923.00
C.O.2 ADDITIONAL 8" WATERMAIN DIP CL 53	LF	52.00	52.00	\$ 79.00	\$ 4,108.00
C.O.2 CONCRET BARRIER	LS	1.00	1.00	\$ 4,654.50	\$ 4,654.50

TOTAL

489,707.23

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

HELD NOVEMBER 16, 2015

* * * * *

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 November 16, 2015 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. 15-105
APPROVING CHANGE ORDER NO.2 AND PAYMENT NO.4 (FINAL)
FOR
THE LEXINGTON AVENUE/COUNTY RD. F WATER MAIN REPLACEMENT
CITY PROJECT 15-06

WHEREAS, On April 6, 2015 the City Council awarded a contract to C. W. Houle, Inc. for the Lexington Avenue/County Rd. F Water Main Replacement, City Project 15-06 and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$ 363,071.00, and

WHEREAS, Change Order No. 1, in the amount of \$ 97,841.73 was approved by the City Council on August 3rd 2015 which increased the contract amount to \$ 460,912.73, and

WHEREAS, Change Order No.2, in the amount of \$ 29,225.50, has been prepared by staff, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$ 490,138.23, and

WHEREAS, Payment No.4 (Final), in the amount of \$ 53,151.14, will result in a total amount of work completed of \$ 489,707.23, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No. 2 and Payment No.4 (Final).

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 15-106 authorizing execution of a Professional Services Agreement with SRF Consulting Group, Inc. for engineering activities associated with the relocation of water main located within the right-of-way of Interstate Highway 694, City Project #15-10.

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

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: NOVEMBER 9, 2015

SUBJECT: RELOCATE WATER MAIN LOCATED WITHIN THE RIGHT OF WAY OF
INTERSTATE HIGHWAY 694
AUTHORIZE PROFESSIONAL SERVICES AGREEMENT,
CITY PROJECT #15-10

INTRODUCTION

Professional services are required for the preparation of plans and specifications and construction coordination activities for the relocation of water main located within the right of way of Interstate Highway 694, City Project 15-10. Staff has identified the necessary services and recommends that the City Council authorize approval of a professional services agreement with SRF Consulting Group, Inc.

BACKGROUND

City water main currently installed under the drive lanes of I694 at the Victoria Street overpass will be affected by the reconstruction of I694, which is scheduled to begin in the spring of 2016. Due to the reconstruction of I694 the cover over the existing water main will be reduced, potentially increasing the susceptibility of the pipe to freezing issues. Also, the water main consists of cast iron pipe (CIP), which is a relatively brittle material. The reduced cover also increases the chance that the pipe could fracture or break during or after construction.

To address the issue of the reduced cover, new water main will need to be installed at a lower elevation prior to the start of the I694 improvements. The water main will be installed by directional boring and a casing pipe will be installed under the drive lanes.

The total cost to relocate the water main is estimated at \$265,200.00, which includes an allowance for engineering, administrative, and contingency items. As per the agreement with the Minnesota Department of Transportation (MnDOT), that was approved by the Council at their November 2nd, 2015 meeting, the City will complete the relocation in the winter/spring of 2016 and submit the costs to MnDOT for reimbursement.

DISCUSSION

The development of plans and specifications for this type of specialized work that includes specific permitting and traffic control requirements from MnDOT for work that completed within their right of way requires expertise beyond what cities like Shoreview typically have on staff. Accordingly, staff has negotiated a proposal for professional services design and construction related activities with a local firm specializing in these areas. The proposal from SRF Consulting Group, Inc. is attached for reference. SRF is one of the consultants working for MnDOT on the I694 third lane project and therefore has the background knowledge to best complete the plans and specifications for this project. The estimated cost for the development of plans and project administration is \$54,000.

PROPOSED PROJECT SCHEDULE

The proposed schedule is as follows:

<u>ITEM</u>	<u>COMPLETION DATE</u>
Council Approve Plans and Specifications	January 2016
Bid Opening	February 2016
Council Award Contract	February 2016
Construction Start	March 2016
Construction Complete	May 2016

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution that authorizes execution of a professional services agreement with SRF Consulting Group, Inc. for engineering services associated with the relocation of water main located within the right of way of Interstate Highway 694, City Project 15-10.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD NOVEMBER 16, 2015**

* * * * *

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 November 16, 2015 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. 15-106
AUTHORIZE EXECUTION OF PROFESSIONAL
SERVICES AGREEMENT WITH SRF CONSULTING GROUP, INC.
FOR THE
RELOCATION OF WATER MAIN LOCATED WITHIN THE RIGHT OF WAY
OF INTERSTATE HIGHWAY 694
CITY PROJECT #15-10

WHEREAS, a portion of the City's water main is located under Interstate Highway 694; and

WHEREAS, the reconstruction of Interstate Highway 694 requires the relocation of existing City utilities located within the Highway right-of-way, and

WHEREAS, outside professional services are required for the preparation of plans and specifications and construction-related activities pertaining to the relocation of the water main; and

WHEREAS, the City has received a proposal and scope of services from an engineering firm qualified for such activities.

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

1. That the Mayor and City Manager are hereby authorized to execute a Professional Services Agreement with the firm SRF Consulting Group, Inc. for the provision of the necessary engineering services for an estimated cost of

November 6, 2015

Mr. Tom Wesolowski, PE
City Engineer
CITY OF SHOREVIEW
4600 Victoria Street North
Shoreview, MN 55126

SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR WATERMAIN DESIGN AT I-694 AND VICTORIA STREET IN SHOREVIEW

Dear Mr. Wesolowski:

Based on your request, we are pleased to submit this proposal for design and in-construction services for the relocation of the existing 12-inch cast iron watermain under I-694, just east of Victoria Street.

We understand that the City of Shoreview has been coordinating with MnDOT on their I-694 reconstruction design, and it will be the City's responsibility to lower this watermain prior to the I-694 reconstruction project.

SCOPE OF SERVICES

We propose to carry out the work described as follows:

1. **Project Management:** Includes communication and coordination with City staff and MnDOT, task and schedule management, and quality control.
2. **Data Collection:** Includes compiling available as-built information and performing topographic field surveys to be used for base mapping.
3. **Utility Coordination:** Includes coordination with existing utilities within the project area.
4. **Final Design:** Includes preparation of final construction plans, specifications, and construction cost estimate. Plans will be submitted for review at 50 percent and 100 percent. Plans will meet Shoreview and MnDOT requirements for watermain construction and traffic control within MnDOT right of way.
5. **Permits:** Includes preparation of Minnesota Department of Health permit for watermain, and MnDOT permit to work within their right of way.
6. **Bidding Assistance:** Includes assistance with questions from bidders, attendance at bid opening, and preparation of a bid tabulation.
7. **Construction Observation and Staking:** Includes facilitation of a pre-construction meeting, construction administration, full-time observation, construction surveying and staking, and preparation of record drawings.

www.srfconsulting.com

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

An Equal Opportunity Employer

Mr. Tom Wesolowski, PE
City of Shoreview

- 3 -

November 6, 2015

ACCEPTANCE /NOTICE TO PROCEED

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is mhansen@srfconsulting.com

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.

Matthew D. Hansen, PE (MN ID) LS (MN IA)
Principal

MDH/jal
Attachment A – Standard Terms and Conditions

APPROVED:

CITY OF SHOREVIEW

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

SRF P15887

[S:\Marketing\Proposals\2015 Letter Proposals\15887 Shoreview Watermain I-694.docx]

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

If negotiation in good faith fails to resolve a dispute within the thirty (30) days of notice of the dispute, or time period specified by applicable law, then the parties agree that each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in a location mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a mediated settlement agreement, which agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

16. CONTROLLING LAW

This Agreement is to be governed by the law of the principal place of business of SRF.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

Proposed Motion

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the Advance Resignation Notice Program effective January 1, 2016 as recommend in the attached staff report.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

Regular Council Meeting
November 16, 2015

v:\word\Advance Resignation Notice CC Motion

Memorandum

Date: November 12, 2015

To: MAYOR AND CITY COUNCIL

From: Laurie D. Elliott, Human Resources Director *L. Elliott*

Re: Advance Resignation Notice Program

Background

The City has several pending retirements anticipated over the next few years. Filling these vacancies prior to the incumbent employee's last day will reduce the loss of information and expertise that occurs when an employee leaves.

Discussion

Attached is a draft Advance Resignation Notice Program. The purpose of this program is to provide a financial incentive to staff to submit resignations 90 - 180 days in advance. Having a longer timeframe to advertise and hire a position would make a significant difference in getting positions filled in a timely manner. This program makes for smoother transitions going forward and allows time for the training and transfer of knowledge to a new hire. In addition, this program will help maintain the high level of customer service and quality work that our residents have come to expect.

The key elements of the program include:

1. All regular employees, who have been employed with the City of Shoreview for at least two years, are eligible to participate in the program.
2. Expecting the employee to assist with training their replacement.
3. Limiting annual leave usage during the advance notice period.
4. Reserving the City's right to refuse to enter into an Advance Notice Agreement with an employee.
5. Allowing employees 10 days to rescind their resignation submitted under the program.
6. Payment for a 90 day advance notice is \$500; 120 day advance notice is \$1000, and 180 day advance notice is \$1500.
7. Payment isn't made until on or after the final day of work.

Impact on Budget

We anticipate that approximately five employees will take advantage of this program in 2016 at a direct cost of \$7500, and three to four employees per year in 2017 and 2018. In addition, there will be some overlap in salary and benefit costs due to the new hire starting work prior to the final day of the employee they are replacing. These costs will be distributed among the various departments and are expected to average around \$10,000 per position. It cannot be overstated that this overlap is key to maintaining service levels in an organization that runs very lean.

Recommendation

Staff recommends approval of the Advance Resignation Notice Program effective January 1, 2016.

City of Shoreview
Advance Resignation Notice Program

Purpose

The City's Advance Resignation Notice Program is designed to improve the efficiency and stability of the City's workforce by encouraging employees to give the City advance notice of their intent to resign. The purpose of this program is to begin the process of replacing an employee who is leaving the City as soon as possible after notice is received. This will reduce the time that the position remains unfilled.

Eligibility

This program is available to active Regular full-time and Regular part-time employees, who have been employed in a Regular full-time or part-time position for a minimum of two years.

The City reserves the right to not replace any employee who resigns, and/or to modify the position and duties prior to hiring a new employee. This decision will not affect a current employee's eligibility for an Advance Notice payment.

Notice & Use of Leave

In order to be eligible for an Advance Notice payment an employee must give at least 90 calendar days notice to the employee's Department Director before his or her last day of work. The last day of work is defined for this program as the last day that an employee will be actively working for the City. The City reserves the right to approve or deny requests for use of accrued Annual Leave during the 90-180 day period. It is the policy and intent that an employee requesting an Advance Notice Incentive remains actively working for the City and limits the use of Annual Leave during the final 90-180 day period.

City Expectations

In order to be eligible for the one-time payment noted below, the departing employee will be expected to train the replacement or new hire to the extent possible by transferring knowledge and preparing documentation of the position as necessary.

Agreement Acceptance

The agreement must be signed by the employee, the Department Director, and the Human Resources Director to be effective. The City reserves the right to refuse to enter into this agreement with any employee. For purposes of this policy, the term day(s) shall mean calendar day(s).

Payment

The City will provide the following one-time payment for advance notice:

Ninety (90) days:	\$ 500
One Hundred Twenty (120) days:	\$1,000
One Hundred Eighty (180) days:	\$1,500

Payment will be made on or after the employment termination date. Payment will not be made if the employee or the City rescinds the resignation. Payment is subject to taxation and required deductions.

Rescission Period

An employee has ten (10) calendar days from the date the employee signs the agreement to rescind the Advance Resignation Notice. After the City has accepted the resignation and after the duration of the Employee's 10-day rescission period, the resignation become irrevocable and the Employee may no longer rescind it without the City's agreement to either permit rescission or defer the resignation. Refusing to accept the Advance Notice payment will not void the Agreement. In the event the Employee breaches this Agreement by terminating employment with the City in advance of the agreed upon resignation date, the Employee forfeits all eligibility for any advance resignation incentive.

Effective Date

This program will go into effect on January 1, 2016.

v:\word\Advance Resignation Notice Program

Advance Resignation Notice

Date: _____

To: _____ (Supervisor)

From: _____ (Employee)

Re: Voluntary Resignation/Retirement Notice

Voluntary Resignation or Retirement

I, _____, voluntarily resign my position of
Print Name

_____, with the City of Shoreview.
Job Title

My last day of work will be: _____ (termination date).

By signing this document I am agreeing to the terms and conditions of the City's Advance Resignation Notice Program. I understand that in order to be eligible for an Advance Notice payment, I must give at least 90 days notice before my last day of work and that any payment will be based upon the actual number of calendar days elapsed between the date of this notice and the last day of work. I also understand that in signing this contract I am agreeing that there will no longer be a position available to me after the agreed upon termination date.

I understand that I have ten (10) calendar days from the date I sign to rescind this resignation. A rescission must be in writing, dated, signed, and delivered to the Human Resources Director, City of Shoreview, 4600 Victoria Street N, Shoreview, MN 55126 within the 10 calendar day period. After the 10-day period my resignation is irrevocable, unless rescinded by the City.

Employee Signature

Date

Resignation Acceptance

Department Director signature

Date

Human Resources Director signature

Date

Notice Payment eligible for: 90 days 120 days 180 days

PUBLIC HEARING AGENDA
FOR 4710 CUMBERLAND STREET

Purpose: VACATION REQUEST

Published Time: 7:00 P.M.

Published Date: SEPTEMBER 30, 2015

Affidavit of Publication: SEPTEMBER 30, 2015

Affidavit of Mailing: OCTOBER 1, 2015

Review of Affidavits of Mailing and
Publication by City Attorney: OCTOBER 19, 2015

Open Public Hearing - Time:

Hearing Discussion: VACATION OF PUBLIC DRAINAGE AND
UTILITY EASEMENTS

CLOSE THE PUBLIC HEARING at ____ P.M.
MOVE TO CLOSE BY COUNCILMEMBER _____
SECONDED BY COUNCILMEMBER _____

ROLL CALL:	AYE	NAY
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
NOVEMBER 16 2015

PROPOSED MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To adopt Resolution #15-108 approving the vacation request, and to approve the Final Plat and Planned Unit Development – Final Stage as requested by Southview Senior Communities for the properties at 4710 Cumberland Street, and to authorize execution of the Amendment No. 2 to the Master Planned Unit Development Agreement, all subject to the following conditions:

Final Plat

1. The approval permits the development of a multi-dwelling senior residential development with two buildings on the single lot. The existing 105-unit building and associated site improvements will remain. A new 3-story, 32-unit apartment building will be constructed.
2. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City.
3. The final plat shall include drainage and utility easements along the property lines and over stormwater management infrastructure areas.

Planned Unit Development – Final Stage

1. Approval permits the use of the property for high-density senior residential.
2. This approval permits the construction of a 3-story, 32 unit senior apartment building in accordance with the plans submitted as part of this application.
3. The applicant is required to enter into an amendment to the existing Site Development Agreement with the City, and this Agreement shall be executed prior to the issuance of any permits for this project.
4. Landmark trees removed shall be replaced, as shown on the submitted landscape plan which shows replacement trees at a rate exceeding three replacement trees for each landmark tree removed.
5. Approval of the construction plans is required by the Public Works Director, Building Official and City Planner prior to the issuance of a grading or building permit for this development.

This approval is based on the following findings:

Vacation

1. The property is being re-platted, and the drainage and utility easements will no longer serve a public interest.

Planned Unit Development – Final Stage and Final Plat

1. The proposal supports the policies in the City’s Comprehensive Plan relating to land use and housing.
2. The subdivision complies with the City’s development code standards for plats and residential development.
3. The proposed residential use will not adversely impact the planned land use of the surrounding property.
4. The Final Plat and Final PUD are consistent with the previous City approvals.

ROLL CALL: AYES _____ NAYS _____

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Regular City Council Meeting
November 16, 2015

TO: Mayor, City Council, City Manager
FROM: Rob Warwick, Senior Planner
DATE: November 12, 2015
SUBJECT: File 2595-15-38, Planned Unit Development – Final Stage, Final Plat, Vacation, Shoreview Senior Living II, LLC, 4710 Cumberland Street

Introduction

Shoreview Senior Living II, LLC received approvals for Rezoning, a Comprehensive Plan Amendment, Preliminary Plat, and Planned Unit Development – Development Stage at the September 21, 2015 meeting.

The applicant has submitted a request to vacate public drainage and utility easements within the existing plat. Vacation of the easements is needed to construct the apartment building that has been subject of City approvals for PUD- Development Stage, Rezoning, a Comprehensive Plan amendment, and Preliminary Plat.

At the October 19th Council meeting, the Council opened the Public Hearing for the requested vacation, extended the review period from 60- to 120-days and tabled the vacation request to tonight's meeting.

Project Summary

The site is developed now with a 104 unit senior housing building, and a second building is proposed that will provide 32 apartments for senior independent living. Two principal structures are permitted on a single lot in a Planned Unit Development, however the proposed apartment building will straddle existing lot lines, as well as the public drainage and utility easements adjacent to those lot lines. The re-plat of the property will dedicate new easements as required by Code, and the storm water management plan for the development. Public easements dedicated with the 2008 Southview Shoreview Plat are no longer needed with the re-plat and the applicant has requested vacation of internal easements that were previously dedicated.

Final - Planned Unit Development

The plans have been reviewed in accordance with the approved development stage PUD approval. The PUD provided flexibility from standards related to the setback of the proposed apartment building from Hodgson Road, and building height. In response to comments made earlier in the review process, the applicant revised the plans to include pervious pavement for the 8 parking stalls that will be installed in the existing driveway circle, and added landscaping to aid in screening for the dwellings north of the development site. More than 50 trees are shown, and this exceeds the 21 replacements that are required per City Code. The submitted plans have been reviewed by staff and comply with the prior approval.

Final Plat

The plat known as the Villas of Shoreview re-plats the property into a single lot, and includes the lot previously addressed as 4696 Hodgson Road. The re-plat dedicates public easements which are required for drainage and utility purposes, and over stormwater management infrastructure. Municipal utilities will be provided to both buildings proposed for the development site.

Development Agreement

Staff has prepared a 2nd Amendment to the existing Master Planned Unit Development Agreement for the development site. The Amendment adds the property formerly known as 4696 Hodgson Road to the development site, and revises pertinent sections of the Agreement to reflect the project that is being approved.

Vacation

The applicant has requested the City vacate a portion of the drainage and utility easements that were dedicated with the plat of Southview Shoreview. The easements are all internal to the site, running along the common lines that separate lots on that plat. See the attached sketch showing the current property lines and the easements that have been proposed for vacation.

Notice of the Public Hearing regarding the vacation request was published in the City's legal newspaper and mailed to the applicant, the sole affected property owner.

The re-plat now under consideration will dedicate the new public easements that are required for the property, and with approval of the re-plat the existing easements will no longer serve a public interest.

A 4/5th majority of the City Council is necessary to approve the vacation of public easements.

Recommendation

Staff recommends the Council hold the Public Hearing on the vacation and take public testimony. Staff has reviewed the applications and plans and found them to comply with the previous approvals. Staff further recommends the Council adopt Resolution 15- 108, approving the vacation request, and the Final Plat, the Planned Unit Development – Final Stage, and authorize execution of Amendment No. 2 to the existing Master PUD Development Agreement, subject to the following conditions.

Final Plat

1. The approval permits the development of a multi-dwelling senior residential development with two buildings on the single lot. The existing 105-unit building and associated site improvements will remain. A new 3-story, 32-unit apartment building and associated site improvements will be constructed.

2. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City.
3. The final plat shall include drainage and utility easements along the property lines and over stormwater management infrastructure areas.

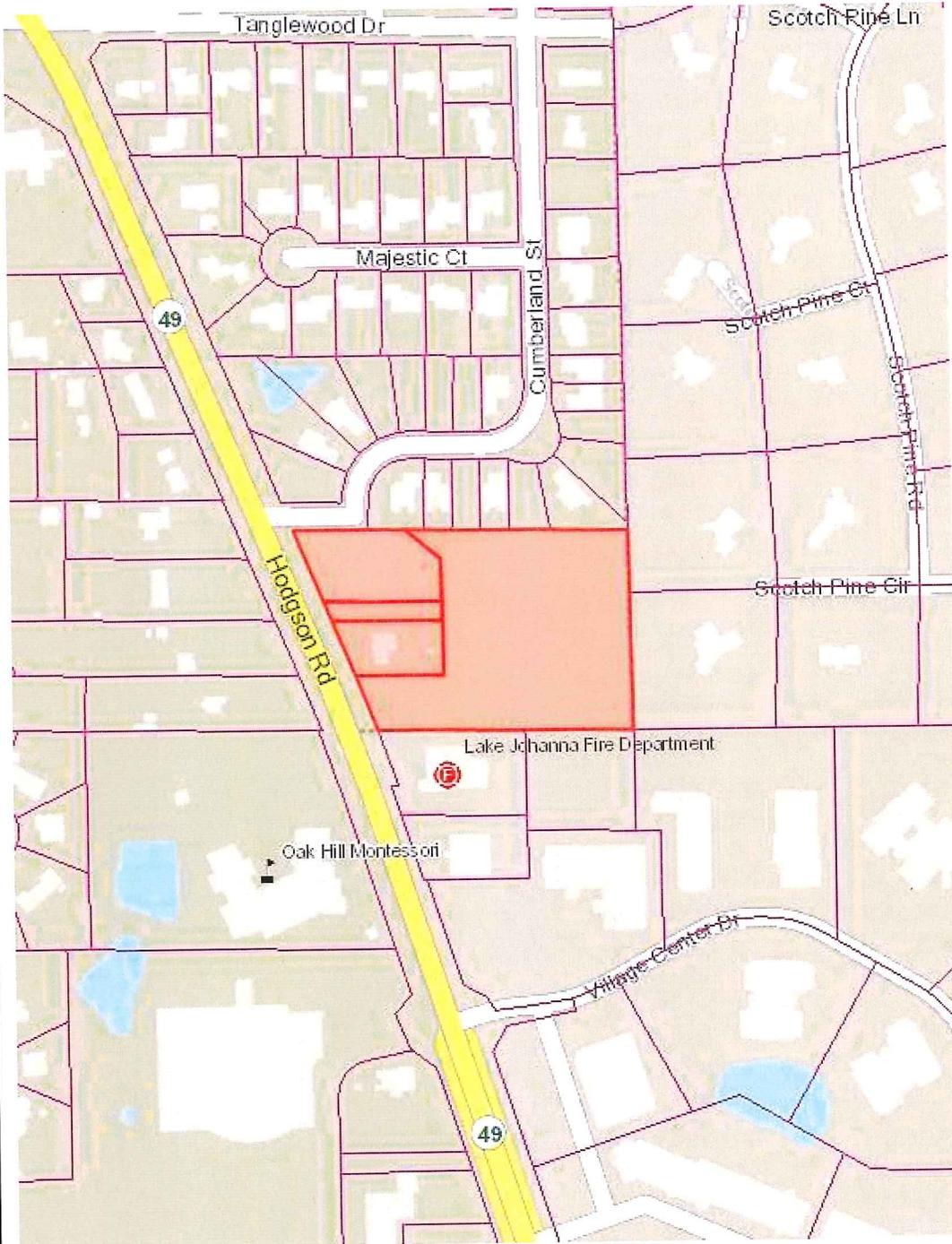
Planned Unit Development – Final Stage

1. Approval permits the use of the property for high-density senior residential.
2. This approval permits the construction of a 3-story, 32 unit senior apartment building in accordance with the plans submitted as part of this application.
3. The applicant is required to enter into an amendment to the existing Site Development Agreement with the City, and this Agreement shall be executed prior to the issuance of any permits for this project.
4. Landmark trees removed shall be replaced, as shown on the submitted landscape plan which shows replacement trees at a rate exceeding three replacement trees for each landmark tree removed.
5. Approval of the construction plans is required by the Public Works Director, Building Official and City Planner prior to the issuance of a grading or building permit for this development.

Attachments:

1. Location Map
2. Submitted plans
3. September 21, 2015 City Council Minutes
4. Amendment No. 2 to the Site Development Agreement
5. Resolution 15-108
6. Motions

T:/2015pcf/2595-15-38 southview vacation/nov 16 ccreport



Legend

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

600.0 0 300.00 600.0 Feet



1: 3,600

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

4710 Cumberland Street



THE VILLAS OF SHOREVIEW

KNOW ALL MEN BY THESE PRESENTS: That Shoreview Senior Living, a Minnesota limited liability company, owner of the following described property situated in City of Shoreview, County of Ramsey, State of Minnesota:

Lots 1 and 2, Block 1 and Outlot A, SOUTHVIEW SHOREVIEW, Ramsey County, State of Minnesota, according to the recorded plat thereof.

and

That part of the Northerly 100 feet of the Southerly 200 feet lying westerly of the Easterly 345 feet of Lot 23, AUDITOR'S SUBDIVISION NO. 82, RAMSEY CO., MINN.

Has caused the same to be surveyed and platted as THE VILLAS OF SHOREVIEW and does hereby donate or dedicate to the public for public use the drainage and utility easements as shown on this plat.

In witness whereof said Shoreview Senior Living, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 2015.

Signed: Shoreview Senior Living, LLC

State of _____
County of _____

The foregoing instrument was acknowledged before me on this ____ day of _____, 2015, by _____ of Shoreview Senior Living, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, _____
My Commission Expires _____

I, Gary C. Huber, Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all monuments indicated on this plat will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 2015.

Gary C. Huber, Licensed Land Surveyor
Minnesota License No. 22036

State of _____
County of _____

The foregoing Surveyor's Certificate was acknowledged before me on this ____ day of _____, 2015, by Gary C. Huber, a Licensed Land Surveyor.

Notary Public, _____
My Commission Expires _____

CITY COUNCIL, CITY OF SHOREVIEW, MINNESOTA

I do hereby certify that on the ____ day of _____, 2015, the City Council of the City of Shoreview, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

Sandy Martin, Mayor

, Clerk

DEPARTMENT OF PROPERTY RECORDS AND REVENUE

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 2015 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 2015.

Department of Property Records and Revenue

By: _____, Deputy

COUNTY SURVEYOR

I hereby certify that this plat complies with the requirements of Minnesota Statutes, Section 505.021, and is approved pursuant to Minnesota Statutes, Section 383A.42, this ____ day of _____, 2015.

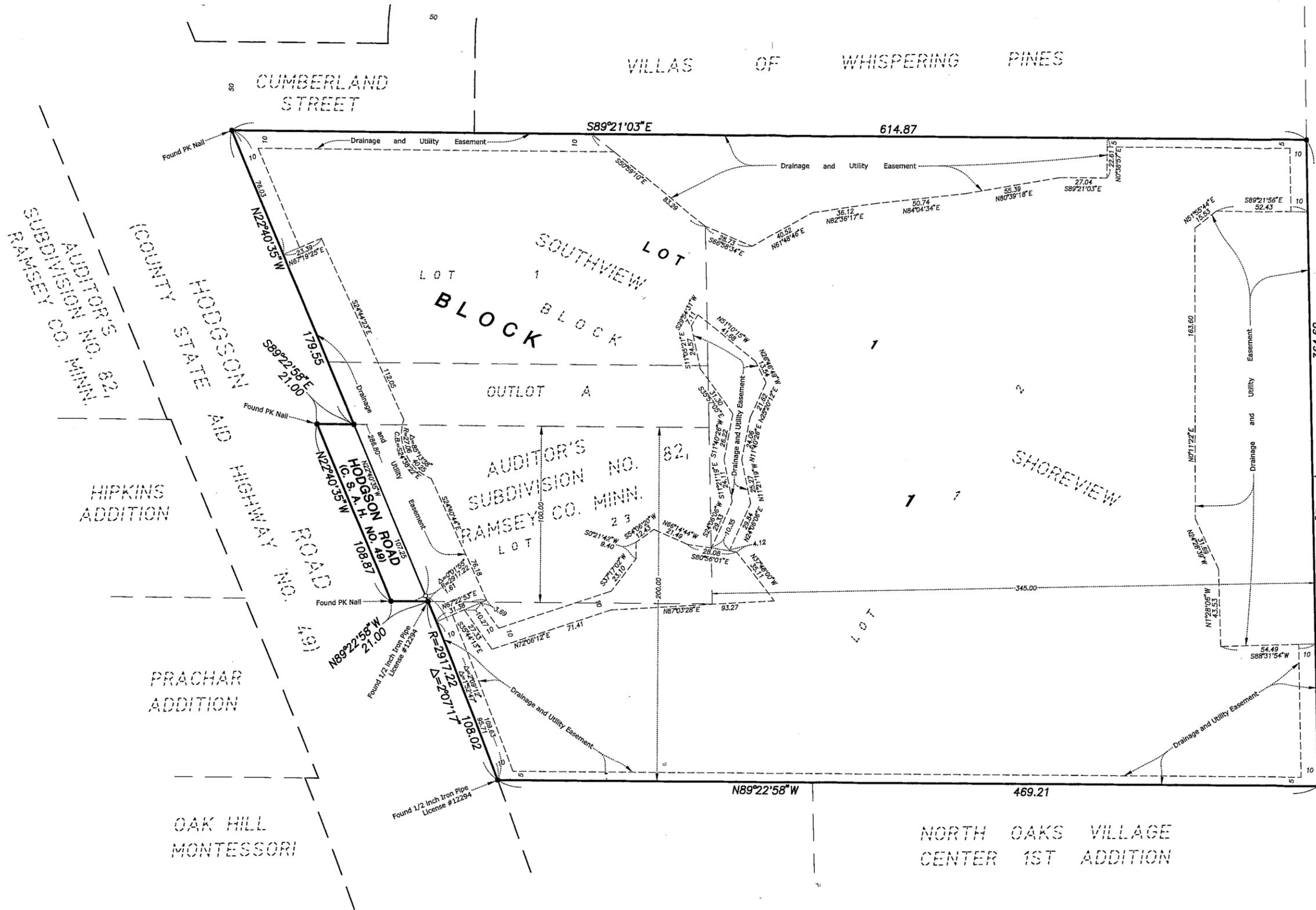
Craig W. Hinzman, L.S.
Ramsey County Surveyor

COUNTY RECORDER, COUNTY OF RAMSEY, STATE OF MINNESOTA

I hereby certify that this plat of THE VILLAS OF SHOREVIEW was filed in the office of the County Recorder for public record on this ____ day of _____, 2015 at ____ o'clock ____ M., and was duly filed in Book _____ of Plats, Pages _____ and _____, and as Document Number _____.

Deputy County Recorder

THE VILLAS OF SHOREVIEW



RAMSEY SUBDIVISION NO. 821, MINN.

COUNTY STATE AID HODGSON ROAD

HIPKINS ADDITION

PRACHAR ADDITION

OAK HILL MONTESSORI

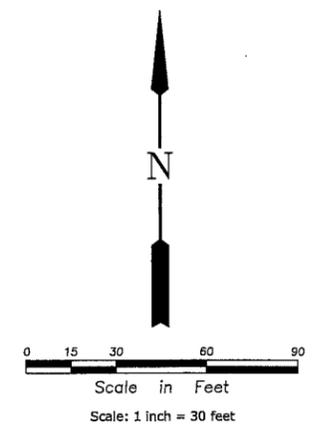
VILLAS OF WHISPERING PINES

AUDITOR'S SUBDIVISION NO. 821, RAMSEY CO., MINN.

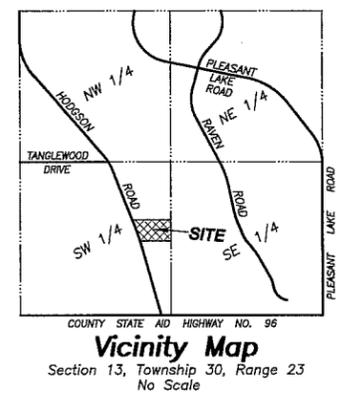
NORTH OAKS VILLAGE CENTER 1ST ADDITION

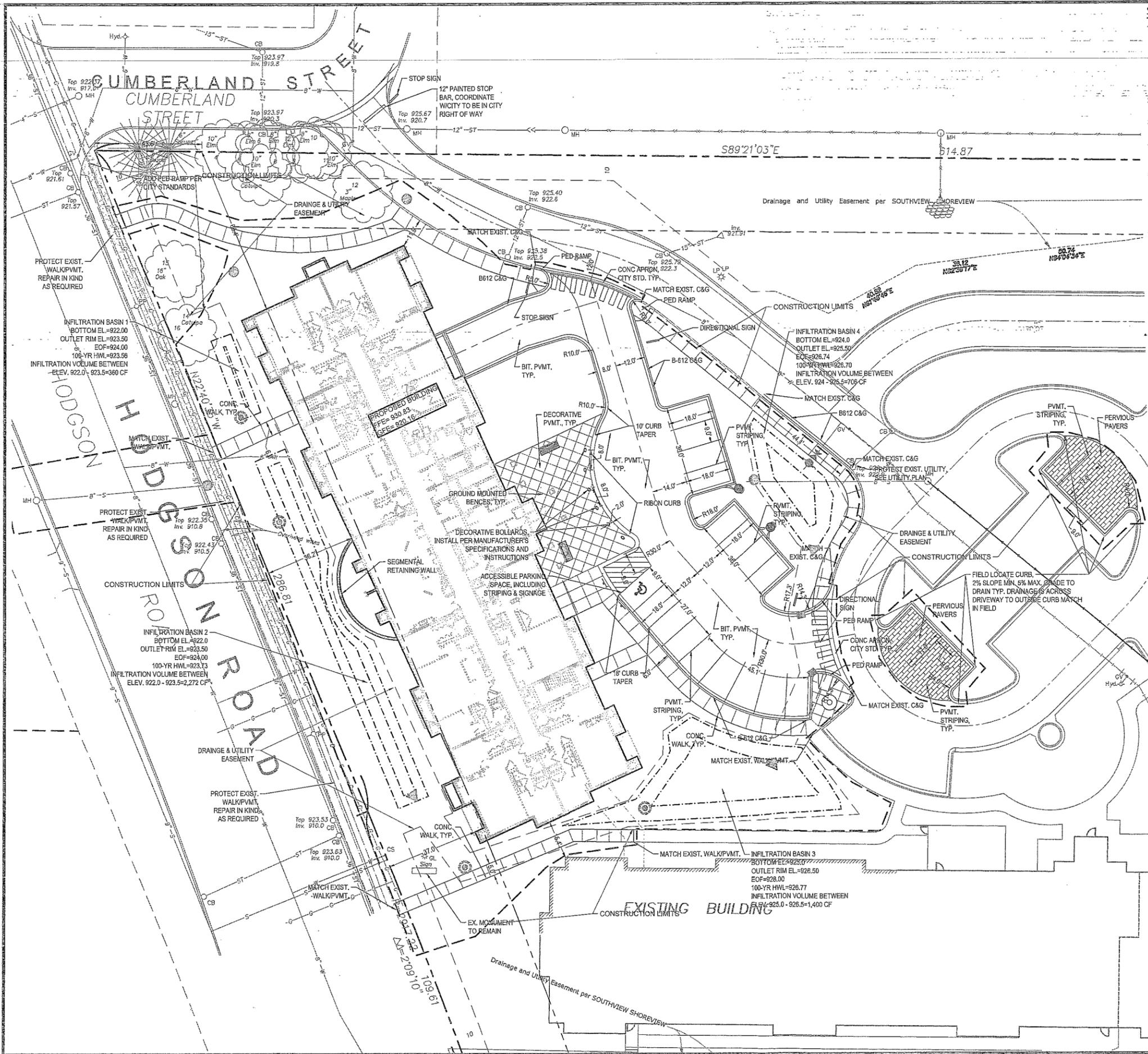
REGISTERED LAND SURVEY NO. 546

REGISTERED LAND SURVEY NO. 468



- Denotes found open 1/2 inch iron pipe unless otherwise noted.
 - Denotes 1/2 inch by 14 inch iron pipe set and marked by Minnesota License No. 22036.
- Orientation of this bearing system is based upon the East line of Lot 23, AUDITOR'S SUBDIVISION NO. 821, RAMSEY CO., MINN. having a bearing of S0°49'43"E.





SITE LAYOUT NOTES:

- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- CURB AND GUTTER TYPE SHALL BE B612 UNLESS OTHERWISE NOTED ON THE DRAWINGS-TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.

SITE AREA TABLE:

(WITHIN DIST. AREA)	EXISTING	PROPOSED
BUILDING COVERAGE	2,218 SF 1.1%	15,819 SF 8.0%
ALL PAVEMENTS	2,515 SF 1.3%	14,049 SF 7.1%
ALL NON-PAVEMENTS	192,625 SF 97.6%	167,490 SF 84.9%
TOTAL SITE AREA	197,358 SF	197,358 SF
DISTURBED SITE AREA	55,845 SF 100.0%	55,845 SF 100.0%
IMPERVIOUS SURFACE (WITHIN DIST. AREA)		
EXISTING CONDITION	4,733 SF 2.4%	
PROPOSED CONDITION	29,868 SF 15.1%	
DIFFERENCE	25,135 SF 12.7%	

SITE PLAN LEGEND:

- CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK)
- PROPERTY LINE
- CURBS AND GUTTERS-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- TRAFFIC DIRECTIONAL ARROWS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.
 HC = ACCESSIBLE SIGN
 NP = NO PARKING FIRE LANE
 ST = STOP
 CP = COMPACT CAR PARKING ONLY

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 (651) 454-0002 LOCAL



CivilSite GROUP
 4931 W. 35TH ST. SUITE 200
 ST. LOUIS PARK, MN 55116
 CivilSiteGroup.com
 Matt Pavak 763-213-3944 Pat Sarver 952-260-2003

THE VILLAS OF SHOREVIEW
 4710 CUMBERLAND STREET, SHOREVIEW, MN
SOUTHVIEW SENIOR COMMUNITIES
 945 SIBLEY MEMORIAL HIGHWAY, LILYDALE, MN 55118

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

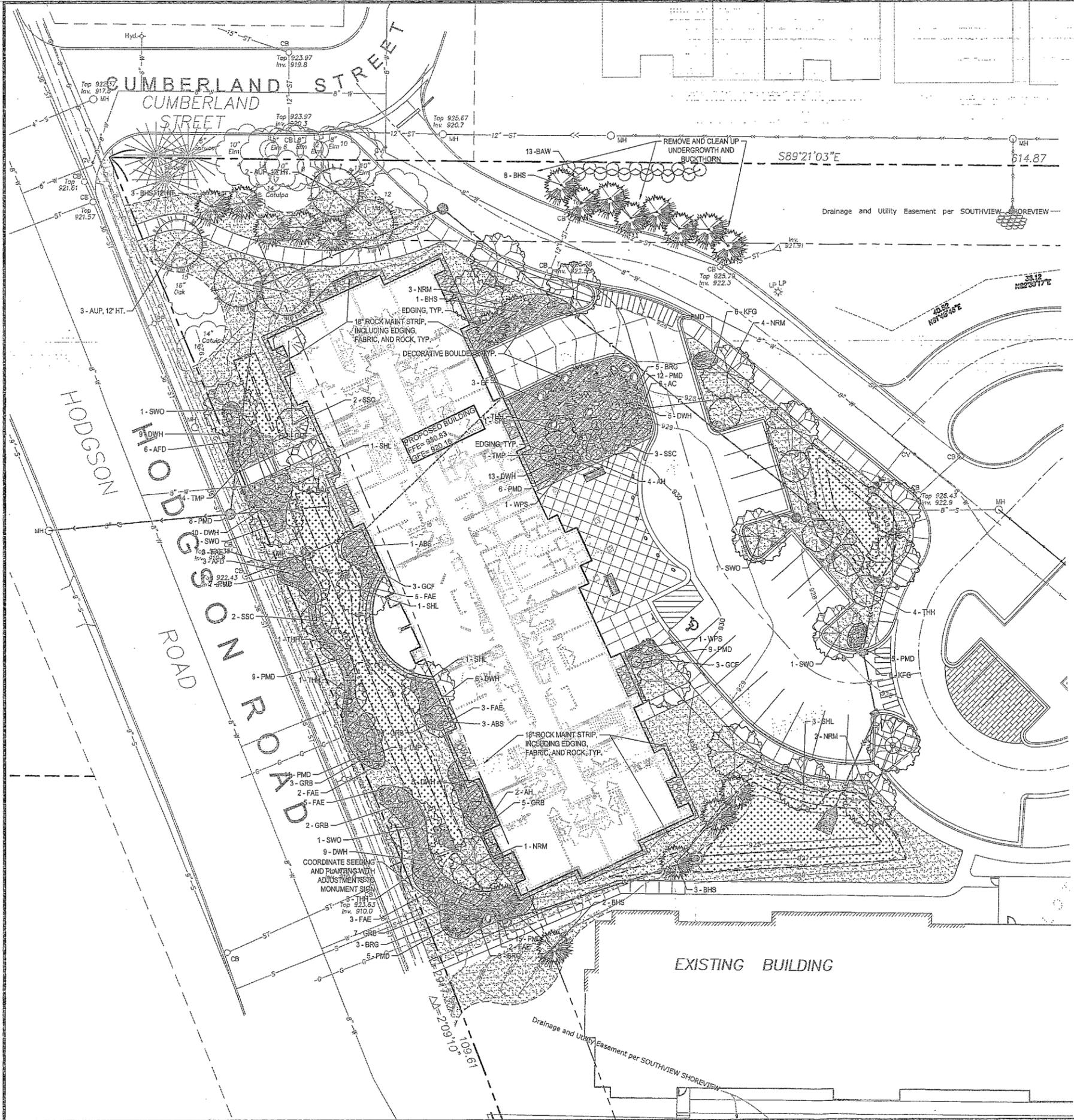
Matthew R. Pavak
 Matthew R. Pavak LICENSE NO. 44263
 DATE 7/10/15

ISSUE/SUBMITTAL SUMMARY
DATE DESCRIPTION
8/22/15 CITY SUBMITTAL
7/10/15 WATERSHED SUBMITTAL
7/23/15 WATERSHED RESUBMITTAL
8/17/15 CITY RESUBMITTAL
9/30/15 PERMIT SET

REVISION SUMMARY
DATE DESCRIPTION

SITE PLAN

C2.0



IRRIGATION NOTES:

- ENTIRE SITE SHALL BE FULLY IRRIGATED. THE CONTRACTOR SHALL SUBMIT IRRIGATION SHOP DRAWINGS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- SEE MECHANICAL AND ELECTRICAL PLANS AND SPECIFICATIONS FOR IRRIGATION WATER, METER, AND POWER CONNECTIONS.
- CONTRACTOR TO VERIFY LOCATION OF ALL UNDERGROUND/ABOVE GROUND FACILITIES PRIOR TO ANY EXCAVATION/INSTALLATION. ANY DAMAGE TO UNDERGROUND/ABOVE GROUND FACILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND COSTS ASSOCIATED WITH CORRECTING DAMAGES SHALL BE BORNE ENTIRELY BY THE CONTRACTOR.
- SERVICE EQUIPMENT AND INSTALLATION SHALL BE PER LOCAL UTILITY COMPANY STANDARDS AND SHALL BE PER NATIONAL AND LOCAL CODES. EXACT LOCATION OF SERVICE EQUIPMENT SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT OR EQUIVALENT AT THE JOB SITE.
- CONTRACTOR SHALL COORDINATE WITH LOCAL UTILITY COMPANY FOR THE PROPOSED ELECTRICAL SERVICE AND METERING FACILITIES.
- IRRIGATION WATER LINE CONNECTION SIZE IS 1-1/2" AT BUILDING. VERIFY WITH MECHANICAL PLANS/COVERAGE.
- ALL MAIN LINES SHALL BE 16" BELOW FINISHED GRADE.
- ALL LATERAL LINES SHALL BE 12" BELOW FINISHED GRADE.
- ALL EXPOSED PVC RISERS, IF ANY, SHALL BE GRAY IN COLOR.
- CONTRACTOR SHALL LAY ALL SLEEVES AND CONDUIT AT 2'-0" BELOW THE FINISHED GRADE OF THE TOP OF PAVEMENT. EXTEND SLEEVES TO 2'-0" BEYOND PAVEMENT.
- CONTRACTOR SHALL MARK THE LOCATION OF ALL SLEEVES AND CONDUIT WITH THE SLEEVING MATERIAL "ELLED" TO 2'-0" ABOVE FINISHED GRADE AND CAPPED.
- FABRICATE ALL PIPE TO MANUFACTURER'S SPECIFICATIONS WITH CLEAN AND SQUARE CUT JOINTS. USE QUALITY GRADE PRIMER AND SOLVENT CEMENT FORMULATED FOR INTENDED TYPE OF CONNECTION.
- BACKFILL ALL TRENCHES WITH SOIL FREE OF SHARP OBJECTS AND DEBRIS.
- ALL VALVE BOXES AND COVERS SHALL BE BLACK IN COLOR.
- GROUP VALVE BOXES TOGETHER FOR EASE WHEN SERVICE IS REQUIRED. LOCATE IN PLANT BED AREAS WHENEVER POSSIBLE.
- IRRIGATION CONTROLLER LOCATION SHALL BE VERIFIED ON-SITE WITH OWNER'S REPRESENTATIVE.
- CONTROL WIRES: 14 GAUGE DIRECT BURIAL, SOLID COPPER IRRIGATION WIRE. RUN UNDER MAIN LINE. USE MOISTURE-PROOF SPLICES AND SPLICE ONLY AT VALVES OR PULL BOXES. RUN SEPARATE HOT AND COMMON WIRE TO EACH VALVE AND ONE (1) SPARE WIRE AND GROUND TO FURTHEST VALVE FROM CONTROLLER. LABEL OR COLOR CODE ALL WIRES.
- AVOID OVERSPRAY ON BUILDINGS, PAVEMENT, WALLS AND ROADWAYS BY INDIVIDUALLY ADJUSTING RADIUS OR ARC ON SPRINKLER HEADS AND FLOW CONTROL ON AUTOMATIC VALVE.
- ADJUST PRESSURE REGULATING VALVES FOR OPTIMUM PRESSURE ON SITE.
- USE SCREENS ON ALL HEADS.
- PREVENTIVE. A SET OF AS-BUILT DRAWINGS SHALL BE MAINTAINED ON-SITE AT ALL TIMES IN AN UPDATED CONDITION.
- ALL PIPE 3" AND OVER SHALL HAVE THRUST BLOCKING AT EACH TURN.
- ALL AUTOMATIC REMOTE CONTROL VALVES WILL HAVE 3" MINIMUM DEPTH OF 3/4" WASHED GRAVEL UNDERNEATH VALVE AND VALVE BOX. GRAVEL SHALL EXTEND 3" BEYOND PERIMETER OF VALVE BOX.
- THERE SHALL BE 3" MINIMUM SPACE BETWEEN BOTTOM OF VALVE BOX COVER AND TOP OF VALVE STRUCTURE.

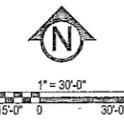
LANDSCAPE NOTES:

- WHERE SHOWN, SHRUB BEDS SHALL BE MULCHED WITH 4" DEPTH (MIN. AFTER INSTALLATION AND/OR TOPDRESSING OPERATIONS) OF SHREDDED HARDWOOD MULCH OVER WEED BARRIER. OWNER TO APPROVE ROCK SAMPLE PRIOR TO INSTALLATION. POLY-EDGER TO BE VALLEY VIEW BLACK DIAMOND OR APPROVED EQUAL, WHERE APPLICABLE.
- IF SHOWN ON PLAN, RANDOM SIZED LIMESTONE BOULDERS COLOR AND SIZE TO COMPLEMENT NEW LANDSCAPING. OWNER TO APPROVE BOULDER SAMPLE PRIOR TO INSTALLATION.
- PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMBNESS OF PLANT MATERIAL FOR DURING OF ACCEPTANCE PERIOD.
- UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
- CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR TWO (2) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
- AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 4" LAYER LOAM AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES, LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
- REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- REPAIR AT NO COST TO THE OWNER IRRIGATION SYSTEM DAMAGED FROM LANDSCAPE CONSTRUCTION ACTIVITIES.
- PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE A FULLY PROGRAMMABLE SYSTEM CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HEAD TO HEAD OR DRIP COVERAGE AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PATHWAY/BACK OF CURB.
- CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER, PRIOR TO INSTALLATION.

LEGEND

- 2"-3" DECORATIVE ROCK MULCH OVER PERMEABLE GEO-FABRIC, INCLUDE EDGING AS SHOWN, PROVIDE SAMPLES PRIOR TO INSTALLATION
- SEED TYPE 1- NATIVE, MNDOT 33-261 - INSTALL PER MNDOT SEEDING MANUAL (2014)
- SOD - SEE SOD INSTALLATION NOTES ABOVE
- 1"-1" DECORATIVE ROCK OVER PERMEABLE GEO-FABRIC, INCLUDE EDGING AS SHOWN, PROVIDE SAMPLES
- PROPOSED CANOPY & EVERGREEN TREE SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED PERENNIAL PLANT SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- DECORATIVE BOULDERS, 18"-30" DIA.

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PROJECT
THE VILLAS OF SHOREVIEW
 4710 CUMBERLAND STREET, SHOREVIEW, MN
SOUTHVIEW SENIOR COMMUNITIES
 945 SIBLEY MEMORIAL HIGHWAY, LILYDALE, MN 55118

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

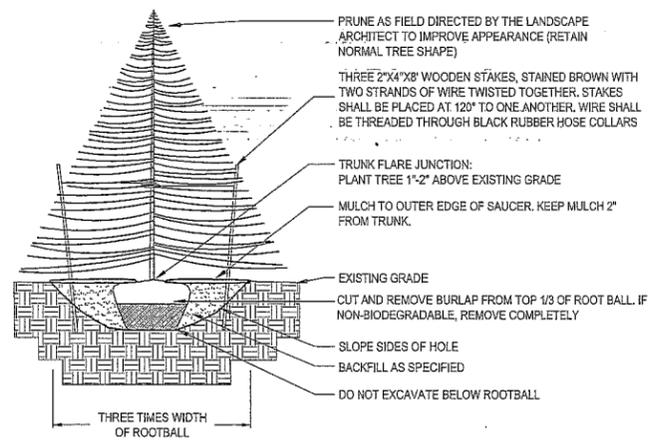
Patrick J. Sarver
 DATE 7/10/15 LICENSE NO. 24904

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
6/22/15	CITY SUBMITTAL
7/15/15	WATERSHED SUBMITTAL
7/23/15	WATERSHED RESUBMITTAL
8/17/15	CITY RESUBMITTAL
9/30/15	PERMIT SET

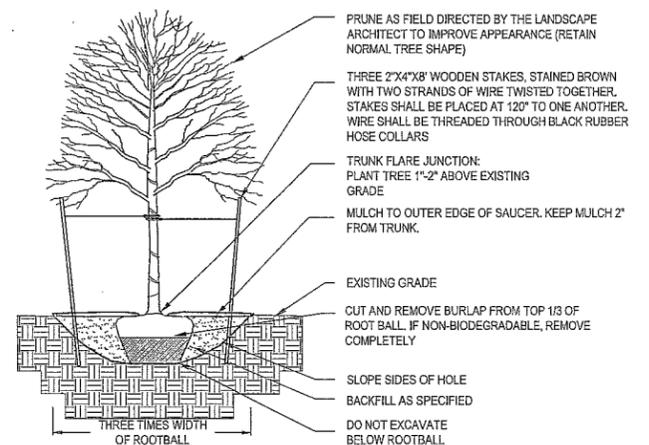
REVISION SUMMARY	
DATE	DESCRIPTION

LANDSCAPE PLAN

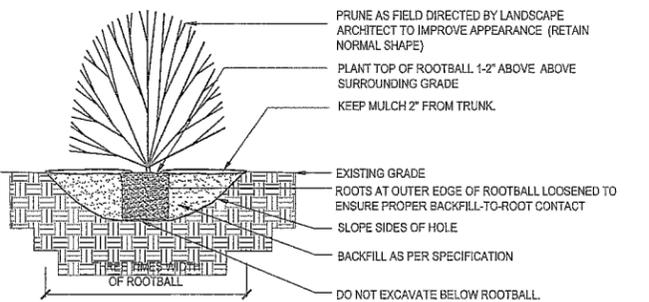
L1.0



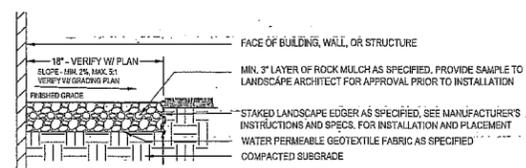
1 EVERGREEN TREE
N T S



2 DECIDUOUS TREE
N T S



3 SHRUB
N T S



4 AGGREGATE MAINTANANCE STRIP
N T S

PLANT SCHEDULE - ENTIRE SITE

SYM	QUANT.	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	COMMENTS
DECIDUOUS TREES						
NRM	10	NORTHWOOD RED MAPLE	<i>Acer rubrum</i> 'Northwood'	2.5"	B&B	STRAIGHT LEADER, FULL FORM
SHL	7	SUNBURST HONEY LOCUST	<i>Gleditsia triacanthos</i> 'Suncole'	2.5"	B&B	STRAIGHT LEADER, FULL FORM
SWO	5	SWAMP WHITE OAK	<i>Quercus bicolor</i>	2.5"	B&B	STRAIGHT LEADER, FULL FORM
ORNAMENTAL TREES						
SSC	7	SPRING SNOW CRABAPPLE	<i>Malus</i> 'Spring Snow'	1.5"	B&B	STRAIGHT LEADER, FULL FORM
THH	10	THORNLESS HAWTHORN	<i>Crataegus crus-galli</i> 'Inermis'	1.5"	B&B	STRAIGHT LEADER, FULL FORM
ABS	4	SERVICEBERRY	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	1.5"	B&B	STRAIGHT LEADER, FULL FORM
WPS	2	WEEPING PEASHRUB	<i>Caragana arborescens</i> 'Pendula'	#7	CONT.	
EVERGREEN TREES						
BF	3	BALSAM FIR	<i>Abies balsamea</i>	6' HL	B&B	STRAIGHT LEADER, FULL FORM
BHS	14	BLACK HILLS SPRUCE	<i>Picea glauca</i> 'Densata'	6' HL	B&B	STRAIGHT LEADER, FULL FORM
BHS, 12'	3	BLACK HILLS SPRUCE	<i>Picea glauca</i> 'Densata'	12' HL	SPADE	92" SPADE RECOMMENDED, TYP.
AUP, 12'	5	AUSTRIAN PINE	<i>Pinus nigra</i>	12' HL	SPADE	92" SPADE RECOMMENDED, TYP.
TMP	9	TANNENBAUM MUGO PINE	<i>Pinus mugo</i> 'Tannenbaum'	#7	CONT.	
DECIDUOUS SHRUBS						
AC	6	ALPINE CURRENT	<i>Ribes alpinum</i>	#5	CONT.	DENSE BRANCHING
AFD	11	ARCTIC FIRE DOGWOOD	<i>Cornus sericea</i> 'Farrow'	#5	CONT.	DENSE BRANCHING
GCF	8	GOLD CLUSTER FORSYTHIA	<i>Forsythia x intermedia</i> 'Coutaneur'	#5	CONT.	DENSE BRANCHING
AH	6	ANNABELLE HYDRANGEA	<i>Hydrangea arborescens</i> 'Annabelle'	#5	CONT.	DENSE BRANCHING
BAW	13	BLUE ARCTIC WILLOW	<i>Salix purpurea</i>	#5	CONT.	DENSE BRANCHING
PERENNIALS & GRASSES						
PMD	92	PARDON ME DAYLILY	<i>Hemerocallis</i> 'Pardon Me'	#1	CONT.	
KFG	12	KARL FOERSTER GRASS	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	#1	CONT.	
DWH	57	DREAM WEAVER HOSTA	<i>Hosta</i> 'Dream Weaver'	#1	CONT.	
FAE	23	FATAL ATTRACTION ECHINACEA	<i>Echinacea purpurea</i> 'Fatal Attraction'	#1	CONT.	
GRB	19	GOLDSTURM RUDBECKIA	<i>Rudbeckia fulgida</i> 'Goldsturm'	#1	CONT.	
BRG	19	BRACHYTRICHA FEATHER REED GRASS	<i>Calamagrostis brachytricha</i>	#1	CONT.	

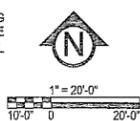
TREE REPLACEMENT:

TOTAL EXISTING TREES REMOVED:	27
EXISTING LANDMARK TREES TO BE REMOVED:	7
REQUIRED REPLACEMENT OF LANDMARK TREES (3:1)	21
TREES PROPOSED (CONIFEROUS & DECIDUOUS)	30

LEGEND

- SEED TYPE 1 - NATIVE, MNDOT 33-261 - INSTALL PER MNDOT SEEDING MANUAL (2014)
- SOD - SEE SOD INSTALLATION NOTES ABOVE
- DECORATIVE ROCK OVER PERMEABLE GEO-FABRIC, INCLUDE EDGING AS SHOWN, PROVIDE SAMPLES
- PROPOSED CANOPY & EVERGREEN TREE SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED PERENNIAL PLANT SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- DECORATIVE BOULDERS, 18"-30" DIA.

GOPHER STATE ONE CALL
WWW.GOPHERSTATEONECALL.ORG
(800) 252-1188 TOLL FREE
(651) 454-0002 LOCAL



PROJECT
THE VILLAS OF SHOREVIEW
4710 CUMBERLAND STREET, SHOREVIEW, MN
SOUTHVIEW SENIOR COMMUNITIES
945 SIBLEY MEMORIAL HIGHWAY, LILYDALE, MN 55118

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Patrick J. Sarver
DATE 7/10/15 LICENSE NO. 24804

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
6/22/15	CITY SUBMITTAL
7/10/15	WATERSHED SUBMITTAL
7/29/15	WATERSHED RESUBMITTAL
8/17/15	CITY RESUBMITTAL
9/30/15	PERMIT SET

REVISION SUMMARY

DATE	DESCRIPTION

LANDSCAPE PLAN

L1.1

GENERAL BUSINESS**COMPREHENSIVE PLAN AMENDMENT/ REZONING/PRELIMINARY
PLAT/PLANNED UNIT DEVELOPMENT - DEVELOPMENT STAGE - SOUTHVIEW
SENIOR LIVING, 4710 CUMBERLAND STREET****Presentation by City Planner Kathleen Castle**

An approved PUD for the site includes a 105-unit High Density Senior Residence and a 6,000 square foot single story office building that was never constructed. A shared driveway provides access off Cumberland Street. At the time this property was developed, it did not include the single-family residence at 4696 Hodgson Road. Since development of the Senior Living residence, Southview has purchased the property approved for Office and the single-family home property at 4696 Hodgson. The applications submitted include:

- A Comprehensive Plan Amendment to change the Office zoned parcel and the Single-Family zoned parcel to allow the use of HSR, High Density Senior Residential;
- A preliminary plat to re-plat the property into one parcel;
- Rezone entire parcel to PUD; and
- A PUD amendment to develop a 32-unit senior apartment residence.

The property is located in Policy Development Area (PDA) No. 9, Hodgson Road Residential Area. The PDA identifies senior housing as an appropriate use. Staff believes the proposed senior residence meets the required criteria of: 1) proximity to retail services and arterial roads; 2) provision of underground parking; and 3) site amenities including common areas for residents. Senior living use also is compatible to surrounding properties.

Deviations from Development Code are allowed under PUD zoning to achieve a higher quality development and meet City needs. The proposal requests a number of deviations:

- A mid-point building height of 39 feet, taller than the 35 feet specified in Code;
- Setbacks from property lines are increased by one foot for each added foot of height above 35 feet. The requirement is 44 feet from Hodgson Road; 28.8 feet is proposed.
- Parking is provided at 1.9 stalls per unit, which is less than the 2.5 stalls required.

Staff finds that the proposal is compatible with surrounding land uses. Density in the Comprehensive Plan is 20 to 45 units per acre. The proposal is 30.8 units per acre. The existing senior living residence is 32 units per acre. The proposed 3-story building will parallel Hodgson Road. It is similar to SummerHouse and Applewood Point regarding peak and mean height. The building is similar to the existing senior building. The two buildings would be connected with a skyway. Parking totals 59 stalls proposed, which is 1.9 stalls per unit. Enclosed parking would have 34 stalls; a surface lot would have 25 stalls. Staff believes that due to reduced parking needs of seniors, and the fact that flexibility has been granted for other senior housing projects, the proposed 1.9 stalls per unit is acceptable.

The property is located in the Ramsey Washington Metro Watershed District and must comply with their guidelines for rate and quality control. The City Engineer has indicated that an infiltration system will be used that will reduce the runoff rate.

The Planning Commission held public hearings on July 28th and August 25th. Property owners within 350 feet were notified. The main concern of residents is the size of the building, traffic and screening. Plans were revised and reviewed by the Planning Commission in August. The building height was reduced. Indoor and outdoor common areas were added. Additional surface parking was added. A sidewalk was added, and the building was slightly rotated to increase the distance from the access driveway off Cumberland Street.

The Planning Commission recommended approval on a 7 to 0 vote with additional conditions for additional landscaping northeast of the driveway, use of impervious pavers in the parking area, installation of a STOP sign at the intersection of the private driveway and Cumberland (already in place.)

Staff finds the plan does comply with the Comprehensive Plan and zoning code. The project provides expanded housing opportunity to support City housing goals. Staff is recommending approval of all applications subject to the conditions listed in the staff report.

Planning Commissioner John Doan stated that over two meetings there was a lengthy discussion on this proposal. The Commission was pleased to see the changes that were made to address concerns expressed by Commissioners.

Mayor Martin asked if a market study has been done to determine the need for added senior housing units. **Mr. Link Olson**, Project Architect, stated that a market study was conducted. In the first building developed, the units are small and some market share was lost. This provides larger more spacious units. Services can be provided in either building.

Councilmember Wickstrom questioned the placement of a pergola and patio on the street side of the building. **Mr. Olson** stated that there are a number of patios--one to the east and north, the dining room to the south. The average age is 86, and there are those who like to see what is happening on Hodgson.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt Resolution #15-84 approving the Comprehensive Plan Amendment, to adopt Ordinance 935 approving the Rezoning; and to approve the Preliminary Plat, and Planned Unit Development - Development Stage requested by Southview Senior Communities for the properties at 4710 Cumberland Street subject to the following conditions:

Comprehensive Plan Amendment

1. The amendment changes the land use designation from RI, Low Density Residential, RM, Medium Density Residential, and O, Office to HSR, High Density Senior Residential.
2. Review and approval of the amendment by the Metropolitan Council.

Rezoning

1. Approval of the rezoning is contingent upon approval of the Comprehensive Plan Amendment changing the designated land use to HSR Density Senior Residential.
2. This approval rezones the property legally described as Lot 23, Auditor's Subdivision No. 82 (previously known as 4696 Hodgson Road) from UND to PUD, Planned Unit Development.
3. The applicant is required to enter into a rezoning/development agreement with the City.
4. Rezoning is not effective until a rezoning/development agreement is executed.

Preliminary Plat

1. The approval permits the development of a multi-dwelling senior residential development with two buildings on the single lot. The existing 105-unit building and associated site improvements will remain. A new 3-story, 32-unit apartment building and associated site improvements will be constructed.
2. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City.
3. The Final Plat shall include drainage and utility easements along the property lines and over storm water management infrastructure areas. Drainage and utility easements along the front and rear lot lines shall be 10 feet wide and along the side lot lines these easements shall be 5 feet wide, and as otherwise required by the Public Works Director.
4. The Final Plat shall be submitted to the City for approval with the Final Stage PUD application.

Planned Unit Development - Development Stage

1. Approval permits the use of the property for high-density senior residential.
2. This approval permits the construction of a 3-story, 32 unit senior apartment building in accordance with the plans submitted as part of this application. The plans are subject to revisions as specified in the conditions.
3. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.
4. Landmark trees removed shall be replaced at a rate of three replacement trees for each landmark tree removed.
5. The items identified in the memo from the City Engineer must be addressed prior to the City's review of the Final Stage PUD plans and Final Plat.
6. The applicant shall submit a luminary plan and exterior lighting details with the Final Stage PUD and Final Plat submittal.
7. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to submittal to the City of applications for Final Plat and PUD - Final Stage.
8. This approval shall expire after two months if the Planned Unit Development - Final Stage application has not been submitted for City review and approval, as per Section 203.060 (C)(6).
9. The Applicant shall modify the landscape plan to add/improve landscaping on the northeast side of the private driveway, including potential inclusion of privacy fence to the neighbors

to the north of this development and to improve year-round screening of nearby residents. Landscaping shall be approved by City staff.

10. Parking shall be modified, as possible, to incorporate impervious pavers and new parking stalls in existed parking area on site.

This approval is based on the following findings:

1. The proposed Comprehensive Plan Amendment and Rezoning are consistent with the policies of the Comprehensive Plan related to land use and recent findings of the Highway Corridors Transition Study.
2. The proposed change in use from low and medium density residential, and office to high density senior residential will not adversely impact the planned land use of the surrounding property.
3. The proposal will diversify the City's housing stock by providing additional housing choice for area older residents.
4. The proposal will not impede or otherwise conflict with the planned use of adjoining property.
5. The development will be connected to public water and sanitary sewer.

Discussion

Councilmember Wickstrom stated that although there was not much discussion by the Council, this project was thoroughly vetted by the Planning Commission through a public hearing and two meetings. The Council has all of the information from the Planning Commission.

Mayor Martin added that from reports she has heard, there will still not be enough senior housing in 20 years even if the building rate continues at its current pace.

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

ADJOURNMENT

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adjourn the meeting at 9:20 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE 5th DAY OF OCTOBER 2015.

Terry Schwerm
City Manager

Date: November 12, 2015
To: Rob Warwick, Senior Planner
From: Tom Wesolowski, City Engineer
Subject: Permit Plan Review - Southview Senior Communities
The Villas of Shoreview

The City of Shoreview Engineering staff has reviewed the engineering plans submittal for the Villas of Shoreview dated September 30, 2015. The Engineering staff has the following comments regarding the proposed development:

1. The proposed project is located within the Grass Lake Watershed, which is managed by the Ramsey-Washington Metro Watershed District (RWMWD). The project will disturb more than 1-acre and will require a permit from the RWMWD. The City requires that all information that is submitted to the RWMWD, as it relates to the proposed development, also be sent to the City of Shoreview.
2. A pre-construction meeting shall be held before construction begins. This meeting shall include the City and Ramsey County and other contractors as necessary.
3. Sheet C4.0 – Hodgson Road is under the jurisdiction of Ramsey County. Any work completed in the Hodgson Road right of way requires a permit from Ramsey County.
 - a. Note 20 – Hodgson road is under the jurisdiction of Ramsey County. Street repairs should meet the requirements of the County not the City.
4. Cash Escrows will be required for any utility or trail work in the public right-of-way.
5. A tree preservation surety shall be included at the time of the Development Agreement to ensure proper tree protection is installed and maintained throughout construction.
6. Please notate tree species and DBH for trees to be removed to determine replacement number. Tree replacement will be at 3:1 ratio for landmark trees per city code.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD NOVEMBER 16, 2015**

* * * * *

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 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. 15-108
A RESOLUTION RELATING TO THE VACATION OF CERTAIN PUBLIC
DRAINAGE AND UTILITY EASEMENTS**

WHEREAS, pursuant to mailed and published notice, a public hearing was held on the 16th day of November, 2015 before the Shoreview City Council to consider the vacation of certain drainage and utility easements, legally described as:

All drainage and utility easements lying within Lot 1, Block 1, SOUTHVIEW SHOREVIEW, according to the recorded plat thereof, Ramsey County, Minnesota, which were dedicated in said plat of SOUTHVIEW SHOREVIEW except the West 10 feet thereof and except the North 5 feet adjoining the south line of the plat of VILLAS OF WHISPERING PINES.

and

That part of the 5 foot drainage and utility easements lying within Lot 2, Block 1, said SOUTHVIEW SHOREVIEW, which were dedicated in said plat adjoining the east lines of Lot 1, Block 1 and Outlot A, said SOUTHVIEW SHOREVIEW, and the east and south lines of that part of the Northerly 100 feet of the Southerly 200 feet lying westerly of the Easterly 345 feet of Lot 23, AUDITOR'S SUBDIVISION NO. 82, RAMSEY CO., MINN., except the most westerly 10 feet of said Lot 2.

WHEREAS, these easements are no longer needed for public purposes,

NOW, THEREFORE, be it resolved that the Shoreview City Council hereby adopts the Resolution No. 15-108 vacating the public interest in those drainage and utility easements.

The motion 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:

Adopted this 16th day of November, 2015.

Sandra C. Martin, Mayor
Shoreview City Council

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

I, the undersigned, being the duly qualified and acting 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 16th day of November, 2015 with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to adopting Resolution 15-108.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16th day of November, 2015.

Terry C. Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To authorize staff to publish a notice of intent to consider an application for a franchise for qualified entities interested in constructing a cable franchise and providing cable service in Shoreview.

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

Regular Council Meeting
November 16, 2015

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: NOVEMBER 12, 2015

**SUBJECT: AUTHORIZATION TO PUBLISH AN INTENT TO FRANCHISE NOTICE FOR A CABLE
FRANCHISE**

INTRODUCTION

The City Council is being asked to authorize the publication of a notice of intent to consider an application for a franchise for qualified entities interested in constructing a cable system and providing cable service in Shoreview. The notice of intent must be published for two consecutive weeks and establish a deadline for submitting an application. The notice also needs to set a public hearing date on the franchise.

BACKGROUND

Earlier this year, the City Council met in a workshop session with a representative from CenturyLink regarding their interest in providing cable services to residents of Shoreview. The Council received background information on the new cable service called PRISM TV. The Council expressed interest in CenturyLink offering this new service, but wanted to conclude negotiations with Comcast on their cable franchise renewal prior to considering a new franchise.

Staff is now seeking Council authorization to publish notice of intent to consider an issuance of a franchise for qualified entities interested in constructing a cable system and providing cable service in Shoreview. The process for accepting applications is specified in Minnesota Statutes, Section 238.081 Subdivision 4. The intent to franchise notice needs to be published for two consecutive weeks and then the city will accept applications for a minimum of 20 days. The City then needs to hold a public hearing on the application. The public hearing date has been established as February 1, 2016. Applications need to include specific information as outlined in the attached cable franchise application instructions. Following the public hearing, the City would then negotiate and make a recommendation on the award of a franchise.

The notice needs to be sent to both CenturyLink and the current cable franchise holder Comcast. The City Council recently amended its fee schedule to include a \$7500 fee for submission of a cable franchise application. The fee is intended to cover staff time and legal fees associated with the review of the application and negotiation of a franchise. The City intends to use Robert Vose from the Kennedy and Graven law firm to assist in the review of the

application and negotiation of a franchise. Mr. Vose assisted the City during the renewal of the franchise with Comcast.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council authorize staff to publish a notice of intent to consider an application for a franchise for qualified entities interested in constructing a cable franchise and providing cable service in Shoreview.

CITY OF SHOREVIEW

NOTICE OF INTENT TO CONSIDER ISSUANCE OF FRANCHISE

Notice is hereby given on behalf of the City of Shoreview ("City") of their intent to consider issuance of a competitive franchise. This notice is given in accordance with Minnesota law.

The application requirements are set forth in Minnesota Statutes, Section 238.081, subd. 4. In addition:

1. Applications in response to this Notice must be submitted to the City by **4:00 p.m., January 15, 2016.**
2. Applications must be in writing, notarized, and consistent with the application requirements. Applicants must submit an original and two copies of the application. A copy of the application must be mailed or delivered to Robert J.V. Vose, Esq., Kennedy & Graven, 470 US Bank Plaza, 200 South Sixth Street, Minneapolis, MN 55402.
3. Each application shall be submitted along with an application fee of \$7,500.00 in the form of a certified check made payable to the City. Applicants will be required to reimburse any expenses not covered by the application fee.
4. Applicants are requested to be present at a public hearing before the City beginning at **7:00 p.m. on Monday, February 1, 2016.**
5. The minimum system design and services to be offered are reflected in the City's Policies and Procedures.
6. Upon review of the application(s) and completion of the public hearing, the City will make a recommendation regarding award of franchises. Such recommendation shall be based on applicable law and the record including the application, information provided by the applicant, and other relevant information received by the City including the results of any negotiations with applicant(s) and any information submitted by the incumbent franchise company.
7. In no event will submission of a conforming application entitle any applicant to grant of a franchise. The City expressly reserves the right to reject both conforming and non-conforming applications.
8. Any successful applicant(s) will be required to accept the franchise granted within thirty (30) days after adoption.

9. Any questions concerning applications should be directed to Robert J.V. Vose, Esq., Kennedy & Graven, 470 US Bank Plaza, 200 South Sixth Street, Minneapolis, MN 55402; telephone (612)337-9275; e-mail: rvose@kennedy-graven.com

Date: November 16, 2015.

Published in: Shoreview Bulletin on December 2, 2015 and December 9, 2015.
An Affidavit of Publication is required for each publication.

**CITY OF SHOREVIEW, MINNESOTA
CABLE FRANCHISE
APPLICATION INSTRUCTIONS**

Applicants for a cable franchise must submit the following information to the City on or before **4:00 p.m, January 15, 2016**. Submission of this information will constitute application for a cable franchise.

- (1) Plans for channel capacity, including both the total number of channels capable of being delivered and actually to be delivered upon system activation;
- (2) A statement of the television and radio broadcast signals for which permission to carry has been obtained or will be requested from the Federal Communications Commission;
- (3) In the case of a telephone provider, a copy of the MPUC certificate of authority;
- (4) A description of the proposed system design and planned operations, including at least the following items:
 - a. the location of the headend facilities from which programming will be received;
 - b. an explanation of the ownership of the facilities comprising the video system;
 - c. a map identifying the proposed initial service area(s) in the City;
 - d. a proposed schedule for expansion of service beyond the initial service area or description of the proposed policy for such expansion;
 - e. the schedule for activating two-way capacity; i.e. capacity to send video signals “up stream”;
 - f. the number of channels and services to be made available for community access broadcasting, and a proposal for providing community access programming;
 - g. a general description of any non-video services such as telephone service, high speed internet or data transmission services to be provided in the City.
- (5) A proposal for funding community access programming facilities and/or staff;
- (6) The terms and conditions under which services will be provided to institutions and identification of any plans for providing free or reduced price video or data transmission services or capacity or other “in-kind” services to governmental, educational, and other institutional entities;

- (7) A schedule of proposed service rates and the proposed policy regarding charges for unusual or difficult service connections;
- (8) A schedule for constructing and activating the system including the sequence in which video service will be activated in various parts of the City;
- (9) A statement indicating the applicant's qualifications and experience in the video services field, if any;
- (10) Identification of and contact information for the municipalities in which the applicant either owns or operates a video system, directly or indirectly, or holds video franchises;
- (11) Plans for financing the proposed system, including significant anticipated source of capital and significant limitations or conditions with respect to the availability of the indicated sources of capital;
- (12) A statement detailing the corporate organization of the applicant including the names of officers and directors, and information identifying all affiliated companies or businesses;
- (13) A notation and explanation of omissions or other variations with respect to the application; and
- (14) An application fee totaling \$7,500.00 to offset the City's costs associated with processing applications. Any portion of the application fee which remains after payment of all the City's costs will be refunded.

All applications must be notarized and must include detailed responses to the above.

Negotiation of Franchise Terms. The City expects to discuss and negotiate franchise terms and conditions with a successful applicant. The City reserves the right to seek franchise terms and conditions or other commitments that meet or exceed the plans contemplated in an application.

Additional Information. The City may request such additional information as it deems necessary. In determining whether to issue a franchise, the City will consider the application and additional relevant information. Additional factors the City may consider include the qualifications of applicant(s), the level and quality and nature of services proposed by the applicant, the needs and interests of the community and institutions as identified by the City, and information regarding industry trends, state of the art technologies, services and other related information.

Public Hearing on Applications. A public hearing with respect to application(s) will be scheduled at least seven days before the City Council considers adoption of a franchise ordinance. The hearing will afford the public and franchise applicant(s) reasonable notice and a reasonable opportunity to be heard.

Existing Franchise. Applicants are advised that Comcast currently provides cable television

service in the City. Comcast's franchise expires in 2018. The City reserves the right to impose additional or more burdensome terms and conditions in any franchises adopted as a result of this application process.

Award of Franchise. A franchise may, in the City's sole discretion, be awarded by ordinance.

Any questions regarding this application information may be directed to Robert J.V. Vose, Esq., Kennedy & Graven, 470 US Bank Plaza, 200 South Sixth Street, Minneapolis, MN 55402; telephone (612)337-9275; e-mail: rvose@kennedy-graven.com