

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
December 7, 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 9, 2015 City Council Workshop Meeting Minutes
2. November 16, 2015 City Council Minutes
3. Receipt of Committee/Commission Minutes
 - Planning Commission, November 17, 2015
 - Environmental Quality Committee, November 23, 2015
4. Verified Claims
5. Purchases
6. Conditional Use Permit—223 East Owasso Lane, Mike Heinze

7. Approve Apportionment of Assessments #DK72009

PUBLIC HEARING

8. Public Hearing—Review of 2016 Budget and Tax Levy
9. Public Hearing--Vacation, Final Plat and Final PUD - Ramsey County Library, 4560 Victoria Street

GENERAL BUSINESS

10. Approval of Property and Easement Agreements with Ramsey County and Mounds View School District Relating to New Regional Library
11. Comprehensive Sign Plan—Phoenix Signs/Presbyterian Church of the Way, 3382 Lexington Avenue
12. Declaration of Hazardous Building—229 North Owasso Boulevard

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

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

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL SPECIAL WORKSHOP MEETING
November 9, 2015**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 6:00 p.m. on November 9, 2015.

ROLL CALL

The following attended the meeting:

City Council: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wickstrom

Staff: Terry Schwerm, City Manager
Rebecca Olson, Asst. to City Manager
Fred Espe, Finance Director
Laurie Elliott, Human Resources Director
Tom Simonson, Asst. City Manager/Community Development Director

Parks and Recreation
Commission: Desaree Crane
Craig John
Tom Lemke
Charlie Oltman

Stantec Consulting
Services, Inc.: Stuart Krahn, Landscape Architect and Project Manager
Jim Maland, Director of Recreation

DISCUSSION REGARDING ADVANCE RESIGNATION NOTICE PROGRAM

Human Resources Director Laurie Elliott described an advance resignation notice program as a possible policy for Shoreview. Such a policy would address concerns for succession planning and filling vacancies. The program would allow a one-time payment for advance notice as follows:

90 Days	(3 Months)	\$ 500
120 Days	(4 Months)	\$1,000
180 Days	(6 Months)	\$1,500

Payment would be made on or after the employment termination date. Employees who are leaving would be required to train the new employee taking their position. If either the employee

or the City rescinds the resignation within 10 days, payment would not be made. All payments would be subject to taxation.

Currently, the City has seven employees who qualify for the Public Employees Retirement Association (PERA) retirement under the Rule of 90 (years of service plus age). There are three other communities with a similar program. The program would allow the City time to fill positions and have retiring employees train new employees before they leave.

Councilmember Johnson asked how taking vacation time within the last months of employment would work. Ms. Elliott stated that is not a big concern because annual leave is capped at a maximum of 240 hours and amounts above this cannot be carried over year to year without special permission from the City Manager. City Manager Schwerm added that he generally does not allow carryover of vacation, unless there is a plan to use it in the ensuing year.

It was the consensus of the Council to adopt this proactive program of advance notice from employees who plan to leave that will help the City keep positions filled and provide training for new employees. This item will be voted on by the Council at an upcoming Council meeting.

REVIEW OF 2016-2017 OPERATING BUDGET AND FIVE-YEAR OPERATING PLAN

Mayor Martin commended and congratulated Finance Director Fred Espe for receiving the Certificate of Achievement in Excellence Award.

Tax Levy

City Manager Schwerm summarized the changes for 2016 and 2017. The increase in the levy for 2016 is just under \$400,000 or 3.9%. Primary reasons for the increase include:

- Public safety costs are a primary reason for the increase and account for over \$150,000 of the increase. The Fire Department now has 24/7 duty crews and 2016 is the final year of higher implementation costs. Also, the Fire Department has experienced an increase in the number of calls, which are mostly medical.
- Wage and benefit increases are approximately \$100,000, and capital funds are increasing approximately \$100,000.
- In 2016, there will be the election cost for election judges at \$27,500 and an increase in postage for absentee ballots.
- There are relatively small increases to the EDA and HRA levies.

The overall impact of these items is a tax levy increase of 3.9%.

The biennium budget presented includes changes expected in 2017. These changes are estimates of expenditures increasing by 3.18%. Again, public safety is one of the biggest increases. Changes in the capital and debt levies are estimated at approximately 1%. The total General Fund change is estimated at 2.97% with the estimated increase of \$22,380 in various revenue categories. The budget for 2017 is a plan that can be changed by Council resolution when final information is available.

Property Values

The median property value in Shoreview will increase from \$247,500 in 2015 to \$253,800 in 2016, a 2.5% increase. A significant number of homes are not changing in value or are decreasing in value. Those property owners will see either no increase or a decrease in taxes. A home increasing in value by 2.5% will see an increase of the City portion of taxes of approximately \$25.

Councilmember Springhorn asked what the impact would be to City taxes for property owners when a business uses the Abatement Policy. City Manager Schwerm stated that the level of abatement is 1% based on the City's tax rate. For each percent of increase to the levy, the resultant increase to taxes on a median value home is approximately \$6.00. Mayor Martin added that the ability to use abatement will not be in effect until the 2017 tax year, which gives the City time to respond.

Councilmember Quigley noted levy increases of over 3% for the last several years and asked if there has been negative feedback from residents. Mr. Schwerm stated that he has not received any calls. He noted the documents prepared by the Finance Department are available to the public and clearly explain the City's budget and plans for the future as well as identifying issues to be addressed.

Mayor Martin noted that the big advantage of adopting two-year budgets is the ability to look ahead to see what might be coming that would impact the City.

Five-Year Operating Plan

City Manager Schwerm reviewed key items in the City's Five-Year Operating Plan:

Levy Increase: A higher levy increase is planned in 2018 to add back the Parks and Recreation Director. That position continues to be evaluated and there may be ways to mitigate the increase.

Councilmember Quigley stated that he would support any way that might be found to mitigate the costs projected in 2018.

Mayor Martin added that with the Community Center expansion, she would potentially like to see the cost of a Parks and Recreation Director moved ahead in the plan. Mr. Schwerm responded that it has been possible for him to serve in that position because of the excellent department directors and City staff and the good staff at the Community Center who work well together.

Councilmember Johnson expressed her concern of whether not having the director position filled impacts park and recreation, a signature service of the City. Having City Manager Schwerm as Acting Parks and Recreation Director strains the system. She would like to see a director hired who will focus on developing strategies to address park and recreation issues. Mr. Schwerm responded that the strain is not administrative. The concerns he has heard about in the

Department is a potential increase in the level of staffing for park maintenance. The City now provides all maintenance to the library grounds. A new agreement is being negotiated with the library and school district for those costs. It is hoped that this revenue will cover at least half the cost of an added maintenance worker. More full-time maintenance workers are needed.

Debt Levy: Although proposals for debt look high with the water treatment plant, Community Center expansion and Commons Master Plan, the debt levy will remain fairly constant. Debt being issued is being paid by enterprise funds or by the Community Investment Fund. Even with the planned debt issues, the City will only be at 15% of its legal debt limit.

Shoreview's debt retirement is very favorable. Over the next five years, approximately 39% of City debt will be retired even with added debt. A big factor in the City's AAA bond rating with Standard & Poor's is the fact that the City is retiring debt fairly quickly.

Source of Revenue: The biggest source of City revenue is from utility charges: sewer, water, and surface water. The City receives 36% of revenue from utilities, 31% from property taxes and 23% from charges for services, which is the Community Center and recreation program revenue, as well as engineering and administrative services charges. In 2016, the City's operating budget (without capital expenditures) is approximately \$26 million. That will grow to almost \$30 million in 2020.

Councilmember Johnson asked what steps would be necessary to grow income from charges and services from 23% to 30% of income. Mr. Schwerm answered that charges to the Community Center or programs could be increased, which could potentially reduce that portion of property taxes. He would need to analyze this further if it was a goal of the Council.

Mayor Martin asked if there are other revenue generating measures that could be taken to avoid increasing taxes. Mr. Schwerm stated that staff will research possible revenue sources to bring to the Council for discussion.

General Fund Operations: Property taxes are becoming an increasing portion of the General Fund budget. Permit fees and plan check fees are declining with the full development of the City. Over the next five years, property taxes will grow from 75% to almost 90% of the General Fund budget. Although the tax levy is not increasing at an unmanageable rate, it is important to be aware of this trend. Revenues and expenditures are budgeted conservatively each year in order to end with surpluses and meet fund balance requirements.

Community Center: The Community Center continues to be successful with a fund balance of almost \$1.5 million. The Community Center and recreation program fees brings in approximately 90% through budget user fees. The state mandated minimum wage is having an impact, especially on the Summer Discovery program. Fee increases for that program will be higher than anticipated.

Cable: The City is saving contractual costs having withdrawn from the North Suburban Cable Commission (NSCC). Some of those savings are being used in transfers for other

communication activities. Communications transfers from the cable fund has grown from \$167,000 to \$200,000.

Water Fund: Average daily household use of water continues to decline. In 2012, the City sold over 1 million gallons of water and 900,000 gallons in 2013. However, in the last two years, the sales have been low at around 800,000 gallons. The base number used in the budget is 880,000 gallons, which means revenue will be less. Water rate increases this year at 12% are solely due to the water treatment plant. Next year the proposed increase is 8%. The increases are higher than expected because the water treatment plant is costing closer to \$12 million rather than the \$9 million originally projected. After 2017, the increase rate will level off at 4%. Even with these water rate increases, it is anticipated that the overall utility bill will increase less than 10% in 2016. This is because the sewer rate is only proposed for a 3% increase for the next three years.

Surface Water: There is a 10% increase to surface water rates in the next few years because of capital projects. The cost of surface water treatment is almost the cost of new roads in road improvement projects. Pond dredging work is also planned.

It was the consensus of the Council to accept the biennium budget and Five-Year Operating Plan.

Mayor Martin called a short break and then reconvened the meeting.

JOINT MEETING WITH THE PARKS AND RECREATION COMMISSION TO DISCUSS SHOREVIEW COMMONS MASTER PLAN UPDATE

Presentation by Stuart Krahn, Stantec Consultant Services, Inc.

There were four objectives identified in the project RFP:

1. Develop plans for future park improvements and other site amenities;
2. Enhancing connectivity between the public facilities;
3. Improved onsite pedestrian and bicycle links; and
4. Maintain safe and efficient traffic flow in parking.

The first step is to thoroughly review the site to find out exactly what is on it to define possible site opportunities and constraints. The features recommended should:

- Be easily maintained and evolve over time as the site changes
- Be smart and educational
- Be actively programmed
- Should tell a story over time
- Should become a major brand component of the City.
- Be flexible for a variety of uses during the day and through different seasons of the year
- Aesthetically pleasing
- Environmentally and economically resilient
- Memorable

In looking at the 40 acres of the site, existing uses were identified, existing circulation points into and exiting the site to look for gaps. Transportation, recreational walking, a path around the pond, accessibility for people with impaired mobility, bicycle parking locations and number to put in were also reviewed. Additional input is needed on:

- Existing valued places and activities
- Issues that the City sees a need to be addressed
- Circulation conflict points
- What has been tried before that did not work

The following were identified by the Council as features of the Commons Park that need to be changed:

- The hockey rink is not heavily used, is not attractive and does not reflect well on Shoreview.
- The softball fields are lightly used.
- There are no gardens, memorials or seating areas.
- The trail around the pond is not well defined and very wet in areas.
- The pond needs cleaning.
- The picnic shelter needs to be replaced in the neighborhood park portion of the park.
- The Wave (concessions in the Community Center) needs better access to people outside.

Items the Council would like to see added to the Commons Park are:

- Expand opportunities for outdoor activities for Summer Discovery
- A wedding venue with floral landscaping and arbor
- Plaza style updated skate park
- Improved skating venue
- Playground improvements
- Outdoor eating area

It was noted that the Commons area serves all generations. There needs to be areas for all kinds of activities--walking, biking, sitting--that will appeal to all ages. Some sports come and go. Flexibility is needed to make changes without a major expense. One question to consider is whether it makes sense to maintain a neighborhood park adjacent to the Commons.

Mr. Maland showed examples and proposed a number of ideas that might fit:

- Skating trail in winter months - this will need refrigeration to create quality ice to compete with arenas. More and more of these are being built. He noted that the ice ribbon in Chicago is a significant revenue generator.
- Restaurant and patio
- Ice ribbon
- Skate rentals
- Interactive plaza fountain in summer
- Food trucks at noon for people to sit in the park and eat
- Sledding
- Ice sculpture area

- Cross country skiing
- Glass environment fireplaces
- Amphitheater
- Climbing walls
- Kite rentals
- Mini golf
- Lazy river that converts to a skating trail in winter
- Coffee shop
- Ice cream stand
- Bocce Ball
- Games tables

Community activities could include:

- Food fairs
- Indoor Farmers' Market
- Craft/art fairs
- Music fairs
- Places to hang out in gardens or near pond
- Bike skills park
- Agility course with multiple activities
- Outside interactive music instruments that could be used year round
- Outdoor movies
- Ice shows
- Hockey and broom ball
- Gas fireplaces for people to hang out

One Commissioner asked if the amount of impervious surface for a skate ribbon would decrease green space. Mr. Maland stated that most people skate around the edge. If there is only a skate ring instead of a rink, more green space is created.

Councilmember Quigley noted that one-third of members of the Community Center are non-residents. New features will need to have broad appeal. He asked if SummerHouse has been considered. Mr. Simonson responded that staff has looked at traffic on Victoria and ways to get seniors from SummerHouse safely across the street to use the park. There is also discussion about visibility and possibly making the softball fields a passive green entryway.

Mayor Martin stated that most of what is being discussed is active activities, but there are five senior complexes within one-half mile of the Commons. It will be important to incorporate activities for seniors. She noted that skate rental might be a source of revenue. She expressed some concern about the space available for new features with the expansion of the Community Center.

Councilmember Wickstrom asked if there would be enough of a market for another skate trail as there already is one in Maple Grove. Mr. Maland responded that there certainly would be a market in this area. Mr. Schwerm stated that he is not convinced there would be significant

revenue from a skate trail because Shoreview does not have the nice retail services around the park that is available in Maple Grove.

Mr. Lemke stated that he would be willing to raise funds for a music plaza where there are interactive instruments, such as drums, xylophones that can be used. Even if there is more cost, he would like to see whatever is put in can be used year round.

Councilmember Johnson stated that she is not against a skate ribbon, but there are many types of groups that will use the park space. Available activities need to be broad. Her other concern is that cars would not drive in the park--pedestrians and bikers but not cars.

Councilmember Quigley asked if the splash pad and outdoor wading pool that has been discussed previously could be part of this development.

Councilmember Wickstrom stated that she could see the skate ribbon in summer being used for a landscaped wedding venue, walking trail, or seating area. The bench area needs to be made more comfortable. There needs to be a connection between the upper parking area and the park.

Mayor Martin asked if an amphitheater could be incorporated into winter sliding.

Councilmember Springhorn stated that the park should have a balance of activities. If there is too big a draw, there will be traffic and parking problems.

The ideas from this discussion will be analyzed. Stantec will come back with concept plans for consideration at an upcoming workshop meeting.

Mr. Schwerm urged Councilmembers to go online and look at the Central Park in Maple Grove. It shows how the different activities interact and gives a good overview. Their site is approximately 40 acres, similar to the Commons.

OTHER ISSUES

Councilmember Springhorn stated that the strategic planning session for Northeast Youth and Family Services is scheduled for Thursday, November 12, 2015. He asked if anyone has input to the three questions he has given to the Council.

Councilmember Wickstrom asked if some services could be changed to serve more people.

Councilmember Quigley stated that his grandchildren readily identified three problem areas: underage drinking, vaping, and social media and gaming. Economic education is needed similar to what is offered by Junior Achievement. *Penny Pinchers* was the closest NYFS came to economic education, but it was retail which is low paying. Economic education can lead to job training. Life goals could be explored in the area of Youth Development. He noted that School District No. 621 has a good system of helping youth to determine their own direction.

Councilmember Wickstrom commented that there are many drugs and artificial substances that need focus and education.

Mayor Martin added that it is important to address bullying. Also mental health issues could be addressed through the hoarding program and the cooperative work being done with Ramsey County agencies with that program.

Councilmember Johnson encouraged a review of programs available with a focus on three, not too many. There needs to be a focus on the youth who are succeeding and doing great things. Perhaps youth could be more involved in senior help programs.

The meeting adjourned.

There are vacancies on City commissions and committees. It is a good way to become involved. The City website has a listing of all current vacancies. Anyone interested is urged to apply. The deadline for receiving applications is November 30, 2015.

Councilmember Johnson:

On December 3, 2015, at 5:30 p.m., the Shoreview Foundation will host its *Evening with Friends*. This year will feature Kate Herzog from A House of Talents. Details are on the City's website.

Councilmember Quigley:

The Volunteer Recognition Event will be at 5:30 p.m. on Thursday, November 19, 2015. The Citizen of the Year award will be presented at that time.

Councilmember Wickstrom:

The Shoreview Northern Lights Variety Band will hold their holiday concert December 12, 2015, at Benson Great Hall at Bethel University. Carriage rides will begin at 6:30 p.m. All are urged to get tickets early, as the concert is often sold out.

Mayor Martin congratulated Councilmember Wickstrom on her award as *Friend of the Shoreview Northern Lights Variety Band* this year.

Councilmember Springhorn:

At this time at the Shoreview Library, the Shoreview Historical Society is hosting a program on Jim Radford's photography of Shoreview.

City Hall will be closed Thursday, November 26 and Friday, November 27 for the Thanksgiving holiday. The Community Center will be open on Thanksgiving from 5:00 a.m. to noon and regular hours on Friday.

CONSENT AGENDA

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt the amended Consent Agenda for November 16, 2015, and all relevant resolutions for item Nos. 1 through 9:

1. November 2, 2015 City Council Meeting 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 Monthly Report
 - Finance Monthly Report
 - Public Works Monthly Report

- Park and Recreation Monthly Report
- 4. Verified Claims in the Amount of \$1,085,573.23
- 5. Purchases
- 6. Developer Escrow Reductions
- 7. Change Order #2 and Payment #4 (Final) - Lexington Avenue/County Road F Water Main, CP 15-06
- 8. Authorize Professional Services Agreement for Engineering Services - Water Main Relocation Associated with I-694 Third Lane Project, CP 15-10
- 9. Approval of Advance Resignation Notice Program

VOTE:

Ayes - 5

Nays - 0

PUBLIC HEARING

FINAL PLAT, FINAL PUD AND VACATION OF PUBLIC EASEMENT - SOUTHVIEW SENIOR LIVING, 4710 CUMBERLAND STREET

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

Presentation by City Planner Kathleen Castle

This application includes: 1) a vacation request is for platted drainage and utility easements; 2) Final Plat approval to re-plat property into one parcel and dedicate new drainage and utility easements; and 3) Final Planned Unit Development (PUD) approval for the expansion of senior housing for a 32-unit apartment building.

The Final PUD includes flexibility from City standards granted at the Development Stage Review of the PUD related to height of the building, setbacks from Hodgson Road and required parking. The setback required is 44 feet; the structure setback will be 28.8 feet. The maximum height allowed is 35 feet; the new building will be 39 feet. The parking ratio set by the City is 2.5 stalls per unit; this building will have 1.9 stalls per unit.

Since the Development Stage Review, the plan has been revised to include pervious pavement in the parking lot and added landscaping to the north to provide screening for the adjacent residential land uses. The number of replacement trees planned exceeds the City's requirement. Amendments have been made to the Development Agreement to reflect the current plan.

Staff finds that the proposal is consistent with the Comprehensive Plan, the City's Development Code and previous approvals. The new building will not adversely impact surrounding properties, and the new easements will be dedicated with the Plat. Staff's recommendation is to hold the public hearing for the vacation and final approval of the project.

Councilmember Quigley asked if the sidewalk on the northwest corner of the building is for a fire exit. Ms. Castle explained that it is a connection sidewalk to the Hodgson Road trail.

Mayor Martin noted that the City of North Oaks will be putting in a trail along Hodgson Road from Chippewa School that will go by this property.

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

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to close the public hearing at 7:17 p.m.

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom 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 requested 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.

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 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 ratio 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: Johnson, Quigley, Springhorn, Wickstrom, Martin
 Nays: None

GENERAL BUSINESS**AUTHORIZATION TO PUBLISH AN INTENT TO FRANCHISE NOTICE FOR A CABLE FRANCHISE****Presentation by Assistant to City Manager Rebecca Olson**

Approval of this notice of intent sets out the application requirements for qualified entities interested in constructing a cable franchise to provide cable service. The process for a new franchise is specified in Minnesota statutes. The notice of intent is the first step in the process. The notice of intent must be published for two consecutive weeks, establish a deadline for the application and set a public hearing date for the franchise.

Earlier in the year, the City Council met with a representative from CenturyLink regarding the product of PRISM TV. At that time, the Council decided to first complete negotiations with Comcast, which has been done. At this time, publication of the notice of intent would allow an application from CenturyLink should there be an interest. The application deadline is in January with the public hearing deadline shortly afterwards. A \$7500 fee is required to cover costs in reviewing application materials.

Mayor Martin asked if CenturyLink has indicated a continued interest. Ms. Olson responded that the representative from CenturyLink has expressed interest and is pleased the City is beginning this process.

Councilmember Wickstrom stated that the notice of intent is not exclusive to CenturyLink. Any company interested would be allowed to apply.

Councilmember Quigley asked if the City might receive a number of surprise applications due to the competitiveness in this field. Mr. Schwerm stated that several cities with higher densities, including Minneapolis, are involved and have gone through this process. It is unlikely that there would be a surprise application. CenturyLink is interested because they have infrastructure already in place in most cities throughout the area.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn 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.

Discussion:

Mayor Martin noted that residents have encouraged the City to offer more choices.

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

ADJOURNMENT

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn, to adjourn the meeting at 7:27 p.m.

Mayor Martin wished everyone a Happy Thanksgiving.

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

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
November 17, 2015**

CALL TO ORDER

Chair Solomonson called the November 17, 2015 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

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

Commissioner Ferrington was absent.

APPROVAL OF AGENDA

MOTION: by Commissioner Schumer, seconded by Commissioner Peterson to approve the November 17, 2015 Planning Commission meeting agenda as presented.

VOTE: Ayes - 6 Nays - 0

APPROVAL OF MINUTES

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

VOTE: Ayes - 6 Nays - 0

REPORT ON CITY COUNCIL ACTIONS

Presentation by City Planner Kathleen Castle

The following items were approved as recommended by the Planning Commission:

- Minor Subdivision at 175 Sherwood Road for Gerald and Linda Walsh
- Conditional Use Permit/Site and Building Plan Review for the Minnesota Veterinary Hospital at 4545 Hodgson Road for a fence for an outdoor animal exercise area a final plan showing the final location of the fence with a setback of 5 feet.

NEW BUSINESS

PUBLIC HEARING – CONDITIONAL USE PERMIT*

FILE NO: 2598-15-41
APPLICANT: MIKE HEINZE
LOCATION: 223 EAST OWASSO LANE

Presentation by Economic Development and Planning Associate Niki Hill

This application for a Conditional Use Permit (CUP) is to build a detached accessory structure that would be 256 square feet for storage. The property is zoned R1, Detached Residential District and has a lot area of 20,037 square feet. There is single family home of approximately 1,400 square feet on the property and a detached garage of 396 square feet. A CUP is required because the property is less than one acre and the proposed structure exceeds an area of 150 square feet.

The application meets or exceeds Development Code standards. The total square footage of accessory structures will be 46.6% of the foundation area of the dwelling, less than the limit of 90%. The setbacks meet requirements with 10 feet from the side lot line and 30 feet from the rear lot line. The exterior will be hardie-board with roof shingles to match the existing home. The new shed would be in the rear yard and does include a 6-foot second story storage area. The height does meet Code requirements.

Notice of the public hearing was published and mailed to property owners within 350 feet of the subject property. No comments have been received. Staff finds the proposal to be consistent with the Comprehensive Plan and meets all standards and the intent of the Development Code. It is staff's recommendation to hold the public hearing and forward the proposal to the City Council with a recommendation for approval.

Commissioner McCool asked if the motion should include a condition for screening on the north side. Ms. Hill

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

Chair Solomonson opened the public hearing. There were no comments or questions.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to close the public hearing.

VOTE: Ayse - 6 Nays - 0

MOTION: by Commissioner McCool, seconded by Commissioner Schumer to recommend the City Council approve the Conditional Use Permit application submitted by Mike Heinze, 223 E. Owasso Ln, to construct a 256 sq. ft. detached accessory structure on their property. The Conditional Use Permit authorizes 288 square feet of total floor area for detached accessory structures, subject to the following conditions with the modification to condition No. 4 to include the following sentence, "This screening shall include retention of existing screening to the north of the shed."

Draft Planning Commission Minutes

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property.
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

Discussion:

Chair Solomonson asked what screening is on the north side. **Mr. Heinze**, Applicant, responded that he has obtained a permit for a 6-foot fence on the north side. There are also trees in the neighbor's yard.

Commissioner McCool stated that his amendment to condition No. 4 was based on the belief that there were trees in the applicant's yard. Since that is not the case, he amended the motion to delete the sentence he added to condition No. 4. Commissioner Peterson seconded deletion of the amendment.

VOTE ON ORIGINAL MOTION: Ayes - 6 Nays - 0

COMPREHENSIVE SIGN PLAN*

FILE NO: 2597-15-40
APPLICANT: PHOENIX SIGNS/PRESBYTERIAN CHURCH OF THE WAY
LOCATION: 3382 LEXINGTON AVE

Presentation by City Planner Kathleen Castle

This application is to replace the existing monument sign with a new electronic message center sign. The sign is located on Lexington Avenue. The property is 4.96 acres and developed with a church facility and single-family home. There is also an off-street parking lot for the church. Access is off Cannon Avenue and Lexington Avenue. The property is zoned R1, Detached Residential. Adjacent land uses include commercial to the north and low density residential to the east, west and south. The City of Arden Hills is immediately to the west.

Existing signage on the site includes a wall sign and a free standing monument sign of 40 square feet in area and 5.3 feet in height. It is on a stone base that compliments the church building. The stone base would be kept and re-used. The existing sign would be replaced with an individual letter sign that has a message center sign. The new sign would be two-sided, with an area of 70 square feet, a height of 8 feet and a sign face height of 5 feet 10 inches. The message center sign area would be 20 square feet. The new sign will identify the church. The message center will be used for worship service times and listing special events.

The Development Code allows a free standing sign as long as it is a monument style. The maximum area permitted is 40 square feet; the maximum height is 6 feet. A Comprehensive Sign Plan is required because the application includes a message center sign and the property is adjacent to residential land uses. Deviations can be permitted through the Comprehensive Sign Plan review. The height, sign face area and height all comply with the Code. The only deviation requested is the total sign area of 70 feet. Deviations are permitted if the sign is attractive, compatible with the use of the property and adjacent development.

The message center sign complies with City requirements. Any visual impact will be mitigated due to the sign color, orientation of the existing homes, existing vegetation, distance, and limited display hours. No display is allowed between the hours of 11:00 p.m. and 6:00 a.m.

Staff finds that the color, size and materials of the sign are consistent throughout the site. The sign plan is effective, functional, attractive and compatible. The deviation of total sign area addresses the practical difficulty of the location of the sign on an arterial road. Approval will not be a special privilege. The new sign will be an improvement in providing information efficiently and will improve the look of the sign. The portable sign now being used is not allowed. The message center is to provide a better method of advertising church information.

Property owners within 350 feet were notified of the application. One response was received from a neighbor expressing concern about the size and impact to adjacent residents.

Neither Ramsey County nor the City of Arden Hills expressed any concerns. Deviation for a larger sign face is reasonable due to the proximity of this sign to commercial land uses on Lexington Avenue. Staff believes visual impact is minimized by the sign location, orientation, design, separation for residential land uses and landscape screening. Staff recommends approval subject to the conditions listed in the staff report.

Chair Solomonson asked if the entire structure of the sign is illuminated. Ms. Castle responded that only the church name and logo will be lit internally.

Chair Solomonson opened discussion to public comment.

Mr. Pompey Stafford, 1093 Carlton Drive, expressed concern about the size which will be twice the existing size. That is a big sign. The berm is not included in the measurement. The proposed message center is 2 feet by 10 feet, which is much bigger than the current message center of 2 feet by 8 feet. The new sign will have bright colors that are intrusive with many moving parts. This will illuminate his property. At the present time from his living room and dining room the existing sign is seen. There is a bright flood light as well. During the winter months there is little vegetation to block the light. He questioned the hours of illumination. He believes it will be programmed, but last night the existing sign was lit until after midnight. He requested that additional sizable evergreen trees be added. He appreciates the church position, and the new sign is more attractive. But that does not help his property. He does not believe a deviation in size should be granted.

Commissioner Schumer explained that a flashing sign is not permitted. Ms. Castle stated that the color is amber and no other color will be used. Mr. Warwick added that there is no scrolling or flashing. A message can change in minimum of 8 seconds. Mr. Stafford responded that every 8 seconds amounts to flashing as he sees it.

Mr. Stafford thanked the Commission for listening to his concerns and requested that his concerns be addressed.

Mr. Rick Cargilani, 1272 Bucher Avenue, stated that he is a member representing the church. He stated that Mr. Stafford is the only neighbor who can see the sign. The new sign will not be more intrusive. The portable sign being used is not permitted. There will be less light without use of the portable sign.

Commissioner Thompson asked if it would be possible to plant some large trees as suggested. Mr. Cargilani stated that could be a cost issue for the church, but fast growing trees could be put in. A large amount of buckthorn was removed that probably provided screening for Mr. Stafford.

Chair Solomonson asked if the whole face of the sign is illuminated. Mr. Cargilani responded that the illuminated face of the new sign will only be the letters that will be back lit. The illuminated portion of the new sign will be less than what now exists.

Commissioner McCool asked if the church would consider further restricting hours of illumination. Mr. Cargilani stated that could be considered. Ms. Castle clarified that only the message center portion is under the time restrictions. The name of the church could be lit all night. Commissioner McCool stated that he likes the new sign, but he believes Mr. Stafford's concerns need to be addressed. He would support further restriction of hours of illumination and additional screening.

Commissioner Peterson asked if there are screening requirements for signs that are comparable to accessory structures. Ms. Castle stated that the Code does not require screening, but the

impact to adjacent residents must be considered. Generally, if a new conifer is planted, it would be 6 feet tall. Commissioner Peterson agreed that added screening should be required.

Chair Solomonson stated that this is a big improvement to the current sign. The illuminated portion is less, and a large portion will be turned off at night. He would support additional screening.

Commissioner Thompson agreed that the sign will be an improvement and she supports requiring added screening.

Commissioner Doan agreed with other Commissioners regarding screening. He stated that he would like to see condition No. 3 changed to increase the time between new information on the message sign from 8 seconds to a longer time as recommended by staff. His concern is that the message center sign not change frequently but be changed on an as needed basis. Mr. Warwick stated that the time of 8 seconds is a result of study done on reading signs at certain speeds on a roadway. Eight seconds gives drivers enough time to read the sign.

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to recommend the City Council approve the Comprehensive Sign Plan submitted by Phoenix Signs on behalf of Presbyterian Church of the Way, 3382 Lexington Avenue N., for a freestanding monument sign with a message center, subject to the following:

1. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The applicant shall obtain a sign permit prior to the installation of any signs on the property.
3. The message center sign shall:
 - a. Display text shall be of a sufficient size so as to be readable by passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.
 - b. The use of audio or pyrotechnics is prohibited.
 - c. Lighting shall be set at a minimum level which the message center sign is intended to be read and shielded to minimize glare.
 - d. The light level shall not exceed .3 foot candles as measured in accordance with the Sign Code. Said sign shall comply with the City's standards regarding brightness and dimmer control
 - e. Messages shall be presented in a static display, and shall not scroll, flash, blink or fade in and out in any manner to imitate movement.
 - f. Display of messages is limited to the events and services offered on-site and time/temperature display.
 - g. The message center sign shall not be operated between the hours of 11:00 pm and 6:00 am.
 - h. The color of the sign message or display shall be amber.

Draft Planning Commission Minutes

4. Temporary signs (including banners) , with the exception of window signs, sandwich board/T-frame signs placed adjacent to the building and incidental display signs, shall not be placed on the property.

This approval is based on the following findings of fact:

1. The property is zoned R1, Detached Residential and quasi-public uses are a permitted use.
2. The Sign Code permits freestanding monument signs and message signs on properties that have a quasi-public use. With the exception of sign area, the sign complies with Sign Code Requirements.
3. The Comprehensive Sign Plan is complies with the findings as stated in Section 203.040 (C) (2) (C) .

Discussion:

Commissioner McCool offered an amendment, seconded by Commissioner Peterson to change two conditions: No. 3.g. would read, “The message center sign shall not be operated between the hours of 10:00 p.m. and 6:00 a.m.” Condition No. 5 would be added to read, “Applicant shall install screening along the south property line to screen views of the sign from the property located at 1093 Carlton Drive. City staff shall review proposed screening prior to the issuance of a sign permit.”

VOTE ON THE FIRST AMENDMENT: VOTE: Ayes - 6 Nays - 0

Commissioner Doan offered a second amendment to include the following under 3.a., “The minimum display period for any message shall be 10 seconds.” Commissioner Peterson seconded this amendment.

Commissioner McCool asked the rationale for 8 seconds v. 10 seconds. Mr. Doan stated that he understands the safety perspective of 8 seconds based on traffic speed. He does not see a difference in safety between 10 seconds and 8 seconds.

Chair Solomonson stated that he does not see a safety advantage for increasing the time to 10 seconds. He will not support this amendment.

Commissioner Doan stated that with slower auto speeds, it would be safer to have a slower time period between messages. Commissioner Thompson noted that at the time of adopting City standards, 2 seconds were added to this standard. She would not vote to further increase the time period between messages.

VOTE ON THE SECOND AMENDMENT:

Ayes - 0 Nays - 6

VOTE ON MOTION INCORPORATING FIRST AMENDMENT;

Ayes - 6 Nays - 0

MISCELLANEOUS

City Council Assignments

Chair Solomonson and Commissioner McCool will respectively attend the City Council meetings on December 7, 2015 and December 21, 2015.

Commissioners Peterson and Thompson will respectively attend the City Council meetings on January 4, 2016 and January 19, 2016.

Planning Commission Schedule

A Planning Commission Workshop was held immediately prior to this meeting on November 17, 2015 at 6:00 p.m.

The December Planning Commission Meeting is scheduled for December 15, 2015, at 7:00 p.m.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to adjourn the meeting at 8:17 p.m.

VOTE: Ayes - 6 Nays - 0

ATTEST:

Kathleen Castle
City Planner

DRAFT

Minutes

ENVIRONMENTAL QUALITY COMMITTEE

November 23, 2015 7:00 PM

1. CALL TO ORDER

The meeting was called to order at 7:05 pm.

2. ROLL CALL

Members Present: Tim Pratt, Lisa Shaffer-Schrieber, Susan Rengstorf, Paige Ahlborg, John Suzukida, Lynne Holt

Members Absent: none

Staff Present: Neva Widner

3. APPROVAL OF AGENDA

The agenda was approved with no changes.

4. APPROVAL OF MEETING MINUTES – August 24, 2015

The minutes were approved with no changes.

5. BUSINESS

A. Workplan Tasks

- a. Create yearly calendar for 2015 ShoreViews articles
Neva is working on getting specific due dates for 2016 article submission.

B. Newsletter Topics

Neva distributed the new EQC Speaker Series posters. March/April edition will highlight an article on illicit discharges, household hazardous waste identification and disposal, and a spring clean up day reminder. May/June will have a cost-share article by Paige, a reminder on the annual plant sale and waterfest.

C. Public Works Update

- a. Recycling Program Update: Goals for 2016
Neva reviewed some of the recycling programs that will be focused on for 2016. At a recent Ramsey County Recycling Coordinators Meeting a list was provided that summarized the BizRecycling program in Ramsey County. Most businesses in the Metro area will have to recycle at least three types of material as of January 1, 2016. By state law, the owner of a commercial building with four or more cubic yards of solid waste collection per week must collect at least three types of material for recycling. The BizRecycling team will work free of charge to design and implement a recycling and/or organics collection program. Grants up to \$10,000 can be used for bins, labels, and more. Only two organizations in Shoreview have signed up to participate. Members discussed methods to get more companies involved in the program and decided to keep the next meeting scheduled for December 21st to further

discuss the topic. Neva will look up current business lists for Shoreview, Paige said she'd inquire as to Trader Joe's current recycling method as a starting point. In addition, Neva discussed the other goal for 2016 to begin providing better information and services to Multi unit dwellings.

b. Water Conservation Program

Neva updated committee members on the Shoreview Water Conservation Program. Approximately 160 people are signed up, with the goal of 400 by January 1st. Most people have signed up through inserts in water bills.

D. Other

E. Adjournment- Next Meeting December 21, 2015

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description		
11/17/15	Accounts payable	\$	25.00
11/18/15	Accounts payable		\$1,851,546.01
11/25/15	Accounts payable		\$330,801.88
12/03/15	Accounts payable		\$864,550.80
12/07/15	Accounts payable		\$141,840.17
	Sub-total Accounts Payable	\$	3,188,763.86
11/25/15	Payroll (including direct deposits)	\$	160,991.42
	Sub-total Payroll	\$	160,991.42
	Total	\$	<u>3,349,755.28</u>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

12/07/2015 Council Meeting

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MULTICARE ASSOCIATES TWIN CITI	PRE EMPLOYMENT TESTS/RESPIRATOR REVIEW	101	40210	3190		006	-\$96.00	-\$176.00
		101	40210	3190			-\$80.00	
ABLE HOSE & RUBBER INC.	MISC PART CROSSWINDS SWEEPER S2	701	46500	2220		001	\$35.23	\$35.23
AE2S CONSTRUCTION LLC	LONGWATCH CAMERA SYSTEM FOR NORTH TOWER	472	47000	5900			\$6,502.42	\$6,502.42
AID ELECTRIC CORPORATION	CONCRETE PAD FOR GENERATOR WELL 6	601	45050	3190		003	\$6,800.00	\$6,800.00
ALLIANCE BENEFIT GROUP INC	COBRA ADMINISTRATION	101	40210	3190		003	\$15.00	\$15.00
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003	\$377.14	\$377.14
AWARDS BY HAMMOND INC	CITIZEN OF THE YEAR AWARDS	101	40100	4890		001	\$257.35	\$257.35
BATTERIES PLUS	BATTERY FOR PORTABLE LINCOLN WELDER	701	46500	2400		006	\$37.95	\$37.95
BAUER BUILT TIRE AND BATTERY I	TIRES UNIT 201	701	46500	2230		001	\$516.88	
BAUER BUILT TIRE AND BATTERY I	TIRES JD5115M	701	46500	2230		002	\$852.50	\$852.50
BEISSWENGER'S HARDWARE	PAINT ROLLER COVERS	220	43800	2240			\$36.72	\$36.72
BEISSWENGER'S HARDWARE	SHOVELS	101	42200	2180		001	\$55.08	\$55.08
BEISSWENGER'S HARDWARE	TARP FOR COVERING SOUND SYSTEM AT CC	220	43800	2240			\$9.09	\$9.09
BEISSWENGER'S HARDWARE	LATCH FOR HOCKEY RINK PLAYERS GATE	101	43710	2240			\$20.58	\$20.58
BEISSWENGER'S HARDWARE	MISC PARTS JD SNOWBLOWER	701	46500	2220		002	\$7.07	\$7.07
BEISSWENGER'S HARDWARE	1/2" BARB COUPLING JD SNOWBLOWER	701	46500	2220		002	\$1.17	\$1.17
BOYER TRUCK PARTS INC.	AXLE SEAL UNIT 402	701	46500	2220		001	\$7.17	\$7.17
BRADLEY & DEIKE, PA	TIF CONSULTING	307	44100	4890			\$425.00	\$425.00
BRADLEY & DEIKE, PA	TIF CONSULTING	307	44100	4890			\$51.00	\$51.00
BRAKE & EQUIPMENT WAREHOUSE	TIE RODS UNIT 604	701	46500	2220		001	\$137.53	\$137.53
BRAKE & EQUIPMENT WAREHOUSE	TIE ROD END	701	46500	2220		001	\$95.30	\$95.30
BRAKE & EQUIPMENT WAREHOUSE	SHOP SUPPLIES	701	46500	2220		003	\$40.60	\$40.60
C & E HARDWARE	PIPE FOR IRRIGATION REPAIR	101	43710	2240			\$4.88	\$4.88
C & E HARDWARE	SCREWS	101	43710	2240			\$5.06	\$5.06
C & E HARDWARE	SHOP SUPPLIES	701	46500	2220		003	\$29.78	\$29.78
C & E HARDWARE	SHOP SUPPLIES	701	46500	2220		003	\$9.55	\$9.55
CDW GOVERNMENT, INC	NETWORK MGMT SOFTWARE	101	40550	2180		002	\$706.94	\$706.94
CDW GOVERNMENT, INC	SECURITY SYSTEM ENHANCEMENT	422	40550	5800		004	\$2,569.60	\$2,569.60
COMMERCIAL ASPHALT CO	PATCHING ASPHALT	101	42200	2180		002	\$173.53	\$173.53
COMMERCIAL ASPHALT CO	PATCHING ASPHALT	101	42200	2180		002	\$57.65	\$57.65
CORPORATE CONNECTION	UNIFORMS - SHORTS	101	42200	3970		001	\$404.17	\$404.17
CRYTEEL TRUCK EQUIPMENT	PLOW MARKERS UNITS 210 & 610	701	46500	2220		001	\$110.36	\$110.36
DAKOTA COUNTY TECHNICAL COLLEGE	DEFENSIVE DRIVING FOR SNOW PLOW DRIVERS	101	42200	4500		001	\$800.00	\$800.00
DEBORAH A. SORENSON, D.C.	PERSONALYSIS FOR BRIAN K	101	40550	4500		004	\$200.00	\$200.00
DIAMOND VOGEL PAINT	TRAFFIC PAINT	101	42200	2180		004	\$81.00	\$81.00
ELECTRO WATCHMAN INC.	SECURITY MONITORING MAINTENANCE CENTER	701	46500	3196		001	\$74.85	\$74.85
ESS BROTHERS & SONS INC.	MANHOLE SEALING AREA 49 AND 50	602	45550	3190		002	\$24,210.00	\$24,210.00
FACTORY MOTOR PARTS COMPANY	WINTER WIPER BLADES	701	46500	2220		001	\$51.90	\$51.90
FACTORY MOTOR PARTS COMPANY	WIPER BLADES	701	46500	2220		001	\$68.58	\$68.58
FACTORY MOTOR PARTS COMPANY	WIPER BLADES	701	46500	2220		001	\$45.72	\$45.72
FLEETPRIDE INC	SANDING LIGHT UNIT 610	701	46500	2220		001	\$66.44	\$66.44
GENE'S SERVICE	PARTS FOR TIRE MACHINE	701	46500	2400		006	\$144.29	\$144.29
GENE'S SERVICE	TIRE MACHINE PARTS	701	46500	2400		006	\$119.44	\$119.44
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	\$79.83	\$319.30
		602	45550	3190		001	\$79.83	
		603	45850	3190		001	\$79.81	
		604	42600	3190			\$79.83	
GRAINGER, INC.	REPLACEMENT LAMPS FOR PARK BUILDINGS	101	43710	2240			\$43.84	
GREEN LIGHTS RECYCLING INC	RECYCLE LAMPS FROM COMM CNTR	431	43800	3810			\$1,048.75	\$1,048.75
HACH COMPANY	SAMPLE CELLS	601	45050	2280		001	\$241.19	\$241.19

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
HALDEMAN-HOMME INC	RECONFIGURE MOVE SCREEN & NEW CABLES	220	43800	3190			\$1,100.00	\$1,100.00
HAMERNICK DECORATING CENTER	PREP AND PAINT EXERCISE ROOM	220	43800	3810			\$1,060.00	\$1,060.00
HOMELAND HEALTH SPECIALISTS, I	FLU SHOT SITE FEE	101	40210	4890		010	\$33.75	\$33.75
HOTSY EQUIPMENT CO	WASH BAY WASHER REPAIR	701	46500	3196		001	\$415.11	\$415.11
ISAKSEN PROMOTIONAL SPECIALTIE	VOLUNTEER DINNER GIFTS	101	40100	4890		001	\$1,276.60	\$1,276.60
KANGAS TANK INC.	POWER WASHING NORTH TOWER	601	45050	3190		001	\$9,400.00	\$9,400.00
LAKE JOHANNA FIRE DEPT	61.5% COMPUTER REPLACEMENT	405	41200	3190			\$2,183.25	\$2,183.25
LAKE JOHANNA FIRE DEPT	61.5% EMERGENCY BACK UP GENERATOR	405	41200	3190			\$15,836.25	\$15,836.25
LANE DESIGN GROUP, INC.	SIGNAGE CONSULTING	405	43710	5300			\$3,990.00	\$3,990.00
M-B COMPANIES, INC	SWEeper BROOM REPLACEMENTS	701	46500	2220		001	\$1,183.51	\$1,183.51
MAC QUEEN EQUIPMENT INC.	PARTS FOR SWEEPER S2/WANDERING HOSE HAT	701	46500	2220		001	\$52.37	\$52.37
MAPLE CREST LANDSCAPE	LEX/CO. RD F WATER CP15-06 IRR. REPAIR	455	47000	5950			\$3,380.53	\$3,380.53
MENARDS CASHWAY LUMBER **FRIDL	4X4 LUMBER FOR SIGN	101	43710	2240			\$13.94	\$13.94
MENARDS CASHWAY LUMBER **FRIDL	TANK HEATER AND CORD FOR UNIT 603	701	46500	2220			\$32.97	\$32.97
METROPOLITAN AREA MANAGEMENT A	MAMA LUNCHEON -SCHWERM	101	40200	4500		005	\$20.00	\$20.00
MIDWEST LOCK & SAFE INC	INSPECTION/MAINTENANCE ON CH & CC DOORS	220	43800	3190			\$1,441.35	\$1,441.35
MIDWEST LOCK & SAFE INC	DOOR WORK	220	43800	3190			\$1,443.28	\$1,443.28
MIDWEST OVERHEAD CRANE CORP	ANNUAL INSPECTIONS ON CRANES	220	43800	3190			\$211.51	\$640.94
		701	46500	3190			\$429.43	
MOTOROLA SOLUTIONS INC	800MHZ RADIOS FOR NEW TRUCKS 210 & 610	701	46500	5800			\$5,426.00	
MTI DISTRIBUTING, INC	BELT FOR TORO 4800 SWEEPER	701	46500	2220		002	\$32.16	\$32.16
NAPA AUTO PARTS	BALL JOINT UNIT 607	701	46500	2220		001	\$11.99	\$11.99
NAPA AUTO PARTS	OIL FILTER UNIT 607	701	46500	2220		001	\$28.98	\$28.98
NAPA AUTO PARTS	OIL UNIT 402 LESS CR INV. 412311/412318	701	46500	2220		001	\$14.58	\$14.58
NEWMAN SIGNS	SIGN SUPPLIES	101	42200	2180		003	\$442.32	\$442.32
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	601	45050	2280		001	\$31.47	\$62.05
		101	40500	2010		008	\$30.58	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010			\$73.86	\$160.40
		101	43400	2010			\$86.54	
ON SITE SANITATION INC	TOILET RENTAL FOR BUCHER PARK	101	43710	3950			\$75.00	
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR RICE CREEK FIELDS	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SHAMROCK PARK	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC.	TOILET RENTAL FOR BOBBY THEISEN PARK	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR WILSON PARK	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950			\$75.00	\$75.00
PLUMBMASTER, INC	VANDAL PROOF AERATOR	220	43800	2240			\$42.79	\$42.79
PLUMBMASTER, INC	VANDAL PROOF AERATOR	220	43800	2240			\$46.20	\$46.20
PLUMBMASTER, INC	DRAIN ASSEMBLY	220	43800	2240			\$102.30	
POPE ASSOCIATES INC	COMM CNTR RECEPTION AREA REMODEL	405	43800	3810			\$8,598.21	\$8,598.21
RADCO INC	SEAT COVERS FOR TRUCKS	701	46500	2220		001	\$393.90	\$393.90
RAMSEY COUNTY	911 SERVICES - OCTOBER	101	41100	3190			\$8,139.50	\$8,139.50
RAMSEY COUNTY PARKS & REC.	ISLAND LAKE RENTAL FOR SLICE	270	40250	3950		002	\$2,055.00	\$2,055.00
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$171.60	\$171.60
RDO EQUIPMENT CO	TRAILER FOR SCISSORS LIFT	701	46500	5800			\$5,406.00	\$5,406.00
REINDERS, INC.	POWER CORDS FOR HOLIDAY LIGHTS	101	43710	2240			\$77.76	\$77.76
RICK JOHNSON DEER AND BEAVER I	DEER REMOVAL	101	42200	3190		003	\$115.00	\$115.00
SCHREIBER MULLANEY CONSTRCT CO	ELECTRICAL ROOM SOUND SEALING	220	43800	3190			\$700.00	\$700.00
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190			\$2,259.77	\$2,259.77
ST. CROIX RECREATION	HAND AND FOOT HOLDS FOR CLIMBING WALL	101	43710	2240			\$187.00	\$187.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ST. PAUL, CITY OF	WINTER MIX PATCHIN ASPHALT	101	42200	2180		002		\$1,236.74	\$1,236.74
STANTEC CONSULTING SERVICES IN	SHOREVIEW WATER HEATER REPLACEMENT	405	43800	3810				\$3,490.00	\$3,490.00
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$383.86	\$383.86
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$126.23	\$126.23
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$100.56	\$100.56
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$1,432.07	\$1,432.07
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$426.78	\$426.78
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$488.38	\$488.38
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$1,934.18	\$1,934.18
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002		\$188.50	\$188.50
TERMINAL SUPPLY CO	HEADLAMP JD1585 MOWER	701	46500	2220		002		\$18.48	\$18.48
TRI STATE BOBCAT, INC.	BOBCAT TRADE IN PROGRAM 2015	701	46500	5800				\$1,500.00	\$1,500.00
TWIN CITY GARAGE DOOR COMPANY	REPLACE BROKEN GLASS ON GARAGE DOOR	701	46500	3196		001		\$165.00	\$165.00
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$86.55	\$86.55
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970				\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR	220	43800	3970				\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970				\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR	220	43800	3970				\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.25	\$173.00
		601	45050	3970		001		\$43.25	
		602	45550	3970		001		\$43.25	
		603	45850	3970		001		\$21.62	
		701	46500	3970		001		\$21.63	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.25	
		601	45050	3970		001		\$43.25	
		602	45550	3970		001		\$43.25	
		603	45850	3970		001		\$21.63	
		701	46500	3970		001		\$21.62	\$173.00
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$64.61	
		601	45050	3970		001		\$64.61	
		602	45550	3970		001		\$64.61	
		603	45850	3970		001		\$32.31	
		701	46500	3970		001		\$32.31	\$258.45
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.05	
		601	45050	3970		001		\$43.05	
		602	45550	3970		001		\$43.05	
		603	45850	3970		001		\$21.55	
		701	46500	3970		001		\$21.55	\$172.25
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970				\$68.84	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR	220	43800	3970				\$60.11	\$60.11
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2110				\$73.48	\$73.48
VIKING ELECTRIC SUPPLY INC	PHOTOCON FOR LIGHTS ON WELLS	601	45050	2280		005		\$26.26	\$26.26
WW GOETSCH ASSOCIATES INC	PUMPS AND MOTORS SURGE TESTS	220	43800	3190				\$545.00	\$545.00
YALE MECHANICAL INC	COMM CNTR PERFORM OCTOBER MAINTENANCE	220	43800	3190				\$2,116.75	\$2,116.75

Total of all invoices: \$141,840.17

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ALLEN, DEANNE	MINUTES-11/9 CC, 11/16 CC, 11/17 PC	101	40200	3190		001	\$400.00	
		101	44100	3190			\$150.00	\$550.00
AMERICAN MESSAGING	SECURITY PAGER	101	40210	3190		009	\$4.15	
BARSNESS, KIRSTIN	NOVEMBER ECONOMIC DEVELOPMENT CONSULTING	240	44400	3190			\$3,372.50	\$3,372.50
BMI (BROADCAST MUSIC INC.)	PAYMENT FOR ANNUAL MUSIC LICENSING	220	43800	2180			\$300.45	\$300.45
BRADBURY, CAROLINE	PASS SPECIAL TYPE: MEMBERSHIP SPECIALS	220	22040				\$26.78	\$26.78
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$532.34	\$532.34
CUB FOODS	25TH PARTY/SENIOR PUMPKIN PIE BINGO	225	43590	2174		002	\$78.92	\$120.92
		220	43800	2180			\$42.00	
CUB FOODS	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$10.77	
DELTA DENTAL	DENTAL COVERAGE: DECEMBER 2015	101	20415				\$6,428.40	\$6,745.25
		101	20411				\$316.85	
DEMEIRELES, GLORIA	RSV# 1065463 REFUND REFUND	220	22040				\$25.00	\$25.00
FLERMOEN, TOM	RSV# 1065467 REFUND REFUND	220	22040				\$25.00	\$25.00
GATTO, CARLA	VOLLEYBALL (GRADE 4&5)	220	22040				\$47.00	\$47.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 11-27-15	101	20431				\$272.57	
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 12-04-15	101	20432				\$55.00	\$55.00
GRANDMA'S BAKERY	SAFETY RECOGNITION OCT. 2015	101	40210	4890		008	\$83.92	\$83.92
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	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	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
GRANDMA'S BAKERY	25TH ANNIVERSARY	220	43800	3190		004	\$88.00	\$88.00
GRANDMA'S BAKERY	25TH ANNIVERSARY	220	43800	3190		004	\$76.50	\$76.50
GRANDMA'S BAKERY	25TH ANNIVERSARY	220	43800	3190		004	\$76.50	\$76.50
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$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
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$608.30	\$608.30
HIGGINS, MARY BETH	TOTAL BODY WORKOUT	220	22040				\$86.80	\$86.80

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
HUBERS, CINDY	CREDIT BALANCE REFUND REFUND	220	22040				\$40.00	\$40.00
JAWOR, BREA	RSV# 1065421 REFUND REFUND	220	22040				\$25.00	\$25.00
JOHNSON, ELIZABETH	RSV# 1065436 REFUND REFUND	220	22040				\$25.00	\$25.00
KRUPA, NANCY	SENIORFIT STRENGTH TRAINING	220	22040				\$86.80	\$86.80
MANLEY, LAURA	RSV# 1065410 REFUND REFUND	220	22040				\$25.00	\$25.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES	220	43800	3190		007	\$1,196.00	\$1,196.00
MINNESOTA WOMEN IN CITY GOVERN	MEMBERSHIP FEE - NICOLE HILL	240	44400	4500			\$25.00	\$25.00
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$491.78	\$491.78
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$304.56	\$304.56
MONZEL, SARAH	RSV# 1065460 REFUND REFUND	220	22040				\$25.00	\$25.00
MUELLER, DACIA	RSV# 1059385 REFUND REFUND	220	22040				\$21.44	\$21.44
MUNICIPAL BUILDERS INC	WTP CONSTRUCTION PROJ # 14-02	454	47000	5900			\$809,371.50	\$809,371.50
NCPERS MINNESOTA	PERA LIFE INSURANCE: DECEMBER 2015	101	20413				\$224.00	\$224.00
OMOHUMEN, HOPE	RSV# 1065472 REFUND REFUND	220	22040				\$500.00	\$500.00
Q3 CONTRACTING	ST LIGHT REPAIR RESTORATION/5652 ERIK LN	604	42600	3810		002	\$153.90	\$153.90
REPUBLIC SERVICES INC #899	NOVEMBER RECYCLING FEE	210	42750	3190			\$29,765.19	\$29,765.19
SCHUTTA, STEPHANIE	STEPHANIE SCHUTTA TUITION REIMBURSEMENT	225	43400	4500			\$2,085.00	\$2,085.00
SPRINT	CELL PHONE/CHAPMAN/OCT-NOV 15	101	40200	3210		002	\$32.31	\$32.31
SWERIN, NOAH	MANTA RAY	220	22040				\$72.00	\$72.00
SYSO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$421.72	\$421.72
VERIZON WIRELESS	CELL SERVICE-11/11-12/10/15	601	45050	4330			\$25.00	\$898.06
		101	42050	2010			\$35.00	
		601	45050	3190			\$400.99	
		101	40200	3210		002	\$437.07	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$62.43	\$62.43
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$183.44	\$183.44
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,013.08	\$1,013.08
WATSON COMPANY	POPCORN POPPER	220	43800	2180		006	\$485.00	\$485.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$714.66	\$714.66
WATSON COMPANY	BREAK ROOM AND WAVE CAFE SUPPLIES	220	43800	2590		001	\$126.02	\$325.20
		101	40800	2180			\$199.18	
WSB & ASSOCIATES, INC.	SURVEY VIRGINIA/DENNISON RECON CP16-01	578	47000	5910			\$2,338.00	\$2,338.00
							Total of all invoices:	\$864,550.80

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A TO Z PARTY SUPPLIES.COM	NEW YEARS EVE BALLOONS	225	43580	2172		002	\$334.22	\$334.22
ADVANCED ENGINEERING AND ALEXANDER, CAMILLE	WTP CONSTRUCTION SERVICES CP 14-02 RSV# 1052911 REFUND REFUND	454	47000	5910			\$37,990.85	\$37,990.85
ALL AMERICAN BALLOONS	NEW YEARS EVE BALLOON DROP NETS	225	43580	2172		002	\$187.00	\$187.00
AMAZON.COM	GATOR BAG FOR TELECONFERENCE PHONE	101	40550	2010		003	\$49.99	\$49.99
AMERICAN ENGINEERING TESTING,	GEOTECH REPORT VIRGINIA/DENNISON CP16-01	578	47000	5910			\$5,087.01	\$5,087.01
AMERICAN RED CROSS-HEALTH & SA	LIFEGUARDING REVIEW: LOSINSKI/ANDERSON	225	43520	2170		001	\$54.00	\$54.00
AMERICAN RED CROSS-HEALTH & SA	LIFEGUARDING REVIEW: BUCK/GRABOWSKI	225	43520	2170		001	\$54.00	\$54.00
APPLE INC.	CRESTRON FOR IPAD	230	40900	3190		006	\$107.11	\$107.11
AUTOMOTIVE REFLECTIONS	INS CLAIM CA1112/UNIT 202 REPAIR	260	47400	4340			\$2,250.40	\$2,250.40
AYANA, TADELE	RSV# 1058851 REFUND REFUND	220	22040				\$500.00	\$500.00
BADOWICZ, MARISSA	RSV# 1058843 REFUND REFUND	220	22040				\$25.00	\$25.00
BARBER, KRISTEL	RSV# 1052901 REFUND REFUND	220	22040				\$25.00	\$25.00
BRANDL, DANA	RSV# 1052913 REFUND REFUND	220	22040				\$25.00	\$25.00
BRAUN INTERTEC CORPORATION	WTP CONSTRUCTION TESTING CP 14-02	454	47000	5910			\$3,497.19	\$3,497.19
BRUGGENTHIES, ROBERT	RSV# 1058128 REFUND REFUND	220	22040				\$1,185.60	\$1,185.60
CADY, STACEY	RSV# 1052880 REFUND REFUND	220	22040				\$100.00	\$100.00
COLLEGE, CENTURY	RSV# 1053683 REFUND REFUND	220	22040				\$522.25	\$522.25
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002	\$137.85	\$137.85
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002	\$137.85	\$137.85
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002	\$137.85	\$137.85
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 11-25-15	101	21720				\$9,186.99	\$9,186.99
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:11-25-15	101	20420				\$137.00	\$137.00
CONSTANT CONTACT.COM	EMAIL MARKETING SERVICES	220	43800	2201		007	\$790.50	\$1,581.00
		225	43400	4330			\$790.50	
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER MAINTENANCE	101	40550	3860		004	\$145.26	\$145.26
CUB FOODS	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$10.24	
CUB SCOUT, #412	RSV# 1054767 REFUND REFUND	220	22040				\$27.00	\$27.00
DEBORAH A. SORENSON, D.C.	PERSONALYSIS CONSULTATIONS	101	42050	4500			\$400.00	\$400.00
DESAI, NUTAN	CREDIT BALANCE REFUND REFUND	220	22040				\$400.00	\$400.00
DIERKHISING, JENNIFER	RSV# 1058853 REFUND REFUND	220	22040				\$25.00	\$25.00
DOLLAR TREE STORES INC.	SENIOR BINGO PRIZES	225	43590	2174		002	\$67.00	\$67.00
E&M CONSULTING INC	TWIN CITIES NORTH CHAMBER 2ND AD	240	44400	4350			\$89.00	\$89.00
EHLERT, BOYD AND JUDY	REFUND OCT. BILLING OVERDRAFT FEES	220	43800	4890			\$70.00	\$70.00
ENVIRONMENTAL PRODUCTS & ACCES	FLANGE CROWN/TUBE	701	46500	2220			\$190.22	\$190.22
FINANCE & COMMERCE, INC.	SUBSCRIPTION RENEWAL	240	44400	4330			\$249.00	\$249.00
FRESH & NATURAL FOODS	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$62.93	\$62.93
FRESH & NATURAL FOODS	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$6.19	\$6.19
FRYE, SIDNEY	RSV# 1052888 REFUND REFUND	220	22040				\$125.00	\$125.00
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		001	\$139.34	\$139.34
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS:11-25-15	101	20418				\$5,775.00	\$5,775.00
GIGSALAD.COM	NEW YEARS EVE: CAPTAIN JACK ENTERTAINMT	225	43580	3190			\$50.00	\$50.00
GLOVER, CHRIS	RSV# 1053248 REFUND REFUND	220	22040				\$25.00	\$25.00
GUSTAFSON, NICOLE	RSV# 1058847 REFUND REFUND	220	22040				\$25.00	\$25.00
HAUGEN, DAVID	AQUATICS - LEVEL 3	220	22040				\$114.00	\$114.00
HAWKINS, INC.	CAUSTIC, ACID, LIQUID CL, REAGENTS	220	43800	2160		001	\$982.13	\$982.13
HEALTH PARTNERS	HEALTH INSURANCE: DECEMBER 2015	101	20410				\$54,152.70	\$54,152.70
HILTON HOMEWOOD SUITES.COM	LODGING: MRPA CONFERENCE: BAILEY	101	43400	4500			\$203.10	\$203.10
HILTON HOMEWOOD SUITES.COM	LODGING: MRPA CONFERENCE: SOLA/SCHUTTA	101	43400	4500			\$203.10	\$203.10
HOLIDAY INN AND SUITES-DULUTH	LODGING: MN GIS CONFERENCE: HAAS, J	101	42050	4500			\$304.08	\$304.08
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:11-25-15	101	21750				\$5,663.90	\$5,663.90

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:11-25-15	101	20430					\$980.00	\$980.00
INTERNATIONAL CODE COUNCIL, IN	MEMBERSHIP: NELSON	101	44300	4330				\$135.00	\$135.00
JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD RENEWALS AND LG TRAINING CODES	220	43800	3190		007		\$807.00	\$807.00
KHAMBATA, JESSICA	RSV# 1058854 REFUND REFUND	220	22040					\$25.00	\$25.00
KHAN, FATIMA	RSV# 1052893 REFUND REFUND	220	22040					\$500.00	\$500.00
KOOK, KRISTA	RSV# 1053013 REFUND REFUND	220	22040					\$25.00	\$25.00
KUSCHEL, JODEE	RSV# 1058827 REFUND REFUND	220	22040					\$100.00	\$100.00
LAKES MARKETING GROUP	MEMBERSHIPS/DAILY AD TWIN CITIES CLIPPER	220	43800	2201		001		\$485.00	\$485.00
LEEANN CHIN.COM	EDA MEETING SUPPLIES	240	44400	2180				\$131.75	\$131.75
MANSFIELD OIL COMPANY	DIESEL FUEL LESS CREDIT INVOICE 934435	701	46500	2120		002		\$4,497.35	\$1,732.65
		701	46500	2120		002		-\$2,764.70	
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002		\$101.05	\$101.05
MENARDS CASHWAY LUMBER *MAPLEW	DRIVEWAY MARKERS FOR BEHIND CURBS	101	42200	2180		001		\$77.40	\$77.40
MIDWAY COMO MONITOR	QUARTER PAGE AD-NOVEMBER ISSUE	220	43800	2201				\$603.10	\$603.10
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:11-25-15	101	20435					\$141.50	\$141.50
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: OCTOBER 2015	701	46500	2120				\$349.41	\$349.41
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: OCTOBER 2015	220	21810					\$9,999.13	\$12,804.00
		701	46500	2120		003		\$94.01	
		601	21810					\$2,722.68	
		220	43800	2140				\$.29	
		220	43800	3610				\$14.80	
		225	43535	2170		004		-\$9.83	
		225	43555	2170				-\$5.24	
		230	40900	3190		006		-\$7.12	
		604	42600	3610				-\$4.72	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:11-25-15	101	20420					\$35.00	
MINNESOTA GFOA.COM	OCTOBER MONTHLY MEETING: MALONEY	101	40500	4500		003		\$15.00	\$15.00
MINNESOTA PREMIER PUBLICATIONS	BDAY PARTY/WATERPARK AD MN PARENT	220	43800	2201		003		\$100.00	\$100.00
MOMS CLUB OF WHITE BEAR AREA	PRESCHOOL EXPO REGISTRATION	225	43555	2170				\$50.00	\$50.00
MOUNDS VIEW YOUTH HOCKEY	GROUPS/TEAM PARTY AD-SUPER RINK TOURNEY	220	43800	2201		003		\$500.00	\$500.00
MUELLER, TIFFANY	RSV# 1052871 REFUND REFUND	220	22040					\$25.00	\$25.00
NEOFUNDS BY NEOPOST	POSTAGE/INVOICE 11208152	101	40200	3220				\$3,020.00	\$3,020.00
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES - KEVIN WHITE	101	44300	3190				\$585.00	\$585.00
O'CONNOR, AMIE	RSV# 1052878 REFUND REFUND	220	22040					\$25.00	\$25.00
OLSON, BETH	RSV# 1052870 REFUND REFUND	220	22040					\$25.00	\$25.00
ORTHODOX CATHEDRAL, ST. MARY'S	RSV# 1052866 REFUND REFUND	220	22040					\$50.00	\$50.00
PAPER DIRECT.COM	LETTERS FROM SANTA PAPER	225	43580	2172		001		\$31.58	\$31.58
POTVIN, SHELLEY	RSV# 1052903 REFUND REFUND	220	22040					\$25.00	\$25.00
PRATT, BRIAN	RSV# 1052886 REFUND REFUND	220	22040					\$25.00	\$25.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 11-25-15	101	21740					\$30,540.29	\$30,540.29
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION: 11-25-15	101	21740					\$251.30	\$251.30
RAMSEY COUNTY	2016 LICENSE	220	43800	3190		004		\$800.00	\$800.00
RAMSEY COUNTY	2016 LICENSE - SNACK BAR	220	43800	3190		004		\$534.00	\$534.00
RAMSEY COUNTY	2016 LICENSE - RENTAL KITCHEN	220	43800	3190		004		\$800.00	\$800.00
RAMSEY COUNTY PROPERTY RECORDS	OCT 2015 PROPERTY TAX FOR 795 HWY 96 W	401	15600					\$1,909.06	\$1,909.06
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 11/21-12/20/15	101	40200	3930		002		\$1,947.00	\$1,947.00
RICOH USA, INC.	LEASE: MPC3003 c84066191/11-23/12-22-15	101	40200	3930		002		\$273.62	\$273.62
SCHEID, JUDY	RSV# 1052887 REFUND REFUND	220	22040					\$25.00	\$25.00
SHORT ELLIOTT HENDRICKSON, INC	TURTLE LAKE FEASIBILITY STUDY	451	47000	5910				\$18,955.10	\$18,955.10
SHORT ELLIOTT HENDRICKSON, INC	ENGINEERING SERVICES CP 09-12	571	47000	5910				\$923.68	\$923.68
SIGNATURE LIGHTING INC	STREET LT REPAIR-HODGSON/OLD FARM PED	604	42600	3810		002		\$785.77	\$785.77

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5652 ERIK LN	604	42600	3810		002	\$1,585.22	\$1,585.22
SIMACEK, JESSICA	RSV# 1058857 REFUND REFUND	220	22040				\$25.00	\$25.00
ST PAUL AREA CHAMBER OF COMMER	POLITICAL LEADERSHIP LUNCHEON	101	40200	4500		005	\$30.00	\$60.00
		101	40100	4500		001	\$30.00	
TARGET STORE	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$14.34	
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003	\$1,073.29	\$1,353.61
		101	43710	3210			\$246.03	
		601	45050	3210			\$34.29	
THAO, CATE	RSV# 1052875 REFUND REFUND	220	22040				\$25.00	\$25.00
THE SAINT PAUL HOTEL	SENIOR TRIP: ST PAUL HOTEL	225	43590	3174		004	\$307.09	\$307.09
TRADER JOE'S	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$16.14	\$16.14
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 11-25-15	101	21710				\$22,884.45	
		101	21730				\$28,320.14	
		101	21735				\$6,796.70	\$58,001.29
TWIN CITIES NO. CHAMBER OF COM	MEMBERSHIP FEE	240	44400	4330			\$415.00	
TYCO INTEGRATED SECURITY LLC	SECURITY SYSTEM MONITORING	101	40210	3190		008	\$94.00	\$94.00
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 11-25-15	101	20420				\$73.00	\$73.00
UNIVERSITY OF MINNESOTA	CEAM CONF/MEMBERSHIP:MALONEY, WESOLOWSKI	101	42050	4500			\$760.00	\$760.00
URBAN LAND INSTITUTE	MEMBERSHIP RENEWAL 2016	240	44400	4330			\$220.00	\$220.00
VAIDYA, GAURAV	RSV# 1052896 REFUND REFUND	220	22040				\$100.00	\$100.00
VANDERVEGT, BRAD	RSV# 1058848 REFUND REFUND	220	22040				\$25.00	\$25.00
VERMONT SYSTEMS, INC	UPGRADE TO RECTRAC 3.1	220	43800	3190		004	\$6,698.66	\$6,698.66
WATSON, STEPHANIE	RSV# 1058382 REFUND REFUND	220	22040				\$300.00	\$300.00
WEGNER, SHANNON	RSV# 1052864 REFUND REFUND	220	22040				\$500.00	\$500.00
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001	\$60.00	
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140			\$3,671.61	\$19,011.72
		220	43800	3610			\$15,340.11	
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610			\$13,650.02	
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610			\$9,654.62	\$9,993.18
		601	45050	2140			\$338.56	
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610			\$1,824.26	
		701	46500	2140			\$195.04	\$2,019.30
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610			\$593.88	
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610			\$193.35	\$193.35
XCEL ENERGY	STORM SEWER LIFT STATIONS: ELECTRIC	603	45850	4890		003	\$149.82	\$149.82
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$127.81	\$127.81
XCEL ENERGY	WATER TOWER: ELECTRIC	601	45050	3610			\$60.93	\$60.93
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610			\$60.80	\$60.80
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$61.56	\$61.56
XCEL ENERGY	SIGNAL SHARED W/ARDEN HILLS: ELECTRIC	101	42200	3610			\$43.02	\$43.02
XCEL ENERGY	SIGNAL SHARED W/NORTH OAKS: ELECTRIC	101	42200	3610			\$42.86	\$42.86
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610			\$13.67	\$13.67
YACKEL, KATHY	RSV# 1052902 REFUND REFUND	220	22040				\$25.00	\$25.00
YANG, JUDY	RSV# 1052908 REFUND REFUND	220	22040				\$25.00	\$25.00

Total of all invoices: \$330,801.88

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AARP C/O RICHARD KEY	AARP SMART DRIVER CLASS (11/10)	225	43590	3174		003		\$290.00	
ARMOUR, CINDY	FACE PAINTER 25TH ANNIVERSARY 11/21/2015	220	43800	3190		004		\$255.00	\$255.00
AUTO NATION FORD WHITE BEAR LA	HEAT SWITCH RESISTOR	701	46500	2220		001		\$22.39	\$22.39
AUTO NATION FORD WHITE BEAR LA	DIAGNOSTICS UNIT 611 (OLD UNIT)	701	46500	3190		001		\$97.50	\$97.50
BOCHNIAK, BRITTNEY	RSV# 1046077 REFUND REFUND	220	22040					\$132.13	\$132.13
BUTTA, AMIN	RSV# 1046062 REFUND REFUND	220	22040					\$500.00	\$500.00
C & E HARDWARE	MISC PARTS	701	46500	2220		002		\$1.69	\$1.69
C & E HARDWARE	TIE WIRE	701	46500	2220		003		\$11.98	\$11.98
C W HOULE INC.	LEX/CO RD F WM CP15-6 PYMNT 4 FINAL	455	47000	5900				\$53,151.14	\$53,151.14
C&J ENTERTAINMENT LLC	DIVE IN MOVIE - NOVEMBER	225	43590	3173				\$800.00	\$800.00
CLASSIC CATERING/PICNIC PLEASE	HOLIDAY LIGHTING REFRESHMENTS	101	40100	3200	007			\$208.58	\$208.58
CLASSIC CATERING/PICNIC PLEASE	VOLUNTEER DINNER	101	40100	4890		001		\$2,992.23	\$2,992.23
CLAUGHERTY, ROBERT	EROSION RED 902 CO RD E RES 15-107	101	22030					\$1,000.00	\$1,000.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - 11-13-15	101	21720					\$9,149.19	\$9,149.19
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 11-13-15	101	20420					\$137.00	\$137.00
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$195.99	\$195.99
DYNAMEX INC	DELIVERY TO EAGAN POST OFFICE 10/27/15	601	45050	3220		001		\$27.88	\$55.75
		602	45550	3220		001		\$27.87	
EMERT, CAROL	TERRIFIC TURKEYS	220	22040					\$17.00	\$17.00
GENESIS EMPLOYEE BENEFITS INC	ADMINISTRATION FEE: OCTOBER	101	20416					\$365.20	\$365.20
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 11-20-15	101	20431					\$412.27	\$467.27
		101	20432					\$55.00	
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 11-13-15	101	20418					\$5,775.00	\$5,775.00
GOPHER	BASKETBALLS (SIZE 4)	225	43510	2170		006		\$270.27	\$270.27
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	COOKIE SERVICE	220	43800	2591		003		\$22.00	\$22.00
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$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
HAWKINS, INC.	GAS AND LIQUID CL, LPC-5, ACID, REAGENTS	220	43800	2160		001		\$709.87	\$709.87
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$350.40	\$350.40
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:11-13-15	101	21750					\$5,463.90	\$5,463.90
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 11-13-15	101	20430					\$980.00	\$980.00
JEFF ELLIS & ASSOCIATES, INC	FALL SAFETY AUDIT	220	43800	3190		007		\$850.00	\$850.00
KUIPER, ALYSSA	TERRIFIC TURKEYS	220	22040					\$19.00	\$19.00
MADSEN, MARTHA	FACEPAINTER FOR 25 ANNIVERSARY PARTY	220	43800	3190		004		\$200.00	\$200.00
MATHESON TRI-GAS INC	1 YEAR CYLENDER LEASE	220	43800	2160		002		\$94.00	\$94.00
METERING & TECHNOLOGY SOLUTION	WATER CONSERVATION PROGRAM ORION DISPLAY	601	45050	2510				\$36,000.00	\$36,000.00
METROPOLITAN COUNCIL	SEWER SERVICE-DECEMBER 2015	602	45550	3670				\$141,751.67	\$141,751.67
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: OCTOBER 2015	101	40500	4890		001		\$90.00	\$360.00
		220	43800	4890		001		\$90.00	
		601	45050	4890		001		\$90.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		602	45550	4890		001		\$90.00	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:11-13-15	101	20435					\$141.50	\$141.50
MINNESOTA DEPARTMENT OF HEALTH	TIM PAULNO CLASS C CERTIFICATION FEE	601	45050	4500		003		\$23.00	\$23.00
MINNESOTA DEPT OF HUMAN SERVIC	COMMUNITY CENTER CLEANING	220	43800	3190		002		\$285.00	\$285.00
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 11-13-15	101	20420					\$35.00	\$35.00
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$336.65	\$336.65
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-IL FALL SPORTS	225	43510	3190		015		\$153.00	\$153.00
MUNICIPAL BUILDERS INC	WTP CONSTRUCTION PROJ # 14-02	454	47000	5900				\$1,442,904.6	\$1,442,904.6
NCO INC	TOYS FOR RESALE	220	43800	2591		002		\$118.09	\$118.09
NORTHFIELD LINES INC	ECONOMIC DEVELOPMENT BUS TOUR	307	44100	4890				\$407.47	\$407.47
OWATONNA SCHOOL AGE CHILD CARE	RSV# 1043228 REFUND REFUND	220	22040					\$75.20	\$75.20
PIRCHEI YOUTH GROUP	RSV# 1051219 REFUND REFUND	220	22040					\$483.75	\$483.75
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001		\$500.00	\$1,000.00
		601	45050	3220		001		\$500.00	
POWER SYSTEMS	BANDS AND FOAM ROLLERS FOR STUDIOS/FC	220	43800	2180				\$745.13	\$745.13
PRESS PUBLICATIONS	CSR JOB AD 486856	101	40210	3360		002		\$172.00	\$172.00
PRESS PUBLICATIONS	MOD 483373	101	40210	3360		001		\$77.00	\$77.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 11-13-15	101	21740					\$30,021.06	\$30,021.06
PUBLIC UTILITIES AND WATERWORK	LEADERSHIP TRAINING/SHAUGHNESSY, MIKE	101	42200	4500		002		\$499.00	
Q3 CONTRACTING	CONTRACT PMT TURTLE LN LIGHTS PROJ 15-01	577	47000	5950				\$25,151.38	\$25,151.38
REPUBLIC SERVICES INC #899	FALL CLEAN UP DAY	210	42750	3190				\$22,046.42	\$22,046.42
SAM'S CLUB DIRECT	LUNCH ROOM PLATES/ALF SUPPLIES	225	43590	2174		002		\$139.28	\$188.46
		101	40800	2180				\$49.18	
SAM'S CLUB DIRECT	COFFEE SERVICE SUPPLIES	220	43800	2591		003		\$318.00	\$318.00
ST ODILIA CHURCH	EROSION RED 3495 VICTORIA ST RES 15-107	101	22030					\$5,000.00	\$5,000.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$6.80	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 11-13-15	101	21710					\$22,602.56	\$57,408.54
		101	21730					\$28,085.02	
		101	21735					\$6,720.96	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 11-13-15	101	20420					\$73.00	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$776.12	\$776.12
YODER, MICHAEL	MANTA RAY	220	22040					\$52.00	\$52.00
YOUNG, TRAVIS	SOFTBALL (TUE MEN E)	220	22040					\$100.00	\$100.00

Total of all invoices: \$1,851,546.01

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COUNCIL REPORT

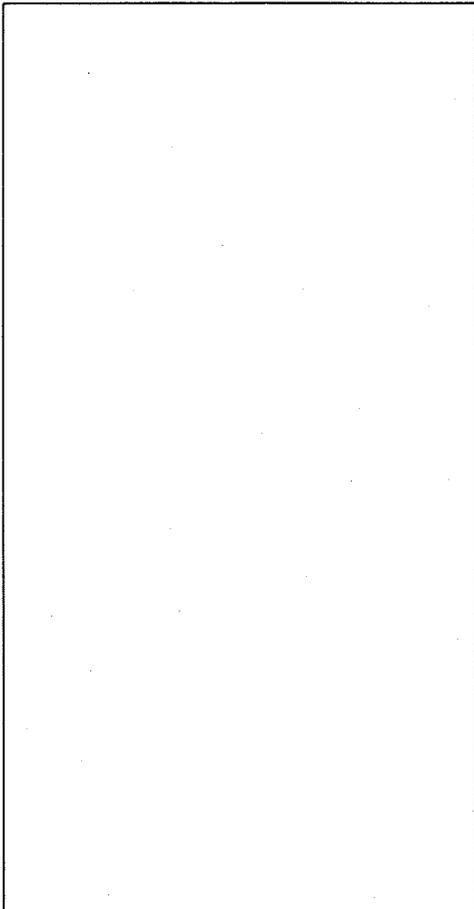
Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AGUILERA, BRANDY	RSV#1039816 REFUND REFUND	220	22040				\$25.00	\$25.00
							Total of all invoices:	\$25.00

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,773		
Vendor number	00215 1	2015	
Vendor name	ESS BROTHERS & SONS INC.		
Address	9350 COUNTY ROAD 19 LORETTO, MN 55357		

Date	Comment line on check	Invoice number	Amount
11-18-15	MANHOLE SEALING AREA 49 AND 50	UU9341	\$24,210.00



Account Coding	Amount
602 45550 3190 002	\$24,210.00

Is sales tax included on invoice?	Not Taxable <input checked="" type="checkbox"/>
If no, amount subject to sales use tax	\$
Reviewed by:	
(signature required) Kevin Chmielewski	
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	52,920		
Vendor number	01734 1	2015	
Vendor name	MUNICIPAL BUILDERS INC		
Address	17125 ROANOKE STREET NW ANDOVER MN 55304		

Date	Comment line on check	Invoice number	Amount
12-02-15	WTP CONSTRUCTION PROJ # 14-02	006	\$809,371.50

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.

[X] Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5900	\$809,371.50

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

Reviewed by: *Tom Wesolowski* 12/2/15 ✓
 (signature required) Tom Wesolowski

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,898
Vendor number	01901 1 2015
Vendor name	REPUBLIC SERVICES INC #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
11-25-15	NOVEMBER RECYCLING FEE	0899-002767833	\$29,765.19

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
210 42750 3190	\$29,765.19

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

Reviewed by: *Neva Widner* 11-30-15 ✓
 (signature required) Neva Widner

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,710
Vendor number	01095 1 2015
Vendor name	ADVANCED ENGINEERING AND pl
Address	ENVIRONMENTAL SERVICES INC 4050 GARDEN VIEW DRIVE SUITE 200 GRAND FORKS ND 58201

Date	Comment line on check	Invoice number	Amount
10-31-15	WTP CONSTRUCTION SERVICES CP 14-02	45794	\$37,990.85

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?

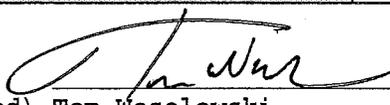
Purchase was made through the state's cooperative purchasing venture.

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
454 47000 5910	\$37,990.85

Is sales tax included on invoice?	<input checked="" type="radio"/> Not Taxable
If no, amount subject to sales use tax	\$ _____
Reviewed by:	 11/07/15
(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	52,828	FINAL PAYMENT
Vendor number	00617 1	2015
Vendor name	SHORT ELLIOTT HENDRICKSON, INC.	
Address	NW6262 PO BOX 1450 MINNEAPOLIS, MN 55485-6262	

Date	Comment line on check	Invoice number	Amount
11-13-15	TURTLE LAKE FEASIBILITY STUDY	306781	\$18,955.10

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

Return to:	
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Account Coding	Amount
451 47000 5910	\$18,955.10

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

Reviewed by: Mary Lucht
 (signature required) Mary Lucht

Approved by: [Signature]
 (signature required) Tom Simonson, Acting City Mgr

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	52,743	Please return check to Glen
Vendor number	00311 1	2015
Vendor name	C W HOULE INC.	
Address	1300 COUNTY ROAD I WEST ST. PAUL MN 55126	

Date	Comment line on check	Invoice number	Amount
11-09-15	LEX/CO RD F WM CP15-6 PYMNT 4 FINAL	4-Final	\$53,151.14

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?

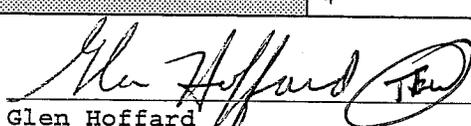
Purchase was made through the state's cooperative purchasing venture.

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
455 47000 5900	\$53,151.14

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Glen Hoffard	
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	52,745
Vendor number	01276 1 2015
Vendor name	HEALTH PARTNERS <i>OK</i>
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600

Date	Comment line on check	Invoice number	Amount
11-10-15	HEALTH INSURANCE: DECEMBER 2015	62383467	\$54,152.70

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
101 20410	\$54,152.70
101 20411	

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

Reviewed by: *J. Kuschel*
 (signature required) Jodee Kuschel

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,677	GRANT FUNDING, WILL BE REIMBURSED BY MN
Vendor number	01210 1	2015
Vendor name	METERING & TECHNOLOGY SOLUTIONS INC	
Address	PO BOX 22088 EAGAN MN 55122-0088	

Date	Comment line on check	Invoice number	Amount
11-05-15	WATER CONSERVATION PROGRAM ORION DISPLAY	4968	\$36,000.00

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
601 45050 2510	\$36,000.00

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

Reviewed by: *Neva Widner* 11/12/15
 (signature required) Neva Widner

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,544
Vendor number	00416 1 2015
Vendor name	METROPOLITAN COUNCIL DE
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
11-03-15	SEWER SERVICE-DECEMBER 2015	1049519	\$141,751.67

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
602 45550 3670	\$141,751.67

Is sales tax included on invoice?	<u>Not Taxable</u>
If no, amount subject to sales use tax	\$ _____

Reviewed by: Debbie Engblom
 (signature required) Debbie Engblom

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,682
Vendor number	01734 1 2015
Vendor name	MUNICIPAL BUILDERS INC
Address	17125 ROANOKE STREET NW ANDOVER MN 55304

Date	Comment line on check	Invoice number	Amount
11-13-15	WTP CONSTRUCTION PROJ # 14-02	005	\$1,442,904.65

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.

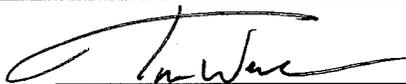
Purchase was made through another source. The state's cooperative purchasing venture was considered.

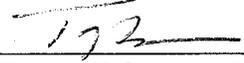
Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5900	\$1,442,904.65

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

Reviewed by:  11/13/15
 (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	52,715	RETURN CHECK TO TOM H
Vendor number	01376 1	2015
Vendor name	Q3 CONTRACTING	
Address	3066 SPRUCE STREET LITTLE CANADA, MN 55117-1061	

Date	Comment line on check	Invoice number	Amount
10-28-15	CONTRACT PMT TURTLE LN LIGHTS PROJ 15-01	UMN0582182	\$25,151.38

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

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

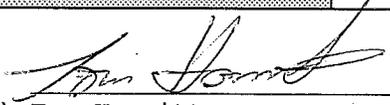
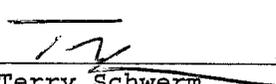
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
577 47000 5950	\$25,151.38

Is sales tax included on invoice?	<input checked="" type="radio"/> Not Taxable
If no, amount subject to sales use tax	\$ _____
Reviewed by:	
(signature required) Tom Hammitt	_____
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	52,586
Vendor number	01901 1 2015
Vendor name	REPUBLIC SERVICES INC #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
10-31-15	FALL CLEAN UP DAY	0899-002764047	\$22,046.42

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

Return to:	
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Account Coding	Amount
210 42750 3190	\$22,046.42

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

Reviewed by: *Neva Widner* 11-6-15
 (signature required) Neva Widner

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To adopt Resolution # 15-109 approving the Conditional Use Permit submitted by Mike Heinze, 223 East Owasso Lane, to construct 256 square foot detached accessory structure on the property, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property.
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for a residential accessory structure are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

ROLL CALL: **AYES** _____ **NAYS** _____

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

Regular City Council Meeting

December 7, 2015

TO: Mayor, City Council, City Manager
FROM: Niki Hill, Economic Development and Planning Associate
DATE: December 3, 2015
SUBJECT: File No. 2598-15-41, Heinze – 223 E Owasso Ln., Conditional Use Permit

INTRODUCTION

Mike Heinze proposes to construct a 256 square foot detached accessory structure on his property. The proposal requires a Conditional Use Permit since the property is less than 1 acre and the proposed shed exceeds 150 square feet in area. The intent of the Conditional Use Permit process is to review the proposal in terms of the Development Code standards and consistency with the Comprehensive Plan.

PROJECT DESCRIPTION

The property is located on the East (non-lake) side of Owasso Lane E in the R1, Detached Residential District as are the adjacent properties. According to tax records, the lot is .46 acres and has an area of 20,037 square feet. The lot has a width of 76 feet with a depth of 265.00 and is considered a standard lot. The property is developed with a single family home that has a foundation area of 1,400 square feet with a 396 square foot attached garage.

The applicant plans to construct a 256 square foot, 16' x 16' shed to the rear of their house. The shed will be placed 10 feet from the north property line and 30 feet from the east (rear) property lines. On lots under 1 acre, a Conditional Use Permit is required to construct a shed over 150 square feet. The applicant has submitted a building permit application for this, and that will be reviewed administratively upon conclusion of the CUP review process. Please see the attached plans.

DEVELOPMENT CODE

The accessory structure regulations were revised in 2006, adopting standards to ensure the compatibility of these structures with surrounding residential uses. In the R-1 District, two detached accessory structures are permitted. On parcels with an area less than 1 acre, accessory structure floor areas that are larger than 150 square feet but less than 288 square feet require a Conditional Use Permit. The Conditional Use Permit process enables the City to review the proposed use for compliance to the Development Code standards and ensure compatibility with nearby land uses through a public hearing. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive.

Accessory structures must be setback a minimum of 5 feet from a side lot line and 10 feet from a rear lot line, except when a CUP is required the minimum setback increases to 10 feet from all property lines. The maximum height permitted for detached accessory structures is 18 feet as measured from the roof peak to the lowest finished grade; however in no case shall the height of the structure exceed the height of the dwelling unit. In addition, sidewalls cannot exceed 10 feet and interior storage areas above the main floor cannot exceed an interior height of 6 feet.

The exterior design of the structure must be compatible with the dwelling and be similar in appearance from an aesthetic, building material and architectural standpoint. The proposed design, scale, height and other aspects related to the accessory structure are evaluated to determine the impact on the surrounding area. Building permits may be issued upon the finding that the appearance of the structure is compatible with the structures and properties in the surrounding area and does not detract from the area. The intent of these regulations and the City's Comprehensive Plan's policies is to ensure that the residential character of the property and neighborhood is maintained and that dwelling unit remains the primary feature and use of the property.

Conditional Use Permit

Attachment A summarizes the standards which must be met for the Conditional Use Permit to be granted. These standards address location, structure setbacks, screening, and exterior design. In addition, a Conditional Use Permit can only be granted upon the finding that the proposed use is in harmony with and conforms to the Comprehensive Plan policies and Development Code standards.

APPLICANT'S STATEMENT

The applicant states that the detached accessory building will be used for storage of additional tool, equipment, recreation, and household items. By building this structure it will allow current items in the existing garage to be organized neatly in a designated space so a vehicle can be parked in the existing detached garage.

STAFF REVIEW

The proposal was reviewed in accordance with the Conditional Use Permit standards identified in the Development Code. The proposed structure complies with the City's standards regarding setback, height, and exterior design.

The following table reviews the proposal in terms of the adopted standards.

	Existing	Proposed	Development Code Standard
Area			
Shed (Proposed)	N/A	256 sf	150 sf to 288 sf for a detached structure
Detached Garage	396 sf	396 sf (28.2%)	1,000 or 75% (1000 sf) of the dwelling unit foundation, whichever is less.
All Accessory Structures	396 sf (28.2% of dfa)	652 sf (46.6% of dfa)	1,200 sf or 90% of the dwelling unit foundation area (1,000 sf) – whichever is more restrictive
Setback			
- Side lot line	N/A	10 ft	10 ft
- Rear lot line	N/A	30 ft	10 ft
Height			
- Roof Peak	N/A	17'10"	18 ft
- Sidewall	N/A	7'6"	10 ft
Exterior Design		Hardie Board Siding, with color of roof trim and shingles to match existing house color.	Compatible with the residence and be similar in appearance
Screening		Existing house, future fence and existing trees along north property line.	Structure shall be screened from view of public streets and adjoining properties with landscaping, berming or fencing

In Staff's opinion, the proposed shed is in harmony with general purpose of the Development Code and Comprehensive Plan policies. The overall size of this structure when combined with all other accessory structures is less than 90% of the dwelling unit foundation area, therefore, the dwelling unit will remain the primary feature and use of the property. The use of the structure is incidental to the primary residential use of the property and will enhance the use of the property by providing additional indoor storage. This use is consistent with the residential use of the property and neighborhood. Staff does recommend the retention of existing screening on the north side of the shed to mitigate the impacts of the adjoining property to the north. The applicant has pulled a permit for a 6 foot fence around the perimeter of the rear of the property.

PUBLIC COMMENT

Property owners within 350' of the property were notified of the application. No comments were received.

PLANNING COMMISSION

The Planning Commission held the Public Hearing and reviewed the CUP at their November 15th meeting. They concluded that the structure was consistent with the purpose and intent of the Comprehensive Plan and met the CUP standards per the Development Code. The vote to recommend approval to the City Council was unanimous among the 6 members present.

RECOMMENDATION

The applicant's proposal is consistent with the Conditional Use Permit criteria and standards for detached accessory structures. The residential use of the proposed shed is in harmony with the general purposes and intent of the Development Code and Comprehensive Plan. The structure/land use conforms to the Comprehensive Plan and is compatible with the residential neighborhood. The existing home will remain the primary feature and use of the property.

Staff is recommending the City Council approve the Conditional Use Permit, subject to the following:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property.
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall not be used in any way for commercial purposes.

Attachments:

1. Attachment A – Conditional Use Permit, Standards for Detached Accessory Structures
2. Aerial Photo
3. Applicant's Statement and Submitted Plans
4. Resolution 15-109
5. Planning Commission Minutes 11-17-2015
6. Motion Sheet

ATTACHMENT A

- (1) The accessory structure shall be located in the rear yard of the property except as otherwise permitted by this ordinance.
- (2) The accessory structure shall be setback a minimum of 10 feet from the side property line and 10 feet from the rear property line; however, the City may require greater setbacks to mitigate impacts on adjoining properties.
- (3) For parcels 1 acre or larger in size, the lot shall have a minimum area of 1 acre above the ordinary high water line of a lake, ponding area or wetland on the property.
- (4) The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
- (5) The structure shall comply with the standards of Section 205.082(D) (5) of this ordinance.

Conditional Use Permit Criteria

Certain land uses are designated as a conditional use because they may not be suitable in a particular zoning district unless conditions are attached. In those circumstances, conditions may be imposed to protect the health, safety and welfare and to insure harmony with the Comprehensive Plan.

In addition to the standards identified above, the City Council must find that the use complies with the following criteria.

- (1) The use is in harmony with the general purposes and intent of the Development Ordinance.
- (2) The use is in harmony with the policies of the Comprehensive Guide Plan.
- (3) Certain conditions as detailed in the Development Ordinance exist.
- (4) The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.



Legend



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

Notes

Enter Map Description

599.8 0 299.92 599.8 Feet



Legend



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

Notes

Enter Map Description

100.0 0 50.00 100.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Date: 10/23/15

Subject: Conditional Use Permit – Statement of Use

To: City of Shoreview – Permits & Inspections Department

From: Mike Heinze

I am providing this letter in order to meet the requirements stated in the conditional use application for the construction of a 256 SQFT storage shed located at 223 East Owasso Lane, Shoreview MN. The intended use of this structure will be for additional tool, equipment, recreation, and household item storage space. By building this structure it will allow current items in the existing garage to be organized neatly in a designated space. So a vehicle can be parked in the existing detached garage.

Sincerely,

Mike Heinze
223 East Owasso Lane, Shoreview MN 55126

mheinze@nac-hvac.com

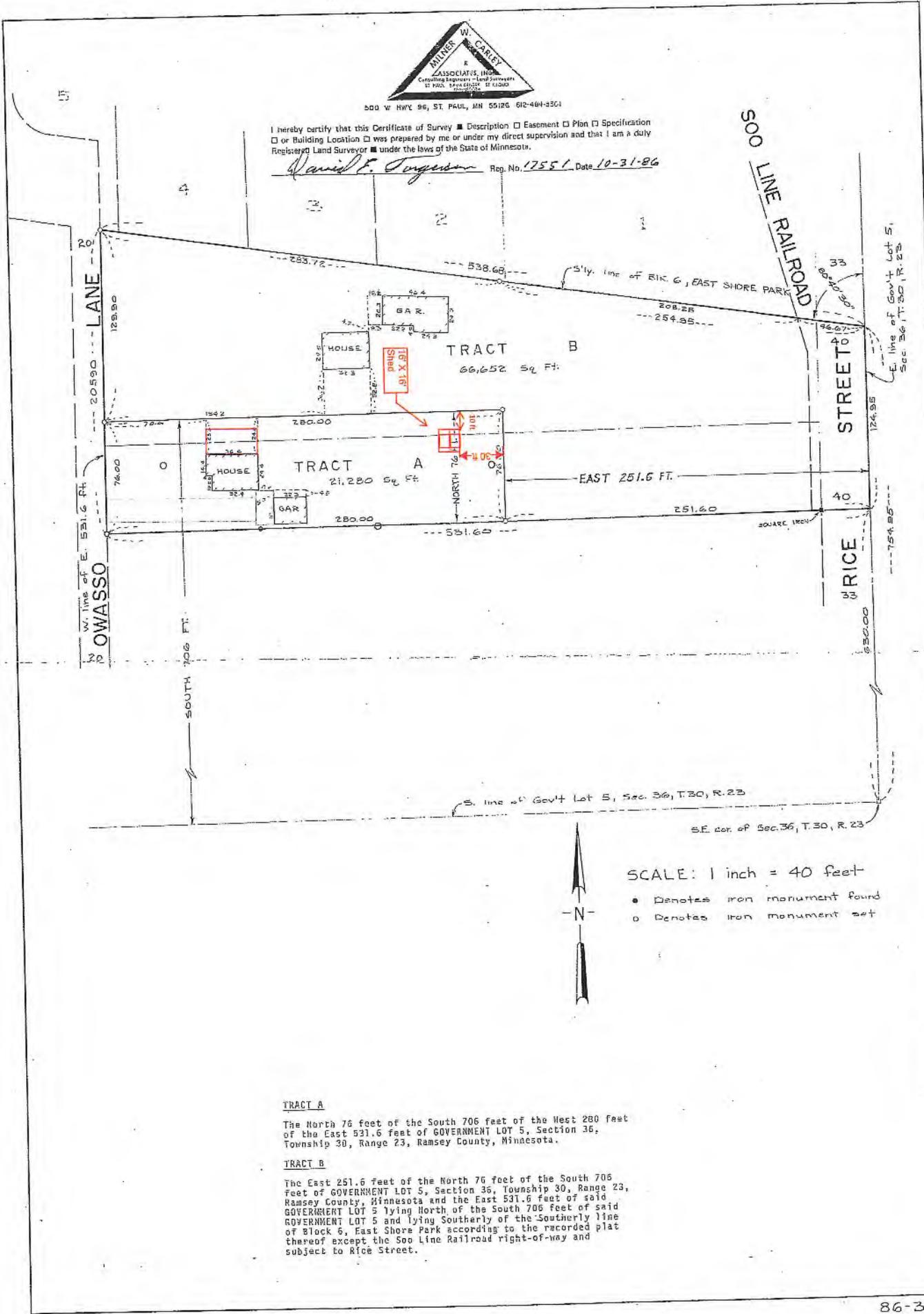
Cell: 651-245-5621



500 W HWY 96, ST. PAUL, MN 55126 612-464-3301

I hereby certify that this Certificate of Survey ■ Description □ Easement □ Plan □ Specification □ or Building Location □ was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor ■ under the laws of the State of Minnesota.

David F. Jorgensen Reg. No. 17551 Date 10-31-86

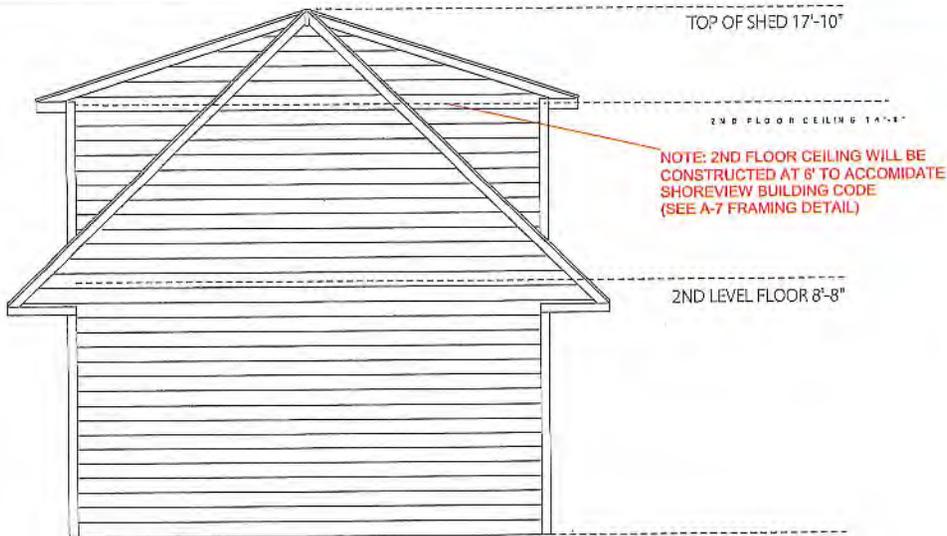


SCALE: 1 inch = 40 feet

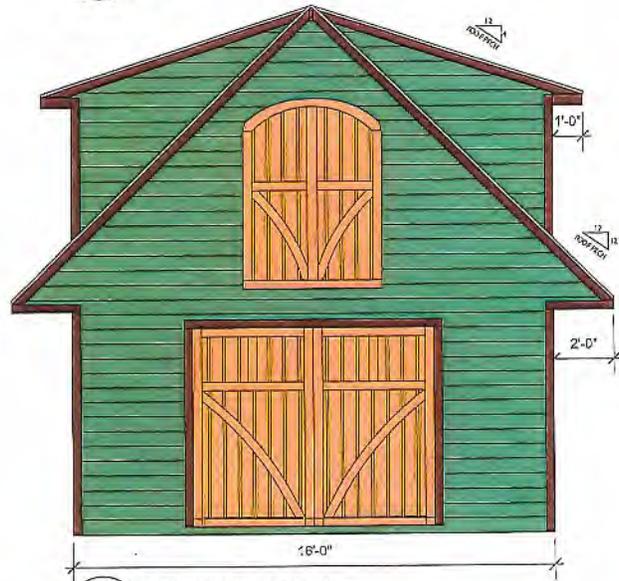
- Denotes iron monument found
- Denotes iron monument set

TRACT A
 The North 76 feet of the South 706 feet of the West 280 feet of the East 531.6 feet of GOVERNMENT LOT 5, Section 36, Township 30, Range 23, Ramsey County, Minnesota.

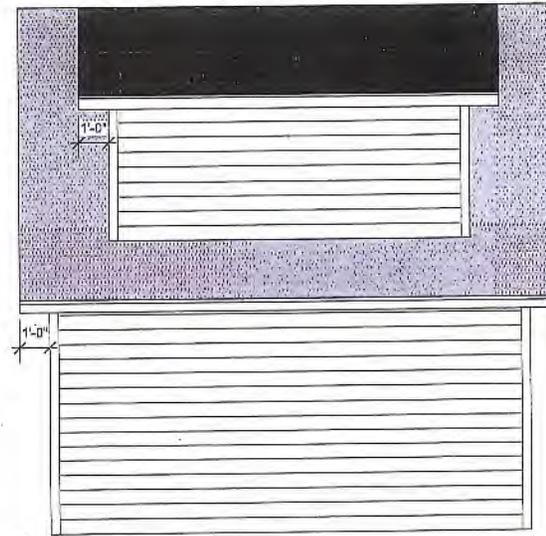
TRACT B
 The East 251.6 feet of the North 76 feet of the South 706 feet of GOVERNMENT LOT 5, Section 36, Township 30, Range 23, Ramsey County, Minnesota and the East 531.6 feet of said GOVERNMENT LOT 5 lying North of the South 706 feet of said GOVERNMENT LOT 5 and lying Southerly of the Southerly line of Block 6, East Shore Park according to the recorded plat thereof except the Soo Line Railroad right-of-way and subject to Rice Street.



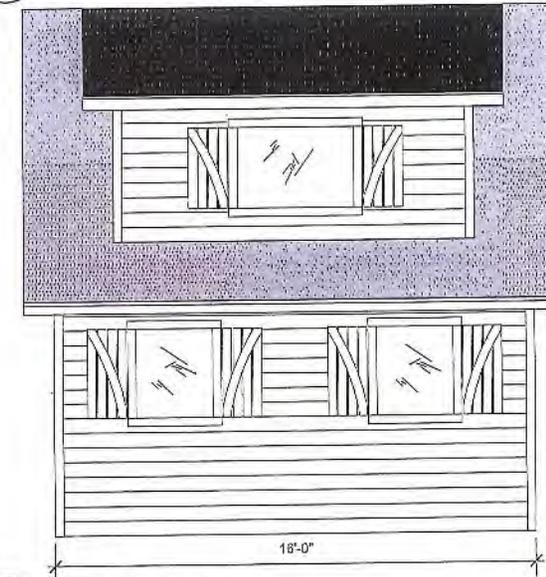
1 NORTH-SIDE VIEW
A1 SCALE FACTOR: 1/4" = 1'



3 SOUTH-SIDE VIEW
A1 SCALE FACTOR: 1/4" = 1'



2 EAST-SIDE VIEW
A1 SCALE FACTOR: 1/4" = 1'



4 WEST-SIDE VIEW
A1 SCALE FACTOR: 1/4" = 1'

PLANS REVISED 10/26/15

MIKE HEINZE 10/26/15
223 EAST OWASSO LANE
SHOREVIEW, MN 55126
WALL SECTIONS

GARDEN SHED

SHEET NUMBER

A-1

FILE NO: 2598-15-41
APPLICANT: MIKE HEINZE
LOCATION: 223 EAST OWASSO LANE

Presentation by Economic Development and Planning Associate Niki Hill

This application for a Conditional Use Permit (CUP) is to build a detached accessory structure that would be 256 square feet for storage. The property is zoned R1, Detached Residential District and has a lot area of 20,037 square feet. There is single family home of approximately 1,400 square feet on the property and a detached garage of 396 square feet. A CUP is required because the property is less than one acre and the proposed structure exceeds an area of 150 square feet.

The application meets or exceeds Development Code standards. The total square footage of accessory structures will be 46.6% of the foundation area of the dwelling, less than the limit of 90%. The setbacks meet requirements with 10 feet from the side lot line and 30 feet from the rear lot line. The exterior will be hardie-board with roof shingles to match the existing home. The new shed would be in the rear yard and does include a 6-foot second story storage area. The height does meet Code requirements.

Notice of the public hearing was published and mailed to property owners within 350 feet of the subject property. No comments have been received. Staff finds the proposal to be consistent with the Comprehensive Plan and meets all standards and the intent of the Development Code. It is staff's recommendation to hold the public hearing and forward the proposal to the City Council with a recommendation for approval.

Commissioner McCool asked if the motion should include a condition for screening on the north side. Ms. Hill

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

Chair Solomonson opened the public hearing. There were no comments or questions.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to close the public hearing.

VOTE: Ayse - 6 Nays - 0

MOTION: by Commissioner McCool, seconded by Commissioner Schumer to recommend the City Council approve the Conditional Use Permit application submitted by Mike Heinze, 223 E. Owasso Ln, to construct a 256 sq. ft. detached accessory structure on their property. The Conditional Use Permit authorizes 288 square feet of total floor area for detached accessory structures, subject to the following conditions with the

modification to condition No. 4 to include the following sentence, "This screening shall include retention of existing screening to the north of the shed."

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property.
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

Discussion:

Chair Solomonson asked what screening is on the north side. **Mr. Heinze**, Applicant, responded that he has obtained a permit for a 6-foot fence on the north side. There are also trees in the neighbor's yard.

Commissioner McCool stated that his amendment to condition No. 4 was based on the belief that there were trees in the applicant's yard. Since that is not the case, he amended the motion to delete the sentence he added to condition No. 4. Commissioner Peterson seconded deletion of the amendment.

VOTE ON ORIGINAL MOTION: Ayes - 6 Nays - 0

COMPREHENSIVE SIGN PLAN*

FILE NO: 2597-15-40
APPLICANT: PHOENIX SIGNS/PRESBYTERIAN CHURCH OF THE WAY
LOCATION: 3382 LEXINGTON AVE

Presentation by City Planner Kathleen Castle

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 7, 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. 15-109
CONDITIONAL USE PERMIT**

WHEREAS, Mike Heinze, has applied for a conditional use permit to construct a detached accessory structure on his property, legally described as:

The North 76 feet of the South 706 feet of West 280 feet of the East 531.6 feet of Government Lot 5, Section 36, Township 30, Range 23 Ramsey County Minnesota Together with right of way for the use of grantees herein as joint tenants in common with others as a private road and passageway for persons and vehicles over and across a strip of land 20 feet in width, more particularly described as follows: Beginning at a point on the East line of said Lot 5, 299 feet north of the Southeast corner of Lot 5; Thence westerly on a line parallel with the South line of Lot 5, 551.6 feet to a point; Thence north 500 feet to a point; Thence east 20 feet; Thence south 480 feet to a point; Thence easterly parallel with the south line of Lot 5, 531.6 feet more or less to the east line of said Lot 5; Thence south 20 feet to the point of beginning. Also the right of way for private use in common with others over a strip of land 10 feet in width described as follows: Beginning at a point 551.6 feet West of the East line of said Lot 5 and 575 feet North of the South line of Lot 5 to a point; Thence Westerly parallel with the South line of Lot 5 to the shore of Owasso Lake; Thence Southerly 10 feet; Thence Easterly parallel with the South line of

Lot 5 to a point 656 feet North of the South line of Lot 5 and 551.6 feet West of the East line of Lot 5; Thence to the place of beginning.

(This property is commonly known as 223 East Owasso Lane, Shoreview, Minnesota.)

WHEREAS, in accordance with the Development Code, on lots under one acre, accessory structures may exceed the maximum allowable square footage from 150 up to 288 square feet permitted as a Conditional Use Permit provided certain standards are met and,

WHEREAS, the maximum area permitted for a detached accessory structures is 288 square feet. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive; and,

WHEREAS, the property has a lot area of .46 acres and is within the R1, Single Family Detached Residential Zoning District; and

WHEREAS, the detached structure will have a floor area of 256 square feet, increasing the total floor area of accessory buildings to 652 square feet, as detailed in the submitted plans; and

WHEREAS, the Planning Commission held a public hearing on the proposal and found that the proposed use was consistent with the Comprehensive Plan and that the proposed use would not have a detrimental effect on the character and development of the neighborhood; and

WHEREAS, the City Council is authorized by state law and the City of Shoreview Development Code to make final decisions on conditional use permit requests.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, that the above-described conditional use permit be approved on the basis of the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for a residential accessory structure are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE SHOREVIEW CITY COUNCIL that a Conditional Use Permit allowing the construction of the 280 square foot structure is hereby approved, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.

2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property.
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall not be used in any way for commercial purposes.

The motion was duly seconded by Council Member _____ and upon a vote being taken thereon, the following voted in favor thereof: All Present

And the following voted against the same:

Adopted this 7th day of December, 2015

Sandra C. Martin, Mayor
Shoreview City Council

ATTEST:

Terry Schwerm, City Manager

ACCEPTANCE OF CONDITIONS:

Mike Hienze

SEAL

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN

DATE: DECEMBER 3, 2015

SUBJECT: REAPPORTIONMENT OF ASSESSMENTS (1)
DIVISION DK072009

INTRODUCTION

When property is platted, split or combined new descriptions are created. Any existing assessments are required to be reapportioned by the City. The City Council must approve the reapportionment of assessments for improvement projects by resolution to Ramsey County.

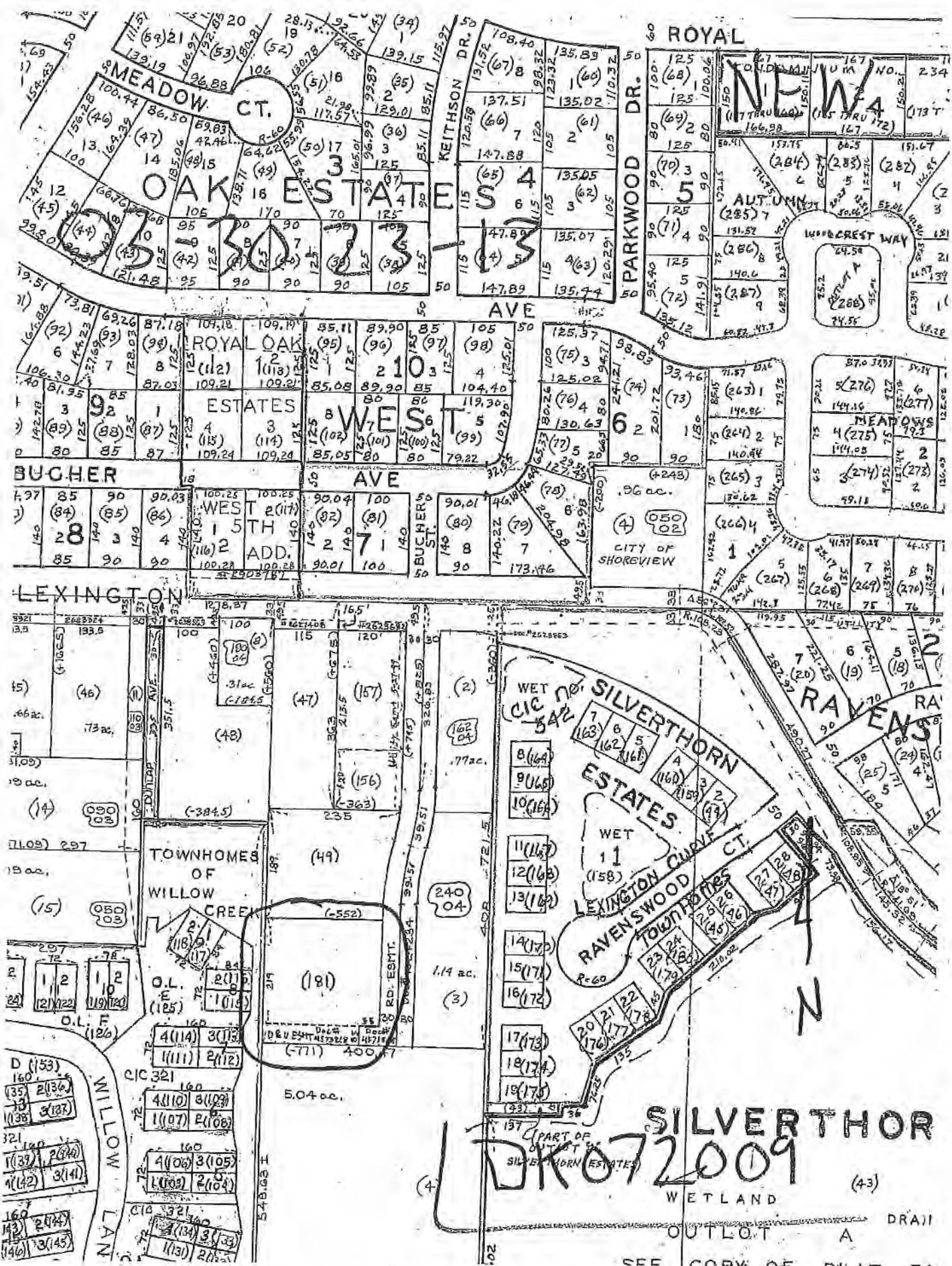
BACKGROUND

A new parcel is being created by because the City vacated street right of way for 5825 Buffalo Lane.

RECOMMENDATION

It is recommended that the City Council approve the appropriate resolution to reapportion assessments.

tlh



ROYAL

MEADOW CT.

OAK ESTATE

ROYAL OAK

WEST 15TH

BUCHER

AVE

LEXINGTON

SILVERTHORN ESTATES

RAVENSWOOD CT.

TOWNHOMES OF WILLOW CREEK

SILVERTHOR

WETLAND

OUTLOT A DRAIN

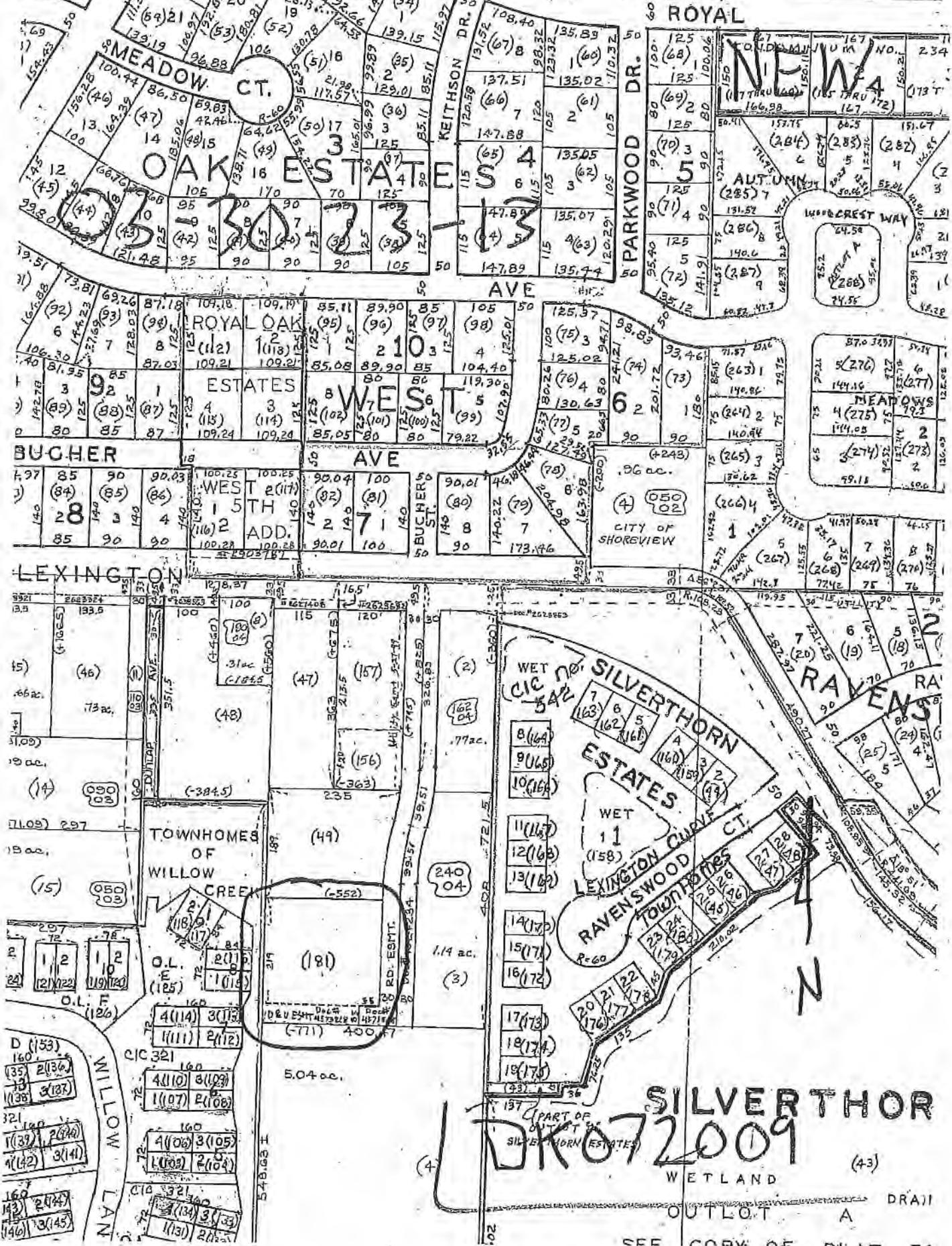
SEE COPY OF PLAT

DK072009

AUTUMN

MEADOWS

RAVENS



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

HELD DECEMBER 7, 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 December 7, 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. 15-111
RESOLUTION RELATING TO APPORTIONMENT OF ASSESSMENTS
BUFFALO LANE RECONSTRUCTION PROJECT 11-09**

WHEREAS, the assessment roll for Buffalo Lane Reconstruction Project 11-09 finally amended and adopted by Resolution No. 12-80 on September 17, 2012, was certified to the County Auditor of Ramsey County, Minnesota; and

WHEREAS, since that date a number of parcels of property contained in said assessment roll as amended have been divided and conveyed by previous owners; and

WHEREAS, the County Auditor of Ramsey County, Minnesota, requires that apportionment of the original assessment against each original tract where it has later been divided, sold or conveyed be made by the City Council of the City of Shoreview, Minnesota, in order that the proper assessment can be extended by the County Auditor of Ramsey County, Minnesota, against each parcel of property thereafter.

NOW, THEREFORE, the City Council of the City of Shoreview, Minnesota does hereby make the following apportionment of the original assessments as contained in said assessment roll of September 17, 2012, against the following described properties:

RESOLUTION 15-111

Page Two

REAPPORTIONMENT OF ASSESSMENTS

Resolution No. 15-111 Division No. DK072009

Name of Assessment BUFFALO LN RECONSTRUCTION PROJECT 11-09

Auditor's No. N/A D/P No. 8313119B

Original Assessment

Total Assessment

A)	03-30-23-13-0050	\$14,489.00
	EX W 560 FT & EX E 360 FT; S 219 FT OF N 771 FT OF PART LYING WLY OF C/L OF RD DESC IN DOC NO. 1924234 IN SW1/4 OF NE 1/4 (SUBJ TO RDS) IN SEC 03 TN 30 RN 23	
	Total	<u>\$14,489.00</u>

Reapportionment

1)	03-30-23-13-0181	\$14,489.00
	EX W 560 FT AND EX E 360 FT; S 219 FT OF N 771 FT OF PART LYING WLY OF C/L OF RD DESC IN DOC NO. 1924234 IN SW1/4 OF NE 1/4 (SUBJ TO ESMTS) IN SEC 03 TN 30 RN 23	
	Total	<u>\$14,489.00</u>

Budget Hearing Agenda

Published date and time:
December 7, 2015 at 7:00 p.m.

1. Open public hearing at _____ (time)
2. Staff presentation
3. Public testimony and questions (citizen comments)
4. Council comments
5. Announce - Final budget adoption will occur at the regular city council meeting on December 21, 2015 at 7:00 p.m.
6. Motion to close the public hearing by Council member _____,

Seconded by Council member _____ at _____ (time).

Roll Call	<u>Ayes</u>	<u>Nays</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Regular Council Meeting
December 7, 2015

TO: Mayor and City Council
FROM: Fred Espe, Finance Director
DATE: November 30, 2015
RE: Budget Hearing

Budget Hearing

The City's hearing on the 2016 budget and tax levy is scheduled for 7:00 p.m. on December 7. The **2016-2017 Budget Summary** booklet will serve as the primary handout for the hearing. This informational document has been available at city hall and on the City's website since Monday, November 30.

Additional materials that were prepared by the City or Ramsey County will also be available at the budget hearing. These handouts are listed below, and a copy of each is attached to this report.

Booklets

1. **2016-2017 Budget Summary**
2. **Community Benchmarks** (dated August 2015)
3. **Utility Operations and 2016 Utility Rates**

Other Documents

4. Power Point presentation for budget hearing
5. 2016 Shoreview Property Tax Dollar
6. Budget Hearing notice (copy of notice published in newspaper)
7. State Property Tax Refund information
8. Process to Appeal Estimated Market Value (from Ramsey County)

Final adoption of budget items, as well as acceptance of the Five-year Operating plan and Comprehensive Infrastructure Replacement Plan is scheduled for the December 21 regular Council meeting.

City of Shoreview Budget Hearing Presentation

2016 Budget and Tax Levy



Presentation Notes/Format

- Handout
 - 2016 Budget Summary (booklet)
 - Page numbers in presentation refer to booklet pages
 - Not all material covered in presentation
- Other information on website
 - Utility Operations
 - Community Benchmarks
 - Biennial Budget and CIP
 - Five-year Operating Plan

Budget Objectives

- Balance General fund budget
- Maintain existing services and programs
- Fund infrastructure replacement
- Continue 5-year financial planning
- Meet debt obligations
- Maintain AAA bond rating
- Protect and enhance parks and recreational facilities
- Prepare biennial budget

Budget Objectives

- Position the City to address future challenges and opportunities
 - Maintain and revitalize neighborhoods
 - Encourage business expansion and reinvestment
 - Assist redevelopment opportunities
 - Utilize technology to improve services and communications

Proposed Tax Levy and Estimated Tax Rate

	2015	2016	Change		Impact on Total Levy
	Adopted Levy	Proposed Levy	Amount	Percent	
General Fund	\$ 7,023,335	\$ 7,321,858	\$ 298,523	4.25%	2.91%
EDA Fund	90,000	110,000	20,000	22.22%	0.19%
Debt (all funds combined)	752,000	731,000	(21,000)	-2.79%	-0.20%
Replacement Funds	2,377,583	2,475,000	97,417	4.10%	0.95%
Capital Improvement Funds	25,000	30,000	5,000	20.00%	0.05%
Total Tax Levy	\$ 10,267,918	\$ 10,667,858	\$ 399,940	3.90%	3.90%
Taxable Value (millions)	\$ 26.674	\$ 27.874	\$ 1.200	4.50%	
Tax Rate-City	34.873%	34.945%	0.072%	0.21%	
Fiscal Disparities Contribution	\$ 965,979	\$ 927,390	\$ (38,589)	-3.99%	

Shoreview receives no local government state aid in 2015 or 2016.

2016 HRA levy is \$100,000.

Items Impacting the Tax Levy

- Public safety contracts (police & fire) \$ 151,245
- Capital funds 102,417
- Wage and benefit adjustments (net) 101,738
- Election costs 27,500
- Transfers to Comm Ctr/Park & Rec 20,000
- EDA levy 20,000
- Central Garage (equipment/building charges) 19,050
- Legal 7,000
- Community survey (13,000)
- Transfer from utility funds (30,000)

Items Impacting the Tax Levy

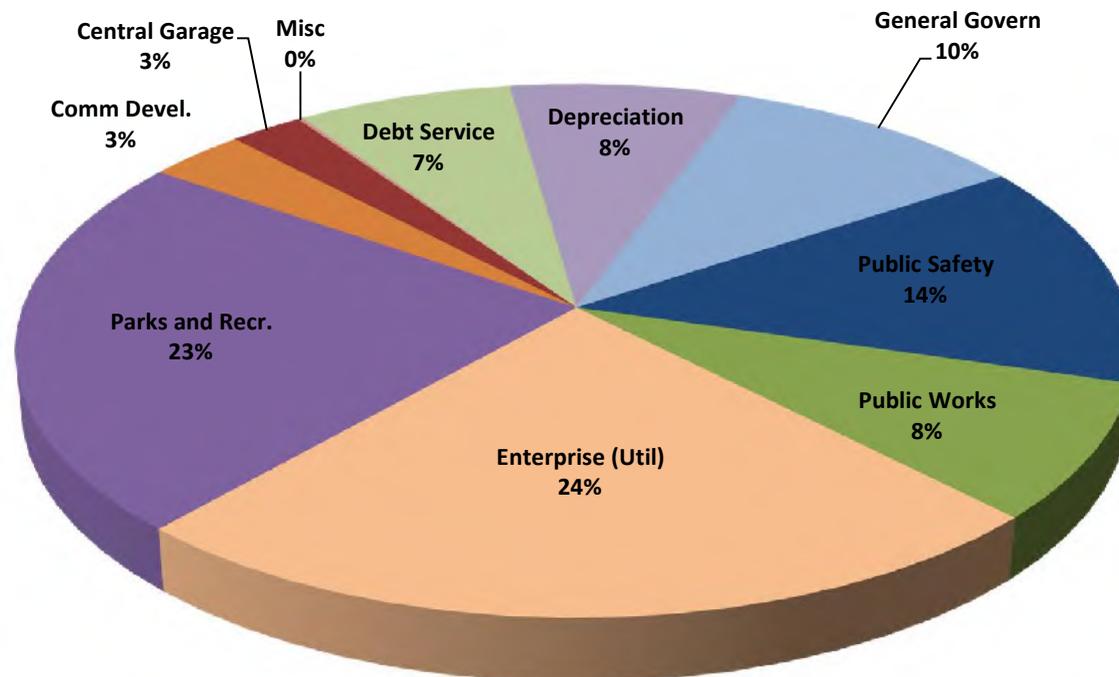
● Transfer from Cable TV fund	\$ (33,000)
● Debt levies	(21,000)
● All other changes combined (net)	<u>47,990</u>
Total Levy Changes	<u>\$ 399,940</u>

Total Operating Expense

Expense	2015		2016	2017
	Budget	Revised Estimate	Proposed Budget	Proposed Budget
General Government	\$ 2,492,726	\$ 2,440,665	\$ 2,642,012	\$ 2,583,463
Public Safety	3,424,835	3,459,450	3,570,920	3,691,870
Public Works	2,117,650	2,059,836	2,125,901	2,181,316
Parks and Recr.	5,867,782	5,830,244	5,997,291	6,136,753
Community Devel.	788,169	798,622	845,766	871,191
Enterprise Oper.	5,961,999	5,728,194	6,189,264	6,301,543
Central Garage	621,453	605,046	638,373	651,523
Miscellaneous	40,000	41,000	41,000	41,000
Debt Service	2,066,335	2,054,428	1,882,370	1,956,434
Depreciation	1,991,000	1,968,000	2,024,000	2,189,000
Total Expense	<u>\$ 25,371,949</u>	<u>\$ 24,985,485</u>	<u>\$ 25,956,897</u>	<u>\$ 26,604,093</u>
			2.3%	2.5%

Excluding capital funds, debt refunding and transfers between funds.

Total Operating Expense

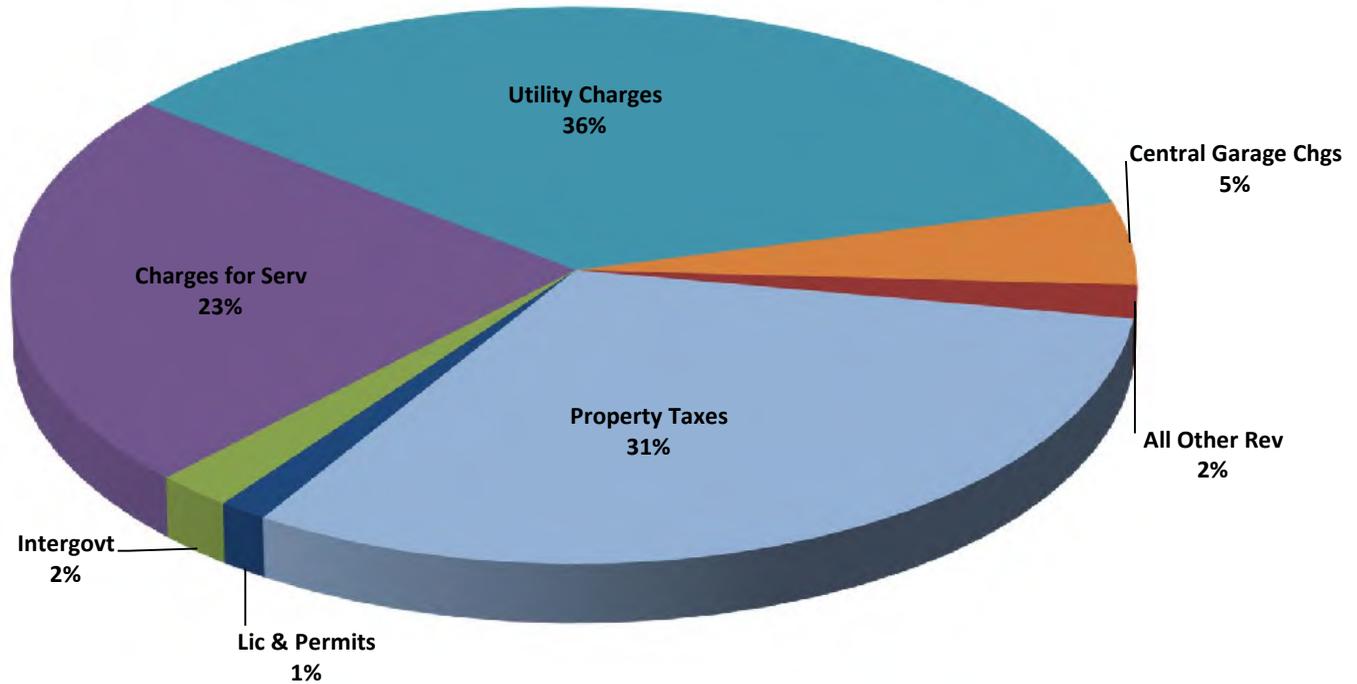


Total Operating Revenue

	2015		2016	2017
	Budget	Revised Estimate	Proposed Budget	Proposed Budget
Revenue				
Property Taxes	\$ 7,960,335	\$ 7,960,335	\$ 8,262,858	\$ 8,591,713
Special Assessments	199,945	202,884	203,008	203,595
Licenses and Permits	330,100	375,625	354,000	317,700
Intergovernmental	529,052	617,592	556,091	549,622
Charges for Services	6,099,728	6,296,523	6,200,276	6,333,081
Fines and Forfeits	48,800	45,770	42,500	42,500
Utility Charges	8,748,257	8,555,090	9,425,003	10,042,038
Central Garage Chgs	1,256,090	1,262,430	1,281,150	1,338,660
Interest Earnings	160,070	164,240	165,000	181,540
Other Revenues	102,427	122,750	101,150	101,350
Total Revenue	\$ 25,434,804	\$ 25,603,239	\$ 26,591,036	\$ 27,701,799
			4.5%	4.2%

Excluding capital funds and transfers between funds.

Total Operating Revenue



Budget Reduction/ Efficiency Strategies

- Contract for police and fire protection
- Continue use of correctional crew
- Maintain no contingency allowance
- Long-term preventative maintenance
- Maintain high-deductible health insurance plan
- Capitalize on debt refunding opportunities
- Maintain AAA bond rating

Impact on Homes Market Value Changes

Shoreview Residential Property		
Value Change	Number of Homes	Percent of Total
Increase more than 20%	189	2.0%
Increase 15% to 19.99%	145	1.5%
Increase 10% to 14.99%	488	5.2%
Increase 5% to 9.99%	1,810	19.3%
Increase 0% to 4.99%	3,326	35.4%
No change	461	4.9%
Decrease 0% to 4.99%	2,146	22.8%
Decrease 5% to 9.99%	741	7.9%
Decrease 10% to 14.99%	81	0.9%
Decrease more than 15%	12	0.1%
Total Parcels	9,399	100.0%

Impact on Homes Change in Total Tax

Shoreview Residential Property		
Tax Change	Number of Homes	Percent of Total
Decrease or no change	3,886	40.7%
Increase \$1 to \$100	2,124	22.3%
Increase \$101 to \$200	1,724	18.1%
Increase \$201 to \$300	671	7.0%
Increase \$301 to \$400	368	3.9%
Increase \$401 to \$500	225	2.4%
Increase more than \$500	537	5.6%
Total Parcels	9,535	100.0%

Impact on Homes City Tax Change (Median Home Value)

Shoreview share of tax bill only

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2015	2016		2015	2016	Dollars	Percent
\$ 220,700	\$ 253,800	15.0%	\$ 708.97	\$ 836.58	\$ 127.61	18.0%
\$ 230,700	\$ 253,800	10.0%	\$ 746.98	\$ 836.58	\$ 89.60	12.0%
\$ 241,700	\$ 253,800	5.0%	\$ 788.83	\$ 836.58	\$ 47.75	6.1%
\$ 247,500	\$ 253,800	2.5%	\$ 810.80	\$ 836.58	\$ 25.78	3.2%
\$ 267,200	\$ 253,800	-5.0%	\$ 885.77	\$ 836.58	\$ (49.19)	-5.6%
\$ 282,000	\$ 253,800	-10.0%	\$ 941.92	\$ 836.58	\$ (105.34)	-11.2%
\$ 298,600	\$ 253,800	-15.0%	\$ 1,005.04	\$ 836.58	\$ (168.46)	-16.8%

Assumes Mounds View schools, and Rice Creek Watershed

Impact on Homes

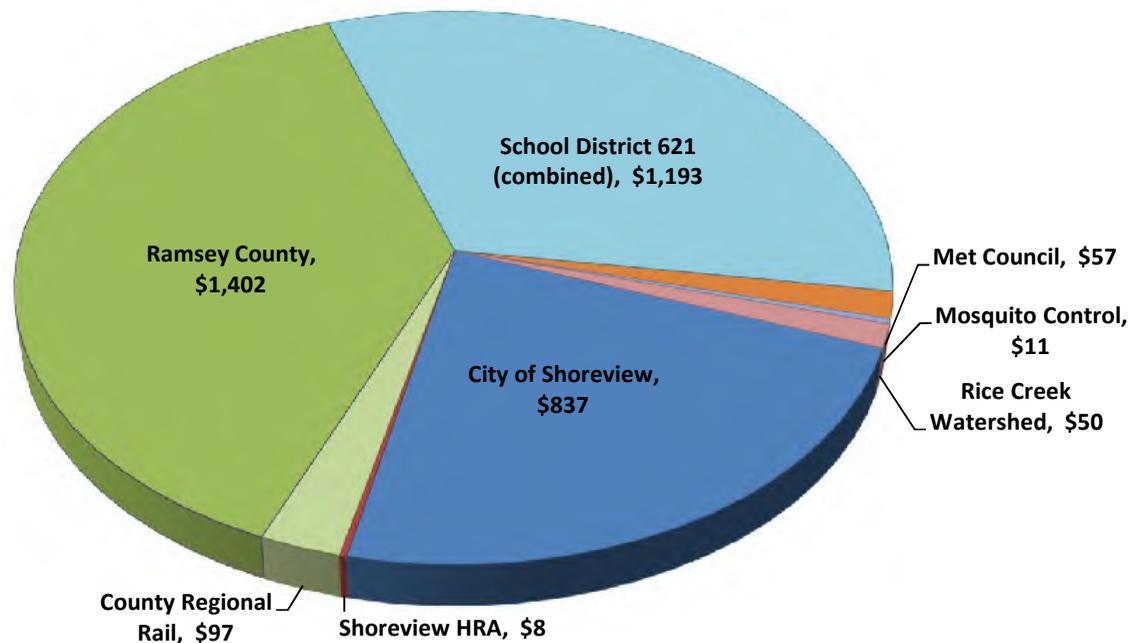
City Tax Change (Various Home Values)

Shoreview share of tax bill only

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2015	2016		2015	2016	Dollars	Percent
\$ 146,300	\$ 150,000	2.5%	\$ 426.15	\$ 441.36	\$ 15.21	3.6%
\$ 195,100	\$ 200,000	2.5%	\$ 611.67	\$ 631.81	\$ 20.14	3.3%
\$ 247,500	\$ 253,800	2.5%	\$ 810.80	\$ 836.58	\$ 25.78	3.2%
\$ 292,700	\$ 300,000	2.5%	\$ 982.72	\$ 1,012.71	\$ 29.99	3.1%
\$ 487,800	\$ 500,000	2.5%	\$ 1,701.10	\$ 1,747.25	\$ 46.15	2.7%
\$ 682,900	\$ 700,000	2.5%	\$ 2,540.85	\$ 2,620.88	\$ 80.03	3.1%
\$ 878,000	\$ 900,000	2.5%	\$ 3,391.40	\$ 3,494.50	\$ 103.10	3.0%

Assumes Mounds View schools, Rice Creek Watershed, and 2.5% value increase

Distribution of 2016 Estimated Total Property Tax Bill = \$3,655



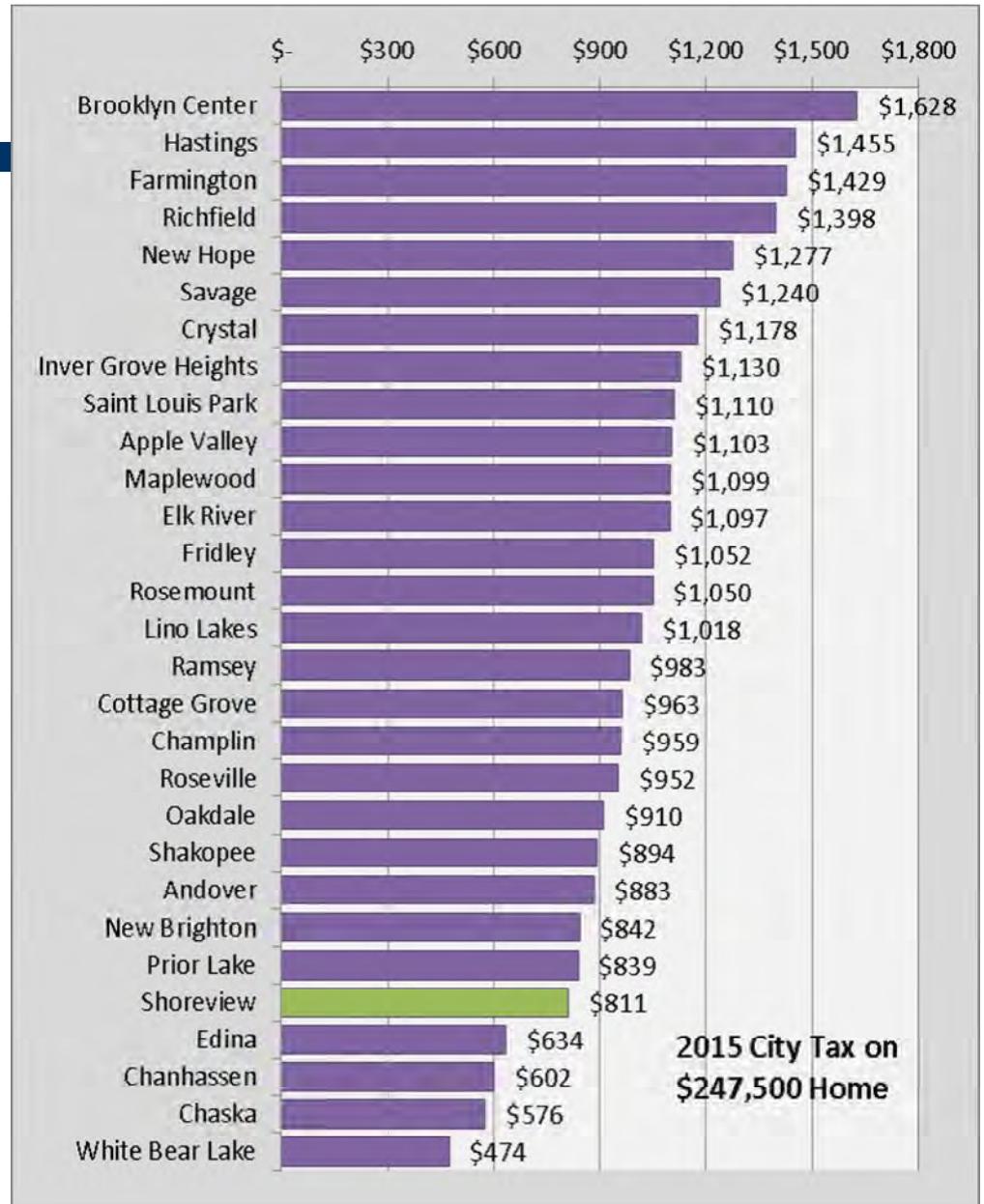
Shoreview is 23% of total

Property Tax Comparison

2015 City Tax on \$247,500 Home

Shoreview is 21% below average of \$1,020

(Shoreview and 28 other Metro-area comparison Cities)

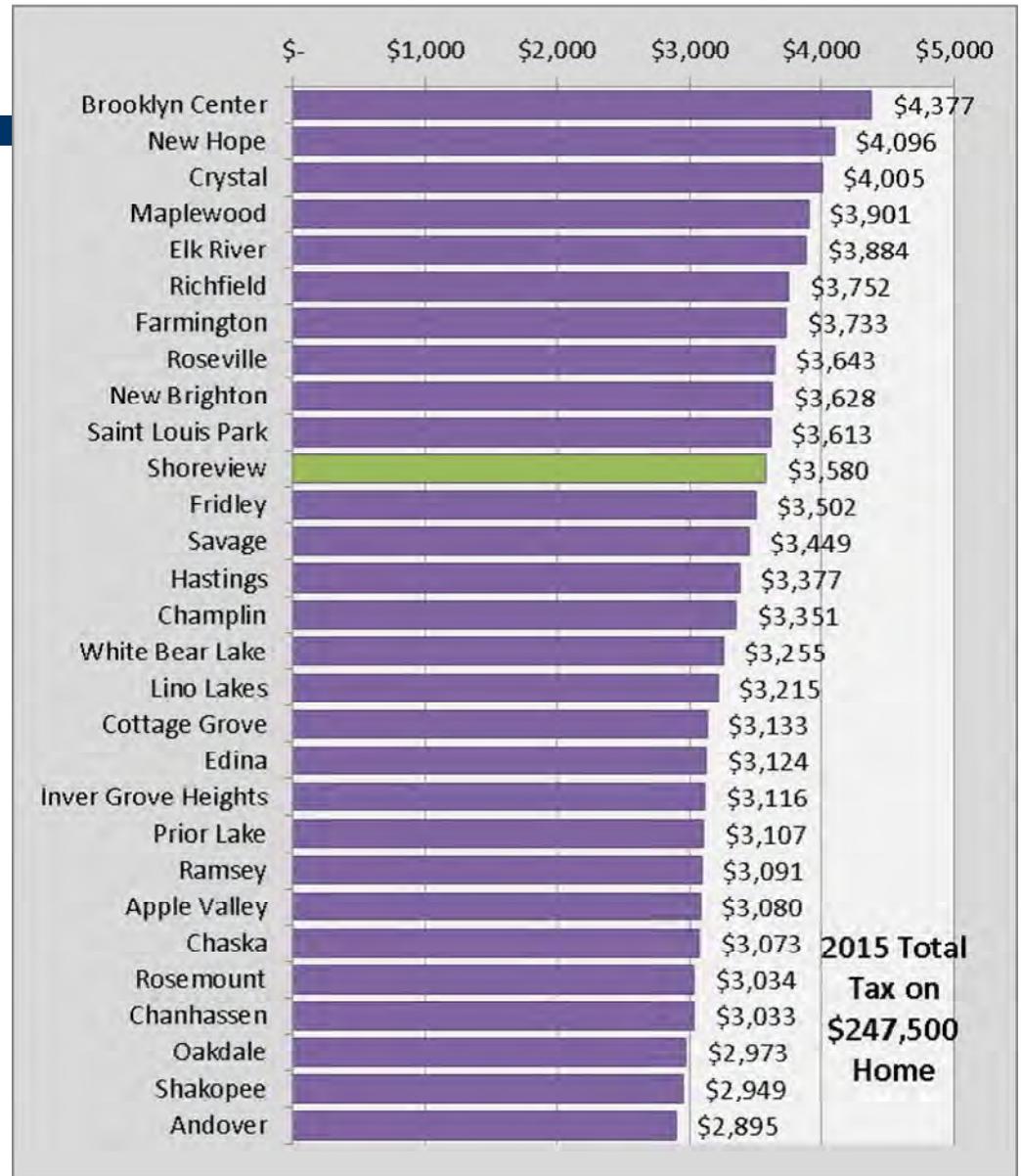


Property Tax Comparison

2015 Total Tax on \$247,500 Home

Total tax is 4.9% above average of \$3,413

(Shoreview and 28 other Metro-area comparison Cities)



Additional City Handouts

- Community Benchmarks
- Utility Operations and 2016 Utility Rates
- 2016 Shoreview Property Tax Dollar
 - State property tax refunds/deferrals
 - Process to appeal estimated market value

[Note: Please refer to the reverse side of estimated tax statement]

Future Council Action

December 21, 2015

- Adopt
 - 2016 Budget
 - 2016 to 2021 Capital Improvement Program
 - 2016 Tax levy
 - 2016 Utility rates
- Accept
 - Five-Year Operating Plan
 - Comprehensive Infrastructure Replacement Plan



Shoreview

2016-2017

Budget Summary

Budget Hearing
7:00 p.m. December 7, 2015
City Hall Council Chambers

4600 Victoria Street N
Shoreview MN 55126
(651) 490-4600

November 2015

Dear Citizens:

In preparing our 2016-2017 Operating Budget and Capital Improvement Program, and the Five-Year Operating Plan the City Council is committed to ensuring that Shoreview continues to be one of the premier suburban communities in the Twin Cities Metropolitan area. To accomplish this objective, the Council has identified the following goals:

- Use sound long-term financial planning tools that are critical to ensuring financial stability and maintaining our high bond rating
- Preserve the quality services and programs that our residents have come to expect
- Focus on business retention and expansion; and explore new housing and targeted redevelopment opportunities
- Update and expand our public facilities such as the Community Center, parks and trails to further enhance the quality of life

It is through these efforts that we can ensure that Shoreview remains a vibrant community today and also positions ourselves for continued success in the future.

We hope you find the information included in this 2016-2017 Budget Summary helpful in explaining how the City puts your tax dollars to work in our community. If you have questions about the City's budget, please contact us at 651-490-4600.

Sandy Martin
Mayor

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Property Tax Comparison	23
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Budget Objectives

The Operating Budget and Capital Improvement Program are developed considering the current economic climate, resident feedback during the year, periodic community surveys, and City Council goals. Primary budget objectives for 2016-2017 include:

- Balance the General Fund budget
- Maintain existing services and programs through efficient use of tax dollars
- Recover utility operation costs through user fees
- Fund infrastructure replacement
- Continue five-year financial planning for operating funds
- Meet debt obligations
- Maintain AAA bond rating
- Prepare a two-year budget
- Protect and enhance parks and recreational facilities
- Position the City to effectively address future challenges and opportunities (revitalize neighborhoods, encourage reinvestment, assist redevelopment opportunities, and utilize technology to improve services and communications)

Executive Summary

The following listing provides a summary of key information discussed in this document:

- Proposed 2016 tax levy increases 3.9%
- Total market value increases 2.78% and taxable value increases 4.50%
- City tax rate increases .21% due to the combined impact of the levy and taxable value increase
- City receives approximately 23% of total property taxes in 2016; other taxing jurisdictions collect the remaining 77%
- City share of the tax bill ranks 5th lowest among comparison cities in 2015 (21% below the average)
- About 31 cents of each property tax dollar goes to support public safety, followed by replacement costs at 23 cents, parks and recreation at 17 cents, general government at 8 cents, public works and debt service at 7 cents each, community development at 4 cents, community center at 2 cents and 1 cent for recreation programs
- About 63.4% of home values increased for 2016 taxes, and 36.6% of home values decrease or remained the same
- The change in individual property tax bills varies depending on the change in property value

Budget Process

The budget process starts in May with the distribution of budget materials to departments, followed by a series of staff budget discussions. Council budget workshops are held from early August through November, followed by a budget hearing the first regular Council meeting in December and budget adoption at the second regular Council meeting in December. The budget is published, posted to the City's website, and distributed to the County Library in January.

Proposed Tax Levy

The table below provides a two-year comparison of Shoreview’s tax levy, taxable values, tax rate and the metro-wide fiscal disparities contribution. Key changes for 2016 include:

- Total tax levy increases 3.9%
- Taxable value increases 4.5% (to \$27.874 million for 2016)
- Tax rate increases .21% due to levy and value changes
- Fiscal disparities contribution decreases 3.99%

	2015 Adopted Levy	2016 Proposed Levy	Change		Impact on Total Levy
			Amount	Percent	
General Fund	\$ 7,023,335	\$ 7,321,858	\$ 298,523	4.25%	2.91%
EDA Fund	90,000	110,000	20,000	22.22%	0.19%
Debt (all funds combined)	752,000	731,000	(21,000)	-2.79%	-0.20%
Replacement Funds	2,377,583	2,475,000	97,417	4.10%	0.95%
Capital Improvement Funds	25,000	30,000	5,000	20.00%	0.05%
Total Tax Levy	\$ 10,267,918	\$ 10,667,858	\$ 399,940	3.90%	3.90%
Taxable Value (millions)	\$ 26.674	\$ 27.874	\$ 1.200	4.50%	
Tax Rate-City	34.873%	34.945%	0.072%	0.21%	
Fiscal Disparities Contribution	\$ 965,979	\$ 927,390	\$ (38,589)	-3.99%	

The majority of the General Fund levy increase for 2016 is related to public safety costs. Police and fire costs increase \$151,245, which is 51% of the change in the General Fund Levy. Capital replacement funds account for \$97,417 of the levy increase, followed by \$20,000 for the EDA , and \$5,000 for capital improvements. Levies for debt payments resulted in a decrease in the City levy of \$21,000. Additional information is provided on the next page.

Public Safety contracts (police & fire)	\$ 151,245
Capital funds	102,417
Staff changes & wage adjustments/benefits (net)	101,738
Election costs	27,500
Transfers to Community Center/Park & Rec. funds	20,000
EDA levy	20,000
Central Garage equipment/building charges	19,050
Legal	7,000
Community survey	(13,000)
Transfer from utility funds	(30,000)
Transfer from Cable TV fund	(33,000)
Debt levies	(21,000)
All other changes combined (net)	<u>47,990</u>
Total levy changes	<u><u>\$ 399,940</u></u>

- Public safety includes police patrol, investigations, dispatch, animal control and fire protection (and final year of duty-crew implementation)
- Capital funds support replacement of assets (streets, parks etc.)
- Personnel costs include a 2% wage adjustment, step increases for employees in the step process, higher health insurance costs, staff changes, and mandatory contributions to social security, PERA and workers compensation insurance.
- Election occurs every other year
- City contribution to the Community Center and Park and Recreation programs funds
- Increase in the EDA levy
- Equipment charges cover equipment used in service delivery
- Legal costs (primarily prosecutions)
- Biennial community survey costs
- Transfers from utility funds increase \$30,000
- Transfer from Cable TV fund increases \$33,000
- Debt payment levies are structured to minimize the impact on current and future tax levies
- All other changes include increased license and permit revenue decreased administrative charges and other miscellaneous revenue and expenditure changes.

All Operating Funds Combined

Shoreview prepares a Five-Year Operating Plan (FYOP) covering all operating and debt service funds, a Biennial Operating Budget and Capital Improvement Program. The table on the next page summarizes the total proposed budgets for 2016 and 2017 in comparison to prior years, including the following funds:

- General Fund
- Special Revenue Funds
 - Recycling
 - Community Center
 - Recreation Programs
 - Cable Television
 - Economic Development Authority
 - Housing and Redevelopment Authority
 - Slice of Shoreview
- Debt Funds
- Enterprise Funds
 - Water
 - Sewer
 - Surface Water Management
 - Street Lighting
- Internal Service Funds
 - Central Garage
 - Short-term Disability
 - Liability Claims

The above list, and the table on the next page, include funds that receive tax dollars as well as funds that receive no tax support. For instance, the Recycling, Community Center, Recreation Programs, Cable Television, and Enterprise Funds cover the majority of operating costs through user charges and outside revenue.

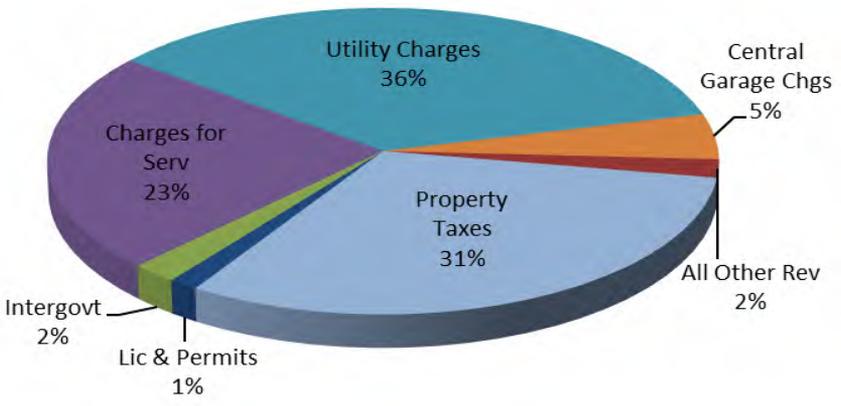
Capital Project Funds (for the construction and replacement of major assets) are not included in the table on the next page.

Total expense is expected to increase 2.3% for 2016.

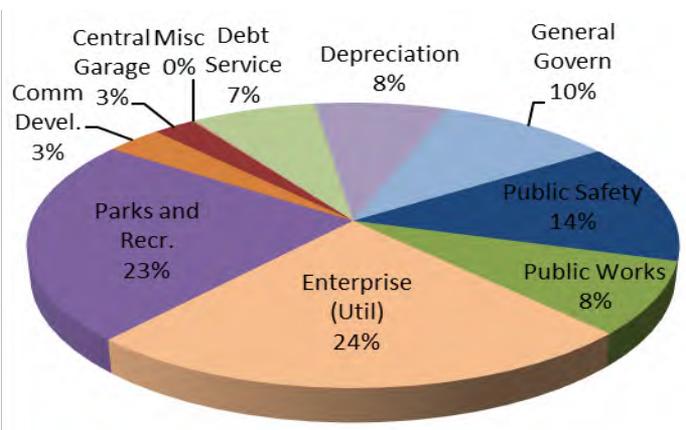
	2014 Actual	2015		2016 Budget	2017 Budget
		Budget	Revised Estimate		
Revenue					
Property Taxes	\$ 7,579,552	\$ 7,960,335	\$ 7,960,335	\$ 8,262,858	\$ 8,591,713
Special Assessments	251,555	199,945	202,884	203,008	203,595
Licenses and Permits	628,033	330,100	375,625	354,000	317,700
Intergovernmental	744,647	529,052	617,592	556,091	549,622
Charges for Services	6,039,583	6,099,728	6,296,523	6,200,276	6,333,081
Fines and Forfeits	49,430	48,800	45,770	42,500	42,500
Utility Charges	8,197,649	8,748,257	8,555,090	9,425,003	10,042,038
Central Garage Chgs	1,240,763	1,256,090	1,262,430	1,281,150	1,338,660
Interest Earnings	820,014	160,070	164,240	165,000	181,540
Other Revenues	236,480	102,427	122,750	101,150	101,350
Total Revenue	\$ 25,787,706	\$ 25,434,804	\$ 25,603,239	\$ 26,591,036	\$ 27,701,799
Expense					
General Government	\$ 2,313,708	\$ 2,492,726	\$ 2,440,665	\$ 2,642,012	\$ 2,583,463
Public Safety	3,326,747	3,424,835	3,459,450	3,570,920	3,691,870
Public Works	1,987,837	2,117,650	2,059,836	2,125,901	2,181,316
Parks and Recr.	5,588,910	5,867,782	5,830,244	5,997,291	6,136,753
Community Devel.	749,016	788,169	798,622	845,766	871,191
Enterprise Oper.	5,543,821	5,961,999	5,728,194	6,189,264	6,301,543
Central Garage	633,542	621,453	605,046	638,373	651,523
Miscellaneous	177,780	40,000	41,000	41,000	41,000
Debt Service	2,332,838	2,066,335	2,054,428	1,882,370	1,956,434
Depreciation	1,913,615	1,991,000	1,968,000	2,024,000	2,189,000
Total Expense	\$ 24,567,814	\$ 25,371,949	\$ 24,985,485	\$ 25,956,897	\$ 26,604,093
Other Sources (Uses)					
Sale of Asset-Gain	78,722	-	-	32,000	43,000
Debt Proceeds (debt funds)	105,822	10,000	7,867	-	7,700
Debt Refunding (debt funds)	(860,000)	(1,490,000)	(1,490,000)	-	-
Contrib Assets	304,122	-	-	-	-
Transfers In	2,675,045	2,130,321	2,199,582	1,868,145	1,909,400
Transfers Out	(1,926,240)	(1,429,400)	(1,485,604)	(1,528,145)	(1,961,200)
Net Change	\$ 1,597,363	\$ (716,224)	\$ (150,401)	\$ 1,006,139	\$ 1,096,606

The anticipated decrease in fund equity for 2015 is due to prior year refunding bond proceeds (revenue reported in a prior year) for a crossover and current refunding. The bond proceeds are held in escrow until the call date in 2015, when the old bonds are retired (\$1,490,000 in 2015). The City issues refunding debt when substantial interest savings can be achieved, thereby reducing future debt levies or future utility rate increases.

Utility charges (water, sanitary sewer, surface water and street lighting) provide the largest share of operating fund revenue (36%) followed by property taxes (31%), charges for service (23%), central garage charges (5%), intergovernmental revenue (2%), licenses and permits (1%) and all other revenue (2%).



Public works accounts for 32% of operating expense, including 24% for enterprise operations (utility) and 8% for public works (engineering, streets, trails and forestry). Parks accounts for 23%, followed by public safety at 14%, general government at 10%, debt at 7%, depreciation at 8%, and community development and central garage at 3% each.



General Fund

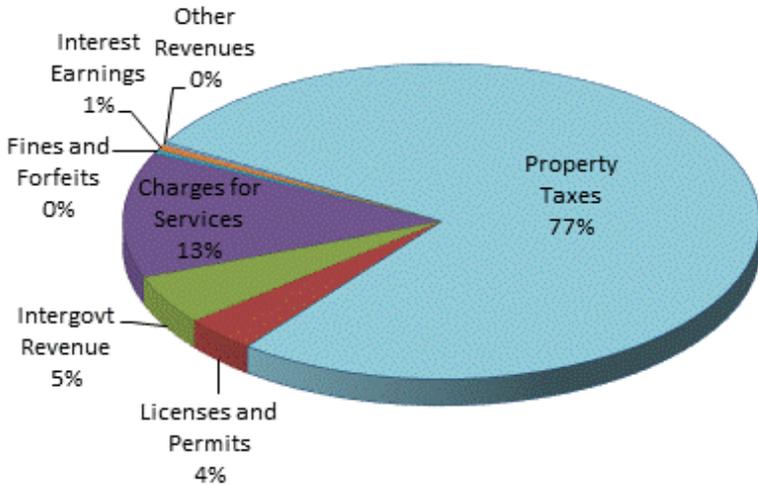
The General Fund is the City’s primary operating fund. As such, it accounts for costs associated with basic government activities not already accounted for elsewhere, including: police and fire, street maintenance and snow plowing, community development, park and trail maintenance, city hall operations, and general government services.

General fund expense increases \$304,646 for 2016 (3.2%). A significant portion of the expense increase is offset by property tax revenue (98%), resulting in a General Fund tax increase of \$298,523 for 2016.

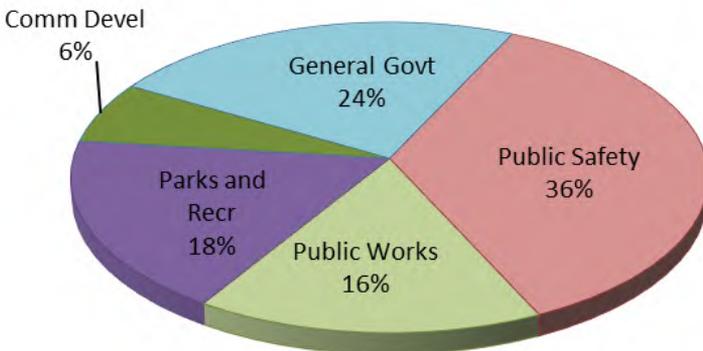
Contractual costs account for 56% of General Fund expense, followed by personal services at 41%, and supplies at 3%.

	Actual 2014	Budget 2015	Estimate 2015	Budget 2016	Budget 2017
Revenue					
Property Taxes	\$ 6,698,037	\$ 7,023,335	\$ 7,023,335	\$ 7,321,858	\$ 7,638,713
Licenses and Permits	628,033	330,100	375,625	354,000	317,700
Intergovernmental	574,419	455,032	529,222	480,622	480,622
Charges for Services	1,352,056	1,303,810	1,256,160	1,224,520	1,252,000
Fines and Forfeits	49,430	48,800	45,770	42,500	42,500
Interest Earnings	197,442	50,000	50,000	50,000	55,000
Other Revenues	28,974	26,227	25,250	25,450	25,650
Total Revenue	\$ 9,528,391	\$ 9,237,304	\$ 9,305,362	\$ 9,498,950	\$ 9,812,185
Expense					
General Government	\$ 2,085,152	\$ 2,232,248	\$ 2,199,002	\$ 2,353,929	\$ 2,394,470
Public Safety	3,326,747	3,424,835	3,459,450	3,570,920	3,691,870
Public Works	1,473,395	1,573,363	1,527,403	1,559,750	1,597,377
Parks and Recreation	1,690,438	1,760,187	1,824,119	1,781,505	1,892,649
Community Devel.	598,321	616,671	621,884	645,846	664,819
Total Expense	\$ 9,174,053	\$ 9,607,304	\$ 9,631,858	\$ 9,911,950	\$ 10,241,185
Sale of asset Gain	203	-	-	-	-
Transfers In	692,000	748,000	817,404	811,000	837,000
Transfers Out	(902,749)	(378,000)	(378,000)	(398,000)	(408,000)
Net Change	\$ 143,792	\$ -	\$ 112,908	\$ -	\$ -

Property taxes account for 77% of General Fund revenue, followed by 13% from charges for services, 5% from intergovernmental revenue, 4% from licenses and permits, and 1% from all other sources.



Public safety accounts for the largest share of the General Fund budget at 36% of the total, followed by 24% for general government, 18% for parks and recreation, 16% for public works and 6% for community development.



Special Revenue Funds

The City operates six special revenue funds, as follows:

- Recycling accounts for the bi-weekly curbside program.
- Community Center accounts for operation/maintenance of the facility. Admissions/memberships provide about 61% of revenue, while rentals, concessions and other fees provide 25%. Inter-fund transfers include \$254,000 from the General fund (to provide general community support and offset free or reduced room rental rates for community groups), and \$130,000 from the Recreation Programs fund for building use.
- Recreation Programs accounts for fee-based recreational and social programs, and receives \$84,000 from the General fund for playground and community oriented program costs.
- Cable Television accounts for franchise administration, government cable programming and provides support for City communication activities (through a transfer to the General Fund). The primary revenue is cable franchise fees and a public educational and government (PEG) fee .

	Recycling	Community Center	Recreation Programs	Cable Television
Revenue				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	75,469	-	-	-
Charges for Services	536,500	2,468,215	1,500,041	435,000
Interest Earnings	-	5,000	2,000	1,700
Other Revenues	-	12,500	-	1,200
Total Revenue	611,969	2,485,715	1,502,041	437,900
Expense				
General Government	-	-	-	220,183
Public Works	566,151	-	-	-
Parks and Recreation	-	2,733,905	1,481,881	-
Community Development	-	-	-	-
Total Expense	566,151	2,733,905	1,481,881	220,183
Other Sources (Uses)				
Transfers In	-	384,000	84,000	-
Transfers Out	-	-	(130,000)	(200,000)
Net Change	\$ 45,818	\$ 135,810	\$ (25,840)	\$ 17,717

- EDA accounts for Economic Development Authority activities, including: business retention and expansion, targeted redevelopment, employment opportunities, and efforts to strengthen and diversify the City's tax base.
- HRA accounts for Housing Redevelopment Authority efforts to preserve housing stock, and maintain quality neighborhoods through programs and policies designed to promote reinvestment and improvements to homes.
- Slice of Shoreview accounts for donations, sponsorships, revenues and expenses associated with the Slice of Shoreview event. The General fund provides \$10,000 in support to help defray costs of the event.

	EDA	HRA	Slice of Shoreview	Total
Revenue				
Property Taxes	\$ 110,000	\$ 100,000	\$ -	\$ 210,000
Intergovernmental	-	-	-	75,469
Charges for Services	-	-	27,000	4,966,756
Interest Earnings	-	-	-	8,700
Other Revenues	-	-	32,000	45,700
Total Revenue	110,000	100,000	59,000	5,306,625
Expense				
General Government	-	-	67,900	288,083
Public Works	-	-	-	566,151
Parks and Recreation	-	-	-	4,215,786
Community Development	107,013	92,907	-	199,920
Total Expense	107,013	92,907	67,900	5,269,940
Other Sources (Uses)				
Transfers In	-	-	10,000	478,000
Transfers Out	-	-	-	(330,000)
Net Change	\$ 2,987	\$ 7,093	\$ 1,100	\$ 184,685

Debt Service Funds

The table below provides a summary of revenue and expense for Debt Service Funds. Revenue derived from the debt levy and special assessments provides about 61% of the funding needed for annual principal and interest payments in 2016. These revenues are legally restricted to the payment of the debt, and therefore are held within the corresponding debt fund until the debt issue is paid in full. The remainder of funding for debt payments is provided by internal sources (in the form of transfers from other funds) and interest earnings.

	G.O. Bonds & Capital Lease	G.O. Impr. Bonds	Total Debt Funds
Revenue			
Property Taxes	\$ 533,000	\$ 14,000	\$ 547,000
Special Assessments	-	203,008	203,008
Interest Earnings	9,500	7,100	16,600
Total Revenue	542,500	224,108	766,608
Expense			
Debt Service	1,019,273	284,028	1,303,301
Total Expense	1,019,273	284,028	1,303,301
Other Sources (Uses)			
Transfers In	455,000	4,745	459,745
Transfers Out	-	(54,745)	(54,745)
Net Change	\$ (21,773)	\$ (109,920)	\$ (131,693)

The planned decrease in fund balance is due to the use of fund balances that have been accumulated and held for the repayment of debt.

Internal Service Funds

The City operates three internal service funds, as follows:

- Central Garage accounts for operation and maintenance of vehicles, heavy machinery, miscellaneous equipment and the maintenance facility. The primary source of revenue is inter-fund equipment and building charges designed to recover operating expense. Property taxes, intergovernmental revenue (federal interest credits) and transfers in cover debt payments.
- Short-term Disability is a self-insurance fund that accounts for premiums charged for short-term disability coverage and expense associated with disability claims.
- Liability Claims accounts for dividends received annually from the League of Minnesota Cities Insurance Trust for the City's liability insurance coverage as well as losses not covered by the City's insurance (due to deductibles).

	Central Garage	Short-term Disability	Liability Claims	Total
Revenue				
Property Taxes	\$ 184,000	\$ -	\$ -	\$ 184,000
Charges for Services	-	7,500	-	7,500
Central Garage Charges	1,281,150	-	-	1,281,150
Interest Earnings	10,500	500	2,200	13,200
Other Revenues	-	-	30,000	30,000
Total Revenue	1,475,650	8,000	32,200	1,515,850
Expense				
Central Garage	638,373	-	-	638,373
Miscellaneous	-	9,000	32,000	41,000
Debt Service	110,635	-	-	110,635
Depreciation	663,000	-	-	663,000
Total Expense	1,412,008	9,000	32,000	1,453,008
Other Sources (Uses)				
Sale of Asset-Gain	32,000	-	-	32,000
Transfers In	119,400	-	-	119,400
Transfers Out	(15,000)	-	-	(15,000)
Net Change	\$ 200,042	\$ (1,000)	\$ 200	\$ 199,242

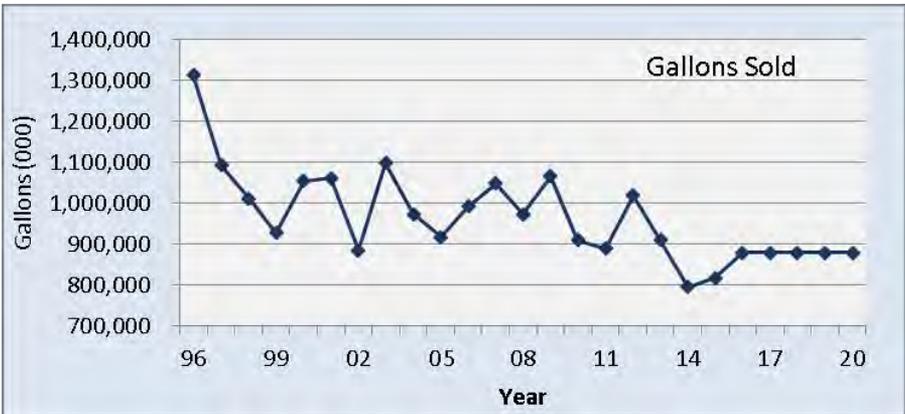
Enterprise (Utility) Funds

The City operates four utility funds. These funds account for services that are supported primarily through quarterly utility fees designed to cover operating costs, debt service, depreciation expense and capital replacement costs. The table below shows the proposed 2016 budget for each of these funds.

	Water	Sewer	Surface Water	Street Lighting	Total
Revenue					
Charges for Services	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500
Utility Charges	3,218,500	4,057,500	1,598,003	551,000	9,425,003
Interest Earnings	38,000	27,000	9,000	2,500	76,500
Total Revenue	3,256,500	4,086,000	1,607,003	553,500	9,503,003
Expense					
Enterprise Operations	1,581,485	3,359,142	969,519	279,118	6,189,264
Debt Service	307,431	78,764	82,239	-	468,434
Depreciation	669,000	354,000	269,000	69,000	1,361,000
Total Expense	2,557,916	3,791,906	1,320,758	348,118	8,018,698
Other Sources (Uses)					
Transfers Out	(363,000)	(183,000)	(159,000)	(25,400)	(730,400)
Net Change	\$ 335,584	\$ 111,094	\$ 127,245	\$ 179,982	\$ 753,905

Residential water consumption has declined in recent years, due in part to changing demographics (age and number of residents per home), changing usage patterns (lower household use), and changing weather patterns (fewer gallons used for summer watering except during periods of drought). Surpluses in these funds are dedicated to supporting capital replacement costs (water lines, sewer lining, surface water improvements, and street light replacements).

The graph below demonstrates the downward trend for total water consumption by showing the total gallons of water sold each year since 1996, and the estimated gallons used to compute revenue projections in future years (2016 through 2020). The continuing downward trend has forced the City to revise the base gallon estimates used to project utility revenue in recent years. In general, weather (either from sustained periods of drought or heavy rain) is the primary cause of fluctuations in gallons sold from year to year.



Periods of lower consumption means the City maintains and operates the water system with less opportunity to recover costs due to fewer gallons being sold to customers.

Recent utility rate adjustments, combined with structural changes in water rates resulted in net gains in each of the City’s utility funds in 2012, 2013 and 2014.

The budget information, presented at left, for the City’s utility funds shows that each utility fund is projected to have a net gain in 2016. Significant items impacting utility operations include: depreciation of existing assets (\$1.4 million), sewage treatment costs (\$1.8 million), street light repairs, and energy costs.

More information about the City’s utility funds is available in a separate document devoted entirely to utility operations.

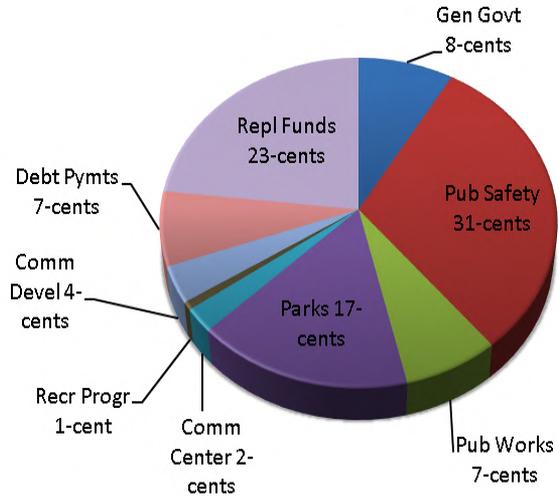
City Property Tax by Program

Shoreview’s median home will pay about \$26 more in City property taxes in 2016 (assuming a 2.5% increase in value before the Homestead Market Value Exclusion is applied). Because property taxes support a variety of City programs and services, the table below is presented to show tax support by program (on an annual basis).

- Public safety accounts for the largest share of the cost at \$229 per year on a median valued home
- Replacement of assets (streets etc.) accounts for \$176
- Parks administration and maintenance accounts for \$132
- General government accounts for \$67
- Public works accounts for \$63
- Debt service accounts for \$61
- Community development accounts for \$25
- Support for community center and recreation programs accounts for \$24

Program	2015	2016	Change	
	City Tax value before MVE-> value after MVE-> Home	City Tax Home	\$	%
General Government	\$ 62.93	\$ 70.24	\$ 7.31	
Public Safety	246.64	256.88	10.24	
Public Works	61.49	60.68	(0.81)	
Parks and Recreation:				
Park Admin and Maint	136.12	136.91	0.79	
Community Center Operation	19.43	19.92	0.49	
Recreation Programs	5.68	6.58	0.90	
Community Development	27.42	30.03	2.61	
Debt Service	63.34	61.25	(2.09)	
Replacement Funds	187.75	194.09	6.34	
Total City Taxes	\$ 810.80	\$ 836.58	\$ 25.78	3.2%

This pie chart illustrates how the City will spend each tax dollar it receives in 2016. About 31 cents of each tax dollar goes to public safety, followed by replacement costs at 23 cents, parks and recreation at 17 cents (including maint), general government at 8 cents, public works at 7 cents, debt service at 7 cents, community development at 4 cents, community center at 2 cents, and recreation programs at 1 cent.



How have home values changed for 2016?

Market Value Changes—Minnesota’s property tax system uses market value to distribute tax burden (adopted levies) among property served. Per the Ramsey County Assessor, 63.4% of Shoreview homes will experience a value increase for 2016 taxes, and 31.7% will experience a value decrease, leaving 4.9% of homes with no change in value. The table at right shows the change in all home values.

Shoreview Residential Property		
Value Change	Number of Homes	Percent of Total
Increase more than 20%	189	2.0%
Increase 15% to 19.99%	145	1.5%
Increase 10% to 14.99%	488	5.2%
Increase 5% to 9.99%	1,810	19.3%
Increase 0% to 4.99%	3,326	35.4%
No change	461	4.9%
Decrease 0% to 4.99%	2,146	22.8%
Decrease 5% to 9.99%	741	7.9%
Decrease 10% to 14.99%	81	0.9%
Decrease more than 15%	12	0.1%
Total Parcels	9,399	100.0%

What does this mean to my taxes?

Change in Total Property Tax— According to the Ramsey County

Assessor, the total property tax on 41% of homes in Shoreview will decrease or stay the same. The estimated change in the total tax is summarized in the table at right for all Shoreview homes. As shown, about 22% of tax bills will increase up to \$100 for the year, and the remaining 37% of homes will increase more than \$100.

Shoreview Residential Property		
Tax Change	Number of Homes	Percent of Total
Decrease or no change	3,886	40.7%
Increase \$1 to \$100	2,124	22.3%
Increase \$101 to \$200	1,724	18.1%
Increase \$201 to \$300	671	7.0%
Increase \$301 to \$400	368	3.9%
Increase \$401 to \$500	225	2.4%
Increase more than \$500	537	5.6%
Total Parcels	9,535	100.0%

Change in City Tax on Median Home Value—The table at the top of the next page illustrates how changes in value impact **Shoreview’s share of the tax bill only for the median home value**. Each line assumes a different change in market value.

- A median value home with a 15% value increase will pay \$127.61 more City tax
- A median home with a 10% value increase will pay \$89.60 more City tax
- A median home with a 5% value increase will pay \$47.75 more City tax
- A median home with a 2.5% value increase will pay \$25.78 more City tax
- A median home with a 5% value drop will pay \$49.19 less City tax
- A median home with a 10% value drop will pay \$105.34 less City tax
- A median home with a 15% value drop will pay \$168.46 less City tax

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2015	2016		2015	2016	Dollars	Percent
\$ 220,700	\$ 253,800	15.0%	\$ 708.97	\$ 836.58	\$ 127.61	18.0%
\$ 230,700	\$ 253,800	10.0%	\$ 746.98	\$ 836.58	\$ 89.60	12.0%
\$ 241,700	\$ 253,800	5.0%	\$ 788.83	\$ 836.58	\$ 47.75	6.1%
\$ 247,500	\$ 253,800	2.5%	\$ 810.80	\$ 836.58	\$ 25.78	3.2%
\$ 267,200	\$ 253,800	-5.0%	\$ 885.77	\$ 836.58	\$ (49.19)	-5.6%
\$ 282,000	\$ 253,800	-10.0%	\$ 941.92	\$ 836.58	\$ (105.34)	-11.2%
\$ 298,600	\$ 253,800	-15.0%	\$ 1,005.04	\$ 836.58	\$ (168.46)	-16.8%

Change in City Tax for Various Home Values—The table below shows the estimated change in Shoreview’s share of the property tax bill for a variety of home values (City tax only).

Each line of the table assumes a 1% value increase.

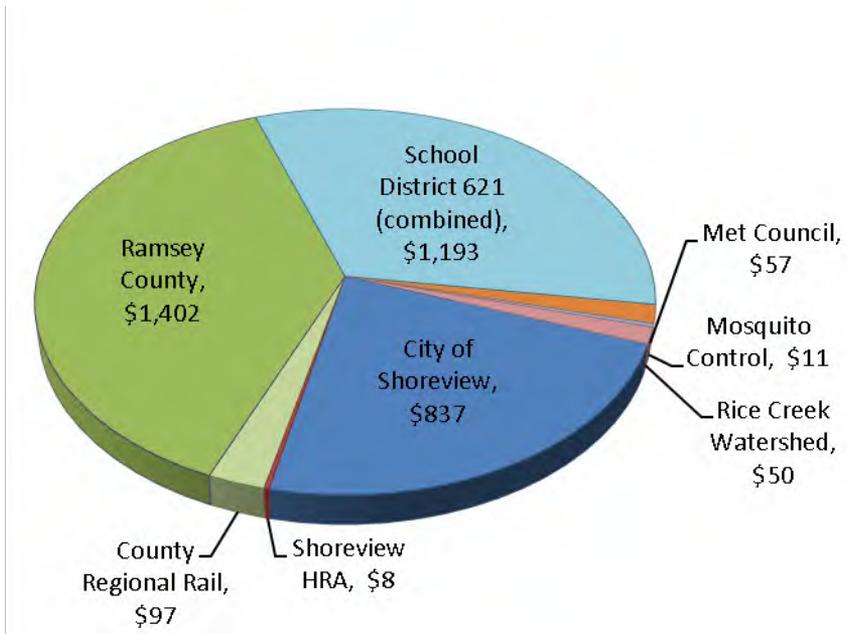
- A home valued at \$150,000 pays \$15.21 more City tax
- A home valued at \$200,000 pays \$20.14 more City tax
- A home valued at \$253,800 pays \$25.78 more City tax
- A home valued at \$300,000 pays \$29.99 more City tax
- A home valued at \$500,000 pays \$46.15 more City tax
- A home valued at \$700,000 pays \$80.03 more City tax
- A home valued at \$900,000 pays \$103.10 more City tax

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2015	2016		2015	2016	Dollars	Percent
\$ 146,300	\$ 150,000	2.5%	\$ 426.15	\$ 441.36	\$ 15.21	3.6%
\$ 195,100	\$ 200,000	2.5%	\$ 611.67	\$ 631.81	\$ 20.14	3.3%
\$ 247,500	\$ 253,800	2.5%	\$ 810.80	\$ 836.58	\$ 25.78	3.2%
\$ 292,700	\$ 300,000	2.5%	\$ 982.72	\$ 1,012.71	\$ 29.99	3.1%
\$ 487,800	\$ 500,000	2.5%	\$ 1,701.10	\$ 1,747.25	\$ 46.15	2.7%
\$ 682,900	\$ 700,000	2.5%	\$ 2,540.85	\$ 2,620.88	\$ 80.03	3.1%
\$ 878,000	\$ 900,000	2.5%	\$ 3,391.40	\$ 3,494.50	\$ 103.10	3.0%

Distribution of Property Tax Bill

About 23% of the total property tax bill goes to Shoreview. For 2016, the total tax bill on a \$253,800 Shoreview home located in the Mounds View School District is about \$3,655, and Shoreview's share is \$837.

The pie chart below shows the total tax bill by jurisdiction (using preliminary tax rates). Ramsey County receives \$1,402, the Mounds View School district receives \$1,193 for regular and referendum levies, and all other jurisdictions combined receive \$223 (\$97 for County regional rail, \$57 for Met Council, \$50 for Rice Creek Watershed, \$11 for Mosquito Control and \$8 for Shoreview HRA).



School district tax for the Roseville School District (for the same \$253,800 home value) would be \$1,036, which is \$157 less than the \$1,193 total in the Mounds View District.

Property Tax Comparison - City Taxes

This last graph compares the 2015 City portion of the property tax bill for Shoreview and 28 other metro-area cities. All estimates are for a \$247,500 home value (Shoreview’s median value in 2015). Shoreview ranks 5th lowest (at \$811), and is about 21% lower than the average of \$1,020. Brooklyn Center ranks highest at \$1,628, and White Bear Lake ranks lowest at \$474.



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Ramsey County Sheriff, non-emergency.....(651) 484-3366

Lake Johanna Fire Dept, non-emergency.....(651) 481-7024



Utility Operations and 2016 Utility Rates



Water, Sewer,
Surface Water, and
Street Lighting

What is Safe Drinking Water Worth to You?

Our water towers and pipes below the street need constant attention in order to keep the drinking water that supports our daily lives flowing at the right pressure without fail. Consistent access to safe water helps:

- Keep us healthy
- Fight fires
- Support our economy
- Enhance our high quality of life

Ensuring continued access to safe water also involves the proper collection and treatment of waste water (sewage), and it doesn't stop there. In order to protect the quality of our lakes and streams it is also necessary to properly collect and direct storm water through the use of storm sewer systems and ponds, and remove debris and other contaminants from surface water runoff.

The process of protecting our varied and numerous water assets requires a coordinated effort to manage each of the resources carefully and to comply with increasing regulations that govern these activities. This document is intended to provide an overview of Shoreview's utility systems and utility rates in an effort to describe what it takes to run the City's utility operations.

The revenue generated by utility bills covers maintenance and replacement efforts, to keep the system strong and reliable.

Water Operations

Shoreview's water system provides drinking water to about 9,000 homes and businesses within City limits, and provides limited service (at higher billing rates) to neighboring communities through service agreements.

The City's water system includes:

- 1,330 fire hydrants
- 6 wells
- 2 elevated storage tanks (water towers)
- 1 underground water reservoir
- 103 miles of water lines

In recent years, watering restrictions have become necessary to reduce the peak in daily demand for water, and to more evenly spread water use over different days. This enables the City to avoid the high cost of constructing additional wells and water storage capacity.

Operating and maintaining the system so that water is always available requires managing the following activities:

- Pump and store water
- Treat water (including a future water treatment facility)
- Operate distribution pumps
- Flush water mains (semi-annually)
- Repair, replace and maintain water system infrastructure
- Read meters (quarterly) and replace meters as needed
- Sample and test water per Department of Natural Resources and Minnesota Department of Health requirements

Hydrant flushing is performed by utility maintenance crews each spring and fall to remove mineral buildup in the system and to ensure the reliability of hydrants and water valves. The systematic and controlled flushing of the system improves the overall quality of water, assists in overall system maintenance, helps remove sediment and stale water, and maintains chlorine residuals.

The City is currently constructing a water treatment plant to address rising levels of iron and manganese in the City's water supply. The Environmental Protection Agency has established secondary drinking water standards and the City's manganese levels now exceed these standards. High iron and manganese levels can cause taste and odor problems within the water system.

Water Rates

Minnesota law requires the City to bill all water customers on a conservation-based rate structure (tiered rates). Further, the law requires billing each residential unit the same allocation of gallons per tier at the same water rates. This means that apartments and condominiums are billed the same rates and with the same allocation of gallons per unit as single-family homes.

Residential water rates are set in 2 components: a quarterly availability charge of \$16.73

(up \$1.79 from 2015), and 4 tiered rates for water used in the preceding quarter. Tiered rates for 2016 are shown at right, and are described below:

Residential Water Rates (quarterly)		
Water Tiers	Cost Per Thousand Gallons	Gallons Per Penny
Tier 1 (5,000 gal per unit)	\$ 1.36	7.35
Tier 2 (5,000 gal per unit)	\$ 2.17	4.61
Tier 3 (20,000 gal per unit)	\$ 3.01	3.32
Tier 4 (remaining water)	\$ 4.95	2.02

- The first 5 thousand gallons per unit is billed at \$1.36 per thousand gallons (about 7.35 gallons for each penny).
- The second 5 thousand gallons per unit is billed at \$2.17 per thousand gallons (4.61 gallons per penny).
- The next 20 thousand gallons per unit is billed at \$3.01 per thousand gallons (3.32 gallons per penny).
- Remaining water is billed at the highest rate of \$4.95 per thousand gallons (2.02 gallons per penny).

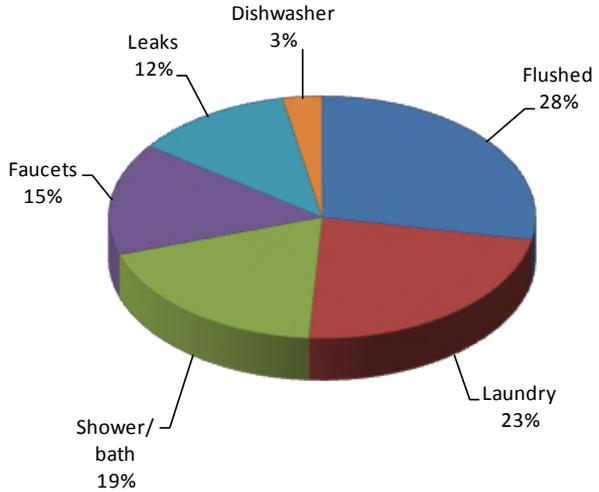
Commercial customers are billed the same tiered rates, excluding the lowest tier (which is for residential customers only).

Tap water is quite inexpensive compared to bottled water. For instance, a gallon of self-serve spring water costs about 30-cents while 30-cents buys 221 gallons of Shoreview tap water at the lowest tier, and even at the highest tier buys 61 gallons of water.

Household Water Use

According to the American Water Works Association (AWWA), about half of household water use is for flushing and laundry.

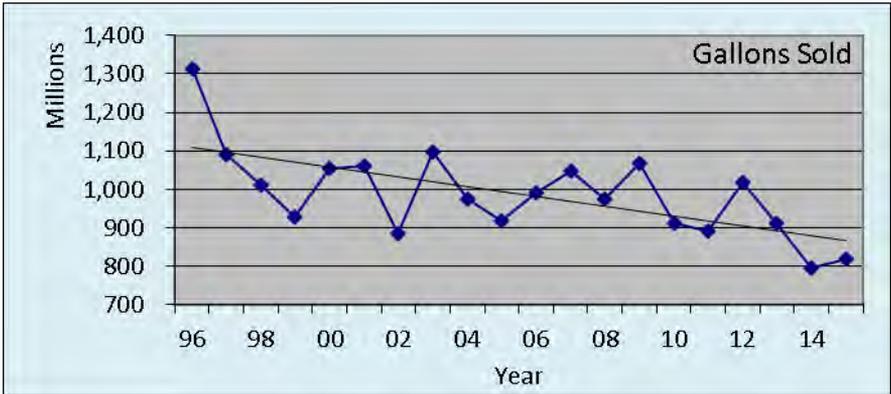
The pie chart at right illustrates average household water consumption. Some easy ways to reduce water consumption may include:



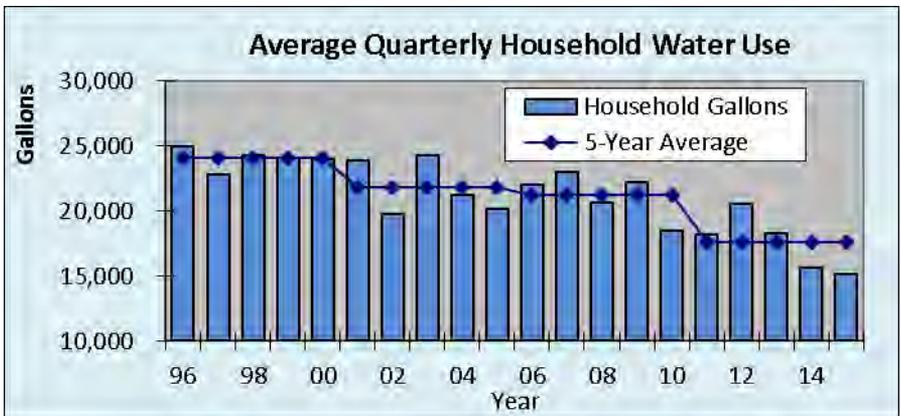
- Turn the water off while washing dishes by hand
- Run the clothes washer only when full, or upgrade to a high efficiency washing machine
- Use a water-efficient shower head (saves 750 gallons a month)
- Shorten shower time (1 to 2 minutes shorter saves 25 gallons a month)
- Upgrade older toilets with water efficient models
- Use sprinklers that deliver big drops of water close to the ground; smaller water drops and mist evaporate more quickly before reaching the ground
- Adjust sprinklers so only the lawn is watered, and not the house, sidewalk or street
- Water the lawn and garden in the morning or evening when temperatures are cooler, minimizing evaporation
- Check soil moisture to determine when to water rather than following set watering schedules
- Set a timer when watering, as a reminder to stop; a running hose can discharge up to 10 gallons a minute
- Adjust the lawn mower to a higher setting, allowing longer grass to shade the root system and hold soil moisture better

Water Use Trends

Water use fluctuates from year to year, primarily due to differences in rainfall. About 50% of the water sold is consumed during the four months of the growing season.



Other factors that reduce household water use include water conservation efforts, an aging population, new plumbing fixtures, and fewer people per household. The graph below shows average quarterly water consumption per home (estimated gallons are shown for 2015). Because this graph shows total average consumption throughout the year, both rainfall and water conservation efforts impact these results.



Examining winter water consumption is the easiest way to measure inside household water use (without the impact of summer watering). The graph below shows the decline in average quarterly winter water use over more than a decade.



Even though water conservation protects the long-term viability of the City’s water source, it also means that water revenues decline in some years despite an increase in water rates. If the downward water trend in water use continues, existing customers need to pay more for the same level of service in order to sufficiently cover ongoing fixed operating costs.

Water System Assets

The historical cost of building the water system is amortized over the life of the system and expensed as annual depreciation (\$669,000 for 2016). In the last 5 years the water fund has spent \$3.0 million on water system repairs, replacements, improvements to system controls and water meter replacements. Over the next 5 years the City expects to spend \$8.6 million on water system assets, which includes \$6.4 million of water treatment facility costs. Other capital costs are primarily repairs and maintenance of existing assets (wells, towers and water lines).

Water Budget

Water rates are set with the knowledge that predicting water income is far more difficult than predicting expenses and capital costs. In setting rates the City expects fluctuations in water consumption from year to year, and therefore expects a net loss in some years and a net gain in others. The rate setting process is designed to make gradual changes in rates whenever possible, focusing on a long-term strategy.

The table below provides a 4-year history of water fund activity. In all of the last 4 years the City's water fund ended with a net gain (excluding the value of contributed assets). This means water income was sufficient to offset operating costs.

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
Revenue				
Special Assessments	\$ 1,002	\$ 2,275	\$ 2,847	\$ -
Intergovernmental	13,198	11,992	11,699	975
Utility Charges	2,917,020	2,692,684	2,478,484	2,657,500
Interest Earnings	35,077	(121,490)	175,102	38,000
Other Revenues	-	-	-	-
Total Revenue	2,966,297	2,585,461	2,668,132	2,696,475
Expense				
Enterprise Operations	1,405,259	1,403,838	1,432,452	1,472,457
Miscellaneous	1,901	-	-	-
Debt Service	183,921	213,477	178,732	184,164
Depreciation	614,991	622,826	634,561	649,000
Total Expense	2,206,072	2,240,141	2,245,745	2,305,621
Other Sources (Uses)				
Sale of Asset-Gain	-	-	114	-
Transfers Out	(240,000)	(263,057)	(303,136)	(345,400)
Net Change	\$ 520,225	\$ 82,263	\$ 119,365	\$ 45,454

Once lower water consumption becomes a trend rather than a temporary fluctuation, it will become necessary to adjust rates more significantly to maintain the positive gap between income and expense.

The table below shows estimated water fund activity for the 2016-2017 biennial budget. The 2016 budget is based on the expectation that water consumption will continue at base levels.

Operating Summary	2016 Budget	2017 Budget
Revenue		
Utility Charges	\$ 3,218,500	\$ 3,477,000
Interest Earnings	38,000	42,000
Total Revenue	<u>3,256,500</u>	<u>3,519,000</u>
Expense		
Enterprise Operations	1,581,485	1,569,265
Debt Service	307,431	437,926
Depreciation	669,000	799,000
Total Expense	<u>2,557,916</u>	<u>2,806,191</u>
Other Sources (Uses)		
Transfers Out	<u>(363,000)</u>	<u>(376,400)</u>
Net Change	<u>\$ 335,584</u>	<u>\$ 336,409</u>

Over the next 5 years, significant water system costs include:

- Install natural gas/alternate power backup for well #6
- Install raw water line from well #6 to the existing raw water header piping
- Adding a water treatment plant to address rising levels of iron and manganese in the City’s water supply (in process)
- Repair and replace water lines

Sewer Operations

Shoreview operates a sanitary sewer system that collects and directs waste water discharged from homes and businesses throughout the City. The City’s sewer system includes:

- 18 lift (pumping) stations
- 108 miles of sanitary sewer lines
- 2,500 manholes

Operating and maintaining the sewer system so that it functions adequately and consistently includes:

- Operating, maintaining and inspecting lift stations daily
- Treating collected sewage (performed by Metropolitan Council Environmental Services)
- Relining sewer pipes
- Replacing, repairing and maintaining sewer system infrastructure
- Inspecting sewer lines
- Cleaning sewer lines

Sewer Rates

Sewer rates are set in 2 components: a quarterly sewer availability charge of \$41.43 per unit plus one of 5 tiered rates for water used in the winter quarter (because winter water use provides the best measure of water entering the sewer lines). The sewer availability charge is billed regardless of whether sewer discharge occurs because the City must maintain, repair, operate and replace the sewer system.

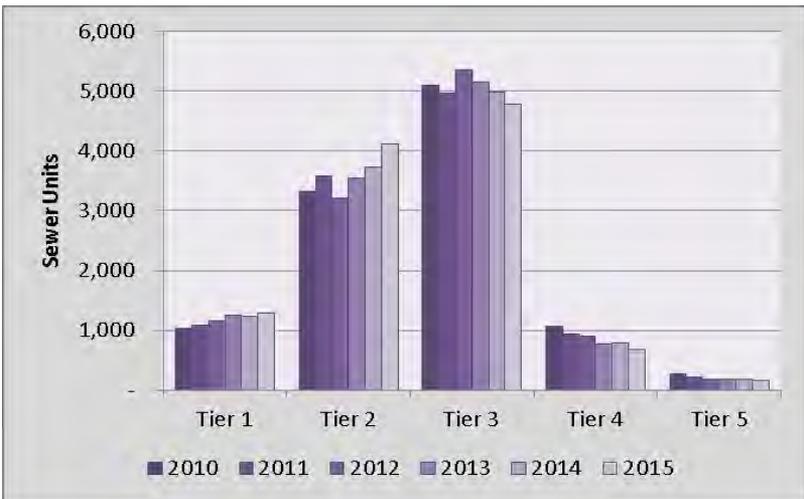
Tiered rates for 2016 are shown in the table at right, and are described at the top of the next page.

Residential Sewer Rates (quarterly)	
Sewer Tiers	Sewer Tiers
Tier 1 (up to 5,000 gal per unit)	\$ 17.51
Tier 2 (5,001-10,000 gal per unit)	\$ 30.14
Tier 3 (10,001-20,000 gal per unit)	\$ 46.22
Tier 4 (20,001-30,000 gal per unit)	\$ 62.86
Tier 5 (more than 30,000 gal per unit)	\$ 81.66

- Tier 1— homes using up to 5 thousand gallons in the winter quarter pay \$17.51 per quarter.
- Tier 2— homes using between 5 and 10 thousand gallons in the winter quarter pay \$30.14 per quarter.
- Tier 3— homes using between 10 and 20 thousand gallons in the winter quarter pay \$46.22 per quarter.
- Tier 4— homes using between 20 and 30 thousand gallons in the winter quarter pay \$62.86 per quarter.
- Tier 5— homes using more than 30 thousand gallons in the winter quarter pay \$81.66 per quarter.

Sewer rates are designed to reward low volume customers with lower fees, and to charge high volume customers more since they contribute more flow to the sewer system. Further, rates are designed to treat single-family homes and multi-family units equally by establishing the multi-family cost on a per unit basis. Sewer only customers are billed at the middle tier since actual use cannot be established.

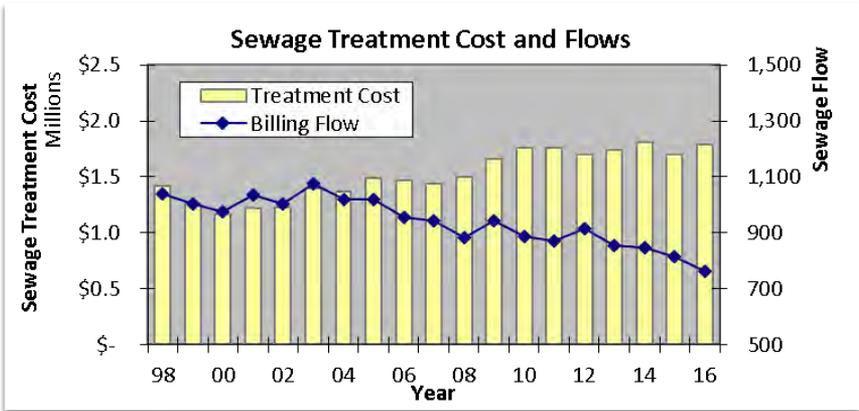
The graph below illustrates the number of residential sewer customers billed in each of the 5 sewer tiers over the last 6 years. As shown, the majority of homes are billed at tier 3, and the fewest number of homes are billed at tier 5. The number of customers in the first 2 tiers is generally rising, while the number of customers in tiers 3 through 5 is declining.



Sewage Treatment

Sewage is collected in City-owned sanitary sewer mains and is routed or pumped into facilities owned and operated by the Metropolitan Council Environmental Services Division (MCES). Sewage flows are monitored and metered by MCES for the purpose of determining the City's sewage treatment costs. These costs are dependent on the amount of flow contributed to the system, and therefore water use impacts the City's sewage treatment costs.

Unfortunately, even when sewage flow declines (as it has since 2003) sewage treatment costs don't necessarily follow because the rate charged by the MCES continues to rise. As shown in the table below, sewage flow has generally declined in recent years, while sewage treatment costs have risen in most years. Shoreview's share of treatment costs will increase 5.2 percent for 2016.



Sewage flows can also be impacted by groundwater infiltration and storm water inflow, particularly during periods of heavy downpours. Cracks in sewer lines, openings in manholes, and illegal connections of roof drains and/or sump pumps to the sewer system allow water to flow directly into sewer pipes, which in turn drives up sewer flows and sewage treatment costs.

In an effort to reduce sewage flow, the City is actively working to evaluate and reline sewers where ground water infiltration occurs. The City also completed a commercial roof and residential sump pump inspection program to eliminate illegal discharges into the sewer system.

The table at right provides a 10-year summary of the City’s sewage treatment costs. The sewage flow estimate for the 2016 bill is 19% lower than 2007 flows. Conversely, the 2016 rate per million gallons is 54% higher than the rate charged in 2007. The net result is a sewage treatment bill that is \$1,789,462 (24% higher than 2007). If sewage flows had continued to grow, the cost would have been even higher.

Year	Billing Flow (millions)	Rate Per Million Gallons	Annual Cost (millions)
2007	943	\$ 1,527	\$ 1.438
2008	883	\$ 1,697	\$ 1.497
2009	945	\$ 1,754	\$ 1.657
2010	888	\$ 1,981	\$ 1.758
2011	871	\$ 2,026	\$ 1.764
2012	917	\$ 1,854	\$ 1.699
2013	856	\$ 2,029	\$ 1.737
2014	846	\$ 2,142	\$ 1.812
2015	816	\$ 2,084	\$ 1.701
2016	762	\$ 2,348	\$ 1.789

Since 2007 the MCES has considered charging an inflow/infiltration surcharge for the estimated increase in sewage flows generated by ground water infiltration. So far, Shoreview has avoided this cost because of the City’s efforts to reduce inflow and infiltration of ground and storm water into the system.

Sewer System Assets

The historical cost of building the sanitary sewer system is amortized over the life of the system and expensed as annual depreciation (\$354,000 for 2016). In the last 5 years the sewer fund has spent \$1.8 million on sewer system repairs, replacements, improvements to system controls and new sewer lines, and expects to spend \$3.8 million over the next 5 years.

Sewer Budget

Establishing sewer rates and predicting sewer revenue is somewhat easier than predicting water revenue, because winter water consumption is used to determine residential sewer charges. Regardless, the gradual decline in water use also impacts sewer revenue because declining winter water use shifts more customers into lower sewer tiers.

The table below provides a 4-year history of sewer fund activity. In all of the last 4 years the City's sewer fund ended with a net gain (excluding the value of contributed assets). This means that sewer income was sufficient to offset operating costs.

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
Revenue				
Special Assessments	\$ 1,525	\$ 3,196	\$ 3,858	\$ -
Intergovernmental	10,516	9,555	9,321	775
Charges for Services	1,325	703	1,913	1,500
Utility Charges	3,565,927	3,773,453	3,853,868	3,923,500
Interest Earnings	24,964	(68,517)	104,576	27,000
Total Revenue	3,604,257	3,718,390	3,973,536	3,952,775
Expense				
Enterprise Operations	2,893,667	3,100,871	3,163,229	3,269,570
Debt Service	72,489	73,840	70,243	54,869
Depreciation	317,853	326,338	329,430	340,000
Total Expense	3,284,009	3,501,049	3,562,902	3,664,439
Other Sources (Uses)				
Sale of Asset-Gain	-	-	210	-
Transfers In	-	-	34,631	-
Transfers Out	(188,000)	(200,567)	(181,136)	(181,400)
Net Change	\$ 132,248	\$ 16,774	\$ 264,339	\$ 106,936

Rates are designed to change gradually whenever possible, focusing on a long-term strategy. However, as lower consumption becomes a trend, it may become necessary to charge higher rates for the same level of service to offset operating expenses.

The table below shows estimated sewer fund activity for the 2016-2017 biennial budget. Both years are based on the expectation that winter water consumption will continue at current levels, and estimates indicate a net profit in each year.

Operating Summary	2016 Budget	2017 Budget
Revenue		
Charges for Services	\$ 1,500	\$ 1,500
Utility Charges	4,057,500	4,179,500
Interest Earnings	27,000	30,000
Total Revenue	<u>4,086,000</u>	<u>4,211,000</u>
Expense		
Enterprise Operations	3,359,142	3,497,181
Debt Service	78,764	75,469
Depreciation	354,000	348,000
Total Expense	<u>3,791,906</u>	<u>3,920,650</u>
Other Sources (Uses)		
Transfers Out	<u>(183,000)</u>	<u>(190,400)</u>
Net Change	<u>\$ 111,094</u>	<u>\$ 99,950</u>

Over the next 5 years, significant sewer system costs include:

- Repair and replace sewer lines
- Sanitary sewer relining
- Rehabilitate 3 lift stations

Surface Water Operations

The City of Shoreview maintains a storm water system that collects and directs storm water runoff and provides protection for surface and ground water quality. The City's surface water system includes:

- 4 storm water lift (pumping) stations
- 202 storm water ponds
- 485 storm inlets/outlets
- 35 miles of storm lines
- 50 structural pollution control devices

The purpose of the surface water management program is to preserve and use natural water storage and retention systems, as much as is practical, and to reduce the amount of public capital expenditures necessary to:

- Control excessive volumes and runoff rates
- Improve water quality
- Prevent flooding and erosion from surface water flows
- Promote ground water recharge
- Protect and enhance fish and wildlife habitat and water recreational facilities (lakes, streams, etc.)

The City's surface water management program seeks to prevent flooding and improve ground water quality through the best possible utilization of wetlands and artificial detention areas. Wetland management allows the City to maintain the integrity of its wetlands, improve water quality and reduce City maintenance efforts. Emphasis is placed on both sediment removal and storm water infiltration, as the primary methods of water quality improvement.

Operating the surface water system includes these activities:

- Maintain, inspect, replace and improve storm sewer systems (including storm lines)
- Maintain storm sewer lift stations (pumping stations)
- Maintain and inspect storm water ponds
- Construct new storm water ponds
- Collect debris from City streets through street sweeping
- Provide technical support to water management organizations
- Implement Surface Water Management Plan

Surface Water Rates

Surface water charges are set by type of property, considering the amount of impervious surface typically present (in an attempt to address varying levels of rainfall runoff). The table below shows 2016 surface water rates for all classes of property. Townhomes pay a slightly higher

rate because they have more impervious surface area and therefore generate more rainfall runoff.

Surface Water Rates (quarterly)			
Property Type	Rate	Basis	
Residential	\$ 25.73	per unit	
Townhomes	\$ 27.25	per unit	
Condo, apartment, commercial, industrial, school, church	\$ 215.13	per acre	

Surface Water System Assets

The historical cost of building the storm sewer system is amortized over the life of the system and expensed as annual depreciation (\$269,000 for 2016). In the last 5 years the surface water fund has spent \$2.3 million on storm system repairs, replacements, and improvements (including pond development), and expects to spend \$3.6 million over the next 5 years.

Surface Water Management Budget

The table below provides a 4-year history of surface water fund activity. As shown, the surface water fund has ended all of the last 4 years with a net gain (excluding the value of contributed assets).

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
Revenue				
Special Assessments	\$ 303	\$ 662	\$ 813	\$ -
Intergovernmental	3,815	3,472	3,394	280
Utility Charges	1,147,236	1,220,385	1,370,352	1,454,090
Interest Earnings	8,476	(36,414)	36,711	9,000
Total Revenue	<u>1,159,830</u>	<u>1,188,105</u>	<u>1,411,270</u>	<u>1,463,370</u>
Expense				
Enterprise Operations	710,054	621,960	695,548	721,882
Debt Service	84,797	104,508	86,406	74,698
Depreciation	221,177	228,865	243,125	259,000
Total Expense	<u>1,016,028</u>	<u>955,333</u>	<u>1,025,079</u>	<u>1,055,580</u>
Other Sources (Uses)				
Sale of Asset-Gain	-	-	52	-
Transfers Out	(107,000)	(126,900)	(147,000)	(152,000)
Net Change	<u>\$ 36,802</u>	<u>\$ 105,872</u>	<u>\$ 239,243</u>	<u>\$ 255,790</u>

The operating surplus generated in any given year is used to partially support anticipated storm sewer capital costs as mandated by the City's Surface Water Management Plan.

The table below shows estimated surface water fund activity for the 2016-2017 biennial budget. As shown, a net profit is anticipated for both years.

Operating Summary	2016 Budget	2017 Budget
Revenue		
Utility Charges	\$ 1,598,003	\$ 1,751,538
Interest Earnings	9,000	10,000
Total Revenue	1,607,003	1,761,538
Expense		
Enterprise Operations	969,519	947,460
Debt Service	82,239	79,061
Depreciation	269,000	277,000
Total Expense	1,320,758	1,303,521
Other Sources (Uses)		
Transfers Out	(159,000)	(168,000)
Net Change	\$ 127,245	\$ 290,017

Over the next 5 years, significant surface water system costs include:

- Repair and replace storm systems
- Improve and expand the storm system as part of street projects
- Construct a pretreatment structure at the East shore of Shoreview Lake

Street Lighting Operations

The City of Shoreview operates a street lighting system throughout the community in support of safe vehicle, bicycle and pedestrian traffic. The City's street light system includes lighting owned by the City or leased from Xcel Energy.

- 731 city-owned street lights
- Leased street lights

Operation and maintenance of the City's street light system includes:

- Periodic rewiring of existing lights
- Energy costs associated with operation of the lighting system
- Installation of new street lights
- Repair and replacement of existing poles and/or light fixtures

Street Lighting Rates

Street lighting user charges are based upon property type. The table below shows 2016 street lighting rates for all classes of property. Apartments and mobile homes pay a lower fee than homes because there are significantly more homes per acre in those developments. All properties in Shoreview, regardless of locations or types of street light fixtures, pay street light charges. All properties receive benefit from the street light system through illumination of streets, which in turn enhances safety for drivers and pedestrians.

Street Lighting Rates (quarterly)		
Property Type	Rate	Basis
Residential, townhome	\$ 10.85	per unit
Apartment, condo, mobile home	\$ 8.14	per unit
Comm, industrial, school, church	\$ 32.58	per acre

Street Lighting Assets

The historical cost of building the street lighting system is amortized over the life of the system and expensed as annual depreciation (\$69,000 for 2016, not including lights owned by Xcel Energy). Over the last 5 years the City has spent \$763,000 on lighting repairs and replacements, and expects to spend \$1.9 million over the next 5 years due to the age of many of the lights in the system.

Street Lighting Budget

The table below provides a history of street lighting fund activity for the last 4 years. As shown, the fund ended with a net gain in each year. An operating gain is necessary because the fund lacks sufficient cash balances to absorb the annual impact of street lighting replacement costs. These costs create an immediate drain on street light fund cash while impacting depreciation expense over the useful life of the assets.

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
Revenue				
Special Assessments	\$ 140	\$ 208	\$ 302	\$ -
Utility Charges	456,144	474,664	494,945	520,000
Interest Earnings	3,114	(8,726)	12,148	2,500
Other Revenues	-	-	120	-
Total Revenue	459,398	466,146	507,515	522,500
Expense				
Enterprise Operations	235,752	251,702	252,592	264,285
Miscellaneous	-	-	992	-
Depreciation	40,041	44,484	51,959	61,000
Total Expense	275,793	296,186	305,543	325,285
Other Sources (Uses)				
Transfers Out	(15,600)	(19,000)	(20,400)	(22,400)
Net Change	\$ 168,005	\$ 150,960	\$ 181,572	\$ 174,815

The table below shows estimated street lighting fund activity for the 2016-2017 biennial budget. The planned operating surplus is intended to partially offset street light replacements of \$270,000 in 2016, and \$320,000 in 2017.

In the next 5 years, energy, street light repair, and street light replacement costs will be the primary driving force when establishing street lighting charges.

Operating Summary	2016 Budget	2017 Budget
Revenue		
Utility Charges	\$ 551,000	\$ 634,000
Interest Earnings	2,500	2,700
Total Revenue	<u>553,500</u>	<u>636,700</u>
Expense		
Enterprise Operations	279,118	287,637
Depreciation	69,000	75,000
Total Expense	<u>348,118</u>	<u>362,637</u>
Other Sources (Uses)		
Transfers Out	<u>(25,400)</u>	<u>(28,400)</u>
Net Change	<u>\$ 179,982</u>	<u>\$ 245,663</u>

- Energy costs account for 64% of operating expense in 2016 and 2017 (the largest expense for the fund)
- Repair costs are expected to rise in the future as street lights continue to age

What Does This Mean for My Utility Bill?

The impact of the 2016 utility rates on any individual customer depends on the amount of water consumed because rates are based on the philosophy that customers putting greater demands on the system should pay more than customers with lesser demand. The table below provides a breakdown of residential customers in 6 usage levels.

As shown, 40% of residential customers fall into the “average” category (using an average of 15,000 gallons of water per quarter, and using about 12,000 gallons per quarter in the winter months).

Use Level	Water Gallons	(winter) Sewer Gallons	Percent of Residential Customers *
Very low	5,000	4,000	13%
Low	10,000	10,000	27%
Average	15,000	12,000	40%
Above average	25,000	22,000	16%
High	55,000	26,000	2%
Very high	80,000	34,000	2%

* Based on Water consumption

The table at right illustrates the change in utility bills for 2016 in each of the usage levels, assuming that the same amount of water is used in each year.

Use Level	Total Quarterly Utility Bill		Quarterly Change	
	2015	2016	\$	%
Very low	\$ 113.43	\$ 120.64	\$ 7.21	6.4%
Low	\$ 135.39	\$ 144.12	\$ 8.73	6.4%
Average	\$ 164.45	\$ 175.25	\$ 10.80	6.6%
Above avg	\$ 207.51	\$ 221.99	\$ 14.48	7.0%
High	\$ 331.46	\$ 360.79	\$ 29.33	8.8%
Very high	\$ 460.21	\$ 503.34	\$ 43.13	9.4%

The cost estimates shown above include a water connection fee of \$1.59 per quarter, mandated by and paid to the State of Minnesota.

Available Payment Methods

The City of Shoreview provides a variety of payment methods for utility bills, including:

- On line via the City's website ("Online Payments")
- Automatic credit card withdrawal
- Direct debit (from your bank account)
- By mail
- Drop box at the city hall entrance
- City hall front desk during office hours (8 a.m. to 4:30 p.m.)
- Credit card, by calling utility billing

Contact Information

Utility billing questions information

- Phone - (651) 490-4630
- Email - utilities@shoreviewmn.gov

Utility maintenance questions

- Phone - (651) 490-4688 (customer service representative)
- Phone - (651) 490-4661 (utilities supervisor)
- Email - kchmielewski@shoreviewmn.gov

Water and sewer emergencies

- Mon-Fri, 7:00 a.m.-3:30 p.m. (651) 490-4661
- Evenings, weekends and holidays, call the Ramsey County Sheriff (651) 484-3366. The Sheriff's office will contact the utility maintenance person on call.

We hope this information has been helpful
in explaining the City's utility systems.

Shoreview Utility Department
4600 Victoria Street North
Shoreview, MN 55126
www.shoreviewmn.gov





Community Benchmarks

How does Shoreview compare?

August 2015

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

Introduction

Comparisons of taxes and spending among cities are a topic of interest as the City moves through the annual budget process. Benchmark comparisons are assembled for metro-area cities closest to Shoreview in size (using population levels), and for peer cities that generally receive high quality-of-life ratings from citizens in their respective community surveys.

The comparisons are useful to illustrate how taxes and spending in other cities compare to Shoreview, as well as to evaluate how Shoreview's ranking changes over time. This document provides a summary of the information in preparation for the annual budget hearing.

Statistical information is derived from two key sources:

1. League of Minnesota Cities (LMC) publishes a report each fall on City property values, tax levies, tax rates and state aid for the current year. The most recent report provides 2015 data.
2. Minnesota Office of State Auditor (OSA) publishes a report in the spring on final City revenue, spending, debt levels and enterprise activity for two years prior. The most recent OSA report provides 2013 data.

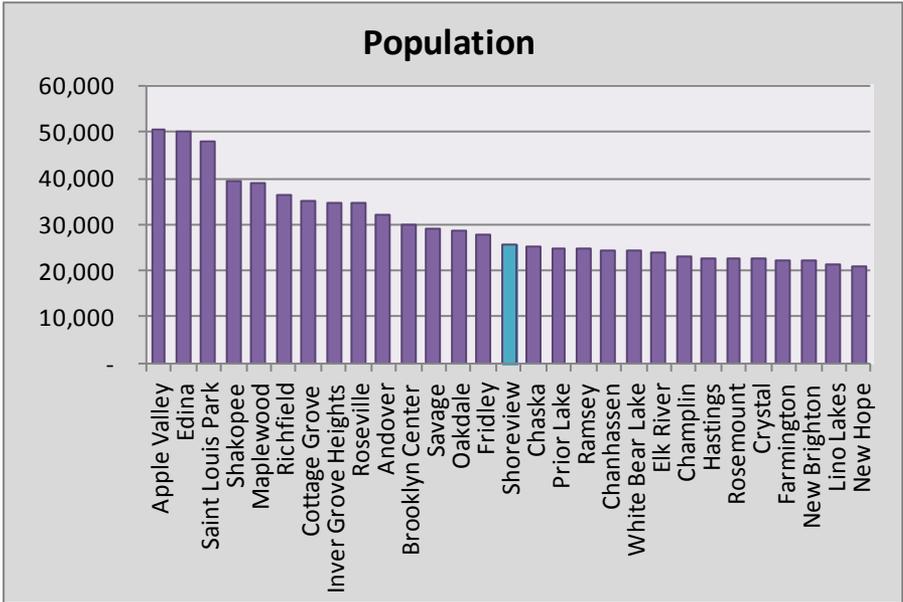
Shoreview uses both the LMC and OSA information to assemble two sets of data:

1. Comparison Cities - to illustrate how Shoreview ranks in relation to metro-area cities with population levels closest to Shoreview by selecting 14 cities larger and 14 cities smaller. These are cities with populations between 20,000 and 51,000.
2. MLC Cities - to illustrate how Shoreview ranks in relation to cities belonging to the Municipal Legislative Commission (MLC).

The 16 peer cities represented by the Municipal Legislative Commission (MLC) provide important comparisons because these cities have achieved high quality-of-life rankings from their residents in their respective community surveys, and they are often recognized as having sound financial management. In fact, many of the 16 cities have AAA bond ratings, as does Shoreview.

Population

The graph below contains the 2014 population for each of the comparison cities. By design, Shoreview falls exactly in the middle. A similar graph with population levels for MLC cities is presented on page 13.



City-Share of Property Taxes

The 2015 City-share of property taxes for a \$247,500 home (Shoreview's median value) is illustrated in the graph below. Shoreview ranks 5th lowest at \$811, and is about 20% below the average of \$1,020. It should be noted that for property tax purposes, the home value is reduced from \$247,500 to \$232,500 due to market value exclusion (MVE).



Tax Levy Ranking

Shoreview's tax levy rank has risen three positions in the last 10 years in relation to comparison cities. For instance, in the year 2005 Shoreview ranked 21, and has risen 3 positions to rank 18 in 2015. Shoreview's tax levy was 26.6% below the average of comparison cities in 2005, compared to 21.7% below the average for 2015.

2005		
Rank	City	Levy
1	Edina	\$18,994,215
2	St. Louis Park	17,303,851
3	Apple Valley	17,113,164
4	Lakeville	14,967,255
5	Maplewood	12,725,862
6	Golden Valley	12,545,588
7	Inver Grove Heigh	11,453,645
8	Richfield	10,993,431
9	Savage	10,687,961
10	Cottage Grove	10,440,762
11	Brooklyn Center	10,308,951
12	Roseville	9,762,840
13	Shakopee	9,428,432
14	Hastings	8,611,628
15	Chanhassen	8,075,342
16	Oakdale	8,068,918
17	New Hope	8,030,219
18	Fridley	7,793,230
19	Elk River	7,624,156
20	Andover	7,556,953
21	Shoreview	6,939,712
22	Crystal	6,647,764
23	Prior Lake	6,523,414
24	New Brighton	6,198,120
25	Champlin	6,103,918
26	Ramsey	6,035,239
27	South Saint Paul	5,491,965
28	White Bear Lake	4,834,788
29	Chaska	3,108,777
Average		\$9,461,038
Shvw to Avg		-26.6%

2015		
Rank	City	Levy
1	Edina	\$29,086,785
2	Saint Louis Park	26,986,286
3	Apple Valley	22,224,046
4	Maplewood	18,694,310
5	Richfield	18,289,605
6	Roseville	17,511,902
7	Shakopee	16,573,266
8	Inver Grove Heigh	16,468,982
9	Savage	16,161,671
10	Brooklyn Center	14,778,193
11	Cottage Grove	13,402,100
12	Hastings	12,061,027
13	Farmington	11,402,242
14	Fridley	11,388,996
15	Andover	10,959,924
16	Rosemount	10,827,772
17	Oakdale	10,270,525
18	Shoreview	10,267,916
19	Chanhassen	10,037,934
20	Elk River	10,017,464
21	New Hope	9,952,273
22	Ramsey	9,369,889
23	Prior Lake	9,199,592
24	Crystal	8,865,262
25	Lino Lakes	8,686,266
26	Champlin	8,504,647
27	New Brighton	6,930,843
28	Chaska	6,571,848
29	White Bear Lake	4,844,999
Average		\$13,115,054
Shvw to Avg		-21.7%

State Aid

Shoreview receives no local government aid (LGA) to help support the cost of City services. The table below shows the total LGA received by each comparison city, as well as the amount of LGA per capita. The highest city (on a per capita basis) is Crystal at \$74.93 of LGA per capita. A majority of comparison cities receive at least some LGA.

City	Local Govt Aid (LGA)	LGA Per Capita
Crystal	\$ 1,681,036	\$ 74.93
White Bear Lake	\$ 1,542,705	\$ 63.86
Richfield	\$ 2,053,363	\$ 56.79
Brooklyn Center	\$ 1,494,152	\$ 49.99
Fridley	\$ 1,315,477	\$ 47.06
New Hope	\$ 595,055	\$ 28.59
Hastings	\$ 573,671	\$ 25.51
New Brighton	\$ 554,412	\$ 25.10
Chaska	\$ 505,223	\$ 19.99
Maplewood	\$ 627,108	\$ 16.06
Farmington	\$ 276,607	\$ 12.36
Elk River	\$ 255,596	\$ 10.77
Saint Louis Park	\$ 512,466	\$ 10.69
Champlin	\$ 230,160	\$ 10.06
Oakdale	\$ 134,711	\$ 4.70
Ramsey	\$ 110,352	\$ 4.45
Cottage Grove	\$ 72,518	\$ 2.06
Apple Valley	\$ -	\$ -
Edina	\$ -	\$ -
Shakopee	\$ -	\$ -
Inver Grove Heights	\$ -	\$ -
Roseville	\$ -	\$ -
Andover	\$ -	\$ -
Savage	\$ -	\$ -
Shoreview	\$ -	\$ -
Prior Lake	\$ -	\$ -
Chanhassen	\$ -	\$ -
Rosemount	\$ -	\$ -
Lino Lakes	\$ -	\$ -

Tax Rates

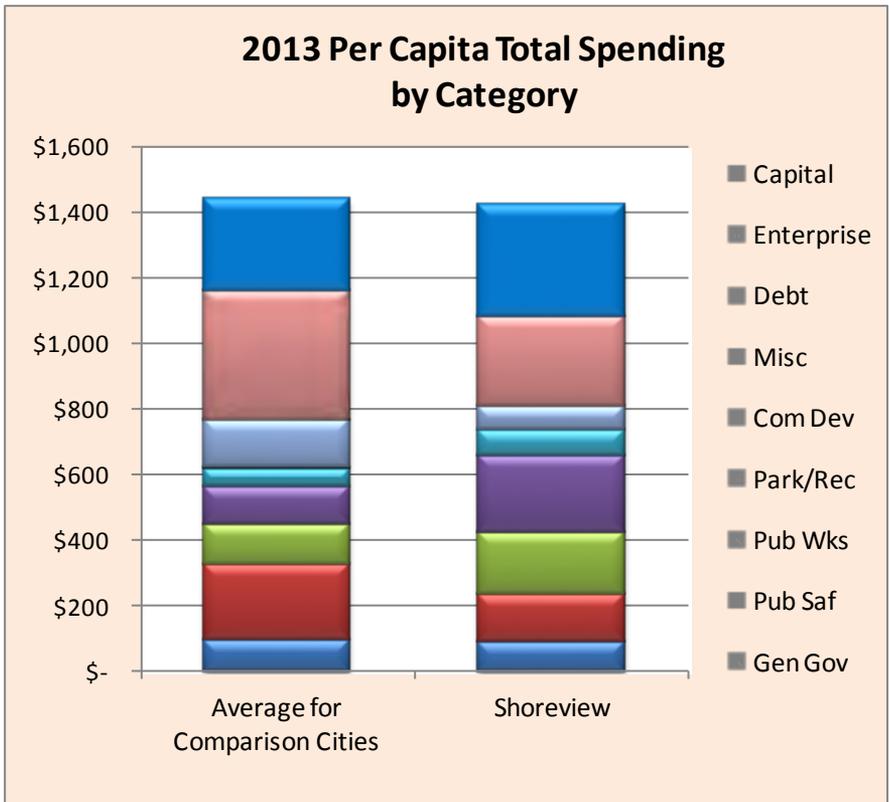
Tax rates provide a useful comparison because they measure both levies and values (the levy is divided by the taxable value to compute the tax rate). Shoreview's tax rate has remained relatively constant in the last 10 years, ranking 5th and 6th lowest in 2005 and 2015 respectively. For 2015, Shoreview is about 19% below the average tax rate of 43.28%.

2005		
Rank	City	Tax Rate
1	Hastings	50.52%
2	Brooklyn Center	50.49%
3	Savage	46.39%
4	New Hope	46.32%
5	Golden Valley	45.30%
6	Elk River	43.76%
7	Cottage Grove	39.09%
8	Richfield	38.87%
9	Ramsey	38.50%
10	Crystal	38.33%
11	Inver Grove Heigh	38.14%
12	St. Louis Park	37.38%
13	South Saint Paul	36.91%
14	Apple Valley	36.75%
15	Maplewood	34.23%
16	Oakdale	34.16%
17	New Brighton	33.87%
18	Fridley	33.63%
19	Champlin	32.87%
20	Prior Lake	32.36%
21	Lakeville	31.33%
22	Andover	31.20%
23	Shakopee	31.12%
24	Chanhassen	28.10%
25	Shoreview	25.45%
26	Roseville	24.52%
27	Edina	24.09%
28	White Bear Lake	20.95%
29	Chaska	19.88%
Average		35.33%
Shvw to Avg		-28.0%

2015		
Rank	City	Tax Rate
1	Brooklyn Center	70.03%
2	Hastings	62.58%
3	Farmington	61.46%
4	Richfield	60.13%
5	New Hope	54.93%
6	Savage	51.74%
7	Crystal	49.10%
8	Inver Grove Heigh	48.59%
9	Saint Louis Park	47.75%
10	Elk River	47.19%
11	Maplewood	46.35%
12	Apple Valley	45.27%
13	Rosemount	45.15%
14	Lino Lakes	43.77%
15	Fridley	43.51%
16	Ramsey	42.26%
17	Cottage Grove	41.41%
18	Champlin	41.24%
19	Oakdale	39.13%
20	Roseville	38.91%
21	Shakopee	37.86%
22	Andover	37.20%
23	New Brighton	36.22%
24	Shoreview	34.87%
25	Prior Lake	31.96%
26	Edina	26.61%
27	Chaska	24.78%
28	Chanhassen	24.62%
29	White Bear Lake	20.37%
Average		43.28%
Shvw to Avg		-19.4%

Total Spending Per Capita

Data obtained from the OSA each year helps Shoreview compare total spending per capita. The graph below contrasts the average spending per capita in 2013 for comparison cities along side the per capita spending in Shoreview. Shoreview's total 2013 spending is about \$1,419 per capita, which is about 1% below the average of \$1,437. During 2013 the City called \$505,000 of bond principal relating to the 2013 debt refunding and incurred \$2,760,191 of infrastructure costs for other local governments that were subsequently reimbursed or recovered through grants, MSA funds, TIF receipts and special assessments. If these debt and infrastructure costs were removed the City's per capita expense would be \$1,292 and 10% below average.



Spending Per Capita by Activity

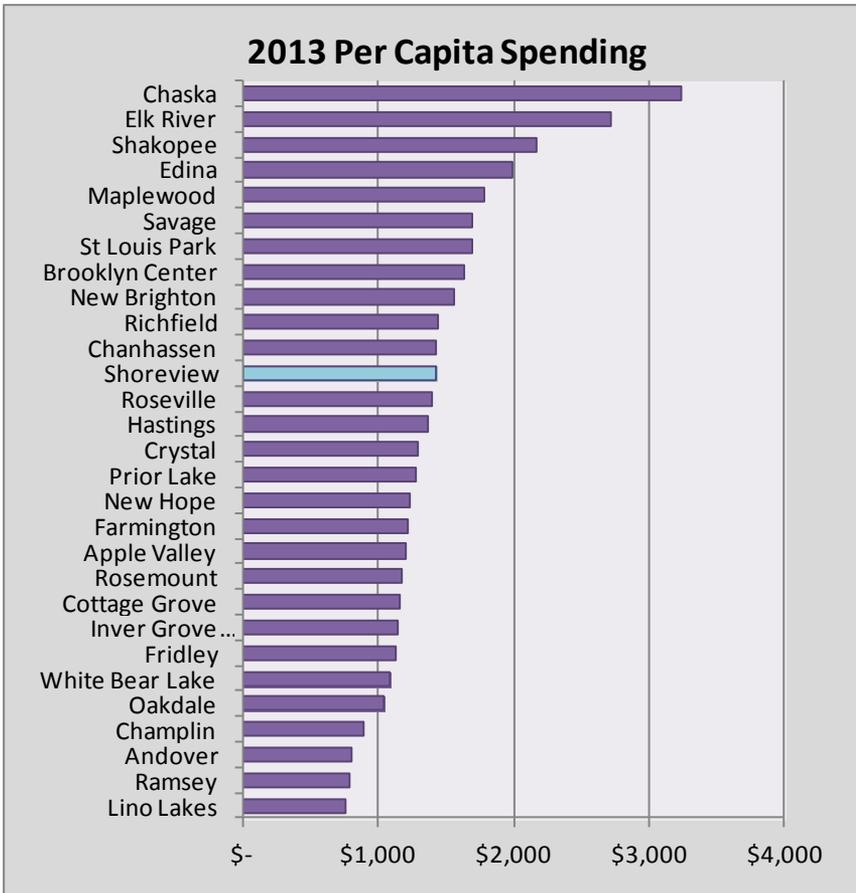
When reviewing spending in more detail, Shoreview is above average in public works, parks and recreation, community development, traditional utility operations (water, sewer, storm and street lighting) and capital outlay (planned 2013 capital expenditures).

- Public works spending is higher in Shoreview due to costs incurred for other governments (see prior page comments).
- Parks and recreation spending is higher in Shoreview due to the Community Center and Recreation Program operations (largely supported by user fees and memberships).
- Community development is higher due to one time developer assistance payments.
- Utility spending is higher due to differences in how cities account for storm sewer and street light operations. For instance, some cities support these operations with property tax revenue.
- Public safety spending in Shoreview is third lowest for all comparison cities, at \$141.85 per capita, due to the efficiencies gained by contracting for both police and fire protection.
- Debt payments are 51% below average in Shoreview due to lower overall debt balances.

2013 Per Capita Spending	Average	Shoreview	Shoreview to Average	
			Dollars	Percent
General government	\$ 94.05	\$ 89.88	\$ (4.17)	-4.4%
Public safety	227.60	141.85	(85.75)	-37.7%
Public works	126.02	189.30	63.28	50.2%
Parks and recreation	113.39	235.52	122.13	107.7%
Commun devel/EDA/HRA/Housing	53.77	79.18	25.41	47.3%
All other governmental	4.54	-	(4.54)	-100.0%
Water/sewer/storm/st lights	242.94	272.83	29.89	12.3%
Electric	122.16	-	(122.16)	-100.0%
All other enterprise operations	27.54	-	(27.54)	-100.0%
Debt payments	146.72	72.25	(74.47)	-50.8%
Capital outlay	278.14	338.66	60.52	21.8%
Total All Funds	\$ 1,436.88	\$ 1,419.47	\$ (17.41)	-1.2%

The graph below shows total 2013 spending per capita (spending divided by population) for all comparison cities. Spending levels range from a high of \$3,230 in Chaska to a low of \$761 in Lino Lakes.

Shoreview ranks 12th lowest at \$1,419 per capita, and is 1% below the average of \$1,437.



Revenue Per Capita by Source

Shoreview is below average for every revenue classification in 2013 except charges for service, traditional utility revenue, and tax increment. Recreation program fees and community center admissions and memberships cause Shoreview to collect charges for service revenue well above average. Shoreview is 3rd lowest for special assessments.

2013 Per Capita Revenue	Average	Shoreview	Shoreview to Average	
			Dollars	Percent
Property tax	\$ 419.19	\$ 369.25	\$ (49.94)	-11.9%
Tax increment (TIF)	46.96	73.46	26.50	56.4%
Franchise tax	20.60	17.80	(2.80)	-13.6%
Other tax	1.96	0.62	(1.34)	-68.3%
Special assessments	57.80	5.84	(51.96)	-89.9%
Licenses & permits	32.59	25.29	(7.30)	-22.4%
Federal (all combined)	18.59	0.05	(18.54)	-99.7%
State (all combined)	93.07	41.40	(51.67)	-55.5%
Local (all combined)	14.45	2.66	(11.79)	-81.6%
Charges for service	133.57	275.23	141.66	106.1%
Fines & forfeits	7.39	2.05	(5.34)	-72.3%
Interest	(8.48)	(19.85)	(11.37)	-134.2%
All other governmental	31.27	2.83	(28.44)	-90.9%
Water/sewer/storm/street lighting	231.88	309.52	77.64	33.5%
Electric enterprise	134.48	-	(134.48)	-100.0%
All other enterprise	33.99	-	(33.99)	-100.0%
Total Revenue per capita	\$ 1,269.31	\$ 1,106.15	\$ (163.16)	-12.9%

The combined results for property tax and special assessments is striking because Shoreview's long-term strategy for the replacement of streets shifts a greater burden for replacement costs to property taxes and utility fees, and away from special assessments. Shoreview's Comprehensive Infrastructure Replacement Policy states that "the City, as a whole, is primarily responsible for the payment of replacement and rehabilitation costs".

Shoreview's policy further states "the maximum cost to be assessed for any reconstruction and/or rehabilitation improvements is limited to the cost of added improvements", meaning property owners pay for an improvement only once via assessments. This practice is uncommon among comparison cities.

In order to achieve this result, Shoreview estimates replacement costs for a minimum of 40 years and identifies the resources (tax levies and user fees) necessary to support capital replacement costs well in advance. To comply with the policy requirements, Shoreview prepares an annual Comprehensive Infrastructure Replacement Plan (CHIRP).

This practice would seem to suggest that property taxes would be significantly higher in Shoreview to generate the resources needed to fund capital replacements, yet the tables and graphs provided on previous pages in this document illustrate that Shoreview remains not only competitive but ranks consistently lower than comparison cities.

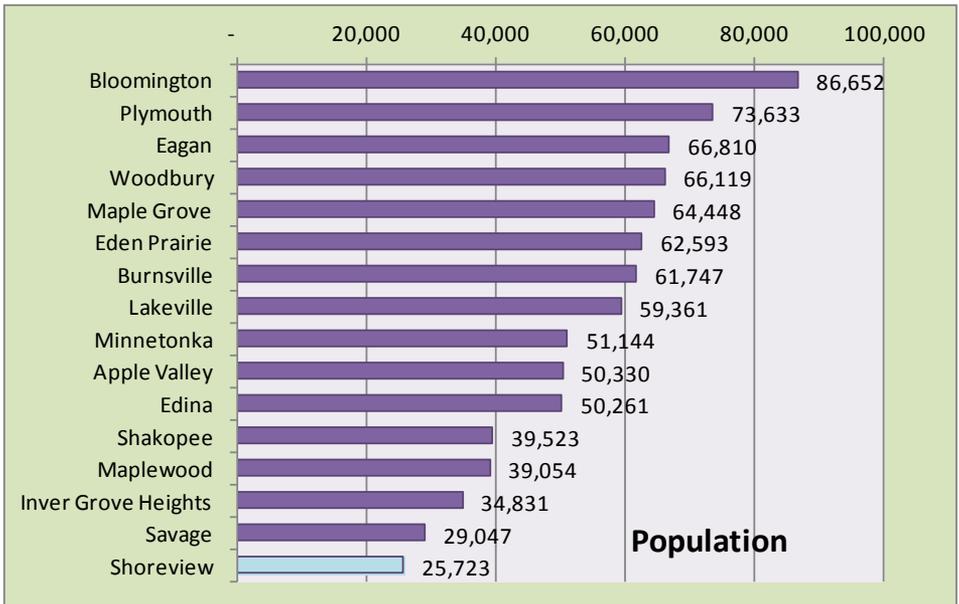
- Shoreview's 2013 spending per capita ranks 12th lowest
- Shoreview's assessment collections per capita are 3rd lowest among comparison cities
- Shoreview's share of the 2015 property tax bill, on a home valued at \$257,500, is 5th lowest
- Shoreview receives no state aid (LGA) to help pay for city services and reduce the property tax burden
- Shoreview's tax rate has remained stable and low in relation to comparison cities, ranking 6th and 5th lowest among comparison cities in 2015 and 2005 respectively.

In short, Shoreview's long-term capital replacement planning has allowed the city to keep pace with replacement needs, and strongly limit the use of assessments while keeping property taxes lower than most comparison cities.

Comparison to MLC Cities

Comparisons for the 16 cities belonging to the Municipal Legislative Commission (MLC) provide an important comparison because these peer cities generally achieve high quality-of-life rankings from their residents in their respective community surveys, and are often recognized as having sound financial management (and many have AAA bond ratings, like Shoreview).

Shoreview has the smallest population in the group, and is roughly half of the average for the group.



Market Value comparisons are most useful when viewed on a per capita basis, because the geographic size and total market value of each community can vary greatly. For instance, Bloomington has the highest total market value at \$9.98 billion followed by Edina with total market value of \$9.71 billion. Once the value is divided by population, Edina ranks highest at \$193,301 of value per resident, while Bloomington ranks 5th at \$115,132.

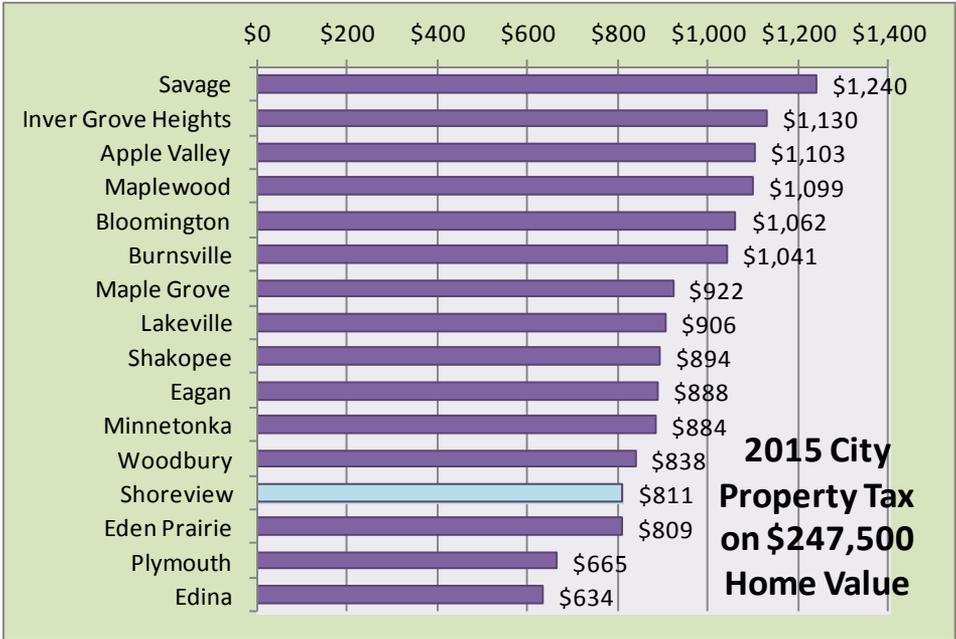
The graph below presents market value per capita for each MLC city. Shoreview is near the middle of the group at \$102,745 (about 7.6% below the average of \$111,222).



Property Tax by Governmental Unit comparisons are perhaps the most revealing because taxes are compared for each type of governmental unit (i.e. city, county, school district and special districts).

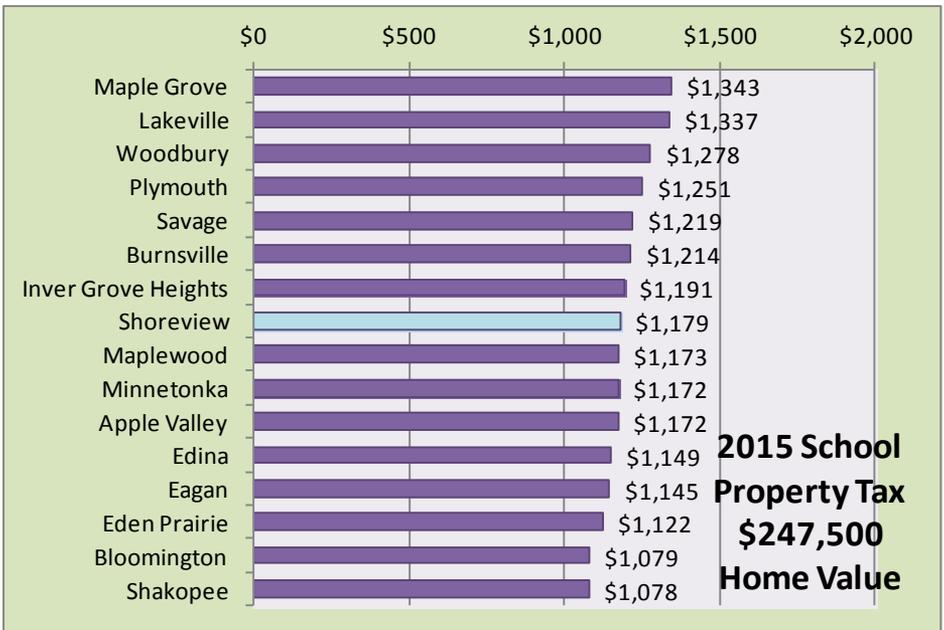
The next 5 graphs compare property taxes by the type of taxing jurisdiction, starting with the city share of the tax bill.

City taxes are presented below for a home valued at \$247,500 (Shoreview’s median value). Shoreview ranks 4th lowest at \$811, compared to a high of \$1,240 in Savage, and a low of \$634 in Edina. The average City tax for MLC cities is \$933.



School District property taxes are presented in the table below. It should be noted that the estimate for Shoreview assumes that the property is located in the Mounds View school district. Since MLC cities are located throughout the metro area, this illustration provides a comparison for a variety of school districts.

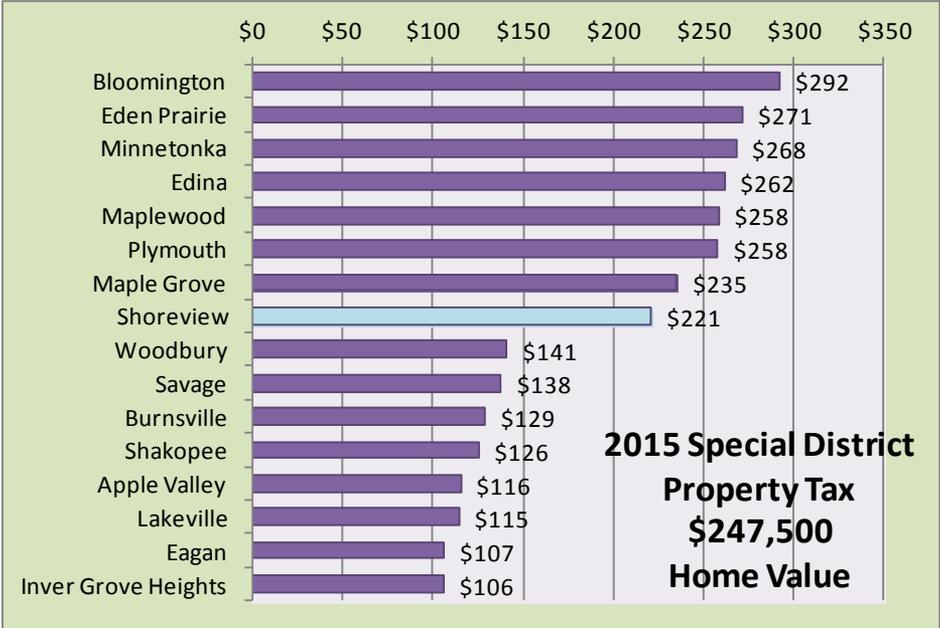
Property taxes in the Mounds View school district rank about 1.3% below the MLC city average.



Special Districts also vary throughout the metro area, depending on the watershed districts and local housing districts in each City. In Shoreview, special districts include the Regional Rail Authority, Metropolitan Council, Mosquito Control, Rice Creek Watershed and the Shoreview HRA. The special district tax bill in Shoreview breaks down as follows:

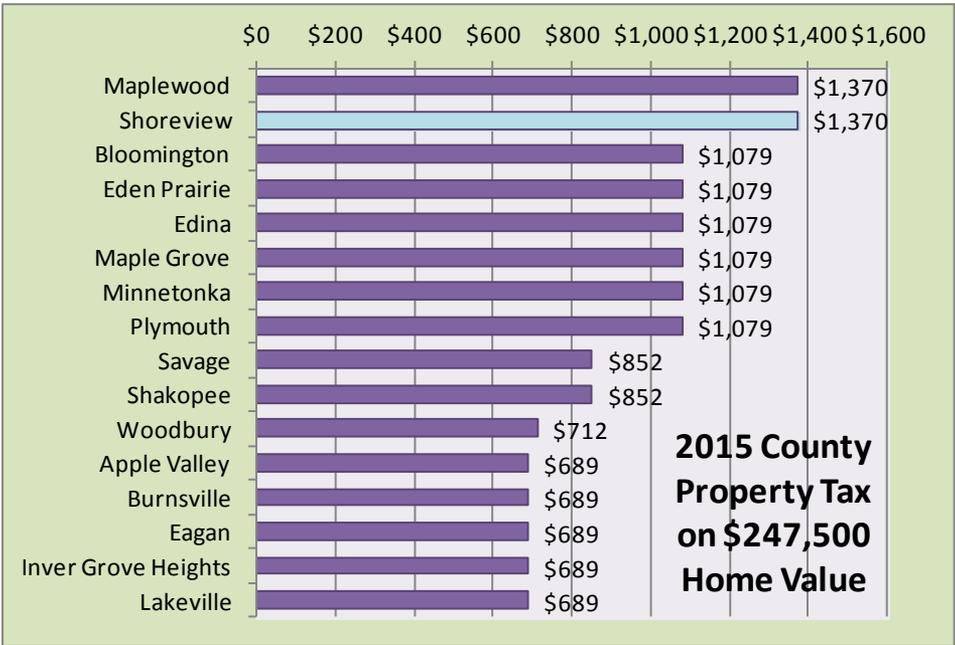
Regional Rail	\$ 92
Metropolitan Council	59
Mosquito Control	12
Rice Creek Watershed	51
Shoreview HRA	<u>7</u>
Total Special District Tax	\$221

The graph below presents an estimate for combined special district property taxes in each City. In Shoreview, the combined tax for these districts ranks 16% above the average of \$190.

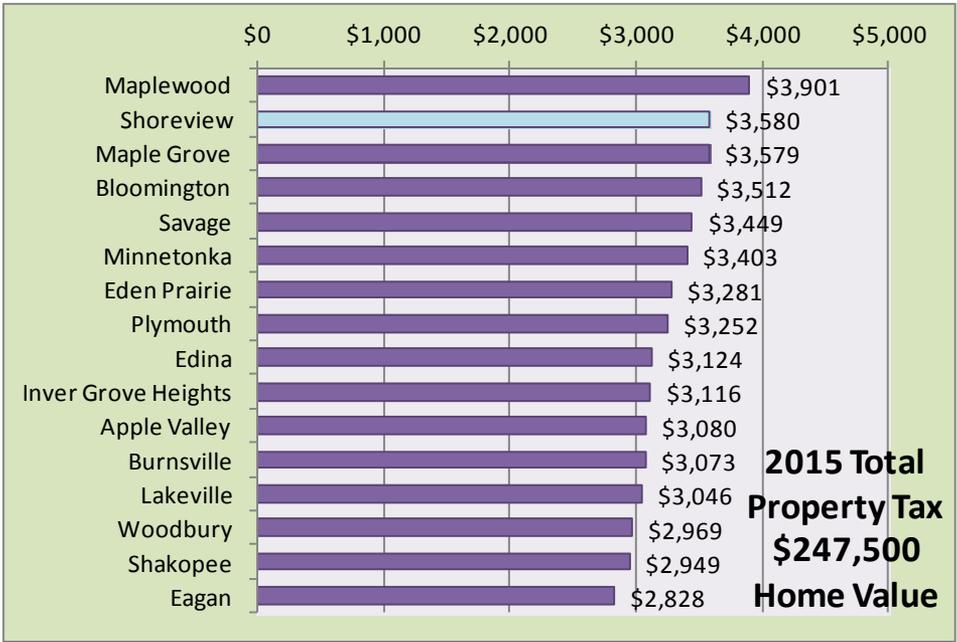


County property taxes vary greatly among MLC cities.

- Ramsey County taxes are \$1,370, the highest for MLC cities. Cities in Ramsey County include Maplewood and Shoreview.
- Hennepin County cities are \$1,079, second highest for MLC cities (including the cities of Bloomington, Eden Prairie, Edina, Maple Grove, Minnetonka and Plymouth).
- Scott County taxes are \$852 (including the cities of Savage and Shakopee).
- Washington County taxes are \$712 (Woodbury).
- Dakota County is lowest at \$689 (including the cities of Apple Valley, Burnsville, Eagan, Inver Grove Heights and Lakeville).



Total taxes in Shoreview (for all taxing jurisdictions combined) rank 2nd highest among MLC cities (see graph below).



To further put the difference into perspective, the table below provides a side-by-side comparison of the total tax bill in Shoreview compared to the total tax bill in Eagan (the lowest MLC city). For the same value home, county property taxes are \$681 higher in Shoreview, school district taxes are \$33 higher, special district taxes are \$115 higher and City taxes are \$77 lower.

Jurisdiction	Shoreview	Eagan	Difference
County	\$ 1,370	\$ 689	\$ 681
School District	1,178	1,145	33
City	811	888	(77)
Special Districts	221	106	115
Total	\$ 3,580	\$ 2,828	\$ 752

Summary

Additional information on the City's budget, tax levy and utility rates will be made available in late November on the City's website and at city hall through two other informational booklets:

- Budget Summary
- Utility Operations

The budget hearing on the City's 2016 Budget is scheduled for December 7, 2015 at 7:00 p.m., in conjunction with the first regular Council meeting in December.

Adoption of the final tax levy, budget, capital improvement program and utility rates is scheduled for December 21, 2015 (the second regular Council meeting in December).

This document was prepared by the City's finance department.



2016 Shoreview Property Tax Dollar

For every property tax dollar you pay:

On average, 77 cents of each dollar goes to your county, school district, and other taxing jurisdictions, and

23 cents goes to Shoreview



Shoreview's 23-cent share is allocated as follows in 2016:

- 7 cents Public Safety
- 5 cents Capital replacements
- 4 cents Parks/Recr. (combined)
- 2 cents General Government
- 2 cents Debt Service
- 2 cents Public Works
- 1 cent Community Development

Public Safety – Police, fire, animal control and emergency services

Capital – Replacement costs for all general assets: streets, buildings, equipment, fire trucks, trails, park facilities, mechanical systems, computer systems, and warning sirens

Parks/Recreation – Park and recreation administration, park maintenance and support for playground and senior programs

General Government – Administration, city council, newsletter, human resources, elections, accounting, information systems and legal

Debt Service – Payment of bonds issued for past projects

Public Works – Engineering, street maintenance, trail management and forestry

Community Development – Planning, code enforcement, building inspection and economic development



Capital replacement costs make up the second highest share of the City's property tax because of Shoreview's approach to financing infrastructure replacement (such as streets). Many cities utilize special assessments to recover all or a significant portion of the cost of street and utility replacements. In Shoreview, considerable effort is put into planning for infrastructure replacement. The City identifies the resources (taxes and utility fees) that are necessary to support upcoming capital replacement costs well in advance, so resources are available when needed.

Although one might think that this practice would result in higher taxes for Shoreview, it has actually helped the City keep a stable and competitive tax rate. When comparing the City portion of the property tax bill to 28 other metro-area cities similar to Shoreview in size, Shoreview ranks 5th lowest.

More information about benchmark comparisons is available in the *Community Benchmarks* booklet titled *How Does Shoreview Compare?* (available at city hall or on the City's website)

Shoreview Budget and Property Tax Levy

The Shoreview City Council will hold a public hearing on its budget and on the amount of property taxes it is proposing to collect to pay for the cost of services the city will provide in 2016. Budget and tax levy information is available on the City's website, at city hall, or by request.

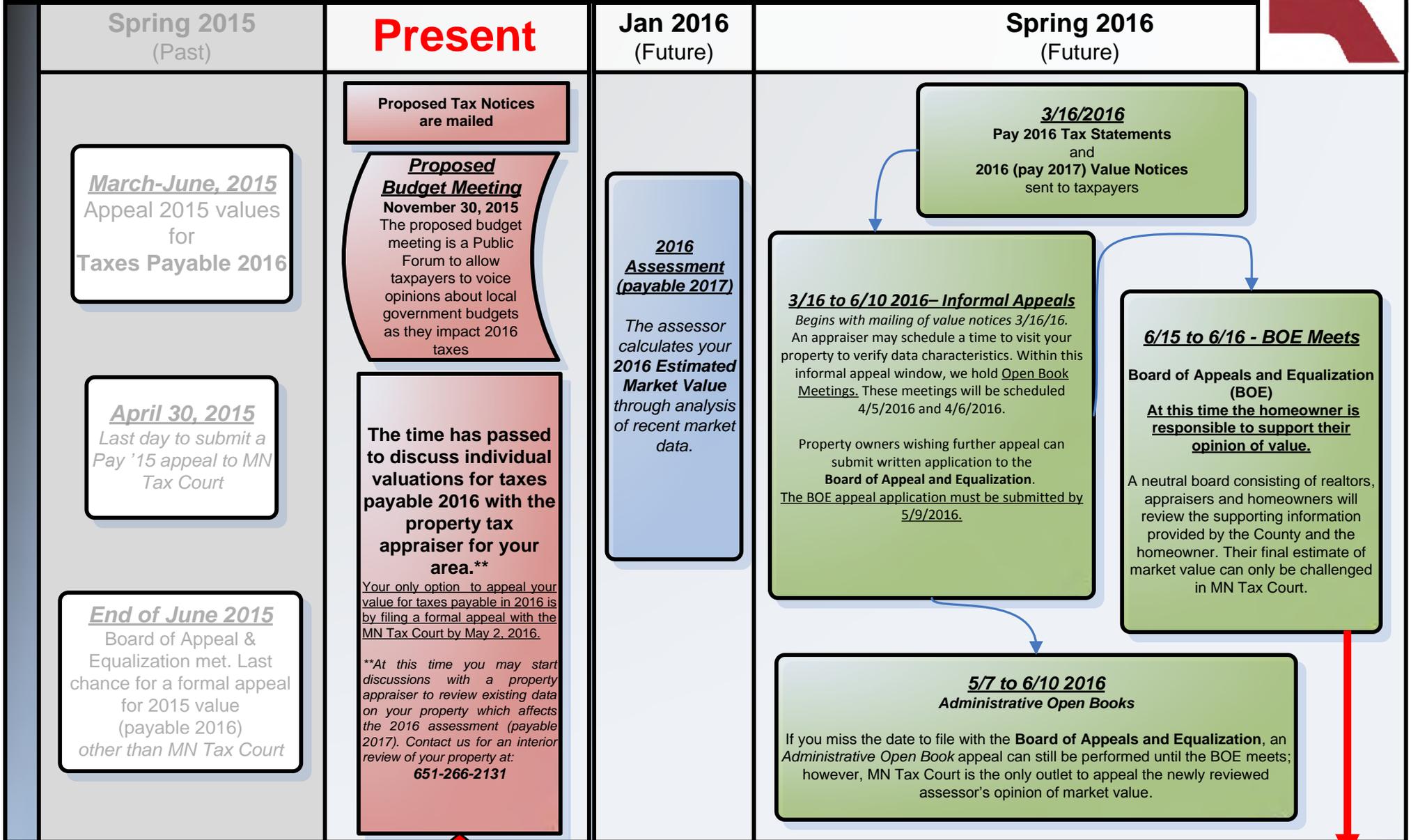
All Shoreview City residents are invited to attend the Council's public hearing to express their opinions on the budget and proposed amount of 2016 property taxes.

The hearing will be held on:

**Monday, December 7, at 7:00 p.m.
Shoreview City Hall Council Chambers
4600 Victoria Street North, Shoreview, MN 55126
651-490-4600**

Written comments may also be submitted to: City of Shoreview, Finance Director's Office, 4600 Victoria Street North, Shoreview, MN 55126

Process to Appeal your Estimated Market Value in Ramsey County



AFTER THE BOE CLOSURES ON JUNE 16, 2016, THE ONLY OPTION TO APPEAL IS MN TAX COURT.
(Deadline for filing is May 1, 2017)

Homeowner's Homestead Credit Refund

Minnesota has two property tax refund programs for homeowners:

The **regular** Homeowner's Homestead Credit Refund is based on your household income and the property taxes paid on your principal place of residence.

The **special** Homeowner's Homestead Credit Refund is based on the increase of your property tax over the previous year.

You may qualify for either or both of these refunds, depending on your income and the size of your property tax bill. The information below will help you determine if you qualify and how to claim a refund. For more information, [see Eligibility Requirements for the Homestead Credit Refund \(for Homeowners\) and Renter's Property Tax Refund](#).

Regular Homeowner's Homestead Credit Refund

The regular refund is for people who owned and lived in their home on Jan. 2, 2015 (or Jan. 2, 2014, for the 2013 filing). The home must be classified as your homestead.

Special Homeowner's Homestead Credit Refund

To qualify for the special refund, all of the following must be true:

You have owned and lived in the same home on both Jan. 2, 2014, and Jan. 2, 2015.

The net property tax on your homestead increased by more than 12 percent from 2014 to 2015.

The increase was at least \$100 and wasn't due to improvements you made to the property.

There is no limit on household income for the special refund. You may qualify even if you don't qualify for the regular refund. The maximum special refund is \$1,000.

Note: If you use part of your home for a business, be sure to read "Special Situations" on page 10 of the [Minnesota Homestead Credit Refund \(for Homeowners\) and Renter's Property Tax Refund instructions](#).

How to File

Electronically: File your Homestead Credit Refund [online for free!](#)

You may download and complete [Form M1PR, Homestead Credit Refund \(for Homeowners\) and Renter's Property Tax Refund](#) or ask us to mail the forms to you by calling 651-296-3781 or 1-800-652-9094.

Note: You're no longer required to include your property tax statement when mailing a paper return. Property tax information will be provided by your county.

Statement of Property Taxes Payable

You should receive a property tax statement from your county in March or April 2015. (If you own a mobile home, you should receive a statement in mid-July.) Do not use the Notice of Proposed Taxes that was sent in November 2014.

Your property tax statement will say if your property is classified as a homestead. If it isn't, you must apply for homestead status with your county assessor's office. You have until Dec. 15, 2015 to apply. Get a signed statement saying that your application has been approved and include it with your Form M1PR.

Homestead Property / Homestead Status

Only homestead property qualifies for the Homestead Credit Refund. Your homestead is your primary, legal residence. A person can have only one homestead. Homestead property is taxed at a lower rate than non-homestead property.

Relative Homestead

"Relative homestead" is a property tax classification that allows a homeowner to retain homestead status on his or her property if it's occupied by a relative. However, relative homestead property does not qualify for a Homestead Credit Refund.

Life Estate

Elderly homeowners may transfer their property to a relative or friend but continue to occupy the property under a “life estate.” The occupants retain an ownership interest in the home and will qualify for the Homestead Credit Refund, provided they meet the regular qualifications, regardless of who pays the property taxes.

Delinquent Property Taxes

Delinquent property taxes must be paid before you can apply for a refund. If you pay the taxes (or make arrangements to pay them) by Aug. 15, 2015, you may still be able to apply. You’ll need to get a receipt or a signed Confession of Judgment statement from your county auditor’s or treasurer’s office and include it with your Form M1PR.

Special Homeowner Situations

You may qualify for a Property Tax Refund if you were: a part-year resident; married, separated or divorced during the year; co-owner of a home; a mobile home owner; or if you rented out or used part of your home for a business.

For information on how to file in these situations, see “Homeowners—Special Instructions” in the [Homestead Credit Refund \(for Homeowners\) and Renter’s Property Tax Refund booklet](#).

PUBLIC HEARING AGENDA
FOR 4560 VICTORIA STREET, RAMSEY COUNTY

Purpose: VACATION REQUEST

Published Time: 7:00 P.M.

Published Date: NOVEMBER 18, 2015

Affidavit of Publication: NOVEMBER 18, 2015

Affidavit of Mailing: NOVEMBER 16, 2015

Review of Affidavits of Mailing and
Publication by City Attorney: DECEMBER 7, 2015

Open Public Hearing - Time:

Hearing Discussion: VACATION OF CERTAIN EASEMENTS,
COMMONS PARK ADDITION PLAT

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
DECEMBER 7, 2015

MOTION

MOVED BY COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To adopt Resolution #15-112 approving the vacation request, and to approve the Final Plat and Planned Unit Development – Final Stage as requested by Ramsey County for the regional library facility at 4560 Victoria Street, all subject to the following conditions:

Final Plat

1. Execution of all related cooperative agreements between the City and County for the development, including land transfer, shared access and easements and property maintenance. Said agreements shall be executed prior to the City's release of the Final Plat.

Planned Unit Development – Final Stage

1. Approval permits the use of the property by Ramsey County for a regional library.
2. 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.
3. The Landscape Plan shall be revised to address the plant materials and design. A landscape surety in the amount of 125% of the cost for the landscape improvements shall be submitted to the City prior to the issuance of the above-grade building permit.

This approval is based on the following findings:

Vacation

1. The property is being re-platted, and the utility and access easements will no longer serve a public interest. Utilities are being relocated as part of this project and new easements dedicated with the Final Plat.

Planned Unit Development – Final Stage and Final Plat

1. The proposal supports the policies in the City's Comprehensive Plan relating to land use.
2. The subdivision complies with the City's development code standards for plats.

3. The proposed institutional 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
December 7, 2015

TO: Mayor, City Council, City Manager
FROM: Kathleen Castle, City Planner
DATE: December 7, 2015
SUBJECT: File 2599-15-42, Vacation, Final Plat and Planned Unit Development – Final Stage, Ramsey County Property Management (Library), 4560 Victoria Street

Introduction

Earlier this Fall, Ramsey County Property Management received approvals for a Rezoning, Preliminary Plat, and Planned Unit Development – Development Stage for the construction of a new regional library at 4560 Victoria Street. Ramsey County is seeking the final approvals for the Plat and Planned Unit Development.

The applicant has also submitted a request to vacate a utility and access easement dedicated with the existing plat. The proposed location of the library facility encroaches upon the easement; therefore, it needs to be vacated.

Site Characteristics

The development site is located on the northeast corner of Highway 96 and Victoria Street. The existing library is located at 4570 Victoria Street. This parcel has a lot area of 2.93 acres and is part of the Commons Park Addition plat. This parcel is developed with the library building, off-street parking, a drive-through book drop and walkways. Access to the property is gained from existing driveways off of Victoria Street and the Upper and Lower Commons driveways.

The properties at 805 and 795 Highway 96 were previously developed for single-family residential use. The existing improvements on these properties have been removed. Together, these parcels have a lot area of 1.2 acres.

Project Description

The new Shoreview Library is being designed as a regional library, and will include public library service area, community space, and administrative offices for the overall County Library system (currently located in the existing library). The County will be entering into a lease-purchase agreement with the Mounds View School District, who will be purchasing the existing library building and converting it into administrative office space for the District. The property is being replatted to create parcels for the new library facility and the existing building.

Vacation

The applicant has requested the City vacate a utility and access easements that were originally dedicated with the Commons Park Addition plat. This easement is internal to the site, running east from Victoria Street to the Commons driveway. Xcel Energy did have facilities within this

easement which have been relocated for the regional library. 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 affected parties.

The Final 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.

Final Plat

The plat known as the Commons Park Addition Number Three, re-plats the property into two parcels. The existing library is located on Lot 1 and the future library will be located on Lot 2. The re-plat dedicates public easements which are required for drainage and utility purposes. The plat is consistent with the previous preliminary plat. Agreements for shared driveway, parking and maintenance between these parcels will be executed prior to the City's release of the Final Plat.

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 setbacks of the proposed structure from Victoria Street and Highway 96. The submitted plans are consistent with the plans previously approved. Comments from the Public Works Department were addressed with the permits that have been issued for the site work, with the exception of landscaping. Further revisions are needed to the Landscape Plan that addresses the plant material choices and design.

Development Agreements have been executed for this project and included financial sureties and escrows related to utilities, erosion control, and tree replacement.

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 15-112, approving the vacation request, and the Final Plat, the Planned Unit Development – Final Stage, subject to the following conditions.

Final Plat

1. Execution of all related cooperative agreements between the City and County for the development, including land transfer, shared access and easements and property maintenance. Said agreements shall be executed prior to the City's release of the Final Plat.

Planned Unit Development – Final Stage

1. Approval permits the use of the property by Ramsey County for a regional library.
2. 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.
3. The Landscape Plan shall be revised to address the plant materials and design. A landscape surety in the amount of 125% of the cost for the landscape improvements shall be submitted to the City prior to the issuance of the above-grade building permit.

Attachments:

1. Location Map
2. Resolution 15-112
3. Request for Comment
4. Submitted plans
5. Motions

T:/2015pcf/2599-15-42 Ramsey County/ ccreport



400.0 0 200.00 400.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend



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

Notes

Preliminary Plat
Rezoning
Planned Unit Development -
Development Stage

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 7, 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. 15-112
A RESOLUTION RELATING TO THE VACATION OF CERTAIN EASEMENTS
COMMONS PARK ADDITION PLAT**

WHEREAS, pursuant to mailed and published notice, a public hearing was held on the 7th day of December, 2015 before the Shoreview City Council to consider the vacation of certain utility and access easements, legally described as:

See Exhibit A

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. 15-112 vacating the public interest in those 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 7th day of December, 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 7th day of December, 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 15-112.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 7th day of December, 2015.

Terry C. Schwerm
City Manager

SEAL

Victoria Street

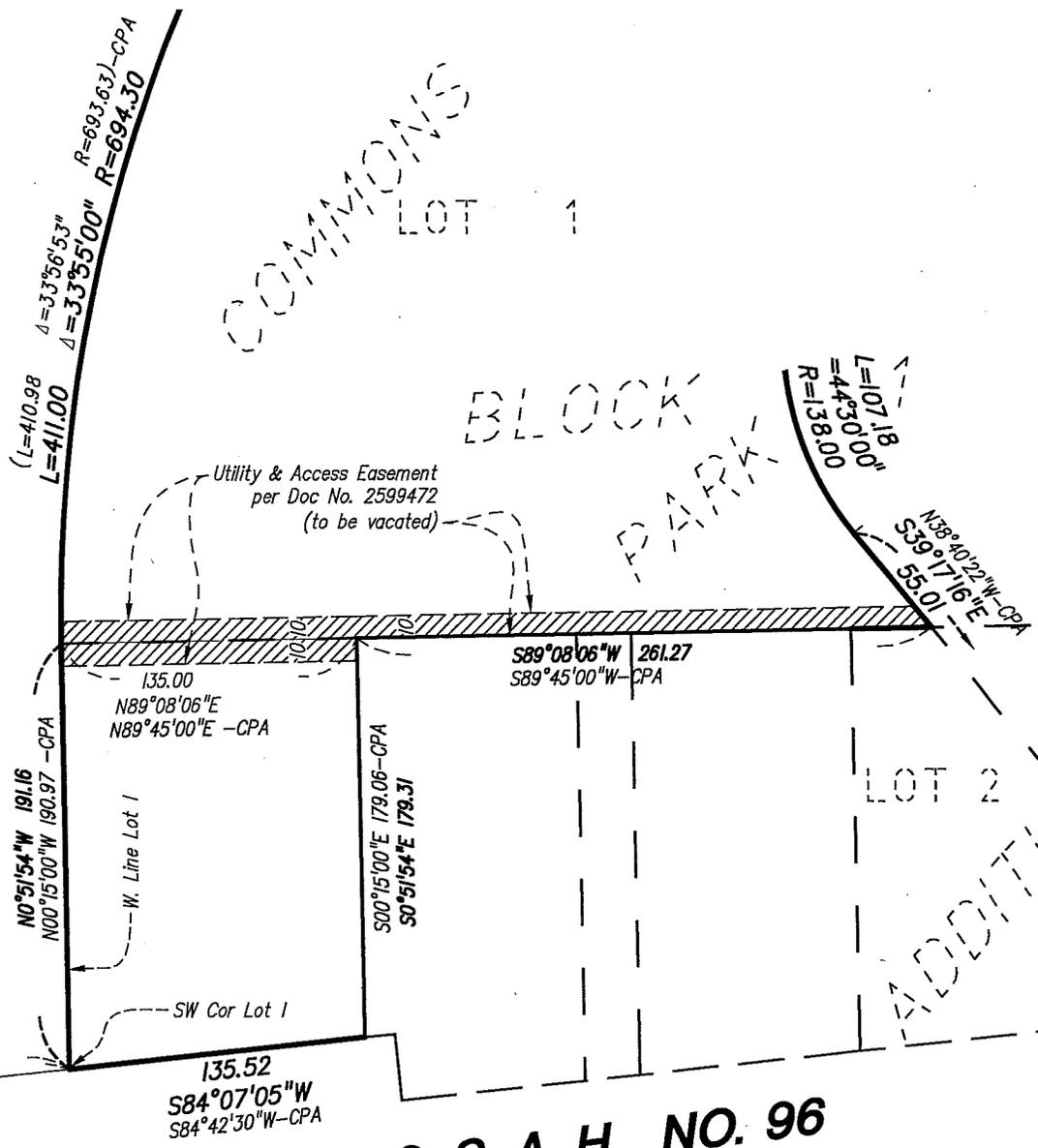
COMMONS LOT 1

BLOCK

PARK

LOT 2

ADDITION



C. S. A .H. NO. 96
(County Road G)



CPA-DENOTES PLAT OF COMMONS PARK ADDITION

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul J. McGinley
 Paul J. McGinley - PLS License No. 16099

October 22, 2015
Date

LOUCKS
 Loucks Project No. 15-125 Sheet 2 of 2

**Legal Description for the
Vacation of that Utility and Access Easement
As Described in Doc. No. 2599472**

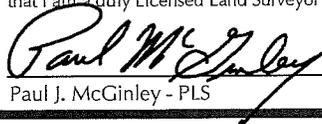
(October 22, 2015)

Those parts of Lot 1, Block 1, COMMONS PARK ADDITION, Ramsey County, Minnesota described as follows:

A 10.0 foot permanent easement line lying Northerly of and perpendicular to the following described line: commencing at the Southwest corner of Lot 1, Block 1, COMMONS PARK ADDITION, thence Northerly on the West line of said Lot 1 having a bearing of North 00 degrees 15 minutes West a distance of 190.97 feet, thence North 89 degrees 45 minutes East a distance of 135.01 feet to the point of beginning, thence North 89 degrees 45 minutes East a Distance of 261.26 feet and there terminating.

A 20.0 foot permanent easement line lying 10.0 feet on either side of the following described line: commencing at the Southwest corner of Lot 1, Block 1, COMMONS PARK ADDITION, thence Northerly on the West line of said Lot 1 having a bearing of North 00 degrees 15 minutes West a distance of 190.97 feet to the point of beginning, thence North 89 degrees 45 minutes East a distance of 135.01 feet and there terminating.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.


Paul J. McGinley - PLS

License No. 16099

October 22, 2015

Date

 **LOUCKS**

Loucks Project No. 15-125

Sheet 1 of 2

Comments:

XCEL ENERGY HAS NO CONCERNS WITH THIS EASEMENT VACATION REQUEST. EXISTING FACILITIES LOCATED IN THE AREA TO BE VACATED ARE BEING RE-LOCATED.

PLEASE SEND FUTURE VACATION REQUESTS TO MY ATTENTION:

SEAN LAWLER

SITING & LAND RIGHTS

414 NICOLLET MALL, MP-7B

MINNEAPOLIS, MN 55401

Name: SEAN LAWLER, LAND RIGHTS AGENT

Address: SEAN.W.LAWLER@XCELENERGY.COM

612-330-1956

COMMONS PARK ADDITION NUMBER THREE

KNOW ALL PERSONS BY THESE PRESENTS: That Ramsey County, a political subdivision of the State of Minnesota, fee owner of the following described property situated in the City of Shoreview, County of Ramsey, State of Minnesota, to wit:

Lot 1, Block 1, Commons Park Addition, Ramsey County, Minnesota.

Together with:

A parcel of land located in the Southeast Quarter of Section 14, Township 30 North, Range 23 West described as follows: Commencing at the South quarter corner of said Section 14; thence North along the North and South quarter line a distance of 70.97 feet bearing North 0 degrees 0 minutes; thence North 84 degrees 57 minutes 30 seconds East a distance of 571.87 feet to a point on the North right of way line of State Trunk Highway No. 96 said point being the Southwest corner of parcel of land to be described; thence North 0 degrees 00 minutes a distance of 178.70 feet; thence North 90 degrees East a distance of 100 feet; thence South 0 degrees 00 minutes a distance of 200 feet to a point on the North right of way line of State Trunk Highway No. 96; thence South 84 degrees 57 minutes 30 seconds West along the North right of way line a distance of 90.25 feet; thence North 5 degrees 02 minutes 30 seconds West along said right of way line 30 feet; thence South 84 degrees 57 minutes 30 seconds West along said right of way line 7.52 feet to the Southwest corner of tract of land described and there terminating.

Together with:

A parcel of land located in the Southeast Quarter of Section 14, Township 30 North, Range 23 West, described as follows: Commencing at the South quarter corner of said Section 14; thence North along the North and South quarter line a distance of 70.97 feet; thence North 84 degrees 57 minutes 30 seconds East a distance of 579.39 feet; thence South 5 degrees 02 minutes 30 seconds East 30 feet to the Northerly right of way line of State Trunk Highway No. 96; thence North 84 degrees 57 minutes 30 seconds East 90.25 feet along said Northerly right of way line for point of beginning; thence North 200 feet; thence East 25 feet; thence South 197.79 feet to said Northerly right of way line; thence South 84 degrees 57 minutes 30 seconds West 25.10 feet along said Northerly right of way line to point of beginning. Ramsey County, Minnesota

Together with:

Part of the Southeast Quarter of Section 14, Township 30, Range 23, described as follows: Commencing at the South quarter corner of said Section 14; thence North along the North and South quarter line a distance of 70.97 feet; thence North 84 degrees 57 minutes 30 seconds East a distance of 579.39 feet; thence South 5 degrees 02 minutes 30 seconds East 30 feet to the Northerly right-of-way line of State Trunk Highway No. 96; thence North 84 degrees 57 minutes 30 seconds East 115.35 feet along said Northerly right-of-way line for point of beginning; thence North 197.97 feet; thence East 100 feet; thence South 188.97 feet to said Northerly right-of-way line; thence South 84 degrees 57 minutes 30 seconds West 100.39 feet along said Northerly right-of-way line to point of beginning, according to the United States Government Survey thereof. Ramsey County, Minnesota.

Has caused the same to be surveyed and platted as COMMONS PARK ADDITION NUMBER THREE and do hereby dedicate or donate to the public for public use forever the public way and drainage and utility easements as shown on this plat.

In witness whereof said Ramsey County, a political subdivision of the State of Minnesota, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

RAMSEY COUNTY

_____, its County Manager
Name

State of Minnesota
County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____, its County Manager, of Ramsey County, a political subdivision under the laws of the State of Minnesota, on behalf of the County.

Notary Public _____ County, Minnesota
My Commission Expires _____

SURVEYORS CERTIFICATION

I, Paul J. McGinley, 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 _____, 201____.

Paul J. McGinley, Professional Land Surveyor
Minnesota License No. 16099

State of Minnesota
County of Hennepin

The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 201____ by Paul J. McGinley, a Professional Land Surveyor.

Notary Public _____ County, Minnesota
My Commission Expires January 31, 2020

CITY OF SHOREVIEW

We do hereby certify that on the ____ day of _____, 201____, the City Council of the City of Shoreview, Minnesota, approved this plat. Pursuant to Minnesota Statutes, Section 505.02, Subd. 1, all monuments must be set as specified by the City Council and as stated and shown on this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

_____, Mayor

_____, Clerk

DEPARTMENT OF PROPERTY RECORDS AND REVENUE

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year _____ 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 _____, 201____.

_____, Deputy
Property Records and Revenue

COUNTY SURVEYOR

Pursuant to Minnesota Statutes, Section 383A.42, this plat is approved this ____ day of _____, 201____.

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

COUNTY RECORDER, County of Ramsey, State of Minnesota

I hereby certify that this plat of COMMONS PARK ADDITION NUMBER THREE was filed in the office of the County Recorder for public record on this ____ day of _____, 201____, at ____ o'clock __M. and was duly filed in Book

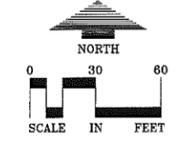
_____ of Plats, Pages _____ and _____, as Document No. _____.

Deputy County Recorder



SURVEY LEGEND

- Legend symbols for Catch Basin, Storm Manhole, Sanitary Manhole, Water Manhole, Hydrant, Gate Valve, Power Pole, Light Pole, Yard Light, Guy Wire, Sign, Spot Elevation, A/C Unit, Cable TV Pedestal, Electric Transformer, Telephone Pedestal, Telephone Manhole, Electric Meter, Fiber Optic Hand Hole, Flag, Gas Meter, Hand Hole, Guard Post, San Clean Out, Proposed Soil Boring, Irrigation Valve, Coniferous Tree, Deciduous Tree, Storm Sewer, Sanitary Sewer, Watermain, Private Water, Sanitary Sewer Service, Water Service, Culvert, Underground Cable TV, Underground Electric, Underground Fiber Optic, Underground Gas, Underground Telephone, Chain Link Fence, Wood Fence, Traffic Signal, Concrete Curb, Concrete, Contour, AS Ash, AS Linden, EL Elm, MA Maple, OA Oak, PI Pine, PO Poplar, SP Spruce, TR Tree (Gen).



CPA DENOTES PLAT OF COMMONS PARK ADDITION. Benchmark: Threshold at West Entrance of Library as shown herein. Elevation 222.26 feet NAVD 1988 DATUM.

DESCRIPTION OF PROPERTY SURVEYED

(Per Schedule A of Commitment for Title Insurance issued by Commercial Partners Title, LLC, as agent for Old Republic National Title Insurance Company, File No. 40352, dated June 19, 2015.)

Parcel 1: Lot 1, Block 1, Commons Park Addition, Ramsey County, Minnesota.

Parcel 3: Tract A: A parcel of land located in the Southeast Quarter of Section 14, Township 30 North, Range 23 West described as follows:

Commencing at the South quarter corner of said Section 14; thence North along the North and South quarter line a distance of 70.97 feet bearing North 0 degrees 0 minutes; thence North 84 degrees 57 minutes 30 seconds East a distance of 571.87 feet to a point on the North right of way line of State Trunk Highway No. 96 said point being the Southwest corner of parcel of land to be described; thence North 0 degrees 00 minutes a distance of 178.70 feet; thence North 90 degrees East a distance of 100 feet; thence South 0 degrees 00 minutes a distance of 200 feet to a point on the North right of way line of State Trunk Highway No. 96; thence South 84 degrees 57 minutes 30 seconds West along said right of way line a distance of 90.25 feet; thence North 5 degrees 02 minutes 30 seconds West along said right of way line 30 feet; thence South 84 degrees 57 minutes 30 seconds West along said right of way line 7.52 feet to the Southwest corner of tract of land described and there terminating.

Tract B: A parcel of land located in the Southeast Quarter of Section 14, Township 30 North, Range 23 West, described as follows:

Commencing at the South quarter corner of said Section 14; thence North along the North and South quarter line a distance of 70.97 feet; thence North 84 degrees 57 minutes 30 seconds East a distance of 579.39 feet; thence South 5 degrees 02 minutes 30 seconds East 30 feet to the Northerly right of way line of State Trunk Highway No. 96; thence North 84 degrees 57 minutes 30 seconds East 90.25 feet along said Northerly right of way line for point of beginning; thence North 200 feet; thence East 25 feet; thence South 197.79 feet to said Northerly right of way line; thence South 84 degrees 57 minutes 30 seconds West 25.10 feet along said Northerly right of way line to point of beginning.

Parcel 4: The Southeast Quarter of Section 14, Township 30, Range 23, described as follows:

Commencing at the South quarter corner of said Section 14; thence North along the North and South quarter line a distance of 70.97 feet; thence North 84 degrees 57 minutes 30 seconds East a distance of 579.39 feet; thence South 5 degrees 02 minutes 30 seconds East 30 feet to the Northerly right-of-way line of State Trunk Highway No. 96; thence North 84 degrees 57 minutes 30 seconds East 115.35 feet along said Northerly right-of-way line for point of beginning; thence North 197.97 feet; thence East 100 feet; thence South 188.97 feet to said Northerly right-of-way line; thence South 84 degrees 57 minutes 30 seconds West 100.39 feet along said Northerly right-of-way line to point of beginning, according to the United States Government Survey thereof.

SURVEY NOTES

- 1) The Gross land area is 172,309 +/- square feet or 3.96 +/- acres.
2) We have shown buried structures and utilities on and/or serving the site Per Gopher State One-Call Ticket No.s 151682801, 151682807, 151682838, 15682848, 151682858, 151682881, 151682885, & 151682926. The following utilities and municipalities were notified: COMCAST (651) 322-8141, CITY OF SHOREVIEW (651) 490-4661, METRO WASTE COMMISSION (651) 402-4511, RAMSEY COUNTY PUBLIC WORKS (651) 266-7100, XCEL ENERGY (651) 229-2427, CENTURYBANK (855) 742-6562, ZAYO GROUP (952) 230-9430.
3) Utility operators do not consistently respond to locate requests through the Gopher State One-Call service for boundary purposes such as this. These utility operators that do respond often will not locate services from their main line to the customer's structure or facility - they consider those segments private installations that are outside their jurisdiction. If a private service to an adjainer's site crosses this site or a service to this site crosses an adjainer, it may not be located since most operators will not mark such "private" services.
4) Snow and ice conditions during winter months may obscure otherwise visible evidence of a buried structure or utility.
5) Maps provided by operators, either along with a field location or in lieu of such a location, are very often inaccurate or inconclusive. EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. BEFORE DIGGING, YOU ARE REQUIRED BY LAW TO NOTIFY GOPHER STATE ONE CALL AT LEAST 48 HOURS IN ADVANCE AT 651/454-0002.
6) The proposed soil boring location in the Northwest corner of the south parking lot appears to be directly over a storm sewer.
7) We have shown private water/irrigation to the extent that it was marked, which was very intermittent.

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are computer-generated drawings produced using AutoCAD software and are not to be used for any other purpose without the express written consent of the Consultant.

SUBMITTAL/REVISIONS

Table with columns for Date, Original Issue, and Add Marked Utilities. Row 1: 7-22-15, Original Issue. Row 2: 10-06-15, ADD MARKED UTILITIES.

PROFESSIONAL SIGNATURE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

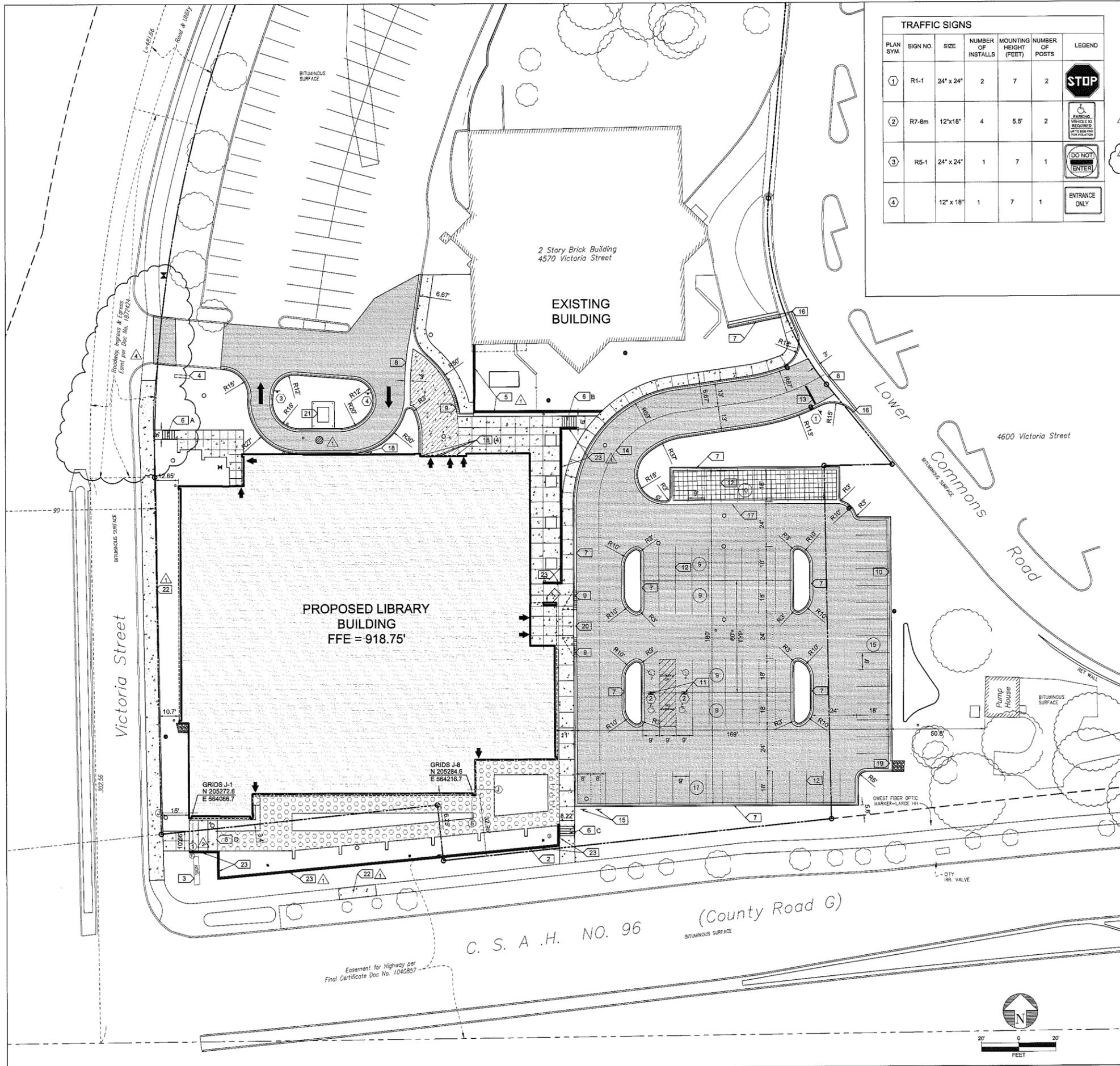
License No. 16099 Date 10-05-15

QUALITY CONTROL

Locks Project No. 15125 Project Lead PJM Drawn By TMB Checked By Field Crew DP

VICINITY MAP





TRAFFIC SIGNS						
PLAN SYM.	SIGN NO.	SIZE	NUMBER OF INSTALLS	MOUNTING HEIGHT (FEET)	NUMBER OF POSTS	LEGEND
①	R1-1	24" x 24"	2	7	2	
②	R7-8m	12"x18"	4	5.5'	2	
③	R5-1	24" x 24"	1	7	1	
④		12" x 18"	1	7	1	

- GENERAL NOTES FOR LAYOUT:**
- ALL DIMENSIONS TO CURBS AND CURB/GUTTER ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED. BACK OF CURB IS TYPICALLY 8-INCHES BEHIND THE FACE OF CURB.
 - GUIDELINES FOR CONSTRUCTION OF NEW CONCRETE SURFACING:
 - MAXIMUM SPACING OF CONTROL JOINTS IN WALKS TO BE 8- FEET, BUT GENERALLY MATCH THE WALK WIDTH.
 - MAXIMUM SPACING OF CONTROL JOINTS IN CONCRETE TRAFFIC SLABS TO BE 12- FEET.
 - ALIGN JOINTS WITH WALK CORNERS, HORIZONTAL DEFLECTIONS, BUILDING CORNERS, ETC. AND USE EQUAL PANEL SIZES.
 - SEE 3/C803 FOR JOINTING DETAILS.
 - INTEGRALLY COLORED CONCRETE RETAINING WALL. COLOR TO MATCH ARCHITECT'S SAMPLE. SEE SPEC. SECTION 033000 FOR PIGMENT INFORMATION. SEE SHEET C401 FOR GRADES AT WALLS AND TOP OF WALL ELEVATIONS.
 - BITUMINOUS PAVEMENT REPLACEMENT FOR THE CITY STREETS SHALL MATCH THE BITUMINOUS DRIVE SECTION AS SHOWN IN THE SURFACING LEGEND.

- KEY NOTES**
- BUILDING SIGNAGE, SEE ARCHITECTURAL ELEVATIONS.
 - LIBRARY SIGNAGE ON SITE WALL, 12" HIGH STAINLESS STEEL LETTERS ON WALL STAND-OFFS.
 - EXISTING SIGNAGE TO REMAIN. SIGNAGE WILL BE REVISED TO MATCH NEW LIBRARY EXTERIOR FINISHES.
 - EXISTING SIGNAGE TO BE REVISED FOR NEW LIBRARY/CAMPUS WAYFINDING.
 - CONCRETE RETAINING WALL, SEE DETAIL 12/C903, REFER TO NOTE 3
 - NEW STAIRS, SEE DETAIL 11/C903
 - B612 CURB AND GUTTER, SEE DETAIL 6/C903
 - CONCRETE VALLEY GUTTER, SEE DETAIL 8/C903
 - TAPERED CURB, SEE DETAIL 1/C903
 - D412 CURB AND GUTTER MODIFIED, SEE DETAIL 4/C903
 - ADA SIGN BOLLARD, SEE DETAIL 9/C903
 - 4" SOLID LINE WHITE-PAINT
 - 24" SOLID LINE WHITE-PAINT(STOP BAR)
 - 4" BROKEN LINE YELLOW-PAINT
 - COMPACT CAR SIGN
 - MATCH EXISTING CURB AND GUTTER
 - FLUSH CURB, SEE DETAIL 7/C903
 - BOLLARD, SEE DETAIL 10/C903
 - 5' CURB CUT, SEE DETAIL 9/C511
 - ADA CURB RAMP, SEE DETAIL 2/C903
 - TRANSFORMER. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
 - NEW CONCRETE SIDEWALK SECTION MUST MATCH EXISTING.
 - CONCRETE RETAINING WALL, SEE DETAIL 13/C903, REFER TO NOTE 3

- SURFACING LEGEND:**
- BITUMINOUS DRIVE
 - 1.5" BITUMINOUS WEAR COURSE (MndOT 2360)
 - 2" BITUMINOUS NON-WEAR COURSE (MndOT 3138)
 - 8" AGGREGATE BASE - (CL 5) (MndOT 3138)
 - 18" GRANULAR SUBBASE
 - T.A. APPROVED SUBGRADE
 - CONCRETE WALK
 - 4" CONCRETE
 - 4" AGGREGATE BASE (CL 5) (MndOT 3138)
 - REINFORCING - NONE
 - 18" GRANULAR SUBBASE
 - T.A. APPROVED SUBGRADE
 - HEAVY DUTY CONCRETE
 - 7" CONCRETE PAVEMENT W/MACRO-FIBERS
 - 6" AGGREGATE BASE (CL 5)(MndOT 3138)
 - 18" GRANULAR SUBBASE
 - T.A. APPROVED SUBGRADE
 - CRUSHED GRANITE
 - (SEE LANDSCAPE DRAWINGS)
 - PERVIOUS PAVEMENT
 - PERMABLE PAVERS
 - SEE DETAIL 8/C511

- PLAN LEGEND**
- DOOR / EXIT
 - NEW MANHOLE
 - NEW DRAINAGE STRUCTURE
 - NEW HYDRANT
 - NEW GATE VALVE
 - NEW CURB TAPER
 - NEW SINGLE SIGN
 - NEW DOUBLE SIGN
 - NEW ISOLATION JOINT
 - NEW CONTROL JOINT
 - STALL COUNT
 - PROPERTY LINE
 - CONCRETE RETAINING WALL

HGA
420 5th Street North, Suite 100
Minneapolis, Minnesota 55401
Telephone 612.755.4000

Adolfson & Peterson Construction

RAMSEY COUNTY Library
Ramsey County Library - Shoreview
4550 Victoria Street
Shoreview, MN 55125

NAME: ERIC J. JANDEN
DATE: SEPTEMBER 23, 2015
REGISTRATION NUMBER: 4142

NO	DESCRIPTION	DATE
1	ADD #1	9/30/2015
2	ADD #2	10/6/2015
4	PR #1	10/22/2015

REVISION HISTORY - THIS SHEET

HGA NO: 2657-005-00

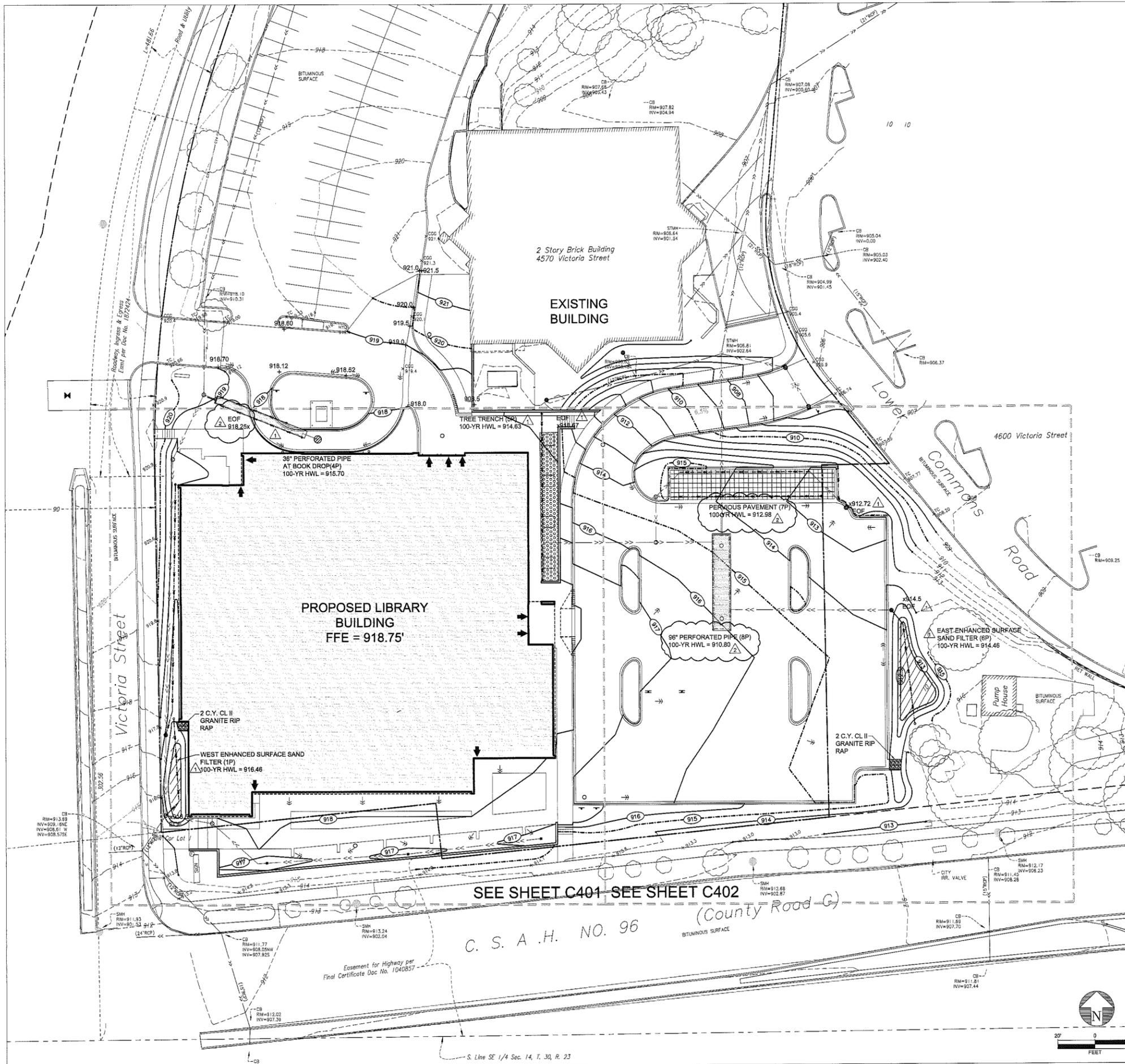
SITE LAYOUT AND SURFACING PLAN

DATE: SEPTEMBER 23, 2015

CP-1

C300

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- EARTHWORK NOTES:**
- SEE SPECIFICATION SECTION 310000 EARTHWORK.
 - UTILIZE THE GOPHER STATE ONE CALL SYSTEM AT 1-800-282-1188, 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.
 - FIELD VERIFY UTILITY LOCATIONS PRIOR TO CONSTRUCTION. UNDERGROUND UTILITIES ARE SHOWN AT APPROXIMATE LOCATIONS.
 - SEE SITE SURVEY FOR BENCHMARKS.
 - SPOT ELEVATIONS ARE TYPICALLY GIVEN AT FINISHED SURFACE. AT TOP OF CURB, ELEVATIONS ARE NOTED WITH A "TC".
 - ALL STORM WATER BEST MANAGEMENT PRACTICES (BMP'S) MUST BE KEPT OFF LINE AND PROTECTED FROM EROSION AND CONSTRUCTION ACTIVITY UNTIL ALL CONTRIBUTING DRAINAGE AREA IS FULLY STABILIZED.

HGA
 420 5th Street North, Suite 100
 Minneapolis, Minnesota 55401
 Telephone 612.755.4000

Adolfson & Peterson Construction

RAMSEY COUNTY
 Library
 Ramsey County Library - Shoreview
 4560 Victoria Street
 Shoreview, MN 55126

STORM WATER BMP's LEGEND:

- PERMABLE PAVERS SEE DETAIL 8/C511
- ENHANCED SURFACE SAND FILTER SEE DETAIL 3/C511
- TREE TRENCH SEE DETAIL 7/C511
- PERFORATED PIPE SEE DETAIL 182/C511

PLAN LEGEND

- DOOR / EXIT
- EXISTING INDEX CONTOUR
- EXISTING CONTOUR
- EXISTING CONTOUR DISTURBED
- PROPOSED CONTOUR
- SPOT ELEVATION
- DRAINAGE ARROW
- DRAINAGE DIVIDE
- NEW MANHOLE
- NEW DRAINAGE STRUCTURE
- NEW HYDRANT
- NEW GATE VALVE
- SOIL BORING

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

NAME: ERIC HAMMOND
 DATE: SEPTEMBER 23, 2015
 REGISTRATION NUMBER: 41942

NO	DESCRIPTION	DATE
1	ADD #1	9/30/2015
2	SI #1	10/15/2015

HGA NO: 2857-005-00

OVERALL SITE GRADING & DRAINAGE PLAN

DATE: SEPTEMBER 23, 2015

CP-1

C400

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

NAME: ECKA NUMBER
DATE: SEPTEMBER 23, 2015
REGISTRATION NUMBER: 41942

NO	DESCRIPTION	DATE
1	ADD #1	9/30/2015
2	ADD #2	10/8/2015

HGA NO: 2657-005-00

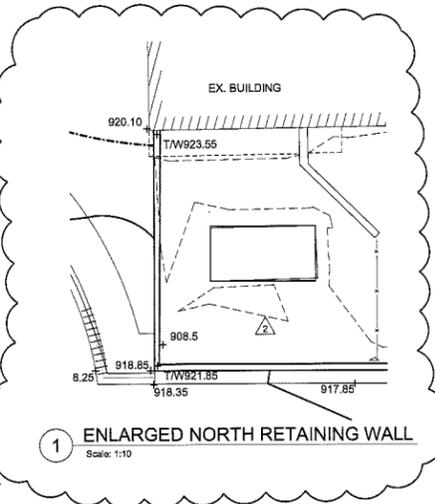
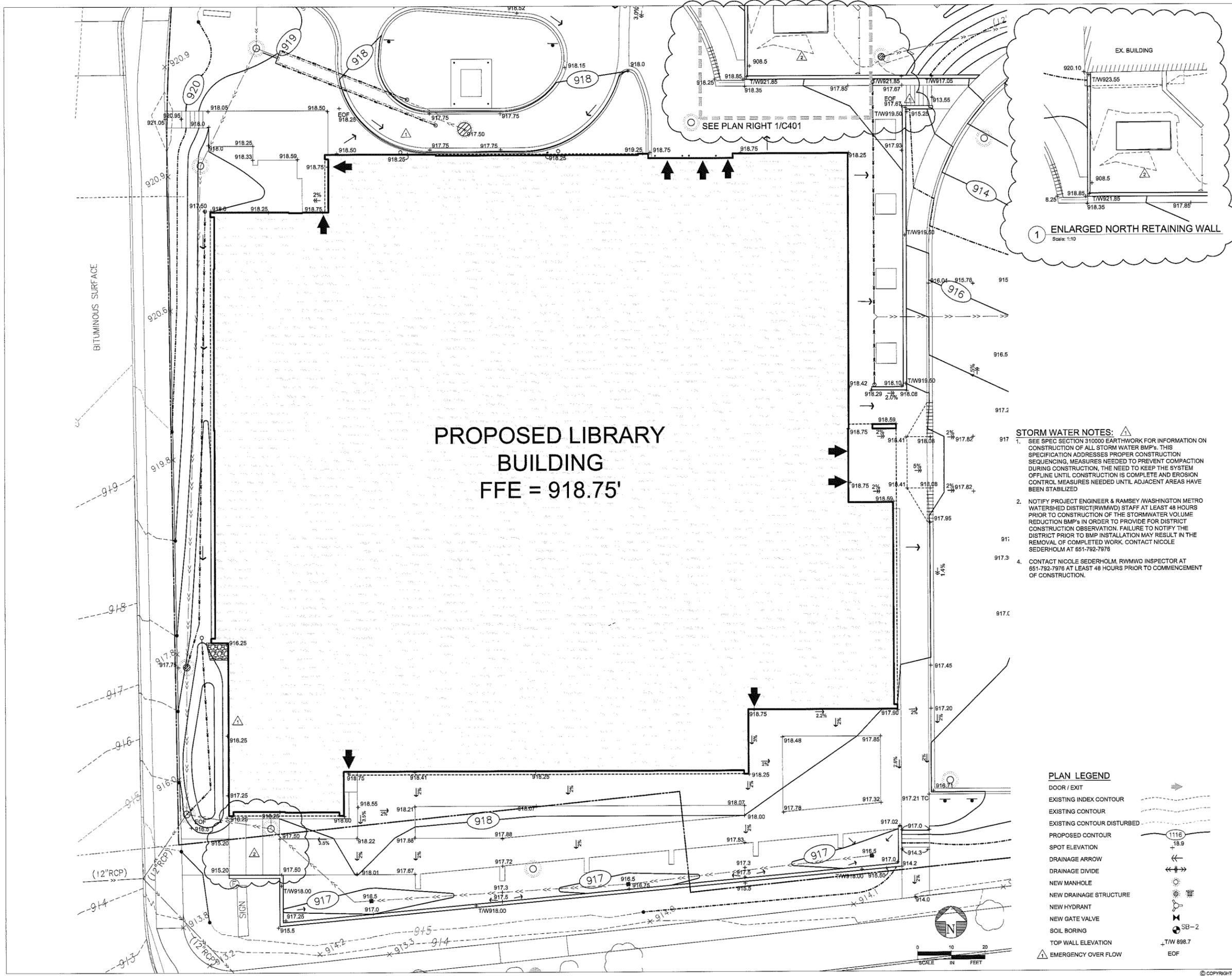
ENLARGED GRADING PLAN

WEST

DATE: SEPTEMBER 23, 2015

CP-1

C401



**PROPOSED LIBRARY
BUILDING
FFE = 918.75'**

- STORM WATER NOTES:**
- SEE SPEC SECTION 310000 EARTHWORK FOR INFORMATION ON CONSTRUCTION OF ALL STORM WATER BMP'S. THIS SPECIFICATION ADDRESSES PROPER CONSTRUCTION SEQUENCING, MEASURES NEEDED TO PREVENT COMPACTION DURING CONSTRUCTION, THE NEED TO KEEP THE SYSTEM OFFLINE UNTIL CONSTRUCTION IS COMPLETE AND EROSION CONTROL MEASURES NEEDED UNTIL ADJACENT AREAS HAVE BEEN STABILIZED.
 - NOTIFY PROJECT ENGINEER & RAMSEY WASHINGTON METRO WATERSHED DISTRICT (RWMWD) STAFF AT LEAST 48 HOURS PRIOR TO CONSTRUCTION OF THE STORMWATER VOLUME REDUCTION BMP'S IN ORDER TO PROVIDE FOR DISTRICT CONSTRUCTION OBSERVATION. FAILURE TO NOTIFY THE DISTRICT PRIOR TO BMP INSTALLATION MAY RESULT IN THE REMOVAL OF COMPLETED WORK. CONTACT NICOLE SEDERHOLM AT 651-792-7976.
 - CONTACT NICOLE SEDERHOLM, RWMWD INSPECTOR AT 651-792-7976 AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

PLAN LEGEND

DOOR / EXIT	
EXISTING INDEX CONTOUR	
EXISTING CONTOUR	
EXISTING CONTOUR DISTURBED	
PROPOSED CONTOUR	
SPOT ELEVATION	
DRAINAGE ARROW	
DRAINAGE DIVIDE	
NEW MANHOLE	
NEW DRAINAGE STRUCTURE	
NEW HYDRANT	
NEW GATE VALVE	
SOIL BORING	
TOP WALL ELEVATION	
EMERGENCY OVER FLOW	

Proposed Motion

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To accept and approve the following agreements relating to the new Shoreview Library:

- a. Agreement to Sell City Property (795 Highway 96) to Ramsey County for the total amount of \$296,070.17.
- b. Easement Agreement between Ramsey County, Independent School District 621 and the City of Shoreview granting permanent access rights to their respective real property and to agree to responsibility with respect to maintenance of the driveway, shared parking, landscaping, and signage.

and authorizing the Mayor and City Manager to execute said agreements.

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

Memorandum

To: Mayor and City Council Members
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: December 3, 2015

Re: Approval of Agreements Relating to New Ramsey County Library
a. Agreement to Sell Property to Ramsey County
b. Easement Agreement with Ramsey County and Mounds View School District

Introduction

The City Council is requested to accept and approve agreements relating to the new Ramsey County Library. These actions include the approval of an agreement authorizing the sale of City-purchased property to the County, and an easement agreement establishing terms and conditions including property maintenance with both the County for the new library and Mounds View School District, which will be relocating to the existing library facility. Both agreements recommended for approval have been negotiated and agreed upon by all of the parties, subject to formal action of the respective boards.

Property Sale Agreement

Ramsey County is underway with the construction of the new regional library to replace the existing Shoreview Library in the Shoreview Commons area (see below). The County and City, respectively, purchased the residential properties at 805 and 795 Highway 96 to accommodate



the potential construction of a completely new library facility near the northeast corner of Highway 96 and Victoria Street. Highway 96.

The Agreement will enable the County to acquire the property from the City and to reimburse the City for its costs associated with acquiring, demolition, and cleanup of the improvements located on the property, in the total amount of \$296,070.17. The monies reimbursed by the County will be refunded to the City's Community Investment Fund, which was utilized for the City's acquisition costs.

The Agreement provides that the conveyance of 795 Highway 96 from the City to the County, and includes a deed restriction that if the County stops using the property for a library (which includes 805 Highway 96 and 795 Highway 96), the County must offer to convey the property to the City for the fair market value of the property. If the City declines the offer, the property may only be used for County offices or as a publically owned building used for purposes compatible with the City's use of the adjacent civic center complex. This provision is consistent with the long-standing and current use restrictions on the current library property (future School District property).

Easement Agreement

With these actions, the City of Shoreview, Ramsey County, and Mounds View School District (Independent School District 621) will each have an ownership and/or other interests in the real property developed or to be developed as the new Shoreview Library, the existing Shoreview Library that will be remodeled as offices for the School District, and the Shoreview Community Center/City Hall. These three elements, each under different ownership and control (the School District will lease the existing Shoreview Library with an option to purchase), need to share driveway and pedestrian access, site maintenance, and sign maintenance for their individual and collective benefit. Shared overflow parking is also important for the School and City properties. To enable shared access and site and sign maintenance, and allow for the overflow parking, the County, School and City need to execute an Easement Agreement granting permanent access rights to their respective real property and to agree to responsibility with respect to maintenance of the driveway, shared parking, landscaping, and signage.

The following summarizes the key terms of the Easement Agreement between the three parties:

- The City grants the County a nonexclusive perpetual easement for ingress and egress, by vehicular and pedestrian traffic, over and across the City's property.
- The County takes sole responsibility for the construction, repair, maintenance, and reconstruction of storm water facilities over and across the County's property in accordance with their permit from the Ramsey-Washington Metro Watershed District.
- The County grants the City a nonexclusive perpetual easement for the purpose of maintaining landscaping of its property.

- The County grants the City nonexclusive perpetual easement for construction, repair, maintenance, and reconstruction of two monument signs. This allows for monument signs on current northeast corner of Highway 96/Victoria Street (a joint tenant sign identifying the City, County, and School District facilities), and an option for a second City monument sign on the northwest corner of Highway 96/Victoria Street (adjacent to the Ice Arena property).
- The City grants the County a nonexclusive perpetual easement for parking of motor vehicles over and across its property (a portion of the library parking lot is on the City's well house property).
- The County agrees to compensate the City an initial annual amount of \$20,000, adjusted annually, for maintenance costs. The City will provide all landscape, grounds, parking lot, and sidewalk maintenance including snow removal, grass cutting, tree/shrub maintenance.
- The School District agrees to compensate the City an initial annual amount of \$15,000, adjusted annually, for maintenance costs. The City will provide all landscape, grounds, parking lot, and sidewalk maintenance including snow removal, grass cutting, tree/shrub maintenance.
- The School District agrees to allow the continued location of the City's entrance monument at the Community Center driveway to remain on their property.
- The School District is allowed by the City to utilize a portion of the Community Center parking lot for parking of staff vehicles entering the lower level of their facility (consistent with current agreement with the County Library staff).

Recommendation

The new Shoreview Library and relocation of the School District administration are both great additions to the Shoreview Commons, which along with the popular Shoreview Community Center, serves as primary social, recreational, and civic gathering place for the community. The agreements being presented for approval provide the framework for the continued cooperation with shared public uses and property. The City will be fairly paid annually by the County and School to provide the year-round maintenance of the properties within the Shoreview Commons, which we have done over the years for the Library but without compensation.

The Property Sale Agreement and Easement Agreement were drafted by the City Attorney's office, and City staff is recommending the City Council accept and approve both agreements for execution. Both Ramsey County and Mounds View School District have agreed to all of the terms in the respective agreements. The Ramsey County Board of Commissioners formally approved both agreements at their meeting on December 1st. The School Board for District 621 is expected to take similar action on the Easement Agreement at an upcoming meeting.

AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of October, 2015 (“Effective Date”) by and between the City of Shoreview, a Minnesota municipal corporation (“City”) and the County of Ramsey, a Minnesota political subdivision (“County”).

RECITALS

WHEREAS, the City is the owner of real property located at 795 Highway 96, City of Shoreview, County of Ramsey, State of Minnesota, legally described as follows, to wit:

See attached Exhibit A (“Property”); and

WHEREAS, the City acquired the Property for the purpose of assisting the County in the construction of a new library on the Property and other property described on Exhibit B attached hereto. For the purposes of this Agreement the “Library Property” shall be referring to the real property described on Exhibits A and B attached hereto; and

WHEREAS, the City recognizes the benefits of having a new library constructed by the County and is therefore willing to convey the Property to the County subject to the following terms and conditions.

NOW, THEREFORE, in consideration of the County reimbursing the City for the cost of acquiring the Property; maintaining the Property; and all costs incurred by the City in removing the improvements located on the Property, the City hereby agrees to convey the Property to the County by a quit claim deed, subject however to the following terms and conditions.

1. **Deed Restrictions.** The City shall reserve reversionary right to reacquire title under the following condition. The County shall construct and operate a library facility on the Library Property in compliance with the City’s development regulations. If the County discontinues its use of the Library Property for an operating library, the County shall offer to convey the Library Property to the City for the fair market value of the property. The fair market value shall be mutually agreed upon by the parties or, in the alternative, each party shall appoint an appraiser and the two appointed appraisers shall choose a third appraiser, in which event, the fair market value shall be the average of the three appraisals. After the fair market value of the improvements and structures have been established or agreed upon, the City shall have ninety (90) days to accept or reject the County’s offer of sale. If the City rejects the offer, the County may continue to use the Library Property for public purposes consistent with the following restrictions:
 - A. As a County owned building used exclusively for County offices; or
 - B. As a publicly owned building used for public purposes which are compatible with City’s uses located on Lots 2, 3 and 4 all on Block 1, Commons Park Addition.

2. **Closing.** The closing on this Agreement shall take place on or before December 1, 2015, or some other date mutually agreeable to the parties (“Closing Date”). The Closing shall take place at the offices of the City of Shoreview or at such other place as may be agreed to by the parties. City agrees to grant possession of the Property to County on Closing Date. At the time of closing the County shall pay to the City the sum of \$296,070.17 which represents the City’s cost of acquiring the Property, demolition of improvements and conducting phase one environmental study. In addition, the County shall also provide the City evidence that the lease for the existing Shoreview Library Property between the County, as Landlord and the Mounds View School District, as Tenant contains the same deed restrictions set forth above with the restriction running in favor of the City.
3. **City’s Documents.** Within five (5) business days of the date of this Agreement, City shall deliver to County all surveys, wetland delineations, environmental reports and engineering reports in City’s possession (“City’s Documents”).
4. **Contingencies to Closing.** The closing of the transaction contemplated by this Agreement and all the obligations of County and City under this Agreement are subject to fulfillment of the following “Contingencies”:
 - (a) **Representations and Warranties.** The representations and warranties of County and City contained in this Agreement must be true now and on the Closing Date as if made on the Closing Date.
 - (b) **Title.** Title shall be found acceptable to County, or made acceptable, in accordance with the requirements and terms of Section 6 below.
 - (c) **Performance of City’s Obligations.** City shall have performed all of the obligations required to be performed by City under this Agreement, as and when required by this Agreement.
 - (d) **Performance of County’s Obligations.** County shall have performed all of the obligations required to be performed by County under this Agreement, as and when required by this Agreement.
 - (e) **Access.** City shall allow County, and County’s agents, access to Property, without charge and at all reasonable times, for the purpose of County’s investigation and testing the same. County shall pay all costs and expenses of such investigation and testing and shall hold City and the Property harmless from all costs and liabilities relating to the County’s activities. County shall further repair and restore any damage to the Property caused by or occurring during County’s testing and return the Property to substantially the same condition as existed prior to such entry. County shall indemnify, defend, and hold City harmless from any costs, expenses, or mechanic’s liens associated with County’s testing and investigation.

(f) **Easement Agreement.** City and County agreeing to an easement agreement in the form attached hereto as Exhibit B regarding road access, maintenance, storm water management, and signage.

If either County or City defaults by failing to satisfy any of the Contingencies set forth above in this Section 5, this Agreement may be terminated, at the option of either party by written notice to the non-defaulting party, at any time prior to the Closing Date. Upon termination by either party: (a) County and City shall execute a recordable written termination of this Agreement, which shall include County's quit claim of any interest in and to the Property; and (b) neither party shall have any further rights or obligations under the terms of this Agreement.

5. **Title Examination.** Title Examination shall be conducted as follows:

(a) **Title Commitment.** County shall at its expense, within ten (10) days of the Effective Date, obtain a commitment ("Title Commitment") from Title reasonably acceptable to County for an ALTA Owner's Policy of Title Insurance insuring title to the Property.

(b) **County's Objections.** Within ten (10) days after receiving the last of the Title Evidence, County shall make written objections ("Objections") to the form and/or contents of the Title Evidence. County's failure to make Objections within such time period shall constitute waiver of Objections. Any matter shown on such Title Evidence and not objected to or waived by County shall be a "Permitted Encumbrance" hereunder. City shall have thirty (30) days after receipt of the Objections to cure the Objections, during which period the Closing shall be postponed as necessary. City shall use its best efforts to correct any Objections. Notwithstanding the foregoing, if City reasonably believes that an Objection cannot be cured within the thirty (30) day period, City shall have the right to notify County that the City does not intend to cure the Objection. In that event, County shall have the option to either terminate this Agreement or waive the objections and proceed to Closing.

6. **Representations and Warranties City.** City represents and warrants to County as follows:

(a) **Organization, Authority, Execution, Conflict.** City represents and warrants to County that City is duly organized as a municipal corporation under the laws of the State of Minnesota; that City is duly qualified to transact business in the State of Minnesota; that City has the requisite power and authority to enter into this Agreement subject to approval by its City Council.

(b) **Assessments.** City has received no notice of actual or threatened special assessments or reassessments of the Property except assessments associated with the proposed development of the Property.

(c) **Proceedings.** To the best knowledge of City, there is no action, litigation, investigation, condemnation or proceeding of any kind pending or threatened against the Property.

(d) **Water Wells.** City represents that City does not know of any wells located on the Property.

(e) **Access.** To the best of City's knowledge, no fact or condition exists which would result in the termination of the current access from the Property to any presently existing streets and roads adjoining or situated on the Property or to any existing sewer or other utility facility servicing adjoining or situated on the Property.

(f) **Hazardous Waste.** To the best of City's knowledge, and except as disclosed in the City's Documents, the Property is in compliance with all applicable laws, including federal laws, has not been used for storage or dispose of any hazardous or toxic substance, and the property is not in violation of any federal, state, or local statutes, ordinances, or regulations concerning the disposal or storage of hazardous or toxic substance.

Each of the representations and warranties herein contained shall survive the Closing for a period of one (1) year. Wherever herein a representation is made to "the best knowledge of City", such representation is limited to the knowledge of City.

7. **Representations and Warranties by County.** County represents and warrants to City that County is duly organized as a political subdivision under the laws of the State of Minnesota; that County is duly qualified to transact business in the State of Minnesota; that County has the requisite of power and authority to enter into this Agreement and the County's Closing Documents signed by it; such documents have been duly authorized by all necessary action on the part of County and have been duly executed and delivered; that the execution, delivery and performance by County of such documents do not conflict with or result in violation of Minnesota Statutes, or any judgment, order or decree of any court or arbiter to which County is a party; such documents are valid and binding obligations of County, and are enforceable in accordance with their terms. County shall indemnify City, its successors and assigns, against, and shall hold City, its successors and assigns, harmless from, any expenses or damages, including reasonable attorneys' fees, that City incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after closing. Consummation of this Agreement by City with knowledge of any such breach by County will not constitute a waiver or release by City of any claims due to such breach.
8. **Assignment.** Neither party may assign its rights under this Agreement without first obtaining the consent of the non-assigning party. Any such assignment shall not relieve such assigning party of its obligations under this Agreement.
9. **Notices.** All notices and demands given or required to be given by any party hereto to any other party shall be deemed to have been properly given if and when delivered in

CITY OF SHOREVIEW

COUNTY OF RAMSEY

By: _____

By: _____

Its: _____

Its: _____

This instrument was drafted by:

KELLY & LEMMONS, P. A.
Chad D. Lemmons (#125039)
223 Little Canada Road E.
Suite 200
St. Paul, MN 55117
(651) 224-3781

ACKNOWLEDGMENT

STATE OF MINNESOTA)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of October, 2015 by _____, the _____ of the City of Shoreview, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

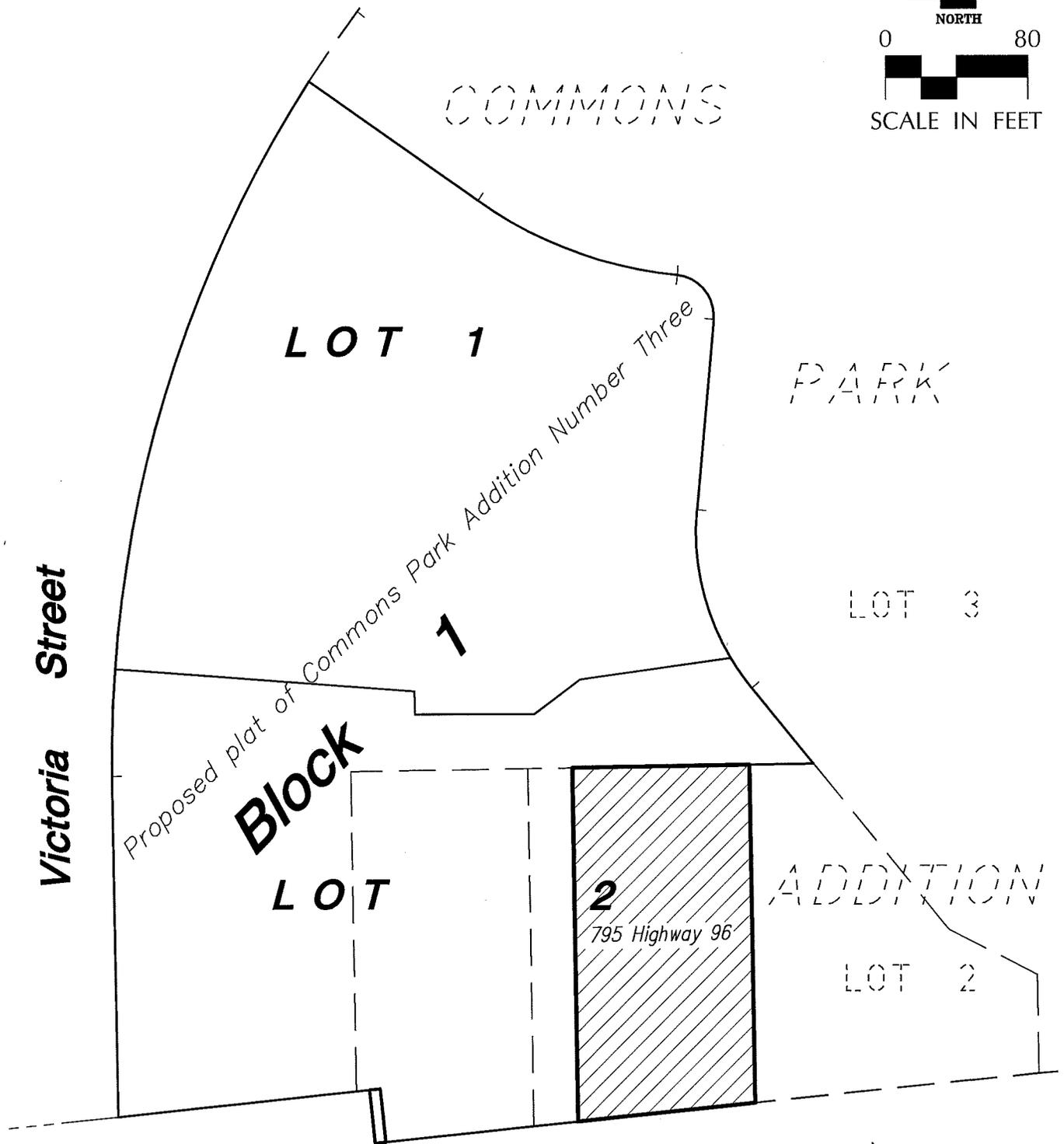
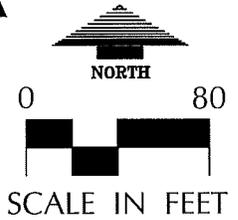
STATE OF MINNESOTA)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of October, 2015 by _____, the _____ of the County of Ramsey, a political subdivision of the laws of the State of Minnesota, on behalf of the political subdivision.

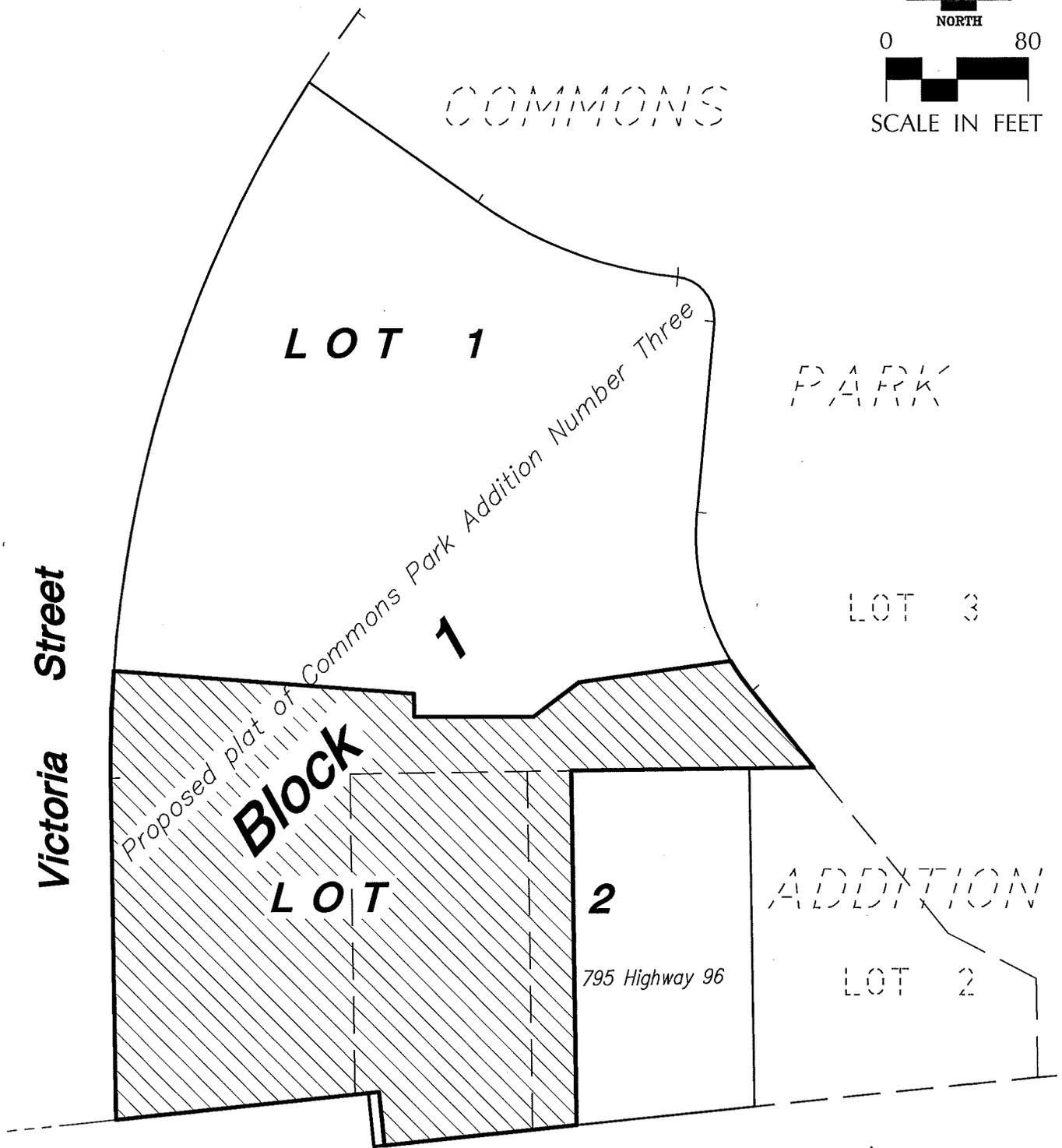
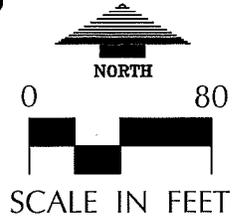
Notary Public

Shared Use Agreement - Exhibit A



C. S. A. H. NO. 96 (County Road G)

Shared Use Agreement - Exhibit B



Victoria Street

LOT 1

1

Block LOT

Proposed plat of Commons Park Addition Number Three

PARK

LOT 3

ADDITION

2

795 Highway 96

LOT 2

C. S. A .H. NO. 96 (County Road G)

EASEMENT AGREEMENT

This Agreement is made effective this ____ day of December , 2015 by and between City of Shoreview, a Minnesota municipal corporation (“City”)County of Ramsey, a political subdivision of the laws of the State of Minnesota (“County”), and Independent School District 621, a political subdivision of the laws of the State of Minnesota (“School”).

WHEREAS, City is the owner of real property situated in the County of Ramsey, State of Minnesota legally described as Lot 3, Block 1 Commons Park Addition (“Parcel A”); and

WHEREAS, County is the fee owner of real property situated in the County of Ramsey, State of Minnesota legally described as follows to-wit:

See attached Exhibit A (“Parcel B”); and

WHEREAS, County is the owner of fee title to the real property situated in the County of Ramsey legally described as Lot 1, Block 1, Commons Park Addition as shown on attached Exhibit A and identified as “Existing (Old) Library Parcel” on attached Exhibit B and referred to in this Agreement as “Parcel C”; and :

WHEREAS, Parcel C is improved with an existing library (“Existing Library”) and

WHEREAS, Independent School District 621, a political subdivision of the laws of the State of Minnesota (“School”) is the lessee/optionee of Parcel C as provided in a Lease Purchase Agreement by and between School and County dated _____, 2015 the (“School Lease”) and Parcel C is also referred to in the Agreement as the “School Parcel”; and

WHEREAS, it is the intent of the County to construct a new library on Parcel B, and desires to use as a means of access to the new library the existing drive located on Parcel A and maintained by the City; and

WHEREAS, the City is already maintaining the landscaping for the Existing Library on Parcel C, and the City, County believe it is in the best interest of the parties that the City continue to maintain the landscaping for the Existing Library and Parcel C, and that City has agreed to take responsibility for maintenance of the landscaping of Parcel B, after the new library is constructed subject to the terms of this Agreement; and

WHEREAS, there is presently located on County property a sign, as shown on attached Exhibit F, which provides directions to the City Hall and other facilities maintained by the City on Parcel A, and the City, County and School recognize that continued maintenance of the sign is in the best interest of the public, the City, the County and School.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual benefits derived from this Agreement, the City hereby conveys to County; the County hereby conveys to City; the following nonexclusive easements:

1. PERMANENT ACCESS AND DRAINAGE EASEMENT

1.1. The City hereby grants to the County a nonexclusive perpetual easement for ingress and egress, by vehicular and pedestrian traffic, over and across that part of Parcel A described on Exhibit C attached hereto.

1.2 The County hereby grants to City a nonexclusive perpetual easement for construction, repair, maintenance, and reconstruction of storm water facilities over and across Parcel B as described in Exhibit D attached hereto.

1.3 The City hereby grants the County a nonexclusive perpetual easement for construction, repair, maintenance and reconstruction of storm water facilities over and across that part of Parcel A described on Exhibit D attached hereto. The approved plans require site work near Shoreview Municipal Well #7. Any site disturbance and use of property shall not compromise the integrity of the well system or the City's water supply. The erosion control plan (SWPPP) shall recognize the wellhead protection area and specify the practices that will be employed to protect the water supply. Protection measures shall be installed in accordance with the City's Wellhead Protection Plan and be consistent with Minnesota Administrative Rules 4725.440. The plans are subject to approval by the City.

2. PARCEL B MAINTENANCE EASEMENT

County hereby grants City a nonexclusive perpetual easement for the purpose of maintaining the landscaping on Parcel B, including for snow removal from Parcel B. The easement area shall exclude that part of Parcel B upon which all permanent improvements including but not limited to buildings, sidewalks, driveways, and parking lots are constructed. Notwithstanding any language to the contrary, the City shall conduct snow plowing and/or removal from sidewalks, drives and parking lots located on Parcel B. The City shall have sole discretion to determine proper snow plowing and/or removal practices.

3. SCHOOL PARCEL MAINTENANCE EASEMENT

County hereby grants City a nonexclusive perpetual easement for the purpose of maintaining the landscaping on Parcel C including for snow removal from Parcel C. The easement area shall exclude that part of Parcel C upon which all permanent improvements including but not limited to buildings, sidewalks, driveways, and parking lots are constructed. Notwithstanding any language to the contrary, the City shall conduct snow plowing and/or

removal from sidewalks, drives and parking lots located on Parcel C. The City shall have sole discretion to determine proper snow plowing and/or removal practices.

4. MONUMENT EASEMENT

The County further grants the City a nonexclusive perpetual easement for construction, repair, maintenance and reconstruction of two (2) signs. The signs shall have the same characteristics, including but not limited to size, shape, and materials as the present sign now located on the County property. The location of the signs shall be that shown on Exhibit F attached hereto. The easements rights granted hereunder shall also include the right of the City of ingress and egress from the nearest public road to the monument for the purpose of construction, maintenance, and repair. All costs of construction, maintenance and repair of the monument shall be shared equally by all entities who use the monument. It is hereby understood by City, County and School that the actual work of maintaining and repairing the Monuments shall be conducted by the City. The County is also the fee owner of real property located on the West side of Victoria Street and North of Highway 96, commonly known as the Ramsey County Ice Arena and located on the property described on Exhibit G attached hereto. If the City so elects the County shall grant the City a nonexclusive perpetual easement for construction, repair, maintenance and reconstruction of a sign located on the ice arena property and/or within Highway 96 right-of-way. It is hereby understood by County and City that the sign located on the Ice Arena property shall be in addition to the two (2) signs set forth above, and the terms and condition of this Section 4 with respect to the monument signs on the County property as shown on Exhibit F shall also apply to sign easement on the ice arena property.

5. PARKING EASEMENT

The City hereby grants to County and School a nonexclusive easement for parking of motor vehicles over and across that portion of Parcel A which has been improved for the purpose of parking motor vehicles. In case of events held by the School at Parcel C, the City hereby grants School a nonexclusive perpetual easement over and across that portion of Parcel A which has been improved for the purpose of parking motor vehicles on those occasions where the parking facilities located on Parcel C are insufficient to satisfy the parking needs for events occurring on Parcel C. In exchange, County hereby grants to City a nonexclusive perpetual easement for parking of motor vehicles over and across that portion of Parcel C improved for the purpose of parking motor vehicles on those occasions where the parking facilities located on Parcel A are insufficient to satisfy the parking needs for events occurring on Parcel A.

The City hereby grants the County a nonexclusive perpetual easement for parking of motor vehicles over and across that portion of Parcel A which has been improved for the purpose of parking motor vehicles, as shown as Exhibit E. In exchange the County hereby grants the City a nonexclusive perpetual easement for parking of motor vehicles over and across that portion of Parcel B, improved for the purpose of parking motor vehicles.

It is hereby understood by the parties hereto that with the exception of the easement running in favor of Parcel C (the School Parcel) for the parking of motor vehicles on Parcel A, that the cross easements for parking on each other parties Parcel(s) are for the purpose of providing overflow parking when the parking facilities located on each of their respective Parcels are insufficient to handle the parking needs of either the City, County, or School, as lessee and optionee under the School Lease, for events occurring on their respective Parcels.

6. TERMS GOVERNING ALL EASEMENTS

A. The City's obligations for repair and maintenance of the easement areas described above will commence on January 1, 2017.

B. In granting all of the easements set forth in this agreement, the parties hereto retain the right to use the easement areas in any manner which is consistent with and does not interfere with the rights of the other party. In the event that one party finds it necessary to disturb the easement areas for purposes of repair and maintenance of its respective parcel, such repair or maintenance shall be undertaken so as to cause, to the extent reasonably practical, minimum interference with the use of the easement by the other party and any and all disturbance shall be restored to a condition substantially the same as existed prior to the disturbance.

C. City and County agree and acknowledge that School is the lessee/optionee of Parcel C as provided in the School Lease and the obligations of the County as owner of fee title of Parcel C shall be the obligations of, and be performed by, School, subject to the termination of the School Lease if the conditions to the obligations of School and County as provided therein are not satisfied or waived, or the termination of the Lease prior to the exercise and performance of the option to purchase granted to School in the School Lease.

D. No fence, obstruction or other barrier which would prevent or obstruct the passage of pedestrian or vehicular traffic for purposes herein committed shall be erected or permitted within or across the Access Easement except on a temporary basis during construction, repairs, reconstruction or maintenance of such easement area. In the event temporary obstructions are necessary, they shall be placed so as to provide as minimum disruption as commercially reasonable. In the event either party, in exercising the rights granted hereunder disturbs or otherwise damages any portion of the parcel owned by the other party the party causing the

damage or disturbance shall expeditiously prosecute the completion of said repair, construction, reconstruction or maintenance work, and at its sole expense, and shall immediately restore and repair the disturbed area to the same condition that existed prior to the commencement of said repairs, construction, reconstruction or maintenance.

E. The County shall be responsible for any property damage or personal injury resulting from its negligence or the negligence of its employees, contracts or agents relating to or resulting from use of the easement area by the County, its employees, contractors or agents. Nothing in this Agreement shall constitute a waiver by the County, City or School of any statutory or common law immunities, limits or exceptions on liability.

The City shall be responsible for any property damage or personal injury resulting from its negligence or the negligence of its employees, contracts or agents relating to or resulting from use of the easement area by the City, its employees, contractors or agents.

The School shall be responsible for any property damage or personal injury resulting from its negligence or the negligence of its employees, contracts or agents relating to or resulting from use of the easement area by the School, its employees, contractors or agents.

F. All costs and expenses incurred to maintain (including snowplowing) the driveway located on the Access Easement shall be the responsibility of the City.

G. All costs incurred by the City in maintaining the landscaping on Parcel B shall be the responsibility of the City. The City shall have sole discretion to determine the methods used in maintaining the landscaping. Maintenance shall include mowing, fertilizer/herbicide applications and irrigation systems. In the event any landscaping needs to be replaced the City shall have the discretion to replace all turf. However, before replacing any flowers, bushes, shrubs or trees the City shall first obtain written approval from the County for any such replacement. However, in

the event the City determines, at its sole discretion, that a flower, bush, shrub or tree is dead the City shall have the right, without consultation with the County, to remove said dead material. Commencing on January 1, 2017 the County shall pay the City \$20,000.00 annually to compensate the City for the cost of landscaping maintenance. This amount shall be adjusted annually to reflect changes in City expenses. The percentage increase shall be equal to the percentage increase in the amount budgeted by the City to maintain Parcel A.

H. All costs incurred by the City in maintaining the landscaping on Parcel C shall be the sole responsibility of the owner of fee title to Parcel C, except that as long as the School Lease is in effect, School shall be the responsible Party. The City shall have sole discretion to determine the methods used in maintaining the landscaping. Maintenance shall include mowing, fertilizer/herbicide applications and irrigation systems. In the event any landscaping needs to be replaced the City shall have the discretion to replace all turf. However, before replacing any flowers, bushes, shrubs or trees the City shall first obtain written approval from the owner of fee title to Parcel C, except that as long as the School Lease is in effect, from School, for any such replacement. However, in the event the City determines, at its sole discretion, that a flower, bush, shrub or tree is dead the City shall have the right, without consultation with the fee owner of Parcel C, except that as long as the School Lease is in effect, from School, to remove said dead material. Commencing on January 1, 2017 the fee owner of Parcel C, except that as long as the School Lease is in effect the School, shall pay the City \$15,000.00 annually to compensate the City for the cost of landscaping maintenance. This amount shall be adjusted annually to reflect changes in City expenses. The percentage increase shall be equal to the percentage increase in the amount budgeted by the City to maintain Parcel A.

I. In the event a dispute arises between the City, County (or School as lessee/optionee under the School Lease or as fee owner of Parcel C, said dispute shall be submitted to binding arbitration pursuant to the rules of the American Arbitration Association. If the parties cannot agree as to the arbitrator, then each party shall appoint their own arbitrator and those two arbitrators shall appoint a third arbitrator. Any arbitration hearing shall occur within sixty (60) days of the date the first arbitrator is selected. If arbitration does occur, each party shall be responsible for their own attorney's fees and costs but shall share equally in all fees charged by the arbitrators.

J. County hereby reserves the right to terminate the maintenance easement as provided in Section 2 above by written notice to City, which termination shall be effective upon 30 days after delivery, and the terms and conditions of Paragraph F of Section 6 above shall be of no further force and effect upon the effective date of the termination being 30 days after delivery. School, as lessee/optionee under the School Lease, and upon termination of the School Lease the fee owner of Parcel C, shall have the right to terminate the maintenance easement as provided in Section 3 above by written notice to City, which termination shall be effective 30 days after delivery, and the terms and conditions of Paragraph H of Section 6 above shall be of no further force and effect upon 30 days after delivery.

K. If the County, City or School default with respect to any of its obligations set forth herein (including maintenance obligations) and shall fail within thirty days after receipt of written notice from the party giving notice to cure such default, then the non-defaulting party shall have the right, at its election, but not the obligation, and in addition to such other rights and remedies as may be available at law or in equity, to cure such default for the account of the defaulting party, and shall be reimbursed by the defaulting party for the reasonable cost and

expenses so incurred (including reasonable attorney's fees) within ten (10) days of receipt of written demand for payment, together with reasonable documentation substantiating said costs and expenses. Any sums not reimbursed within the ten day period shall bear interest thereon at the rate of eight percent per annum, or the highest lawful rate, whichever is lower. The thirty (30) day cure period can be extended in cases where the default cannot be cured within thirty days as long as the defaulting Owner is diligently pursuing such cure. In the event of an emergency, no prior notice shall be required to be given so long as notice is provided as soon as practicable.

L. The School, as lessee/optionee, of Parcel C hereby consents to and agrees to abide by all terms and conditions set forth in this Agreement.

MK. If any provision of this Agreement is held invalid; the validity of the remainder of the Agreement shall not be affected thereby.

N. No provision contained in this Agreement shall be deemed to have been abrogated or waived by reason of any failure to enforce the same.

O. This Agreement is entered into in the State of Minnesota and shall be governed by and construed into the laws of the State of Minnesota.

P. Any action to enforce the terms of this Agreement shall be commenced in District Court located in the County of Ramsey, State of Minnesota.

Q. This agreement represents the entire understanding between the parties regarding the subject matter of this Agreement. Any prior understandings, either oral or written, are hereby declared null and void. No amendment to this grant shall be effective unless said amendment is reduced to writing and said writing is signed by the owners of parcels A,B and C set forth herein.

R. Except for the maintenance easements described in Section 2 and 3 hereof, all easements and other terms of this Agreement shall be considered covenants running with the land and appurtenant to Parcels A, B and C and shall be binding upon and inure to the benefit of the owners of such parcels and their respective successors and assigns who become the owners of either Parcel A, B or C or portions thereof. Each party, now or hereafter, owning any portion of Parcels A, B or C shall be liable for the performance of all covenants, obligations and undertakings set forth herein with respect to such portion of the parcel owned, during the period of its ownership, but it is expressly understood and agreed that such liability shall terminate upon termination of ownership except for any liability which accrues prior to the time of termination. But such party shall remain liable for any costs incurred while such was bound by the terms of this Agreement. For matters accruing after such termination, any liability arising hereunder prior to such party ceasing to be the owner shall not be terminated but shall continue after the party ceases to be an owner until such liability is satisfied. The covenants and agreements herein contained are enforceable by any party against any other party whose property is burdened by the terms hereof.

WHEREFORE, the City and County have caused this document to be executed in their respective names on the day and year first written above.

CITY OF SHOREVIEW

COUNTY OF RAMSEY

By: _____

By: _____

Its: _____

Its: _____

INDEPENDENT SCHOOL DISTRICT 621

By: _____

Its: _____

This instrument was drafted by:

KELLY & LEMMONS, P. A.
Chad D. Lemmons (#125039)
223 Little Canada Road E.
Suite 200
St. Paul, MN 55117
(651) 224-3781

ACKNOWLEDGMENT

STATE OF MINNESOTA)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of December , 2015 by _____, the _____ of the City of Shoreview, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

STATE OF MINNESOTA)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of December,, 2015 by Jim McDonough and Janet Guthrie, the chair and chief clerk respectively of the County of Ramsey, a political subdivision of the laws of the State of Minnesota, on behalf of the political subdivision.

Notary Public

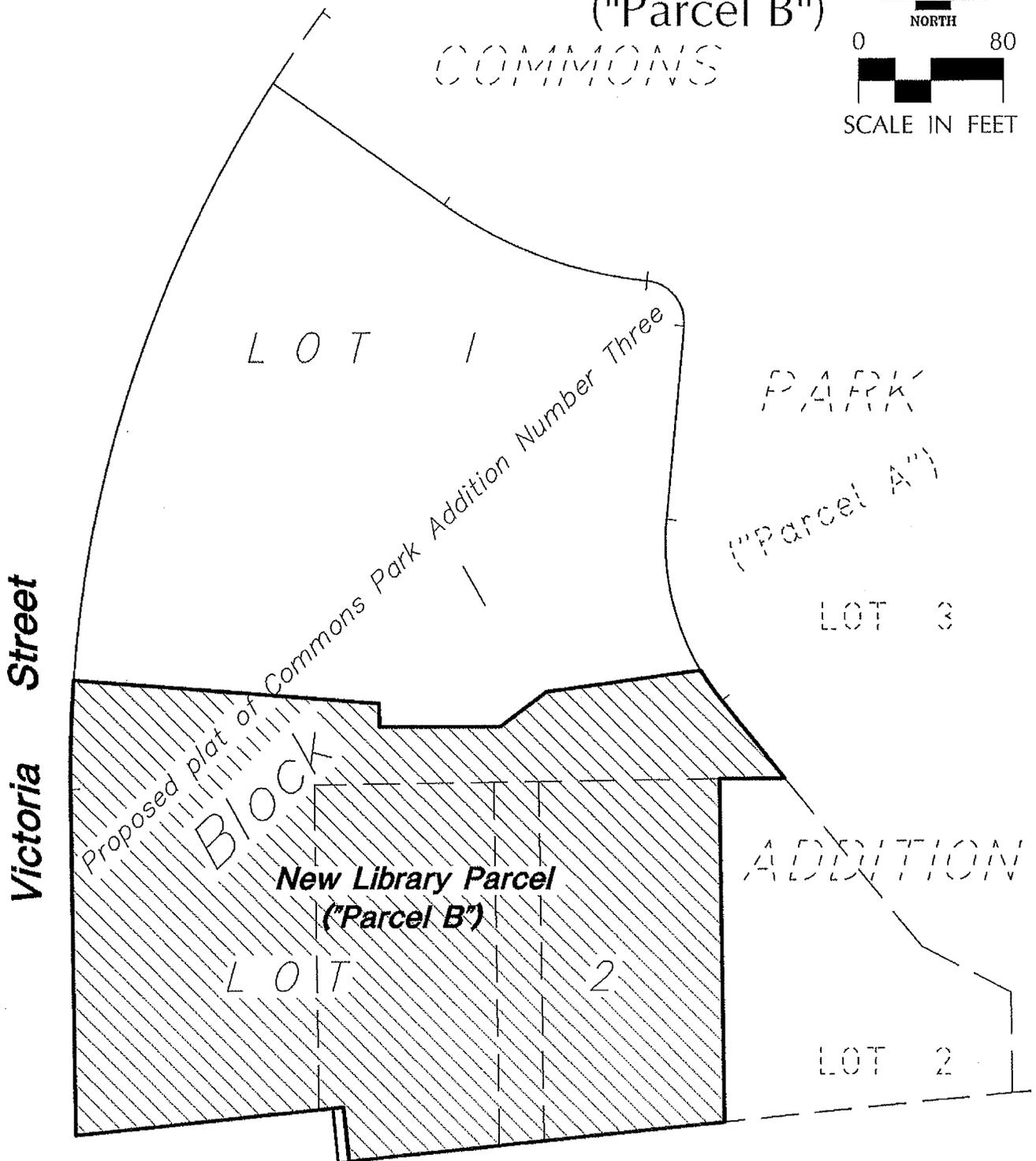
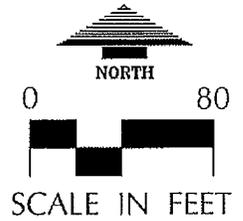
STATE OF MINNESOTA)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of December, 2015 by _____, the _____ of Independent School District 621, a political subdivision of the laws of the State of Minnesota, on behalf of the political subdivision.

Notary Public

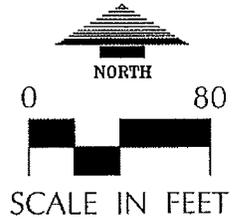
Easement Agreement - Exhibit A
("Parcel B")



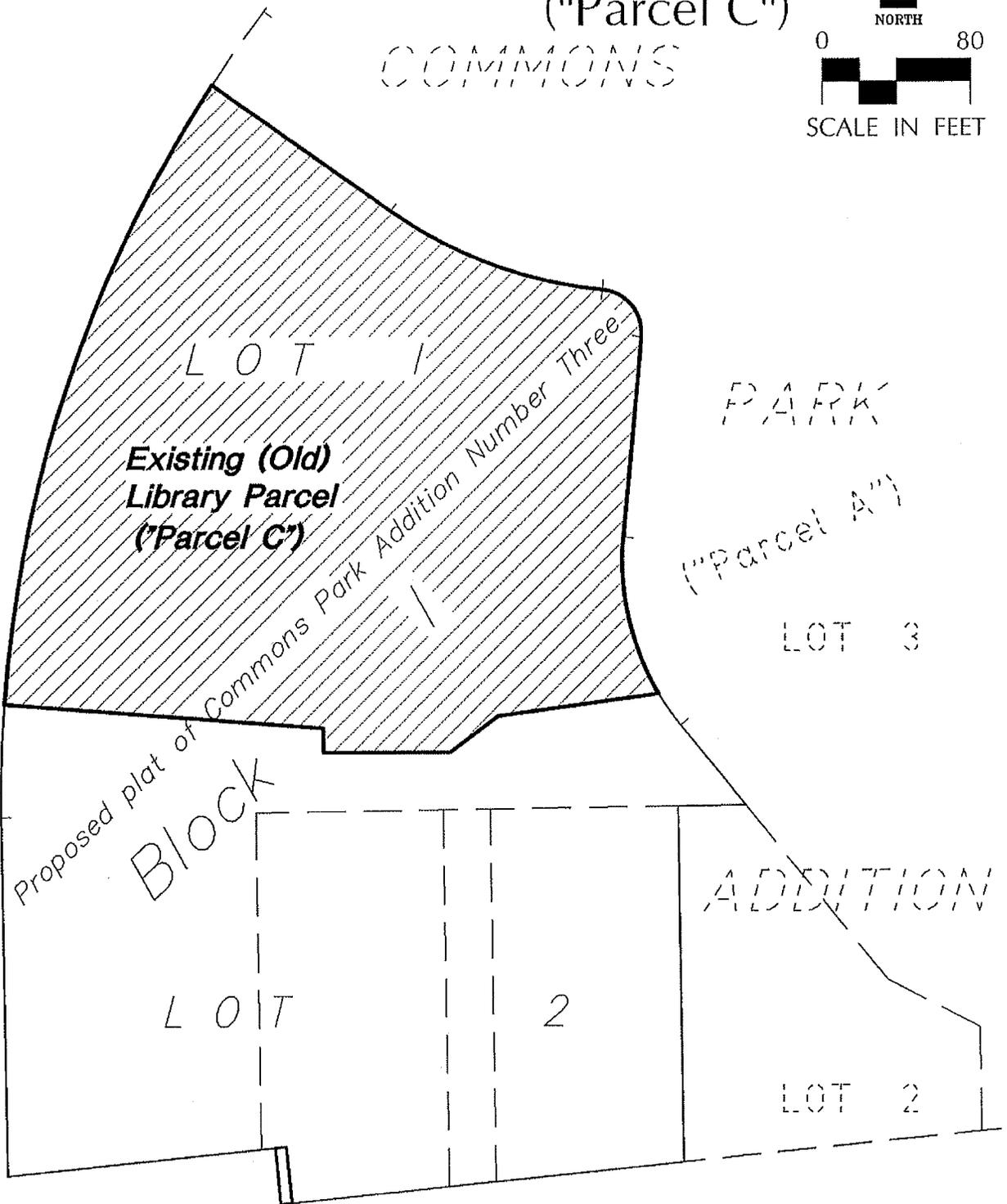
C. S. A. H. NO. 96 (County Road G)

Easement Agreement - Exhibit B
("Parcel C")

COMMONS

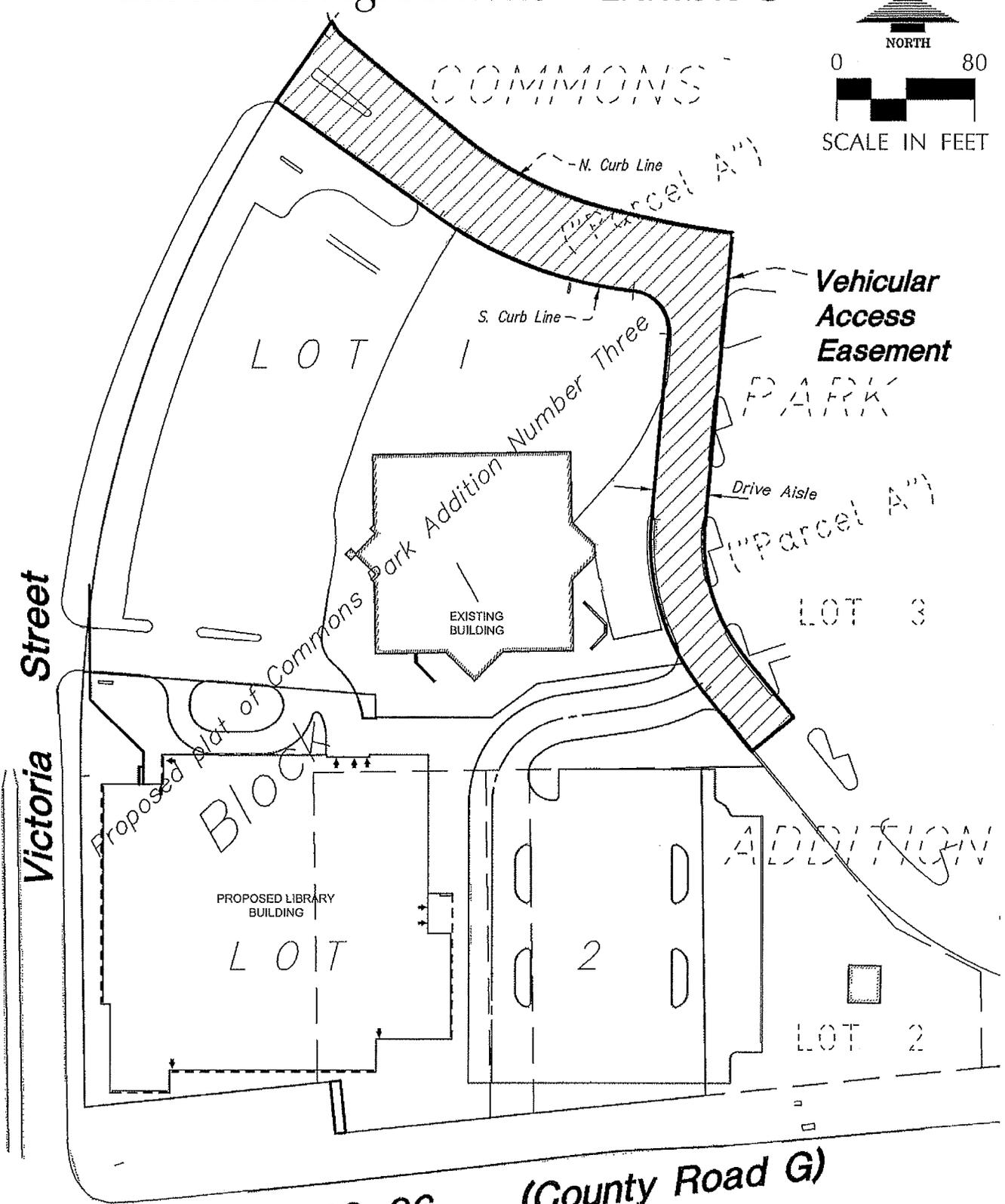
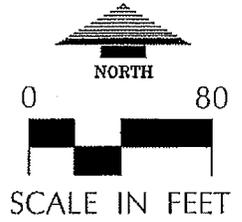


Victoria Street



C. S. A. H. NO. 96 (County Road G)

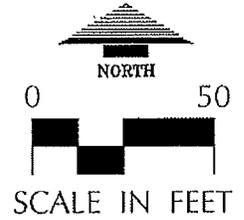
Easement Agreement - Exhibit C



Victoria Street

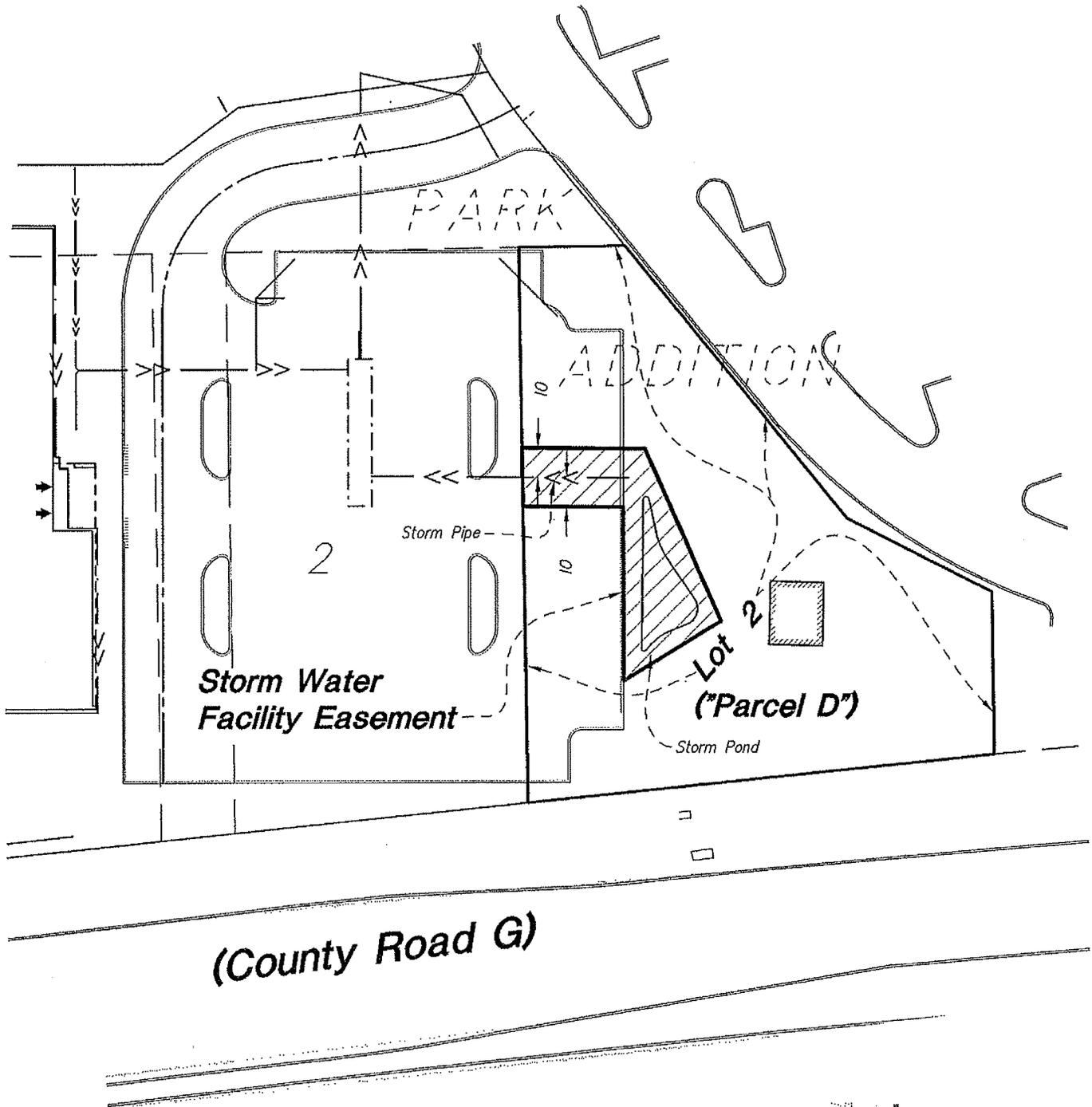
C. S. A. H. NO. 96 (County Road G)

Easement Agreement - Exhibit D

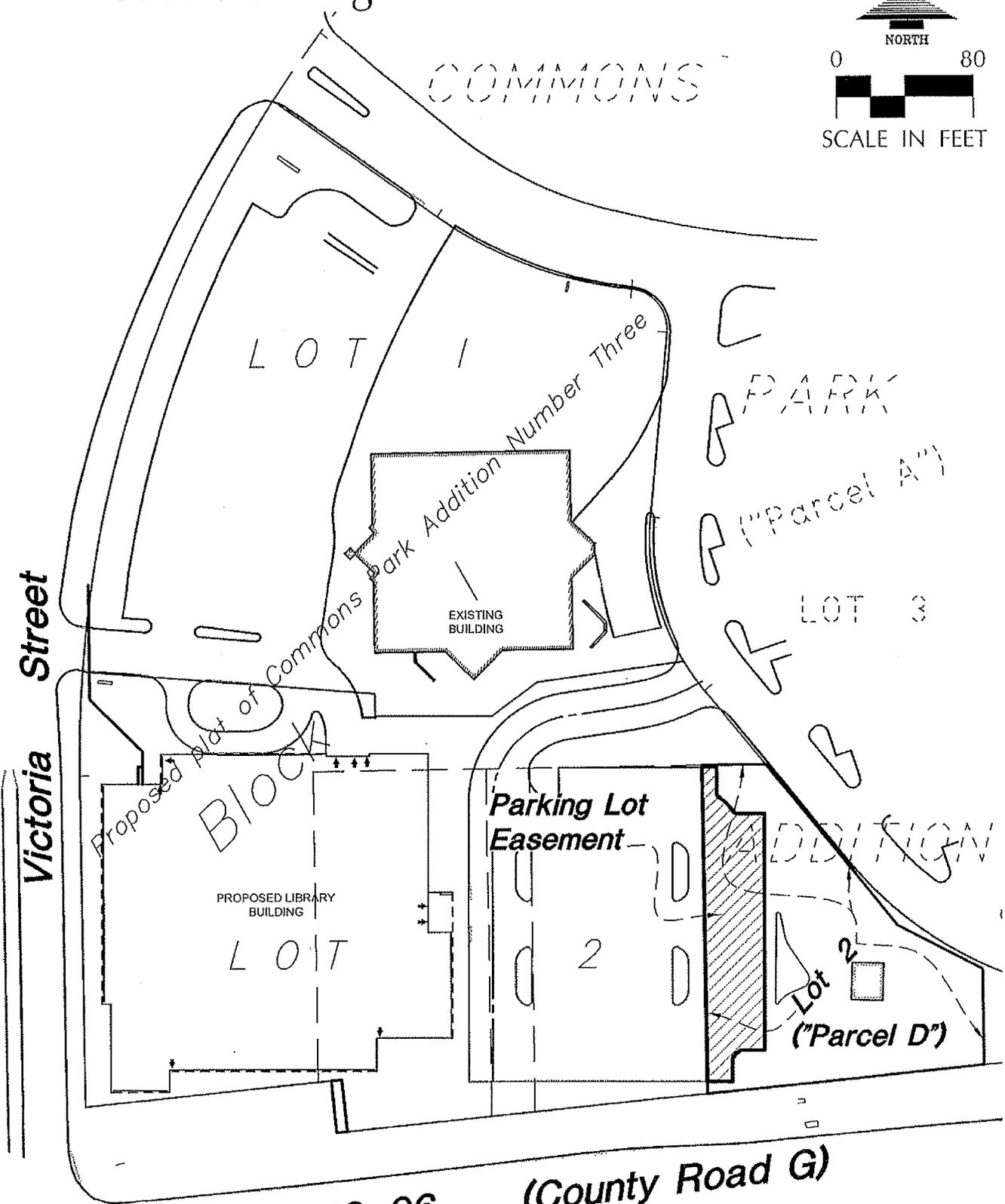
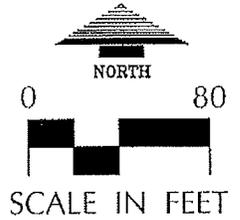


COMMONS

LOT 3

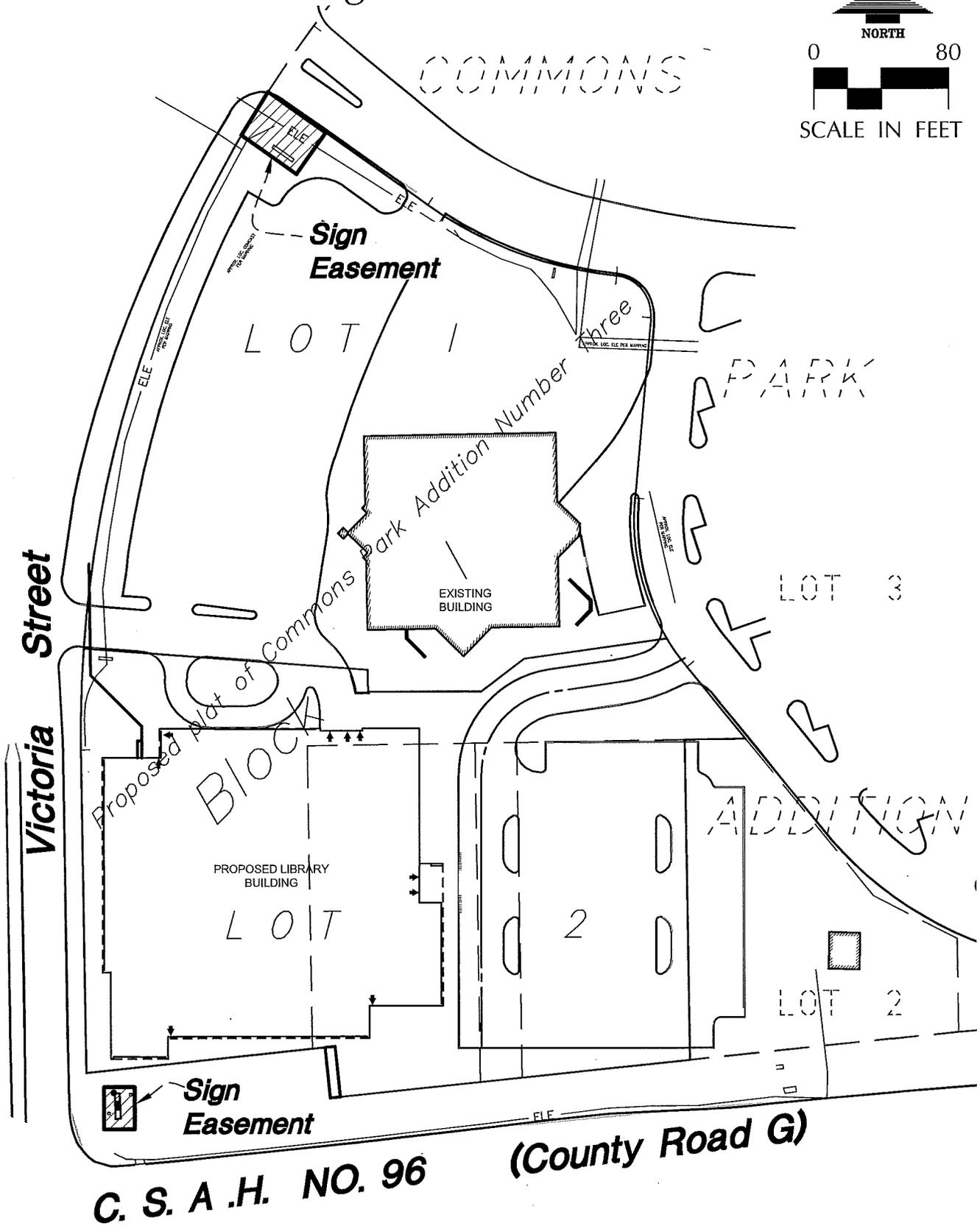
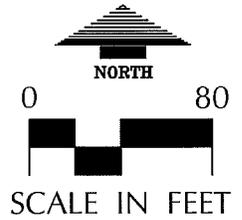


Easement Agreement - Exhibit E

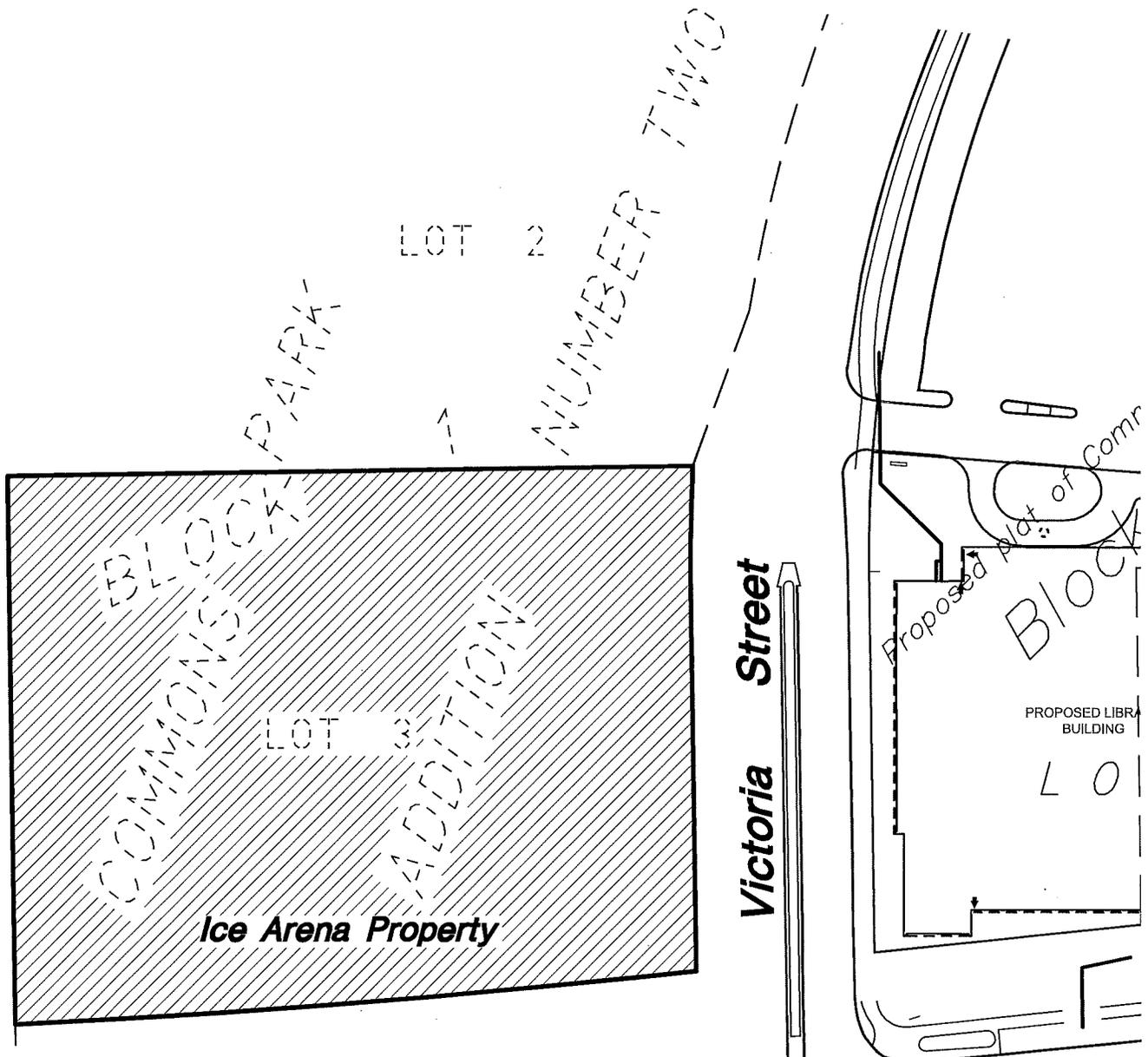


C. S. A. H. NO. 96 (County Road G)

Easement Agreement - Exhibit F



Easement Agreement - Exhibit G



**C. S. A .H. NO. 96
(County Road G)**

MOTION
COMPREHENSIVE SIGN PLAN
PHOENIX SIGNS – PRESBYTERIAN CHURCH OF THE WAY
3382 LEXINGTON AVENUE

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To approve the Comprehensive Sign Plan submitted by Phoenix Signs on behalf of Presbyterian Church of the Way, 3382 Lexington Avenue N., for a freestanding monument sign with a message center, subject to the following:

1. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The applicant shall obtain a sign permit prior to the installation of any signs on the property.
3. The message center sign shall:
 - a. Display text shall be of a sufficient size so as to be readable by passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.
 - b. The use of audio or pyrotechnics is prohibited.
 - c. Lighting shall be set at a minimum level which the message center sign is intended to be read and shielded to minimize glare.
 - d. The light level shall not exceed .3 foot candles as measured in accordance with the Sign Code. Said sign shall comply with the City's standards regarding brightness and dimmer control
 - e. Messages shall be presented in a static display, and shall not scroll, flash, blink or fade in and out in any manner to imitate movement.
 - f. Display of messages is limited to the events and services offered on-site and time/temperature display.
 - g. The message center sign shall not be operated between the hours of 10:00 pm and 6:00 am.
 - h. The color of the sign message or display shall be amber.

4. Temporary signs (including banners), with the exception of window signs, sandwich board/T-frame signs placed adjacent to the building and incidental display signs, shall not be placed on the property.
5. Applicant shall install screening along the south property line to screen views of the sign from the property located at 1093 Carlton Drive. City staff shall review proposed screening prior to the issuance of a sign permit.

This approval is based on the following findings of fact:

1. The property is zoned R1, Detached Residential and quasi-public uses are a permitted use.
2. The Sign Code permits freestanding monument signs and message signs on properties that have a quasi-public use. With the exception of sign area, the sign complies with Sign Code Requirements.
3. The Comprehensive Sign Plan is complies with the findings as stated in Section 203.040 (C) (2) (C) .

ROLL CALL: **AYES** _____ **NAYS** _____

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

Regular City Council Meeting
December 7, 2015

TO: Mayor, City Council and City Manager
FROM: Kathleen Castle, City Planner
DATE: December 2, 2015
SUBJECT: File No. 2597-15-40, Phoenix Signs/Presbyterian Church of the Way, 3382 Lexington Avenue N. - Comprehensive Sign Plan

INTRODUCTION

On behalf of Presbyterian Church of the Way, 3382 Lexington Avenue N, Phoenix Signs, submitted an application for a Comprehensive Sign Plan to replace an existing monument sign that has a readerboard sign with one that has an electronic message center sign. The intent of the message center sign is to advertise the events and services of the Church. A Comprehensive Sign Plan is required because the property is zoned residential and an electronic message center sign is proposed.

The application was complete November 5, 2015.

SITE CHARACTERISTICS

The property is located on the southeast corner of Cannon Avenue and Lexington Avenue and has an area of 4.96 acres and a width of 480' along Lexington Avenue. The property is developed with the church structure, a single-family residence and off-street parking lot. The church building is designed as a one-story building with a steeple and is approximately 32,694 gross square feet in size. The building is located in the southwestern portion of the property with the parking area and single-family residence on the eastern side of the property. Access to the parking lot is gained from existing driveways off Lexington Avenue and Cannon Avenue.

The property is zoned R1, Detached Residential. Churches are considered quasi-public uses and are permitted in this zoning district through the site and building plan review process upon the finding that the use will not impede or otherwise conflict with the planned use of the adjoining property. Adjacent land uses include commercial to the north, and low-density residential to the east, west and south. Immediately to the west across Lexington Avenue lies the City of Arden Hills.

PROJECT DESCRIPTION

Signage on the property includes an existing monument sign along Lexington Avenue and a wall sign on the western building elevation. The existing monument sign is designed with a stone base and contains an illuminated cabinet sign panel with a readerboard. The sign, including the stone base, has a height of 5.3' and a width of 15'.

The sign face has a height of 3.3' and a width of 12' for a sign area of 40 square feet. The readerboard is incorporated into this sign panel and provides 3 lines of text.

In addition, the Church has been using a portable sign to display messages associated with the Church activities. The City has not authorized the use of this sign as portable signs are prohibited.

The applicants are proposing to re-use the stone base and install a new sign with an electronic message center. The proposed sign is designed to complement the architectural elements found in the Church building with a light tan background and blue and white lettering. This sign will be lit internally and is designed as an individual letter sign. The sign face has a height of 5'10" and an area of 70 square feet, which includes the 20-square foot message center sign. The height of the sign structure is approximately 8-feet. Please see the attached plans.

This proposal requires a Comprehensive Sign Plan because electronic message center signs on public/quasi-public properties zoned residential are permitted with a Comprehensive Sign Plan provided certain standards are met. Deviations from the City's sign standards can be allowed with a Comprehensive Sign Plan. The applicant is requesting a deviation to the maximum area permitted.

DEVELOPMENT CODE REQUIREMENTS

Signs are regulated in Section 208 of the Development Code. Per Section 208.040 (B)(12), public/quasi-public uses zoned residential may have a freestanding sign provided it is a monument or ground style design. If the sign faces property planned for residential use, the sign area cannot exceed 40 square feet and the height of the sign face cannot exceed 6'. An electronic message center sign is permitted provided the sign meets criteria regarding area, location and orientation, display hours and color (Section 208.040 (B)((8)(a) and (c)). The message center sign must be integrated into a freestanding ground or monument style sign. The non-message center portion of the sign must include the name of the building or facility and be displayed with individual letters.

A Comprehensive Sign Plan is required since the proposal includes a message center sign and the property is adjacent to residential land uses. An approved plan may vary from the dimensional standards set forth in the Sign Code without approval of a formal variance provided the sign package results in attractive signage that is compatible with the premises and adjoining development. Considerations include location, materials, size, color and illumination (Section 208.060).

When a deviation to the regulations is proposed, the Comprehensive Sign Plan requires review by both the Planning Commission and City Council with the City Council taking final action. Approval of the plan needs to be based on the following findings (Section 203.040 (C)(2):

1. The plan proposes signs consistent in color, size and materials throughout the site.

2. Approving the deviation is necessary to relieve a practical difficulty existing on the property.
3. The proposed deviations from the standards of Section 208 result in a more unified sign package and greater aesthetic appeal between signs on the site.
4. Approving the deviation will not confer a special privilege on the applicant that would normally be denied under the Ordinance.
5. The resulting sign plan is effective, functional, attractive and compatible with community standards.

STAFF REVIEW

The proposed sign was reviewed in accordance with the City’s requirements for freestanding signs, message center signs and Comprehensive Sign Plans.

Freestanding Sign Standards

The proposed sign will replace the existing monument sign but utilize the existing stone sign base. The following table summarizes the proposal in comparison with the City’s Sign Code standards. A deviation is being sought for the proposed sign area.

	SIGN CODE STANDARDS SECTION 208	PROPOSED SIGN
LOCATION		
MINIMUM SETBACK FROM PROPERTY LINE	5 feet	15 feet; 10 feet (as measured to trail) No change
SIGN HEIGHT	16 feet	8 feet
SIGN FACE HEIGHT	6 feet	5 feet 10 inches
SIGN AREA	40 square feet	70 square feet*
SIGN TYPE	Individual Letter	Individual Letter

*Deviation required

The proposed 70-square foot sign area exceeds the maximum 40 square feet permitted. When a freestanding sign for a public/quasi-public use faces property planned for residential use, this stricter standard is imposed to minimize the visual impact on the residential land uses. The proposed sign will be perpendicular to the adjoining residential neighborhood to the east but will face the residential neighborhood to the south. The sign is approximately 130-feet to the southern property line abutting the residential land uses. This separation, along with existing vegetation should minimize the visual impact.

Message Center Standards

The applicant has stated that the sign will comply with the general standards identified in the Development Code related to audio/pyrotechnics, brightness and dimmer control. The following table reviews the proposed message center sign with the Code requirements for public/quasi-public use in residential zoning districts.

	SIGN CODE STANDARDS SECTION 208	PROPOSED SIGN
Land Use	Public/quasi-public	Public/quasi-public
Maximum Area	35% of the total sign area (24.5 square feet) or 30 square feet whichever is less	20 square feet
Minimum Area	20 square feet	20 square feet
Location and Orientation	Minimizes visual impact on adjoining residential properties	Yes – see discussion below
Hours of Display	11:00 pm to 6:00 am	11:00 pm to 6:00 am
Color	Amber	Amber

Location and Orientation

The church is adjacent to single-family residential land uses on east, south and west sides. To the north in the City of Shoreview are commercial land uses. While the location of the sign is not changing, the message center sign may be visible from some of the adjoining residential uses. The Staff does not have significant concerns about the visual impact due to the orientation of those homes, existing vegetation and distance between the sign and residential homes.

To reduce the visual impact, the Sign Code does not permit the message center sign to be displayed between 11:00 pm and 6:00 am and restricts the color to amber. The sign will comply with these standards.

Comprehensive Sign Plan Review

The intent of the Comprehensive Sign Plan is to allow flexibility from the sign standards without formal approval of a variance provided it results in an attractive sign that is compatible with the premises and adjoining development. Staff believes the following findings for the Plan are satisfied.

1. *The plan proposes signs consistent in color, size and materials throughout the site.* The sign design is intended to provide a modernized look while simplifying the sign graphic so the message and graphics are easily read. The light tan color of the sign also compliments the natural colors of the church building and the stone base replicates stone used on the façade of the church.
2. *Approving the deviation is necessary to relieve a practical difficulty existing on the property.* The deviation is to exceed the maximum 40-square foot sign area permitted since the proposed sign has an area of 70 square feet. In Staff’s opinion, the practical difficulty relates to the character of Lexington Avenue, the sign location, and separation from adjoining residential land uses. The property is situated on an arterial roadway, Lexington Avenue and provides a transition from the higher intensity commercial uses north to lower intensity single-family

residential uses immediately to the south. Commercial land uses generally have freestanding signs that are larger than 40 square feet and may include readerboards or message center signs. The proposed sign area is reasonable due to the location on Lexington Avenue and separation from the adjoining residential home to the south (130' to the common property line) and orientation. Existing vegetation on the Church property along this common boundary provides sufficient screening.

3. *The proposed deviations from the standards of Section 208 result in a more unified sign package and greater aesthetic appeal between signs on the site.* The existing stone base will be retained and the tan color complements the church building. The replacement of the readerboard with an electronic message center sign is intended to visually improve the look of the monument sign and improve advertising for church events and services. The staff is recommending temporary signage (banners) be prohibited since the message center sign is a vehicle to advertise special sales or events.
4. *Approving the deviation will not confer a special privilege on the applicant that would normally be denied under the Ordinance.* The type of sign proposed is permitted on public/quasi public properties located in residential zoning districts. Staff does not believe the proposed deviation will provide the applicant with a special privilege since the property has frontage on Lexington Avenue, an arterial, and is near commercial land uses.
5. *The resulting sign plan is effective, functional, attractive and compatible with community standards.* The proposed sign package is effective, functional and compatible with the quasi-public use. The intent of the sign is to provide a more efficient method of communicating special events and services offered by the church. Also, this design better identifies the church by providing more area to display the church name and logo. With the individual letter style, only the sign letters will be lit at night providing a better display while minimizing the visual impact on adjoining residential land uses.

REQUEST FOR COMMENT

Property owners within 350 feet were notified of this request. One telephone call was received from a nearby resident who expressed concern about the overall size of the sign and impact on the residential character found on this segment of Lexington Avenue. Ramsey County Public Works also stated no concerns provided the sign is located on the private property.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed the Sign Plan at their November 15, 2015 meeting and recommended approval to the City Council (6 – 0) with conditions attached. Mr. Pompey Stafford, 1093 Carlton Drive, attended the meeting and expressed concerns

about the proposed size, message center sign and visual impact. To address these concerns, the conditions were modified and further restrictions were placed on the time limit for the operation of the message center sign. Also, Condition #5 was added to require screening from along the south property line to mitigate the visual impact of the sign.

RECOMMENDATION

The Staff reviewed the proposal in accordance with the requirements for signage and a Comprehensive Sign Plan. The proposed deviation from the sign code permitting a larger freestanding sign for the church use is reasonable since the property is near commercial land uses and has frontage on Lexington Avenue. The visual impact of this sign should be minimal due to the sign location, orientation, individual letter style design, separation from nearby residential land uses and existing landscape screening. The proposed message center sign will allow the church to advertise services and special events more efficiently. Staff is recommending the Comprehensive Sign Plan be approved subject to the following:

1. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The applicant shall obtain a sign permit prior to the installation of any signs on the property.
3. The message center sign shall:
 - a. Display text shall be of a sufficient size so as to be readable by passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.
 - b. The use of audio or pyrotechnics is prohibited.
 - c. Lighting shall be set at a minimum level which the message center sign is intended to be read and shielded to minimize glare.
 - d. The light level shall not exceed .3 foot candles as measured in accordance with the Sign Code. Said sign shall comply with the City's standards regarding brightness and dimmer control
 - e. Messages shall be presented in a static display, and shall not scroll, flash, blink or fade in and out in any manner to imitate movement.
 - f. Display of messages is limited to the events and services offered on-site and time/temperature display.
 - g. The message center sign shall not be operated between the hours of 10:00 pm and 6:00 am.
 - h. The color of the sign message or display shall be amber.
4. Temporary signs (including banners), with the exception of window signs, sandwich board/T-frame signs placed adjacent to the building and incidental display signs, shall not be placed on the property.

5. Applicant shall install screening along the south property line to screen views of the sign from the property located at 1093 Carlton Drive. City staff shall review proposed screening prior to the issuance of a sign permit.

Attachments

1. Attachment A – Sign Code
2. November 17, 2015 Planning Commission minutes
3. Location Aerial Map
4. Submitted Plans
5. Request for Comment
6. Proposed Motion

ATTACHMENT A – SIGN CODE REQUIREMENTS

208.040 Permitted Signs and Sign Standards:

(B) Standards, by Sign Type

(8) **Message Center.** Message Center Signs shall be integrated into a free-standing sign that is a monument or ground style sign, except as otherwise permitted for Gas Price Display and Incidental Signs. The non message center portion of the sign shall include the name of the building or facility. The name shall be displayed in an individual-letter format in letters that dominate all other names and graphics on said sign.

(a) General Provisions

(i) Display. The sign message shall be displayed to allow passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.

(ii) Audio or pyrotechnics. Audio speakers or any form of pyrotechnics are prohibited.

(iii) Brightness.

i. Lighting. Lighting shall be set at a minimum level which the billboard is intended to be read and shielded to minimize glare.

ii. The light level shall not exceed .3 foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign $\sqrt{(12 \times 100)} = 34.6$ feet measuring distance.

iii. Dimmer control. The sign must have an automatic dimmer control that automatically adjusts the sign's brightness in direct correlation to ambient light conditions. Said sign shall be equipped with a photo cell designed to measure the ambient lighting conditions and adjust the sign brightness as needed so as to be in compliance with this ordinance.

iv. No portion of the message may flash, scroll, twirl, fade in or out in any manner to imitate movement.

v. Display of messages shall be limited to those services offered on the property and time/temperature display.

(iv) Message center signs may be permitted as part of an incidental business sign in accordance with Section 208.040(B)(7).

(v) Only one message center sign, not including those as part of an incidental business sign, is permitted for each principal structure.

(b) Residential Zoning Districts

(i) Message Center signs are permitted when displayed on the site of an approved public or quasi-public land use, with a Comprehensive Sign Plan.

(ii) Maximum Area. The area of the message center sign shall be included in the maximum sign area permitted. The area of the message center shall not exceed 35% of the total sign area for the sign on which it is displayed or 30 square feet whichever is less. The maximum sign area may be exceeded to comply with the minimum sign area required.

(iii) Minimum Area. 20 square feet.

(iv) Location and Orientation. The location and orientation of the sign shall be placed on the property in a manner that minimizes the visual impact on adjoining residential properties.

(v) Hours of display. The sign shall be turned off and shall not display messages between the hours of 11:00 pm and 6:00 am.

(vi) Color. The sign message or display shall be amber in color.

(12) **Principal Signs, Freestanding.**

(e) All freestanding signs associated with approved Public/Quasi-Public uses and residential developments shall be ground or monument-style. If a sign for such a facility will face property planned for residential use, the sign area shall not exceed forty (40) square feet and the height of the sign face shall not exceed six feet.

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property.
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

Discussion:

Chair Solomonson asked what screening is on the north side. **Mr. Heinze**, Applicant, responded that he has obtained a permit for a 6-foot fence on the north side. There are also trees in the neighbor's yard.

Commissioner McCool stated that his amendment to condition No. 4 was based on the belief that there were trees in the applicant's yard. Since that is not the case, he amended the motion to delete the sentence he added to condition No. 4. Commissioner Peterson seconded deletion of the amendment.

VOTE ON ORIGINAL MOTION: Ayes - 6 Nays - 0

COMPREHENSIVE SIGN PLAN*

FILE NO: 2597-15-40
APPLICANT: PHOENIX SIGNS/PRESBYTERIAN CHURCH OF THE WAY
LOCATION: 3382 LEXINGTON AVE

Presentation by City Planner Kathleen Castle

This application is to replace the existing monument sign with a new electronic message center sign. The sign is located on Lexington Avenue. The property is 4.96 acres and developed with a church facility and single-family home. There is also an off-street parking lot for the church. Access is off Cannon Avenue and Lexington Avenue. The property is zoned R1, Detached Residential. Adjacent land uses include commercial to the north and low density residential to the east, west and south. The City of Arden Hills is immediately to the west.

Existing signage on the site includes a wall sign and a free standing monument sign of 40 square feet in area and 5.3 feet in height. It is on a stone base that compliments the church building. The stone base would be kept and re-used. The existing sign would be replaced with an individual letter sign that has a message center sign. The new sign would be two-sided, with an area of 70 square feet, a height of 8 feet and a sign face height of 5 feet 10 inches. The message center sign area would be 20 square feet. The new sign will identify the church. The message center will be used for worship service times and listing special events.

The Development Code allows a free standing sign as long as it is a monument style. The maximum area permitted is 40 square feet; the maximum height is 6 feet. A Comprehensive Sign Plan is required because the application includes a message center sign and the property is adjacent to residential land uses. Deviations can be permitted through the Comprehensive Sign Plan review. The height, sign face area and height all comply with the Code. The only deviation requested is the total sign area of 70 feet. Deviations are permitted if the sign is attractive, compatible with the use of the property and adjacent development.

The message center sign complies with City requirements. Any visual impact will be mitigated due to the sign color, orientation of the existing homes, existing vegetation, distance, and limited display hours. No display is allowed between the hours of 11:00 p.m. and 6:00 a.m.

Staff finds that the color, size and materials of the sign are consistent throughout the site. The sign plan is effective, functional, attractive and compatible. The deviation of total sign area addresses the practical difficulty of the location of the sign on an arterial road. Approval will not be a special privilege. The new sign will be an improvement in providing information efficiently and will improve the look of the sign. The portable sign now being used is not allowed. The message center is to provide a better method of advertising church information.

Property owners within 350 feet were notified of the application. One response was received from a neighbor expressing concern about the size and impact to adjacent residents.

Neither Ramsey County nor the City of Arden Hills expressed any concerns. Deviation for a larger sign face is reasonable due to the proximity of this sign to commercial land uses on Lexington Avenue. Staff believes visual impact is minimized by the sign location, orientation, design, separation for residential land uses and landscape screening. Staff recommends approval subject to the conditions listed in the staff report.

Chair Solomonson asked if the entire structure of the sign is illuminated. Ms. Castle responded that only the church name and logo will be lit internally.

Chair Solomonson opened discussion to public comment.

Mr. Pompey Stafford, 1093 Carlton Drive, expressed concern about the size which will be twice the existing size. That is a big sign. The berm is not included in the measurement. The proposed message center is 2 feet by 10 feet, which is much bigger than the current message center of 2 feet by 8 feet. The new sign will have bright colors that are intrusive with many moving parts. This will illuminate his property. At the present time from his living room and dining room the existing sign is seen. There is a bright flood light as well. During the winter months there is little vegetation to block the light. He questioned the hours of illumination. He believes it will be programmed, but last night the existing sign was lit until after midnight. He requested that additional sizable evergreen trees be added. He appreciates the church position, and the new sign is more attractive. But that does not help his property. He does not believe a deviation in size should be granted.

Commissioner Schumer explained that a flashing sign is not permitted. Ms. Castle stated that the color is amber and no other color will be used. Mr. Warwick added that there is no scrolling or flashing. A message can change in minimum of 8 seconds. Mr. Stafford responded that every 8 seconds amounts to flashing as he sees it.

Mr. Stafford thanked the Commission for listening to his concerns and requested that his concerns be addressed.

Mr. Rick Cargilani, 1272 Bucher Avenue, stated that he is a member representing the church. He stated that Mr. Stafford is the only neighbor who can see the sign. The new sign will not be more intrusive. The portable sign being used is not permitted. There will be less light without use of the portable sign.

Commissioner Thompson asked if it would be possible to plant some large trees as suggested. Mr. Cargilani stated that could be a cost issue for the church, but fast growing trees could be put in. A large amount of buckthorn was removed that probably provided screening for Mr. Stafford.

Chair Solomonson asked if the whole face of the sign is illuminated. Mr. Cargilani responded that the illuminated face of the new sign will only be the letters that will be back lit. The illuminated portion of the new sign will be less than what now exists.

Commissioner McCool asked if the church would consider further restricting hours of illumination. Mr. Cargilani stated that could be considered. Ms. Castle clarified that only the message center portion is under the time restrictions. The name of the church could be lit all night. Commissioner McCool stated that he likes the new sign, but he believes Mr. Stafford's concerns need to be addressed. He would support further restriction of hours of illumination and additional screening.

Commissioner Peterson asked if there are screening requirements for signs that are comparable to accessory structures. Ms. Castle stated that the Code does not require screening, but the

impact to adjacent residents must be considered. Generally, if a new conifer is planted, it would be 6 feet tall. Commissioner Peterson agreed that added screening should be required.

Chair Solomonson stated that this is a big improvement to the current sign. The illuminated portion is less, and a large portion will be turned off at night. He would support additional screening.

Commissioner Thompson agreed that the sign will be an improvement and she supports requiring added screening.

Commissioner Doan agreed with other Commissioners regarding screening. He stated that he would like to see condition No. 3 changed to increase the time between new information on the message sign from 8 seconds to a longer time as recommended by staff. His concern is that the message center sign not change frequently but be changed on an as needed basis. Mr. Warwick stated that the time of 8 seconds is a result of study done on reading signs at certain speeds on a roadway. Eight seconds gives drivers enough time to read the sign.

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to recommend the City Council approve the Comprehensive Sign Plan submitted by Phoenix Signs on behalf of Presbyterian Church of the Way, 3382 Lexington Avenue N., for a freestanding monument sign with a message center, subject to the following:

1. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The applicant shall obtain a sign permit prior to the installation of any signs on the property.
3. The message center sign shall:
 - a. Display text shall be of a sufficient size so as to be readable by passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.
 - b. The use of audio or pyrotechnics is prohibited.
 - c. Lighting shall be set at a minimum level which the message center sign is intended to be read and shielded to minimize glare.
 - d. The light level shall not exceed .3 foot candles as measured in accordance with the Sign Code. Said sign shall comply with the City's standards regarding brightness and dimmer control
 - e. Messages shall be presented in a static display, and shall not scroll, flash, blink or fade in and out in any manner to imitate movement.
 - f. Display of messages is limited to the events and services offered on-site and time/temperature display.
 - g. The message center sign shall not be operated between the hours of 11:00 pm and 6:00 am.
 - h. The color of the sign message or display shall be amber.

4. Temporary signs (including banners) , with the exception of window signs, sandwich board/T-frame signs placed adjacent to the building and incidental display signs, shall not be placed on the property.

This approval is based on the following findings of fact:

1. The property is zoned R1, Detached Residential and quasi-public uses are a permitted use.
2. The Sign Code permits freestanding monument signs and message signs on properties that have a quasi-public use. With the exception of sign area, the sign complies with Sign Code Requirements.
3. The Comprehensive Sign Plan is complies with the findings as stated in Section 203.040 (C) (2) (C) .

Discussion:

Commissioner McCool offered an amendment, seconded by Commissioner Peterson to change two conditions: No. 3.g. would read, "The message center sign shall not be operated between the hours of 10:00 p.m. and 6:00 a.m." Condition No. 5 would be added to read, "Applicant shall install screening along the south property line to screen views of the sign from the property located at 1093 Carlton Drive. City staff shall review proposed screening prior to the issuance of a sign permit."

VOTE ON THE FIRST AMENDMENT: VOTE: Ayes - 6 Nays - 0

Commissioner Doan offered a second amendment to include the following under 3.a., "The minimum display period for any message shall be 10 seconds." Commissioner Peterson seconded this amendment.

Commissioner McCool asked the rationale for 8 seconds v. 10 seconds. Mr. Doan stated that he understands the safety perspective of 8 seconds based on traffic speed. He does not see a difference in safety between 10 seconds and 8 seconds.

Chair Solomonson stated that he does not see a safety advantage for increasing the time to 10 seconds. He will not support this amendment.

Commissioner Doan stated that with slower auto speeds, it would be safer to have a slower time period between messages. Commissioner Thompson noted that at the time of adopting City standards, 2 seconds were added to this standard. She would not vote to further increase the time period between messages.

VOTE ON THE SECOND AMENDMENT:

Ayes - 0 Nays - 6

VOTE ON MOTION INCORPORATING FIRST AMENDMENT;

Ayes - 6 Nays - 0

MISCELLANEOUS

City Council Assignments

Chair Solomonson and Commissioner McCool will respectively attend the City Council meetings on December 7, 2015 and December 21, 2015.

Commissioners Peterson and Thompson will respectively attend the City Council meetings on January 4, 2016 and January 19, 2016.

Planning Commission Schedule

A Planning Commission Workshop was held immediately prior to this meeting on November 17, 2015 at 6:00 p.m.

The December Planning Commission Meeting is scheduled for December 15, 2015, at 7:00 p.m.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to adjourn the meeting at 8:17 p.m.

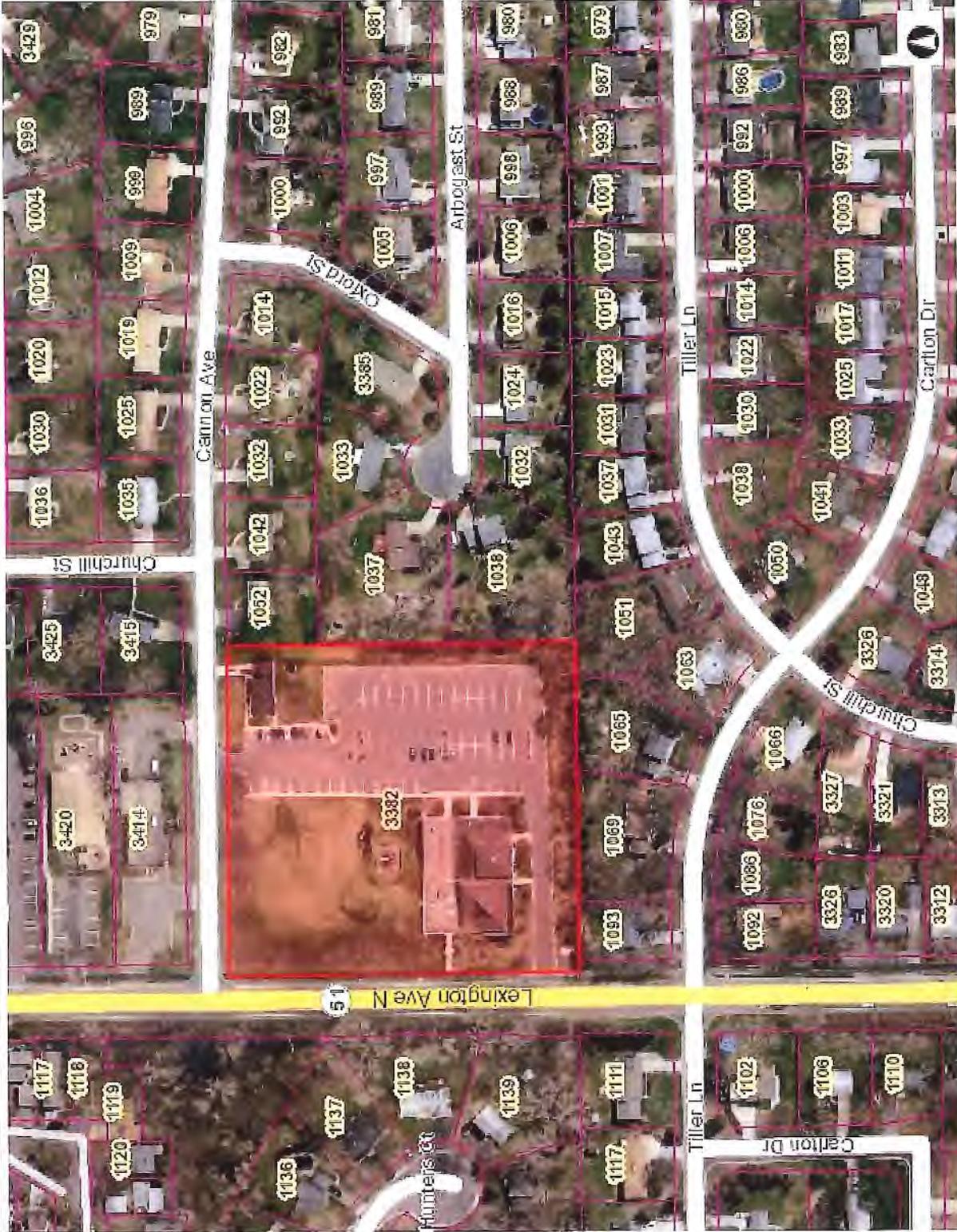
VOTE: Ayes - 6 Nays - 0

ATTEST:

Kathleen Castle
City Planner



3382 Lexington Avenue



Legend



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

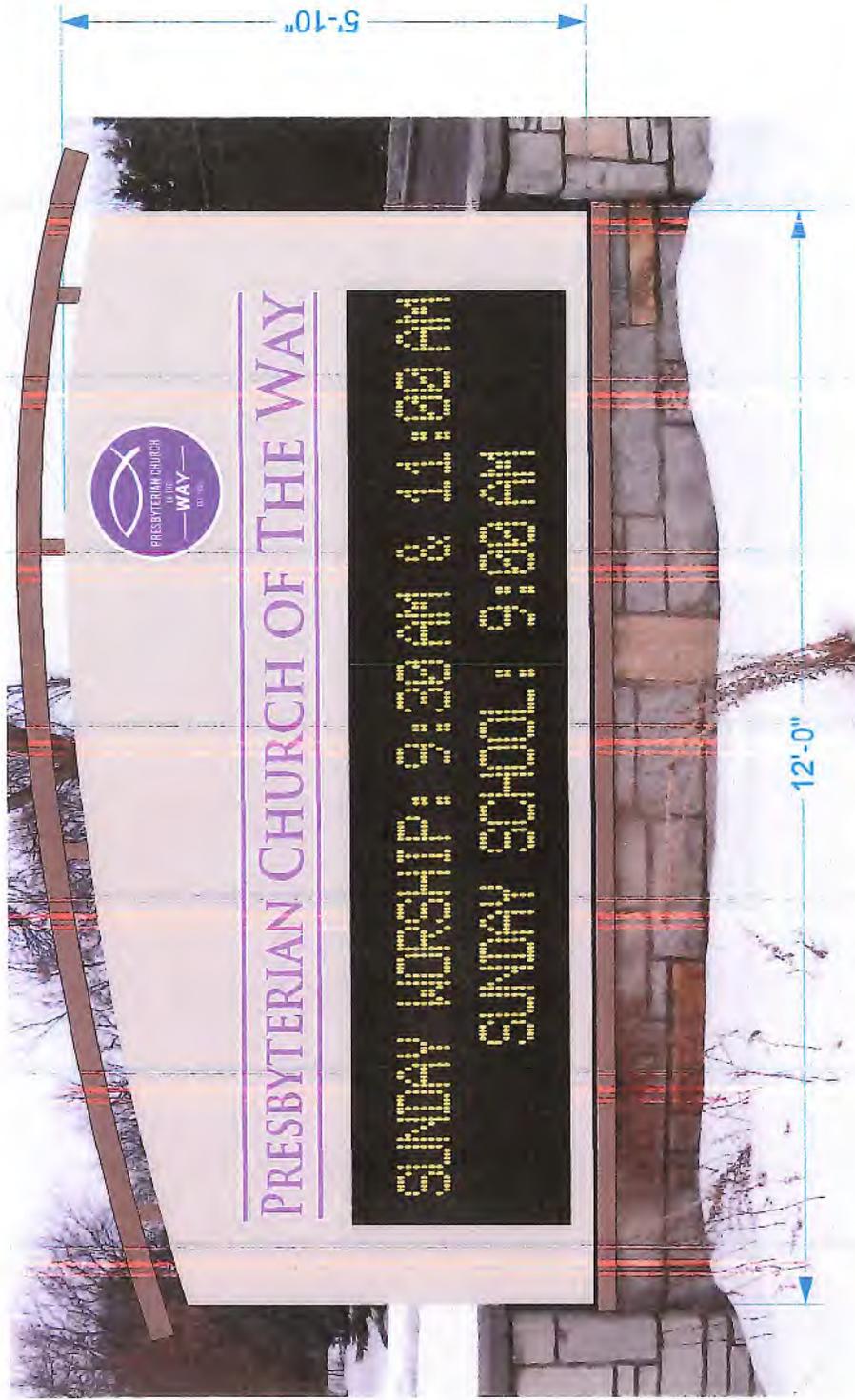
Notes

Comprehensive Sign Plan



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



Double sided sign, routed faces with 1/2" push thru letters with vinyl overlays. Double sided mono color LED reader board (amber), 19mm pixel spacing, 32x160 pixel matrix, radio communication, software, 5 year warranty.

70 square feet layout overall, reader board (2'x10') at 29% of total.

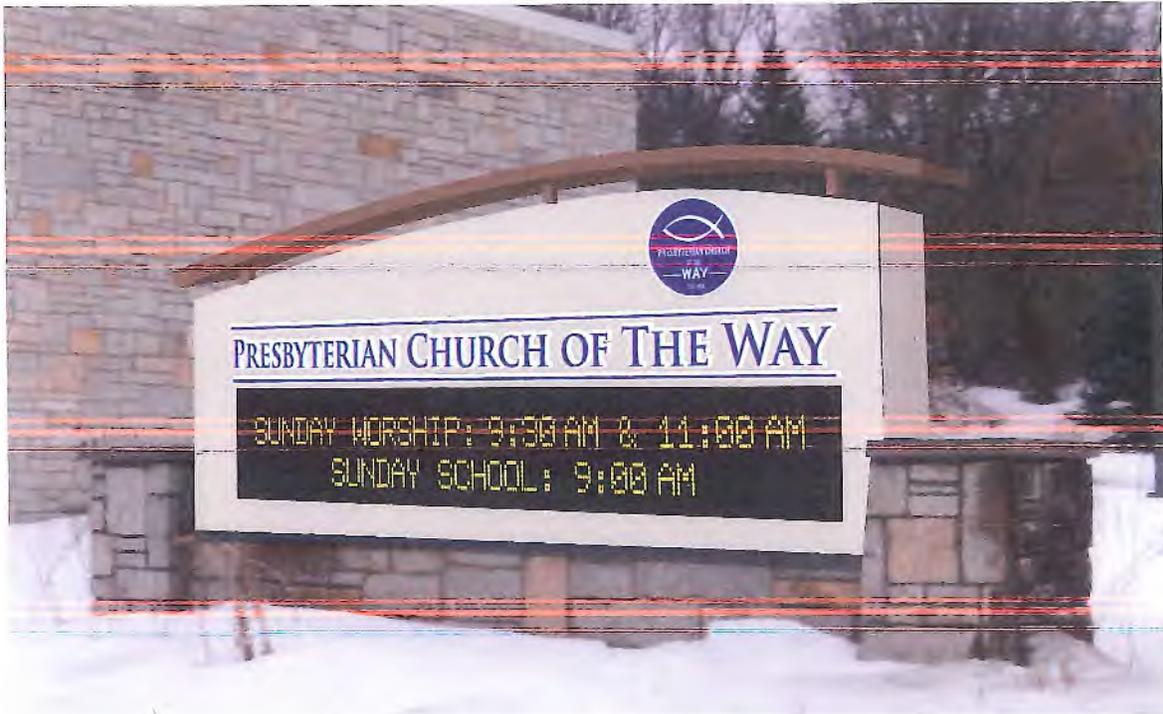
Power requirements for sign is 17 amps at 120 volts at the sign. Your electrician can verify but I believe this will require a 23 amps minimum taking line drop into account.





Double sided sign, routed faces with 1/2" push thru letters with vinyl overlays. Double sided mono color LED reader board (amber), 19mm pixel spacing, 32x160 pixel matrix, radio communication, software, 5 year warranty. 70 square feet layout overall, reader board (2'x10') at 29% of total. Power requirements for sign is 17 amps at 120 volts at the sign. Your electrician can verify but I believe this will require a 23 amps minimum taking line drop into account.



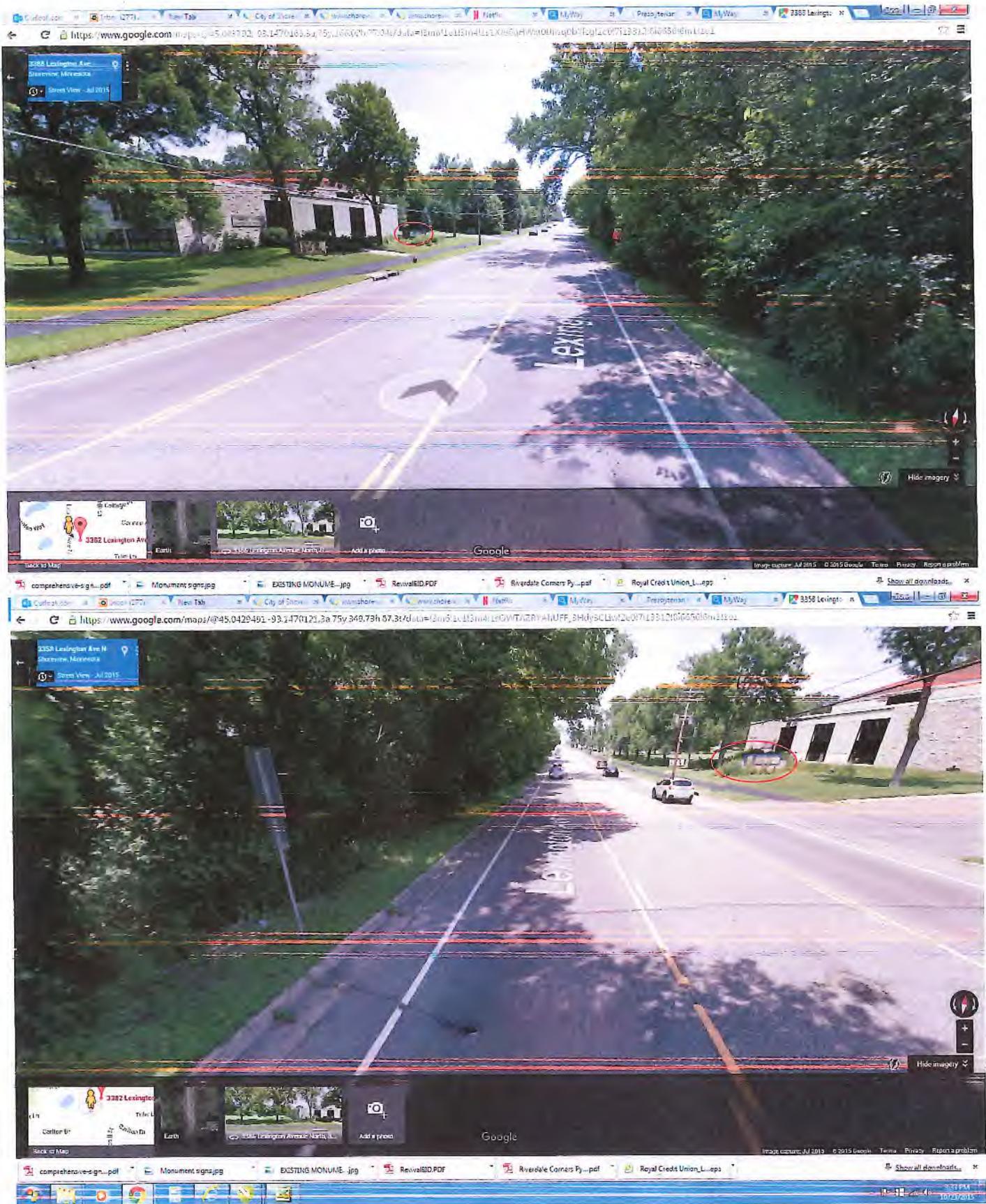


iso view elevation

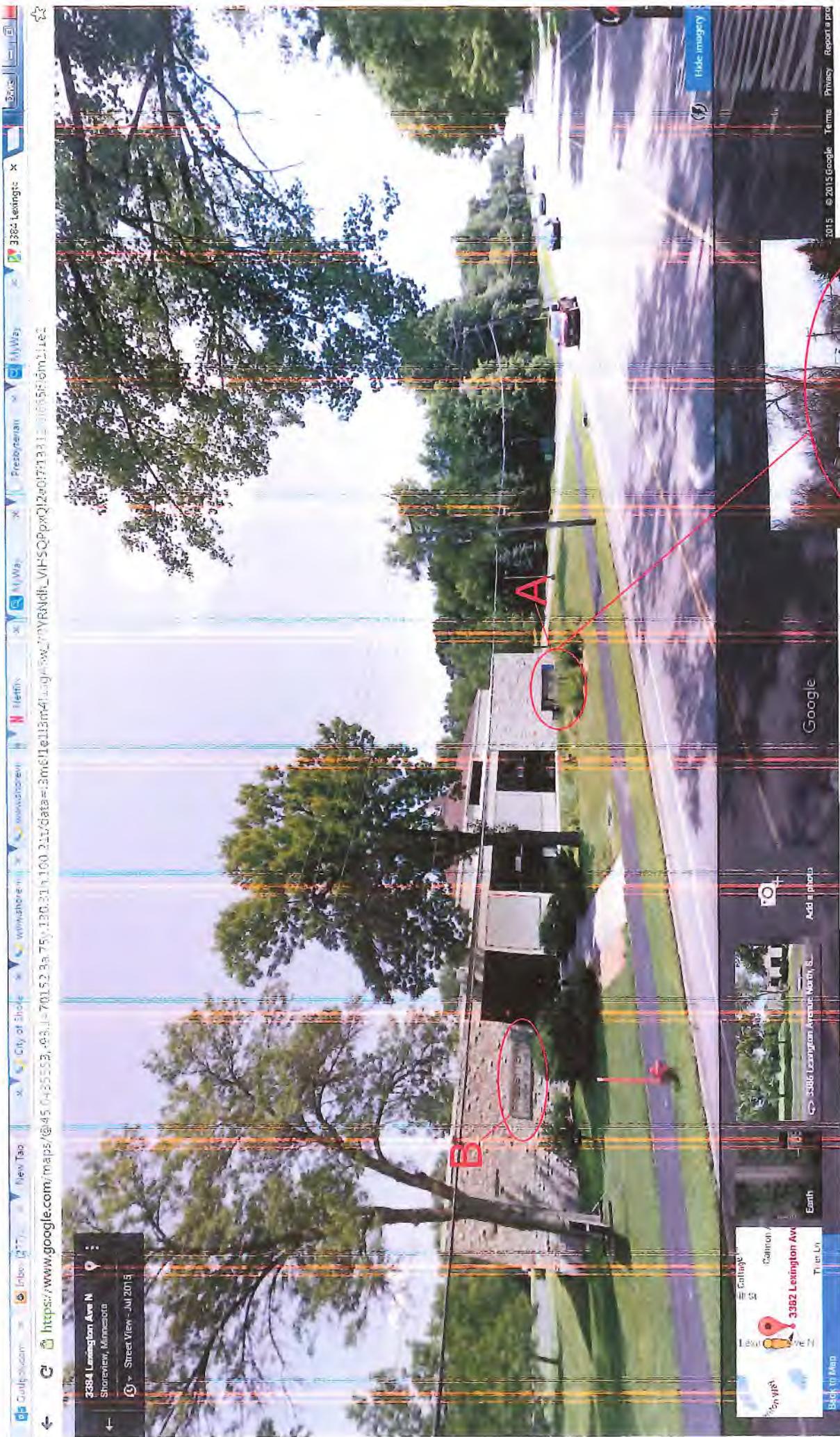


back side elevation





The property across the street from the sign location is the back end of residential lots and heavily treed. Sign location is circled in red.



A - sign to be replaced
B - wall mounted sign

comprehensive-sign...pdf Monument signs.jpg EXISTING MONUMENT...jpg RevivalBID.PDF Riverdale Corners P...pdf

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A - sign location for existing and replacement sign
Building size is estimated at 19000 square feet,
lot at 21,500 square feet



Kathleen Castle <kcastle@shoreviewmn.gov>

Presbyterian church

1 message

Thu, Nov 12, 2015 at 2:24 PM

Laberee, Erin <Erin.Laberee@co.ramsey.mn.us>
To: Kathleen Castle <kcastle@shoreviewmn.gov>

Hi Kathleen,

I received the plan for the sign replacement at the church. The only comment the County would have is that the sign be placed on private property, outside of the public right of way.

Thanks,

Erin

Erin Laberee, P.E.
Ramsey County Department of Public Works
1425 Paul Kirkwold Drive
Arden Hills, MN 55112

p 651.266.7105
f 651.266.7110

erin.laberee@co.ramsey.mn.us

**PROPOSED MOTION
TO ORDER ABATEMENT OF A NUISANCE –
HAZARDOUS BUILDING**

MOTION BY COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To adopt Resolution 15-110 ordering the abatement of the nuisance pertaining to a hazardous building at 229 N. Owasso Boulevard.

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

Regular City Council Meeting
December 7, 2015

TO: Mayor, City Council, City Manager
FROM: Kathleen Castle, City Planner
DATE: December 2, 2015
SUBJECT: Abatement Order – Hazardous Structure, 229 N. Owasso Boulevard

INTRODUCTION

Ms. Cherryll Herou, is the owner of the property at 229 N. Owasso Boulevard, a single-family residence. This single-family home is poorly maintained and in violation of Municipal Code Section 211.070, Property Maintenance Standards. The City had previously addressed the housing conditions on the property in 2013 and the property owner was able to make the needed corrections. The property owner, however, has not been able to maintain the home in accordance with the Municipal Code standards and the conditions of the home have deteriorated. An abatement hearing is scheduled before the City Council due to the extent of code violations and the hazardous conditions of the residence.

HAZARDOUS BUILDING -CONDITIONS

The residential structure, constructed in 1947, is a one and a half story home with a tuck-under single-car garage. The structure is considered hazardous, a public safety and health hazard due to inadequate maintenance and dilapidation. An inspection conducted on October 22, 2015 by the City's Housing and Code Enforcement Officer and Ramsey County Public Health – Environmental Services Division Staff found that the property is not being maintained in accordance with the City's housing maintenance standards and the County's public health nuisance ordinance.

The City and County have posted the property, warning the public that the structure represents a hazardous condition and a public nuisance, pursuant to the City and County ordinances. The posting also identifies the home as un-inhabitable. Ms. Herou is not permitted to reside on the property but can access the property only to remedy the code violations.

The attached correction notices issued by the City and County required the nuisance conditions and some of the housing maintenance conditions be remedied by November 2, 2015. Ms. Herou failed to appear for scheduled inspections on November 2nd and November 16th, therefore, the City and County Staff has not been able to access the home and re-inspect the property as required. Staff has attempted to contact the property owner and gain access to the home but has had difficulty. No building permits have been issued to complete the necessary repairs.

NOTICE TO ABATE THE NUISANCE – HAZARDOUS BUILDING

The City notified the property owner on November 17th that hazardous conditions and public nuisance conditions as identified in the correction notices remain and must be corrected no later

than November 23rd. Ms. Herou was also notified that failure to correct the hazardous and nuisance conditions would result in an abatement hearing before the City Council on December 7th. This notice was sent via US mail, Certified Mail and posted on the property.

Section 210, Nuisance, of the Municipal Code identifies hazardous buildings, subject to the provisions of Minnesota State Statute 463.16, as a public nuisance. State Statute defines a hazardous building as “any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to public safety or health”.

Pursuant to State Statute Section 463.15 through 463.261, the City may order the owner to correct or remove the hazardous condition or remove the building. The City must specify the corrections required and provide a reasonable time for the owner to comply. The Order, if adopted, will be mailed and posted on the property.

ABATEMENT ORDER

Staff has prepared Resolution 15-110 for consideration by the City Council which orders the abatement of the nuisance conditions and the hazardous building. Pursuant to the Order, the property owner may choose to raze and remove the structure from the property, or make the repairs to correct the hazardous conditions. The Order also requires that the property owner bring the property into compliance within 30 days of the Council hearing (January 6, 2016).

If the required corrections are not made pursuant to the Order, the Staff can file a motion for summary enforcement with District Court, thereby authorizing the City to correct the conditions through repair or removal of the structures. The cost of correcting the hazardous condition is recovered by the City, either by lien against the property, by obtaining a judgment against the owner, or by special assessment.

STAFF RECOMMENDATION

The property owner has not corrected the hazardous conditions and remedied the nuisance conditions as required by the City of Shoreview and Ramsey County. Staff has inspected the property and observed that the structure has suffered damage from the weather, water intrusion, rodent infestation, animal urine and lack of maintenance. The condition of the residential structure represents a hazardous condition and public nuisance.

Staff recommends the City Council hold the hearing, and adopt resolution 15-110 ordering abatement of the nuisance conditions related to the hazardous structure. The Order specifies the corrections required to bring the property into compliance with the City’s Property Maintenance Code and requires said corrections be completed within 30 days of the date of the Order.

Staff believes it is prudent to have this Order in place given the County’s determination that the home is a public health nuisance and that the hazardous building conditions as identified by the

Hazardous Structure – 229 N. Owasso Boulevard
Cherryll Herou
Page 3 of 3

City have not been corrected. With the Order in place, the City can pursue legal action, if needed, to remedy this matter.

Attachments:

- 1) Motion
- 2) Location Map
- 3) Notice to property owner, dated November 17, 2015
- 4) Ramsey County Order to Abate a Public Health Nuisance
- 5) Resolution 15-110

T:/ccreport/HerouAbatementHearing/ccreport



Legend



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

Notes

Enter Map Description

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

199.8 Feet

99.92

0

199.8

City Council:
Sandy Martin, Mayor
Emy Johnson
Terry Quigley
Cory Springhorn
Ady Wickstrom



City of Shoreview
4600 Victoria Street North
Shoreview MN 55126
651-490-4600 phone
651-490-4699 fax
www.shoreviewmn.gov

November 17, 2015

Cherryll Joy Herou
229 North Owasso Boulevard
Shoreview, MN 55126

RE: Hazardous Structure, 229 North Owasso Boulevard

Sent via regular US Mail, Certified US Mail and posted at property

Dear Ms. Herou:

The City and Ramsey County staff conducted an inspection of your property, including the home, on October 22, 2015 and found that the property is not being maintained in accordance with the City's property and housing maintenance standards and the County's public health nuisance ordinance. Correction notices were issued by the City and County requiring that the nuisance conditions and some of the housing maintenance violations be remedied by November 2, 2015. You failed to appear for scheduled inspections on November 2nd and November 16th, therefore, this letter serves as notice that the dilapidated condition of the structure and property represents a nuisance and the City is taking the necessary steps to declare the structure hazardous.

NUISANCE – HAZARDOUS BUILDING

The City and County have posted the property, warning the public that the structure represents a hazardous condition and a public health nuisance exists pursuant to the City and County Ordinances and Minnesota State Statute 463.15. The purpose of the posting is to identify the structure as un-inhabitable and to warn others that a danger exists. These notices cannot be removed, except as authorized by City and County personnel.

This letter serves as notice that the structure constitutes a hazardous building and a public nuisance. The conditions identified in the attached letter from Brent Marshall dated October 23rd and the Ramsey County Order must be corrected no later than November 23rd. Failure to correct the hazardous and nuisance conditions will result in abatement proceedings by the City.

PROCESS

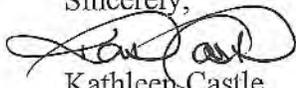
If the hazardous structure and nuisance conditions have not been abated per the attached correction orders by November 23rd, 2015, the City Council will hold a hearing on December 7, 2015 at 7:00 pm to consider an order to abate the hazardous building and nuisance conditions, and secure the structure pursuant to Section 210.020 of the Municipal Code and Minnesota Statute 463.15.

The hearing will be held in the City Council Chambers, 4600 North Victoria Street, Shoreview, MN 55126. You have the right to attend and give testimony at this hearing. Be advised that the City Council does have the authority to order the structure repaired or removed with the costs of abatement assessed to the property.

The City reserves the right to pursue any and all remedies under law, including criminal and civil proceedings, to enforce regulations pertaining to housing, property maintenance and nuisance conditions.

It is unfortunate that circumstances have resulted in the hazardous condition of the structure and nuisance conditions of the property. Your cooperation and prompt attention to this matter is appreciated. Please contact me at 651-490-4682 or via email at kcastle@shoreviewmn.gov if you have questions or would like to discuss this matter further.

Sincerely,



Kathleen Castle
City Planner

- Enc. Letter dated October 23, 2015 from Brent Marshall, Shoreview Housing and Code Enforcement Officer
Ramsey County Order to Abate a Public Health Nuisance
Shoreview Municipal Code Section 210, Nuisance
- c. City Attorney Joe Kelly
Brent Marshall, Housing and Code Enforcement Officer
Lori Green, Ramsey County Dept. of Public Health

City Council:
Sandy Martin, Mayor
Emy Johnson
Terry Quigley
Cory Springhorn
Ady Wickstrom



City of Shoreview
4600 Victoria Street North
Shoreview MN 55126
651-490-4600 phone
651-490-4699 fax
www.shoreviewmn.gov

October 23, 2015

Cherryll Joy Herou
229 Owasso Blvd. N
Shoreview, MN 55126-3056

RE: Property Maintenance & Housing Code Violations at 229 Owasso Blvd. N

Sent via regular US Mail, Certified US mail and posted at property

Dear Ms. Herou:

It has again come to our attention that violations of the City's Property Maintenance and Housing Code Ordinances exist on your property located at 229 Owasso Blvd. N. The inspection that was conducted on Thursday, October 22, 2015 identified that a public health nuisance exists and must be abated in accordance with the following:

The following conditions that require correction no later than **Monday, November 2, 2015:**

City Code Section 211.070 - Housing Code (D) (6) – Plumbing Systems

Plumbing systems shall be maintained in good working order, and must be kept free from obstructions, leaks and defects.

The toilet in the main upstairs bathroom is not in working order and is in need of repair.

City Code Section 211.070 – Housing Code (D) (7) – Connection to Water

Kitchen sinks, lavatory basins, bathtubs, or showers and water closets (toilets) shall be properly connected to either the municipal water and sewer system or to an approved private water and sewer system, and shall be supplied with hot and cold running water.

The toilet in the main floor bathroom is not connected to a water supply and only warm water (not hot) was present in the plumbing system.

City Code Section 211.070 – Housing Code (D) (12) and (E)(1) – Cleanliness/Extermination

Residential dwelling interiors shall be maintained in a clean and sanitary condition, free of accumulations of garbage and refuse so as not to breed insects and rodents, produce dangerous gases, odors and bacteria, or other unsanitary conditions, or create a fire hazard.

The interior of your home is not being maintained in a clean and sanitary manner. There is a high concentration of animal waste (dog urine) inside of your home which is producing ammonia gases and odors. The surfaces contaminated with the animal waste (dog urine) such as the wooden flooring, furniture, bedding, etc. will need to be removed and replaced to remove the waste and the odor. County and City staff had to wear respirators while inside of your home for personal protection. This environment is not safe for human or even domestic animal habitation.

Large areas of mold are also growing on the insulation and on the ceiling panels in the 2nd floor/attic area of the home. These panels and insulation will need to be either removed or replaced.

The garbage bags of refuse/recycling that have been thrown down the stairs into the basement must be removed and disposed of.

All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation.

Evidence of rodent infestation is present in the home, particularly in the 2nd floor attic area and stairway leading the 2nd floor attic area. The rodent infestation must be exterminated and proof of extermination services must be provided to the City. In addition, there is an opening (vent opening) open to the outside in your 2nd floor attic area allowing animals to freely enter the home. Nests are being built above the ceiling panels on the 2nd floor/attic area, which appear to be squirrel, bird or possibly raccoon nests.

Fruit flies were also observed in the kitchen area.

City Code Section 211.070 (D) (11) (a) (b) – Fire Safety

No owner shall occupy or allow another to occupy any dwelling unit which does not comply with the applicable provisions of the Uniform Fire Code and all accepted standards for safety from fire.

- a. Smoke Alarms; Single or multiple-station smoke alarms shall be installed and maintained in accordance with International Fire Code Section 907.2.10 and Minnesota State Statute 299F.362.
- b. Carbon Monoxide Detectors: Every single-family dwelling and every multifamily dwelling unit shall be provided with an approved and fully operational carbon monoxide alarm within ten (10) feet of each room lawfully used for sleeping purposes in accordance with Minnesota Statutes 299F.050 and .051.

Smoke alarms need to be installed in every bedroom of the home, on every level of the home outside of the bedrooms and in the basement of the home. Currently you have one working smoke alarm in the upstairs hallway. Also, a Carbon Monoxide Detector needs to be installed within 10 feet of all the bedrooms (in upstairs hallway). In order to allow re-occupancy of the home, the smoke and a carbon monoxide detector(s) must be installed and be operable.

Smoke and C.O. detectors were not all functional and not properly located during the inspection.

City Code Section 211.070 – Housing Code (D) (9) – Electrical Service

Residential structures and dwelling units shall be supplied with electrical service that is adequate to safely meet the electrical needs of the structure and dwelling units in accordance with the provisions of the Building Code. Electrical outlets and fixtures shall be maintained and connected to the source of electrical power in accordance with the provisions of the Building Code.

There is an electrical fixture (fluorescent light) on the ceiling of the main floor bathroom that has exposed bulb sockets and has a failing ballast. This fixture is also located in an

area where the ceiling is starting to collapse due to possibly moisture intrusion. This fixture is an electrical hazard and must be repaired or removed.

City Code Section 211.070 - Housing Code (C) (1) (B, C & D) – Foundations, Walls, and Roofs

City Code states "Every foundation, exterior wall, roof, and all other exterior surfaces shall be maintained in a workmanlike state of maintenance and repair. Exterior walls shall be free of holes, breaks, loose rotting siding boards or timbers, falling or loose stucco or brick, substantial amounts of peeling paint and any conditions which might admit moisture, rodents and pests to the interior portions of the walls or to the interior spaces of the structure". The conditions on the exterior of your home do not meet City Code requirements and requires correction.

There is a hole (vent opening) open directly to the outside in the 2nd floor/attic/roof area of the home that requires repair to prevent further moisture intrusion and animal access to the home.

City Code Section 211.070 – Housing Code (D) (3 & 4 Means of Escape & Access)

City Code requires a primary and secondary means of escape. Every sleeping room and living area shall have a primary and secondary means of escape. This escape shall be a door, stairway or ramp providing a mean of unobstructed travel to the outside of the dwelling unit or street ground level, or an outside window conforming to the requirements of the Minnesota State Building Code.

In every occupied building or structure, means of egress from all parts of the building shall be maintained free and unobstructed. Windows shall be accessible and so as to be easily opened. A minimum of three feet (3') of unobstructed travel is required from all primary (doorways, hallways and stairways). Also, an unobstructed path of travel 3-feet in width must be available throughout the entire home and in between rooms.

Unobstructed and clear travel of three (3') feet was not present throughout the home and corrections will need to be made to bring the interior of the home into compliance. Storage was blocking ingress/egress through rooms, storage was occurring in the hallways, items were being stored on the stairways, bags of refuse were blocking the stairs leading to/from the basement and several doors were being jammed shut with items such as spoons, knives, scissors, etc. This includes all hallways, stairways and all rooms within the home.

The following conditions that require correction no later than **Monday, November 23, 2015:**

City Code Section 211.070 Housing Code (D) Interior of Structures

City Code requires the interior of structures, including interior walls, floors, ceilings and associated woodwork or trim must be maintained in a sound condition and in a workmanlike repair. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

The ceiling in the main level bathroom is starting to collapse due to what appears to be water intrusion and requires repair. The ceiling areas in the 2nd floor/attic area of the home have collapsed are in a state of collapse, have water damage and have mold present. These ceiling areas will need to be repaired.

City Code Section 211.070 Housing Code (F) Interior Storage and (G) Room Function

The interior storage of materials must comply with the City's regulations. Combustible materials shall not be stored within three feet (3') of open flame heat sources such as furnaces, water heaters, woodstoves and fireplaces. Clearance between other heat or flame sources and combustible materials shall be maintained in a manner that does not constitute a fire hazard. Combustible materials shall not be stored in hallways, stairways, and landings unless a minimum of three feet (3') unobstructed travel is provided.

Interior storage shall not interfere with the primary function of the following rooms: kitchen, bathroom(s), living room, hallways, bedrooms that are used for sleeping purposes. The dwelling unit shall have permanently installed cooking (oven and stove), and refrigerator, including freezer, that is in safe operating condition.

Please ensure that combustible items are not being stored within 3' feet of the furnace and water heater.

City Code Section 211.070 - Housing Code (C) (1) (B, C & D) – Foundations, Walls, and Roofs

City Code states "Every foundation, exterior wall, roof, and all other exterior surfaces shall be maintained in a workmanlike state of maintenance and repair. Exterior walls shall be free of holes, breaks, loose rotting siding boards or timbers, falling or loose stucco or brick, substantial amounts of peeling paint and any conditions which might admit moisture, rodents and pests to the interior portions of the walls or to the interior spaces of the structure".

The conditions on the exterior of your home do not meet City Code requirements and requires correction. There are holes on the exterior of the home which are allowing animals to easily enter the structure. These holes will need to be repaired. There are various areas of peeling, missing and/or deteriorated paint on the exterior of your home. These areas include, but are not limited to; window frames, door frames, soffit areas, fascia areas and screened in porch area.

City Code Section 211.020 - Refuse

All refuse shall be properly contained within a **closed container** sufficiently designed for the storage of all refuse accumulating on the premises between collections. City Code requires weekly refuse collection by a hauler licensed by the City. The refuse and recycling accumulation on the property indicates a lack of trash and recycling service for the property. You will need to provide proof (licensed Shoreview hauler and account #) that refuse collection service has been reinstated for the property and all refuse items must be removed from the property.

There is refuse inside of the home that requires removal. In addition, there is refuse items being stored outside on the property that requires removal. These items include, but are not limited to; piles of brush, bags of refuse, logs, various unused containers by the back door, food waste on the ground by the back door and a wooden pallet.

~~Please correct these above conditions, thereby bringing the property into compliance with City requirements. The property will be re-inspected on or after the above dates to verify compliance. In order to allow re-occupancy of the home provisions of the City's Housing Code must be met.~~

You as the property owner have restricted access to the property during the hours of **8:00am and 4:30pm** for the purpose of working on the above corrections. Any access

or occupancy of the home outside of these hours needs to be approved by the Fire Chief or Housing and Code Enforcement Officer (myself). Ramsey County Sheriff Deputies will also be conducting patrols to ensure that occupancy is not occurring outside of these above allowed hours.

If the property is not brought into compliance with City Code and County Health Department standards, the City will start the process to declare the structure a hazardous building.

Please contact me at 651-490-4687, or via email at bmarshall@shoreviewmn.gov if you have any questions or require further information or resources.

Sincerely,



Brent Marshall
Housing & Code Enforcement Officer

Case Number: 2015-146

cc: Joe Kelly, City Attorney,
Lori Green, Ramsey County Environmental Health
Jamie Jackson, Ramsey County Mental Health Crisis
Pao Lee, Ramsey County Sheriff's Office
Mario Lee, Ramsey County Animal Control Officer
Ericka Minus, Social Worker III w/Ramsey County's Housecalls Program
Kathleen Castle, City Planner
Tom Simonson, Community Development Director
Terry Schwerm, City Manager



RAMSEY COUNTY

**Saint Paul – Ramsey County Public Health
Environmental Health Division**

Order to Abate a Public Health Nuisance

To: Cheryll Joy Herou

**Re: 229 Owasso Blvd
Shoreview, MN**

Pursuant to authority granted in the Ramsey County Public Health Nuisance Ordinance (No. 2006-371), be advised that the Saint Paul - Ramsey County Department of Public Health has determined that a Public Health Nuisance exists at the above referenced location.

Specifically, the Department has identified the following conditions:

1. Severe rodent infestation in the home, particularly noted in attic area and stairwell leading to attic
2. Large accumulation of garbage in the home, particularly noted on the basement stairs
3. Infestation of insects. Flies and fruit flies observed-particularly in the kitchen
4. Toilet is not in working order. An ice cream pail was observed in the bowl of the toilet

Therefore, Cheryll Joy Herou, as the responsible party for this property, is hereby ordered to abate the public health nuisance as follows:

1. Discontinue feeding rodents in the home remove all food from the stairwell leading to the attic area
2. Remove all garbage from the home, particularly in the basement stairs area and the kitchen
3. After all trash and garbage is removed clean and sanitize the floors throughout the house.
4. Obtain the services of a pest control operator to address the rodent and insect issue in the home
5. Obtain the services of a licensed plumber to repair the toilet to be in working order
6. Due to the presence of feral mice, pests and garbage, the house is unfit for human habitation.

This public health nuisance must be abated within ten days.

Dated October 22, 2015. A follow-up inspection will be conducted on Monday, November 2, 2015 at 1:00 p.m.

Saint Paul - Ramsey County Department of Public Health

Zack Hansen, R.E.H.S.
Environmental Health Director

Saint Paul - Ramsey County Department of Public Health
Environmental Health Section 651-266-1199
Contact: Lori A. Green, R.S. 651-266-1172

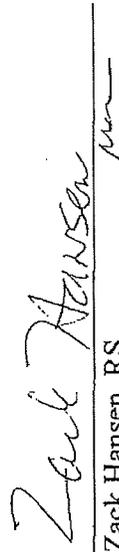
**THIS RESIDENCE HAS BEEN DECLARED A
PUBLIC HEALTH NUISANCE
AS AUTHORIZED BY THE RAMSEY COUNTY PUBLIC HEALTH
NUISANCE ORDINANCE AND IS HEREBY ORDERED TO BE**

VACATED

**UNTIL INSPECTED AND APPROVED BY THE SAINT PAUL-
RAMSEY COUNTY PUBLIC HEALTH.**

It is a violation to reside in this residence until this order has been rescinded.
This notice shall not be removed except by an authorized agent of the Saint Paul-Ramsey
County Department of Public Health.

Dated October 22, 2015


Zack Hansen, RS

Section Manager

Saint Paul-Ramsey County Public Health
Environmental Health Division 651-266-1199

Contact: Lori A. Green, R.S.

651-266-1172

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD DECEMBER 7, 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, 4600 North Victoria Street, 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. 15-110
AN ORDER TO ABATE NUISANCE CONDITIONS
RELATED TO A HAZARDOUS BUILDING**

WHEREAS, Cherryll Joy Herou, is the owner of the following described property:

Lot 23, Block 7, Owasso, Ramsey County, Minnesota

(Commonly known as 229 N. Owasso Boulevard)

WHEREAS, the property is developed with a single-family residential dwelling that has an attached garage. This structure is poorly maintained, dilapidated, un-inhabitable; and

WHEREAS, on October 22, 2015, the City Housing and Code Enforcement Officer inspected the property, identified the property as a nuisance, and posted the property as uninhabitable. Record of said inspection, including photographs, are on file; and

WHEREAS, on October 22, 2015 Ramsey County Public Health – Environmental Health Division inspected the property and ordered the abatement of the public health nuisance and posted the property as unfit for human habitation; and

WHEREAS, the property owner has been informed of the need corrections through letters dated October 23rd and November 17th from the City Staff and the Ramsey County Order to Abate a Public Health Nuisance and been given reasonable time to correct the conditions and bring the property into compliance with the applicable City and County ordinances; and

WHEREAS, the property owner has not corrected the hazardous and nuisance conditions;

WHEREAS, the Shoreview City Council held a hearing on December 7, 2015 to consider the recommendation of the City Staff that this Order be issued. All persons present at said meeting were given an opportunity to be heard and present written statements; and

WHEREAS, this Order was initiated pursuant to the City of Shoreview Municipal Code, and Minnesota State Statute 463.161; and

NOW, THEREFORE, BE IT RESOLVED THAT THE SHOREVIEW CITY COUNCIL hereby adopts Resolution 15-110 to order the owner of the property at 229 N. Owasso Boulevard to abate the public nuisance and hazardous conditions that now exist on the property, and to bring the property into compliance with the regulations of the City Property Maintenance, Housing and Building Codes. The building may be razed or removed or repaired pursuant to the City's letter dated October 23rd and Ramsey County's Order to Abate a Public Health Nuisance. The property must be brought into compliance with the City and County Ordinances no later than 30 days from the date of this Order (January 6, 2016).

IT SHALL BE RESOLVED THAT this Order shall be served upon the property owner and posted on the property; and

THAT should the property owner fail to perform the work in accordance with the timeframe specified in this Order, the City may file with the District Court a motion for a summary enforcement of this Order.

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 7th day of December, 2015.

Sandra C. Martin, Mayor
Shoreview City Council

ATTEST:

Terry Schwerm, City Manager

SEAL