

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
January 3, 2012  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**STATE OF THE CITY ADDRESS**

**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. December 12, 2011 City Council Workshop Meeting Minutes
2. December 19, 2011 City Council Meeting Minutes
3. Verified Claims
4. Purchases
5. Change Order #2—Buffalo Lane Reconstruction, CP 11-09

6. Authorizing the Request for Advance of Municipal State Aid Funds Amending Resolution No. 11-82
7. Acceptance of Donations for New Year's Eve Party

**PUBLIC HEARING**

**GENERAL BUSINESS**

8. Designation of Legal Newspaper for 2012
9. Committee/Commission Reappointments
10. Council Appointments for 2012

**STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

**SPECIAL ORDER OF BUSINESS**

**ADJOURNMENT**

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

**CITY OF SHOREVIEW  
CITY COUNCIL WORKSHOP MEETING  
December 12, 2011**

**Attending:**

Council: Mayor Martin, Councilmembers Huffman, Quigley, Wickstrom,  
Withhart

Staff: City Manager Terry Schwerm  
Finance Director Jeanne Haapala  
Asst. Finance Director Fred Espe  
Public Works Director Mark Maloney

Grass Lake Water  
Management

Organization: Steve Barrett  
Karen Eckman  
Jon Miller  
Edward Roberts  
Mary Kay Von De Linde  
Chuck Westerberg  
Tom Peterson, Administrative Consultant

Mayor Martin called the December 12, 2011 City Council workshop meeting to order at 7:00 p.m.

**MEET WITH REPRESENTATIVES FROM THE GRASS LAKE WATER  
MANAGEMENT ORGANIZATION (GLWMO)**

The City Council met with representatives from the Grass Lake Water Management Organization (GLWMO). Mr. Jon Miller reported on the findings of a task force set up to review GLWMO's status as a water management organization and the subsequent vote by the Board for its continuance, although the vote was not unanimous. The majority opinion is for GLWMO to remain an independent entity. The minority opinion is for GLWMO to merge with Ramsey/Washington Metro Watershed District. A minority report was also written, and Joe Bester wrote a letter of recommendation for GLWMO to remain independent with approval of the revised Joint Powers Agreement.

The three alternatives considered were: 1) remain independent with improved funding; 2) merge with Vadnais Lake Water Management Organization (VLAMO), or 3) merge with Ramsey/Washington Watershed District. Concerns about merging with Ramsey/Washington is that funding collected from GLWMO area would be spent on projects from which citizens would see little benefit. A second concern is the permanence of the decision and loss of local control.

Criteria used for the analysis included effectiveness, local control, education, citizen input, city cost, resident cost per parcel, staff and Board continuity. A merger with Ramsey/Washington would be the highest cost of the three options considered, as funding would be through tax assessment. The estimated increase per parcel would be \$50.00. Grants are available, and VLAWMO has received several thousand dollars in grants every year. Ramsey/Washington receives over \$3 million in grants each year. Ramsey/Washington has 15 full-time employees; VLAWMO has three employees. Vadnais Heights appoints two of the eight members on the VLAWMO Board. The Board members of Ramsey/Washington are appointed by the Ramsey County Board of Commissioners with no city council control.

The GLWMO Board discussion focused on the loss of local control and the notable difference to residents. Those of the minority opinion point out that the County still maintains a significant amount of control. Those of the majority opinion are concerned about Grass Lake resources that would be used for projects not occurring within the GLWMO District. The most important difference between the majority and minority opinion is the perceived effectiveness of remaining independent. With improved funding, the addition of two full-time employees and focusing projects, GLWMO could become as highly functional as VLAWMO and Ramsey/Washington. The minority opinion notes that there are studies that have not been done, and even with improved funding it is not likely for GLWMO to keep pace with growing needs. The majority opinion believes GLWMO can be effective and fulfill its capabilities. That is the basis for the vote to recommend that GLWMO remain a water management organization and that the City Council approve the revised Joint Powers Agreement.

Mr. Maloney stated that for the last 17 years he has supported GLWMO to keep local control and low cost of government, but with more requirements of watershed districts, he no longer believes that local control is possible. Regional water management in the eyes of state agencies is not supposed to have local control. It is very complicated, and the job has become almost bigger than can be handled. He asked if a budget of \$150,000 includes adding staff.

Mr. Miller acknowledged a concern that the amount requested might not be enough to add staff.

Ms. Eckman, GLWMO Chair, noted that the Board of Water and Soil Resources (BWSR) (the agency that oversees watershed districts) has indicated that GLWMO must show adequate funding for the next three years. Two FTEs would eat up a lot of the money.

Mr. Schwerm stated that the difficulty with the proposed budget is that it may accommodate a minimum number of staff, but not many projects. He would anticipate that the \$300,000 budget would need to grow to \$500,000 or more to be effective in meeting state standards. The major plan amendment required in three or four years will be another expensive study that will need to be done. Shoreview and Roseville must

agree on the process to move forward. A concern of Roseville with the funding mechanism is GLWMO's authority to set a budget that the cities are responsible for collecting. The cities would have no choice in funding at the level requested. A new Joint Powers Agreement would take away the Council's ability to determine funding for the GLWMO. Roseville's City Attorney has written a letter of concern that the Council would be ceding budget authority to an appointed group. Further, BWSR wants water management to be independent of councils and cities. Mr. Maloney added that state statutes are explicit about regional water governance. It was never intended to be an entity of the city. It is intended to be an autonomous board with clear expectations for high profile work.

Mr. Schwerm noted that VLAWMO sought special legislation so that cities would not have to contribute a share of the budget. VLAWMO has taxing authority, but it is done differently than the typical watershed. It shows as a charge on the property tax bill, similar to a recycling charge. Citizens pay per property. The difficulty in merging with VLAWMO is that six other cities would have to agree to take in Shoreview and Roseville. Then a legal interpretation would be needed regarding taxing authority.

Mr. Peterson stated that either a Councilmember or the Mayor would serve on the Board of Directors. An elected official must represent the City.

Mayor Martin stated that it is difficult to find that type of commitment from elected officials who are participating in other projects.

Councilmember Huffman asked for a summary of Roseville's position. Ms. Eckman stated that Roseville has not yet decided. Roseville did vote to approve \$37,000 just to make sure funds would continue. Mr. Schwerm added that Roseville has not decided on a joint powers agreement pending Shoreview's discussion.

Councilmember Wickstrom asked if other organizations could absorb the overhead needed without added cost. Mr. Peterson responded that has not been determined.

Ms. Eckman stated that she does not believe Ramsey/Washington would need to add much to merge with GLWMO. Mr. Maloney noted that Ramsey/Washington covers an area five times the size of GLWMO. They have 15 staff people with an annual budget of over \$7 million.

Mayor Martin asked if Ramsey/Washington has a good track record with projects. Mr. Miller stated that Ramsey/Washington does projects on a much bigger scale. One of their biggest projects is the Maplewood Mall storm water runoff. They have the capacity to do large major projects, as well as small, local projects. Mr. Peterson added that Ramsey/Washington acquired the Beltline Comp Water Interceptor project from the Metropolitan Council years ago. They have a major storm water drain structure. They have taxing authority, and taxes are approximately \$24 to \$25 per \$100,000 in market value.

Ms. Eckman noted that Ramsey/Washington does a lot with schools. A shoreline restoration project on Lake Phalen involved school children.

Mayor Martin asked the potential impact of the loss of local control. Mr. Westerberg stated that he has been a Shoreview resident over 40 years and supports the majority opinion. He is impressed with the reliance on local talent and resources to address local challenges. He believes engaged citizens is a model that can be put into practice and applied to the future governance of GLWMO. After listening to testimony at the public hearing, the obvious sentiment is to retain local control and use local dollars to solve water quality problems. More resources will be needed to address problems. A good faith effort to implement the recommendations from the Barr Report will go a long way to improve water quality. He does not see how GLWMO would be more cost effective, if it were to merge with Ramsey/Washington. GLWMO does not have a debt service component in its budget, or line items for employee pension benefits. There are untapped resources and local talent to be enlisted without the overhead of a 15-member paid staff. The cities of Roseville and Shoreview can hire additional engineering staff with part of that cost billed to GLWMO. It is a paradox that BWSR advocates for water organizations. The opposite approach is taken by the Minnesota Pollution Control Agency and by extension, the Environmental Protection Agency. When addressing the most vexing problem affecting non-point source runoff, local land use practices should be addressed and working with individual property owners to reduce their contribution to pollution. He believes the two cities can support the vision of an effective GLWMO.

Councilmember Huffman stated that his concern is the total carte blanche authority a continued GLWMO would have on the City budget. Mr. Westerberg stated that this is BWSR's attempt to consolidate water management organizations, which is like a poison pill. Oversight from the legislature is perhaps needed. The MPCA and EPA are pushing to decentralize water management, and BWSR is pushing for centralization. GLWMO's next action is to make a formal recommendation for the City to take action to approve the revised Joint Powers Agreement and revised budget and to make appointments.

Councilmember Quigley stated that anytime the City deals with water, there are layers of agencies. It is difficult to recruit the right kind of volunteers. The City has a record of competence. It is difficult to understand the best option to move forward.

Mayor Martin stated that when the 2012 budget is approved, it maintains the status quo. Other steps would be taken in January after there has been a chance to have discussion with Roseville. What is needed is expertise and highly trained technical capabilities. Leadership and technical support are a real concern.

She further stated that she has concerns whether Roseville is on the same page as Shoreview and whether the City can afford GLWMO. The idea of cost increases to the Shoreview budget is overwhelming. Even though the levy decreased this year, there are still people with big increases in taxes. Funding GLWMO would be a significant increase in costs for residents in the watershed area.

Councilmember Withhart expressed concern about making a decision that binds future City Councils to approving a budget submitted by another organization over which there is no control, and costs which have to be passed on to taxpayers.

Councilmember Wickstrom asked if it would be a better fit to merge with VLAWMO. Mr. Westerberg stated that the VLAWMO watershed is more similar to GLWMO with no urbanized setting and no toxic industrial discharges. From that perspective, VLAWMO is better. Ms. Eckman noted that all member cities in VLAWMO would have to approve Shoreview's membership. While urban, Ramsey/Washington's philosophy is restoration and protection. It is cheaper to protect good water, and the state is moving in that direction. The watershed district is charged with protecting our good water as much as addressing impure water.

Regarding finances, Mr. Peterson noted that Shingle Creek had the same issues a few years ago. They chose to operate on a joint powers agreement using a consulting service rather than hiring employees. They established a base line revenue that each party is responsible to provide on an annual basis that allows for automatic inflation using the CIP. Any funding above the CIP would require unanimous approval of all member city councils. This was acceptable to BWSR. The consultant administers engineering and technical services.

It was the consensus of the Council to consult with Roseville on the issues discussed above regarding renewal of a joint powers agreement for GLWMO.

#### **ITEMS RELATED TO 2012 BUDGET AND TAX LEVY**

- A. REVIEW OF FIVE-YEAR OPERATING PLAN**
- B. REVIEW OF PROPOSED UTILITY RATE ADJUSTMENT**
- C. REVIEW OF DRAFT BUDGET POLICY**

#### **FIVE-YEAR OPERATING PLAN**

In this review of City spending, the market value homestead credit is not included as part of the levy so as to see the actual growth in City spending. In 2013, a street bond is proposed and with spending increases in police, fire and other areas. The proposed levy increase for 2013 is projected to be 4.24%.

The plan assumes one more year of declining property values, a couple of years of flat value and then up 2% per year in the last two years of the program. From a property value perspective, there will be a continuing increase in tax rates, a norm in metro area cities.

Councilmember Huffman stated that he would not be comfortable with a levy increase of approximately 4.25% in 2013. The increase is too high based on expenditures.

Mayor Martin stated that the numbers presented are well calculated. Things do change in a short period of time. The savings used from a retirement position lowered the levy this year. That is a one-time impact on the levy which lowers the base.

Councilmember Withhart added that the legislature can change the rules at any time. He believes the assumptions in this review are reasonable. The street costs in the levy do not impact residents with special assessments.

Councilmember Wickstrom stated that this report is a good starting point. She does not want to cut something one year and have it reinstated the following year. She would prefer small increases rather than a yoyo effect.

Councilmember Quigley stated that the value of this process is to understand how all factors come together to deliver services. Staff's reporting on what actually happens is part of the process. He wants to be sure that fund balances that come up short are covered.

Mr. Schwerm explained that the levy growth of 1.3% to 1.5% per year is attributable to debt service and capital funds. The General Fund is growing between 3% and 3.5%. The things driving the General Fund faster than inflation are costs for police and fire protection. When the Council receives this report, the working capital targets are adopted as outlined for each fund. The Council has the ability to revise those targets.

## **PROPOSED UTILITY RATE ADJUSTMENTS**

### **Water Fund**

Ms. Haapala reported that the Water Fund continues to see a downward trend. The year 2010 was a record low year, and 2011 projections are even lower. Projected utility revenue is based on gallon consumption. It is recommended that the water rate structure be designed to bring in the necessary revenue to cover 2012 operation costs. There are three water tiers of consumption charges. The majority of gallons are in Tier 1, as the structure was designed to reward low usage. Staff has begun to explore a revised utility rate structure that would have four residential tier rates and three commercial/industrial tier rates. The changes proposed are:

1. Increase the water availability charge from \$11 per quarter to \$13 per quarter;
2. Decrease gallons billed in Tier 1 to 5,000 gallons and increase Tier 1 water rate by \$.03 per 1,000 gallons.
3. Add a new water tier between the old residential Tier 1 and 2, and bill the second 5,000 gallons at \$1.69 per 1,000 gallons from Tier 1 to the new Tier 2.
4. Increase the old Tier 2 rate by \$.29 per 1,000 gallons.
5. Increase the old Tier 3 rate by \$.59 per 1,000 gallons.

Councilmember Quigley asked if there are any models that show what drives water usage. Ms. Haapala responded that there is no method to predict any more accurately what water usage will be.

Councilmember Huffman stated that it always feels like this fund is just barely making it. The difference between Tier 1 and Tier 4 is 300%. He asked the reason for such a big spread and whether a tier structure is the best model. Ms. Haapala explained that the City is required to have a water conservation incentive. If residents bought all the water they wanted, there would be a risk of overtaxing the system and not having the capacity to serve customers. A new water tower would have to be built, which would be extremely expensive. The tier structure has served the City well, however with declining water sales, it has created a challenge to adequately fund our operating costs. Adding a second tier is the best approach to stay competitive and bring in more revenue.

### **Sewer**

Ms. Haapala stated that customers are most concerned about sewer rates. It is proposed that sewer rates be frozen for 2012. Holding sewer rates constant will partially offset the increases in the water rates.

Councilmember Withhart asked about infiltration of water into the sewer with roots and cracks. Mr. Maloney stated that the meters are at municipal boundaries. Relining and repairs have greatly helped water infiltration.

Councilmember Huffman asked if there would be an advantage to build the planned water treatment plant sooner. Mr. Schwerm stated that any surplus in the fund is kept to manage debt that has to be issued. The water treatment plant is planned in 2015. Staff is considering a 2013 rate structure that would build up the fund balance to pay that debt service for the treatment plant.

Further, Ms. Haapala stated that the recommended increase for storm sewer is 10%, which would be \$1.60 per quarter for single-family properties; \$1.69 per quarter for multi-family units and \$13.36 per acre per quarter for all other customers. Street lighting is recommended to increase \$1.82 per unit per quarter; \$1.37 for condominiums, apartments and mobile homes; and \$5.47 per acre per quarter for all other customers.

Councilmember Withhart asked if the rate increase for surface water is enough to cover pond dredging. Mr. Maloney stated that there is a moratorium on large scale pond dredging until the Pollution Control Agency settles on threshold standards for pond sediment.

Councilmember Withhart suggested that the new standards will be expensive and perhaps higher rates should be considered to build this fund. Mr. Schwerm stated that once the water fund is built up, then larger increases can be considered for surface water and street lighting. Overall, utility rate increases are going up about 8% for a large percent of utility customers.

## **Street Lighting**

The residential rate will increase \$1.82 per unit per quarter in 2012. The rate for condominiums, apartments and mobile homes will increase \$1.37 per unit per quarter. The rate for all other customers will increase \$5.47 per acre per quarter. Street light replacements in every neighborhood come out of this fund over the lifetime of the assets. Public Works is ramping up street light replacement because of problems. This is putting pressure on the cash balance.

Mr. Schwerm stated that the biggest challenge is that repair costs are higher than in the past. Wiring is not buried in conduit. If lights go out, it is often not the bulb but the wiring that has to be replaced. When new wiring is replaced, it is buried in conduit, but that is expensive.

## **Budget Policy**

A formal budget policy was proposed to address preparation, time frames, content and management of the biennial operating budget and capital improvement plan. Ms. Haapala stated that the two-year budget process means that the first year is a spendable budget once approved. The second year budget is a plan that is not spendable until it has gone through the normal budget process, which either reaffirms or amends that budget and the levy. The advantages of a multiyear budget are:

1. Reduces staff time devoted to budget development;
2. Improves the long-term planning and priority setting process;
3. Enhances management of financial resources; and
4. Encourages a more policy and goal oriented budget process.

A fund balance policy would be adopted to restore a fund when there are unanticipated costs. A plan would be implemented over time to bring the fund back to its fund balance target.

It was the consensus of the Council to accept the proposed budget policy.

## **OTHER ITEMS**

### **Acting Mayor Rotation**

Councilmember Huffman announced his intention to run for a Ramsey County Commissioner position next fall, which would mean he would not run for City Council. He indicated that if running for another office creates any type of conflict in serving as the Acting Mayor, he would be willing to forego his scheduled spot in the Acting Mayor rotation.

## **Signage**

Mayor Martin reported that she was visited by a representative from Meister's expressing distress about having to take down added signage. It was argued that these signs make them more visible which has been critical in this tough economy. With the berm that is in place, Meister's is barely visible.

Councilmember Quigley requested a recommendation from the Economic Development Commission (EDC). Mr. Schwerm noted that the EDC tends to advocate for anything that can be done to help businesses including temporary signage while the Planning Commission advocates for stricter enforcement of City Code. Temporary signs are allowed for 30 days. Staff has tended to be more lenient in the past year with respect to temporary business signage.

It was the consensus of the Council that in light of the economy, staff is to look into whether 30 days is long enough or whether an amendment is needed that is more reasonable.

## **Dog Parks**

Councilmember Wickstrom reported receipt of a complaint that big dogs are taking over the off leash dog areas in the hockey rinks and there is a problem with owners not cleaning up after their pets. Mr. Schwerm noted the hockey rinks available for all dogs because it is difficult to regulate and enforce size restrictions. In Coon Rapids, they have parks with two hockey rinks in them so they can more easily design one for large dogs and one for smaller dogs. The issue will be further reviewed if there are more problems.

The meeting adjourned at 9:35 p.m.



**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
December 19, 2011**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on December 19, 2011.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

Councilmember Huffman was absent.

**APPROVAL OF AGENDA**

Mayor Martin requested a brief discussion on meeting dates under the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the December 19, 2011 agenda as amended.

VOTE:                   Ayes - 4                   Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

Mayor Martin and the Council recognized Park and Recreation Director Jerry Haffeman who has worked for the City 40 years and is now retiring. She presented him with two plaques. In recognition of Mr. Haffeman's service, the Community Center pavilion will be named the Haffeman Pavilion.

Mr. Haffeman stated that the one thing he has so appreciated is the consistent outstanding leadership from Mayor Martin and the Council.

**CITIZEN COMMENTS**

There were none.

**COUNCIL COMMENTS****Mayor Martin:**

Shoreview is privileged to receive a Livable Communities Grant in the amount of \$655,000 that will be used for the realignment of Victoria and County Road E and redevelopment of the Midland Terrace retail area. She commended staff for the outstanding application submitted to the Metropolitan Council.

**Councilmember Withhart:**

Echoed Mayor Martin in his appreciation to staff for bringing in a \$655,000 grant for a major redevelopment project in the City.

This is the two-week period when free fitness classes are offered at the Community Center. Full information is listed on the City website.

**Councilmember Wickstrom:**

Beginning in January, plastic containers and lids will be accepted in recycling.

Thank you to the Shoreview Northern Lights Variety Band for an excellent concert a couple of weeks ago.

**CONSENT AGENDA**

Councilmember Wickstrom asked about the landlord/tenant law training session in January as reported in staff's Community Development report. She asked if tenants will be invited. Mr. Simonson stated that letters of invitation have been sent to tenants.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Consent Agenda and all relevant resolutions:

1. December 5, 2011 City Council Meeting Minutes
2. Receipt of Commission/Committee Minutes
  - Planning Commission, October 25, 2011
3. Monthly Reports:
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation
4. Verified Claims in the Amount of \$1,642,450.22
5. Purchases
6. License Applications

7. Developer Escrow Reduction
8. Adoption of Working Capital Targets and Receipt of 2012 to 2016 Five-Year Plan
9. Designation of Official Depositories for 2012
10. Certification of Delinquent Utility Accounts
11. Certification of Delinquent Tree Removal
12. Establishing a Budget Policy
13. Amendment to Planned Unit Development/Site Development Agreements - Southview Senior Living LLC (Cascades)

VOTE:                      Ayes - 4                      Nays - 0

## **PUBLIC HEARING**

### **MODIFICATION OF MUNICIPAL DEVELOPMENT DISTRICT NO. 2, ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 7 (ECONOMIC DEVELOPMENT DISTRICT) AND ADOPTION OF TAX INCREMENT FINANCING PLAN FOR SOUTHVIEW SENIOR LIVING (CASCADES) SENIOR HOUSING PROJECT**

#### **Presentation by Asst. City Manager/Community Development Director Tom Simonson**

The development is on the east side of Hodgson Road, north of Highway 96 and south of Tanglewood Drive. The Planned Unit Development (PUD) was approved in 2008. However, construction was delayed due to the housing market and finance restrictions.

The project consists of 105 units, which includes 30 independent care units, 43 assisted living units and 32 memory care units. The approved PUD includes a small scale office development. An existing vacant residence adjacent to the property was recently purchased and that property will be incorporated into the senior living site.

The developer seeks \$750,000 in TIF assistance for the following reasons:

1. The high cost of property acquisition from the previous developer;
2. Limited financing options, including the Federal HUD program;
3. Recent acquisition of the Schneider residential property; and
4. The desire to upgrade the building and site amenities.

Financial support would be funded through creation of a new Economic Development TIF District for a term of nine (9) years.

The legislature has granted temporary authority for flexibility in the use of tax increment financing (TIF). The provision requires construction of a qualifying project to begin no later than December 31, 2011. The developer has received site and building plan approvals and submitted a building permit application. Demolition of the existing house before the end of the year will qualify this development for the TIF assistance, which will be a pay-as-you-go tax reimbursement upon completion of the development.

There is a provision for affordability through the Elderly Waiver (EW) Program for eligible residents. The Minnesota Department of Human Services operates the EW program through a Federal waiver administered by the County. The developer will provide 12 units for residents eligible for EW for 15 years. The EW program will provide skilled nurse services, home health aid service, personal care assistance and other services.

The EDA has reviewed this proposal extensively and recommends approval with an affordable component through the EW units.

Mr. Simonson noted the revised motion.

Mayor Martin opened the public hearing.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to close the public hearing at 7:27 p.m.

VOTE: Ayes - 4 Nays - 0

Mayor Martin noted that the previously approved PUD did not include the recently acquired residential home. She asked how that would be addressed. Mr. Simonson responded that the Development Agreement requires an amendment within 24 months.

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to adopt Resolution No. 11-102, approving the Tax Increment Financing Plan for the creation of a new tax increment district No. 7 and Resolution No. 11-103, approving and authorizing execution of a Tax Increment Financing Development Agreement for the Shoreview Senior Living, LLC/Cascades Senior Housing Project.

Discussion:

Councilmember Wickstrom was referred to Mr. Simonson with questions regarding the Elderly Waiver Program, which she did not feel needed to be elaborated at this meeting.

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

## **GENERAL BUSINESS**

### **ITEMS RELATED TO THE BUDGET AND 2012 TAX LEVY**

- A. Amend 2012 Debt Levies
- B. Adopt 2012 Tax Levy (City, HRA and EDA)
- C. Adopt 2012-2013 Biennial Budget
- D. Adopt Capital Improvement Program for 2012 through 2016
- E. Employee Wage and Benefit Adjustment

### **Presentation by Finance Director Jeanne Haapala**

#### **Debt Levies**

Once the City issues debt, they are recorded at Ramsey County as part of the debt issue. The debt levy for 2012 is \$658,026, which is \$242,354 less than the scheduled levies.

#### **Tax Levy**

The proposed tax levy is \$9,290,086, which is \$202,000 less than initial requests when the budget process started. The 2012 HRA levy is set at \$70,000. Based on preliminary tax rates released by Ramsey County, the median home value in Shoreview dropped to \$235,000, approximately 5.5%. The City portion increases approximately \$4.00 per year for a median valued home. The total tax bill is increasing \$116.00. Budget booklets are available at City Hall.

#### **Biennial Budget**

This budget covers 2012-2013. Approval at this meeting is for the General and Special Revenue Funds, as required by state statute. The budget for 2012 is adopted for all operating funds. The 2013 budget is a plan and is not spendable until it is amended or reaffirmed during the budget process next year.

#### **Capital Improvement Program (CIP)**

The CIP is adopted as a planning document of anticipated projects for the next five years. No projects are authorized. Separate Council approval is required for capital costs/projects more than \$25,000. Replacements consist of 81% of the CIP. This does not include the planned water treatment plant.

#### **Wage and Benefit Adjustments**

A 1% wage adjustment is recommended with some health insurance changes. Approval is also requested for the annual job classification system.

State law requires that the City adopt a budget and tax levy to certify to the County and State by December 28, 2011.

Councilmember Wickstrom thanked staff for all the work done to establish a biennial system.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt proposed resolution number 11-95 reducing debt levies for fiscal year 2012 per Minnesota Statutes.

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

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Quigley to adopt proposed resolution number 11-96 adopting a tax levy for the City of Shoreview in the amount of \$9,290,086 for taxes payable in 2012 and adopting an HRA tax levy of \$70,000 for taxes payable in 2012.

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

**MOTION:** by Councilmember Withhart, seconded by Councilmember Quigley to adopt resolution number 11-97 approving the biennial budget for the years 2012 and 2013 as detailed on the attached pages.

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

**MOTION:** by Councilmember Quigley, seconded by Councilmember Withhart to adopt resolution number 11-98 approving the capital improvement program for the years 2012 through 2016 as detailed on the attached pages.

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

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Quigley to approve a 1.0% wage adjustment for all regular employees, to increase the City contribution for employee health insurance to \$710 per month, to maintain the VEBA contribution amount at its current level, and to adopt the attached Job Classification System and Pay Plan effective December 24, 2011.

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

## **ADOPT ORDINANCE ESTABLISHING 2012 UTILITY RATES**

### **Presentation by Finance Director Jeanne Haapala**

The proposed rates address utility fund losses particularly in the water fund but also in some of the other funds where expenses have exceeded revenue for a number of years. Declining water consumption has resulted in higher increases to cover operating costs. The proposed rate for 2012 is expected to close the gap between revenue and expenses. The proposed rates maintain sufficient cash balances to cover unanticipated maintenance, repairs and replacements.

A base year approach of gallons is used for water fund rates. The usage has declined steadily over the last several years. Factors that have influenced this trend are rainfall and declining household water use. Sewage treatment costs that are paid to the Metropolitan Council are approximately 51% of the sewer budget. Other expenses in utility funds include contributions to water management district, emergency repairs, debt payments, depreciation and energy/fuel costs.

Capital costs include rehabilitation of water towers, water and sewer line repair and replacement, sewer televising and relining, sanitary sewer lift stations, street light repairs/replacements and a planned water treatment plant to be built in 2015. Street light rates continue to increase due to replacement of bulbs, repairs and higher capital costs of replacements.

The City bills water on a tiered structure based on cost per 1,000 gallons of water. The City has experienced the fact that the highest percentage of water usage is in the least expensive tier, which does not generate the revenue needed. Therefore, the City has decided to break down the first tier with a new tier 2 between tiers 1 and 3 beginning in January. This will help bring in needed revenue to close the gap between revenue and expenses.

The water availability charge will be \$13.00 in 2012. Tiered rates per thousand gallons will be:

- Tier 1            \$1.04, First 5,000 gallons used
- Tier 2            \$1.69, Second 5000 gallons used
- Tier 3            \$2.34, 20,000 gallons
- Tier 4            \$3.84, remainder

There is no change to sewer rates in 2012, as sewage flow has decreased. The sewer availability charge will remain at \$35.76, and tiered sewer rates will range from \$15.11 to \$70.50 per quarter, which will help offset the increase in water rates.

Surface water rates will increase to \$17.57 per quarter per single family and \$18.61 per quarter per multi-family units. A small loss is expected and more aggressive increases are planned for next year. The street light fee will increase to \$9.11 per quarter per single family and \$6.83 per quarter per multi-family.

The impact to the total utility bill for the average customer is an increase of approximately \$11.00 per quarter.

Staff is recommending approval of these rates.

Councilmember Withhart noted that in regard to surface water utility, state water quality standards are higher and more infrastructure is needed to comply. It is not surprising there is some loss in that fund, even though staff works to be as cost effective as possible.

Councilmember Wickstrom noted receipt of a complaint regarding the four tier structure for water rates. The reason for the tiered structure is to conserve water in order not to have to build another water tower, which would be very expensive.

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to adopt ordinance number 887 establishing a utility fee schedule effective January 1, 2012.

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

### **ABATEMENT OF PUBLIC NUISANCE - 1648 LOIS DRIVE**

#### **Presentation by City Planner Kathleen Nordine**

In July, the City became aware of an illegal accessory structure on this property. A Stop Work Order was issued. No building permit had been issued for the structure, which violated City ordinances because it exceeds the maximum area and maximum height permitted in City Code, and it encroaches upon a minimum sideyard setback. The property owner applied for a variance for the project. The variance was denied by the Planning Commission and was subsequently appealed to the City Council, which upheld the Planning Commission decision.

On September 21, 2011, staff mailed a letter to the property owner, Mr. Michael Morse, advising him that the property must be brought into compliance by November 1, 2011, or the structure removed. On November 1, 2011, City inspectors found that the structure remained on the property and had been further modified, again without a building permit.

On November 2, 2011, the City sent a notice that the structure is a public nuisance and must be removed by November 10, 2011. A public hearing was scheduled for November 21, 2011. Mr. Morse requested postponement of the hearing. On November 22, 2011, staff sent a notice of the public hearing scheduled for December 19, 2011.

It is recommended that the Council conduct the hearing and order abatement to bring the structure into compliance with City Code or remove the structure by January 15, 2012. If the corrections are not made, a motion for summary enforcement will be filed with District Court to authorize the City to remove the structure, with the costs being recovered through a special assessment.

**Mr. Michael Morse**, property owner at 1648 Lois Drive, stated that the variance he requested was done at the advice of the City Planner. He was also told to obtain a survey, which he did. The Stop Order was received on July 8, when the garage was two-thirds complete with over \$40,000 invested. In response to the City, he submitted a variance application on July 26, 2011. The application was tabled due to concerns regarding the overall mass of the structure. On July 28, 2011, he received a letter from the City indicating that the height of the structure should be reduced to be consistent with the 15 feet allowed for a single-family home, and the area should be reduced. On August 8, 2011, a revised plan for a variance and property line survey were submitted to the City with the roof lowered to 15 feet 11 inches. The survey showed a 2.3 foot side setback, which was the location of the original garage. On August 24, 2011, the City again denied the variance, which he appealed on September 19, 2011. On September 21, 2011, the City sent a letter denying the appeal. On November 2, 2011, the City sent a letter requesting removal or alteration to bring the garage into compliance. He does not believe the garage is an “illegal accessory structure” or a public nuisance. On November 22, 2011, the City sent a letter advising him of the public hearing on December 19, 2011.

Mr. Morse indicated that he does not believe an illegal structure is defined in City Code so he cannot be prosecuted for something not defined. The dominant feature and use of his property is his home, not the accessory structure. The new garage was built in the same setback location as the old garage. His neighbor is unwilling to sell him land to bring the setback into compliance. This has created a hardship. He has future plans to double the size of his home. The garage was expanded to hold all personal items. The garage does not dominate the neighborhood, and neighbors have signed statements in support of his project.

In regard to a building permit, he did not know he was in violation when he built the new garage in the same location as the old one. If he were allowed to complete the building, it would comply with the Building Code and Development Code. The structure is not a public nuisance and does not offend or annoy considerable members of the public. The definitions of public nuisance do not apply to his garage. Loose debris has been cleaned up.

The real public nuisance is the ditch next to his house. He is requesting a continuance of this matter in order to be able to reapply within six months of denial by the Council. This would bring the matter to March 19, 2012, when he would submit new plans. There is no authority for the City to enforce removal of an “illegal structure” when it is not defined in the Code. He requested copies of all Shoreview files regarding illegal structure abatements.

Mr. Morse stated that he has made efforts to comply. There are properties on the same street that enjoy benefits of storage for personal items. One clearly exceeds the height of the home. Another measures 22 feet wide and 45 feet long, which is significantly larger than 75% of the home foundation. The garage is a significant improvement to his property, as he is now able to store all personal items inside. All vehicles are out of sight. The value of his property has decreased \$48,000. He believes it would be better for the City to increase the value and taxes with this improvement.

Mayor Martin responded that the City does not establish property value. It is done by Ramsey County. Part of the reduction in value is the market value exclusion that the property is not taxed on. No one on the Council wants to punish the property owner. The problem is that a building was built without a building permit, and it is larger than allowed by City Code. While it may seem unfair because there are garages in the neighborhood that are larger, they were built before current City Code regulations. The regulations are in response to complaints of residents at that time. The Council is bound by the ordinance in place at this time. The neighbor has no obligation to sell property for the setback compliance and is not a hardship. She noted that the City has never known exactly where the old garage was located. Had the proper permits been applied for in the beginning, the City could have determined that location.

Councilmember Withhart agreed with Mayor Martin. While the Council sympathizes with Mr. Morse's position, this situation is a result of his actions.

Councilmember Wickstrom stated that even if the existing garage were built in the same location as the old one, it is not the same size as the old garage. It is too deep and far exceeds Code. The requested variance is significant. She would rather work with Mr. Morse than require him to tear it down.

Mr. Schwerm stated that staff met with Mr. Morse in that regard and indicated he would be allowed to reapply before the six-month waiting period has passed, if the proposed size and height of the structure was reduced. The six months could be waived because a significant reduction would be considered a substantial change to the variance application. At that meeting, Mr. Morse was unwilling to reduce the size of the garage.

Councilmember Withhart stated that it has been long practice to not allow a nonconforming use to be built. The setbacks are in City Code for good reason. The City has reasonable expectations.

Councilmember Quigley stated that all Councilmembers and staff have recognized that by proceeding without obtaining a building permit, six areas of violations have occurred. Had the garage been completed, there would be a minimum of six violations and perhaps more. There do not seem to be any mitigating factors to resolve this situation. He does not know of any resolution other than abatement and to follow staff's recommendation.

Councilmember Wickstrom stated that she would like to hear if Mr. Morse would be willing to reduce the depth.

Mayor Martin stated that what the Council is able to do at this time is waive the six-month waiting period and review a new building proposal. It is inappropriate to try to decide what would be permitted. Abatement is harsh in removal of the structure, and she would be willing to look at a new plan. Ms. Nordine stated that the abatement can be ordered, but any time prior to January 15, Mr. Morse can submit his application to be processed. Staff would like the order in place in case a new application is not submitted.

City Attorney Filla concurred with City Planner Nordine. There is plenty of time to change course because court action would take some time. He would recommend the City adopt staff's recommendation.

Councilmember Withhart stated that he believes the existing structure could be altered to bring it into compliance. He would support staff's recommendation.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Withhart to adopt Resolution 11-104 ordering the abatement of an illegal accessory structure on Michael Morse's property at 1648 Lois Drive. The illegal accessory structure constitutes a public nuisance based on the following findings:

1. A building permit was not issued by the City authorizing the construction of the structure on the property as required per Section 212, Building and Fire Code, of the Development Code and Minnesota State Statutes, Chapter 16B.59 to 16B.75.
2. The structure is not constructed with the minimum fire-resistance rating in accordance with the Building Code Section R302, Exterior Wall Location.
3. The unfinished condition of the structure violates Section 211.060(A) and Section 211.070(C)(1)(4) of the Development Code.
4. The structure exceeds the maximum area permitted as stated in Section 205.082(D)(5)(a)(ii) and Section 205.082(D)(5)(a)(iii) of the Development Code.
5. The 2.3 foot side yard setback of the structure encroaches upon the minimum 5-foot side yard setback permitted as stated in Section 205.082(D)(5)(b)(i) of the Development Code.
6. The exterior design and construction of the structure is in violation of Section 205.082(D)(5)(e)(i)(ii)(iii) of the Development Code.

**Discussion:**

Councilmember Wickstrom stated that she would support the motion knowing that there is an opportunity for Mr. Morse to submit a new application and work with the City.

**Mr. Morse** stated that his understanding in meeting with staff is that the structure must be brought into compliance. He does not see that as working with a citizen. The side

setback will not be in compliance. His suggestion for a divider wall from the front of the garage to the back was not acceptable. It is an incredibly expensive procedure to try to make a new application by January 15, 2012. He would prefer to defend himself in court rather than trying to work with the City that insists on compliance. He did send a certified letter to be signed for by City Manager Schwerm that was returned. Mr. Schwerm explained that the letter was returned because he was not in the building at the time of delivery to sign for it. When sending a certified letter, it is better if anyone in the building can sign for it, and then it will reach him.

Mayor Martin stated that staff are not elected officials, and they have to provide the best information they can about what they think would be approved by the Planning Commission and City Council. Staff can only provide guidance according to the law. The burden is on Mr. Morse to provide something that works within the City ordinance. She encouraged him to try to work with staff.

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

## **SPECIAL ORDER OF BUSINESS**

### **Meeting Dates**

Mayor Martin stated six applications were received for the three Planning Commission vacancies. Planning Commission terms expire at the end of January. She would prefer to interview applicants and be able to make appointments by the second Council meeting in January. Chair Feldsien, who is retiring from the Planning Commission, will be included to participate in the interviews. One of the applicants, Commissioner Proud, is reapplying. It was the consensus of the Council that given his years of service and experience, it would not be necessary to interview him.

It was the consensus of the Council to hold the interviews on the January 9, 2012 workshop date, and schedule a second workshop meeting on January 23, 2012.

The Municipal Legislative Commission will hold a reception to meet with legislators on January 30, 2012, at the Minnesota History Center. Also, the Ramsey County League of Local Governments will have a meeting with legislators on January 26, 2012. In light of these opportunities to meet with legislators, it was the consensus of the Council to not hold a separate meeting with legislators.

### **ULI/Navigating the New Normal**

Mayor Martin explained that this program is a way to meet with the Planning Commission to discuss development. It is highly recommended by other cities who have participated in the program. It is tentatively scheduled for March 12, 2012.

**ADJOURNMENT**

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to adjourn the meeting at 8:55 p.m.

VOTE:                                   Ayes - 4                                   Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_\_  
2012.

\_\_\_\_\_  
Terry C. Schwerm  
City Manager



## MOTION SHEET

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

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

Date	Description	Amount
12/19/2011	Accounts payable	\$ 44,414.92
12/22/2011	Accounts payable	\$ 153,548.78
12/27/2011	Accounts payable	\$ 1,089.00
12/28/2011	Accounts payable	\$ 63,488.89
12/29/2011	Accounts payable	\$ 64,599.98
12/30/2011	Accounts payable	\$ 93,450.24
12/30/2011	Accounts payable	\$ 12,475.59
<b>Sub-total Accounts Payable</b>		<b>\$ 433,067.40</b>
12/30/2011	Payroll 123615 to 123668 955009 to 955188	\$166,235.68
<b>Sub-total Payroll</b>		<b>\$ 166,235.68</b>
<b>TOTAL</b>		<b>\$ 599,303.08</b>

ROLL CALL:	AYES	NAYS
Huffman		
Quigley		
Wickstrom		
Withhart		
Martin		

1/3/2011

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BARTON, LISA	PASS REFUND	220	22040					\$200.00	\$200.00
BEARENCE MANAGEMENT GROUP	2011/12 INSURANCE-AGENT FEE	101	40500	3410				\$3,049.77	\$11,000.00
		101	40800	3410				\$137.06	
		101	41200	3410				\$96.62	
		101	41500	3410				\$73.85	
		101	43450	3410				\$92.66	
		101	43710	3410				\$1,877.67	
		210	42750	3410				\$36.70	
		220	43800	3410				\$1,417.00	
		225	43400	3410				\$425.46	
		230	40900	3410				\$63.40	
		601	45050	3410				\$1,159.84	
		602	45550	3410				\$419.80	
		603	45850	3410				\$208.34	
		603	45900	3410				\$93.63	
		604	42600	3410				\$74.40	
		701	46500	3410				\$1,773.80	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590				\$451.54	\$451.54
COMMUNITY REINVESTMENT FUND	GMHC MONTHLY FEES/9 @ \$6/NOV 2011 STMT	307	44100	4890				\$54.00	\$54.00
DAFOE, MIRIAM	PASS REFUND	220	22040					\$40.00	\$40.00
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.13	\$16.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.13	\$16.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.13	\$16.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.10	\$16.10
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.10	\$16.10
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.15	\$16.15
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.15	\$16.15
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
HABISCH, SALLIE	PASS REFUND	220	22040					\$40.00	\$40.00
IDENTISYS	CC MEMBERSHIP CARDS/PRINTER RIBBON	220	43800	2180				\$1,620.27	\$1,620.27
IMSDAHL, MARCIA	PASS REFUND	220	22040					\$220.00	\$220.00
JACKSON, BETH	PASS REFUND	220	22040					\$40.00	\$40.00
KELSON, LARRY	PASS REFUND	220	22040					\$39.54	\$39.54
LITANIA SPORTS GROUP, INC	CC REPLACEMENT VOLLEYBALL NET	220	43800	2180				\$247.57	\$247.57
METRO LEASING COMPANY	PUSH PEDAL PULL CARDIO LEASE DEC 2011	220	43800	3960				\$1,445.35	\$1,445.35
MEYER, JAMIE	EXPENSE REIMBURSEMENT	601	45050	4500				\$401.84	\$803.68
		602	45550	4500				\$401.84	
MINNESOTA POLLUTION CONTROL AG	CERTIFICATION FEE: PAULNO/VESEL	602	45550	4500				\$90.00	\$90.00
MOTION TECHNOLOGY, INC.	WAVE CAFE AUTOFRYER SUPPLIES	220	43800	2180				\$327.53	\$327.53
OFFICE MAX INCORPORATED	DESKTOP REFERENCE RACK	101	40200	2010				\$41.45	\$41.45
PETERSON FRAM & BERGMAN	NOV 2011 LEGAL FEES	101	40600	3020				\$3,370.37	\$6,806.45
		101	40600	3030				\$3,436.08	
PLUG'N PAY TECHNOLOGIES INC.	NOV/ECCOMM/CC FEES	220	43800	4890				\$7.61	
		225	43400	4890				\$7.61	\$15.22
PLUG'N PAY TECHNOLOGIES INC.	NOV/RETAIL/CC FEES	220	43800	4890				\$114.15	
		225	43400	4890				\$114.15	\$228.30
PMA FINANCIAL NETWORK, INC	OCT 2011 BANK FEES	101	40500	4890				\$184.19	
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-ZONE 3	602	45550	3220				\$450.00	\$900.00
		601	45050	3220				\$450.00	
RAMSEY COUNTY	2010 TIF FEES	305	44100	4890				\$297.47	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		306	44100	4890			\$308.32	\$2,783.02
		307	44100	4890			\$306.06	
		364	44100	4890			\$937.62	
		415	44100	4890			\$154.16	
		416	44100	4890			\$319.17	
		417	44100	4890			\$460.22	
REXEISEN, RICHARD	PASS REFUND	220	22040				\$80.00	\$80.00
SCOTT, WILLIAM AND MARY	REFUND CLOSING OVERPAYMENT 1062 ROYAL CT	601	36190				\$59.72	
U S BANK HOME MORTGAGE	REFUND CLOSING OVRPYMT-4796 AVON ST	601	36190				\$400.11	\$400.11
U S BANK/REVTRAK	APRIL 2011 CREDIT CARD FEES	101	44300	4890			\$181.71	\$6,504.87
		101	40500	4890			\$18.39	
		220	43800	4890			\$2,534.70	
		225	43400	4890			\$1,646.49	
		601	45050	4890			\$1,061.79	
		602	45550	4890			\$1,061.79	
U S BANK/REVTRAK	MAY 2011 CREDIT CARD FEES	101	44300	4890			\$271.49	
		101	40500	4890			\$15.20	
		220	43800	4890			\$2,324.72	
		225	43400	4890			\$1,716.58	
		601	45050	4890			\$1,798.84	
		602	45550	4890			\$1,798.84	\$7,925.67
U.S. BANK	2009A PAYING AGENT FEES	379	48200	6200			\$70.60	
		603	48300	6200			\$354.40	
U.S. BANK	2008A PAYING AGENT FEES	378	48200	6200			\$40.04	
		601	48300	6200			\$286.74	\$425.00
		602	48300	6200			\$70.34	
		603	48300	6200			\$27.88	
VANCO SERVICES	NOV FITNESS INCENTIVE PROCESSING FEE	220	43800	3190			\$99.25	\$99.25
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590			\$202.66	\$202.66
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590			\$561.66	\$561.66
							Total of all invoices:	\$44,414.92

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ALLIED WASTE SERVICES #899	NOVEMBER ALLIED WASTE SERVICES	210	42750	3190			\$27,408.21	\$27,408.21
AUSTINSON, JOHN	BASKETBALL REF DEC 12	225	43510	3190			\$69.00	\$69.00
BETHEL CLARION	FALL JOSB AD BULLET LIST	101	40210	3360			\$129.00	\$129.00
BLEES, DANIEL	EROSION RED 1006 CO RD I RES 11-85	101	22030				\$500.00	\$500.00
CBIZ BENEFITS & INSURANCE SVC,	REBA FIDUCIARY COVERAGE	101	40210	3190			\$217.40	\$217.40
COMCAST	CABLE FOR COMMUNITY CENTER	220	43800	3190			\$213.46	\$213.46
DEBORAH A. SORENSON, D.C.	FINANCE TRAINING	101	40500	4500			\$1,300.00	\$1,300.00
DISCOUNT SCHOOL SUPPLY	PRESCHOOL SUPPLIES	225	43555	2170			\$31.00	\$31.00
EMERT, CAROL	MILEAGE AND PARKING FEES	101	43400	3270			\$24.21	\$24.21
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 12-23-11	101	20431				\$2,049.08	\$2,257.41
		101	20432				\$208.33	
GORDON, DEAN	REFUND	220	22040				\$220.00	\$220.00
HAWKINS, INC.	POOL AND WHIRL POOL CHEMICALS	220	43800	2160			\$971.65	\$971.65
HILTON SHOREVIEW	BUSINESS EXCHANGE EVENT	240	44400	2180			\$678.12	\$678.12
INTERNATIONAL CODE COUNCIL, IN	EDUCATION-NELSON	101	44300	4500			\$266.00	\$266.00
INTERNATIONAL CODE COUNCIL, IN	EDUCATION-LUKOSKIE	101	44300	4500			\$266.00	\$266.00
JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD RENEWAL LICENSES	220	43800	3190			\$487.00	\$487.00
JOHN KOPPI ELECTRIC	EROSION RED 3720 LEXINGTON RES 11-105	101	22030				\$500.00	\$500.00
KRUCKENBERG, GENE	REFUND FICA/MEDICARE CREDIT FRM IRS	101	13200				\$2.46	\$2.46
LEAGUE OF MN CITIES INS TRUST	2011/12 ACCIDENT VOL PLAN	101	40500	3410			\$1,595.00	\$1,595.00
LEAGUE OF MN CITIES INS TRUST	2011/12 WORKERS COMP 1ST INSTALLMENT	101	40100	1510			\$25.12	\$36,150.50
		101	40200	1510			\$557.19	
		101	40210	1510			\$284.26	
		101	40300	1510			\$54.68	
		101	40400	1510			\$117.99	
		101	40500	1510			\$676.42	
		101	40550	1510			\$253.47	
		101	40800	1510			\$117.00	
		101	41500	1510			\$4.44	
		101	42050	1510			\$725.43	
		101	42200	1510			\$5,490.67	
		101	43400	1510			\$1,421.55	
		101	43450	1510			\$314.07	
		101	43710	1510			\$4,292.99	
		101	43900	1510			\$65.03	
		101	44100	1510			\$552.51	
		101	44300	1510			\$115.53	
		210	42750	1510			\$28.57	
		220	43800	1510			\$3,257.43	
		225	43400	1510			\$1,280.16	
		225	43510	1510			\$108.63	
		225	43520	1510			\$895.89	
		225	43530	1510			\$1,328.44	
		225	43535	1510			\$922.00	
		225	43555	1510			\$483.05	
		225	43560	1510			\$482.80	
		225	43580	1510			\$148.54	
		225	43590	1510			\$430.34	
		230	40900	1510			\$48.77	
		240	44400	1510			\$34.73	
		241	44500	1510			\$36.95	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		601	45050	1510				\$4,151.85	
		602	45550	1510				\$3,380.35	
		603	45850	1510				\$2,596.78	
		603	45900	1510				\$31.28	
		604	42600	1510				\$58.13	
		701	46500	1510				\$1,377.46	
LOGAN, JOHN	BASKETBALL REF DEC 12 & 20	225	43510	3190				\$161.00	
MASTERPIECE HOMES	LANDSCAPE RED HEINEMAN ADD RES 11-105	101	22020					\$1,750.00	\$1,750.00
MCCRAY, WILLIE	BASKETBALL REF DED 20	225	43510	3190				\$92.00	\$92.00
MCGOUGH	GRADE ASBUILT 1803 PARKVIEW RES 11-105	101	22025					\$2,000.00	\$2,000.00
MIDWEST SPECIAL SERVICES, INC	NOVEMBER: COMMUNITY CENTER CLEANING	220	43800	3190				\$206.25	\$206.25
MILLER, MARY	SCHOOLS OUT CAMP	220	22040					\$30.00	\$30.00
MINICK, MARIE	HAND STAMPED HOLIDAY	220	22040					\$8.00	\$8.00
MINNCOR INDUSTRIES	LAURIES CHAIR	101	40210	2180				\$306.73	\$306.73
MINNESOTA METRO NORTH TOURISM	NOV HOTEL/MOTEL TAX/3 SITES	101	38420					-\$826.96	\$15,712.30
		101	22079					\$16,539.26	
MOSLEY, ZEBBIE	BASKETBALL REF DEC 20	225	43510	3190				\$92.00	
MRPA	ATTN DEB WEINREIS - BROOMBALL REG	225	43510	3190				\$85.00	\$85.00
NEOFUNDS BY NEOPOST	POSTAGE FOR POSTAGE MACHINE	101	40200	3220				\$4,000.00	\$4,000.00
NOYES, BRIAN	BASKETBALL REF DEC 12	225	43510	3190				\$69.00	\$69.00
O'QUINN, JENNIFER	HAND STAMPED HOLIDAY	220	22040					\$8.00	\$8.00
ORIENTAL TRADING COMPANY	SCHOOL'S OUT CAMP SUPPLIES	225	43580	2170				\$119.98	\$119.98
PARTY AMERICA CORPORATE OFFICE	SUPPLIES FOR NYE	225	43580	2172				\$42.79	\$42.79
PICARD, LORRAINE	PASS REFUND	220	22040					\$20.00	\$20.00
PRESS PUBLICATIONS	10/6 AD	101	40210	3360				\$224.00	\$224.00
ROBINSON LANDSCAPING INC.	GUERIN GAS STATION PROJECT	459	40800	5200				\$56.64	\$56.64
S & R APPLIANCE	PERMIT REFUND 2011-02269	101	32540					\$65.00	\$70.00
		101	20802					\$5.00	
SHOREVIEW HISTORICAL SOCIETY	HISTORICAL SOCIETY VIDEO	101	22079		302			\$10.00	\$10.00
SHOREVIEW NORTHERN LIGHTS BAND	WINTER CONCERT SALES	101	22079		301			\$1,300.00	\$1,300.00
SOLBREKK	AUG EMAIL FILTERING	101	40550	3860				\$117.00	\$117.00
SORENSEN, MATTHEW	BASKETBALL REF DEC 12	225	43510	3190				\$92.00	\$92.00
STALSBERG, TONY	REFUND DUPLICATE PAYMENT-4715 KEVIN LANE	601	36190					\$420.37	\$420.37
STAUFF, PAUL	SKATE WITH SANTA	225	43580	2172				\$50.00	\$50.00
TARGET COMMERCIAL INVOICE	KIDS CARE SUPPLIES	225	43560	2170				\$143.80	\$143.80
TARGET COMMERCIAL INVOICE	SKATE WITH SANTA/PRESCHOOL SUPPLIES	225	43555	2170				\$6.07	\$48.31
		225	43580	2172				\$42.24	
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210				\$909.97	\$1,582.52
		101	43710	3210				\$250.71	
		601	45050	3210				\$34.93	
		230	40900	3190				\$386.91	
U S BANK/REVTRAK	JUNE 2011 CREDIT CARD FEES	101	44300	4890				\$298.43	
		101	40500	4890				\$66.69	
		220	43800	4890				\$2,557.21	
		225	43400	4890				\$3,413.26	\$8,310.31
		601	45050	4890				\$987.36	
		602	45550	4890				\$987.36	
U S BANK/REVTRAK	JULY 2011 CREDIT CARD FEES	101	44300	4890				\$351.70	
		101	40500	4890				\$32.71	
		220	43800	4890				\$2,629.15	
		225	43400	4890				\$3,108.21	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		601	45050	4890			\$1,121.60	
		602	45550	4890			\$1,121.59	\$8,364.96
U S BANK/REVTRAK	AUG 2011 CREDIT CARD FEES	101	44300	4890			\$195.20	
		101	40500	4890			\$1.31	
		220	43800	4890			\$2,485.39	
		225	43400	4890			\$3,868.76	
		601	45050	4890			\$1,632.13	
		602	45550	4890			\$1,632.12	\$9,814.91
U S BANK/REVTRAK	SEPT 2011 CREDIT CARD FEES	101	44300	4890			\$919.80	
		101	40500	4890			\$1.40	
		220	43800	4890			\$2,294.12	
		225	43400	4890			\$1,749.12	
		601	45050	4890			\$1,343.88	
		602	45550	4890			\$1,343.88	\$7,652.20
U S BANK/REVTRAK	OCT 2011 CREDIT CARD FEES	101	44300	4890			\$434.83	
		101	40500	4890			\$1.40	
		220	43800	4890			\$2,271.95	
		225	43400	4890			\$508.87	
		601	45050	4890			\$1,393.71	
		602	45550	4890			\$1,393.71	\$6,004.47
U S BANK/REVTRAK	NOV 2011 CREDIT CARD FEES	101	44300	4890			\$507.11	
		101	40500	4890			\$1.48	
		220	43800	4890			\$2,840.60	
		225	43400	4890			\$705.84	
		601	45050	4890			\$2,687.96	
		602	45550	4890			\$2,687.96	\$9,430.95
U.S. BANK	TREADMILL LEASE/ONE SOURCE FIT/DEC 2011	220	43800	3960			\$1,065.99	
UNIVERSITY OF MINNESOTA	TERRA PAVEMENT CONF - MMALONEY	101	42050	4500			\$150.00	\$150.00
UNIVERSITY OF MINNESOTA	TERRA PAVEMENT CONF - TWESOLOSKI	101	42050	4500			\$150.00	\$150.00
UNIVERSITY OF MINNESOTA	TERRA PAVEMENT CONF - DCURLEY	101	42050	4500			\$150.00	\$150.00
VALLEY NATIONAL GASES WV LLC	CO2 FOR THE WHIRL POOL	220	43800	2160			\$83.48	
WANG, EDWARD	ICE SKATING LEVEL 1	220	22040				\$72.00	\$72.00
WILSON, DION	BASKETBALL REF DEC 20	225	43510	3190			\$69.00	\$69.00
ZAJAC, BETHANY	PASS REFUND	220	22040				\$126.40	\$126.40
							Total of all invoices:	\$153,548.78

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
KANSAS STATE BANK	1ST PAYMT JAN. 2012 FIT.EQUIP LEASE	220	43800	3960			\$1,089.00	\$1,089.00
							Total of all invoices:	\$1,089.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMALFI	EROS & GRADE 221 OWASSO BLVD RES 11-85	101	22030				\$2,000.00	\$3,000.00
		101	22025				\$1,000.00	
FLUID INTERIORS, LLC	REPLACEMENT TABLE TOPS	405	43800	2180			\$1,239.77	
FORCE AMERICA INC	SALT FEED SENSOR FOR SALTING EQUIPMENT	701	46500	2220			\$190.54	\$190.54
FORTHUN LLC	EASEMENT ACQUISITION	459	47000	5300			\$16,855.00	\$16,855.00
GRAND VIEW LODGE	MN EROSION CONTROL CONFERENCE	101	42050	3270			\$204.32	\$204.32
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.13	\$16.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.15	\$16.15
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.15	\$16.15
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.13	\$16.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.13	\$16.13
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
HERZOG, BRAD	REFUND CLOSING OVERPYMT-4735 VICTORIA ST	601	36190				\$92.84	\$92.84
IDENTITY STORES, LLC	SOFTBALL AWARD - CHAMPIONSHIP SHIRTS	225	43510	2170			\$183.75	\$183.75
LANGER'S TREE SERVICE LLC	STUMP REMOVAL BLVD	101	43900	3190			\$935.16	\$935.16
PURE BLUE SWIM SHOP	COMMUNITY CENTER GOGGLES FOR RESALE	220	43800	2591			\$1,179.34	\$1,179.34
SHORT ELLIOTT HENDRICKSON, INC	SHOREVIEW OWASSO/VICTORIA/E CONSTRUCTION	571	47000	5910			\$9,324.10	\$9,324.10
TARGET COMMERCIAL INVOICE	PROGRAM SUPPLIES (BINS & TAPE)	225	43510	2170			\$55.57	\$55.57
VALLEY NATIONAL GASES WV LLC	WHIRL POOL CO2	220	43800	2160			\$83.48	\$83.48
XCEL ENERGY	ELECTRIC: TRAFFIC SIGNAL SHARED W/A HILL	101	42200	3610			\$37.20	\$37.20
XCEL ENERGY	ELECTRIC/GAS: WELLS	601	45050	3610			\$7,558.46	\$8,130.97
		601	45050	2140			\$572.51	
XCEL ENERGY	ELECTRIC: WATER TOWERS	601	45050	3610			\$51.80	
XCEL ENERGY	ELECTRIC/GAS: COMMUNITY CENTER	220	43800	3610			\$12,005.27	\$21,202.22
		220	43800	2140			\$9,196.95	
XCEL ENERGY	ELECTRIC: TRAFFIC SIGNALS	101	42200	3610			\$595.96	
XCEL ENERGY	ELECTRIC: SLICE OF SHOREVIEW	270	40250	3610			\$10.02	\$10.02
							Total of all invoices:	\$63,488.89
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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ANTZARAS, ALEX	REFUND DAMAGE DEPOSIT	220	22040					-\$25.00	-\$25.00
ANTZARAS, ALEX	REFUND DAMAGE DEPOSIT	220	22040					\$25.00	\$25.00
ATHLETIC OUTFITTERS	PUBLIC WORKS REFLECTIVE JACKETS	101	42200	3970				\$27.05	\$38.10
		601	45050	3970				\$5.52	
		602	45550	3970				\$5.53	
C & E HARDWARE	SCREWS FOR HOCKEY RINK KICK PLATE	101	43710	2240				\$7.92	\$7.92
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590				\$830.10	\$830.10
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 12/30/11	101	21720					\$9,803.48	\$9,803.48
GARCIA, KRISTINA	FACILITY REFUND	220	22040					\$50.00	\$50.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 12/30/11	101	20431					\$2,141.78	\$2,379.78
		101	20432					\$238.00	
GOVINTHAN, JEYANTHI	SCHOOLS OUT EXT DAY	220	22040					\$35.00	\$35.00
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.12	\$16.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.12	\$16.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.12	\$16.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.12	\$16.12
HEROLD, NICOLE	PASS REFUND	220	22040					\$20.00	\$20.00
HEYEN, SHEILA	ACTIVITY REFUND	220	22040					\$97.60	\$97.60
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTION PYPRD END:12-23-11	101	21750					\$20,537.29	\$20,537.29
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: PAYDATE 12/30/11	101	20430					\$398.00	\$398.00
MILLER, MARY	SCHOOLS OUT EXT DAY	220	22040					\$35.00	\$35.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 12/30/11	101	21740					\$28,245.71	\$28,245.71
RENNER, JEAN	PASS REFUND	220	22040					\$20.00	\$20.00
SALERNO, CHRIS	SCHOOLS OUT CAMP	220	22040					\$30.00	\$30.00
SALERNO, CHRIS	SCHOOLS OUT EXT DAY	220	22040					\$5.00	\$5.00
SAYLER, KATRINA	FACILITY REFUND	220	22040					\$162.80	\$162.80
SHOREVIEW, CITY OF	REPLENISH PETTY CASH - CITY HALL	101	40200	4890				\$10.84	\$50.21
		101	40210	4890				\$7.47	
		210	42750	2180				\$17.48	
		101	42050	2180				\$6.42	
		101	44100	4890				\$8.00	
SHOREVIEW, CITY OF	REPLENISH P&R PETTY CASH	225	43555	2170				\$10.00	
		101	43400	3270				\$11.00	
		225	43590	2174				\$43.91	
		225	43510	2170				\$12.69	
		101	43400	2180				\$22.61	\$143.66
		101	43400	4500				\$2.99	
		225	43580	2172				\$29.48	
		225	43580	2170				\$10.98	
VAN HOUSE, DAWN	SCHOOLS OUT EXT DAY	220	22040					\$35.00	\$35.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590				\$11.75	\$11.75
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590				\$1,349.10	\$1,349.10
WIDJIWAGAN, CAMP	FACILITY REFUND	220	22040					\$250.00	\$250.00

Total of all invoices: \$64,599.98

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
3M	SIGN SUPPLIES	101	42200	2180				\$264.75	\$264.75
3M	WHITE REFLECTIVE SHEETING SIGN MATERIALS	101	42200	2180				\$565.62	\$565.62
A & L SUPERIOR SOD, INC	SOD	603	45850	2180				\$345.13	\$345.13
ALLEN, DEANNE	CC MINUTES - 12/5/11	101	40200	3190				\$200.00	\$200.00
ALLEN, DEANNE	EDA MINUTES - 12/12/11	240	44400	3190				\$200.00	\$200.00
AMERI PRIDE LINEN & APPAREL SE	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$59.35	\$59.35
AMERI PRIDE LINEN & APPAREL SE	COMM CNTR MAINT UNIFORM RENTAL	220	43800	3970				\$45.68	\$45.68
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970				\$42.39	\$169.55
		601	45050	3970				\$42.39	
		602	45550	3970				\$42.39	
		603	45850	3970				\$21.19	
		701	46500	3970				\$21.19	
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970				\$42.39	\$169.55
		601	45050	3970				\$42.39	
		602	45550	3970				\$42.39	
		603	45850	3970				\$21.19	
		701	46500	3970				\$21.19	
AMERI PRIDE LINEN & APPAREL SE	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$59.35	
AMERI PRIDE LINEN & APPAREL SE	COMM CNTR MAINT UNIFORM RENTAL	220	43800	3970				\$45.68	\$45.68
AMERICAN FASTENER	CABLE TIES	101	43710	2240				\$30.99	\$30.99
AMERICAN FASTENER	SIGN SUPPLIES	101	42200	2180				\$207.34	\$207.34
ANCOM COMMUNICATIONS	SPARE RADIO BATTERIES	701	46500	2180				\$176.50	\$176.50
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183				\$210.34	\$210.34
AWARDS BY HAMMOND INC	HAFFEMAN PLAQUES	101	40200	4890				\$272.83	
BARSNESS, KIRSTIN	DEC2011 ECONOMIC DEVELOPMENT CONSULTING	101	22020					\$2,516.25	\$3,877.50
		415	44100	4890				\$866.25	
		240	44400	4890				\$495.00	
BEISSWENGERS HARDWARE	EYE BOLTS AND HARDWARE FOR TRASH BARRELS	101	43710	2240				\$15.90	\$15.90
BEISSWENGERS HARDWARE	PARTS FOR TRAILER	701	46500	2180				\$26.04	\$26.04
BEISSWENGERS HARDWARE	BATTERIES FOR FLUSH TOILETS	101	43710	2240				\$18.38	
BEISSWENGERS HARDWARE	SCREWS FOR HOCKEY RINK	101	43710	2240				\$7.46	\$7.46
BEISSWENGERS HARDWARE	SCREWS FOR HOCKEY RINK	101	43710	2240				\$4.48	\$4.48
BLACKBURN MANUFACTURING COMPAN	MARKING PAINT	601	45050	2280				\$88.66	\$265.96
		602	45550	2280				\$88.65	
		604	42600	2180				\$88.65	
BOLTON & MENK, INC	SANITARY AND STORM SEWER LIFT STATIONS	441	47000	5910				\$1,785.00	
BOYER TRUCK PARTS INC.	UNIT 204 SERVICE WORK	701	46500	3190				\$709.00	\$709.00
BRADLEY & DEIKE, PA	SOUTHVIEW SENIOR LIVING CONSULTING	101	22020					\$1,683.00	\$1,683.00
C & E HARDWARE	SCREWDRIVER	601	45050	2400				\$12.84	\$12.84
CDW GOVERNMENT	COMPUTER STATION WORKSURFACE	101	40200	2010				\$94.24	\$94.24
CDW GOVERNMENT, INC	VDA LICENSES FOR THIN CLIENT	422	40550	5800				\$310.88	\$310.88
CDW GOVERNMENT, INC	APC UPS FOR CLOSET	101	40550	3860				\$76.81	\$76.81
CDW GOVERNMENT, INC	WIRELESS KEYBOARD/MOUSE	101	40550	2180				\$152.68	\$152.68
CDW GOVERNMENT, INC	WIRLESS KEYBOARD/MOUSE	101	40550	2180				\$83.04	\$83.04
CDW GOVERNMENT, INC	WIRELESS MOUSE	101	40550	2010				\$70.11	\$70.11
CENTURY COLLEGE	LEE & TERESE CENTURY CLASSES	601	45050	4500				\$69.50	\$417.00
		602	45550	4500				\$69.50	
		101	40550	4500				\$278.00	
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINTENANCE	101	40550	3860				\$209.46	\$209.46
CRYSTEEL DIST. INC.	PLOW PARTS	701	46500	2180				\$98.58	\$98.58
CRYSTEEL DIST. INC.	PARTS FOR 610	701	46500	2180				\$74.96	\$74.96

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
CRYSTEEL DIST. INC.	PLOW PARTS	701	46500	2220				\$444.64	
CUMMINS NPOWER LLC	WELL 5 GENERATOR	601	45050	3190				\$349.06	\$349.06
CUMMINS NPOWER LLC	BOOSTER GENERATOR SERVICE	601	45050	3190				\$862.93	\$862.93
DAKOTA COUNTY TECHNICAL COLLEGE	DEFENSIVE DRIVING FOR SNOW PLOW DRIVERS	101	42200	4500				\$1,200.00	\$1,200.00
DICK CRUMB	MILEAGE REIMBURSEMENT	101	40550	3270				\$126.00	\$126.00
DREW WURST	EXPENSE REIMBURSEMENT	225	43530	2170				\$3.02	\$3.02
DULTMEIER SALES	SHOP SUPPLIES	701	46500	2180				\$143.05	\$143.05
EDAM	DUES - SIMONSON	240	44400	4330				\$250.00	\$250.00
ELECTRIC SYSTEMS OF ANOKA, INC	CITY GARAGE SIREN REPAIR	101	41500	3890				\$1,069.53	\$1,069.53
FERGUSON WATERWORKS	HYDRANT	601	45050	2280				\$2,455.68	\$2,455.68
FLEXIBLE PIPE TOOL COMPANY	RODS	602	45550	2280				\$1,877.53	\$1,877.53
FLEXIBLE PIPE TOOL COMPANY	ROD FOR RODDER	602	45550	2280				\$1,677.60	\$1,677.60
FSH COMMUNICATIONS LLC	TELEPHONE SERVICES: PAYPHONE	101	40200	3210				\$64.13	\$64.13
GARELICK STEEL COMPANY	STEEL FOR TRUCKS	701	46500	2220				\$25.12	\$25.12
GRAINGER, INC.	BULBS FOR PARK BLDGS & PARKING LOTS	101	43710	2240				\$195.75	\$195.75
GRAINGER, INC.	FLOOR HEATER FOR MECHANICS OFFICE	701	46500	2180				\$172.99	\$172.99
GTS EDUCATIONAL EVENTS	MN GTS SYMPOSIUM FOR I.T. STAFF	101	40550	4500				\$1,090.00	\$1,090.00
H & L MESABI, INC.	PLOW SUPPLIES	701	46500	2180				\$133.81	\$133.81
HACH COMPANY	FLUORIDE TEST KIT	601	45050	2280				\$205.99	\$205.99
HILLYARD, INC - MINNEAPOLIS	SERVICE FOR FLOOR SCRUBBER	701	46500	3196				\$86.95	\$86.95
IT STRAPS ON, INC	SIGN SUPPLIES	101	42200	2180				\$458.81	\$458.81
JOHNSON, WALTER	MILEAGE REIMBURSEMENT	101	41500	3270				\$79.56	\$178.35
		101	41500	3270				\$98.79	
LEXINGTON FLORAL	FUNERAL ARRANGEMENT- WARD	101	40200	4890				\$69.53	
LIFEGUARD STORE, THE	2011 BACK FLOATS AND BARBELLS	225	43520	2170				\$430.00	\$430.00
M/A ASSOCIATES	REPAIR SUPPLIES CC	220	43800	2240				\$83.93	\$83.93
MECA	MECA ANNUAL CONFERENCE	101	42050	4500				\$285.00	\$285.00
MELVIN, TESSIA	EXPENSE REIMBURSEMENT	101	40200	4890				\$29.97	\$29.97
MENARDS CASHWAY LUMBER **FRIDL	SMALL TOOLS	603	45850	2400				\$53.63	\$53.63
MENARDS CASHWAY LUMBER *MAPLEW	SHOP SUPPLIES	701	46500	2180				\$10.88	\$10.88
MOTOROLA SOLUTIONS INC.	INS CLAIM PC001118-UNIT 306/RADIO	260	47400	4340				\$1,175.96	\$1,175.96
MOUNDS VIEW PUBLIC SCHOOLS	LIFEGUARDING CLASS (NOV. 2011)	225	43520	3190				\$57.75	\$57.75
NAPA AUTO PARTS	PARTS FOR UNIT 302	701	46500	2220				\$32.13	\$32.13
NEWMAN SIGNS	SIGN BLANKS	101	42200	2180				\$1,644.10	\$1,644.10
NORDESCO INC	2011 BLUE RINGS	225	43520	2170				\$346.00	\$346.00
NORTHERN ELECTRICAL CONTRACTOR	ELECTRICAL REPAIRS CC	220	43800	3810				\$181.00	\$181.00
O'DAY EQUIPMENT, LLC	FUEL MASTER REPAIRS	701	46500	3196				\$570.25	\$570.25
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010				\$119.84	\$119.84
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$293.09	\$296.02
		101	40500	2010				\$2.93	
OFFICE DEPOT	MOUSEPAD	101	40210	2180				\$9.38	
OFFICE DEPOT	VOID STAMP LESS CREDIT 590864799-001	220	43800	2010				\$24.71	\$24.71
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010				\$42.11	\$42.11
OXYGEN SERVICE COMPANY	WELDING SUPPLIES	701	46500	2180				\$93.87	
PARALLEL TECHNOLOGIES, INC.	MAINTENANCE FACILITY RENOVATION-DEC 11	434	47000	5900				\$4,289.62	\$4,289.62
POWER SYSTEMS	GROUP FITNESS RESISTANCE BANDS&VERSACUFF	225	43530	2170				\$599.14	\$599.14
PRECISE MRM, LLC	GPS UNIT FOR NEW UNIT 209	701	46500	5400				\$946.31	\$946.31
PRESS PUBLICATIONS	LEGAL NOTICE	101	22020					\$100.91	\$100.91
PRESS PUBLICATIONS	ACCESS SHOREVIEW NOVEMBER 2011	101	40400	3390				\$270.30	\$270.30
PRESS PUBLICATIONS	MARKETING FOR COMMUNITY CENTER	459	43800	3190				\$1,132.13	\$1,132.13
PRO-TEC DESIGN	VIDEO SURVEILLANCE UPGRADE PROJECT	422	40550	5800				\$29,456.92	\$29,456.92

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
PRO-TEC DESIGN	VIDEO SURVEILLANCE UPGRADE PROJECT	422	40550	5800			\$7,764.20	\$7,764.20
PUSH PEDAL PULL	REPAIRS TO FITNESS EQUIPMENT CC	220	43800	3890			\$62.49	\$62.49
ROSEDALE CHEV	PARTS FOR 305	701	46500	2180			\$21.79	\$21.79
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190			\$264.21	\$264.21
SPRINT	NOVEMBER 15 - DECEMBER 14, 2011	101	40200	3210			\$678.79	\$938.79
		101	44300	3190			\$40.00	
		601	45050	3190			\$220.00	
TARGET COMMERCIAL INVOICE	BINGO/SENIOR SUPPLIES	225	43590	2174			\$46.37	\$46.37
TERMINAL SUPPLY CO	SHOP SUPPLIES	701	46500	2180			\$148.90	\$148.90
TOUSLEY FORD, INC	PARTS FOR 206	701	46500	2180			\$186.68	\$186.68
TOUSLEY FORD, INC	PARTS FOR 606	701	46500	2180			\$77.58	\$77.58
TOUSLEY FORD, INC.	PARTS FOR UNIT 611	701	46500	2220			\$39.31	\$39.31
TOUSLEY FORD, INC.	PARTS FOR UNIT 611	701	46500	2220			\$126.15	\$126.15
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400			\$788.00	\$788.00
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400			\$58.09	\$58.09
TRI STATE BOBCAT, INC.	FILTERS FOR TOOLCAT	701	46500	2220			\$193.83	\$193.83
ULINE	ANTI FATIGUE STANDING MATS	101	40500	2010			\$58.56	\$58.56
W.D.LARSON COMPANIES LTD, INC.	FILTER FOR 580D	701	46500	2180			\$20.15	\$20.15
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR STOCK	701	46500	2180			\$43.13	\$43.13
W.D.LARSON COMPANIES LTD, INC.	FILTER	701	46500	2180			\$24.49	\$24.49
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180			\$6.72	\$6.72
WEBER, RALPH	REIMBURSEMENT TO RESIDENT FOR DAMAGES	568	47000	5900			\$200.00	\$200.00
WSB & ASSOCIATES, INC.	WELLHEAD PLAN PART 2 - CONSULTING FEES	601	45050	4890			\$5,435.00	\$5,435.00
YOCUM OIL COMPANY INC.	FUEL FOR MAINT CENTER EQUIP	701	46500	2120			\$4,087.35	\$4,087.35
YOCUM OIL COMPANY INC.	ON ROAD FUEL FORMAINT CENTER	701	46500	2120			\$2,862.18	\$2,862.18
YOCUM OIL COMPANY INC.	OFF ROAD FUEL FOR MAINT CENTER	701	46500	2120			\$1,430.95	\$1,430.95
ZAHL-PETROLEUM MAINTENANCE CO	FUEL PUMP NOZZLE	701	46500	2180			\$127.01	\$127.01

Total of all invoices: \$93,450.24

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMAZON.COM	SIT/STAND WORKSTATIONS: ADMIN DEPT.	101	40200	2010			\$1,116.97	\$1,116.97
AMAZON.COM	SIT/STAND STATIONS - IS DEPT	101	40550	2010			\$769.98	\$769.98
AMAZON.COM	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$19.97	\$19.97
AMAZON.COM	CABLE CONVERTORS-DVI TO RGB	101	40550	2010			\$15.89	\$15.89
AMAZON.COM	WINDSHIELD MOUNT	101	40550	2010			\$20.31	\$20.31
AMERICAN PAYROLL ASSOCIATION	NORTHSTAR APA MONTHLY MEETING: KUSCHEL	101	40500	4500			\$20.00	\$20.00
AMERICAN POWER CONVERSION	UPS REPLACEMENT	101	40550	3860			\$557.44	\$557.44
APWA.COM	APWA CONFERENCE: MALONEY, MARK	101	42050	4500			\$235.00	\$235.00
ARCHETYPE SIGMAKERS	BUILDING SIGNS	220	43800	2180			\$250.68	\$250.68
BARGAIN BALLOONS.COM	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$40.66	\$40.66
CATCO PARTS SERVICE	PARTS FOR 605	701	46500	2180			\$39.53	\$39.53
CATCO PARTS SERVICE	PARTS FOR BOBCAT	701	46500	2180			\$12.70	\$12.70
CATCO PARTS SERVICE	PARTS FOR 605	701	46500	2180			\$57.41	\$57.41
CELLODEPOT.NET	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$181.65	\$181.65
CENTURY COLLEGE	TEXTBOOK-EXCEL BASIC CLASS	101	43400	4500			\$39.95	
COMCAST.COM	GUEST ACCESS INTERNET SERVICE:DEC 2011	220	43800	3950			\$59.95	\$59.95
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES:DEC 2011	230	40900	3190			\$64.44	\$64.44
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190			\$125.25	\$125.25
CONSTANT CONTACT.COM	EMAIL MARKETING SERVICE: NOVEMBER	459	43800	3190			\$40.00	\$80.00
		225	43400	4330			\$40.00	
ELITE FTS.COM	SPUD INC. DIP BELT	220	43800	2180			\$47.74	
GRANDMA'S BAKERY	CAKE FOR DUNN	101	42200	2180			\$64.50	\$64.50
LEEANN CHIN.COM	BUDGET WORKSHOP SUPPLIES	101	40100	4890			\$173.53	\$173.53
LIVING SOCIAL.COM	SAVINGS OFFER/POSTERS @ ALL POSTERS.COM	225	43580	2172			\$30.00	\$30.00
LOVE FROM MN	EMPLOYEE RECOGNITION EVENT SUPPLIES	101	40200	4890			\$63.49	\$63.49
MIDWEST SPECIAL SERVICES, INC	COMMUNITY CENTER CLEANING FOR AUGUST	220	43800	3190			\$232.50	\$232.50
MIDWEST SPECIAL SERVICES, INC	COMMUNITY CENTER CLEANING FOR SEPTEMBER	220	43800	3190			\$187.50	\$187.50
MINNESOTA'S BOOK STORE	EMPLOYEE RECOGNITION EVENT SUPPLIES	101	40200	4890			\$31.47	\$31.47
MSP COMMUNICATIONS	MARKETING IN WEDDINGS	459	43800	3190			\$2,190.00	\$2,190.00
NAMIFIERS	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$102.67	\$102.67
O'REILLY	COMPUTER HTML5 E-BOOK	101	40550	4350			\$12.99	\$12.99
PAPER MILL COMPANY.COM	MARKETING COUPON PAPER	220	43800	2010			\$52.38	\$52.38
PARTY AMERICA CORPORATE OFFICE	NYE SUPPLIES	225	43580	2172			\$17.09	\$17.09
PARTY CHEAP.COM	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$148.18	\$148.18
PAYPRO GLOBAL	PDF COMBINE SOFTWARE	101	40550	2180			\$59.90	\$59.90
SAM'S CLUB DIRECT	TAX FOR INVOICE 008762	225	43580	2172			\$3.68	\$3.68
SAM'S CLUB DIRECT	SCHOOL'S OUT CAMP	225	43580	2170			\$44.12	\$44.12
SHINDIGZ.COM	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$89.47	\$89.47
SOLA, REBECCA	EXPENSE REIMBURSEMENT	225	43555	2170			\$22.44	\$22.44
ST. PAUL, CITY OF	ASPHALT	101	42200	2180			\$202.99	\$202.99
ST. PAUL, CITY OF	ASPHALT	101	42200	2180			\$135.32	\$135.32
ST. PAUL, CITY OF	ASPHALT	101	42200	2180			\$67.66	\$67.66
ST. PAUL, CITY OF	ASPHALT	101	42200	2180			\$202.99	\$202.99
SUBWAY	MEETING SUPPLIES	220	43800	2180			\$73.59	\$73.59
TARGET-VISA TRANSACTION (DON'T	GENERAL SUPPLIES	601	45050	2280			\$76.87	\$76.87
TASTE OF SCANDINAVIA	EDC MEETING SUPPLIES	101	40100	4890			\$46.04	\$46.04
TECH REPUBLIC	TECH PRO MEMBERSHIP	101	40550	4330			\$99.00	\$99.00
TOYCONNECTION.COM	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$40.35	\$40.35
TRISSELL, STANLEY	NEW YEARS EVE EVENT SUPPLIES	225	43580	2172			\$262.04	\$262.04
UNITED STATES POST OFFICE	POSTAGE STAMPS FOR RESALE	101	11800				\$396.00	\$397.00
		101	40200	3220			\$1.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR TORO 580D	701	46500	2180			\$13.43	\$13.43
WASP BAR CODE	SCANNER BASE/CORD REPLACEMENT	101	40550	2010			\$146.95	\$146.95
WEDDINGPAGES, INC.	MARKETING FOR THE KNOT	459	43800	3190			\$960.00	
WYSE TECHNOLOGY ON ANDROID MAR	POCKET CLOUD SOFTWARE: CHMIELEWSKI	101	40550	2180			\$14.99	\$14.99
XCEL ENERGY	ELECTRIC: LIFT STATIONS	602	45550	3610			\$647.66	\$647.66
XCEL ENERGY	ELECTRIC/GAS: PARKS	101	43710	3610			\$752.34	\$1,307.33
		101	43710	2140			\$554.99	
ZAGG INC	KEYBOARD COVER	101	40550	2010			\$99.99	\$99.99
ZAGG INC	KEYBOARD COVER	101	40550	2010			\$99.99	\$99.99
ZAGG INC	KEYBOARD COVER	101	40550	2010			\$99.99	\$99.99
ZAGG INC	KEYBOARD COVER	101	40550	2010			\$99.99	\$99.99
ZAGG INC	KEYBOARD COVER	101	40550	2010			\$99.99	\$99.99
Total of all invoices:								\$12,475.59

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	25,033
Vendor number	01901 1 <span style="float: right;">2011</span>
Vendor name	ALLIED WASTE SERVICES #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
11-05-11	NOVEMBER ALLIED WASTE SERVICES	0899-001948291	\$27,408.21

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?*

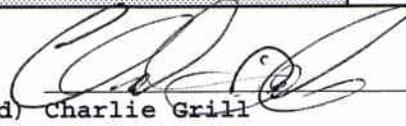
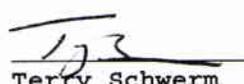
Purchase was made through the state's cooperative purchasing venture.

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	\$27,408.21

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	25,156
Vendor number	00373 3 <span style="float: right;">2011</span>
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

Date	Comment line on check	Invoice number	Amount
12-04-11	2011/12 WORKERS COMP 1ST INSTALLMENT	21626	<del>\$2,086.13</del> <span style="float: right;">36,150.50</span>

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

Return to:	
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Account Coding	Amount
101 40100 1510	\$25.12
101 40200 1510	\$557.19
101 40210 1510	\$284.26
101 40300 1510	\$54.68
101 40400 1510	\$117.99
101 40500 1510	\$676.42
101 40550 1510	\$253.47
101 40800 1510	\$117.00

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126



Vendor number	10206 1
Vendor name	XCEL ENERGY
Address	PO BOX 9477 MINNEAPOLIS MN 55484-9477

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

Return to:

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
25,269	12-13-11	ELECTRIC/GAS: COMMUNITY CENTER	5148429483	220 43800 3610 220 43800 2140	12,005.27 9,196.95
				VOUCHER TOTAL:	\$21,202.22
25,264	12-15-11	ELECTRIC/GAS: WELLS	5158229131	601 45050 3610 601 45050 2140	7,558.46 572.51
				VOUCHER TOTAL:	\$8,130.97
25,271	12-13-11	ELECTRIC: TRAFFIC SIGNALS	5162326923	101 42200 3610	\$595.96
25,268	12-13-11	ELECTRIC: WATER TOWERS	5168285301	601 45050 3610	\$51.80
24,976	12-12-11	ELECTRIC: TRAFFIC SIGNAL SHARED W/A HILL	5155611264	101 42200 3610	\$37.20
25,274	12-12-11	ELECTRIC: SLICE OF SHOREVIEW	5168772674	270 40250 3610	\$10.02
Total:					\$30,028.17

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax	\$
Reviewed by: <u>Debbie Engblom</u> 12-22-11 (signature required) Debbie Engblom	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Vendor number	01396 1
Vendor name	PRO-TEC DESIGN
Address	5005 CHESHIRE PARKWAY SUITE #3 PLYMOUTH, MN 55446

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
25,111	11-30-11	VIDEO SURVEILLANCE UPGRADE PROJECT	59003	422 40550 5800	\$29,456.92
25,112	12-13-11	VIDEO SURVEILLANCE UPGRADE PROJECT	59077	422 40550 5800	\$7,764.20
Total:					\$37,221.12

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax	\$
Reviewed by:	
(signature required) Dick Crumb	
Approved by:	
(signature required) Terry Schwerm	

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to adopt Resolution No.12-01 approving Change Order No. 2 in the amount of \$5,337.60 for the Buffalo Lane Reconstruction, City Project No.11-09.

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

REGULAR COUNCIL MEETING  
JANUARY 3, 2012

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: GLEN M. HOFFARD *GMH*  
SENIOR ENGINEERING TECHNICIAN

DATE: DECEMBER 27, 2011

SUBJECT: BUFFALO LANE RECONSTRUCTION  
CITY PROJECT NO. 11-09  
CHANGE ORDER NO. 2

### INTRODUCTION

The attached Change Order No.2 has been prepared by staff and must be approved by Council in order to modify the contract.

### BACKGROUND

On July 18, 2011, the City Council awarded a contract to C. W. Houle, Inc. in the amount of \$249,006.20 for the Buffalo Lane Reconstruction, City Project No.11-09, and authorized the Mayor and City Manager to sign said contract. Change Order No.1, in the amount of \$78,931.49, was approved by Council on November 7, 2011.

### DISCUSSION

Change Order No.1 included an amount for the Ingerson Road/Cobb Road Drainage Improvement. Change Order No.2, in the amount of \$5,337.60, is for the sod replacement and fence repair for the Ingerson Road/Cobb Road Drainage Improvement.

Pay items have been added to the contract documents resulting in a net increase to the contract of \$5,337.60. Change Order No.2 will increase the contract amount to \$333,275.29. The increased amount will be funded from the Surface Water Fund.

### RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.2 for the Buffalo Lane Reconstruction, City Project No.11-09.

GMH/  
#11-09

**CITY OF SHOREVIEW  
CONTRACT CHANGE ORDER**

Project:	Buffalo Lane Reconstruction
City Project No.:	11-09
Change Order Number:	2 (Two)
Date:	January 3, 2012
Contractor:	C. W. Houle, Inc.

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

**Replace Sod on Ingerson/Cobb Swale**

Replace Sod	
1 LS @ \$5,007.60 =	\$ 5,007.60

**Repair Fence on Ingerson/Cobb Swale**

Repair Fence	
1 LS @ \$ 330.00 =	\$ 330.00

<b>Total Change Order No2</b>	<b><u>\$ 5,337.60</u></b>
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**SUMMARY:**

Original Contract Amount:	\$ 249,006.20
Change Order No.1	\$ 78,931.49
Change Order No.2	\$ 5,337.60
Amended Contract Amount	<b><u>\$ 333,275.29</u></b>

**APPROVALS:**

APPROVED BY: City of Shoreview

By: \_\_\_\_\_ Title: Assistant City Engineer Date: \_\_\_\_\_

ACCEPTED BY: C. W. Houle, Inc.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**HELD JANUARY 3, 2012**

\* \* \* \* \*

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 January 3, 2012 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. 12-01  
APPROVING CHANGE ORDER NO.2  
BUFFALO LANE  
RECONSTRUCTION  
CITY PROJECT NO. 11-09

WHEREAS, On July 18, 2011, the City Council awarded a contract to C. W. Houle, Inc. for the Buffalo Lane Reconstruction, C.P. 11-09, and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$249,006.20, and

WHEREAS, Change Order No. 1, in the amount of \$78,931.49 was approved by Council on November 7, 2011, and

WHEREAS, Change Order No. 2, in the amount of \$5,337.60, has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$333,275.29, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No. 2.

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

1. That Change Order No. 2, in the amount of \$5,337.60, resulting in a revised contract amount of \$333,275.29 is hereby approved, and

2. That Change Order No. 2 will be funded form the Surface Water Fund.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 3<sup>rd</sup> day of January 2012.

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 3<sup>rd</sup> day of January, 2012, 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 the approval of Change Order No. 2, for the Buffalo Lane Reconstruction, C.P #11-09.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 4<sup>th</sup> day of January 2012.

SEAL

---

Terry C. Schwerm  
City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to adopt Resolution No. 12-02, authorizing the request for an advance of Municipal State Aid funds.

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

REGULAR COUNCIL MEETING  
JANUARY 3, 2012

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI,  
ASSISTANT CITY ENGINEER

DATE: DECEMBER 29, 2011

SUBJECT: AUTHORIZE REQUEST FOR AN ADVANCE  
OF MUNICIPAL STATE AID FUNDS

### INTRODUCTION

The City has the opportunity to request an advance of funds from the General State Aid Construction Account to finance this year's Municipal State Aid (MSA) street project.

At the November 7, 2011 meeting, the Council approved resolution 11-82 authorizing the request for an advance of state aid funds. The resolution indicated the advanced funds would be requested in 2011. City staff was recently contacted by State Aid and informed that for the City to be considered for advanced funds the resolution must state the funds will be requested in 2012. A resolution with this change is required by MNDOT to consider the City's request to advance these funds.

### BACKGROUND

This year the City completed a Municipal State Aid Street project that included the pavement rehabilitation of Victoria Street from Highway 96 to Tanglewood Drive, Tanglewood Drive from Lexington Avenue to the Hodgson Connection, and Mound Avenue from Victoria Street to Larson Road. The total cost of the project will exceed Shoreview's available State Aid Construction Account balance. The City has the opportunity to request an advance of State Aid funds to finance the project, which would be a benefit to the City because it would eliminate the need for an internal fund transfer. The City has used advancements in the past to finance MSA projects.

Any request by the City is subject to available balances and administrated in accordance with MN rules 8820.1500. The advance will be repaid from subsequent accruals to the Municipal State Aid Street Construction Account from future year allocations.

### RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing the City Engineer to request an advance of Municipal State Aid funds.

TEW

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY , 2011**

\* \* \* \* \*

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 January 3, 2012 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. 12-02  
AUTHORIZING THE REQUEST  
FOR AN ADVANCE OF  
MUNICIPAL STATE AID FUNDS**

**WHEREAS**, the City of Shoreview has constructed Municipal State Aid Projects 167-259-002, 167-233-008, and 167-243-003, which will require State Aid funds in excess of those available in its State Aid Construction account, and

**WHEREAS**, the City of Shoreview has constructed said projects and is requesting an advance in 2012 from the Municipal State Aid Street Fund to supplement the available funds in its State Aid Construction Account, and

**WHEREAS**, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statute 162.14, Subdivision 6 and Minnesota Rules, Chapter 8820.1500, Subparagraph 10b, and

**WHEREAS**, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

**NOW THEREFORE**, be it resolved by the City Council of Shoreview, Minnesota: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing the approved Municipal State Aid Street Project in the City of Shoreview in an amount up to \$1,200,000. The City hereby authorizes repayment from subsequent accruals to the Municipal State Aid Street Construction Account of the City of Shoreview from future year allocations until fully repaid.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 3<sup>rd</sup> day of January 2012.

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 3<sup>rd</sup> day of January 2012, 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 advance State Aid Funds.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 4<sup>th</sup> day of January 2012.

\_\_\_\_\_  
Terry Schwerm  
City Manager

SEAL

**PROPOSED MOTION**

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To approve the Resolution 12-03 accepting donations to Parks and Recreation Department for the New Year's Eve Party in the amount of \$327.

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

**TO: MAYOR AND CITY COUNCIL**

**FROM: TESSIA MELVIN**  
**ASSISTANT TO CITY MANAGER/COMMUNICATIONS**

**DATE: TUESDAY, JANUARY 3**

**SUBJECT: ACCEPTANCE OF DONATIONS FOR NEW YEAR'S EVE PARTY**

**INTRODUCTION**

Shoreview Parks and Recreation provides a wide range of year-round activities, programs and events for all ages, interests and abilities. Their programs provide opportunities to learn life skills, stay fit and active and connect with the community.

**BACKGROUND**

Each year the Parks and Recreation Department hosts a Family New Year's Eve Party from 6-9 p.m. on December 31 at the Community Center. The event is open to families and includes admission to the Tropics Indoor Waterpark, admission to the Tropical Adventure Indoor Playground, inflatables, game, crafts and other themed activities. The program is fun for the entire family. Dairy Queen donated 300 free kids cone coupons in the value amount of \$327 ( $\$1.09 \times 300 = \$327$ ).

**RECOMMENDATION**

Pursuant to City policy, the Council must officially accept any gifts of financial value. It is recommended that the Council adopt Resolution 12-03 accepting donations for the Parks and Recreation Department New Year's Eve Party in the amount of \$327.

## Acceptance of Gifts for New Year's Eve Party

Dairy Queen 300 free kids cone coupons

Each coupon is worth \$1.09

(300 x \$1.09 = \$327)

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 3, 2012**

\* \* \* \* \*

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 January 3, at 7:00 p.m.

The following members were present:

And the following members were absent:

introduced the following resolution and moved its adoption.

**RESOLUTION NO. 12-03**

A RESOLUTION ACCEPTING OF DONATIONS FOR THE PARKS AND RECREATION  
NEW YEAR'S EVE PARTY

**WHEREAS**, the City of Shoreview has received the following donations (see attached list) from Dairy Queen.

**WHEREAS**, the City Council is appreciative of the donations.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, acknowledges and accepts the donations on the attached list, with gratitude and that the donations will be appropriated to participants at the New Year's Eve Party.

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

And the following voted against the same:

**WHEREUPON**, said resolution was declared duly passed and adopted the 3rd day of January, 2012.

STATE OF MINNESOTA)

COUNTY OF RAMSEY )

CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 3rd day of January, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the acceptance of gifts for the Parks and Recreation New Year's Eve Party.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 4<sup>th</sup> day of January, 2012.

---

Terry C. Schwerm, City Manager

**PROPOSED MOTION**

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To designate the Shoreview Press as the legal newspaper for the City of Shoreview for the 2012 calendar year.

<b>ROLL CALL:</b>	<b>AYES</b>	<b>NAYS</b>
Huffman	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

----- **OR** -----

**PROPOSED MOTION**

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the City of Shoreview for the 2012 calendar year.

<b>ROLL CALL:</b>	<b>AYES</b>	<b>NAYS</b>
Huffman	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting  
January 3, 2012

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: DECEMBER 21, 2011**

**SUBJECT: DESIGNATION OF LEGAL NEWSPAPER FOR THE 2012  
CALENDAR YEAR**

### **INTRODUCTION**

The City Council is being asked to designate a legal newspaper for the 2012 calendar year.

### **BACKGROUND**

Minnesota Statute 412.831 states that “the council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.”

Last year, the Shoreview Press was designated by the City Council as the city’s legal newspaper.

### **DISCUSSION**

Two quotes were submitted for the City Council’s consideration:

	<b><u>2011 rate</u></b>	<b><u>2012 rate</u></b>
Shoreview-Arden Hills Bulletin	\$3.50 per column inch	\$3.25 per column inch
Shoreview Press*	\$3.45 per column inch	\$4.45 per column inch

\* 2011 legal newspaper

In 2011, the city spent approximately \$1200 for the cost of publishing legal notices. The rates submitted by the Shoreview Press are about 36% higher than the Shoreview-Arden Hills Bulletin.

During the last eight years, the Shoreview-Arden Hills Bulletin was selected as the City’s legal newspaper in 2004 and 2009 and the Shoreview Press was selected as the City’s legal newspaper for 2005, 2006, 2007, 2008, 2010 and 2011.

### **RECOMMENDATION**

Staff is recommending that the City Council designate a legal newspaper for the 2012 calendar year. Alternate motions for both the Shoreview Press and Shoreview-Arden Hills Bulletin are included for City Council consideration.

# Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800

December 15, 2011

Terry Schwerm  
City Manager  
Shoreview City Hall  
4600 Victoria St. N.  
Shoreview, MN 55126-5817

Dear Mr. Schwerm:

Thank you for the opportunity to bid on public notice publication services for the City of Shoreview. The *Bulletin* has been serving the needs of the Shoreview area for 36 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Shoreview area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Shoreview area residents look to the *Shoreview-Arden Hills Bulletin* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Bulletin* has the official designation of the neighboring communities of Arden Hills and New Brighton, along with Mounds View School District 621.

3 P.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Anne Thillen, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

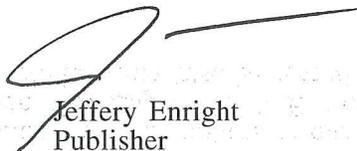
[legals@lillienews.com](mailto:legals@lillienews.com)

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$3.25 per column inch for a one-time publication  
\$3.00 per column inch for each additional publication

Thank you for considering the *Shoreview-Arden Hills Bulletin* as the official legal newspaper for the City of Shoreview for 2012. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright  
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives  
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review  
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 14, 2011

Ms. Terri Hoffard  
City of Shoreview  
4600 North Victoria Street  
Shoreview, MN 55126

Dear Ms. Hoffard:

The *Shoreview Press* wishes to be considered as your official newspaper for 2012.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We prefer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail your notices to [legals@presspubs.com](mailto:legals@presspubs.com) - clearly labeling them as "Legal Notices."

The rate will remain the same at \$4.45 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices for the *Shoreview Press* is Wednesday by 5:00 p.m. for the following Tuesday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink that reads "Lisa Graber".

Lisa Graber  
Legal Notice Coordinator



**TO: MAYOR AND COUNCIL**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: DECEMBER 28, 2011**

**SUBJECT: REAPPOINTMENTS TO CITIZEN ADVISORY COMMITTEES  
AND COMMISSIONS**

### **BACKGROUND**

In January of each year, the City Council reappoints members to citizen advisory committees and commissions. It has been past practice to reappoint members that wish to continue serving on their respective committee or commission except for the Planning Commission. When a member resigns or does not want to be reappointed, the vacancy is then advertised in the local newspapers. A press release advertising these vacancies was sent to the local newspapers and applications are being accepted until January 27, 2012.

### **DISCUSSION**

The following is a summary of the committee and commission members that are seeking reappointment.

#### **Bikeways and Trails Committee**

The terms of Pat Evans, Craig Francisco, and Judd Zandstra are expiring. Pat Evans has applied for a vacant position on the Planning Commission. Interviews for the Planning Commission vacancies are scheduled for January 9. If Ms. Evans is not appointed to the Planning Commission, she has expressed her interest in being reappointed to the Bikeways and Trails Committee. Staff is recommending that Ms. Evans be reappointed at this time and if she is selected to serve on the Planning Commission, her position will be filled along with other vacancies after January 27. Craig Francisco and Judd Zandstra would both like to be reappointed.

#### **Economic Development Commission**

Two members have terms expiring on January 31, 2012. Ben Stephens and Gene Marsh have both expressed an interest in serving another term.

#### **Environmental Quality Committee**

Three terms are expiring on January 31, 2012. Tim Pratt and Susan Rengstorf would like to be reappointed for another term but Chris Nelson does not want to be reappointed.

**Human Rights Commission**

The terms of Richard Bokovoy, Samuel Abdullai and Cory Springhorn are expiring on January 31, 2012. They would all like to be reappointed.

**Lake Regulations Committee**

Three members have terms expiring on January 31, 2012. Sue Nicholson and James Connors do not wish to be reappointed. Gene Soderbeck has indicated his interest in serving another term.

**Park and Recreation Commission**

The terms of Catherine Jo Healy, Carol Jauch, and Linda Larson are expiring on January 31, 2012. They have all expressed an interest in serving another term.

**Public Safety Committee**

Justine Greene's term is expiring on January 31, 2012. She has indicated her desire to be reappointed.

**Telecommunications and Technology Committee**

One member's term expires on January 31, 2012. William Radmer wishes to be reappointed.

**RECOMMENDATION**

It is recommended that the City Council consider the reappointments of the individuals listed on the motion sheet.

**PROPOSED MOTION**

**MOVED BY COUNCILMEMBER** \_\_\_\_\_

**SECONDED BY COUNCILMEMBER** \_\_\_\_\_

To appoint the following individuals to represent the City of Shoreview on various organizations for the year 2012:

**Fire Department Board of Directors**

Shoreview Board Members: \_\_\_\_\_  
\_\_\_\_\_

**Fire Department Benefit Association**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

**League of Minnesota Cities**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

**Municipal Legislative Commission**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

**North Suburban Communications Commission**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

**Northwest Youth and Family Services**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

**Ramsey County League of Local Governments**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

**Suburban Rate Authority**

Delegate: \_\_\_\_\_

Alternate: \_\_\_\_\_

**Metro Cities (Association of Metropolitan Municipalities)**

Delegate: \_\_\_\_\_

Alternate: \_\_\_\_\_

**Acting Mayor**

Delegate: \_\_\_\_\_

**ROLL CALL:    AYES                    \_\_\_\_\_ NAYS \_\_\_\_\_**

Huffman	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: DECEMBER 27, 2011**

**SUBJECT: 2012 CITY COUNCIL APPOINTMENTS**

Each year, the City Council appoints representatives to serve as delegates to various organizations. While the City Council has typically designated Councilmembers as representatives, sometimes a staff member has been chosen.

Attached is a summary of each organization and the City Council's designated representatives during 2011. Although it is not listed in the Council appointments, it should be noted that Councilmembers Huffman, Quigley and Withhart all have established terms on the City's Economic Development Authority. None of their terms expire in 2011. Also attached is the Council's policy regarding the election of the Acting Mayor.

## 2011 COUNCIL APPOINTMENTS

### **Lake Johanna Fire Department Board of Directors**

The seven-member Board of Directors is the governing body for the Lake Johanna Fire Department. The Board is responsible for hiring the fire chief, approving contracts, approving bills, and adoption of certain policies and procedures for the Department. The City of Shoreview has two members on the Board and Arden Hills and North Oaks have one member on the Board. Three members of the Board are elected by the membership of the Fire Department.

Shoreview Board Members: Terry Quigley  
Terry Schwerm

### **Fire Department Benefit Association**

The Association meets a few times each year to oversee fire pension business matters and review and approve any changes in pension rules or benefits.

Delegate: Terry Quigley  
Alternate: Ben Withhart

### **League of Minnesota Cities**

Provides lobbying, training, staff support, insurance, investment, research, and benefit programs. Annual conference is usually in June and legislative policies are adopted in November.

Delegate: Ady Wickstrom  
Alternate: Terry Quigley

### **Municipal Legislative Commission**

The Municipal Legislative Commission is a group of larger suburbs organized to lobby the Legislature on state aid, property taxes, and other legislative issues. In most cities, the Mayor serves as the representative to this organization. The City Manager serves on the MLC's operating committee and also attends all Board meetings. They normally meet three or four times per year.

Delegate: Sandy Martin  
Alternate: Ben Withhart

### **North Suburban Communications Commission**

This Commission oversees franchise and other operating issues with the cable franchise with Comcast and also serves as the North Suburban Access Corporation that provides oversight and control of the public access portion of the cable franchise. The franchise covers a 10-city area including Shoreview. They generally meet monthly during the evening.

Delegate: Blake Huffman  
Alternate: Ady Wickstrom

### **Northwest Youth and Family Services**

This is a private non-profit agency that provides counseling and employment programs for youth and their families. This Board generally meets once a month.

Delegate: Blake Huffman

Alternate: Sandy Martin

### **Ramsey County League of Local Governments**

This organization consists of each of the local governments (city, county, and school district) in Ramsey County. They meet on a monthly basis. The meetings cover a variety of topics of interest to local governments.

Delegate: Ady Wickstrom

Alternate: Blake Huffman

### **Suburban Rate Authority**

This organization represents a large number of suburbs in utility rate and franchise issues including electric, gas, and telephone utilities. The Suburban Rate Authority meets quarterly. Since many of the issues involve items related to street lighting and water pumping utility rates, Public Works Director Mark Maloney has been attending the meetings.

Delegate: Mark Maloney

Alternate: Terry Quigley

### **Metro Cities (Association of Metropolitan Municipalities)**

This organization is a service and lobbying organization for cities in the metropolitan area. They are officed in the same building as the League of Minnesota Cities but the primary difference between the two is Metro Cities' involvement with the Metropolitan Council and the focus on metro issues.

Delegate: Ady Wickstrom

Alternate: Blake Huffman

### **Acting Mayor**

In accordance with State law, this must be done at the first meeting of the year. A member of the Council is chosen to serve as Acting Mayor to preside at meetings and otherwise act as Mayor when the Mayor is absent or unable to perform the duties of Mayor. The Council adopted a policy regarding the election of the Acting Mayor and according to those guidelines and the order of the rotation, it is Councilmember Huffman's turn to be Acting Mayor.

Acting Mayor: Terry Quigley

## **COUNCIL POLICY REGARDING THE ELECTION OF THE ACTING MAYOR**

### **Requirements and Purpose**

At its first meeting of the year, the City Council is required by State law to elect an Acting Mayor who shall perform the duties of the Mayor in the event of disability or the absence of the Mayor. The Acting Mayor will also serve in the role of the Mayor if there is a vacancy in the position, until a successor is appointed.

The purpose of this policy is to establish guidelines for the election of the Acting Mayor. It is the intent of the Shoreview City Council to establish a rotation for the Acting Mayor position to allow all Council members to serve in this role.

### **General Guidelines**

1. Council members being considered for Acting Mayor should have at least two years of experience on the Shoreview City Council.
2. The Acting Mayor shall be appointed by the City Council at the first Council meeting in January as required by State law.
3. Council members shall rotate the position of Acting Mayor on an annual basis.
4. The order of the rotation shall generally begin with the Council member who has the longest tenure (total years) on the City Council, followed by the Council member with the second longest tenure, etc. In the event that two council members have served the same amount of time on the Council, a coin flip will determine who initially will serve as Acting Mayor.