

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
JANUARY 17, 2012  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

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

**COUNCIL COMMENTS**

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

1. January 3, 2012 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes
  - Economic Development Authority, December 12, 2011
3. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation
4. Verified Claims

5. Purchases
6. License Applications
7. Adoption of Administrative Penalties for Liquor License Violation—Wok Cuisine
8. Approval of Application for Exempt Permit—Emmet D. Williams PTA
9. Authorize Acquisition of Public Utility Easement—Water System Improvements, CP 11-05
10. Establish the Project and Authorize Professional Services Agreement for Water System Improvements—Pressure Booster Station, CP 12-02

**PUBLIC HEARING**

**GENERAL BUSINESS**

11. Appointment of Planning Commission Members

**STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

**SPECIAL ORDER OF BUSINESS**

**ADJOURNMENT**

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
January 3, 2012**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on January 3, 2012.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

**STATE OF THE CITY ADDRESS**

As we begin this new year, we can all take a great deal of pride in our City's many accomplishments and continue to look forward to Shoreview's bright future. We appreciate the high quality of life that is characteristic of Shoreview – great schools, a tremendous parks and trails system, a low crime rate, numerous lakes and open space areas, outstanding public services, a strong and supportive business community, and our highly recognized Community Center that provides something for everyone in the City. Achieving this high quality of life is the result of having a vision, setting goals, and a great deal of hard work on the part of individuals and community groups.

One of the buzzwords that you continue to hear in government circles is the “new normal”. This “new normal” is characterized as a time of slower economic growth, higher energy costs, slumping housing market, increased health care costs, and an aging and more diverse population. All levels of government have been challenged by these conditions and there are many seminars on how cities should “navigate the new normal”. These sessions will often focus on developing new ways of thinking about government services, finding more effective ways to deliver services, adapting services to deal with a changing population, and encouraging collaboration with other governmental entities.

I am pleased to report that, in a very real sense, Shoreview has been “navigating the new normal” for decades. Whether it's contracting for police and fire services at a much lower cost than most cities, modifying our employee health insurance program to a high deductible plan to save both the City and our employees' money, or finding a better method to resurface roads, Shoreview has been a leader in cost effective local government. In fact, the City portion of homeowner's property tax bills continues to be in the lowest 20% of 29 comparable cities in the metropolitan

area. As a Council, we are extremely proud that we can continue to provide a “quality of life” that is among the highest in the metropolitan area at such an affordable cost to our residents.

### **Financial Condition**

As a result of our strong financial planning efforts and a solid tax base, Shoreview continues to be in excellent financial condition. This resulted in the City’s AAA bond rating from Standard & Poor’s. This is the highest bond rating available and was achieved as a result of sound financial management policies and practices, low debt levels, solid income levels of our residents and the expansion of our commercial/industrial tax base.

The City Council is also working hard to limit the growth in property taxes. The City’s tax levy for 2012 decreased by about .5%. As noted earlier, the City share of a median value homeowner’s property tax bill is significantly lower at \$765 than comparable cities where the average tax is \$980. The largest increases in the City’s budget have been for public safety (police and fire) services and capital replacement funds for streets, buildings and other City assets.

The Lake Johanna Fire Department is in the process of implementing a new service model to better serve our community. They are now staffing stations with paid on-call firefighters to improve response time to both fire and medical emergencies. Currently, stations are staffed during all weekday daytime hours, Friday and Saturday evenings, and weekday evenings until 9 pm. In April 2012, weekday evening hours will be expanded to 11 pm and stations will also be staffed on Saturdays from 8 am – 5 pm. Although this model is more costly in the short run, the Fire Department leadership believes it is more sustainable and will help maintain a more cost effective paid on-call department for many years into the future. During 2012, we also plan to transition our animal control services from a contract provider to the Ramsey County Sheriff’s Department.

### **Economic Development**

Although economic development and redevelopment has been slowed the past few years by the struggling economy, we are encouraged by some recent development activity that will be occurring over the next few years.

Earlier this year, Wells Fargo completed a \$20 million dollar addition to their data center building in the Rice Creek Corporate Park. Also, Cummins Power Generation is nearing completion of interior renovations at their new corporate headquarters, located at I-694 and Victoria Street. It is anticipated that more than 800 employees will be relocated to this site within the next few months.

One of the things we learned from our community survey is that residents would like more dining and restaurants in Shoreview. It is gratifying to report that the Stonehenge Retail Center will be constructed just south of I-694 and east of Lexington. This new retail center, which is part of a larger development plan for the site, will feature both Chipotle and LeeAnn Chin restaurants. The developer expects to announce other tenants, which may include another restaurant, for this retail center in the next several weeks.

We are looking forward to the planned construction of The Cascades, a 105-unit senior housing development on Hodgson Road just north of Highway 96. This senior housing project will provide a variety of housing types, including 30 independent living units, 43 assisted living units, and 32 memory care units, which greatly expands options for seniors who would like to remain in Shoreview. Completion is expected in 2013.

In addition, the City was recently awarded a \$655,000 grant from the Metropolitan Council to assist in the redevelopment of the Midland Terrace apartments located on Victoria Street just south of County Road E. This redevelopment project will include the removal of the older retail center, relocation of Owasso Street to align with County Road E and construction of a more contemporary market rate apartment building. The roadway realignment and preliminary work on the project is expected to occur in 2012, while the construction of the new apartment building is expected to begin in 2013.

### **Maintaining Quality Neighborhoods**

The City Council, along with the Economic Development Authority, has continued to focus on maintaining and encouraging reinvestment in our many quality residential neighborhoods. A year ago, we created the Shoreview Home Energy Improvement Loan Program. As part of this program, residents can obtain loans for energy related home improvements including windows, siding, mechanical systems, etc. To date, this new fund has provided 10 loans to Shoreview homeowners.

Based on our community survey, we know that our residents are increasingly concerned about the appearance of yards and homes in their neighborhoods. Our City staff is continuing to respond to code complaints, and is also conducting pro-active code enforcement through the SHINE program. Our Community Development staff also license and inspect all rental properties on a regular basis to insure that they are complying with our housing maintenance code; and they also monitor blighted and foreclosed properties.

### **Community Center, Parks and Trails**

The Shoreview Community Center continues to be the most popular attraction in Shoreview. When the Community Center opened in 1990, its goal was to serve as the social, cultural and recreational gathering place for the community. As a member of the design task force that helped plan the building in the late 1980's, I can proudly say that the Community Center has not only met this goal, but greatly exceeded all expectations. More than half a million customers visit the Community Center each year. However, when attractions like the Tropics Indoor Water Park, Tropical Adventure Indoor Playground, and a state-of-the-art fitness center are combined with affordable daily admission and membership rates, it should not be surprising that the Community Center continues to be the best place in the Twin Cities for family fun and fitness. For residents who are interested in better health and wellness in the coming year, I encourage you to consider a membership at your very own Community Center. State of the art exercise equipment, classes, and personal trainers are there to assist you with your goals.

The City's Park and Recreation staff does an outstanding job planning a variety of recreation programs, as well as special events and activities at the Community Center. In 2012, we look forward to a return of the extremely popular Farmers' Market that runs from mid-June through October. The always popular Concert in the Commons summer music series will also be back on Wednesday evenings this summer. Many families also enjoy the Friday Night Outdoor Flicks and the Dive-In movies at the Community Center.

Our largest and most popular community event, the Slice of Shoreview, will be held from July 27-29 at Island Lake County Park. The theme for this year's event will be announced at the Taste of Slice event that will be held on February 23 at the Community Center. Through the hard work of our Sister City Association and the Shoreview Northern Lights Band, we will be hosting a visit from the Musikcorps Band from Einhausen, Germany. Thirty-nine band and family members will be enjoying a visit to Shoreview and the performance of a joint concert.

Our City park system continues to be well utilized by residents and various youth athletic associations, however, it is starting to reach an age where several of the parks need some updating and improvements. About two years ago, the City completed a significant renovation of Sitzer Park, one of the oldest parks in the City's system. During 2012, we anticipate making improvements to both Bucher and Wilson parks. Bucher Park is scheduled for some major updates including new playground equipment. At Wilson Park, the playground area is expected to be replaced and relocated, the hockey rink will be relocated, and a picnic shelter will be constructed. These improvements at Wilson Park are consistent with a Master Plan update that was completed in the mid-2000's.

The City's trail and sidewalk system is our most widely used recreational resource in the City. According to our community survey, nearly 50% of Shoreview residents use the trail system on a weekly basis. During 2011, Ramsey County paved the crushed limestone trail through the Grass Lake Open Space area making it far easier to navigate on bicycle or rollerblades. Our Bikeways and Trails Committee and our City staff continue to look for opportunities to expand the trail system as part of various road or park improvement projects that are scheduled in the City.

### **Environmental Initiatives and Other Projects**

The City is maintaining its focus on environmental issues in the community. While much of our focus is on water quality since there are eleven lakes and numerous wetland areas located in the City, we are increasingly concerned about the urban forest. In July, the Emerald Ash Borer was discovered in the Shamrock Park neighborhood in northwest Shoreview. The Emerald Ash Borer is one of the most destructive tree pests and it has killed millions of ash trees in 15 states. Shoreview is the fourth community in the metro area where this beetle has been discovered. Our Council, in conjunction with the Environmental Quality Committee, is in the process of developing a management plan and updating our ordinance to address this threat to our urban forest. The City held an informational meeting regarding the EAB in August, and hopes to hold another community meeting on this topic to provide information to homeowners about various methods to combat the spread of the EAB.

The City also successfully transitioned to a new recycling provider, Allied Waste, last January. Although the number of residents that recycle is at an all-time high, recycling volume and tonnage has dropped due to fewer households receiving newspapers. In response to requests from many residents, we will be able to recycle many more plastics, including items such as yogurt, margarine, and cottage cheese containers, plastic bags, and juice boxes as part of the 2012 curbside recycling program. Check out our website to see a more complete listing of items that can now be recycled.

We were also pleased to learn that the expansion and renovation of the City's 35 year old Maintenance Center received the LEED (Leadership in Energy and Environmental Design) Gold certification by the Green Building Council. The City's Maintenance Center was the first in the nation to be certified Gold under the 2009 LEED rating system and was only the fifth City facility in the state to be LEED certified.

Our Environmental Quality Committee is also continuing its annual speaker series in 2012. The speaker series will run from January through April on the third Wednesday of the month and will cover topics ranging from rain gardens and attracting birds to your yard to public transit.

### **Conclusion**

The City Council and I are committed to insuring that our government process is open and accessible, and that our residents are well informed. We televise all of our regular City Council and Planning Commission meetings, have increased the number of ShoreViews issues from four to six per year, and are expanding the amount of information and content on our website as part of our effort to provide residents with more timely information. As I have done since first elected Mayor in 1996, I will continue to hold office hours on most Tuesdays from 3-5 p.m. to discuss residents' issues and concerns.

I was very honored this year to receive the C.C. Ludwig Award for outstanding service and leadership from the League of Minnesota Cities. While it is always nice to receive recognition, this award says far more about the type of community that we have in Shoreview. From my colleagues on the City Council who contribute countless hours to make Shoreview a better place to live, work and play; to our commission/committee members who provide sound recommendations and advice to the Council; to our outstanding City staff who provide high quality service and programs to our residents; and finally, and most important, to all of our residents who demonstrate "community spirit" throughout the year – we have all helped to make Shoreview a premier suburb in the Twin Cities area.

It has been an honor and privilege to serve as your Mayor. Thank you for listening, I look forward to working with you during the upcoming year.

### **APPROVAL OF AGENDA**

Mayor Martin requested a brief discussion on the Cleanup Day date for spring and a brief discussion on the DNR request for a kiosk in the Community Center under the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Quigley, seconded by Councilmember Huffman to approve the January 3, 2012 agenda as amended.

VOTE: Ayes - 5 Nays - 0

### **PROCLAMATIONS AND RECOGNITIONS**

There were none.

### **CITIZEN COMMENTS**

There were none.

### **COUNCIL COMMENTS**

#### **Mayor Martin:**

The Environmental Quality Committee (EQC) will begin its series of workshops on Wednesday, January 18, 2012. The first session will be by a representative from the Rice Creek Watershed District on the benefits of putting in rain gardens.

#### **Councilmember Wickstrom:**

The Yellow Ribbon Committee will meet on January 17, 2012, at Roseville City Hall at 7:00 p.m. Anyone interested in helping military families in the area is invited to attend. There will be a holiday party for military families at the new Arden Hills Readiness Center, which is north of the public works garage on Hamline Avenue. Help is needed for setup, cleanup and decorating. Donations are also needed for deserts and non-alcoholic drinks. The party will be on January 22, 2012. Anyone wishing to contact Councilmember Wickstrom regarding the Yellow Ribbon Committee can email her at [ady@adywickstrom.com](mailto:ady@adywickstrom.com).

#### **Councilmember Withhart:**

A reception will be held Friday, January 6, 2012, at the Community Center for retiring Park and Recreation Director Jerry Haffeman.

### **CONSENT AGENDA**

Councilmember Huffman requested separate consideration of the December 19, 2012 City Council Meeting Minutes.

MOTION: by Councilmember Withhart, seconded by Councilmember Huffman to approve the Consent Agenda for January 3, 2012, and all relevant resolutions for all items, except item No. 2, December 19, 2012 City Council Meeting Minutes:

1. December 12, 2011 City Council Workshop Meeting Minutes
3. Verified Claims in the Amount of \$599,303.08
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

Discussion:

Councilmember Quigley expressed his appreciation for the significant gift of Dairy Queen cones for the New Year's Eve party. City Manager Schwerm added that over 700 people attended the New Year's Eve event.

Mayor Martin read an email she received thanking the City for a wonderful New Year's Eve party event.

VOTE:           Ayes - 5                           Nays - 0

MOTION:       by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the December 19, 2011 City Council Meeting Minutes.

VOTE:           Ayes - 4                           Nays - 0                           Abstain - 1 (Huffman)

**PUBLIC HEARINGS**

There were none.

**GENERAL BUSINESS**

**DESIGNATION OF LEGAL NEWSPAPER FOR 2012**

City Manager Schwerm stated that state law requires the City to designate a legal newspaper at the first meeting of the year. Two quotes were received. The *Shoreview Arden Hills Bulletin* submitted a quote for \$3.25 per column inch. The *Shoreview Press* quote is \$4.45 per column inch. It was learned recently that the *Shoreview Press* will now be published bi-weekly, which is of concern to staff regarding timely legal notices. Staff is recommending the *Shoreview Arden Hills Bulletin* for 2012.

Councilmember Wickstrom noted that the City does put many ads in the *Shoreview Press*. However, for legal notices, she would have the same concern about them being timely. Mr. Schwerm agreed, stating that many ads are put in the *Shoreview Press*, as it hits the City's target audience for the Community Center.

Councilmember Huffman asked if there would be a cost difference in the number of times published in a bi-weekly paper as opposed to a weekly paper. Mr. Schwerm responded that legal

notices are generally published once, but there are some circumstances when they are published more than once, such as bid-related items. It is approximately a \$1500 budget item. If the *Shoreview Press* were used, the cost would be approximately \$2000 with the increase in rates. His concern is the timeliness of when notices need to be published. An example would be a late Planning Commission application that does not fall on the right schedule for publishing, which would push the application back a month.

Councilmember Huffman stated that he would support staff's recommendation but would be interested to know how other cities work around bi-weekly publication.

Mayor Martin stated that the Community Survey shows that 54% of Shoreview residents get their local news from the *Shoreview Press*, which provides a good service to the community. However, she added that there are instances when there are accelerated time frames when projects are on a rush for approval. If there is a delay in publishing notices, it could jeopardize a project. She noted that this is an antiquated requirement from the state, as so many notices are online, and the City does such a good job notifying residents with letters. However, it is still a requirement.

Councilmember Wickstrom stated that the League of Minnesota Cities is working to abolish the requirement for newspaper notices and allow notice to be given online.

**Mr. Carter Johnson**, *Shoreview Press*, stated that local newspapers are the best read for local news. He does not understand why the League of Minnesota Cities would seek to change the notice requirement, residents get minimal information from the website and only 17% of residents get news from the City newsletter. His concern is to keep the flow of information in the community. In September 2011, the *Shoreview Press* purchased the local newspaper in Hugo, which is a bi-weekly product. The City Council in Hugo has been successful in getting legal notices published on time. He would like Shoreview to continue legal notices with the *Shoreview Press* and/or continue in other ways to use the *Shoreview Press*. He urged the Council to pay attention to the 54% who get their local news from the *Shoreview Press*.

Councilmember Quigley agreed with all comments relating to the good coverage provided by the *Shoreview Press* but agreed that when there are rushed deadlines with applications moving from the Planning Commission to the Council, he can understand staff's concerns.

Mayor Martin agreed that the *Shoreview Press* covers Shoreview news much better than the *Bulletin*. Maybe *Access Shoreview* can be put in the *Shoreview Press*, if legal notices are being put in the *Bulletin*.

Councilmember Withhart noted that *Access Shoreview* was one of many cuts to the budget this year. He does not believe a bi-weekly paper would be much of a lag time for notices but would like to know how big of a problem it would be. Mr. Schwerm stated that it would hurt customer service. Sometimes additional days are given for submitting planning applications. If the publication deadline does not coincide with the newspaper publication date, some applications could be pushed back a month. The alternative would be to move the public hearing from the Planning Commission to the City Council, but that is not the preferred method.

Mayor Martin noted that even though *Access Shoreview* was cut, it would be half the cost this year if it were only published in one newspaper. Mr. Schwerm stated that the City will be under budget in communications this year until the new position is filled, which would allow some funding for *Access Shoreview*.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to designate the *Shoreview/Arden Hills Bulletin* as the legal newspaper for the City of Shoreview for the 2012 calendar year.

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

It was the consensus of the Council to direct staff to begin putting *Access Shoreview* back in the *Shoreview Press*, using the funding not used for the new communications position.

### **COMMITTEE/COMMISSION REAPPOINTMENTS**

Mayor Martin stated that the applicants are not new but are members already serving who would like to have their terms renewed. Mr. Schwerm noted that applications are being accepted for commission/committee vacancies until January 27, 2012.

Councilmember Withhart urged interested residents to submit an application to serve on one of the commissions or committees. New people and new ideas are welcome.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to reappoint the following individuals to their respective committees/commissions for terms expiring January 31, 2015:

Bikeways and Trails Committee	Craig Francisco Judd Zandstra Pat Evans
Economic Development Commission	Ben Stephens Gene Marsh
Environmental Quality Committee	Tim Pratt Susan Rengstorf
Human Rights Commission	Richard Bokovoy Samuel Abdullai Cory Springhorn
Lake Regulations Committee	Gene Soderbeck

Park and Recreation Committee	Catherine Jo Healy Carol Jauch Linda Larson
Public Safety Committee	Justine Greene
Telecommunications and Technology	William Radmer

Discussion:

Councilmember Wickstrom noted that the Lake Regulations Committee only met once last year. She asked if it would make more sense for it to become an ad hoc committee.

Councilmember Quigley stated that he had the same question. Also, the Telecommunications and Technology Committee only met three times.

Mayor Martin suggested making the requested appointments and having further discussion on the issues raised by Councilmember Wickstrom and Councilmember Quigley at a workshop meeting.

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

**COUNCIL APPOINTMENTS FOR 2012**

MOTION:     by Councilmember Huffman, seconded by Councilmember Withhart to appoint the following individuals to represent the City of Shoreview on various organizations for the year 2012:

Fire Department Board of Directors  
Delegates: Terry Quigley and Terry Schwerm

Fire Department Benefits Association  
Delegate: Terry Quigley  
Alternate: Ben Withhart

League of Minnesota Cities  
Delegate: Ady Wickstrom  
Alternate: Terry Quigley

Municipal Legislative Commission  
Delegate: Mayor Martin, Terry Schwerm  
Alternate: Ben Withhart

## North Suburban Communications Commission

Delegate: Blake Huffman

Alternate: Ady Wickstrom

## Northwest Youth and Family Services

Delegate: Blake Huffman

Alternate: Mayor Martin

## Ramsey County League of Local Governments

Delegate: Ady Wickstrom

Alternate: Blake Huffman

## Suburban Rate Authority

Delegate: Mark Maloney

Alternate: Terry Quigley

## Metro Cities (Association of Metropolitan Municipalities)

Delegate: Ady Wickstrom

Alternate: Blake Huffman

## Acting Mayor

Delegate: Blake Huffman

ROLL CALL: Ayes: Wickstrom, Withhart, Huffman, Quigley, Martin

Nays: None

**SPECIAL ORDER OF BUSINESS****Allied Waste**

Mr. Schwerm reported that Allied Waste has indicated that they can service the traditional first Saturday in May as Cleanup Day. However, they have a number of other cities that have the same Cleanup Day and are not able to commit as many resources in Shoreview as they would like. Allied Waste has requested that Cleanup Day in Shoreview be moved to the third Saturday in May, when many more resources would be available for the event.

Councilmember Withhart stated that he would favor keeping the same date. Mr. Maloney stated that the issue is the limited number of packer trucks available. Mr. Schwerm added that the line would be more efficient if packer trucks could be changed more quickly. He also has some concern about changing the traditional date.

Councilmember Withhart asked if information could be obtained as to how much quicker the line would move, if the date were changed.

Mayor Martin noted that the date has been reserved with Ramsey County Public Works and Arden Hills. Her preference also would be to keep the same traditional date on the first Saturday

in May. She would not want it to conflict with the fishing opener. Mr. Maloney added that coordination with hazardous waste also must be checked.

Councilmember Wickstrom stated that if the date is changed, she would want residents to receive plenty of notice.

Staff will get more detailed information to bring back to the Council.

### **DNR Request**

Mr. Schwerm stated that the DNR has requested to place an interactive kiosk in the Community Center for state parks and trails. It would be located on the lower level.

It was the consensus of the Council to support the DNR request.

### **ADJOURNMENT**

MOTION: by Councilmember Withhart, seconded by Councilmember Huffman to adjourn the meeting at 8:22 p.m.

VOTE:                   Ayes - 5                   Nays - 0

Mayor Martin declared the meeting adjourned.

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

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Terry C. Schwerm  
City Manager

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
December 12, 2011**

**CALL TO ORDER**

President Huffman called the meeting to order on December 12, 2011, at 5:01 p.m.

**ROLL CALL**

Huffman welcomed newly appointed EDA member Emy Johnson. Board members introduced themselves.

The following members were present: Blake Huffman, Emy Johnson, Terry Quigley, Ben Withhart.

Newly appointed member Gene Marsh was not able to attend.

Also Present:

Tom Simonson, Assistant City Manager/Community Development Director  
Kirsten Barsness, Barsness Consulting Services

**APPROVAL OF AGENDA**

Quigley moved, Withhart seconded, a motion to approve the December 12, 2011 agenda as submitted.

VOTE:           Ayes – 4                           Nays – 0

**APPROVAL OF MINUTES**

Quigley moved, Withhart seconded, a motion to approve the November 14, 2011 meeting minutes as submitted.

VOTE:           Ayes - 4                           Nays - 0

**FINANCES AND BUDGET**

Withhart moved, Quigley seconded, a motion to approve the claims and purchases, items Nos. 1 through 9:

- |    |  |                     |
|----|--|---------------------|
| 1. | Greater Metropolitan Housing Corporation<br>(Date Paid: 11/29/11 - Administration Fee) | \$800.00 (Fund 307) |
| 2. | Community Reinvestment Fund<br>(Monthly Loan Service Fee - 9 loans)                    | \$ 54.00 (Fund 307) |
| 3. | Green Mill Restaurant (November EDA Meeting)   | \$ 85.27 (Fund 240) |

	(Date Paid: 11/29/11)	
4.	Legal Services (Bradley & Deike PA) (Consulting Services - Date Paid: 11/7/11)	\$697.38 (Fund 240)
5.	Deanne Allen (EDA Minutes) (Date Paid: 11/7/11)	\$200.00 (Fund 240)
6.	Development Consultant (Kirstin Barsness) (Consulting Services - Date Paid: 11/7/11)	\$907.50 (Fund 240)
7.	Legal Services (Bradley & Deike PA) (Consulting Services - Date Paid: 11/21/11)	\$255.00 (Fund 240)
8.	Development Consultant (Kirstin Barsness) (Consulting Services - Date Paid: 11/14/11)	\$618.75 (Fund 241)
9.	Legal Services (Bradley & Deike PA) (Consulting Services - Date Paid: 11/7/11)	\$119.00 (Fund 240)

VOTE:                      Ayes - 4                      Nays - 0

### **Monthly Financial Report**

Simonson explained the three separate funds of the EDA. Special Fund 307 is for the housing energy loan program administered by the Housing Resource Center. A \$300,000 loan pool was created for these loans.

Johnson asked the percentage of applicants who have not received the loan. Simonson answered that one applicant withdrew; but to his knowledge no one has been denied once the HRC confirms eligibility for an application to be submitted by a resident.

Simonson stated that the EDA plays a dual role as the Economic Development Authority and Housing Resource Authority (HRA). Activities of these two entities are covered by Funds 240 and 241, which the Council levies for separately. The monthly financial reports track both funds, which cover EDA and HRA operations. Huffman added that monthly expenses are largely salary transfers for staff working on EDA and HRA projects or consulting services relating to projects.

### **Proposed Extension of Temporary Associate Position**

Simonson stated that Farveh Makhssous started work with the City as an intern and has continued in temporary status. She has done an excellent job and has good experience with GIS mapping and carrying through on website administration. According to the current budget, her position is scheduled to expire at the end of 2011. Staff is requesting that temporary part-time associate position be extended for another six month period, at an estimated cost of \$14,000. Reallocation of funds from the expected 2012 EDA budget will cover the costs associated with this action. Simonson said that in addition to anticipated EDA workload, the approved new Communications Coordinator position will likely not be filled for several months, and Assistant to the City Manager Tessia Melvin will not be able to take on EDA related work until later in the year. Extending Ms. Makhssous for this period would be of great benefit and is a cost effective way for the EDA to receive quality work.



accordance with the terms outlined, but with the additional direction to staff to negotiate with the developer a requirement to provide 12 Elderly Waiver units in Cascades Senior Housing in effect for up to 20 years.

VOTE:                      Ayes - 4                      Nays - 0

Withhart requested information on the outcome of this issue by December 19, when the City Council is scheduled to hold a public hearing.

### **Midland Terrace Redevelopment Project Update**

This project is redevelopment of a large complex of 420 apartment units estimated to cost \$11 million. The road project is \$2.2 million and includes reconfiguration of County Road E and Victoria. Ramsey County is participating with approximately one-third of the costs. The City has a grant application moving through the Metropolitan Council grant process. A full grant would be \$655,000, which would be used for the road and would free up developer money to include more amenities in the project. The goal is to begin the road project by May 2012, and start the apartment renovations in 2013.

### **Stonehenge USA/Fox Road Retail Project Update**

Simonson reported that this project is on hold waiting for final approval of one tenant lease. Other tenants are in place, and the developer is ready for a building permit as soon as the last lease is executed. Construction will start this winter. The preferred anchor has not yet signed an agreement, but indications are that this location is favorable and a lease will be forthcoming.

The nearby Sinclair property is being considered for redevelopment. Target is planning interior improvements, and the City will contact them about including exterior improvements. Red Fox Road will need improvements. Target will be contacted regarding road improvements, as well as pond dredging and using the pond as a regional storm water pond.

### **McGuire Property**

This property has been a code enforcement issue for the City for many years. There has been court action, and assessments for cleanup work the City has had to do. The City has obtained a grant through Ramsey County to purchase the property, if the City includes affordable housing when the site is redeveloped. Negotiations have been ongoing with the property owner for a long time. The owner is close to signing a contract but has been in the hospital this last month. Staff is working to get the purchase agreement signed with the possibility of extending the closing so Mr. McGuire can buy a new property.

### **ADJOURNMENT**

Quigley moved, Huffman seconded a motion to adjourn the meeting at 6:30 p.m.

VOTE:                      Ayes - 4                      Nays - 0

# Memorandum

**To:** Mayor and City Council Members  
**Cc:** City Manager  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** January 12, 2012  
**Re:** Monthly Reports  
– Administration Department  
– Community Development Department

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## **EDA Officers for 2012**

The Economic Development Authority held their first meeting of the New Year this week with new members Emy Johnson and Gene Marsh attending. At the annual business meeting, as required by their governing by-laws, at the EDA elected the following officers for 2012:

President – Blake Huffman

Vice President – Ben Withhart

Treasurer – Gene Marsh

## **Red Fox Road Retail Development**

The developer DPS-Shoreview, LLC (Stonehenge USA) has closed on the purchase of the commercial property owned by the City and County Credit Union and all development and financing agreements have been executed with the City. A building permit has been issued for the phase one retail center project and work is expected to commence in the next few days. The developer anticipates the retail center to open by summer of this year. To date, the developer has officially confirmed the project will include Chipotle and Leeann Chin restaurants and a Sport Clips hair establishment as tenants. At least two other tenants are expected to be announced soon. The developer also reports that they continue to make good progress in securing an anchor tenant for the phase two building pad.

## **Shoreview Senior Living Project Update**

Shoreview Senior Living, LLC, the developer of the Cascades senior housing project, has begun construction work on their mixed-care senior housing project. The building will total 105 units, with 30 independent care units, 43 assisted living units, and 32 memory care units. All development and financing agreements were executed with the City and a demolition permit was issued so work could commence with the tear-down of the single-family house prior to the January 1<sup>st</sup> deadline under the special tax increment authority rules. The City has now issued a grade to footing permit for the building project and the developer's contractor has begun site

work. The project is expected to take a little over a year to complete with an opening of the senior housing facility in April 2013.

### **Midland Terrace Redevelopment**

The City has been officially notified that we have been awarded a grant in the full requested amount of \$655,000 through the Livable Communities Demonstration Account (LCDA) from the Metropolitan Council for the Midland Plaza/Midland Terrace Apartments redevelopment project. The funds will assist with the public improvements to support the project and allow for additional financial resources be redirected towards other project enhancements with the proposed upscale rental apartment building. The redevelopment project will include the creation of a new tax increment financing district to serve as the primary funding source for the public improvements and other eligible development costs to benefit the project. Ramsey County is also a funding participant in the planned road improvements.

Under the coordination of the Public Works Director, the City's engineering consulting firm is preparing final design for the road improvements that will require coordination with multiple agencies and stakeholders including Soo Line/Canadian Pacific Rail, Island Lake School, and Lake Johanna Fire Department.

The developer has assembled their project development team and expects to submit applications for concept review and tax increment financing in the next month. The tentative schedule calls for the public road improvements to be undertaken and completed by the City in 2012, with private construction of the new apartment building starting in 2013 and completed by 2014.

### **Housing and Code Enforcement Activity**

**Rental Housing Licensing.** Community Development Department staff is processing the 2012 application renewals for almost 400 General Dwelling Rental License applications. The City has also received all renewal applications for Multi-Family Rental Licenses. About half of the renewal applications have already been reviewed and processed. Renewal applications for approximately twenty 2011 rental licensed properties were not received. Staff will determine the reason for the non-renewal as well as follow-up on those properties not licensed but suspected of being rental properties by reviewing utility billing records and Ramsey County property tax data.

**Code Enforcement.** Code Enforcement complaints have experienced the seasonal slow-down, with 7 new cases opened in the past month. The following table summarizes the code enforcement activity this past year:

<b>Year</b>	<b>Total Cases</b>	<b>Cases Open</b>	<b>Cases Closed</b>
2011	200	29	171
2012	7	7	0

Outdoor storage/refuse issues remain the most common conditions generating the complaints. Three citations issued in 2011 are scheduled for court trial later this month. One case involves barking dogs and animal waste, and two other cases involve outdoor storage/refuse conditions.

Staff also recently closed the case on a significant cleanliness/sanitation and hoarding matter after 4 months of work with the property owner in coordination with the Fire Marshal and other agencies that assisted.

### Miscellaneous

- Included is the monthly summary from the Housing Resource Center (HRC) showing services provided to Shoreview residents for all of 2011. The HRC has now closed on 10 loans through the Shoreview Home Energy Improvement Loan Program.
- Attached is the monthly report on building permit activity from the Building Official through December, 2011.
- Cummins Power Generation continues to progress with their facility renovations for their new global headquarters in the former Medtronic building at Victoria Street and I-694. Occupancy permits have been issued by the Building Official for the top two levels of the building and some employees have begun transferring from the Cummins site in Fridley. Corporate identification signs are being installed at the property. Cummins expects to move upwards of 800 employees to the facility by mid-2012. The City is providing information materials for welcoming packets that Cummins is providing each of their employees that move to the Shoreview facility.
- Draft text amendments to the Development Ordinance for will be presented for Planning Commission review in January including an update of language pertaining to nonconformities to be consistent with State Law. Other revisions being reviewed include allowing flexibility from the minimum front and side setbacks for residential properties, updating regulations regarding tree diseases and tree preservation requirements, landscaping, illicit discharge, and a ban on use of coal-tar based driveway sealants.
- Community Development staff continues to work with representatives of Clear Channel for the construction of two off-premise dynamic billboard signs along Interstate 694. Permits for both locations have been issued and site work has begun. Both signs are expected to be operational in early 2012. The City will receive annual revenue from Clear Channel pursuant to agreements allowing the billboard locations along I-694.
- Staff had mentioned a while ago the launching of a new economic development and business promotional organization for the region called Greater MSP. The organization is an effort to coordinate and centralize the promotion of business growth of the Twin Cities region. Cities, including Shoreview, now has receive email “news blasts” through Ramsey County (a Greater MSP partner) of requests for information from businesses looking at growth or relocation to the metropolitan area. If you are interested in learning more about Greater MSP you can visit their website at [www.greatermSP.org](http://www.greatermSP.org), which describes the initiative as follows:

Greater MSP is a private-public partnership whose mission is to stimulate economic growth and prosperity in the Minneapolis Saint Paul region. Its primary role is to be a value-added resource to all economic development organizations and activities throughout the region, with the goal of a brighter future for all residents of the region.

Together with our economic development partners, Greater MSP will provide vision, strategy, resources, and staff support to link state and local governments and organizations involved with job creation, regional marketing, and business recruitment and retention.

Specifically, Greater MSP will lead or partner with existing organizations to:

- Set a strategic vision for regional economic development
  - Define and guide a tactical economic development agenda
  - Brand and market our region to internal and external audiences
  - Retain and expand current businesses in the region
  - Attract new businesses to the region
  - Connect businesses with local resources and incentives
- Progress continues on the historic Guerin Gas Station project. The window specialist completed the window restoration work has ship them to the contractor for painting and installation. The primary contractor anticipates the structure will be completed in early 2012, with relocation of the restored structure to its new site at the Lepak/Larson Farmhouse property.
  - The City is again working with Rondo Community Land Trust on foreclosure prevention education. Rondo staff will be available to meet with Ramsey County residents who may be facing foreclosure to review their situation and whether or not the Trust's Foreclosure program is a viable option for them. Appointments will be available at the City Hall, Lower Conference Room, from 5:00 to 8:00 pm on the following days: January 26, February 9, February 23, March 8, March 22 and April 12. Residents can call the Rondo Community Land Trust at 651.221.9884 for more information or to schedule an appointment.

**CITY OF SHOREVIEW**  
**BUILDING INSPECTOR MONTHLY REPORT**  
**COMPARISON OF YEAR 2011 WITH 2010**

	2011		2011		2010		2010	
	PERMITS	VALUATION	TO DATE	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS			11	\$3,889,000			9	\$3,030,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	1	\$42,000	26	\$1,574,500			18	\$1,979,500
GARAGES			6	\$77,500	1	\$15,000	7	\$81,000
MISCELLANEOUS	26	\$206,561	827	\$5,159,531	36	\$266,067	935	\$5,778,502
APARTMENTS	1	\$837,000	1	\$837,000			0	\$0
OFFICES			0	\$0			0	\$0
RETAIL			0	\$0			0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0			0	\$0
PUBLIC BUILDINGS	1	\$405,879	1	\$405,879			0	\$0
COMMERCIAL ADDITIONS			0	\$0			4	\$22,815,000
COMMERCIAL ALTER	2	\$7,300	50	\$9,947,548	4	\$326,810	74	\$8,699,620
<b>TOTAL</b>	<b>31</b>	<b>\$1,498,740</b>	<b>922</b>	<b>\$21,890,958</b>	<b>41</b>	<b>\$607,877</b>	<b>1047</b>	<b>\$42,383,622</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR



TO: Terry Schwerm, City Manager

FROM: Jeanne A. Haapala, Finance Director 

DATE: January 11, 2012

RE: Monthly Finance Report

**Utility Revenue**

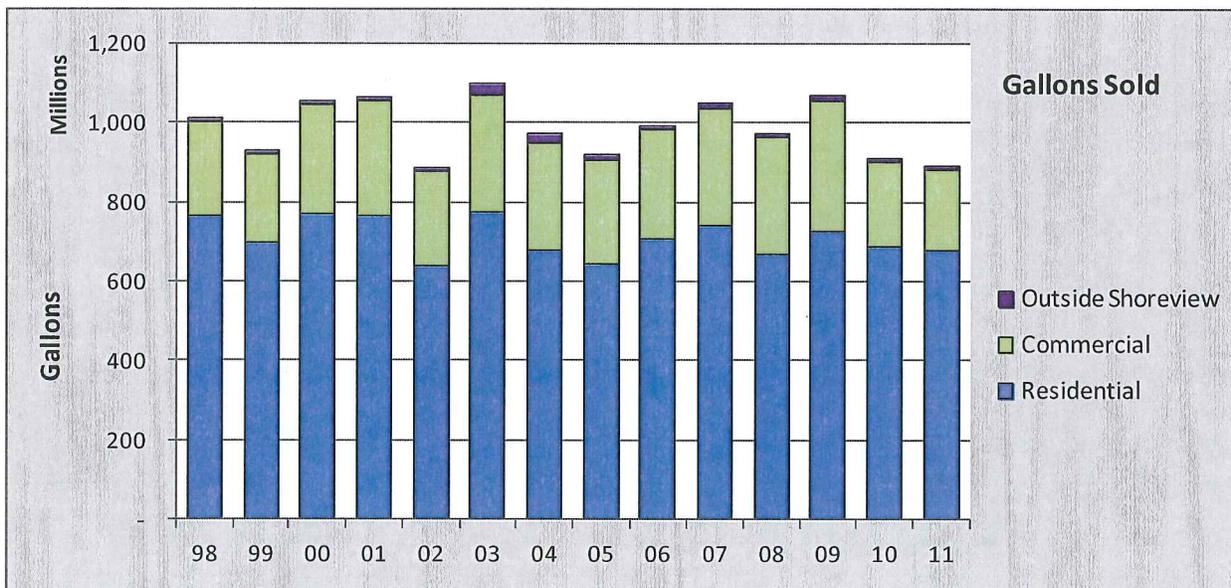
The table below provides a two-year comparison of utility revenue and gallons of water sold, and a comparison to the adopted budget (the last two lines of the table). Water revenue for the year is 6.8% below budget (\$152,752 below), and sewer revenue is 1.1% below budget (\$38,809 below). The variances are due to gallons falling below projected levels.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-10	53,751,095	\$ 112,830	\$ 259,018	\$ 69,907	\$ 28,122	\$ 469,877
Feb-10	45,601,041	\$ 93,015	\$ 225,591	\$ 57,586	\$ 23,771	\$ 399,963
Mar-10	56,617,318	\$ 120,314	\$ 299,896	\$ 90,415	\$ 34,878	\$ 545,503
Apr-10	52,441,787	\$ 112,079	\$ 264,671	\$ 71,004	\$ 28,297	\$ 476,051
May-10	48,970,219	\$ 99,893	\$ 227,152	\$ 57,262	\$ 23,815	\$ 408,122
Jun-10	86,363,452	\$ 171,936	\$ 297,859	\$ 89,562	\$ 34,757	\$ 594,114
Jul-10	98,415,493	\$ 205,554	\$ 263,902	\$ 70,111	\$ 28,167	\$ 567,734
Aug-10	89,181,492	\$ 194,241	\$ 235,879	\$ 58,079	\$ 23,937	\$ 512,136
Sep-10	101,737,646	\$ 219,852	\$ 313,794	\$ 90,438	\$ 34,906	\$ 658,990
Oct-10	129,148,580	\$ 279,885	\$ 268,602	\$ 70,571	\$ 28,378	\$ 647,436
Nov-10	71,246,529	\$ 152,198	\$ 234,443	\$ 57,810	\$ 24,032	\$ 468,483
Dec-10	77,328,474	\$ 181,464	\$ 337,621	\$ 97,600	\$ 35,160	\$ 651,845
<b>Total 2010</b>	<b>910,803,126</b>	<b>\$ 1,943,261</b>	<b>\$ 3,228,428</b>	<b>\$ 880,345</b>	<b>\$ 348,220</b>	<b>\$ 6,400,254</b>
Jan-11	58,727,245	\$ 135,420	\$ 289,327	\$ 77,047	\$ 29,580	\$ 531,374
Feb-11	44,579,440	\$ 100,053	\$ 248,058	\$ 63,258	\$ 25,154	\$ 436,523
Mar-11	54,521,046	\$ 127,958	\$ 324,222	\$ 99,168	\$ 36,507	\$ 587,855
Apr-11	51,065,204	\$ 124,111	\$ 283,745	\$ 76,792	\$ 29,234	\$ 513,882
May-11	43,267,027	\$ 96,720	\$ 247,338	\$ 63,734	\$ 25,072	\$ 432,864
Jun-11	62,913,702	\$ 144,504	\$ 329,974	\$ 99,121	\$ 36,621	\$ 610,220
Jul-11	84,048,038	\$ 195,074	\$ 289,448	\$ 77,543	\$ 29,767	\$ 591,832
Aug-11	77,835,371	\$ 185,430	\$ 254,345	\$ 63,397	\$ 25,008	\$ 528,180
Sep-11	104,315,070	\$ 247,851	\$ 343,718	\$ 99,716	\$ 36,755	\$ 728,040
Oct-11	137,602,433	\$ 335,130	\$ 294,084	\$ 77,893	\$ 29,891	\$ 736,998
Nov-11	83,746,155	\$ 201,552	\$ 254,237	\$ 63,847	\$ 25,095	\$ 544,731
Dec-11	87,759,717	\$ 203,445	\$ 332,695	\$ 99,506	\$ 36,648	\$ 672,294
<b>Total 2011</b>	<b>890,380,448</b>	<b>\$ 2,097,248</b>	<b>\$ 3,491,191</b>	<b>\$ 961,022</b>	<b>\$ 365,332</b>	<b>\$ 6,914,793</b>
Change from prior year	-2.2%	7.9%	8.1%	9.2%	4.9%	8.0%
2011 rate increase		10%	10%	10%	5%	
Budget		\$ 2,250,000	\$ 3,530,000	\$ 960,600	\$ 363,000	\$ 7,103,600
Variance to budget in \$		\$ (152,752)	\$ (38,809)	\$ 422	\$ 2,332	\$ (188,807)
Variance to budget in %		-6.8%	-1.1%	0.0%	0.6%	-2.7%

The utility revenue shown on the previous page includes revenue from late fees. To illustrate the impact of late fees on total revenue, the table at right provides a 5-year history of these fees, as well as the percent of total utility revenue. For 2011, late fees account for 1.9% of utility revenue

	Water	Sewer	Surf Wtr	St Light	Total	Percent of Revenue
2007	\$ 32,214	\$ 41,910	\$ 10,079	\$ 3,874	\$ 88,077	1.6%
2008	\$ 36,808	\$ 49,240	\$ 11,011	\$ 4,841	\$ 101,900	1.8%
2009	\$ 41,370	\$ 62,070	\$ 13,379	\$ 5,925	\$ 122,744	1.9%
2010	\$ 42,255	\$ 69,985	\$ 14,913	\$ 6,955	\$ 134,108	2.1%
2011	\$ 37,892	\$ 72,050	\$ 16,285	\$ 6,861	\$ 133,088	1.9%

The graph that follows shows the gallons billed over a 14-year period. The year 2002 is lowest, followed by 2011 at second lowest.



### GFOA Financial Reporting Award

The City was notified that it received the Certificate of Achievement for the 2010 annual financial report. This is the 26<sup>th</sup> consecutive year the City has received this award.

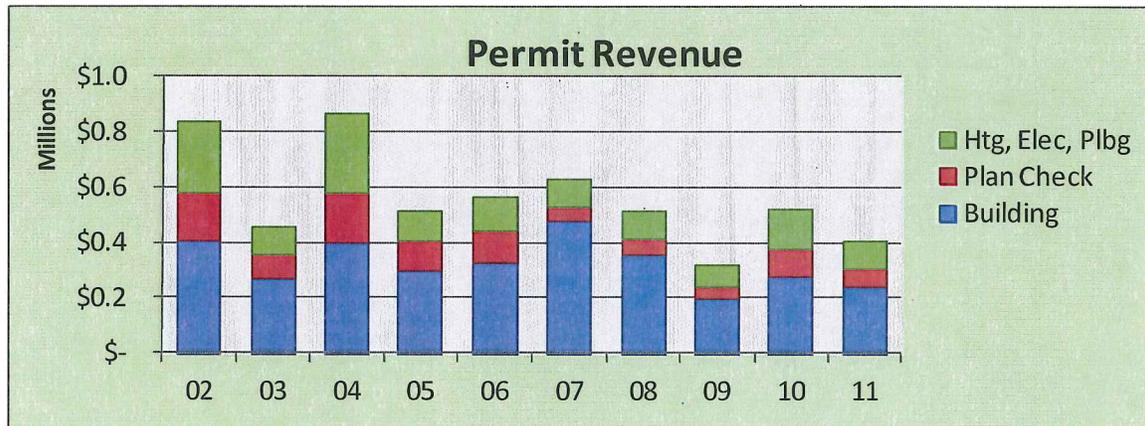
### 2011 Audit

The auditors conducted a preliminary audit of City records earlier this year. This audit typically includes payroll, accounts payable, minutes, resolutions, cash receipts and utility billing. In anticipation of final audit work (scheduled for early April), over the next 10 to 12 weeks City staff will process year-end adjustments as information becomes available.

## Permit Revenue

The table below provides a 5-year comparison of permit revenue in comparison to annual budget allowances, followed by a graph of permit revenue over the last 10 years.

	2007	2008	2009	2010	2011
<b>Revenue Received</b>					
Building permits	\$ 477,423	\$ 356,839	\$ 197,261	\$ 278,163	\$240,730
Plan check	50,858	57,317	40,279	101,839	67,204
Heating/electric/plumbing	102,896	98,815	85,774	140,903	97,325
<b>Total Revenue</b>	<b>\$ 631,177</b>	<b>\$ 512,971</b>	<b>\$ 323,314</b>	<b>\$ 520,905</b>	<b>\$405,259</b>
<b>Percent of budget allowance</b>	<b>178.8%</b>	<b>164.4%</b>	<b>105.0%</b>	<b>208.4%</b>	<b>168.2%</b>
<b>Budget allowance:</b>					
Building permits	\$ 215,000	\$ 180,000	\$ 185,000	\$ 150,000	\$149,000
Plan check	60,000	50,000	50,000	40,000	35,000
Heating/electric/plumbing	78,000	82,000	73,000	60,000	57,000
<b>Total Budget</b>	<b>\$ 353,000</b>	<b>\$ 312,000</b>	<b>\$ 308,000</b>	<b>\$ 250,000</b>	<b>\$241,000</b>



## Monthly Report

Attached is the monthly report for December of 2011. The balances in this report are preliminary, and do not include year-end adjustments, or the allocation of interest income for the year.

- General Fund
  - Emergency services expense exceeded the budget due to siren repairs.
  - Park/Recreation Administration expense exceeded the budget due to leave payoffs for a retired staff member
- Short-term Disability Self Insurance Fund
  - Higher than normal claims have caused expenses to exceed the budget. There are sufficient fund balances to cover the additional expense.

- Cable Television Fund
  - The fourth quarter of franchise revenue is not yet received or recorded.
  - Expense exceeds the budget due to communication costs (\$16,604) that were coded to the fund in error. An adjusting entry will move the costs to the communications activity in the General Fund this month.
- Slice of Shoreview
  - Expenses exceeded the budget, and were more than offset by additional revenue.
- Central Garage capital costs appear to exceed the budget due to the manner in which major capital purchases are recorded during the year. As part of the year-end closing process the capital costs are reclassified to asset accounts (and the assets are depreciated over the useful life).

**General Fund**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	6,345,734	6,196,914	148,820	97.65	99.04
Licenses & Permits	281,150	431,049	-149,899	153.32	175.48
Intergovernmental	175,602	168,307	7,295	95.85	101.81
Charges for Services	1,132,240	1,041,472	90,768	91.98	112.36
Fines & Forfeits	42,500	25,340	17,160	59.62	68.01
Interest Earnings	50,000		50,000		54.76
Miscellaneous	26,442	38,110	-11,668	144.13	121.75
<b>TOTAL REVENUES</b>	<b>8,053,668</b>	<b>7,901,192</b>	<b>152,476</b>	<b>98.11</b>	<b>103.19</b>
<b>EXPENDITURES</b>					
General Government					
Administration	484,347	458,089	26,258	94.58	96.32
Communications	146,405	121,727	24,678	83.14	75.14
Council & commiss	144,144	130,146	13,998	90.29	90.14
Elections	3,100	3,038	62	97.99	50.49
Finance/accounting	537,718	499,494	38,224	92.89	98.53
Human Resources	237,953	208,103	29,850	87.46	
Information systems	279,182	247,840	31,342	88.77	79.12
Legal	107,000	71,245	35,755	66.58	94.18
<b>Total General Government</b>	<b>1,939,849</b>	<b>1,739,682</b>	<b>200,167</b>	<b>89.68</b>	<b>93.64</b>
Public Safety					
Emergency services	7,135	11,121	-3,986	155.87	65.89
Fire	790,290	789,807	483	99.94	99.66
Police	1,776,522	1,744,165	32,357	98.18	99.24
<b>Total Public Safety</b>	<b>2,573,947</b>	<b>2,545,094</b>	<b>28,853</b>	<b>98.88</b>	<b>99.25</b>
Public Works					
Forestry/nursery	86,712	43,889	42,823	50.61	100.36
Pub Works Adm/Engin	418,097	400,325	17,772	95.75	90.57
Streets	757,376	742,513	14,863	98.04	96.35
Trail mgmt	113,852	80,901	32,951	71.06	95.44
<b>Total Public Works</b>	<b>1,376,037</b>	<b>1,267,627</b>	<b>108,410</b>	<b>92.12</b>	<b>95.87</b>
Parks and Recreation					
Municipal buildings	123,777	119,490	4,287	96.54	93.35
Park Maintenance	1,098,200	1,066,511	31,689	97.11	99.54
Park/Recreation Adm	459,495	474,549	-15,054	103.28	94.19
<b>Total Parks and Recreation</b>	<b>1,681,472</b>	<b>1,660,550</b>	<b>20,922</b>	<b>98.76</b>	<b>97.45</b>
Community Develop					
Building inspection	148,810	148,047	763	99.49	97.74
Planning/zoning adm	377,994	353,008	24,986	93.39	99.00
<b>Total Community Develop</b>	<b>526,804</b>	<b>501,056</b>	<b>25,748</b>	<b>95.11</b>	<b>98.61</b>

**General Fund**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,098,109	7,714,008	384,101	95.26	97.16
OTHER					
Transfers In	476,451	397,017	79,434	83.33	
Transfers out	-432,010	-410,539	-21,471	95.03	186.69
TOTAL OTHER	44,441	-13,523	57,964	-30.43	186.69
Net change in fund equity		173,661	-130,720		
Fund equity, beginning		3,921,134			
Fund equity, ending		4,094,795			
Less invested in capital assets					
Net available fund equity		4,094,795			

**Recycling**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	60,000	70,844	-10,844	118.07	100.24
Charges for Services	403,500	423,554	-20,054	104.97	103.22
<b>TOTAL REVENUES</b>	<b>463,500</b>	<b>494,399</b>	<b>-30,899</b>	<b>106.67</b>	<b>102.81</b>
<b>EXPENDITURES</b>					
Public Works					
Recycling	443,173	421,326	21,847	95.07	100.34
Total Public Works	443,173	421,326	21,847	95.07	100.34
<b>TOTAL EXPENDITURES</b>	<b>443,173</b>	<b>421,326</b>	<b>21,847</b>	<b>95.07</b>	<b>100.34</b>
Net change in fund equity	20,327	73,073	-52,746		
Fund equity, beginning		59,671			
Fund equity, ending		132,744			
Less invested in capital assets					
Net available fund equity		132,744			

**STD Self Insurance**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	7,467	33	99.56	102.86
Interest Earnings	1,000		1,000		32.07
<b>TOTAL REVENUES</b>	<b>8,500</b>	<b>7,467</b>	<b>1,033</b>	<b>87.85</b>	<b>89.64</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Stort term disab	8,000	11,753	-3,753	146.92	110.71
<b>Total Miscellaneous</b>	<b>8,000</b>	<b>11,753</b>	<b>-3,753</b>	<b>146.92</b>	<b>110.71</b>
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>	<b>11,753</b>	<b>-3,753</b>	<b>146.92</b>	<b>110.71</b>
Net change in fund equity	500	-4,286	4,786		
Fund equity, beginning		45,189			
Fund equity, ending		40,903			
Less invested in capital assets					
Net available fund equity		40,903			

**Community Center**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,209,820	2,226,316	-16,496	100.75	99.60
Interest Earnings	12,900		12,900		61.67
Miscellaneous		758	-758		
<b>TOTAL REVENUES</b>	<b>2,222,720</b>	<b>2,227,074</b>	<b>-4,354</b>	<b>100.20</b>	<b>99.41</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,373,809	2,266,492	107,317	95.48	96.02
<b>Total Parks and Recreation</b>	<b>2,373,809</b>	<b>2,266,492</b>	<b>107,317</b>	<b>95.48</b>	<b>96.02</b>
<b>TOTAL EXPENDITURES</b>	<b>2,373,809</b>	<b>2,266,492</b>	<b>107,317</b>	<b>95.48</b>	<b>96.02</b>
<b>OTHER</b>					
Transfers In	297,000	297,000		100.00	
Transfers out	-100,000		-100,000		
<b>TOTAL OTHER</b>	<b>197,000</b>	<b>297,000</b>	<b>-100,000</b>	<b>150.76</b>	
Net change in fund equity	45,911	257,583	-11,672		
Fund equity, beginning		600,652			
Fund equity, ending		858,235			
Less invested in capital assets					
Net available fund equity		858,235			

**Recreation Programs**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,228,001	1,282,523	-54,522	104.44	113.65
Interest Earnings	5,000		5,000		57.78
Miscellaneous		60	-60		
<b>TOTAL REVENUES</b>	<b>1,233,001</b>	<b>1,282,583</b>	<b>-49,582</b>	<b>104.02</b>	<b>113.26</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	108,397	101,301	7,096	93.45	93.82
Aquatics	128,340	117,392	10,948	91.47	141.83
Community programs	109,178	75,935	33,243	69.55	91.35
Drop-in child care	51,872	61,075	-9,203	117.74	105.67
Fitness programs	182,950	181,137	1,813	99.01	123.70
Park/Recreation Adm	305,147	271,775	33,372	89.06	94.65
Preschool programs	75,247	70,897	4,350	94.22	128.80
Summer Discovery	165,382	164,689	693	99.58	85.61
Youth/teen	69,290	68,826	464	99.33	106.73
<b>Total Parks and Recreation</b>	<b>1,195,803</b>	<b>1,113,028</b>	<b>82,775</b>	<b>93.08</b>	<b>104.95</b>
<b>TOTAL EXPENDITURES</b>	<b>1,195,803</b>	<b>1,113,028</b>	<b>82,775</b>	<b>93.08</b>	<b>104.95</b>
<b>OTHER</b>					
Transfers In	65,000	65,000		100.00	
Transfers out	-70,000	-80,000	10,000	114.29	100.00
<b>TOTAL OTHER</b>	<b>-5,000</b>	<b>-15,000</b>	<b>10,000</b>	<b>300.00</b>	<b>100.00</b>
Net change in fund equity	32,198	154,555	-142,357		
Fund equity, beginning		407,898			
Fund equity, ending		562,453			
Less invested in capital assets					
Net available fund equity		562,453			

**Cable Television**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	270,000	214,491	55,509	79.44	104.94
Interest Earnings	3,000		3,000		60.75
Miscellaneous	2,000	1,100	900	55.00	91.67
<b>TOTAL REVENUES</b>	<b>275,000</b>	<b>215,591</b>	<b>59,409</b>	<b>78.40</b>	<b>104.40</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	149,760	155,718	-5,958	103.98	123.27
<b>Total General Government</b>	<b>149,760</b>	<b>155,718</b>	<b>-5,958</b>	<b>103.98</b>	<b>123.27</b>
<b>TOTAL EXPENDITURES</b>	<b>149,760</b>	<b>155,718</b>	<b>-5,958</b>	<b>103.98</b>	<b>123.27</b>
<b>OTHER</b>					
Transfers out	-155,451	-46,017	-109,434	29.60	71.62
<b>TOTAL OTHER</b>	<b>-155,451</b>	<b>-46,017</b>	<b>-109,434</b>	<b>29.60</b>	<b>71.62</b>
Net change in fund equity	-30,211	13,857	174,801		
Fund equity, beginning		219,077			
Fund equity, ending		232,934			
Less invested in capital assets					
Net available fund equity		232,934			

**Econ Devel Auth/EDA**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	25,000	24,543	457	98.17	
TOTAL REVENUES	25,000	24,543	457	98.17	
EXPENDITURES					
Community Develop					
Econ Development-HRA	48,250	44,201	4,049	91.61	108.09
Total Community Develop	48,250	44,201	4,049	91.61	108.09
TOTAL EXPENDITURES	48,250	44,201	4,049	91.61	108.09
OTHER					
Transfers In	30,010	8,539	21,471	28.46	
TOTAL OTHER	30,010	8,539	21,471	28.46	
Net change in fund equity	6,760	-11,118	17,878		
Fund equity, beginning		174,651			
Fund equity, ending		163,533			
Less invested in capital assets					
Net available fund equity		163,533			

**HRA Programs of EDA**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	60,000	56,753	3,247	94.59	94.50
TOTAL REVENUES	60,000	56,753	3,247	94.59	94.50
EXPENDITURES					
Community Develop					
Housing Programs-HRA	50,211	45,850	4,361	91.32	66.53
Total Community Develop	50,211	45,850	4,361	91.32	66.53
TOTAL EXPENDITURES	50,211	45,850	4,361	91.32	66.53
Net change in fund equity	9,789	10,902	-1,113		
Fund equity, beginning		13,968			
Fund equity, ending		24,870			
Less invested in capital assets					
Net available fund equity		24,870			

**Liability Claims**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,800		2,800		73.69
Miscellaneous	20,000	43,002	-23,002	215.01	158.80
TOTAL REVENUES	22,800	43,002	-20,202	188.60	147.70
EXPENDITURES					
Miscellaneous					
Insurance Claims	30,000	28,135	1,865	93.78	94.21
Total Miscellaneous	30,000	28,135	1,865	93.78	94.21
TOTAL EXPENDITURES	30,000	28,135	1,865	93.78	94.21
Net change in fund equity	-7,200	14,867	-22,067		
Fund equity, beginning		175,040			
Fund equity, ending		189,907			
Less invested in capital assets					
Net available fund equity		189,907			

**Slice SV Event**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	20,000	24,818	-4,818	124.09	174.28
Miscellaneous	24,000	37,834	-13,834	157.64	219.11
TOTAL REVENUES	44,000	62,652	-18,652	142.39	196.69
EXPENDITURES					
General Government					
Slice of Shoreview	50,000	56,650	-6,650	113.30	121.90
Total General Government	50,000	56,650	-6,650	113.30	121.90
TOTAL EXPENDITURES	50,000	56,650	-6,650	113.30	121.90
OTHER					
Transfers In	10,000	10,000		100.00	
TOTAL OTHER	10,000	10,000		100.00	
Net change in fund equity	4,000	16,002	-12,002		
Fund equity, beginning		35,347			
Fund equity, ending		51,349			
Less invested in capital assets					
Net available fund equity		51,349			

**Water Fund**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		2,485	-2,485		
Intergovernmental		8,354	-8,354		
Utility Charges	2,254,500	2,064,677	189,823	91.58	91.61
Late fees		37,966	-37,966		
Water meters	3,500	6,261	-2,761	178.87	77.73
Other prop charges	7,500	11,718	-4,218	156.24	143.26
Interest Earnings	62,100		62,100		32.72
Miscellaneous		210	-210		
<b>TOTAL REVENUES</b>	<b>2,327,600</b>	<b>2,131,670</b>	<b>195,930</b>	<b>91.58</b>	<b>91.20</b>
<b>EXPENDITURES</b>					
Proprietary					
Water operations	1,410,212	1,324,876	85,336	93.95	94.68
<b>Total Proprietary</b>	<b>1,410,212</b>	<b>1,324,876</b>	<b>85,336</b>	<b>93.95</b>	<b>94.68</b>
<b>TOTAL EXPENDITURES</b>	<b>1,410,212</b>	<b>1,324,876</b>	<b>85,336</b>	<b>93.95</b>	<b>94.68</b>
<b>OTHER</b>					
Depreciation	-605,200	-605,200		100.00	96.06
Transfers out	-228,800	-225,000	-3,800	98.34	104.16
GO Revenue bonds	-191,700	-195,240	3,540	101.85	96.45
<b>TOTAL OTHER</b>	<b>-1,025,700</b>	<b>-1,025,440</b>	<b>-260</b>	<b>99.97</b>	<b>97.43</b>
Net change in fund equity	-108,312	-218,645	110,854		
Fund equity, beginning		12,678,909			
Fund equity, ending		12,460,264			
Less invested in capital assets		9,427,325			
Net available fund equity		3,032,939			

**Sewer Fund**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,447	-1,447		
Intergovernmental		6,655	-6,655		
Charges for Services	200	201	-1	100.35	472.93
Utility Charges	3,530,000	3,419,284	110,716	96.86	
Late fees		72,208	-72,208		
Facility/area chgs	3,000	2,475	525	82.50	47.14
Other prop charges	2,500	15,197	-12,697	607.88	1,033.2
Interest Earnings	36,000		36,000		36.52
<b>TOTAL REVENUES</b>	<b>3,571,700</b>	<b>3,517,467</b>	<b>54,233</b>	<b>98.48</b>	<b>77.24</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer operations	3,001,558	2,924,244	77,314	97.42	98.91
<b>Total Proprietary</b>	<b>3,001,558</b>	<b>2,924,244</b>	<b>77,314</b>	<b>97.42</b>	<b>98.91</b>
<b>TOTAL EXPENDITURES</b>	<b>3,001,558</b>	<b>2,924,244</b>	<b>77,314</b>	<b>97.42</b>	<b>98.91</b>
<b>OTHER</b>					
Contributed Assets		1,548	-1,548		
Depreciation	-305,000	-305,000		100.00	100.62
Transfers out	-190,800	-187,000	-3,800	98.01	104.99
GO Revenue bonds	-64,950	-65,907	957	101.47	95.19
<b>TOTAL OTHER</b>	<b>-560,750</b>	<b>-556,360</b>	<b>-4,390</b>	<b>99.22</b>	<b>101.05</b>
Net change in fund equity	9,392	36,863	-21,785		
Fund equity, beginning		7,178,611			
Fund equity, ending		7,215,474			
Less invested in capital assets		4,725,848			
Net available fund equity		2,489,626			

**Surface Water Mgmt**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		298	-298		
Intergovernmental		2,414	-2,414		
Utility Charges	960,600	944,801	15,799	98.36	
Late fees		16,284	-16,284		
Lake Impr Dist chgs	47,700	61,368	-13,668	128.65	87.71
Other prop charges	5,000	6,800	-1,800	136.00	128.80
Interest Earnings	24,000		24,000		40.13
<b>TOTAL REVENUES</b>	<b>1,037,300</b>	<b>1,031,965</b>	<b>5,335</b>	<b>99.49</b>	<b>73.63</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail lake aug.	32,053	6,227	25,826	19.43	120.60
Surface water oper	642,938	654,055	-11,117	101.73	91.60
<b>Total Proprietary</b>	<b>674,991</b>	<b>660,281</b>	<b>14,710</b>	<b>97.82</b>	<b>92.78</b>
<b>TOTAL EXPENDITURES</b>	<b>674,991</b>	<b>660,281</b>	<b>14,710</b>	<b>97.82</b>	<b>92.78</b>
<b>OTHER</b>					
Depreciation	-208,000	-208,000		100.00	108.79
Transfers out	-97,000	-97,000		100.00	100.00
GO Revenue bonds	-91,700	-90,106	-1,594	98.26	76.49
<b>TOTAL OTHER</b>	<b>-396,700</b>	<b>-395,106</b>	<b>-1,594</b>	<b>99.60</b>	<b>96.35</b>
Net change in fund equity	-34,391	-23,422	-7,781		
Fund equity, beginning		7,406,507			
Fund equity, ending		7,383,085			
Less invested in capital assets		6,135,855			
Net available fund equity		1,247,230			

**Street Light Utility**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		134	-134		
Utility Charges	363,000	358,501	4,499	98.76	
Late fees		6,878	-6,878		
Interest Earnings	3,000		3,000		74.02
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>366,500</b>	<b>365,512</b>	<b>988</b>	<b>99.73</b>	<b>92.60</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	241,923	265,363	-23,440	109.69	99.73
<b>Total Proprietary</b>	<b>241,923</b>	<b>265,363</b>	<b>-23,440</b>	<b>109.69</b>	<b>99.73</b>
Capital Outlay					
Street lighting		61,035	-61,035		
<b>Total Capital Outlay</b>		<b>61,035</b>	<b>-61,035</b>		
Capital Outlay					
Capital projects		2,006	-2,006		
<b>Total Capital Outlay</b>		<b>2,006</b>	<b>-2,006</b>		
<b>TOTAL EXPENDITURES</b>	<b>241,923</b>	<b>328,404</b>	<b>-86,481</b>	<b>135.75</b>	<b>79.58</b>
<b>OTHER</b>					
Depreciation	-46,000	-46,000		100.00	105.31
Transfers out	-12,600	-12,600		100.00	100.00
<b>TOTAL OTHER</b>	<b>-58,600</b>	<b>-58,600</b>		<b>100.00</b>	<b>104.55</b>
Net change in fund equity	65,977	-21,492	87,469		
Fund equity, beginning		711,201			
Fund equity, ending		689,709			
Less invested in capital assets		432,561			
Net available fund equity		257,148			

**Central Garage Fund**  
For Year 2011 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	98,000	96,210	1,790	98.17	
Intergovernmental		120,715	-120,715		
Cent Garage chgs	1,109,816	1,095,346	14,470	98.70	100.93
Interest Earnings	16,000		16,000		40.15
<b>TOTAL REVENUES</b>	<b>1,223,816</b>	<b>1,312,271</b>	<b>-88,455</b>	<b>107.23</b>	<b>106.68</b>
<b>EXPENDITURES</b>					
Proprietary					
Central garage oper	562,782	483,891	78,891	85.98	96.09
<b>Total Proprietary</b>	<b>562,782</b>	<b>483,891</b>	<b>78,891</b>	<b>85.98</b>	<b>96.09</b>
Capital Outlay					
Central garage oper		463,518	-463,518		
<b>Total Capital Outlay</b>		<b>463,518</b>	<b>-463,518</b>		
<b>TOTAL EXPENDITURES</b>	<b>562,782</b>	<b>947,408</b>	<b>-384,626</b>	<b>168.34</b>	<b>84.14</b>
<b>OTHER</b>					
Sale of Asset	30,000	85,039	-55,039	283.46	98.24
Transfers In	180,600	180,600		100.00	
Depreciation	-646,000	-646,000		100.00	79.47
Transfers out	-14,500		-14,500		
GO CIP bonds	-248,335	-345,325	96,990	139.06	
<b>TOTAL OTHER</b>	<b>-698,235</b>	<b>-725,686</b>	<b>27,451</b>	<b>103.93</b>	<b>124.38</b>
Net change in fund equity	-37,201	-360,823	158,642		
Fund equity, beginning		3,428,865			
Fund equity, ending		3,068,042			
Less invested in capital assets		3,228,575			
Net available fund equity		-160,533			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 12-31-11

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
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1,060	Morgan Stanley Smith Barney LLC	CD	1,097	02-25-09	02-27-12	96,000.00	2.994500
1,061	Morgan Stanley Smith Barney LLC	CD	1,097	02-25-09	02-27-12	96,000.00	2.994500
1,062	Morgan Stanley Smith Barney LLC	CD	1,097	02-25-09	02-27-12	96,000.00	2.994500
1,063	Morgan Stanley Smith Barney LLC	CD	1,097	02-25-09	02-27-12	96,000.00	3.044400
1,064	Morgan Stanley Smith Barney LLC	CD	1,095	02-27-09	02-27-12	96,000.00	3.050000
1,075	Morgan Stanley Smith Barney LLC	CD	1,097	07-22-09	07-23-12	150,000.00	2.445500
1,076	Morgan Stanley Smith Barney LLC	CD	1,097	07-22-09	07-23-12	150,000.00	2.395600
1,077	Morgan Stanley Smith Barney LLC	CD	1,097	07-22-09	07-23-12	245,000.00	2.395600
Total Number Of Investments: 8						1,025,000.00	
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FEDERAL HOME LN BK							
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1,128	Morgan Stanley Smith Barney LLC	FH	3,653	08-25-11	08-25-2021	550,000.00	3.547100
1,133	Morgan Stanley Smith Barney LLC	FH	3,653	10-12-11	10-12-2021	600,000.00	2.997500
Total Number Of Investments: 2						1,150,000.00	
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FEDERAL NATL MTG							
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1,067	Morgan Stanley Smith Barney LLC	FN	1,826	05-01-09	05-01-14	700,000.00	2.948400
1,098	Wells Fargo Brokerage Services	FN	1,826	08-10-10	08-10-15	500,000.00	1.998900
1,122	Wells Fargo Brokerage Services	FN	1,607	03-17-11	08-10-15	462,000.00	2.044200
1,102	Dain Rauscher Investment Services	FN	32,63	08-25-10	07-27-2020	611,358.07	3.474700
1,106	Morgan Stanley Smith Barney LLC	FN	32,66	10-28-10	10-28-2020	500,000.00	3.597000
1,105	Dain Rauscher Investment Services	FN	5,465	10-13-10	09-29-2025	661,980.00	4.174300
1,123	Dain Rauscher Investment Services	FN	-31,0	06-30-11	06-30-2026	1,000,000.00	4.829800
1,124	Dain Rauscher Investment Services	FN	5,479	06-30-11	06-30-2026	219,000.00	4.829800
1,129	Dain Rauscher Investment Services	FN	-31,0	09-21-11	09-21-2026	600,000.00	5.079600
1,130	Dain Rauscher Investment Services	FN	5,479	09-30-11	09-30-2026	500,000.00	4.663300
1,131	Dain Rauscher Investment Services	FN	5,479	09-30-11	09-30-2026	180,000.00	4.663300
1,134	Dain Rauscher Investment Services	FN	5,479	10-27-11	10-27-2026	1,000,000.00	4.163600
1,135	Dain Rauscher Investment Services	FN	5,479	10-27-11	10-27-2026	600,000.00	4.796500
1,066	Dain Rauscher Investment Services	FN	-29,8	04-20-09	06-15-2027	549,528.74	6.434800
Total Number Of Investments: 14						8,083,866.81	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 12-31-11

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
FED HM MORTG POOL							
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1,127	Dain Rauscher Investment Services	HP	3,653	07-29-11	07-29-2021	500,000.00	3.996700
1,132	Morgan Stanley Smith Barney LLC	HP	3,653	09-30-11	09-30-2021	500,000.00	3.197400
1,136	Morgan Stanley Smith Barney LLC	HP	3,653	11-09-11	11-09-2021	600,000.00	3.097500
1,137	Morgan Stanley Smith Barney LLC	HP	32,66	11-17-11	11-17-2021	550,000.00	3.197400
1,138	Dain Rauscher Investment Services	HP	3,653	12-15-11	12-15-2021	600,000.00	3.272300
1,139	Dain Rauscher Investment Services	HP	3,653	12-29-11	12-29-2021	600,000.00	3.247300
1,065	Dain Rauscher Investment Services	HP	4,743	03-27-09	03-22-2022	1,017,349.36	5.502400
1,096	Dain Rauscher Investment Services	HP	-32,1	07-27-10	07-27-2022	500,000.00	4.496900
1,110	Dain Rauscher Investment Services	HP	4,247	12-10-10	07-27-2022	602,400.00	4.640900
Total Number Of Investments: 9						5,469,749.36	
Sub-Total Of Investments:						15,728,616.17	
4M Municipal Money Mkt Fund						6,136,738.29	
2011 COP Debt Service Reserve						112,965.98	
GMHC Savings Acct USBank						56,074.52	
4M Fund - Hockey Escrow						8,293.65	
Western Asset Govt MM Fund						2,207,449.63	
GRAND TOTAL OF CASH & INVESTMENTS:						24,250,138.24	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: JANUARY 17, 2012  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **ADMINISTRATIVE ACTIVITIES**

There has been significant time and resources devoted to the discussions concerning the Grass Lake Water Management Organization (GLWMO). The department has been involved in the continued analysis of possible governance outcomes and topics relating to the update of the Joint Powers Agreement (JPA) between Shoreview and Roseville and work plan resulting from the GLWMO Plan update. As the City Council is aware, there are State and Regional agencies involved in the dialog, and the City has responsibilities under the JPA to provide both representation and funding to the WMO. It is anticipated that the City Councils of both communities will be asked to take some type of actions in the next 30 to 60 days.

#### **Environmental Services -**

The department is in the process of adding new Municipal Code sections pertaining to regulating the use of coal tar-based sealants, illicit discharge and detection for our stormwater system, and making a small change to the erosion control portion of code. The timeline for when vegetation needs to be established is currently 6 months, staff wishes to tighten this up to 2 weeks. These new water quality ordinances and changes are in draft form with a City Council workshop scheduled for Jan 23rd.

The forestry program is retooling the diseased tree ordinance to include Emerald Ash Borer and other future insects or diseases and become more of a shade tree management ordinance. In conjunction with this updated code, the Emerald Ash Borer Management Plan and treatment options for residents have been drafted. A new diseased tree inspection and tracking program is also in the works. Helpful content for residents is being made available in print and web form. Along with these changes, the 2012 City tree removal contract has been prepared and is currently under review.

An EAB removal and tree replacement grant from the MN DNR is due in February and staff are working on the project questions and requirements. These bonding dollars from the state legislature could be used to help offset the costs of removing diseased ash trees around Shamrock Park and replanting native species in the boulevards. The grant only covers work done in 1 mile of the infestation.

The Environmental Quality Committee is hosting it's 4th Annual Winter Speaker Series beginning January 18th, and topics this year range from installing raingardens, backyard birding,

transit around Shoreview, and household pollution. The Committee is also considering the future of the Green Community Awards at it's January 30th meeting.

The annual reporting of materials and tonnages of recycled materials necessary to receive the SCORE grant (to help cover the cost of recycling contract) is currently being tabulated.

## **MAINTENANCE ACTIVITIES**

### **Public Works Winter Maintenance -**

We had one full crew plowing event on New Year's Eve. Crews were also called in on two other occasions to provide ice control by spreading salt or pre-treating the streets. All equipment is cleaned, inspected and repaired after each snow event.

### **Utilities Maintenance –**

Utility Crews perform daily inspections and routine maintenance of all the wells, lift stations, towers and the booster station. There are also location requests and meter appointments that crews respond to daily. Water samples are collected and analyzed according to Minnesota Department of Health (MDH) requirements. Crews continue inspecting manholes and flushing the sanitary sewer system. They began the annual rodding of the sanitary sewer system. They are also cleaning and preparing the insides of the wells and booster station for painting.

### **Street Maintenance –**

Street crews are taking an inventory of all signs throughout the City. They are recording type, condition and location for each sign. They are also making note of any needed repairs or maintenance. Crews are cleaning, inspecting and repairing storm pond inlets, outlets, pipes and manholes. They are also trimming boulevard trees to remove obstructions and allow clear access to the City's snow removal and street sweeping equipment.

### **DOC Crews –**

Crews spend time each day cleaning the Maintenance Facility. They provide snow removal at bus stops, boardwalks and select trail segments that require manual snow removal. They are trimming and removing buckthorn from along trail segments. Crews have also been cleaning equipment and painting trailers.

## **PROJECT UPDATES**

### **MSA Street Rehabilitation, Project 11-08**

Pavement markings have been completed. Several minor punch list items remain, which will be completed in the spring of 2012.

**Buffalo Lane Reconstruction, Project 11-09**

The project has been completed with several minor punch list items remaining, which will be completed in the spring of 2012.

**County Road F, Demar Floral Neighborhood Reconstruction, Project 12-01**

Staff is continuing to work on the feasibility report. The staff held an informational meeting for residents in December and presented an overview of the proposed project, potential assessments, and schedule. A second informational meeting will be held on February 2<sup>nd</sup>, which will include a presentation of preliminary plans for the project. It is expected the feasibility report will be presented to the Council and the February 20<sup>th</sup> meeting. Based on a preliminary assessment of the site it appears that tree preservation and storm water management will be two of the biggest challenges of the project.

REGULAR COUNCIL MEETING  
JANUARY 17, 2012

TO: MAYOR AND COUNCILMEMBERS  
FROM: TERRY SCHWERM, CITY MANAGER  
DATE: JANUARY 9, 2012  
RE: MONTHLY REPORT

### **DEPARTMENT ACTIVITY**

After 40 years of service, Jerry Haffeman, the first and only Parks and Recreation Director for the City of Shoreview, retired on December 31<sup>st</sup>. Jerry was instrumental in the development of the City's park system and Community Center, as well as the development of the comprehensive recreation program offerings for the City. In recognition of his years of service, the City Council officially named the pavilion as the "Haffeman Pavilion".

As the Parks and Recreation Department begins a new year, the staff is looking forward to continuing the high quality program offerings, as well as some major park projects including some updates of Bucher and Wilson Parks. The park updates will include of the playground at each of these parks.

### **MAINTENANCE**

The past month was very difficult for the parks maintenance crew. The extreme temperature fluxuations made it difficult to make and keep good ice on the skating rinks. Despite the weather we were able to open half of the rinks on December 24<sup>th</sup>. This is later than we would have liked to open, but still not the latest date that we have opened in years past. The latest the skating rinks have open was the winter of 2006 – 2007 when they opened January 13<sup>th</sup>. The crew is still attempting to make good ice and they have hauled snow, when available, to patch the bad spots on the rinks. Weather permitting we flood each day.

Before the rinks could open the buildings were cleaned and prepped for the skating season. All CO and smoke detectors were checked and had the batteries replaced. A contractor checked and cleaned all the furnaces. The crew replaced the furnace filters and batteries in all of the thermostats. Buildings were also checked for brooms and dustpans and all lights were checked to make sure they were operational. Lamps were replaced at Bucher, Shamrock and Bobby Theisen parks.

The crew has only plowed three times this season which is much less than the same time frame last year. When snow removal is necessary they work at the Community Center, library, Lepak/Larson House and fire stations. They clean the walks, plow the parking lots and spread ice melt on the sidewalks and salt in the parking lots. We are also cleaning off the trails inside the city parks.

When it has been too warm to flood the skating rinks the crew has been working at the shop making racks to store equipment. They have also been working on reorganizing the parks shop

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

**COMMUNITY CENTER/CITY HALL MAINTENANCE ACTIVITIES**

The indoor maintenance crew refinished the wood floor in studio #2 at the end of December and will be refinishing the dance floor in the Shoreview Room in the next month. Work orders for repairs were at an all time high last year. We finished 2011 with 3,367 work orders. That is 220 more than the previous record set in 2010. A contractor performed an emergency repair of the lights in the pool. Luckily they were over the pool deck so they could be reached by the scissor lift.

**RECREATION PROGRAMS**

Winter programs began the week of January 2nd. Parks and Recreation staff kept the upper level service desk open extended hours from January 2<sup>nd</sup> through the 5th in order to register customers for classes and answer questions about programs. Customers appreciated the extra office hours and we will continue to stay open until 7:00 p.m. every Tuesday evening and during the first week of every program session.

Our fall numbers are in and registration increased slightly from 2010 to 2011. On-line registration continues to rise, accounting for nearly 50% of total registrations. More than 60% of participants registering for youth programs (aquatics through youth sports) choose on-line registration; whereas only 17% registering for adult programs (adult enrichment, fitness, and adult sports) choose on-line registration.

<b>Fall Participation</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Adult Enrichment	217	167	360	408
Fitness	1188	1161	1191	989
Adult Sports (number of teams)	40	60	65	51
Aquatics	648	665	649	533
Ice Skating	79	98	95	82
Preschool Programs	63	36	36	27
Special Events	80	113	96	99
Tumbling	41	50	45	46
Youth Programs	219	211	216	206
Youth Sports	462	469	470	436
<b>Total</b>	<b>3037</b>	<b>3030</b>	<b>3223</b>	<b>2877</b>
<b>Fall On-line Registrations</b>	<b>1449</b>	<b>1181</b>	<b>906</b>	<b>230</b>

The Family New Year’s Eve Party was one for the record books. We had more than 760 participants. Participants were spread out in the building to swim, play in the playground, make a craft, play carnival games & bingo, sing karaoke, and get their hair, face, and nails done like a “rock star”. It took a small army of staff to conduct the event and every one had a rockin’ good time. One mother sent an email that sums up the whole evening:

"To All Involved with the New Year's Eve Party -

THANK YOU! My little guy is fast asleep now after the most wonderful evening of his lifetime! He loved every minute of every activity. I am sure countless hours went into planning and our family is grateful for every minute! Every person working the event had a smile and ensured everyone had a great, memorable, fun, safe and healthy evening!

For an event of this size, the staff, planners, organizers, and everyone involved have to have dedication and love for their community. It was on full display and truly appreciated by us and the hundreds of children with grins from ear to ear.

Thank you!!

## COMMUNITY CENTER

The Community Center is always a popular destination the month of December. Daily pass sales increased 25% this month compared to last December. The Tropical Adventure Indoor Playground stayed active with young guests and members. Playground pass sales increased 13% compared to last year. Playground coupon books were a popular choice for gifts during the holiday season. In 2011 there were almost 700 coupon books sold and more than 6500 coupons redeemed. The Tropics Indoor Waterpark hosted many groups during the holiday break with 20 pool groups with more than 1,300 pool group visitors during the month. Many visiting groups used the playground in the morning and the Tropics Indoor Waterpark in the afternoon. Staff accommodated these groups in various parts of the building so they could eat lunch and enjoy a fun filled day at the Community Center.

The Fitness Center was utilized by many regular fitness enthusiasts. The cardio equipment had high usage throughout the month. All equipment is properly functioning and there have not been any repair requests. The new equipment and preventative maintenance agreement have helped keep equipment operating efficiently. Fitness staff provided 24 equipment orientations and 91 personal training sessions. There were just under 70 free fitness classes held during the winter break with nearly 1,400 participants. In addition, during the winter break some specialty classes were offered for a nominal charge. The new classes included a 2 hour Zumba, a 2 hour "rock and rev", and yoga with live harp. There were 96 paid participants that attended these specialty classes.

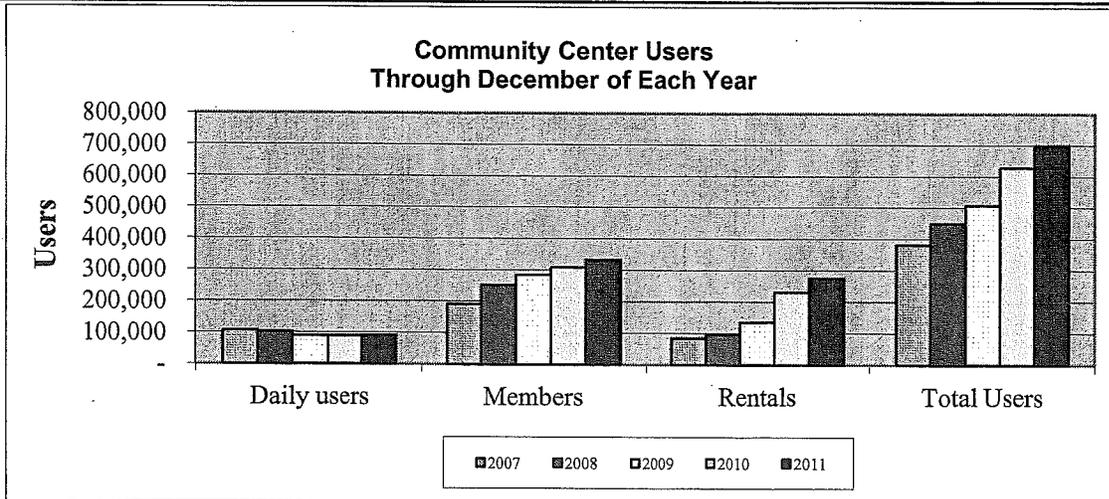
December is typically the month where membership sales are at a peak. This month there was a slight increase in membership sales and an 8% increase in memberships sold for the year. After several years of sharp decline due to members switching to annual memberships, the seasonal membership sales stabilized this year. The most popular membership sold is still the prepaid annual family resident membership. Rental revenue increased 13% this year compared to last year with most of the increase due to corporate and birthday party rentals.

Marketing efforts this year included some different venues. Many online campaigns were utilized including various wedding, birthday party and daily visits websites. The Val Pak coupon was very successful with over 450 coupons redeemed. This month an online bargain was

advertised with the Star Tribune Steals Deal. The Community Center had a 50% off “steal” for a family pass. The deal sold all 670 family passes within 24 hours. The Star Tribune issued the Community Center a check for over \$7,000.00 for this deal. Over 65% of the passes sold as part of this campaign were guests who had never visited the Community Center before. Many tours were given by staff to these guests interested in memberships.

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

	2007	2008	2009	2010	2011
<b>Number of Users:</b>					
Daily users	106,149	102,144	88,319	88,784	91,392
Members	190,822	251,898	284,384	308,404	332,762
Rentals	83,956	95,769	135,248	230,634	274,871
<b>Total Users</b>	<b>380,927</b>	<b>449,811</b>	<b>507,951</b>	<b>627,822</b>	<b>699,025</b>
<b>Revenue:</b>					
Admissions	\$ 471,356	\$ 494,723	\$ 548,432	\$ 522,371	\$ 596,632
Memberships-annual	588,632	649,790	783,741	933,541	1,005,543
Memberships-seasonal	186,880	140,658	115,668	106,953	103,037
Room rentals	199,285	213,668	219,052	220,664	249,704
Wave Café	152,575	149,110	163,086	176,816	194,493
Commissions	14,713	13,474	9,149	10,627	13,925
Locker/vending/video	42,950	33,757	32,458	29,470	27,652
Merchandise	6,450	7,658	9,577	10,656	13,719
Other miscellaneous	2,602	1,729	1,344	1,937	1,278
Building charge	88,851	95,152	89,882	94,415	97,000
Transfers in	220,000	250,000	310,000	310,000	297,000
<b>Total Revenue</b>	<b>2,004,182</b>	<b>2,068,412</b>	<b>2,290,560</b>	<b>2,425,467</b>	<b>2,599,983</b>
<b>Expenditures:</b>					
Personal services	1,217,868	1,243,857	1,287,914	1,319,263	1,320,578
Supplies	398,583	429,073	392,039	405,545	426,832
Contractual	470,056	503,357	507,043	544,864	568,681
<b>Total Expenditures</b>	<b>2,086,507</b>	<b>2,176,287</b>	<b>2,186,996</b>	<b>2,269,672</b>	<b>2,316,091</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ (82,325)</b>	<b>\$ (107,875)</b>	<b>\$ 103,564</b>	<b>\$ 155,795</b>	<b>\$ 283,892</b>



\* Rental users in 2010 and later years include Summer Discovery Prgm

**Community Center Monthly Activity  
For the Year 2011**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	9,573	8,554	12,733	7,331	6,918	8,510	9,591	7,473	2,375	2,799	6,874	8,661	91,392
Members	33,665	30,575	34,019	29,225	25,468	24,211	24,352	23,544	23,660	26,968	27,680	29,395	332,762
Rentals	16,013	14,571	17,692	15,947	17,757	40,042	34,573	51,667	16,013	18,620	16,031	15,945	274,871
Total Users	59,251	53,700	64,444	52,503	50,143	72,763	68,516	82,684	42,048	48,387	50,585	54,001	699,025
<b>Revenue:</b>													
Admissions	\$ 54,768	\$ 50,219	\$ 82,024	\$ 37,760	\$ 32,531	\$ 48,104	\$ 57,434	\$ 41,854	\$ 19,315	\$ 26,708	\$ 35,198	\$ 58,103	\$ 544,018
Indoor playground	6,646	4,955	8,340	4,691	3,281	4,545	3,033	2,183	2,178	2,986	4,786	4,990	52,614
Memberships	134,134	82,408	85,134	64,611	61,088	69,882	64,747	69,299	77,050	85,320	115,092	199,815	1,108,580
Room rentals	22,729	19,569	29,892	16,023	24,736	20,859	19,322	18,740	22,956	21,955	10,411	22,512	249,704
Wave Café	20,526	18,871	25,987	17,064	15,650	15,441	16,165	14,920	10,577	13,462	12,687	13,143	194,493
Commissions	-	143	850	-	1,366	698	2,561	1,153	3,393	1,817	1,944	-	13,925
Locker/vending/video	(1,194)	3,591	2,745	3,128	2,566	3,560	3,243	883	1,842	2,649	1,596	3,043	27,652
Merchandise	1,006	1,018	1,492	1,340	948	1,826	1,546	1,204	1,014	819	879	627	13,719
Other miscellaneous	(80)	75	27	32	757	39	83	50	5	143	65	82	1,278
Building charge	-	-	-	-	-	97,000	-	-	-	-	-	-	97,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	297,000
Total Revenue	263,285	205,599	261,241	169,399	167,673	286,704	192,884	175,036	163,080	180,609	207,408	327,065	2,599,983
<b>Expenditures:</b>													
Personal services	84,388	104,891	105,118	99,020	100,804	107,397	156,509	108,982	96,532	99,084	104,360	153,493	1,320,578
Supplies	30,153	36,056	44,170	42,162	34,276	33,351	29,123	27,161	39,147	44,125	36,298	30,810	426,832
Contractual	21,270	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	63,971	568,681
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	135,811	172,619	185,773	183,424	183,762	195,377	249,068	180,367	192,154	208,766	180,696	248,274	2,316,091
Rev less Exp (monthly)	\$ 127,474	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,327	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (28,157)	\$ 26,712	\$ 78,791	\$ 283,892
Rev less Exp (ytd)	\$ 127,474	\$ 160,454	\$ 235,922	\$ 221,897	\$ 205,808	\$ 297,135	\$ 240,951	\$ 235,620	\$ 206,546	\$ 178,389	\$ 205,101	\$ 283,892	

**Community Center Monthly Activity  
For the Year 2010**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	12,396	8,244	10,145	5,086	6,293	7,811	8,478	7,899	2,600	5,189	6,669	7,974	88,784
Members	32,569	30,039	30,018	24,351	22,682	23,343	23,406	24,567	20,281	23,593	26,860	26,695	308,404
Rentals	16,552	14,271	16,027	14,710	16,223	30,877	29,480	32,456	14,120	16,373	13,243	16,302	230,634
<b>Total Users</b>	<b>61,517</b>	<b>52,554</b>	<b>56,190</b>	<b>44,147</b>	<b>45,198</b>	<b>62,031</b>	<b>61,364</b>	<b>64,922</b>	<b>37,001</b>	<b>45,155</b>	<b>46,772</b>	<b>50,971</b>	<b>627,822</b>
<b>Revenue:</b>													
Admissions	\$ 55,503	\$ 47,668	\$ 54,719	\$ 31,183	\$ 35,032	\$ 40,977	\$ 50,122	\$ 38,742	\$ 18,995	\$ 25,431	\$ 33,763	\$ 42,844	474,979
Indoor playground	7,028	6,623	6,012	2,611	2,846	4,446	2,790	3,305	620	2,541	3,920	4,650	47,392
Memberships	111,690	75,142	68,524	57,725	61,958	61,663	64,227	66,374	78,838	75,158	121,981	197,214	1,040,494
Room rentals	18,519	27,898	14,573	19,724	22,695	16,744	18,713	12,615	23,057	16,713	16,852	12,561	220,664
Wave Café	18,052	17,720	18,813	14,915	13,174	15,261	14,708	15,272	9,617	11,457	13,834	13,993	176,816
Commissions	870	1,051	-	658	-	1,375	1,367	763	1,967	1,356	227	993	10,627
Locker/vending/video	1,317	2,387	4,880	4,296	1,239	2,101	2,802	1,361	4	3,262	948	4,873	29,470
Merchandise	730	932	903	1,147	790	1,043	1,400	1,181	312	711	715	792	10,656
Other miscellaneous	(90)	67	25	(790)	1,025	30	414	171	89	80	183	733	1,937
Building charge	-	-	-	-	-	93,000	-	-	-	-	-	1,415	94,415
Interest	-	-	-	-	-	-	-	-	-	-	-	8,017	8,017
Transfers in	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,826	310,000
<b>Total Revenue</b>	<b>239,453</b>	<b>205,322</b>	<b>194,283</b>	<b>157,303</b>	<b>164,593</b>	<b>262,474</b>	<b>182,377</b>	<b>165,618</b>	<b>159,333</b>	<b>162,543</b>	<b>218,257</b>	<b>313,911</b>	<b>2,425,467</b>
<b>Expenditures:</b>													
Personal services	87,881	107,137	99,770	97,359	97,921	97,380	157,769	105,178	95,479	100,266	101,590	171,533	1,319,263
Supplies	13,838	38,074	39,579	27,156	36,732	32,132	30,501	29,798	35,361	28,190	24,843	69,341	405,545
Contractual	5,022	26,404	63,856	28,989	51,368	39,593	36,322	58,235	48,831	60,881	30,144	95,219	544,864
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>106,741</b>	<b>171,615</b>	<b>203,205</b>	<b>153,504</b>	<b>186,021</b>	<b>169,105</b>	<b>224,592</b>	<b>193,211</b>	<b>179,671</b>	<b>189,337</b>	<b>156,577</b>	<b>336,093</b>	<b>2,269,672</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 132,712</b>	<b>\$ 33,707</b>	<b>\$ (8,922)</b>	<b>\$ 3,799</b>	<b>\$ (21,428)</b>	<b>\$ 93,369</b>	<b>\$ (42,215)</b>	<b>\$ (27,593)</b>	<b>\$ (20,338)</b>	<b>\$ (26,794)</b>	<b>\$ 61,680</b>	<b>\$ (22,182)</b>	<b>\$ 155,795</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 132,712</b>	<b>\$ 166,419</b>	<b>\$ 157,497</b>	<b>\$ 161,296</b>	<b>\$ 139,868</b>	<b>\$ 233,237</b>	<b>\$ 191,022</b>	<b>\$ 163,429</b>	<b>\$ 143,091</b>	<b>\$ 116,297</b>	<b>\$ 177,977</b>	<b>\$ 155,795</b>	

**Community Center Monthly Activity  
For the Year 2009**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	9,610	7,464	9,165	7,017	5,860	7,901	9,881	9,159	3,577	5,279	5,899	7,507	88,319
Members	27,501	27,501	26,804	23,626	21,709	22,735	21,940	21,629	18,469	22,758	24,274	25,438	284,384
Rentals	6,099	8,602	8,090	9,163	12,256	16,147	12,461	17,140	9,416	11,801	10,388	13,685	135,248
<b>Total Users</b>	<b>43,210</b>	<b>43,567</b>	<b>44,059</b>	<b>39,806</b>	<b>39,825</b>	<b>46,783</b>	<b>44,282</b>	<b>47,928</b>	<b>31,462</b>	<b>39,838</b>	<b>40,561</b>	<b>46,630</b>	<b>507,951</b>
<b>Revenue:</b>													
Admissions	\$ 52,646	\$ 47,894	\$ 66,746	\$ 39,178	\$ 32,471	\$ 56,406	\$ 56,411	\$ 57,481	\$ 18,269	\$ 30,717	\$ 42,707	\$ 47,506	\$ 548,432
Memberships	100,818	58,678	52,866	52,060	47,969	57,264	49,603	56,493	58,716	74,398	101,751	188,793	899,409
Room rentals	22,190	14,814	19,403	18,799	13,811	16,577	11,802	21,001	19,810	20,122	19,396	21,327	219,052
Wave Café	15,222	14,660	17,049	11,631	11,207	15,565	15,578	15,168	8,545	11,673	13,864	12,924	163,086
Commissions	-	-	-	-	-	-	3,132	-	2,442	3,362	213	-	9,149
Locker/vending/video	1,254	2,191	4,324	4,092	651	2,852	2,397	2,122	2,997	3,424	1,358	4,796	32,458
Merchandise	671	307	471	1,066	974	1,174	1,439	1,145	398	530	866	536	9,577
Other miscellaneous	17	(35)	257	34	(92)	226	(235)	249	124	193	89	517	1,344
Building charge	-	-	-	-	-	94,000	-	-	-	-	-	(4,118)	89,882
Interest	-	-	-	-	-	-	-	-	-	-	-	8,171	8,171
Transfers in	25,600	25,600	25,600	25,600	25,600	25,600	25,600	25,600	25,600	25,600	25,600	28,400	310,000
<b>Total Revenue</b>	<b>218,418</b>	<b>164,109</b>	<b>186,716</b>	<b>152,460</b>	<b>132,591</b>	<b>269,664</b>	<b>165,727</b>	<b>179,259</b>	<b>136,901</b>	<b>170,019</b>	<b>205,844</b>	<b>308,852</b>	<b>2,290,560</b>
<b>Expenditures:</b>													
Personal services	90,601	98,542	99,397	95,421	97,379	105,606	145,931	104,061	90,329	100,844	93,220	166,583	1,287,914
Supplies	1,012	51,523	40,949	36,563	32,550	22,016	31,924	30,610	26,441	23,121	32,647	62,683	392,039
Contractual	657	34,418	45,178	37,487	34,181	56,791	59,585	44,305	41,912	48,526	41,841	62,162	507,043
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>92,270</b>	<b>184,483</b>	<b>185,524</b>	<b>169,471</b>	<b>164,110</b>	<b>184,413</b>	<b>237,440</b>	<b>178,976</b>	<b>158,682</b>	<b>172,491</b>	<b>167,708</b>	<b>291,428</b>	<b>2,186,996</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 126,148</b>	<b>\$ (20,374)</b>	<b>\$ 1,192</b>	<b>\$ (17,011)</b>	<b>\$ (31,519)</b>	<b>\$ 85,251</b>	<b>\$ (71,713)</b>	<b>\$ 283</b>	<b>\$ (21,781)</b>	<b>\$ (2,472)</b>	<b>\$ 38,136</b>	<b>\$ 17,424</b>	<b>\$ 103,564</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 126,148</b>	<b>\$ 105,774</b>	<b>\$ 106,966</b>	<b>\$ 89,955</b>	<b>\$ 58,436</b>	<b>\$ 143,687</b>	<b>\$ 71,974</b>	<b>\$ 72,257</b>	<b>\$ 50,476</b>	<b>\$ 48,004</b>	<b>\$ 86,140</b>	<b>\$ 103,564</b>	

## MOTION SHEET

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

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

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

Date	Description	Amount
1/5/2012	Accounts payable	\$ 126,520.09
1/9/2012	Accounts payable	\$ 300,611.28
1/12/2012	Accounts payable	\$ 111,400.09
1/17/2012	Accounts payable	\$ 587,381.15
<b>Sub-total Accounts Payable</b>		<b>\$ 1,125,912.61</b>
1/13/2012	Payroll 123669 to 123723 955189 to 955377	\$154,056.32
<b>Sub-total Payroll</b>		<b>\$ 154,056.32</b>
<b>TOTAL</b>		<b>\$ 1,279,968.93</b>

ROLL CALL:	AYES	NAYS
Huffman		
Quigley		
Wickstrom		
Withhart		
Martin		

1/17/2012

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
GORDON, DEAN	REFUND	220	22040					-\$220.00	-\$220.00
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640				\$227.77	\$227.77
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640				\$1,157.21	\$1,304.48
		101	43710	3950				\$147.27	
ALLIED WASTE SERVICES #899	JAN ALLIED WASTE SERVICES	210	42750	3190				\$46.37	\$46.37
AMERICAN MESSAGING	LOCK BOX 1/12-1/31/12	101	40210	3190				\$4.26	\$4.26
BAKKE, STEVE	PASS REFUND	220	22040					\$126.41	\$126.41
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240				\$81.35	\$81.35
C W HOULE INC.	BUFFALO LN CP#11-09 PAYMENT NO 3	568	47000	5900				\$8,539.73	\$8,539.73
CARY, TIFFANY	FACILITY REFUND	220	22040					\$48.21	\$48.21
CASEY, DONALD	PASS REFUND	220	22040					\$160.54	\$160.54
COMPANY, KIDS	PASS REFUND	220	22040					\$47.25	\$47.25
DEYOUNG, CARYL	PASS REFUND	220	22040					\$443.63	\$443.63
ELISEUSON, KAREN	PASS REFUND	220	22040					\$20.00	\$20.00
EMERT, CAROL	KNITTING	220	22040					\$41.00	\$41.00
ENGLUND, TAMMY	AQUATICS - PRIVATES	220	22040					\$60.00	\$60.00
ENGLUND, TAMMY	ACTIVITY REFUND	220	22040					\$44.00	\$44.00
FAISON, JOHN	BASKETBALL REF JAN 3	225	43510	3190				\$92.00	\$92.00
FLAHERTY'S ARDEN BOWL	WINTER BOWLING CAMP (11 KIDS)	225	43510	3190				\$300.30	\$300.30
GERMAN, VALERIE	FACILITY REFUND	220	22040					\$250.00	\$250.00
GOPHER	DODGEBALLS (WINTER LEAGUE)	225	43510	2170				\$163.09	\$163.09
GRAGE, MELIND	PASS REFUND	220	22040					\$40.00	\$40.00
HANSON, JAMES	BROOMBALL REF JAN 2	225	43510	3190				\$90.00	\$90.00
IDENTITY STORES, LLC	COMMUNITY CENTER UNIFORMS	220	43800	3970				\$568.70	\$568.70
JOHNSON, JEFFREY L	PASS REFUND	220	22040					\$20.00	\$20.00
KILLMER ELECTRIC COMPANY, INC	SECOND PAYMENT LIFTSTATION PROJECT 10-02	441	47000	5900				\$51,157.50	\$51,157.50
KOEPLIN, CECILIA	PASS REFUND	220	22040					\$15.00	\$15.00
LOGAN, JOHN	BASKETBALL REF JAN 3	225	43510	3190				\$69.00	\$69.00
LOGAN, JOHN	BASKETBALL REF DEC 27	225	43510	3190				\$92.00	\$92.00
MINNESOTA POLLUTION CONTROL AG	KEDING COLLECTION SYSTEM OPERATORS CONF	602	45550	4500				\$300.00	\$300.00
MINNESOTA POLLUTION CONTROL AG	SCHREIER COLLECTION SYSTEM OPERATORS	602	45550	4500				\$300.00	\$300.00
MINNESOTA POLLUTION CONTROL AG	THURY COLLECTION SYSTEM OPERATORS CONF	602	45550	4500				\$300.00	\$300.00
MINNESOTA POLLUTION CONTROL AG	MARTINEZ COLLECTION SYSTEM OPERATORS	602	45550	4500				\$300.00	\$300.00
MINNESOTA SOCIETY OF PROF ENGI	M MALONEY MNSPE 2012 MEMBER DUES	101	42050	4330				\$330.00	\$330.00
MONGE, STEPHANIE	TUMBLING TODDLER&PAR	220	22040					\$67.00	\$67.00
MOSLEY, ZEBBIE	BASKETBALL REF DEC 27	225	43510	3190				\$92.00	\$92.00
NORTHSTAR INSPECTION SERVICE	INSPECTION SERVICES FOR DECEMBER 2011	101	44300	3190				\$1,527.50	\$1,527.50
NOYES, BRIAN	BASKETBALL REF DEC 27	225	43510	3190				\$69.00	\$69.00
OBERTO MEDINA, MAYRA	KETTLEBELL	220	22040					\$49.70	\$49.70
PLACE, KIDS	PASS REFUND	220	22040					\$276.75	\$276.75
PUSH PEDAL PULL	2ND PREV.MAINT. VISIT2011 PUSHPEDALPULL	220	43800	2240				\$660.00	\$660.00
SORENSEN, MATTHEW	BASKETBALL REF DEC 27	225	43510	3190				\$69.00	\$69.00
SUPERIOR PRODUCTS	WAVE FREEZER	220	43800	2240				\$5,032.97	\$5,032.97
T-MOBILE	MONTHLY SERVICE - 11/27 - 12/26/11	601	45050	3190				\$62.94	\$62.94
TESKE, MEAGAN	PASS REFUND	220	22040					\$182.11	\$182.11
TOWLE, ABBY	ACTIVITY REFUND	220	22040					\$15.90	\$15.90
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:PAYDATE 12-30-11	101	21710					\$23,411.75	\$52,319.17
		101	21730					\$21,754.54	
		101	21735					\$7,152.88	
TRI TECH DISPENSING	CHECK WAVE FREEZER CC	220	43800	3890				\$148.75	\$148.75
TSSON, ANTONIO	BASKETBALL REF JAN 3	225	43510	3190				\$92.00	\$92.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
UNIVERSITY OF MINNESOTA	NEW TREE INSPECTOR TRAIN/CERT	101	42050	4500			\$85.00	\$85.00
VERROS, KAY	PASS REFUND	220	22040				\$243.71	\$243.71
WALLY'S UPHOLSTERY	REPAIRS TO FITNESS EQUIPMENT PADS	220	43800	2240			\$95.00	\$95.00
WILSON, DION	BASKETBALL REF JAN 3	225	43510	3190			\$69.00	\$69.00
Total of all invoices:							\$126,520.09	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMERICAN PAYMENT CENTERS	RAINBOW DROP BOX SERVICES-JAN/FEB/MAR 12	601	45050	3190				\$40.00	\$80.00
		602	45550	3190				\$40.00	
ASCAP	MUSIC LICENSE 2012	225	43530	3190				\$320.00	\$320.00
BMI (BROADCAST MUSIC INC.)	MUSIC LICENSE 2012	225	43530	3190				\$290.00	
COMMERCIAL FURNITURE SERVICES	SUMMER DISCOVERY TABLES	225	43535	2170				\$740.86	\$740.86
DELTA DENTAL	DENTAL COVERAGE: JANUARY 2012	101	20415					\$6,841.82	\$6,968.85
		101	20411					\$127.03	
DYNAMEX DELIVERS NOW/ROADRUNNE	UTIL BILL DELIVERY TO EAGAN PO-12/02/11	601	45050	3220				\$17.42	
		602	45550	3220				\$17.41	\$34.83
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: DECEMBER 2012	101	20416					\$360.45	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 01-06-12	101	20431					\$260.42	\$260.42
GOUGH, JENNY	REFUND FOR NYE PARTY	225	34580					\$60.00	\$60.00
KNAUSS, CHANTELL	REFUND FOR NYE PARTY	225	34580					\$40.00	\$40.00
METROPOLITAN COUNCIL ENVIRONME	SEWER SERVICE-FEBRUARY 2012	602	45550	3670				\$141,589.12	\$141,589.12
METROPOLITAN COUNCIL ENVIRONME	SEWER SERVICE-JANUARY 2012	602	45550	3670				\$141,589.12	\$141,589.12
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES:	101	40500	4890				\$102.86	\$411.47
		220	43800	4890				\$102.87	
		601	45050	4890				\$102.87	
		602	45550	4890				\$102.87	
MRPA	MRPA AWARDS LUNCHEON	101	43400	4500				\$70.00	
MRPA	MRPA WORKSHOP KUNZA	101	43400	4500				\$59.00	\$59.00
MRPA	MRPA MEMBERSHIP 2012	101	43400	4330				\$1,750.00	\$1,750.00
NCPERS MINNESOTA	PERA LIFE INSURANCE: JANUARY 2012	101	20413					\$256.00	\$256.00
NEW BRIGHTON PARKS & RECREATIO	BOWLING SCHOLARSHIP BLAGEO	225	43590	3190				\$105.00	\$105.00
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	220	43800	2180				\$32.96	\$114.40
		101	40200	2010				\$81.44	
POSTMASTER	FIRST CLASS PRE-SORT PERMIT FEE - #5606	602	45550	3220				\$95.00	
		601	45050	3220				\$95.00	\$190.00
RAMSEY COUNTY PARKS & REC.	ICE RENTAL FEES	225	43580	3171				\$2,185.36	\$2,185.36
RAMSEY COUNTY TREASURER	LIFE INSURANCE: JANUARY 2012	101	20414					\$2,718.07	
		101	20417					\$200.00	\$2,918.07
SESAC	MUSIC LICENSE 2012	225	43530	3190				\$138.33	
WILS - WOMEN IN LEISURE SERVIC	WILS REGISTRATION BS,BB,LY,DF,CE	225	43400	4500				\$80.00	

Total of all invoices: \$300,611.28

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AARP C/O RICHARD KEY	DEF DRIVE 27 PARTICIPANTS	225	43590	3174				\$342.00	\$342.00
ALLIED WASTE SERVICES #899	DEC ALLIED WASTE SERVICES	210	42750	3190				\$27,429.69	\$27,429.69
ARCHETYPE SIGNMAKERS	COMMUNITY CENTER SIGNAGE	220	43800	2180				\$308.00	\$308.00
BOY SCOUT TROOP #103	FACILITY REFUND	220	22040					\$90.00	\$90.00
BOY SCOUT TROOP #9487	FACILITY REFUND	220	22040					\$100.00	\$100.00
COMCAST	CABLE FOR COMMUNITY CENTER	220	43800	3190				\$439.26	\$439.26
DAMIANI, KELLI	TOTAL BODY WORKOUT	220	22040					\$40.60	\$40.60
DYNAMEX DELIVERS NOW/ROADRUNNE	UTIL BILL DELIVERY TO EAGAN PO-12/30/11	601	45050	3220				\$17.41	\$34.83
		602	45550	3220				\$17.42	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 01-10-12/ESPE	101	20431					\$1,543.45	\$1,543.45
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 01-13-12	101	20431					\$1,618.59	\$1,954.59
		101	20432					\$336.00	
GRACE, PAM	WINTER WONDERLAND	220	22040					\$10.00	\$10.00
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.11	\$16.11
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.11	\$16.11
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.11	\$16.11
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	BAKERY FOR RESALE - WAVE CAFE	220	43800	2591				\$168.59	\$183.70
		220	43800	2590				\$15.11	
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$20.22	
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160				\$366.86	
HEALTH PARTNERS	HEALTH INSURANCE:JANUARY 2012	101	20410					\$48,355.30	\$49,778.01
		101	20411					\$1,422.71	
JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD LICENSE	220	43800	3190				\$85.00	\$85.00
LEPAGE, JAN	FACILITY REFUND	220	22040					\$53.03	\$53.03
MARSHALL, BRENT	TUITION REIMBURSEMENT	101	44100	4500				\$1,817.39	
MATHESON TRI-GAS INC	CO2 FOR WHIRL POOL, OXYGEN FIRST AID	220	43800	2160				\$68.58	\$108.41
		220	43800	2200				\$39.83	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: DECEMBER 2011	101	20802					\$1,188.07	
		101	34060					-\$25.00	\$1,163.07
MN DEPT OF HEALTH	STATE CONNECTION FEE-10/1/11 TO 12/31/11	801	21820					\$13,381.00	
MOORE MEDICAL, LLC	FIRST AID SUPPLIES POOL & PROGRAMS	220	43800	2200				\$242.99	\$496.69
		225	43520	2170				\$98.42	
		225	43560	2170				\$155.28	
NAYLOR, LLC	TRAVELING THROUGH SHOWCASE MN	459	43800	3190				\$1,219.50	
PELESKA, RACHELLE	KETTLEBELL	220	22040					\$53.20	\$53.20
PRESS PUBLICATIONS	MARKETING FOR COMMUNITY CENTER	459	43800	3190				\$386.77	\$386.77
RAMACHER, JILL	TOTAL BODY WORKOUT	220	22040					\$40.60	\$40.60
REILLY, JENNIFER	KID'S NIGHT OUT	220	22040					\$40.00	\$40.00
SAM'S CLUB DIRECT	WAVE CAFE FOR RESALE	225	43580	2172				\$31.53	\$672.25
		220	43800	2590				\$287.78	
		220	43800	2591				\$352.94	
SCHWIETERS, EMILY	SWAMP ART CAMP	220	22040					\$134.00	\$134.00
ST. PAUL, CITY OF	BROCHURES FOR COMMUNITY CENTER MARKETING	459	43800	3190				\$2,898.18	
STATE OF MINNESOTA	VEHICLE INSPECTION DECALS	701	46500	2180				\$44.00	\$44.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES JAN 2012	101	44300	3090				\$2,588.00	\$2,588.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590				\$97.92	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590				\$768.38	\$768.38
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590				\$2,490.66	\$2,490.66
WURST, DREW	EXPENSE REIMBURSEMENT:CLASS SUPPLIES	225	43530	2170				\$105.77	\$105.77

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
YOUNG, LESLEY	MILEAGE REIMBURSEMENT	101	43400	2180			\$34.43	\$34.43
							Total of all invoices:	\$111,400.09

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ADMINS, INCORPORATED	ODBC SOFTWARE MAINTENANCE	101	40550	3860				\$700.00	\$700.00
ADMINS, INCORPORATED	ADMINS SOFTWARE MAINTENANCE	101	40550	3860				\$15,050.00	\$15,050.00
ALLEN, DEANNE	MINUTES - 12/12 CC, 12/19 CC	101	40200	3190				\$400.00	\$400.00
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970				\$59.35	\$59.35
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	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				\$42.80	\$171.24
		601	45050	3970				\$42.80	
		602	45550	3970				\$42.80	
		603	45850	3970				\$21.42	
		701	46500	3970				\$21.42	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,817.82	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$2,335.20	\$2,335.20
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$2,513.65	\$2,513.65
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$17.56	\$17.56
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$17.56	\$17.56
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$2,130.19	\$2,130.19
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$191.10	\$191.10
ANIMAL CONTROL SERVICES	PATROL HOURS - 11/28 - 12/31/11	101	41100	3199				\$1,976.01	\$1,976.01
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183				\$206.92	\$206.92
ARSENAULT ASSOCIATES	FLEET MANAGEMENT SOFTWARE	701	46500	3840				\$1,908.00	\$1,908.00
BATTERIES PLUS - ROSEVILLE 029	BATTERIES FOR GATE OPENERS	601	45050	2280				\$26.67	\$26.67
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240				\$15.64	\$15.64
BEISSWENGERS HARDWARE	PAINT FOR CAMERA POLE	701	46500	2180				\$10.87	\$10.87
BOYER TRUCK PARTS INC.	DIESEL EXHAUST/FLUID BRAKE/FUEL ANTIFREE	701	46500	2220				\$81.67	\$81.67
CATCO PARTS SERVICE	GOVERNOR FOR AIR BRAKE COMPRESSOR #207	701	46500	2220				\$20.04	\$20.04
CATCO PARTS SERVICE	HYDRAULIC HOSE ASSEMBLY UNIT 203	701	46500	2220				\$384.50	\$384.50
CENTURY COLLEGE	HAMMITT T: EXCEL BASIC	101	42050	4500				\$139.00	\$139.00
COMPLETE HEALTH, ENVIRONMENTAL	DEC MTCE PLAN	101	40210	3190				\$610.00	\$610.00
CORPORATE CONNECTION	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970				\$59.39	\$237.53
		601	45050	3970				\$59.39	
		602	45550	3970				\$59.39	
		603	45850	3970				\$29.68	
		701	46500	3970				\$29.68	
CUB FOODS	PRESCHOOL PROGRAM SUPPLIES	225	43555	2170				\$248.30	
DAVIS LOCK & SAFE	REPAIR SUPPLIES CC	220	43800	2240				\$62.24	\$62.24
DULTMEIER SALES	TEEJET NOZZLE CALCIUM	101	42200	2181				\$117.11	\$117.11
ESS BROTHERS & SONS INC.	MANHOLE FRAMES	601	45050	2280				\$923.40	\$923.40
ESS BROTHERS & SONS INC.	STORM SEWER LIDS	603	45850	2180				\$2,019.94	\$2,019.94
FORCE AMERICA INC	HYDRAULIC FITTINGS FOR SNOW PLOW EQUIP.	701	46500	2220				\$301.55	\$301.55
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190				\$43.97	\$175.85
		602	45550	3190				\$43.96	
		603	45850	3190				\$43.96	
		604	42600	3190				\$43.96	
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240				\$104.75	
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240				\$18.16	\$18.16
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240				\$53.20	\$53.20

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240				\$221.14	\$221.14
HAAS, DAN	EXPENSE REIMBURSEMENT: WAVE SUPPLIES	220	43800	2590				\$12.95	\$12.95
HAAS, DAN	EXPENSE REIMBURSEMENT: WAVE SUPPLIES	220	43800	2590				\$7.77	\$7.77
HARDWOOD SUPPLY LLC	SIDE BOARDS FOR 209 & 207	701	46500	2220				\$102.00	\$102.00
HAWKINS, INC.	FLUORIDE	601	45050	2160				\$2,770.94	\$2,770.94
HILLYARD, INC - MINNEAPOLIS	CLEANING EQUIPMENT MAINTENANCE CC	220	43800	3890				\$81.00	\$81.00
HILLYARD, INC - MINNEAPOLIS	CLEANING EQUIPMENT MEAINTENANCE CC	220	43800	3890				\$60.75	\$60.75
HILLYARD, INC - MINNEAPOLIS	CLEANING EQUIPMENT MAINTENANCE CC	220	43800	3890				\$40.50	\$40.50
HILLYARD, INC - MINNEAPOLIS	REPAIRS TO CLEANING EQUIPMENT CC	220	43800	3890				\$291.91	\$291.91
HILLYARD, INC - MINNEAPOLIS	CLEANING EQUIPMENT MAINTENANCE CC	220	43800	3890				\$40.50	\$40.50
HILLYARD, INC - MINNEAPOLIS	REPAIRS TO CLEANING EQUIPMENT CC	220	43800	3890				\$67.59	\$67.59
IPMA-HR	03/2012-02/2013 MEMBERSHIP DUES	101	40210	4330				\$149.00	\$149.00
LAKE JOHANNA FIRE DEPT	1ST HALF PAYMENT FOR 2012	101	41200	3190				\$430,111.15	\$430,111.15
LEAGUE OF MINNESOTA HUMAN RIGH	2012 MEMBERSHIP DUES	101	40100	4330				\$136.50	\$136.50
LILLIE SUBURBAN NEWSPAPERS INC	ACCESS SHOREVIEW - DECEMBER 2011	101	40400	3390				\$270.00	\$270.00
MENARDS CASHWAY LUMBER **FRIDL	TOOLS	601	45050	2400				\$109.56	\$209.56
		602	45550	2400				\$100.00	
MENARDS CASHWAY LUMBER **FRIDL	WELDING PLUG	701	46500	2180				\$10.67	\$10.67
MENARDS CASHWAY LUMBER *MAPLEW	MAIL BOX SUPPLIES FOR PLOW DAMAGE	101	42200	2181				\$83.17	\$83.17
METRO CITIES	2012 METRO CITIES MEMBERSHIP DUES	101	40100	4330				\$8,058.00	\$8,058.00
MIDWAY FORD	REPAIRS TO UNIT 212/LESS CREDIT	701	46500	3190				\$2,860.95	\$1,722.11
		701	46500	3190				-\$928.94	
		701	46500	3190				-\$209.90	
MIDWAY FORD	REPAIRS TO UNIT 212	701	46500	3190				\$1,494.63	
MIDWEST ART FAIRS	CALENDAR LISTING - SLICE OF SV 2012	270	40250	2180				\$25.00	\$25.00
NAPA AUTO PARTS	COMMUNITY CENTER CAMERA POLE	101	40550	2010				\$40.69	\$40.69
NAPA AUTO PARTS	CAMERA POLE, TRAILER BALL #605	101	40550	2010				\$43.05	\$55.36
		701	46500	2180				\$12.31	
NORTH AMERICAN SALT COMPANY	50 TON OF SALT	101	42200	2181				\$3,581.23	\$3,581.23
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO POOL LIGHTS	220	43800	3810				\$133.50	
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO SPRINKLER ROOM CC	220	43800	3810				\$147.54	\$147.54
NORTHWEST YOUTH & FAMILY SERVI	2012 PARTICIPATION AMOUNT	101	40100	3200				\$41,184.00	\$41,184.00
OPTUMHEALTH FINANCIAL SERVICES	DEC COBRA, RETIREES,	101	40210	3190				\$58.80	\$58.80
ORKIN EXTERMINATING CO., INC.	PEST CONTROL SERVICES	220	43800	3190				\$152.97	\$152.97
ORKIN EXTERMINATING CO., INC.	PEST CONTROL SERVICES	220	43800	3190				\$152.97	\$152.97
OXYGEN SERVICE COMPANY	WELDING GLOVES	701	46500	2180				\$10.15	\$10.15
PARTS ASSOCIATES, INC.	EQUIPMENT SUPPLIES	701	46500	2180				\$385.70	\$385.70
PARTY AMERICA CORPORATE OFFICE	HAFFEMAN RETIREMENT	101	43400	2180				\$58.36	\$58.36
PARTY AMERICA CORPORATE OFFICE	HAFFEMAN RETIREMENT	101	43400	2180				\$210.19	\$210.19
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240				\$540.01	\$540.01
PLUNKETT'S PEST CONTROL, INC	PEST CONTROL AT MAINTENANCE CENTER	701	46500	3196				\$1,031.32	\$1,031.32
QUALITY FLOW SYSTEMS INC	HEATER FOR LIFT STATIONS	602	45550	2282				\$898.50	
RAMSEY CONSERVATION DISTRICT	EROSION AND SEDIMENT CONTROL 10/1-12/31	603	45850	3190				\$392.22	\$392.22
RAMSEY COUNTY	911 SERVICES DECEMBER 2011	101	41100	3198				\$6,937.86	\$6,937.86
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$192.64	\$192.64
REINDERS, INC.	ICE MELT FOR SIDEWALKS	101	43710	2260				\$599.89	\$599.89
ROCKHURST UNIVERSITY CONTINUIN	SOCIAL MEDIA MARKETING - MELVIN & EMERT	101	43400	4500				\$199.00	\$398.00
		101	40200	4500				\$199.00	
SAM'S CLUB DIRECT	HAFFEMAN RETIREMENT	101	43400	2180				\$89.21	\$89.21
SAM'S CLUB DIRECT	HAFFEMAN RETIREMENT	101	43400	2180				\$150.67	\$150.67
SIMPLEXGRINNELL LP	KITCHEN HOOD INSPECTIONS	220	43800	3810				\$21.70	\$21.70

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
TARGET COMMERCIAL INVOICE	KIDS CARE AND FITNESS SUPPLIES	225	43530	2170			\$11.39	\$26.74
		225	43580	2170			\$15.35	
TERMINAL SUPPLY CO	EQUIPMENT SUPPLIES	701	46500	2180			\$59.04	\$59.04
TKE CORP	ELEVATOR SERVICE MAINTENANCE	220	43800	3190			\$1,001.73	\$1,001.73
TOTAL MECHANICAL SERVICES, INC	CHILLER REPLACEMENT PROJECT #2 PAYMENT	405	40800	3810			\$39,559.81	\$39,559.81
TWIN SOURCE SUPPLY	WHITE ROLL TOWELS FOR MAINTENANCE CENTER	701	46500	2183			\$433.32	
UNIQUE PAVING MATERIALS CORPOR	UPM SEWER REPAIR	602	45550	2280			\$255.65	\$255.65
WESTWOOD INTERMEDIATE SCHOOL	REFUND: OVERPAID POOL PARTY	220	34731		032		\$114.75	\$114.75
YALE MECHANICAL INC	REPAIRS TO WATER HEATER CC	220	43800	3810			\$520.26	\$520.26
YALE MECHANICAL INC	REPAIRS TO BOILER #1 CC	220	43800	3810			\$550.25	\$550.25
YALE MECHANICAL INC	REPAIRS TO POOL AHU	220	43800	3810			\$239.00	\$239.00
YALE MECHANICAL INC	REPAIRS TO WATER HEATER CC	220	43800	3810			\$2,020.81	\$2,020.81
YALE MECHANICAL INC	REPAIRS TO EXHUAST FANS CC	220	43800	3810			\$648.91	\$648.91
YALE MECHANICAL INC	WINTER MAINTENANCE AND INSPECTION HVAC	701	46500	3196			\$2,962.06	\$2,962.06
YALE MECHANICAL INC	REPAIRS TO BOILER #1 CC	220	43800	3810			\$338.25	
Total of all invoices:								\$587,381.15

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	25,320
Vendor number	00300 1 <span style="float: right;">2011</span>
Vendor name	KILLMER ELECTRIC COMPANY, INC <span style="float: right;">Jr</span>
Address	5141 LAKELAND AVENUE N CRYSTAL, MN 55429

Date	Comment line on check	Invoice number	Amount
12-28-11	SECOND PAYMENT LIFTSTATION PROJECT 10-02	18331-2	\$51,157.50

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

Return to:

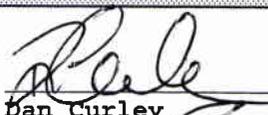
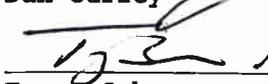
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
441 47000 5900	\$51,157.50

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax	\$
Reviewed by:	
(signature required) Dan Curley	
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	

2012

**Purchase Voucher**  
City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	25,197
Vendor number	01446 1 <span style="float: right;">2012 <del>2011</del></span>
Vendor name	TREASURY, DEPARTMENT OF
Address	INTERNAL REVENUE SVC - EFT/NO CHECK EFTPS ENROLLMENT PROCESSING P.O. BOX 4210 IOWA CITY IA 52244

Date	Comment line on check	Invoice number	Amount
12-29-11	FEDERAL WITHHOLDING TAX:PAYDATE 12-30-11	12/30/11	\$52,319.17

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

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

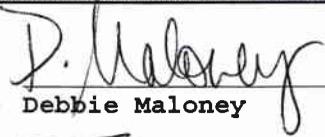
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
101 21710	\$23,411.75
101 21730	\$21,754.54
101 21735	\$7,152.88

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Debbie Maloney	
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	25,402
Vendor number	00416 1 <span style="float: right;">2012</span>
Vendor name	METROPOLITAN COUNCIL ENVIRONMENTAL
Address	SERVICES SDS 12-1064 P.O. BOX 86 MINNEAPOLIS MN 55486-1064

Date	Comment line on check	Invoice number	Amount
12-02-11	SEWER SERVICE-JANUARY 2012	976553	\$141,589.12

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

Return to:

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
602 45550 3670	\$141,589.12

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

Reviewed by: DeEngblom 1-5-12  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	25,277
Vendor number	00416 1 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">2012</span>
Vendor name	METROPOLITAN COUNCIL ENVIRONMENTAL
Address	SERVICES SDS 12-1064 P.O. BOX 86 MINNEAPOLIS MN 55486-1064

Date	Comment line on check	Invoice number	Amount
01-04-12	SEWER SERVICE-FEBRUARY 2012	978971	\$141,589.12

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

Return to:

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
602 45550 3670	\$141,589.12

Is sales tax included on invoice?	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Not</span> Taxable
If no, amount subject to sales use tax	\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span>

Reviewed by: Debbie Engblom 1-9-12  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm 1-9-12  
 (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	25,380
Vendor number	01901 1
Vendor name	ALLIED WASTE SERVICES #899 <span style="float: right;">2012 ✓</span>
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
12-25-11	DISC ALLIED WASTE SERVICES	0899-001968620	\$27,429.69

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

Return to:

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
210 42750 3190	\$27,429.69

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	25,490
Vendor number	01276 1 <span style="float: right;">2012</span>
Vendor name	HEALTH PARTNERS
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600

Date	Comment line on check	Invoice number	Amount
01-09-12	HEALTH INSURANCE:JANUARY 2012	39320526/527,528	\$49,778.01

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*

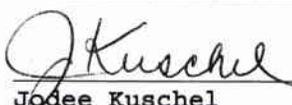
O.C

48,355.30 +  
 1,001.79 +  
 420.92 +  
 49,778.01 T

*... cooperative purchasing venture consideration requirement does not apply.*

Return to:

Account Coding	Amount
101 20410	\$48,355.30
101 20411	\$1,422.71

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  (signature required) Jodee Kuschel	
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	25,399		
Vendor number	02016 1	2012	
Vendor name	TOTAL MECHANICAL SERVICES, INC		
Address	420 BROADWAY AVENUE ST. PAUL PARK, MN 55071		

Date	Comment line on check	Invoice number	Amount
01-03-12	CHILLER REPLACEMENT PROJECT #2 PAYMENT	13743	\$39,559.81

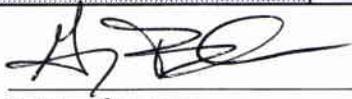
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
405 40800 3810	\$39,559.81

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

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

Quote 1	TOTAL MECHANICAL	\$ 143,725
Quote 2	YALE MECHANICAL	\$ 154,900
Explanation if no quote received	SCHADEGG MECHANICAL	\$ 173,800

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	25,457
Vendor number	01262 1 <span style="float: right;">2012</span>
Vendor name	NORTHWEST YOUTH & FAMILY SERVICES
Address	3490 LEXINGTON AVENUE N SHOREVIEW, MN 55126

Date	Comment line on check	Invoice number	Amount
01-06-12	2012 PARTICIPATION AMOUNT	12-9-11	\$41,184.00

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 40100 3200	\$41,184.00

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

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	25,500
Vendor number	00374 1 <span style="float: right;">2012</span>
Vendor name	LAKE JOHANNA FIRE DEPT
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
01-09-12	1ST HALF PAYMENT FOR 2012	379	\$430,111.15

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41200 3190	\$430,111.15

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

**LICENSE APPLICATIONS**

Moved by Councilmember

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Seconded by Councilmember

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To approve the License Applications as listed on the attached report dated January 17, 2012.

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

January 17, 2012  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**January 17, 2012**

<b>LICENSE #</b>	<b>BUSINESS NAME</b>	<b>TYPE</b>
12-00004	Hugo's Tree Care	Tree License
12-00005	Northern Arborist	Tree License
12-00006	S & S Tree and Horticultural	Tree License
12-00007	Three Trees Horticulture	Tree License
12-00008	Gosiak Tree Service	Tree License
12-00009	Family Tree Service	Tree License

The above licenses are recommended for approval:

  
\_\_\_\_\_  
License/Permit Clerk

**PROPOSED MOTION**

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

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

To approve Resolution No. 12-04 assessing the administrative penalty of \$500 to Wok Cuisine for a liquor license violation in accordance with the City Code.

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

HUFFMAN \_\_\_\_\_

QUIGLEY \_\_\_\_\_

WICKSTROM \_\_\_\_\_

WITHHART \_\_\_\_\_

MARTIN \_\_\_\_\_

Regular Council Meeting  
January 17, 2012

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: JANUARY 10, 2012**

**SUBJECT: APPROVAL OF RESOLUTION NO. 12-04 FOR LIQUOR LICENSE  
ADMINISTRATIVE PENALTY**

### **INTRODUCTION**

The City Council is being asked to approve an administrative penalty for a liquor violation at Wok Cuisine, located at 1035 Highway 96.

### **BACKGROUND**

On Saturday, December 10, 2011, the Ramsey County Sheriff's Department conducted alcohol compliance checks on liquor license holders in Shoreview. Wok Cuisine failed their alcohol compliance check when an employee sold alcohol to a minor. This is a violation of Section 801.140(E)(2) of the Shoreview Municipal Code

City regulations state that any violation of the restrictions attached to a Liquor License shall be cause for an administrative penalty, suspension of the license or revocation of the license. The administrative penalty for this violation is a \$500 fine and one additional compliance check.

Danny Teng, the owner of Wok Cuisine, has elected to sign the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving his rights to a hearing on this matter before the Shoreview City Council. The Ramsey County Sheriff's Office has been asked to conduct another compliance check at Wok Cuisine.

### **RECOMMENDATION**

Based on the foregoing information, it is recommended that the City Council adopt Resolution No. 12-04 approving the administrative penalty of \$500 and one additional compliance check for Wok Cuisine.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 17, 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 17, 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. 12-04**

**RESOLUTION APPROVING LIQUOR LICENSE  
ADMINISTRATIVE PENALTY FOR WOK CUISINE**

**WHEREAS**, Wok Cuisine has a Liquor License from the City of Shoreview; and

**WHEREAS**, on Saturday, December 10, 2011, the Ramsey County Sheriff's Department conducted an alcohol compliance check of Wok Cuisine, 1035 W. Highway 96, Shoreview, Minnesota; and

**WHEREAS**, Wok Cuisine failed the alcohol compliance check when an employee from their store sold alcohol to a minor; and

**WHEREAS**, this violation subjects the licensee to the payment of an administrative penalty of \$500 and one additional compliance check; and

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

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, Minnesota does hereby make the following assessment of the Administrative Penalty of \$500 and one (1) additional compliance check to Wok Cuisine, 1035 W. Highway 96, for failing an alcohol compliance check on December 10, 2011.

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 17<sup>th</sup> 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 17<sup>th</sup> day of January, 2012, 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 Liquor License Administrative Penalty for Wok Cuisine.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 18<sup>th</sup> day of January, 2012.

---

Terry C. Schwerm, City Manager

**PROPOSED MOTION**

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

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

to approve the attached Application for Exempt Permit for bingo and a raffle drawing for their annual Family Fun Night at Emmet D. Williams Elementary School on February 24, 2012.

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

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: JANUARY 10, 2012**

**SUBJECT: APPLICATION FOR EXEMPT PERMIT**

Emmet D. Williams Elementary School has filed the attached application with the State of Minnesota for a bingo and raffle event being held on February 24, 2012 in conjunction with their annual Family Fun Night event.

State gambling regulations specify that such requests may be approved by the state unless the local unit of government passes a resolution prohibiting the activity. Similar requests have been reviewed and approved by the Shoreview City Council in the past.

Staff recommends that the City Council approve this Application for Exempt Permit.

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
<b>\$100</b>	<b>\$50</b>

## ORGANIZATION INFORMATION

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Organization name <b>PTA Shoreview Emmet D. Williams</b>		Previous gambling permit number <b>06682-11-001</b>	
Minnesota tax ID number, if any <b>E S 32706</b>	Federal employer ID number, if any <b>416044898</b>		
<b>Type of nonprofit organization.</b> Check one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization			
Mailing address <b>955 W County Road D</b>	City <b>Shoreview</b>	State <b>MN</b>	Zip Code <b>55126</b>
		County <b>Ramsey</b>	
Name of chief executive officer (CEO) <b>Tanya Anderson</b>	Daytime phone number <b>651-773-3846</b>	Email address <b>tanya.r.anderson@comcast.net</b>	

### Attach a copy of ONE of the following for proof of nonprofit status.

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .**  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
**Emmet D. Williams Elementary School**

Address (do not use PO box)	City or township	Zip Code	County
<b>955 W County Road D</b>	<b>Shoreview</b>	<b>55126</b>	<b>Ramsey</b>

Date(s) of activity (for raffles, indicate the date of the drawing)  
**2/24/12-2/24/12**

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo\*     Raffles     Paddlewheels\*     Pull-Tabs\*     Tipboards\*

\* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**If the gambling premises is within city limits,** a city official must check the action that the city is taking on this application and sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print city name \_\_\_\_\_

*On behalf of the city, I acknowledge this application.*  
**Signature** of city personnel receiving application

Title \_\_\_\_\_ Date \_\_\_\_\_

**If the gambling premises is located in a township,** a county official must check the action that the county is taking on this application and sign the application. **A township official is not required to sign the application.**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name \_\_\_\_\_

*On behalf of the county, I acknowledge this application.*  
**Signature** of county personnel receiving application

Title \_\_\_\_\_ Date \_\_\_\_\_

**(Optional) TOWNSHIP:** *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]*

Print township name \_\_\_\_\_

**Signature** of township official acknowledging application

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

Print form and have CEO sign

*The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.*

Chief executive officer's signature Tampa Anderson Date 1/4/12

**Complete a separate application** for each gambling event:

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

**Send application with:**

- a copy of your proof of nonprofit status, and
  - application fee for each event
- Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Reset Form**

PROPOSED MOTION

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

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

to adopt Resolution No. 12-05 authorizing acquisition of a public utility easement for Watermain System Improvements, City Project 11-05.

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

REGULAR COUNCIL MEETING  
JANUARY 17, 2012  
#11-05

TO: MAYOR, CITY COUNCIL and CITY MANAGER  
FROM: TOM WESOLOWSKI, CITY ENGINEER  
DATE: JANUARY 11, 2012  
SUBJECT: WATERMAIN SYSTEM IMPROVEMENTS, CITY PROJECT 11-05  
AUTHORIZE ACQUISITION OF PUBLIC UTILITY EASEMENT

## **Introduction**

On July 18, 2011, the City Council accepted a quote from Ellingson Companies for Watermain System Improvements, City Project 11-05. The installation of the improvements required the acquisition of a public utility easement. City Council action is required to authorize acquisition of public easements for the watermain system improvements.

## **Background/Discussion**

In December 2010 a watermain developed a leak in the easement north of Tomlyn Avenue at Churchill Street and due to its location, could not be repaired. It was determined that the existing pipeline should be abandoned and a new pipeline installed. Watermain was directionally bored from the intersection of Tomlyn Avenue and Churchill Street to just south of Carmel Court. This work was done last summer to loop neighboring water systems in the area to improve the overall performance of the distribution system by equalizing flow and pressure and also improve fire flow.

Due to the location of the neighboring water systems and adjacent wetlands the new watermain had to be routed on private property. The City staff negotiated the easement with M.T. Holdings, the owner of the property, in the amount of \$15,000. A copy of the easement is attached.

## **Recommendation**

It is recommended that the City Council adopt Resolution No. 12-05 authorizing the acquisition of a public utility easement from M.T. Holdings for watermain system improvements, City Project 11-05.

TEW

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 17, 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 17, 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. 12-05**

**AUTHORIZING ACQUISITION OF PUBLIC UTILITY EASEMENT  
FOR WATERMAIN SYSTEM IMPROVEMENTS  
CITY PROJECT 11-05**

WHEREAS, on the 18<sup>th</sup> day of July, 2011, the Shoreview City Council accepted a quote for Watermain System Improvements, City Project 11-05, and

WHEREAS, as of this date, the City has negotiated a public utility easement identified in the attached Grant of Permanent Easement.



**GRANT OF PERMANENT EASEMENT**

MT Holdings II, LLC, a Minnesota limited liability company (“Grantor”), is the record fee owner of the following described property situated in Ramsey County, Minnesota, (“Property”) to wit:

Subject to easements, the easterly 300 feet of Outlot A,  
Shoreview Hills Addition.

In consideration of the payment in the amount of \$15,000, the receipt of which is hereby acknowledged, Grantor hereby conveys to the City of Shoreview, a Minnesota statutory city (the “City”), and its successors and assigns, a permanent easement for the construction, maintenance, operation, inspection and repair of public utilities; together with a permanent easement for ingress and egress, at any and all times, with all machinery, equipment, vehicles and materials necessary for the above described purposes, over, under and across the following described portion of the Property:

The easterly 10.0 feet of Outlot A, Shoreview Hills  
Addition

IN WITNESS WHEREOF, the Grantor has hereunto set its hand.

**MT HOLDINGS II, LLC, a Minnesota limited liability corporation**

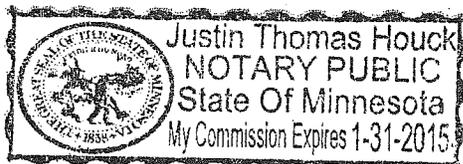
Dated: 1-3-2012

By: [Signature]

Its: Chief Manager

STATE OF MINNESOTA )  
 ) .ss  
COUNTY OF Reno )

On this 3 day of Jan, <sup>2012</sup>~~2011~~, before me, a notary public within and for said county, personally appeared Ton Hawk, to me known to be the Chief Manager of MT Holdings II, LLC and executed the above Grant of Permanent Easement on behalf of MT Holdings II, LLC and as its own free act and deed.



[Signature]  
Notary Public

**This Instrument Was Drafted By:**  
Peterson, Fram & Bergman, P.A. (JPF)  
55 East Fifth Street, Suite 800  
St. Paul, Minnesota 55101

PROPOSED MOTION

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

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

to adopt Resolution No. 12-06 authorizing execution of a Professional Services Agreement with Progressive Consulting Engineers, Inc. for engineering and associated activities for the Water System Improvements – Pressure Booster Station, City Project #12-02.

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

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: JANUARY 11, 2012

SUBJECT: WATER SYSTEM IMPROVEMENTS – PRESSURE BOOSTER STATION  
ESTABLISH PROJECT AND AUTHORIZE PROFESSIONAL  
SERVICES AGREEMENT CITY PROJECT #12-02

### INTRODUCTION

Professional services are required for the preparation of specifications and construction coordination activities for the Water System Improvements – Pressure Booster Station, City Project 12-02. Staff has identified the necessary services and recommends that the City Council authorize approval of a professional services agreement with Progressive Consulting Engineers, Inc.

### DISCUSSION

Based on complaints of low water pressure from residents that live in the Weston Woods townhomes a modeling study was completed in 2011 on the water distribution system in the Weston Woods area. The study confirmed that the area experiences water pressures well below the City average during peak usage times and fire flow situations. This area of Shoreview has some of the highest elevations in the City, which is the primary cause for the low water pressure. The study also looked at different alternatives that could increase the water pressure in the Weston Woods area. The most feasible alternative would consist of the installation of booster pumps on the watermain that supplies the area. The booster pumps would increase the pressure within the Weston Woods area to a level consistent with most areas in the City and ensure adequate fire flows in the future.

The development of specifications for this specialized type of work requires expertise beyond what cities typically have on staff. Accordingly, staff has negotiated a proposal for professional services (and associated work program) with a local firm specializing in these areas. The proposal from Progressive Consulting Engineers, Inc. (PCE) is attached for reference. PCE completed the distribution modeling and preliminary design for the proposed pressure booster station and therefore has the background knowledge to best complete the plans for this project. The estimated cost for the development of plans and project administration is \$19,970.

### RECOMMENDATION

It is recommended that the City Council adopt the attached resolution that authorizes execution of a professional services agreement with Progressive Consulting Engineers, Inc., for engineering services for Water System Improvements – Pressure Booster Station, City Project #12-02.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 17, 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 17, 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. 12-06  
AUTHORIZE EXECUTION OF PROFESSIONAL  
SERVICES AGREEMENT WITH PROGRESSIVE CONSULTING ENGINEERS, INC.  
FOR WATER SYSTEM IMPROVEMENTS – PRESSURE BOOSTER STATION  
CITY PROJECT #12-02**

WHEREAS, Shoreview’s Capital Improvement Program identifies the water system improvement project for the year 2012; and

WHEREAS, a water distribution modeling study has shown that the project will address low water pressure issues experienced in the Weston Woods area; and

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

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

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

1. Water System Improvements – Pressure Booster Station, City Project 12-02, is hereby established.

2. That the Mayor and City Manager are hereby authorized to execute a Professional Services Agreement with the firm Progressive Consulting Engineers, Inc. for the provision of the necessary engineering services for an estimated cost of \$19,970.00 as is more fully described in attached Agreement for Engineering Services.
3. All costs for this improvement shall be funded by the Water Utility

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 17<sup>th</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 17<sup>th</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 authorizing execution of a professional services agreement with Progressive Consulting Engineers, Inc. for services relating to Water System Improvements – Pressure Booster Station.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 18<sup>th</sup> day of January, 2012.

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

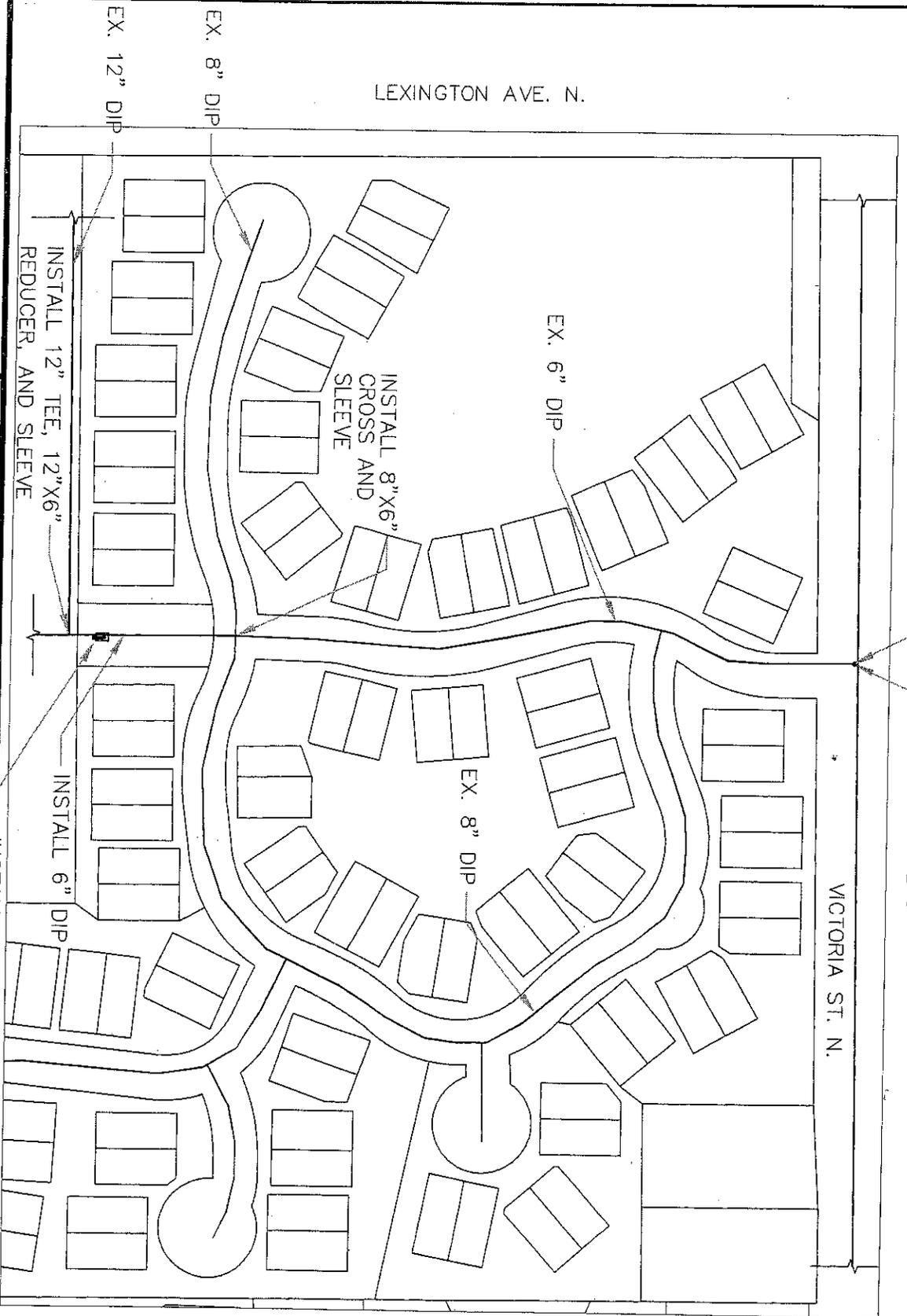
SEAL

INSTALL 6" CHECK VALVE, SLEEVE,  
AND 1-1/2" COPPER BYPASS  
LINE. SEE FIGURE 3

INSTALL 48" REINFORCED  
CONCRETE MANHOLE  
SEE FIGURE 3

LEXINGTON AVE. N.

VICTORIA ST. N.



PROGRESSIVE  
CONSULTING  
ENGINEERS INC.

FIGURE 1  
SITE LAYOUT

INSTALL MONITOR BOOSTER  
STATION SYSTEM. SEE FIG. 2

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ (“Effective Date”) between

\_\_\_\_\_ (“Owner”)  
City of Shoreview

and \_\_\_\_\_ (“Engineer”).  
Progressive Consulting Engineers, Inc.

Engineer agrees to provide the services described below to Owner for \_\_\_\_\_ (“Project”).  
Booster Station

Description of Engineer’s Services: \_\_\_\_\_  
Design of Submersible Booster Station

Owner and Engineer further agree as follows:

**1.01 Basic Agreement**

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

**2.01 Payment Procedures**

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer’s standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due to Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, the amounts due to Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

**3.01 Additional Services**

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any.

**4.01 Termination**

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,
  - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement’s terms through no fault of the terminating party.
  - b. By Engineer:
    - 1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer’s responsibilities as a licensed professional; or
    - 2) upon seven days written notice

if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

### 5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

### 6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no

assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

### 7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains

appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

#### **8.01 Total Agreement**

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment (Hourly Rates Plus Reimbursable Expenses)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.
2. Engineer's Standard Hourly Rates are attached as Attachment A.
3. The total compensation for services and reimbursable expenses is estimated to be \$ 19,970

B. The Engineer's compensation is conditioned on the time to complete construction not exceeding 15 months. Should the time to complete construction be extended beyond this period, total compensation to Engineer shall be appropriately adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER:

By: \_\_\_\_\_

By: Naceen Purshur

Title: \_\_\_\_\_

Title: President

Date Signed: \_\_\_\_\_

Date Signed: 12-8-2011

License or Certificate No. and State 11262

Address for giving notices:

Address for giving notices:

City of Shoreview

Progressive Consulting Engineers, Inc.

4600 Victoria Street N

6120 Earle Brown Drive, Suite 629

Shoreview, MN 55126

Minneapolis, MN 55430

ATTACHMENT A

SHOREVIEW BOOSTER STATION CITY OF SHOREVIEW, MN PCE Project No. P11XX		PCE PERSON-HOURS AND FEE ESTIMATE										PROJECT START DATE:		PROJECT COMPLETION DATE:		CALENDAR DAYS REMAINING:	
		Project Manager NQ		Quality Control Engineer AK		Project Engineer JS		Engineering Technician AA		Word Processor GS		TOTALS					
Task Series	Code	PCE Act. Code	Hours Budgeted	PCE Act. Code	Hours Budgeted	PCE Act. Code	Hours Budgeted	PCE Act. Code	Hours Budgeted	PCE Act. Code	Hours Budgeted	PCE Act. Code	Hours Budgeted	PCE Act. Code	Hours Budgeted	PCE Act. Code	Hours Budgeted
Task Series 0300	Final Design	338	1	338/370	2	338/370	2	338/370	2	338/370	2	338/370	2	338/370	2	338/370	2
	0300 Meetings (1)	380/381	4	380/381	2	380/381	24	370	2	372	24	334	4	334	4	334	4
	0320 Plans & Specifications	380	1	380	0	380	1	380	1	372	2	334	2	334	2	334	2
	0325 NDH Approval	380	1	380	0	380	2	380	2	372	2	334	2	334	2	334	2
	0330 Incorporate NDH Comments	380	1	380	0	380	2	380	2	372	2	334	2	334	2	334	2
	0340 Construction Cost Estimate	380	1	380	0	380	2	380	2	372	2	334	2	334	2	334	2
	Person Hours		7		2		31		26		26		8		8		74
	Hourly Rate:		\$140		\$150		\$100		\$65		\$65		\$55		\$55		\$55
	Subtotal, Labor Cost:		\$980		\$300		\$3,100		\$1,690		\$1,690		\$440		\$440		\$6,510
Task Series 0400	Pre-Bid Assistance	338	0	338/370	2	338/370	2	370	0	380	2	334	1	334	2	334	2
	0400 Pre-Bid Conference	380	1	380	0	380	2	380	2	380	2	334	1	334	2	334	2
	0410 Produce Bidding Documents		1		0		4		0		4		4		4		9
	0420 Advertisement & Solicitation Assistance		1		0		4		0		4		4		4		9
	0430 Bidding Addenda		1		0		4		0		4		4		4		9
	Person Hours		1		0		4		0		4		4		4		9
	Hourly Rate:		\$140		\$150		\$100		\$65		\$65		\$55		\$55		\$55
	Subtotal, Labor Cost:		\$140		\$0		\$400		\$0		\$0		\$220		\$220		\$760
Task Series 0500	Post-Bid Assistance	438	1	438	1	438	1	470	1	470	1	434	1	434	1	434	1
	0500 Bid Opening		1		1		3		0		3		2		2		5
	0510 Bid Tabulation/Review		1		1		300		\$150		\$150		\$55		\$55		\$110
	0520 Recommendation of Award		1		1		\$300		\$0		\$300		\$220		\$220		\$410
	Person Hours		0		0		3		0		3		2		2		5
	Hourly Rate:		\$140		\$150		\$100		\$65		\$65		\$55		\$55		\$110
	Subtotal, Labor Cost:		\$0		\$0		\$300		\$0		\$300		\$220		\$220		\$410
Task Series 0600	Construction Initiation Services	438	2	438/470	2	438/470	2	470	1	470	1	434	2	434	2	434	2
	0600 Pre-Construction Conference		2		2		1		0		1		2		2		4
	0610 Construction Initiation Forms		1		1		3		0		3		2		2		3
	Person Hours		0		0		3		0		3		4		4		7
	Hourly Rate:		\$140		\$150		\$100		\$65		\$100		\$55		\$55		\$55
	Subtotal, Labor Cost:		\$0		\$0		\$300		\$0		\$300		\$220		\$220		\$520

ATTACHMENT A

SHOREVIEW BOOSTER STATION  
CITY OF SHOREVIEW, MN  
PCE Project No. P11XX

PCE PERSON-HOURS  
AND FEE ESTIMATE

PROJECT START DATE:  
PROJECT COMPLETION DATE:  
CALENDAR DAYS REMAINING:

Task Series	Description	Project Manager		Quality Control Engineer		Project Engineer		Engineering Technician		Word Processor		TOTALS
		NQ		AK		IS		AA		GS		
		Hours	Budgeted	Hours	Budgeted	Hours	Budgeted	Hours	Budgeted	Hours	Budgeted	
Task Series 0700	Construction Administration	438	2	438	2	438	2	434	2	434	1	5
	0700 Meetings (1)	486	1	486	1	486	1	486	1	486	2	6
	0710 Change Order Assistance	470	1	470	1	470	1	470	1	470	1	5
	0720 Shop Drawing Review											
	0730 Interpretation of Plans & Specifications											
	0740 Payment Requests Review											
	Person Hours	4		4		4		4		4		4
	Hourly Rate:	\$140		\$140		\$140		\$140		\$140		\$55
	Subtotal Labor Cost:	\$560		\$560		\$560		\$560		\$560		\$2,075
Task Series 0800	Field Observation	470	0	465	16	470	1					16
	0800 Field Observation											1
	0810 Materials & Equipment Testing Review											17
	Person Hours	0		0		0		0		0		0
	Hourly Rate:	\$140		\$140		\$140		\$65		\$55		\$55
	Subtotal Labor Cost:	\$0		\$0		\$1,700		\$0		\$0		\$1,700
Task Series 0900	Post Construction/Operational Services	465	4	465	4	465	4					8
	0910 Start-up Assistance											2
	0920 Substantial Completion Punchlist											2
	0930 Final Completion Punchlist											2
	0950 Recommendation of Final Acceptance											3
	0940 Record Drawings											3
	Person Hours	5		5		5		5		5		18
	Hourly Rate:	\$140		\$140		\$100		\$65		\$55		\$55
	Subtotal Labor Cost:	\$700		\$700		\$900		\$130		\$165		\$1,795
	Total Budgeted Person Hours	17		17		76		30		28		153
	Hourly Rate:	\$130		\$75		\$100		\$130		\$130		\$130
	TOTAL, PCE LABOR COST:	\$2,380		\$2,380		\$7,600		\$1,950		\$1,540		\$13,770
PCE Labor Cost:												\$13,770
Elec/Mech Engineer Labor Cost:												\$6,000
Direct Expenses:												\$200
TOTAL ENGINEERING SERVICE FEE ESTIMATE:												\$19,970

ATTACHMENT A

Shoreview MN Booster Station				
PCE / Naeem Qureshi				
9/23/2011 revision A				
Electrical design/bid/construction administration cost estimate				
Stuart Stephens/Barr				
TASK	ELECTRICAL ENGINEERING			
	Engineer	Designer	Drafting	Secretarial
<b>DESIGN and BID PHASE - drawings, specs, meetings, etc.</b>				
One project meeting with PCE and City at City offices	2			
Booster station electrical plan	3		2	
Booster station schematic sheet 1 of 2	3		2	
Booster station schematic sheet 2 of 2	3		2	
Specifications	4			
Project administration	3			4
Phone calls, memos, miscellaneous tasks, etc.	3			
Addendums	2			
<b>CONSTRUCTION ADMINISTRATION PHASE</b>				
Shop drawing review	3			
Change orders	2			
Phone calls, memos, miscellaneous tasks, etc.	3			
Final site visit	2			
<b>DESIGN and BID PHASE SUBTOTAL HOURS</b>	<b>23</b>	<b>0</b>	<b>6</b>	<b>4</b>
<b>CONSTRUCTION ADMINISTRATION SUBTOTAL HOURS</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2011 HOURLY RATE</b>	<b>\$155</b>	<b>\$105</b>	<b>\$90</b>	<b>\$65</b>
<b>DESIGN and BID PHASE SUBTOTAL</b>	<b>\$3,565</b>	<b>\$0</b>	<b>\$540</b>	<b>\$260</b>
<b>CONSTRUCTION ADMINISTRATION SUBTOTAL</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DESIGN and BID PHASE TOTAL COST</b>				<b>\$4,365</b>
<b>CONSTRUCTION ADMINISTRATION TOTAL COST</b>				<b>\$1,550</b>
<b>EXPENSES</b>				<b>\$85</b>
<b>GRAND TOTAL</b>				<b>\$6,000</b>

**PROPOSED MOTION**

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

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

To appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Planning Commission for terms expiring January 31, 2015.

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

**HUFFMAN**                                      \_\_\_\_\_                                      \_\_\_\_\_

**QUIGLEY**                                      \_\_\_\_\_                                      \_\_\_\_\_

**WICKSTROM**                                      \_\_\_\_\_                                      \_\_\_\_\_

**WITHHART**                                      \_\_\_\_\_                                      \_\_\_\_\_

**MARTIN**                                      \_\_\_\_\_                                      \_\_\_\_\_

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: JANUARY 10, 2012**

**SUBJECT: APPOINTMENTS TO PLANNING COMMISSION**

### **INTRODUCTION**

There are three vacancies on the Planning Commission. The City Council is being asked to fill these vacancies.

### **DISCUSSION**

The vacancy was advertised in the local newspapers requesting all interested applicants complete an application form and return it to the City Manager's office. The following six applicants have applied for this vacancy:

- Curt Proud
- Kenneth Hess
- Elizabeth Thompson
- Patricia Evans
- Brian McCool
- Sarah Bohnen

The City Council interviewed all applicants, excluding Curt Proud, at their workshop meeting on January 9, 2012. Curt Proud was not interviewed since he is a current member of the Commission.

During a discussion regarding committee/commission policies and procedures at their workshop meeting on January 3, 2011, it was the consensus of the Council that beginning in 2012, all members of the Planning Commission would be required to reapply after serving a full three-year term. They would then be considered in conjunction with other applicants. The Council viewed the Planning Commission differently than other advisory committees because it has its foundation in State laws and final decision making authority on variances.

### **RECOMMENDATION**

It is recommended that the City Council appoint three of the six applicants to the Planning Commission for terms expiring on January 31, 2012.



**Citizen Advisory Committees and Commissions  
Application Form**

Name Curtis M. Proud

Address 4716 Laura Lane, Shoreview, Minnesota 55126-6033

\*Home phone number 651-486-4872

\*Work phone number 612-723-5000

E-mail curtmp@comcast.net

How long have you lived in the City of Shoreview? 17 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes  No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority \*
- Economic Development Commission \*
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

\* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? Increasing the quality of life in Shoreview; Long-term sustainability of quality properties;

Making positive and insightful recommendations on changes to existing City Ordinances.

Using my background experiences in insurance, bonds, industrial operations and development and utility projects  
for the benefit of the City.

Briefly describe your work experience or other background information that would relate to this committee.

Former president of the homeowners association of a large planned unit development. former Manager of the land, records and claim department for a pipeline company that operated over 10,000 miles of petroleum pipelines and approximately 200 terminals and pump station in 12 Mideastern states. Manager at consulting company that selects routes, secures regulatory approvals, conducts title work & appraisals and acquires land for utility projects.

Please list other organizations or clubs that you have participated in. Toastmasters;

The Nature Conservancy; New Brighton Area Historical Society; Friendship Ventures;

Advisor / facilitator for a church youth group.

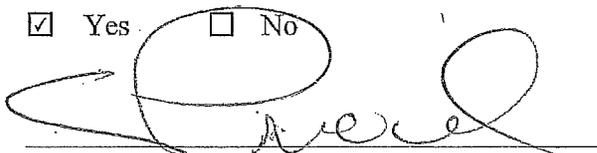
Why would you like to serve on this committee or commission?

I enjoy community service and believe my knowledge and skills will be of value to the Planning Commission.

Additional Comments: I am presently a member of the Planning Commission and believe my conduct as  
as a Commissioner and as a past Chair of the Commission has been appropriate and that I have made  
constructive analysis projects and positive contributions to the City of Shoreview.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes  No

  
Signature

November 29, 2011

Date

**City of Shoreview  
Citizen Advisory Committees and Commissions  
Application Form**

Name Kenneth M. Hess

Address 4453 Church Hill Street  
Shoreview, MN 55126

\*Home phone number (651) 788-9987 \*Work <sup>cell</sup> phone number (905) 218-7280

E-mail Hess KM H @ AOL. Com

How long have you lived in the City of Shoreview? ONE MONTH

Is there any reason that you would be unable to attend regular monthly meetings?

Yes      No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities? PAST EXPERIENCE

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Briefly describe your work experience or other background information that would relate to this committee. PLEASE SEE ATTACHED

Please list other organizations or clubs that you have participated in. \_\_\_\_\_

PLEASE SEE ATTACHED

Why would you like to serve on this committee or commission? VOLUNTEER

SERVICE HAS BEEN MY LIFE LONG DUTY

Additional Comments I HAVE SERVED ON BOARDS, COMMITTEES

& COMMISSIONS FOR OVER 30 YEARS AT STATE,  
COUNTY, CITY & NATIONAL LEVELS.

WOULD WELCOME INTERVIEW & CAN FURNISH REFERENCES.

\*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes     No

**Current Activities:**

Ventura County LAFCO, Commissioner/Alternate since 7/19/2000, Chair 2007\*  
Ventura County Fairboard, Gubernatorial appointment as Director in 2004, Chair 2008 \*  
Ventura YMCA, Board of Managers Mar 2009 – \*  
Ventura County Grand Jury, July 2010 – June 2011 & July 2011 -\*  
Resigned from each of these to Move to Minnesota – September 2011.

**Former Community Involvement:**

Named Citizen of the Year, City of Port Hueneme, 1982  
President & Executive Board Member, Port Hueneme Chamber of Commerce, 1976-82  
Trustee, Oxnard Community Hospital, 1972  
Member, Masonic Tri-Counties Legion of Honor  
Active in Lions Club, Kiwanis, Elks Club and other community groups

**Retirements:**

United States Air Force, 22 years, Master Sergeant, 1947-1969  
Allstate Insurance Company, 22 years, Office Manager/Agent, 1970-1992  
Mayor Pro-Tem/Councilman, City of Port Hueneme, CA 12 yrs, 1982-1994  
Ventura County District Attorney's Office, 6 ½ yrs, Family Support Officer, 1992-1999

**Government Experience: (1982-1994)**

**Councilman**, City of Port Hueneme, CA, 1982-1994  
**Mayor Pro Tem**, City of Port Hueneme, CA, 1991-1993  
• Extensive administrative and policy development experience in city government  
**Director**, State Board, League of California Cities, 1989-1993  
**Member & Former Chair**, Port Hueneme Housing Authority, 1978-1982  
**Member & Former Chair**, Port Hueneme Redevelopment Agency, 1982-1984  
**Member**, Administrative & Intergovernmental Relations Committee, National League of Cities, 1989-1993  
**Member**, Ventura County Grand Jury 2003-2004 & 2004-2005  
**Member**, Ventura County Drunk Driving Task Force, 1985-1989

**RELATED LOCAL EXPERIENCE:**

**Member**, Ventura County Grand Jury, 2003 – 2005  
**Chairman & Member**, Ventura County Association of Governments, 1982-1989  
**Chairman**, Port Hueneme Committee to Elect George Bush, 1988  
**Chairman**, Ventura County Committee to Elect Mike Antonovich to Senate, 1986  
**President**, GOP Men's Club, Ventura County, 1985  
**Commissioner**, Port Hueneme Housing Commission, 1980-1982  
**Chairman**, Port Hueneme Citizens Advisory Committee, 1979  
**President**, Port Hueneme Chamber of Commerce, 1977-1978  
**Director**, Ventura County Chapter, Navy League, 1983-1984

LEAGUE OF CALIFORNIA CITIES:

**President**, Channel Counties Division, 1987-1988

**Member**, State Board of Directors, 1989-1993

**Vice Chairman**, Administrative Services Policy Committee, 1989

**Member**, Administrative Services Policy Committee, 1985-1993

**Member**, Tax & Revenue Policy Committee, 1985-1987

MILITARY EXPERIENCE: (1947 – 1969)

**Sergeant Major**, U.S. Air Force, Turkey 1964-1966

**Police, Security, Intelligence & Administrative Supervisor**, (Top Secret Clearance)

**Recruiter**, U. S. Air Force, Ventura County, 1960-1964

**Recruiting Supervisor**, U. S. Air Force, San Fernando Valley, 1969

BUISINESS & INSURANCE EXPERIENCE: (1976 – 1992)

**Director**, Advisory Committee on Business Insurance, California Senate Committee on Insurance, Claims and Corporations, 1981- 1991 – Earthquake liability issues.

**President**, Insurance Group (LASIA) established by Assembly Bill 3554

**Director**, Southern California Joint Powers Insurance Authority, 1982- 1994

**Director**, Point Mugu Federal Credit Union, CA (Now Pacific Oaks Credit Union)

**Sales/Office Manager**, Allstate Insurance Company, (22 years)

State Licensed **Notary Public**, commissioned in 1963

State Licensed **Insurance Agent** since 1970

Licensed Agent, **National Association Securities Dealers**, 1972-1976

EDUCATION:

University of Maryland Bachelor of Science Program, Lack one year for BS, **Police Science**

Extensive insurance industry testing & training in insurance & mutual funds.

Notary Public, CA State Commission Number 1699393

CONTACT INFORMATION:

Address: 4453 Churchill Street, Shoreview, MN 55126

Phone: (651) 788-9987

Cell: (805) 218-7280

E-mail: hesskmh@aol.com

**City of Shoreview  
Citizen Advisory Committees and Commissions  
Application Form**

Name Elizabeth Thompson

Address 3486 Tiffany Lane  
Shoreview MN 55126

\*Home phone number 651 481 8829 \*Work phone number 612 791 0542

E-mail elizthompson1@gmail.com

How long have you lived in the City of Shoreview? 25 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes  No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

I am very interested in continuing to uphold the excellent community standards I have enjoyed as a long-term Shoreview resident. I am especially interested in considering redevelopment plans as our community matures.

Briefly describe your work experience or other background information that would relate to this committee.

I am an attorney with 25+ years of experience.  
My skills in analysis of issues and decision-  
making are well-developed. I am an adjunct  
law professor. I am a Rule 114 Mediator. → ①  
 Please list other organizations or clubs that you have participated in.

I am a member of the MN Bar Association,  
volunteer attorney with Childrens Law Center,  
active member on the Small Group Ministry team  
at Incarnation Lutheran Church.

I served on the Mounds View Community Education  
 Why would you like to serve on this committee or commission? I would like to  
offer my years of experience both professional  
and personal to keeping our community  
strong and vital.

Additional Comments I am providing a copy of  
my resume which further describes  
my experience. Thank-you for your  
consideration.

\*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes  No

- ① I have both civil and criminal law experience. Most recently I have taught the Employment Discrimination Mediation Clinic at Hamline University School of Law where claimants are mediating their employment discrimination charge before a federal Equal Employment Opportunity Commission mediator.
- ② advisory Council, a superintendents task force, and volunteered extensively in the District while raising my four children.

## ELIZABETH THOMPSON | ATTORNEY AT LAW

3486 Tiffany Lane Shoreview, MN 55126 612-791-0542 [elizthompson1@gmail.com](mailto:elizthompson1@gmail.com)

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**EMPLOYMENT** UNIVERSITY OF MINNESOTA LAW SCHOOL Minneapolis, MN

**HISTORY** *Adjunct Professor* 2007 to present

Interviewing Counseling and Negotiation: Develop course curriculum, perform lecture and facilitate small group sessions. Design and implement simulations and provide skills training.

HAMLIN UNIVERSITY SCHOOL OF LAW St. Paul, MN

*Adjunct Professor* 1991 to present

Lawyering Skills Courses: Topics include Client Interviewing, Client Counseling, Negotiation, and Mediation. Conduct large group lecture, small group interactive sessions, and individual critique sessions. Select and supervise small group instructors. Develop course curriculum.

*Practitioner in Residence*

Developed and taught a course on Negotiation. Course included lecture on Negotiation theory and concepts, discussion, demonstration, negotiation critique, negotiation preparation and performance.

WILLIAM MITCHELL COLLEGE OF LAW St. Paul, MN

*Adjunct Clinical Instructor* 1987 to present

Lawyering Course: Lead small group discussions and critique individual performances in trial advocacy. Topics include opening statement, direct examination, cross examination, closing argument, deposition, and appellate advocacy.

*Representation Professor* 2005 to 2008

Writing Representation: Advice and Persuasion (WRAP) Course.  
Representation Professor teaching client interviewing, client counseling, negotiation, mediation and motion practice advocacy.

**MEDICAL AND LEGAL EXPERT RESOURCES** **St. Paul, MN**

*Director* 2000 to present

Evaluate medical malpractice cases. Provide expert review and evaluation in all medical specialties. Conduct evaluation, trial preparation and expert witness preparation in contested cases, both plaintiff and defense.

**MINNESOTA DEPARTMENT OF EDUCATION** **St. Paul, MN**

*Hearing Review Officer (HRO)* 1993 to 2000

Provide timely and effective hearing appeals of Independent Hearing Officers' decisions in Special Education Due Process Hearings on a contract basis for the Minnesota Department of Education. Review entire hearing record, such additional evidence as may be properly submitted and appellate briefs to assure compliance with Federal and State Special Education Law and Rule; render a written decision including Findings of Fact, Conclusions of Law, and Order. Attend Special Education HRO training.

**INDEPENDENT SCHOOL DISTRICT 621** **St. Paul, MN**

*Assistant Coordinator of Community Education* 1990-1991

Assist Coordinator in administering Community Education Department for the twelfth largest school district in Minnesota. Supervise staff; prepare and maintain the budget; coordinate and supervise committee work; monitor relevant legislation; plan and design brochure for distribution to 66,000 residents; coordinate Youth, Senior, and Enrichment programming.

**MINNESOTA ADVOCACY INSTITUTE** **St. Paul, MN**

*Director* 1988 to 1990

Administer the day-to-day operations of the Minnesota Advocacy Institute, a professional skills training center of the Minnesota State Bar Association Continuing Legal Education Division; supervise staff; prepare and maintain the budget; design, plan, and schedule courses; conduct faculty training sessions; coordinate committee work; assist with fundraising; design and administer specialized in-house law firm training.

**MINNESOTA CONTINUING LEGAL EDUCATION St. Paul, MN**

*Assistant Director* 1987-1988

Plan and implement litigation courses; assisted in the development of the Advocacy Series which consists of litigation and trial advocacy courses specifically designed to emphasize strategies and tactics; work with various MSBA sections, and with numerous judges and practicing attorneys; responsible for course budgets, marketing and promotion.

**SAINT PAUL CITY ATTORNEY St. Paul, MN**

*Assistant Saint Paul City Attorney* 1987

Independent contract with St. Paul City Attorney to prosecute gross misdemeanors, misdemeanors, and petty misdemeanors.

**BELL, ARCAND, AND FLORIN St. Paul, MN**

*Attorney* 1985 to 1987

Civil litigation practice involving plaintiff personal injury and insurance defense; jury and court trial experience; substantial pretrial discovery experience including depositions of lay and expert witnesses; varied general practice background.

**RAMSEY COUNTY PUBLIC DEFENDER'S OFFICE St. Paul, MN**

*Law Clerk/Investigator* 1983 to 1985

Daily client representation in District, Municipal, and Juvenile courts; client representation during pretrial stages of litigation; legal research and writing of legal memoranda, trial briefs, and appellate briefs; investigation of criminal cases.

**RAMSEY COUNTY DISTRICT COURT St. Paul, MN**

*Bailiff/Law Clerk* 1982-1983

Legal research and writing; jury supervision and bailiff duties.

**RAMSEY COUNTY JUVENILE COURT St. Paul, MN**

*Law Clerk* 1981-1982

Coordinated court calendar; observed court proceedings; served as

guardian ad litem; conducted probation client interviews.

**RAMSEY COUNTY COMMUNITY CORRECTIONS**    **St. Paul, MN**

*Intern*    1980-1981

Assisted in administration of Volunteer Program; served as a juvenile probation officer; conducted custody and visitation evaluations and prepared recommendations in Domestic Relations Division.

**BROWN HOUSE SHELTER**    **St. Paul, MN**

*Counselor*    1980

**YOUTH EMERGENCY SERVICE**    **Minneapolis, MN**

*Crisis Phone Counselor*    1980



**City of Shoreview  
Citizen Advisory Committees and Commissions  
Application Form**

Name Patricia Evans

Address 3430 Richmond Ave

\*Home phone number 651-765-6059 \*Work phone number \_\_\_\_\_

E-mail patpeiffer@gmail.com

How long have you lived in the City of Shoreview? 12.5 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes       No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I want to see Shoreview

remain a vibrant and attractive  
community.

Briefly describe your work experience or other background information that would relate to this committee. As a former IT manager, I can

see the big picture. As a Stephen minister  
I know the importance of listening. Currently,  
I sub in the Moundsview school district in →

Please list other organizations or clubs that you have participated in. Committee

Member on Bikeways & Trailways since  
2003

Why would you like to serve on this committee or commission? I believe

in Shoreview and as a citizen of this  
community I know the importance of  
giving back.

Additional Comments \_\_\_\_\_

\*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes       No

Nutrition Services - one manager described me as thinking outside the box.

**City of Shoreview  
Citizen Advisory Committees and Commissions  
Application Form**

Name Brian S M Cool

Address 501 Lake Ridge Drive  
Shoreview, MN 55126

\*Home phone number 651-330-6860 \*Work phone number 612-492-7309

E-mail bmccool@fredlaw.com

How long have you lived in the City of Shoreview? 8 years 8 months

Is there any reason that you would be unable to attend regular monthly meetings?

Yes  No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

Please see attached.

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Briefly describe your work experience or other background information that would relate to this committee. \_\_\_\_\_

*Please see attached.*

Please list other organizations or clubs that you have participated in. \_\_\_\_\_

*Please see attached.*

Why would you like to serve on this committee or commission? \_\_\_\_\_

*Please see attached.*

Additional Comments

*Please see attached.*

\*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes     No

**ATTACHMENT TO APPLICATION FORM  
OF  
BRIAN S. MCCOOL  
FOR POSITION ON SHOREVIEW PLANNING COMMISSION**

*What are your specific area of interest within this committee's or commission's scope of responsibilities?*

Through my representation of numerous clients in connection with real estate projects throughout Minnesota, I have developed a deep appreciation for the role that a planning commission can play in a community's long-term development and success. I am interested in using my skills and experience in the real estate industry to help the City of Shoreview ensure that its valuable real estate is used and developed in the best and most responsible manner possible.

*Briefly describe your work experience or other background information that would relate to this committee.*

I am a shareholder in the real estate group at Fredrikson & Byron, P.A., which is the third largest law firm in Minnesota. I have been practicing at Fredrikson & Byron since 2002, and during my time at the firm I have worked extensively with real estate owners and developers relating to a wide variety of residential and commercial development projects. Through this work, I have become familiar with and developed a strong understanding of the numerous questions that must be addressed and considered when evaluating real estate developments. Additionally, I have represented numerous clients before cities, counties, and townships, which has allowed me to understand and appreciate the important role that governmental bodies, such as planning commissions, can play in promoting responsible, sustainable, and economically beneficial development. In short, I believe the varied experiences I have had in the Twin Cities' real estate community provide a strong foundation that will allow me to be a productive member of the Shoreview Planning Commission.

To provide additional information about my background, I have also included a copy of my bio from my law firm's website.

*Please list other organizations or clubs that you have participated in.*

Member, Board of Directors, Shoreview Area Housing Initiative

Co-Chair, Land Use Subcommittee, National Association of Industrial and Office Properties – Minnesota Chapter

Member, Public Policy Committee – National Association of Industrial and Office Properties – Minnesota Chapter

Member, Board of Directors, Buena Vista University National Alumni Association

*Why would you like to serve on this committee or commission?*

My wife, Jennifer, and I have lived in Shoreview for nearly nine years. We purchased a new home here in April 2010, and we fully intend to raise our family in Shoreview. Because we have made a long-term commitment to this community, I am sincerely interested in finding a way to contribute to the city's continued prosperity.

With my education and professional background, I believe that I would perform well as a member of the Shoreview Planning Commission. I expect that the coming years will bring forth many new challenges and opportunities for our community. I am excited to have a chance to be a part of the team that works to continue to make this city a place we all can be proud to call home.

*Additional Comments:*

I would be happy to provide additional information to answer any questions you may have regarding my background or qualifications for a position on the Shoreview Planning Commission.

Thank you in advance for your consideration of my application.

**Fredrikson**  
& BYRON, P.A.



**Brian S. McCool**

[bmccool@fredlaw.com](mailto:bmccool@fredlaw.com)

p: 612.492.7309

f: 612.492.7077

Assistant: Debbie Kleist  
612.492.7549

#### MEET BRIAN

One size fits all does not work with legal advice. I pride myself on working closely with each of my clients to develop creative solutions to their unique legal issues.

#### INTRODUCTION

Brian is a shareholder in Fredrikson & Byron's Real Estate Group. Brian has a multi-faceted real estate practice, with a particular focus on representing clients involved in disputes involving real property. He represents clients with a wide range of real estate-related disputes, including mortgage foreclosure actions, workouts, receiverships, landlord-tenant fights, construction claims, mechanic's lien issues, boundary disputes, zoning actions, and disputes arising from purchase and sale transactions. Additionally, Brian also assists land owners, developers, and builders navigate through the myriad of local, state, and federal regulations that impact the use and development of real property. He also represents clients in a variety of commercial and residential real estate transactions, including the acquisition, disposition, construction, leasing, and financing of properties.

#### EDUCATION

- University of Iowa College of Law, J.D., 2002, *with highest distinction*
- Buena Vista University, B.A., Finance/Banking and Economics, 1999, *summa cum laude*

#### BAR ADMISSIONS

- Minnesota, 2002
- U.S. District Court for the District of Minnesota, 2003

#### PRACTICE AREAS

- Real Estate
- Real Estate Litigation
- Construction

## SELECTED PUBLICATIONS &amp; PRESENTATIONS

- Speaker, "The Magnificent 7 - Seven Mortgage Foreclosure Cases You Need To Know," 2011 Real Estate Institute, Minnesota State Bar Association Continuing Legal Education, November 4, 2011
- Speaker, "What a Mess – The 5 Most Common Commercial Lease Disputes and How to Avoid Them," Resolving Real Estate Disputes & Problems, Minnesota State Bar Association Continuing Legal Education, August 15, 2011
- "Cities Are Back in the Variance Business: Legislature Removes Roadblock to Variance Applications by Making Much-Needed Changes to Variance Statutes." *FredNEWS: Real Estate*, August 2011
- Speaker, "Drafting Documents to Avoid Disputes – Focus on Indemnity Agreements and Guarantees," Webcast for Minnesota State Bar Association Continuing Legal Education, June 22, 2011
- Speaker, "Legal Strategies for Starting Development," 2011 Minnesota Land Development Conference, Minnesota Real Estate Journal, May 13, 2011
- Speaker, "Landlord – Tenant Law: Leases, Evictions, Litigation & Settlements," Sterling Education Services, Inc., April 13, 2011
- Speaker, "Highlights of the 2010 Real Estate Institute," Minnesota State Bar Association Continuing Legal Education, March 18, 2011
- Speaker, "Drafting Documents to Avoid Disputes – Focus on Indemnity Agreements and Guarantees," 2010 Real Estate Institute, Minnesota State Bar Association Continuing Legal Education, November 12, 2010
- Speaker, "Stimulus, Infrastructure Funding, and the Double-Edged Sword, 2009 Minnesota Land Development Conference, Minnesota Real Estate Journal, May 28, 2009
- "The 2008 Minnesota Legislative Session Brings Many Real Estate Law Changes." co-authored with Mary Ranum and Brian Clark, Summer Associate, *FredNEWS: Real Estate*, August 2008
- Speaker, "Legislative and Case Law Updated: Impact on Developers," 2008 Minnesota Land Development Conference, Minnesota Real Estate Journal, May 14, 2008
- "Legislative Response to Surge in Foreclosures." Fredrikson & Byron Real Estate Conference: Troubled Real Estate Loans in a Down Market, April 30, 2008
- Speaker, "Attorney's Guide to Commercial Evictions," National Business Institute, February 4, 2008
- Speaker, "From Land Acquisition to Entitlements," 2007 Minnesota Land Development Conference, Minnesota Real Estate Journal, May 17, 2007
- Speaker, "Equity Stripping and Foreclosure Reconveyance Transactions – The Good, the Bad, and the Ugly," Mortgage Foreclosures in Minnesota, Minnesota State Bar Association Continuing Legal Education, May 15, 2007
- Speaker, "Commercial & Residential Evictions and Collecting Overdue Rent in Minnesota," Sterling Education Services, Inc., April 26, 2007
- Speaker, 2006 Land Development & Redevelopment Conference, Minneapolis, May 10, 2006
- Speaker, "It's Not Whether You Win or Lose, It's Whether You Can Avoid The Fight – Drafting Documents To Avoid Disputes," 2005 Real Estate Institute, Minnesota State Bar Association Continuing Legal Education, November 2005
- "Minnesota's Equity-Stripping Statute." *Fredrikson & Byron's Real Estate Focus Newsletter*, June 2005
- "Security Interests in Contracts for Deed." co-authored with Mary S. Ranum, *Fredrikson & Byron's Real Estate Focus Newsletter*, November 2004, *Fredrikson & Byron's Bank Focus Newsletter*, June 2004
- "Developments Concerning Minnesota's Homestead Law May Have You Looking for New Neighbors." co-authored with John M. Koneck, *Fredrikson & Byron's Real Estate Focus*

*Newsletter, November 2003*

**PROFESSIONAL ACTIVITIES**

- Co-Chair, Land Use Subcommittee, National Association of Industrial and Office Properties (NAIOP) – Minnesota Chapter
- Member, Public Policy Committee, NAIOP – Minnesota Chapter
- Member, Board of Directors, Shoreview Area Housing Initiative

**HONORS & DISTINCTIONS**

- 2011, 2010, 2008, 2006 Minnesota Rising Star, *Minnesota Super Lawyers* magazine and *Minnesota Law & Politics* magazine
- Order of the Coif
- Best Overall Advocate, 2001 Van Oosterhout Memorial Moot Court Competition

**City of Shoreview  
Citizen Advisory Committees and Commissions  
Application Form**

Name Sarah Bohnen

Address 1401 Knoll Drive • Shoreview, MN 55126

\*Home phone number 651-325-8390 \*Work phone number 651-292-2616

E-mail Sarah.Bohnen@gmail.com

How long have you lived in the City of Shoreview? 22 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes     No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I am interested in the continual process

of meeting and exceeding future goals and objectives for the development of Shoreview.

Briefly describe your work experience or other background information that would relate to this committee. I have seven years of marketing & investor

Relations experience in both Healthcare & Finance in the  
Twin Cities area. I'm a highly organized individual capable  
of dealing w/ competing priorities.

Please list other organizations or clubs that you have participated in. \_\_\_\_\_

MWMC - Minnesota Women in Marketing & Communications.  
Reading Buddy - Turtle Lake Elementary  
Ramsey County Election Judge

Why would you like to serve on this committee or commission? Being raised in

Shoreview and returning to live here as an adult,

I have a vested interest in the current & future

developments of this city. I am eager to be more involved  
in city matters.

Additional Comments I'm a concise communicator, a natural

at delegation and a public policy enthusiast.

\*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes     No