

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
FEBRUARY 19, 2013
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Human Rights Commission Poster Contest Winners

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. February 4, 2013 City Council Meeting Minutes
2. February 11, 2013 Council Goal Setting Minutes
3. Receipt of Committee/Commission Minutes-
--Bikeways and Trails Committee, February 7, 2013
4. Monthly Reports
--Administration
--Community Development
--Finance

- Public Works
- Park and Recreation

5. Verified Claims
6. Purchases
7. License Applications
8. Approval of 2013 Street Sweeping Agreements
9. Approval of Ordinance Establishing Fee Schedule for 2012 Operation and Maintenance Costs Associated with SLID
10. Approval of Purchase of Scheduled Replacement of Backhoe
11. Acceptance of Gifts for Human Rights Commission Poster Contest
12. Authorize Purchase of Replacement Fire Protection System for Community Center/City Hall

PUBLIC HEARING

GENERAL BUSINESS

13. Amendment to City Code Section 309, Code of Ethics*
14. Approval of Change to Employee Handbook Policies
15. Amendment to City Development Regulations Sections 202 and 205, Commercial Districts
16. Approve Purchase of Replacement Playground Equipment for Bucher Park

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

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

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
February 4, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on February 4, 2013.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the February 4, 2013 agenda as submitted.

VOTE: Ayes - 4 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

Mr. Todd Sharkey distributed a packet of documents to the Council and identified the following documents: Exhibits A, Certificate of Deed; Exhibit B, Letter to Dr. Charles E. Bregel, dated July 24, 1978; Exhibit B1, section map of the property at 1000 Oakridge Avenue; Exhibit C1, Notice of Public Hearing for a subdivision of 1013 Oak Ridge Avenue; Exhibit F1, City Resolution No. 93-19; Exhibit L1, Declaration of Easement dedicated to the public; Exhibit N1, copy of a legal document that states that neither easements nor dedicated public rights-of-way can be created within the Registered Land Survey (RLS) (the property at Oak Ridge is an RLS); Exhibit S1, a diagram of a turn-around, none of which is part of 1000 Oak Ridge Avenue; Exhibit T1, turn-around as agreed to by the City, not a cul-de-sac--the turn-around was granted to the public; Exhibit U1 City of Shoreview Municipal Code setback requirements for accessory structures. At this point, Mr. Sharkey had used his three minutes allowed for Citizen Comments.

COUNCIL COMMENTS

Mayor Martin:

TCF on Lexington and Red Fox Road has opened. The Grand Opening will be Tuesday, February 5, 2013.

The *Slice of Shoreview* Committee is holding its annual fundraiser, *Taste of the Slice* on February 21, 2013, beginning at 5:30 p.m. at the Shoreview Community Center. Area restaurants are donating food. More information is available on the City's website. Tickets can be purchased at the door, but there is a discount if tickets are purchased early.

Councilmember Wickstrom:

Beyond the Yellow Ribbon held its *Build A Burger* event Monday night in White Bear Lake at the VFW. This event raises money to help returning military personnel and their families. The *Yellow Ribbon Steering Committee* will meet at Roseville City Hall on February 21, 2013, at 7:00 p.m. Anyone interested is welcome to attend.

The Environmental Quality Committee (EQC) has begun its annual speaker series. The next program is on February 20, 2013, at 7:00 p.m. in the Council Chambers. The topic will be "How to Reduce Energy Consumption in the Home." The program will be taped and replayed over Cable TV.

The Legos State Tournament was held last Saturday. The purpose of the organization is to organize in teams, find a problem and solve it. Over 500 teams are in the program; 70 went to the state tournament, five of which were from Shoreview and won a number of awards, including first place in three categories: innovative solutions, technical design category, and team spirit. One team took second place in research. The teams are: Ponytail Posse, Height Differential, Imaginative Orange Pi, Gamemakers, Electric Solution Monsters.

Councilmember Johnson:

Thursday, February 7, 2013, Northwest Youth and Family Services will hold its 2013 Service to Youth Awards. The event is from 5:30 to 7:30 p.m. for dinner. Councilmember Quigley will be a recipient of an award that evening. Full information is available at nyfs.org.

Councilmember Quigley:

Noted that former Councilmember Blake Huffman, now Ramsey County Commissioner has decorated his new office with Shoreview Gallery 96 art work.

CONSENT AGENDA

Item Nos. 2 and 10 were pulled for separate consideration.

No. 10: Acceptance of Gifts for Human Rights Commission Poster Contest

Councilmember Withhart noted and recognized the following businesses and individuals who donate prizes for the Human Rights Poster Contest.

Rainbow Foods
 Bruegger's Bagels
 Nancy Hite
 Lee's Champion Tae Kwon Do
 C&E Hardware
 Anna's Hallmark
 Shoreview Community Center
 Mansetti's
 Red Ginger Asian Bistro
 Julie Williams

No. 2: January 2013 City Council Minutes

Councilmember Wickstrom noted a correction on page 1. Reference to the team, Imaginative Orange Pie should read Pi, not Pie.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the Consent Agenda for February 4, 2013, and all relevant resolutions for item Nos. 1 through 13:

1. January 14, 2013 City Council Workshop Meeting Minutes, as submitted
2. January 22, 2013 City Council Meeting Minutes, as corrected
3. Receipt of Committee/Commission Minutes:
 - Economic Development Authority, January 14, 2013
 - Public Safety Committee, January 17, 2013
 - Environmental Quality Committee, January 28, 2013
4. Verified Claims in the Amount of \$705,858.78
5. Purchases
6. License Applications
7. Adoption of Administrative Penalties for Tobacco Violation - Exxon of Shoreview and Heather Dahlberg
8. Developer Escrow Reduction
9. Authorization to Participate in the Metropolitan Council's Inflow/Infiltration Grant Program
10. Acceptance of Gifts for Human Rights Commission Poster Contest
11. Authorize Replacement of Units 206 and 207
12. Revise the City's Tax Compliance Policy Relating to Tax-Exempt Bonds and "Build America Bonds"
13. Approval of 2013 Insurance Coverage

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARING**AUTHORIZATION TO PREPARE PLANS AND SPECIFICATIONS - GASTON, GROVE, ST. ALBANS WATER MAIN EXTENSION, CP 13-03****Presentation by City Engineer Tom Wesolowski**

The City Council received the feasibility report at the January 7, 2013 City Council meeting and called for a public hearing on this project.

The majority of the neighborhood, 14 residents, is not served by a water main. The project includes rehabilitation of streets. It is City policy that all underground utilities in the service area be installed prior to street improvements. An informational meeting was held with residents on November 8, 2012. Currently, there is a six-inch water main stubbed to Gaston and Grove Avenues. The roadway is 32 feet wide with surmountable curb and gutter. There is a storm water collection system. The proposed improvements include a water main installed by directional drilling and rehabilitation of the streets. The sanitary sewer is clay pipe and will be relined at a later time. The storm sewer is functioning properly, and no improvements are planned.

The estimated total cost for the project is \$98,000 to be funded with special assessments and bonding. The estimated water main assessment is \$7,829 per unit. The assessment includes the source and supply charge for the water system.

Project Schedule:

| | |
|-------------------|--------------------------------------|
| February 4, 2013 | Public Improvement Hearing |
| February 19, 2013 | Approval of Plans and Specifications |
| March 14, 2013 | Bid Opening |
| March 18, 2013 | Council Award Contract |
| May 2013 | Construction Start |
| June 2013 | Construction Complete |
| June 2014 | Assessment Hearing |

City Attorney Filla stated that he has reviewed the affidavits and the required notices for the public hearing are in order at this time.

Mayor Martin opened the public hearing at 7:25 p.m.

Mr. Robert Wurscher, 655 Gaston Avenue, stated that wells in the neighborhood are 126 feet deep, and residents enjoy good water. Everyone has put in a new pump or storage tank. No one wants the water main to hook up to City water. It feels like residents will be forced to do this to fall in line and make this neighborhood like everyone else. Road repairs are understood, but no one wants to spend over \$8,000 for a water main. Homes cannot be sold with such a high assessment. It is a burden. He requested that the Council consider that 14 families are satisfied with the water as it is now.

Mayor Martin stated that if the street work is postponed, there will be only more serious problems as it deteriorates. Mr. Maloney stated that the City plans street rehabilitation before they deteriorate into the category of needing full reconstruction, which is much more costly. If the work is not done now, within six or seven years it may deteriorate to the point that a full depth reclamation method cannot be used but would have to be fully reconstructed, and the cost would be substantially higher.

Mr. Wurscher responded that if installation of the water main is through boring, there will be little disturbance of the road. Mr. Wesolowski explained that directional boring as opposed to an open cut means that holes have to be dug every 100 feet in order to pull the pipe from one point to the next.

Mr. Matt Segler, 665 Grove Avenue, asked if residents would have to hook up to City water if the water main is put in. Mr. Wesolowski stated that there is no policy requiring water connection. Mr. Schwerm stated that there is a water availability charge on utility bills to help fund maintenance of the entire system and for fire protection.

Public Works Director Mark Maloney explained that the reason why the City is scheduling work in this neighborhood is because the road pavement needs rehabilitation. The City street renewal policy was adopted in 1975, and amended in 1988. The rationale for the policy is to insure that all of the utility work should be done at the same time to make sure money is not spent and the investment lost when later a decision is made to install water main and service lines.

City Manager Schwerm added that when money is put into rebuilding a street, the street is expected to last 20 to 30 years depending on soils. It is more difficult to again invest money in a water main when the wells go bad and there is nothing wrong with the street. That is why the policy was put in place.

Mr. Maloney noted that the planned street rehab work will not be assessed. The value of the street work is approximately \$500,000 per mile.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to close the public hearing at 7:30 p.m.

VOTE: Ayes - 5 Nays - 0

Councilmember Wickstrom stated that while she is sympathetic with residents, the Council must look out for the public good. The wells in the neighborhood are in the range of 20 to 38 years old. If the water main is not put in now, it will cost more later in addition to the road work that will have to be redone, which are general tax dollars.

Councilmember Withhart agreed and stated that the Council has to balance the best interests of everyone. The Public Works Department has evaluated every street in the City to figure out timing for improvements. The schedule used is to prevent potholes and a lot of patching.

Mayor Martin added that once the water main is in the roadway, it will be easy for residents to connect either now or in the future. While she understands residents do not want to incur this cost, it is preferable to connect to City water rather than fixing a well. The water main also improves

public safety by providing fire hydrants to the neighborhood. If the street work is not done this year, it will be another six to eight years before it comes up on the schedule again.

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to adopt Resolution No. 13-14 directing the preparation of plans and specifications and ordering the improvements for the Gaston, Grove, St. Albans Neighborhood Water Main Extension, City Project 13-03.

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

GENERAL BUSINESS

AWARD OF BONDS

A. AWARD SALE OF \$4,150,000 GENERAL OBLIGATION BONDS, SERIES 2013A

B. AWARD SALE OF \$3,555,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013B

Presentation by Finance Director Jeanne Haapala

Standard & Poors has reaffirmed the City's AAA bond rating for debt issues for this year. Some of the key reasons for the bond rating given by Standard & Poors include strong financial performance, financial policies, budget, long-term financial planning, access to and participation in a strong metropolitan area, high income levels, maintenance of very strong reserves, conservative policy, moderate debt burden, continued commercial development, impressive business retention program, unemployment rate below national levels, a very diverse total net tax capacity, and strong financial management. Financial practices are strong and well imbedded for sustainability.

Two debt issues are being considered. One is for new money in the amount of \$4,150,000 to finance the street rehabilitation program and utility portions of other City projects. The low bid was from BOSCO at 1.56%. The second debt issue, in the amount of \$3,415,000, is to refund four outstanding debt obligations issued in 2004 and 2006. The low bid is 1.06%.

Ms. Terry Heaton, Springsted, stated that the estimated savings for refinancing the four outstanding debts is nearly \$280,000. She further emphasized that Shoreview's financial planning efforts are the reason for the AAA bond rating and this was achieved at a time of economic downturn.

Councilmember Wickstrom stated that Shoreview has the tools in place to maintain financial flexibility. Some communities are scaling back and eliminating flexibility.

Mayor Martin added that some cities are using their reserves to decrease the tax levy.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt proposed resolution #13-17 authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$4,150,000 general obligation bonds, Series 2013A.

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

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to adopt proposed resolution #13-18 authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$3,415,000 general obligation refunding bonds, Series 2013B.

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

REZONING/PRELIMINARY PLAT/PLANNED UNIT DEVELOPMENT-DEVELOPMENT STAGE, PaR SYSTEMS, INC., 625, 655, 707 COUNTY ROAD E WEST

Presentation by City Planner Kathleen Nordine

In September 2012, a site and building plan was approved for PaR Systems to construct an addition at 625 County Road E West. Approval was granted with the condition that PaR Systems submit a PUD application within one year. The intent of the PUD is to recognize the use of the two parcels of property by a single user. The property at 707 County Road E is 4.82 acres with a developed office/manufacturing building of 71,205 square feet. The property at 625/655 is 5.32 acres and has two buildings with off-street parking and storm water management facilities. The building at 655 is 18,000 square feet for offices; the building at 625 is 45,760 square feet and is used as a manufacturing/warehouse and office building.

The proposal is consistent with the City's Comprehensive Plan. This property is also in a Policy Development Area (PDA No. 17), which is targeted for redevelopment. The rezoning is consistent with adjoining uses. There are no adverse impacts. The PUD defines the relationship between the parcels and site improvements. There is a plat deviation for the buildings at 655 and 625, as the structures are set back 22.2 feet. The requirement is 30 feet.

The Planning Commission approved a requested variance to reduce the parking lot setback adjacent to County Road E from 20 feet to 6.2 feet. Also, the parking lot setback at the side lot line is reduced to 0. The building at 707 has a setback of 37.6 feet, not the required 75 feet.

The site does have a shortage of 98 parking stalls from what the City requires. The applicant has shown proof of parking on site. With the proof of parking, the deficiency is 62 stalls. The applicant states that based on need, it is believed there is adequate parking for employees. The Development Agreement includes language to notify the City should the use on this property change, which would require an amendment to the PUD.

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

Planning Commission Chair Solomonson stated that the Commission's discussion focused on parking. The added language in the Development Agreement and the fact that there is shared

parking on the site satisfied the Commission. The application is recommended for approval on a 6 to 0 vote.

Mayor Martin stated that PaR is creating a campus. Because the property is owned by one group, the deviations are acceptable.

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adopt Ordinance #902 and approve the rezoning, preliminary plat and planned unit development stage applications submitted by PaR Systems/Welsh for 625, 655 and 707 County Road E West, subject to the following:

Rezoning

1. This approval rezones the property from BPK, Business Park, to PUD, Planned Unit Development with an underlying zone of BPK, Business Park.
2. Rezoning is not effective until approvals are received for the Final Plat, PUD - Final Stage and development agreements executed.

Preliminary Plat

1. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City.
2. The final plat shall include drainage and utility easements along the property lines and storm water ponding areas. Drainage and utility easements along the roadways shall be 10' wide and along the side lot lines these easements shall be 5' wide as required by the Public Works Director.
3. Private agreements shall be secured between the parcels in the subdivision regarding joint driveway, parking, stormwater, utility and maintenance agreements. Said agreements shall be submitted to the City Attorney for review and approval prior to the City's release of the Final Plat.
4. Executed and recorded copies of the required agreements and association documents shall be submitted to the City prior to the issuance of a building permit.
5. The Final Plat shall be submitted to the City for approval with the Final Stage PUD application.

Planned Unit Development – Development Stage

1. The permitted uses of the buildings on these properties is for manufacturing, warehouse and office uses as depicted on the submitted and approved site plans on file with the City for each parcel. Any change in use or occupancy of the building as determined by the City Planner will require an amendment to the Planned Unit Development.
2. Private agreements shall be secured between the parcels in the subdivision regarding joint driveway, parking, stormwater, utility and maintenance agreements. Said agreements shall be submitted to the City Attorney for review and approval prior to the City's release of the Final Plat.
3. At the time the proposed addition is constructed on the building at 625 County Road E, the applicant is encouraged to enhance the exterior appearance of the building at 655 County Road E.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated business park land use in the Comprehensive Plan.
2. The proposed subdivision complies with the subdivision standards identified in the City's Development Code.
3. The proposed PUD for these properties is beneficial because it will formally recognize the use of these properties by a single user and the shared facilities and infrastructure that exist within this development.

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

**SITE AND BUILDING PLAN REVIEW - RAMSEY COUNTY PARKS & RECREATION,
5959 LEXINGTON AVENUE (RICE CREEK DOG PARK)**

Presentation by City Planner Kathleen Nordine

The application is to develop a trail head for Rice Creek Regional Park. This is part of a Master Plan to connect a regional trail to connect Centerville and Lino Lakes to the Mississippi River in Fridley. Proposed improvements include an off-street parking area to serve a 10-acre off-leash dog recreation area and three miles of bituminous trails. There will be a canoe/kayak landing at this site.

The City Council is required to make a finding that the plan is not in conflict with land uses of adjoining properties. The proposal is consistent with the Comprehensive Plan. The area is zoned Open Space. The area near the creek is in a flood plain. No fill is proposed. A park is a permitted use. There are no storm water management facilities.

The proposal includes a rain garden and an infiltration area, and in the lower parking lot, porous concrete will be used. Two landmark trees will be removed, and 12 replacement trees will be planted. The oak savannah theme is consistent with the other landscaping in the area. The restroom building will be concrete block with a gable roof, hardboard siding and lighted with natural lighting. The plans comply with City requirements. A permit from Rice Creek Watershed District is required. The parking area will have signs, lights and security cameras.

Property owners within 350 feet were notified of the project. No comments were received. The Ramsey County Parks Department will hold a meeting for area residents later this month.

The Planning Commission reviewed the proposal and supports the improvements. Approval is recommended on a 6 to 0 vote. Staff is recommending approval.

Planning Commission Chair Solomonson stated that the Commission is very complimentary of the plan because of it focuses on lighting and safety.

Mr. Gus Plummer, Landscape Architect, Ramsey County, was present to answer questions. He stated that the neighborhood to the south was not notified. The plan is to meet directly with the neighborhoods to explain the temporary parking.

Withhart stated that there usually are more than 20 cars in the parking lot and asked if the use of that parking lot is being underestimated. He has observed cars waiting in line for others to leave. This has been a major concern for safety. **Mr. Plummer** responded that additional parking would be added if the need arises. Further, there are two light poles being installed with the possibility of using mobile cameras. The existing temporary lot is not set up for the Sheriff to easily pull in and monitor activity.

Johnson asked if the security cameras can monitor from afar. She suggested organizing a Neighborhood Watch and getting residents involved in being a watch group.

Councilmember Wickstrom asked about signage for temporary parking during construction. **Mr. Plummer** stated that signs will be posted on the site in advance.

Councilmember Withhart asked the project schedule. **Mr. Plummer** answered that construction is planned from June - August. The parking area may be constructed faster and then could be opened for use.

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to recommend that the City Council approve the Site and Building Plan application to redevelop the Rice Creek Trail North, Lexington Avenue Trailhead, 5959 Lexington Ave., subject to the following conditions:

1. This approval permits the redevelopment of the Lexington Avenue Trailhead in accordance with the submitted plans. The City Planner may approve minor changes to the submitted plans.
2. Final grading, drainage, erosion control and utility plans are subject to approval by the Public Works Director.
3. City permits are required for the new water and sewer taps, and associated service lines.
4. A surety for work on City infrastructure (water, sewer, and trail) is required in the amount of \$5,000.00.
5. Lighting on site shall comply with Section 206.030 of the Development Code.
6. City permits shall not be issued prior to Rice Creek Watershed District issuing a permit for the project.
7. All facilities of the park may remain open while the parking area is redeveloped, however in the event parking on City streets creates nuisance conditions, Ramsey County Parks will close the off-leash dog area until parking is again provided for park users at the Lexington Trailhead.
8. The Staff is authorized to issue grading and building permits for this project.

This approval is based on the following findings:

1. The proposed use is a permitted use in the OS, Open Space District and the GF, General Flood Plain District.
2. The use and proposed alterations are consistent with the Planned Land Use, goals and policies of the Comprehensive Plan, Chapter 4, Land Use and Chapter 10, Parks.

3. The storm water management plan is consistent with the City Surface Water Management Plan.
4. The redevelopment is consistent with the Architectural and Site Design criteria and other standards specified in the Municipal Code.

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

VARIANCE APPEAL - MICHAEL MORSE, 1648 LOIS DRIVE

Presentation by City Planner Kathleen Nordine

The applicant has appealed the Planning Commission's denial of his requested variances that are needed to retain and complete a partially built garage on his property. The variances requested are:

1. To exceed the maximum area permitted (75% of the dwelling unit foundation area or 750 square feet whichever is more restrictive). The area of the detached accessory structure is 1,100 square feet exceeding the maximum of 576 square feet permitted.
2. To exceed the combined areas of all accessory structures on the property (90% of the dwelling unit foundation area or 1,200 square feet whichever is more restrictive). The combined area of all accessory structures is 1,100 square feet exceeding the 691 square feet permitted.
3. To exceed the height of the house (15 feet) - a height of 15'11" feet is proposed.
4. To reduce the required 5-foot setback from a side property line to 2.3 feet.

In July, 2011, the City issued a Stop Work Order for an illegal detached accessory structure that does not comply with City ordinances and for which no permit was issued. A variance application was reviewed by the Planning Commission in July and August, 2011. It was found that practical difficulty is not present, and the variances were denied. In September, 2011, the City Council upheld the Planning Commission's decision. In October, 2011, the applicant was served notice to bring his property into compliance by November 1, 2011. In December, 2011, a public hearing was held on the matter, and abatement ordered. The City filed a complaint with Ramsey County District Court seeking an order to remove the structure. At this time, no decision has been made.

The Development Code permits the same or similar application within six months after denial. Mr. Morse has submitted his variance application a second time. The height exceeds the height of the home. Mr. Morse states that he plans to construct an addition onto his house, but the increased foundation area would not be allowed in calculating the size of a detached garage. There are three criteria to determine practical difficulty: 1) reasonable use of the property as permitted by the Development Code; 2) unique circumstances that would warrant a variance; and 3) allowing the variance would not alter the character of the neighborhood.

The applicant states that the house is small, which limits the size of a garage and that a smaller structure is not adequate for his storage needs. There is an existing drainage easement on the west side of the property that restricts the structure location. Encroachment into the side yard setback is needed. The applicant states that the new garage is located in the same place as the original one, but that cannot be verified. Finally, the applicant states that he was not aware that a building permit would be needed.

Staff concludes that the applicant does have reasonable use of his property. The area of the garage exceeds the area of the home making the garage the principal structure on the property. A garage of 1100 square feet is not reasonable for the size of the property. The impact cannot be mitigated for the property immediately to the west because of the proposed setback. The small size of the home is not a unique circumstance to justify a variance. Neither is the drainage easement unique nor does it create a need to encroach on the side yard. The mass of the structure is a concern. The neighborhood is characterized by smaller homes with detached garages. There is no space to address the visual impact, and drainage becomes an issue.

The comments received are generally in opposition to the variances, and residents are asking why the structure remains. The Planning Commission voted 6 to 0 to deny the variances and does not believe that practical difficulty is present.

Mr. Frederic Knaak, Attorney for Applicant, stated that Mr. Morse is a young person who wants to stay in the City. He has four vehicles that have to be parked in the driveway. Before building the garage, Mr. Morse toured the neighborhood to see what others had done. The garage he built is similar to others he saw. He did not know he needed a building permit. The roofing he was required to remove has been done. A complete tear-down would be in excess of \$15,000, and there would be no storage. The new garage would store all of his vehicles. The visual impact from the street looks like a double garage. He recognizes the City's permit process and is prepared to accept fines or fee penalties for violating procedures. He understands that the City does not want to establish a precedent, but being forced to tear it down would be a crushing financial burden. It would make it impossible for him to do any improvement to the property.

City staff recommends denial, and the Planning Commission denied the application after a full hearing stating that sufficient practical difficulty was not established. The location of the garage is in the exact location of the first garage and is an extension of that line. Close proximity to the house makes it impossible to move it over to comply with the side yard setback. The drainage ditch on the west side restricts placement of a garage. In the immediate neighborhood, all houses are small. The lack of storage in the home is the reason for a large garage. Owning a number of vehicles is common. Other types of accessory structures will not accommodate boats. Restrictions of accessory structure size denies storage of normal home items. He respectfully asked the Council to consider the extreme hardship it would be to have to remove the structure and allow the completion of the project.

Planning Commission Chair Solomonson stated that four variances are needed. There are objections from the neighborhood. The Planning Commission felt that the garage is too large for the neighborhood and would far exceed the size of most other garages. The Planning Commission could not accept a reduction to the side yard setback. The vote was 6 to 0 to deny the application.

Councilmember Quigley noted that one sketch on the original garage showed a 5-foot side yard setback as required and asked why it is not accurate if the new garage is built on the old site pad. Ms. Nordine explained that when the old garage was torn down, it was without a demolition permit, and it is not possible to determine the location of the original pad. A rough sketch shows the old garage 6 feet from the lot line, but without the previous site plan, it is difficult to verify.

Mayor Martin opened the discussion to public comment.

Mr. Gordon Girtz, 1336 Lois Drive, stated that the applicant is not considering the impact his garage has on adjoining properties. He can see it from his own property two houses down, and it will impact property values. Secondly, enforcement of the Code is inconsistent. He himself was unable to get an occupancy permit without a railing to the basement. Footings for his deck were 36 inches and had to be dug up to be put in at 48 inches deep. The applicant's garage has no footings and will not last. Everyone should be treated fairly. This is a good neighborhood, and this issue has brought a lot of anxiety with people feeling they have to choose sides. It would be helpful to know what is going on with the lawsuit to know something is being done. He commended staff for doing an outstanding job on an untenable position.

Mr. Knaak responded that the garage was built to full construction standards. Frost footings are in.

City Attorney Filla stated that there was a pretrial hearing for the lawsuit on Monday, January 28, 2013. The issues are unresolved, and the matter is set for trial on April 1, 2013. Efforts will be made to try to resolve the issue before that date, but he is not sure that can be done.

Mayor Martin stated that while she is very aware of the cost to Mr. Morse, there is also a cost to the City taxpayers with the legal ramifications.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to deny the following variance requests submitted by Michael Morse, 1648 Lois Drive, to retain and finish the partially-constructed detached accessory structure on his property:

1. To exceed the maximum area permitted (75% of the dwelling unit foundation area or 750 square feet whichever is more restrictive). The area of the detached accessory structure is 1,100 square feet exceeding the maximum of 576 square feet permitted.
2. To exceed the combined areas of all accessory structures on the property (90% of the dwelling unit foundation area or 1,200 square feet whichever is more restrictive). The combined area of all accessory structures is 1,100 square feet exceeding the 691 square feet permitted.
3. To exceed the height of the house (15 feet) - a height of 15' 11" feet is proposed.
4. To reduce the required 5-foot setback from a side property line to 2.3 feet.

Said denial is based on the following findings of fact:

1. The request does not comply with the spirit and intent of the City's Development Code and Comprehensive Plan due to the proposed size of the detached accessory structure. The accessory structure would become a dominant structure and use on the property and not be subordinate to the principal residential dwelling unit. With the proposed 2.3-foot setback from the side property line, open space between properties is not maintained and space is restricted to maintain the structure from the applicant's property.
2. Reasonable Manner. The applicant can use his property in a reasonable manner as permitted by the Development Code. In accordance with the City's regulations a two-car, 576 square foot detached accessory structure and a storage shed could be constructed on the property at the required 5-foot setback. The applicant's proposal is not a reasonable use because both the size and height of the structure are too large in proportion to the house and surrounding structures. Also, it is possible for the structure to be placed further away from the lot line.
3. Unique Circumstances. Unique circumstances are not present as there are other similar size homes in the neighborhood and the Development Code does provide the applicant with options to construct a reasonably sized accessory structure(s) on the property. The existing drainage easement on the east side of the property is not a unique circumstance and does not impede on the 5-foot side yard setback required from the west side lot line.
4. Character of the Neighborhood. The proposed size and mass of the structure and setback from the western side lot line does negatively impact the character of the neighborhood and adjoining properties. The residential character of the property is compromised by a structure that exceeds the foundation size of the home. Visual mitigation is not feasible due to the encroachment on the minimum 5-foot side setback required and limited space for landscaping, storm water management and building maintenance. A review of nearby residential properties reveals that the proposed garage is not consistent with the majority of other detached garages in the neighborhood.

Discussion:

Councilmember Wickstrom stated that she sympathizes with Mr. Morse, but what he is asking is too much. She also sympathizes with the neighbors. If she lived on the west side of his lot, she would not be happy to see such a large structure built. Some variances may be acceptable, but the structure is too long and too close to the lot line. The Code needs to be enforced, and she will support the motion.

Mayor Martin stated that with a 2.5 foot side yard setback and the length of the building, there is no way to mitigate its impact. She appreciates the applicant's wish to invest in the community, but the Code is not based on individual family needs. What is being requested would gut City ordinances and the Development Code which apply to homes and garages regardless of a small house or number of vehicles owned.

Councilmember Quigley stated that the Planning Commission has to address what is put in front of them. Without a permit, it is not known if there are frost footings. The variance for a side yard

setback makes the length of the garage a bigger issue. The degree of variance requested is beyond what is normally acceptable.

Mayor Martin stated that after the applicant's first request, staff allowed him to reapply without a six-month waiting period if he would make changes. That did not happen.

Councilmember Johnson expressed concern about the documentation for the project and the disparity caused among residents and Mr. Morse. With the letters and documents received, she has a big concern for safety and supports the motion.

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

Mayor Martin called a five-minute break at 9:45 p.m. and reconvened the meeting at 9:50 p.m.

CONDITIONAL USE PERMIT - DENNIS AND MARY LOUISE JARNOT, 1000 OAKRIDGE

Presentation by City Planner Kathleen Nordine

The applicant has applied for a Conditional Use Permit to expand a second detached accessory structure to exceed the maximum area permitted on a parcel that is larger than one acre. The property is 1.56 acres and developed with a two-story home with a foundation area of 1,983 square feet. Detached accessory structures in the rear yard include an attached garage of 753 square feet, a detached garage of 720 square feet and a storage shed of 168 square feet. With expansion of the shed, it would be moved to a 10-foot setback, not the current 5-foot setback. The addition would be 616 square feet, which would result in a structure of 784 square feet. This would total 2,257 square feet of structure to be used for storage of items. City Code allows a Conditional Use Permit for accessory structures to exceed combined permitted square footage up to 2,288 square feet or 90% of the dwelling unit. The exterior design of the addition is compatible with the home.

Staff finds the proposal consistent with the residential use of the property. Visibility of the addition is mitigated with existing vegetation and the distance from adjoining properties. Property owners within 350 feet were notified of the application. Two comments were received in support of the project. The Planning Commission held a public hearing on December 13, 2012, and found that the application is in compliance with Code. The application was approved on a 6 to 0 vote. Staff also recommends approval.

Planning Commission Chair Solomonson stated that the application is for a permitted use. There is existing screening and a 10-foot setback allows additional screening.

Councilmember Wickstrom noted that one document distributed during Citizen Comments specifically states that no further accessory structures are to be built on this property.

Mayor Martin responded that is the reason for the Conditional Use Permit, which overrides that note. Ms. Nordine added that Code standards for accessory structures were different at the time that note

was written. One accessory structure was built without a permit. The applicant was told to apply for a Conditional Use Permit or remove the structure. Mr. Jarnot did apply for a conditional use permit and also requested that he be allowed to construct a larger structure.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the Conditional Use Permit submitted by Dennis Jarnot, 1000 Oakridge Avenue, for a second detached accessory structure on the property, and adopt Resolution 13-20 subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The existing vegetation, along that portion of the side property line adjacent to the proposed structure must remain and be maintained.
3. A minimum setback of 10 feet is required from the adjoining side property line.
4. The exterior design and height of the structure shall be residential in scale and be consistent with the existing single family home. The height of the structure as measured from the lowest ground grade to the peak shall not exceed 18'. The exterior sidewalls shall not exceed 10' in height and any interior storage above the main floor shall not exceed 6' in height.
5. The structure shall be used for storage purposes of household and lawn supplies and equipment. The structure cannot be used as a residence.
6. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

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

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

ACCEPT LOW BID, AUTHORIZE PURCHASE OF BOOSTER EQUIPMENT IN CONJUNCTION WITH WATER SYSTEM IMPROVEMENTS, AND AUTHORIZE EXECUTION OF CONSTRUCTION CONTRACT - WESTON WOODS BOOSTER STATION, CP 12-02

Presentation by City Engineer Tom Wesolowski

The purpose for the purchase of the requested equipment is to increase the low water pressure in the Weston Woods townhouse area. Initial bids on the project were received on June 26, 2012, but were 40% higher than the engineer's estimate. All bids were rejected. Plans have been revised and the location of the booster station has been changed to reduce the cost. Revised plans and specifications were approved by the City Council on November 5, 2012. Staff met with the townhome association and the new plan was approved. Four bids were received and opened December 18, 2012. The low bid is from Northdale Construction Company in the amount of \$143,000. With the purchase of equipment quoted at \$60,483, the total project cost would be \$203,483, which is 10% over the engineer's estimate. The cost from the first bid has been reduced by over \$55,000. The bidding process was competitive. Further reductions would not be gained by rebidding again.

Staff recommends acceptance of the low bid from Northdale Construction Company to be financed from the bond issue and Water Fund. This project was scheduled in the City's Capital Improvement Program (CIP) for this year.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt Resolution No. 13-15 accepting the base bid from Northdale Construction Company, authorizing the Mayor and City Manager to execute a construction contract in the amount of \$143,000, and authorize the purchase of booster station equipment from Goodin Company in the amount of \$60,482.56 for the Water System Improvements - Weston Woods Booster Station, City Project #12-02.

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

APPOINTMENTS TO PLANNING COMMISSION AND PUBLIC SAFETY COMMITTEE

City Manager Schwerm reported receipt of six applications for the two vacancies on the Planning Commission.

As two new members were appointed to the Planning Commission last year, it was the consensus of the Council to reappoint Steve Solomonson and Pat Schumer. Steve Solomonson is recommended by the Planning Commission to be reappointed as Chair.

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to reappoint Steve Solomonson and Pat Schumer to the Planning Commission for terms expiring January 31, 2016 and to appoint them as Chair and Vice Chair, respectively.

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

There is one vacancy on the Public Safety Committee. Three applications were received and have been reviewed by the Committee. Henry Halverson is recommended for the appointment.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to appoint Henry Halverson to the Public Safety Committee for a term expiring January 31, 2014.

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

It was noted that all applicants are well qualified, and Councilmembers would like to see them apply for further openings.

Mayor Martin stated that the timing of appointments is awkward with terms ending at the end of January. She requested a review of appointment expiration dates to see if the process can be made smoother.

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley, to adjourn the meeting at 10:15 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE __ DAY OF _____ 2013.

Terry C. Schwerm
City Manager

**SHOREVIEW CITY COUNCIL WORKSHOP MEETING
MINUTES
February 11, 2013**

ATTENDEES:

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

Staff: Terry Schwerm, City Manager
Tom Simonson, Assistant to City Manager/Community Development Director
Mark Maloney, Public Works Director
Jeanne Haapala, Finance Director
Tessia Melvin, Assistant to City Manager/Communications

Facilitator: Gordon Hughes

CALL TO ORDER

Mayor Martin called the meeting to order at 5:15 p.m.

ROLL CALL:

All Councilmembers were present.

REVIEW OF RECENT ACCOMPLISHMENTS

Hughes reviewed some of the major accomplishments during the past few years that had been identified by staff and the City Council.

- AAA Bond Rating
- Adoption of 5-Year Operating Plan and conversion to 2 Year Budget
- Maintenance Center Project and LEED Certification
- Indoor Playground
- Park Renovations
- Strong Financial Performance of Community Center
- Maintain Low Tax and Spending Rankings Compared to other Communities
- Business Retention and Expansion
- Sustainability Focus
- Leadership Continuity
- High Quality of Life

WHY DID WE SUCCEED IN ACCOMPLISHING OUR GOALS

Hughes then asked why the City had succeeded in accomplishing these goals and the following

reasons were given:

- Forward thinking and Quality Elected Officials
- Staff Stability
- Long Term Focus
- Planning Emphasis with Funding Commitments
- Strong Reserves
- Residents Have Strong Trust
- Strong/Diverse Tax Base

OPPORTUNITIES FACING SHOREVIEW AND THEIR RELATIVE PRIORITY

Hughes then reviewed some of the opportunities that City Council and staff related that would be available in the next few years.

- ***Franchise Fees to undertake projects that have been delayed (Electric and Gas)
- ***Community Center Expansion
- ***Library Expansion
- ***Expand the Trail System and include Neighborhood Connections
- Expiration of Deluxe TIF will leave Housing Programs or Promote Continued Economic Development and Job Creation
- Leverage Partnerships and Service Models
- 694/ Rice Creek Corporate Park Development
- ***Public Transit

(*** Most popular)

CHALLENGES FACING SHOREVIEW AND THEIR RELATIVE PRIORITY

Hughes then reviewed some of the challenges that were identified by Council and staff.

- ***Aging Population
- End of Tall Tower Service Fees
- ***Aging City Infrastructure
- Aging Housing Stock
- ***Maintain our Financial Stability
- Sustaining Services without Adding Resources
- Attracting Younger Families to Community
- Retirement of Key Staff Members

(*** Most popular)

GOAL SETTING AND PRIORITIZATION

After a lengthy discussion, Hughes related the following goals that seemed to have the highest priority with the Council. The goals were broken down into the following four categories

- Financial Stability
 - Revenue Enhancements
 - Franchise Fees
 - Tall Tower Lease

- TIF Extension Use
- Maintain AAA Bond Rating
 - Maintain long-range financial planning
 - Maintain long-range infrastructure planning
- Continue to Integrate Council Goals into Budget
- Updating and Expanding Public Facilities (Parks, Trails and Community Development)
 - Support and Promote Library Expansion and Determine City's Financial Role
 - Fitness Center Expansion and Water Play Area
 - Prepare Plans
 - Explore Partnerships
 - Park Improvements
 - Premiere Updated CIP to Accelerate Park Improvements
 - Develop Metrics for Park Usage
 - Trail Expansion
 - Explore Feasibility of Trail Extensions to Fill Holes in System that Aren't Being Undertaken Along the County System
- Economic Development
 - Continue BRE and Expanding to the Next Layer of Businesses
 - 694/Rice Redevelopment
 - Shoreview Mall
 - Review and Approve Updated EDA Workplan
 - Monitor TCAAP Development and Participate Where Possible
- Creating Community for All Ages
 - Participate with Other Communities to Identify Transit Priorities
 - Strategize to Tell the Shoreview Story to Perspective Residents, Include in Mounds View School Story
 - Exploring Additional Community Center Offerings

FINAL THOUGHTS

The Council also discussed future staffing needs within the organization. The discussion was wide ranging covering topics from success planning in certain areas to staffing needs in the City.

The meeting adjourned at 9:52 p.m.

SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

Meeting Minutes

February 7, 2013

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ROLL CALL

Members Present: Keith Severson, Craig Mullenbach, Craig Francisco, Jay Martin, Judd Zandstra

Members Absent: Mark Stange

Guests: Alan Higley

City Staff: Charlie Grill

3. APPROVAL OF AGENDA

Resident Alan Higley asked to add a sidewalk discussion to the agenda. The committee agreed and approved the updated agenda.

4. APPROVAL OF MEETING MINUTES

The minutes of the December 6, 2012 meeting were reviewed and approved by consensus of the Committee.

5. COMMITTEE DISCUSSION ITEMS

The meeting started with Charlie reviewing the January Public Works Monthly Report. Questions were raised regarding Red Fox project and if there was going to be a trail added to the north side of Red Fox Road. Charlie explained that the south sidewalk from Lexington to Target would stay and a new sidewalk would be added on the north side of Red Fox Road connecting Lexington to the Red Fox Retail Center.

Resident Alan Higley then introduced his request for a sidewalk along the east Hodgson Road, south of the fire house. This section would look at extending the current trail on the east side from the fire house to the North Oaks Mall. He found it frustrating that home owners and senior home residents have to cross Hodgson Road twice in order to get to the shopping center. He thought this short section of trail would help connect residents with the shopping center. The committee pointed out that the section in question was in Ramsey County right-of-way and located on the North Oaks side of Hodgson Road. This issue has been looked at multiple times by Shoreview staff but has thus far yielded no results from North Oaks. The committee wanted to go on the record of supporting this trail segment and ask the city to continue any assistance in having this trail completed.

The committee then discussed improvement options for the 2013 Slice Booth. These options included handing out bus maps to help commuters find bike friendly pickup locations, sponsor a bike rack area and host a seminar series that would include Fixing a Flat, How to Change a Tire, and a Proper Helmet Fitting. Committee members were going to speak with local contacts to coordinate seminar experts and to try and locate an area for a bike rack pen.

In review of Tour de Trails, the committee agreed that the ride should continue to take place on Sunday and that the time did work well. Adjustments may be made to the route but all other details should stay the same as 2012.

Craig Francisco did inquire about the possibility of having a cross walk at the intersection of Makubin Street and Lake Ridge Drive. This would help residents cross the road safely to reach the sidewalk on the east side of Makubin Street. Charlie did inform him that with a controlled intersection so close, (Snail Lake Blvd and Makubin Street) that it would be safer for residents to cross at the controlled intersection.

6. ADJOURNMENT

The meeting was adjourned at 8:10 PM.

Memorandum

To: Mayor and City Council Members
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: February 14, 2013

Re: Monthly Report
- Administration Department
- Community Development Department

EDA Update

EDA Vacancy. The EDA will be interviewing applicants to fill a vacancy at a special meeting on Tuesday, February 19th from 5:00 to 6:00 p.m. Due to the departure of Blake Huffman from the City Council and Economic Development Authority (EDA), a vacancy on the EDA board has been created. EDA board member Emy Johnson was officially reappointed to the EDA to now serve as a Council representative to the board.

After publicly advertising seeking applicants to fill the open at-large seat, the EDA has received three applications. The goal is to have a new member appointed in time to attend the next regular meeting of the EDA in March.

EDAM Award. The City was presented an award for Business Retention Project of the Year by the Economic Development Association of Minnesota (EDAM) at their annual winter conference at a luncheon ceremony on January 24th. Several members of the City Council, Economic Development Commission, and Economic Development Authority attended the event to accept the award (see photo below).

The award was given to Shoreview in recognition of the City's business retention efforts which led to the expansion projects of PaR Systems and TSI Incorporated. EDAM prepared a video summarizing the City's work, which featured Mayor Sandy Martin and Mark Wrightsman, CEO of PaR Systems. The video has been posted on the City's website on the main page. Cable public access CTV-15 also produced a segment shown on the North Suburban Beat program on the City receiving the EDAM award and our recent development projects. The news feature can be seen by visiting www.ctv15.org and click on programs for North Suburban Beat/February 6th edition.



Left to right: Ady Wickstrom, Council; Ben Withhart, EDA President-Council; Blake Huffman, former EDA President-Council; Gene Marsh, EDA-EDC; Emy Johnson, EDA-Council; Sue Denking, EDC; and, Jonathan Weinhausen, EDC.

EDA Work Plan. The EDA has been preparing a new work plan for 2013-2014, and developed a preliminary list of high priority goals and projects. A number of the EDA's top priorities were accomplished or significant progress made on commercial and housing projects over the past year. It is expected that the draft EDA work plan will be presented in March to the full City Council for review and discuss at a workshop meeting, with input sought from the Economic Development Commission on the business related priorities.

Development Project Updates

Red Fox Road Retail. The developer of phase two of the Red Fox Retail Project, Venture Pass Partners, LLC, is getting closer to starting construction for the new Trader Joe's specialty market to anchor the development. All of the financing, property purchase and lease agreement has been completed. Construction plans have been prepared and a building permit is now ready to be issued by the City. The developer would like to begin construction of the anchor store this winter so they can deliver the building by next summer to Trader Joe's for interior finishing.

TCF Bank/Sinclair Station Redevelopment. The new TCF Bank branch at the former Sinclair gas station site at Lexington Avenue and Red Fox Road opened for business in late January. TCF hosted a grand opening ribbon-cutting ceremony on February 5th, with a number of City officials in attendance. Mayor Martin spoke at the event and welcomed them to the community. Below are some photographs from the event.



PaR Systems. The contractor for PaR Systems, Inc., at 625 County Road E, has completed all of the structural steel framing and outer shell for the new 36,000 square foot facility (with expansion to 48,000 square feet) on their Shoreview campus. PaR Systems is on a very aggressive construction schedule with the goal of moving equipment and employees into the new building by the end of March. PaR Systems needs the additional manufacturing space to meet continued growth projections, including providing robotic cranes to assist with clean-up of the Fukushima nuclear power plant in Japan.

TSI Incorporated. TSI, Incorporated, located at 500 Cardigan Road, is also moving rapidly on their building expansion to their corporate headquarters and manufacturing facility in Shoreview. The building shell has been completed on the 58,000 square feet addition to their existing facility, and interior improvements are now underway. TSI has set a target date of completion by May.

Lakeview Terrace Apartments. The Midland Plaza retail center is now completely torn down as the first phase of the redevelopment project. City staff and the developer are now focusing on executing all of the agreements and contracts in order for the contractor to begin construction of the new upscale apartment building. City engineering staff is working with the developer in

coordinating the public improvements associated with the project. The developer would like to begin site work in March, and the plan being developed by the City would construct a temporary realigned road connection to County Road E/Victoria Street in order to create the building pad for the apartment construction to move forward concurrent with the permanent public improvements.

Housing and Code Enforcement Activity

Rental Licensing. To date, a new record of 524 General Dwelling Unit (single-family home, townhouse, condominium) licenses and all eight Multi-Family Dwelling Unit (apartment complexes) licenses (including Shoreview Senior Living) have been issued. Approximately 100 new Rental License applications were applied for in 2012.

Inspections of the MFU complexes began earlier this month with Scandia Shores and The Shores being completed. Approximately 1/3 of the dwelling units within each of the complexes are inspected for compliance to the City's housing and property maintenance code. These inspections are coordinated with the Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met. These inspections will be completed by mid-March, at which time inspections of the GDU's will get underway.

Staff met with John Eastham, Ramsey County Sheriff Crime Prevention Officer, to discuss the Crime-Free Multi-Housing Program. With the exception of Shoreview Senior Living, all of the complexes have indicated that they have participated in this program and have received a discounted license fee. Through discussion with Deputy Eastham, staff did become aware that all complexes have not met the program requirements. Earlier this week letters were mailed to all complexes informing them that they have not met the requirements of the program and in order to receive a discounted license fee for 2014, they would need to complete the program. This letter contained information regarding the program and Deputy Eastham's contact information.

Code Enforcement. With the winter weather, there has been only 5 new code enforcement cases opened so far this month. The table below summarizes the status of code enforcement activity:

| Year | Total Cases | Cases Open | Cases Closed |
|-------------|--------------------|-------------------|---------------------|
| 2013 | 5 | 5 | 0 |
| 2012 | 162 | 39 | 123 |

Citations – There are no current citations pending.

Garbage/Clutter Houses – City and Lake Johanna Fire Department staff continue to follow-up with two homeowners who were previously notified of property maintenance, housing and fire code violations. These homeowners have been making progress at bringing their properties into further compliance with City Ordinances and Fire Code. Per our agreements with these homeowners, the City and Lake Johanna Fire Department have the authority to conduct follow-up inspections to ensure compliance to the City's ordinances and Fire Code.

With the City regularly finding houses with significant interior garbage/clutter issues, and the extraordinary time and resources involved in the enforcement and clean-up required, the staff has proposed to the Economic Development Authority the development of a more formal process for dealing with these situations. City staff has also discussed hosting a workshop for area cities

through the Housing Collaborative Institute that would focus on more effective ways of working with property owners who may have issues of hoarding. This effort not only involves enforcement and clean-up resources, but providing the homeowner with social services and mental health counseling. This issue has been incorporated into the EDA work plan for the year.

Miscellaneous

- The next Planning Commission meeting is scheduled for February 26th. No formal applications have been received. The Commission will discuss text amendments pertaining temporary signs, building heights and residential structure setbacks.
- St. Odilia Catholic Church, 3495 Victoria Street, held a neighborhood meeting on February 12th with nearby property owners to review their proposed plans for a Prayer Garden. The Prayer Garden would include a columbarium as well as space for in-ground burial. The plan for the outdoor space would be on the westerly portion of their campus along Vivian Avenue. Jeanne Schaaf, Parish Operations Administrator, indicated that the meeting was attended by a few neighbors who responded positively to the project. St. Odilia will be holding another meeting on February 26th for parishioners. Attached is a copy of the letter the church sent to residents for the neighborhood meeting.
- Ramsey County Parks and Recreation Department staff held a neighborhood meeting on February 13th for property owners who live south (Snelling/Sherwood Road) and east (Rice Creek Trail) of the Rice Creek Regional Park. City staff was also in attendance to listen to resident concerns regarding the Lexington Avenue Trailhead project, specifically related to the Dog Park and the County's interim parking plan. Three residents attended and did express concerns regarding parking and vandalism which may occur if dog park users park in their neighborhoods. County staff reviewed their parking plan, signage options and discussions with the Sheriff's office regarding the project. Residents were asked to contact either County staff or City staff if parking does become a concern.
- City staff continues to work with our vendor Vision Internet on the comprehensive upgrades to the City and Community Center websites. The project is being coordinated by Assistant to the City Manager Tessia Melvin, with assistance from Communications Coordinator Cheryl Anderson, and involves all departments. The new design has been established and now the project moves towards transferring current information to the new website and adding and/or enhancing other content. The website will have a new design, enhanced features and tools for much easier navigation. The goal is to launch the new websites to the public by May.
- Attached is the monthly report on building permit activity from the Building Official for the first month of 2013. It is expected to be another strong year in valuation with the building permits forthcoming from Trader Joe's and the Lakeview Terrace apartment projects.
- Also attached is the monthly report from the Housing Resource Center (HRC) on the housing services provided to Shoreview residents through January, 2013.

**CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2013 WITH 2012**

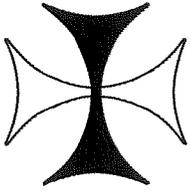
| | JANUARY 2013 | | TO DATE 2013 | | JANUARY 2012 | | TO DATE 2012 | |
|----------------------|--------------|--------------------|--------------|--------------------|--------------|--------------------|--------------|--------------------|
| | PERMITS | VALUATION | PERMITS | VALUATION | PERMITS | VALUATION | PERMITS | VALUATION |
| DWELLINGS | 1 | \$995,000 | 1 | \$995,000 | 1 | \$300,000 | 1 | \$300,000 |
| TOWNHOMES | | | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| ADDITIONS | 2 | \$83,000 | 2 | \$83,000 | 18 | \$196,925 | 18 | \$196,925 |
| GARAGES | | | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| MISCELLANEOUS | 22 | \$300,599 | 22 | \$300,599 | 0 | \$0 | 0 | \$0 |
| APARTMENTS | | | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| OFFICES | | | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| RETAIL | | | 0 | \$0 | 1 | \$1,310,000 | 1 | \$1,310,000 |
| INDUSTRIAL/WAREHOUSE | | | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| PUBLIC BUILDINGS | | | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| COMMERCIAL ADDITIONS | | | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| COMMERCIAL ALTER | 7 | \$163,600 | 7 | \$163,600 | 1 | \$900,000 | 1 | \$900,000 |
| TOTAL | 32 | \$1,542,199 | 32 | \$1,542,199 | 21 | \$2,706,925 | 21 | \$2,706,925 |

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

Housing Resource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - January 31, 2013

| | July- Dec '01 | Jan- Dec '02 | Jan- Dec '03 | Jan- Dec '04 | Jan- Dec '05 | Jan- Dec '06 | Jan- Dec '07 | Jan- Dec '08 | Jan- Dec '09 | Jan- Dec '10 | Jan- Dec '11 | Jan- Dec '12 | Jan- Dec '13 | Feb '13 | Mar '13 | Apr '13 | May '13 | Jun '13 | Jul '13 | Aug '13 | Sep '13 | Oct '13 | Nov '13 | Dec '13 | Yr-to- Date | TOTAL | |
|---|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------------|-------|-------|
| Number of Calls | 43 | 208 | 589 | 168 | 170 | 240 | 275 | 171 | 130 | 271 | 141 | 101 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 2,518 |
| MHFA Fix Up Fund/Rehab/Rental | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan Applications Rec'd | 0 | 6 | 1 | 8 | 6 | 6 | 5 | 3 | 3 | 5 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45 |
| Loans Closed | 0 | 5 | 1 | 5 | 3 | 0 | 3 | 2 | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 26 |
| Shoreview Home Energy Loan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan Applications Rec'd | | | | | | | Loan not available | | | 6 | 5 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 14 |
| Loans Closed | | | | | | | Loan not available | | | 5 | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |
| Ramsey County Deferred Loan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan Applications Rec'd | 0 | 0 | 3 | 3 | 2 | 0 | 2 | 3 | 1 | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21 |
| Loans Closed | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 2 | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 |
| Construction Consultation Report | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Consultation Phone or Walk-in | 5 | 37 | 14 | 57 | 69 | 72 | 123 | 108 | 71 | 108 | 65 | 41 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 773 |
| Site Visits | 0 | 25 | 31 | 51 | 31 | 58 | 88 | 67 | 43 | 78 | 47 | 28 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 549 |
| Scopes & Inspections | 5 | 31 | 57 | 8 | 0 | 2 | 2 | 2 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 113 |
| Total SERVICES Provided | 53 | 312 | 698 | 300 | 281 | 379 | 499 | 357 | 253 | 488 | 268 | 179 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 4,085 |

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service.



Catholic Community of St. Odilia

3495 N. Victoria • Shoreview, MN 55126-3895

February 1, 2013

Dear Neighbors,

Several months ago I wrote to inform you of an exciting enhancement that is being proposed for our St. Odilia campus.

In that letter I told you the St. Odilia Community is looking to develop the outdoor space on the west side of our campus into a Prayer Garden that will overlook the pond that is there. This Prayer Garden would include a columbarium as well as space for in-ground burial. A columbarium is a wall where cremains are interred in small niches (vaults) designed for urns containing ashes. We envision this sacred space as a welcoming garden which will allow visitors to reflect on God's gift of nature and the promise of Eternal Life. It will be a place where we will inter our family and friends and come as individuals and as a community to pray and be still in the presence of God.

In addition to the columbarium, this Prayer Garden will also include graves for in ground burial of both bodies and cremains, walkways, benches, a possible grotto area, trees, shrubs, flower gardens, and a Memorial Pillar designed for those who will be buried elsewhere but wish to be remembered by the St. Odilia Community. All of these things will be designed to enhance the natural beauty of the Garden. For this reason all grave markers will be flush to the ground (flat) and there will be no fencing other than shrubbery and other landscaping.

This Prayer Garden will flow from the rest of our campus with limited barriers utilizing natural boundaries or berms lining the property that borders/faces other properties that are not a part of our campus. The pond area will also be enhanced making the whole Prayer Garden a place that invites visitors to reflect and pray. I am confident that this Prayer Garden will not only enhance our St. Odilia campus but our neighborhood as well.

We now have a concept plan and a design developed with the help of a landscape architect. We are anxious to share this design with our neighbors! We would like to invite you to a Neighborhood Meeting on Tuesday February 12 at 6:30 p.m. in the School Library. If you are able to attend, please RSVP by Friday February 8 to PrayerGarden@stodilia.org. Or by calling the Parish Office at 651-484-6681.

Sincerely,

Fr. Phillip Rask

Pastor

Catholic Community of St. Odilia

Church 651.484.6681 • School 651.484.3364 • Faith Formation 651.484.6681
www.stodilia.org

TO: Terry Schwerm, City Manager

FROM: Jeanne A. Haapala, Finance Director 

DATE: February 15, 2013

RE: Monthly Finance Report

Tax Collections

The County remitted final 2012 property tax and assessment collections to Shoreview in late January. As shown in the summary table below, total current tax collections equal 99% of the 2012 levy (compared to 99.2% in 2011). This is a very favorable indicator for the City.

Once delinquent collections and refunds are considered, total collections are 98.5% of the levy (compared to 98.8% in 2011). Delinquent taxes are shown as a negative below due to property tax refunds resulting from property value reductions.

| Fund Description | 2012 Tax Collections | | | | | | Adopted Levy * | Percent Collected | |
|-------------------|----------------------|--------------------|-----------------|-----------------|-------------------|---------------------|---------------------|-------------------|--------------|
| | Current | Delinquent | Excess TIF | Mobile Home | Fiscal Disparity | Total Collections | | Current | Total |
| General | \$ 5,832,355 | \$ (38,223) | \$ 8,277 | \$ 4,930 | \$ 567,629 | \$ 6,374,968 | \$ 6,467,060 | 99.0% | 98.6% |
| EDA | 49,602 | (106) | - | 34 | 4,828 | 54,358 | 55,000 | 99.0% | 98.8% |
| HRA | 64,032 | (402) | - | 46 | 5,233 | 68,909 | 70,000 | 99.0% | 98.4% |
| 2004 CIB Bonds | 128,965 | (881) | - | 110 | 12,552 | 140,746 | 143,000 | 99.0% | 98.4% |
| 2006 Street Bonds | 209,231 | (1,400) | - | 178 | 20,363 | 228,372 | 232,000 | 99.0% | 98.4% |
| 1995 Impr Bonds | - | (351) | - | 12 | - | (339) | - | | |
| 2001 Impr Bonds | - | (394) | - | 14 | - | (380) | - | | |
| 2002 Impr Bonds | 51,429 | (173) | - | 38 | 5,005 | 56,299 | 57,026 | 99.0% | 98.7% |
| 2006 Impr Bonds | 9,018 | (42) | - | 7 | 878 | 9,861 | 10,000 | 99.0% | 98.6% |
| Street Renewal | 721,485 | (4,432) | - | 599 | 70,218 | 787,870 | 800,000 | 99.0% | 98.5% |
| GFA Revolving | 1,082,227 | (6,862) | - | 906 | 105,327 | 1,181,598 | 1,200,000 | 99.0% | 98.5% |
| Capital Impr | 99,204 | (589) | - | 82 | 9,655 | 108,352 | 110,000 | 99.0% | 98.5% |
| Central Garage | 194,801 | (414) | - | 135 | 18,959 | 213,481 | 216,000 | 99.0% | 98.8% |
| Total City | \$ 8,442,349 | \$ (54,269) | \$ 8,277 | \$ 7,091 | \$ 820,647 | \$ 9,224,095 | \$ 9,360,086 | 99.0% | 98.5% |

Tax Increment Collections

Tax increment collections are at 100% for all districts except the TIF District #1, where value reductions resulted in property tax refunds. Even after the refunds for a portion of TIF District #1, the total collection rate remains a very favorable 98.4% of total expected collections.

| 2012 TIF Collections | | | | |
|-----------------------|---------------------|-----------------------|----------------------|-------------------|
| | Current | Total TIF Collections | Expected Collections | Percent Collected |
| TIF #1-Non-Deluxe | \$ 594,513 | \$ 594,513 | \$ 627,521 | 94.7% |
| TIF #1-Deluxe | 456,842 | 456,842 | 456,842 | 100.0% |
| TIF #2-City Center | 493,445 | 493,445 | 493,453 | 100.0% |
| TIF #4-Scandia Shores | 100,185 | 100,185 | 100,186 | 100.0% |
| TIF #5-Shvw Mall | 230,743 | 230,743 | 230,742 | 100.0% |
| TIF #6-Gateway | 104,323 | 104,323 | 104,311 | 100.0% |
| Total TIF Revenue | <u>\$ 1,980,051</u> | <u>\$ 1,980,051</u> | <u>\$ 2,013,055</u> | 98.4% |

General Fund Surplus

Each year, as part of the annual closing process, staff reviews activity in the General fund to determine required transfers out for the year (per the fund balance policy). City policy requires that any General fund balance in excess of the combined working capital and unanticipated event allocations be transferred to another fund (subject to Council approval), or be designated for a special purpose within the General fund.

Preliminary information for 2012 indicates that the General fund surplus could amount to between \$150,000 and \$200,000. This amount would be available to transfer out of the General Fund, and is a very positive indicator for the City.

Staff will explore options for the surplus as final audit work nears completion, and will consider setting aside the entire surplus to reduce future debt levies (as was done in recent years) or to assist in covering anticipated capital replacement costs (General Fixed Asset fund). More information will be provided on this idea when the City Council is asked to approve final 2012 transfers between funds.

Audit Preparation

Over the next 6 weeks finance staff members will complete year-end closing work papers and adjusting entries in preparation for final audit work (scheduled to begin the first week in April). Staff anticipates issuing the financial report in late May.

Monthly Report

Attached is the monthly report for January of 2013. It is important to note that most of the bills paid in January of each year are for the previous year and therefore are not reflected in this monthly report. This causes January expenses to be low in comparison to other months.

General Fund
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|-----------------------------------|------------------|----------------|------------------|--------------|--------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Property Taxes | 6,639,567 | | 6,639,567 | | |
| Licenses & Permits | 314,050 | 45,163 | 268,887 | 14.38 | 10.53 |
| Intergovernmental | 185,622 | | 185,622 | | 45.86 |
| Charges for Services | 1,284,970 | 28,023 | 1,256,947 | 2.18 | 1.49 |
| Fines & Forfeits | 62,500 | 500 | 62,000 | .80 | 2.19 |
| Interest Earnings | 45,000 | | 45,000 | | |
| Miscellaneous | 24,040 | 1,173 | 22,867 | 4.88 | 3.00 |
| TOTAL REVENUES | 8,555,749 | 74,858 | 8,480,891 | .87 | 1.61 |
| EXPENDITURES | | | | | |
| General Government | | | | | |
| Administration | 549,989 | 39,910 | 510,079 | 7.26 | 5.98 |
| Communications | 195,504 | 17,115 | 178,389 | 8.75 | 5.19 |
| Council & commiss | 146,343 | 60,699 | 85,644 | 41.48 | 38.03 |
| Elections | 3,300 | 90 | 3,210 | 2.72 | |
| Finance/accounting | 558,561 | 27,559 | 531,002 | 4.93 | 6.23 |
| Human Resources | 258,301 | 12,534 | 245,767 | 4.85 | 4.86 |
| Information systems | 327,064 | 41,712 | 285,352 | 12.75 | 9.58 |
| Legal | 95,000 | | 95,000 | | |
| Total General Government | 2,134,062 | 199,619 | 1,934,443 | 9.35 | 8.18 |
| Public Safety | | | | | |
| Emergency services | 7,618 | 208 | 7,410 | 2.73 | 3.02 |
| Fire | 947,610 | 473,083 | 474,527 | 49.92 | 50.32 |
| Police | 1,927,465 | 156,962 | 1,770,503 | 8.14 | 1.70 |
| Total Public Safety | 2,882,693 | 630,253 | 2,252,440 | 21.86 | 16.98 |
| Public Works | | | | | |
| Forestry/nursery | 115,096 | 2,455 | 112,641 | 2.13 | 1.31 |
| Pub Works Adm/Engin | 453,274 | 24,009 | 429,265 | 5.30 | 5.82 |
| Streets | 791,653 | 22,892 | 768,761 | 2.89 | 3.89 |
| Trail mgmt | 115,797 | 2,576 | 113,221 | 2.22 | 2.34 |
| Total Public Works | 1,475,820 | 51,931 | 1,423,889 | 3.52 | 4.22 |
| Parks and Recreation | | | | | |
| Municipal buildings | 130,035 | 1,169 | 128,866 | .90 | 1.08 |
| Park Maintenance | 1,139,696 | 39,094 | 1,100,602 | 3.43 | 4.37 |
| Park/Recreation Adm | 341,562 | 20,751 | 320,811 | 6.08 | 6.92 |
| Total Parks and Recreation | 1,611,293 | 61,014 | 1,550,279 | 3.79 | 4.67 |
| Community Develop | | | | | |
| Building Inspection | 155,874 | 18,325 | 137,549 | 11.76 | 4.31 |
| Planning/zoning adm | 402,507 | 22,723 | 379,784 | 5.65 | 6.45 |
| Total Community Develop | 558,381 | 41,048 | 517,333 | 7.35 | 5.85 |

General Fund
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|-----------|-----------|-----------|-------------|---------|
| | | | | This Yr | Last Yr |
| TOTAL EXPENDITURES | 8,662,249 | 983,865 | 7,678,384 | 11.36 | 9.57 |
| OTHER | | | | | |
| Transfers In | 519,000 | 9,583 | 509,417 | 1.85 | 1.92 |
| Transfers Out | -412,500 | -19,333 | -393,167 | 4.69 | 29.63 |
| TOTAL OTHER | 106,500 | -9,750 | 116,250 | -9.15 | -136.53 |
| Net change in fund equity | | -918,757 | 1,705,091 | | |
| Fund equity, beginning | | 3,976,412 | | | |
| Fund equity, ending | | 3,057,655 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 3,057,655 | | | |

Recycling
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|---------|---------|----------|-------------|---------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Intergovernmental | 67,000 | | 67,000 | | |
| Charges for Services | 480,980 | | 480,980 | | .01 |
| TOTAL REVENUES | 547,980 | | 547,980 | | .01 |
| EXPENDITURES | | | | | |
| Public Works | | | | | |
| Recycling | 504,166 | 1,337 | 502,829 | .27 | .29 |
| Total Public Works | 504,166 | 1,337 | 502,829 | .27 | .29 |
| TOTAL EXPENDITURES | 504,166 | 1,337 | 502,829 | .27 | .29 |
| Net change in fund equity | 43,814 | -1,337 | 45,151 | | |
| Fund equity, beginning | | 114,960 | | | |
| Fund equity, ending | | 113,623 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 113,623 | | | |

STD Self Insurance
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|--------|--------|----------|-------------|---------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Charges for Services | 7,500 | 644 | 6,856 | 8.59 | 8.32 |
| Interest Earnings | 600 | | 600 | | |
| TOTAL REVENUES | 8,100 | 644 | 7,456 | 7.95 | 7.70 |
| EXPENDITURES | | | | | |
| Miscellaneous | | | | | |
| Short-term Disab | 8,000 | | 8,000 | | |
| Total Miscellaneous | 8,000 | | 8,000 | | |
| TOTAL EXPENDITURES | 8,000 | | 8,000 | | |
| Net change in fund equity | 100 | 644 | -544 | | |
| Fund equity, beginning | | 41,503 | | | |
| Fund equity, ending | | 42,147 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 42,147 | | | |

Community Center
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|-----------|---------|-----------|-------------|---------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Charges for Services | 2,323,755 | 230,773 | 2,092,982 | 9.93 | 10.21 |
| Interest Earnings | 9,000 | | 9,000 | | |
| TOTAL REVENUES | 2,332,755 | 230,773 | 2,101,982 | 9.89 | 10.17 |
| EXPENDITURES | | | | | |
| Parks and Recreation | | | | | |
| Community center | 2,561,724 | 106,493 | 2,455,231 | 4.16 | 4.66 |
| Total Parks and Recreation | 2,561,724 | 106,493 | 2,455,231 | 4.16 | 4.66 |
| TOTAL EXPENDITURES | 2,561,724 | 106,493 | 2,455,231 | 4.16 | 4.66 |
| OTHER | | | | | |
| Transfers In | 312,000 | 26,000 | 286,000 | 8.33 | 8.33 |
| TOTAL OTHER | 312,000 | 26,000 | 286,000 | 8.33 | 8.33 |
| Net change in fund equity | 83,031 | 150,280 | -67,249 | | |
| Fund equity, beginning | | 828,287 | | | |
| Fund equity, ending | | 978,567 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 978,567 | | | |

Recreation Programs
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|-----------------------------------|------------------|---------------|------------------|--------------|--------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Charges for Services | 1,400,926 | 67,183 | 1,333,743 | 4.80 | 6.37 |
| Interest Earnings | 4,800 | | 4,800 | | |
| Miscellaneous | | 20 | -20 | | |
| TOTAL REVENUES | 1,405,726 | 67,203 | 1,338,523 | 4.78 | 6.35 |
| EXPENDITURES | | | | | |
| Parks and Recreation | | | | | |
| Adult & youth sports | 109,874 | 5,246 | 104,628 | 4.77 | 2.57 |
| Aquatics | 131,212 | 5,197 | 126,015 | 3.96 | 4.49 |
| Community programs | 100,183 | 7,518 | 92,665 | 7.50 | 8.20 |
| Drop-in Child Care | 68,196 | 3,116 | 65,080 | 4.57 | 5.49 |
| Fitness Programs | 201,306 | 9,193 | 192,113 | 4.57 | 7.14 |
| Park/Recreation Adm | 344,288 | 17,324 | 326,964 | 5.03 | 5.84 |
| Preschool Programs | 74,516 | 6,363 | 68,153 | 8.54 | 6.37 |
| Summer Discovery | 196,598 | | 196,598 | | .36 |
| Youth/Teen | 70,949 | 5,880 | 65,069 | 8.29 | 6.44 |
| Total Parks and Recreation | 1,297,122 | 59,837 | 1,237,285 | 4.61 | 5.12 |
| TOTAL EXPENDITURES | 1,297,122 | 59,837 | 1,237,285 | 4.61 | 5.12 |
| OTHER | | | | | |
| Transfers In | 70,000 | | 70,000 | | |
| Transfers Out | -80,000 | -6,667 | -73,333 | 8.33 | 8.33 |
| TOTAL OTHER | -10,000 | -6,667 | -3,333 | 66.67 | 62.50 |
| Net change in fund equity | 98,604 | 699 | 244,571 | | |
| Fund equity, beginning | | 545,206 | | | |
| Fund equity, ending | | 545,905 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 545,905 | | | |

Cable Television
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|-----------------|---------------|-----------------|-------------|-------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Charges for Services | 288,400 | | 288,400 | | |
| Interest Earnings | 1,800 | | 1,800 | | |
| Miscellaneous | 1,200 | 100 | 1,100 | 8.33 | 8.33 |
| TOTAL REVENUES | 291,400 | 100 | 291,300 | .03 | .04 |
| EXPENDITURES | | | | | |
| General Government | | | | | |
| Cable television | 153,398 | 1,913 | 151,485 | 1.25 | 1.74 |
| Total General Government | 153,398 | 1,913 | 151,485 | 1.25 | 1.74 |
| TOTAL EXPENDITURES | 153,398 | 1,913 | 151,485 | 1.25 | 1.74 |
| OTHER | | | | | |
| Transfers Out | -116,920 | -9,583 | -107,337 | 8.20 | 7.59 |
| TOTAL OTHER | -116,920 | -9,583 | -107,337 | 8.20 | 7.59 |
| Net change in fund equity | 21,082 | -11,397 | 247,152 | | |
| Fund equity, beginning | | 215,665 | | | |
| Fund equity, ending | | 204,268 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 204,268 | | | |

Econ Devel Auth/EDA
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|--------|---------|----------|-------------|---------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Property Taxes | 60,000 | | 60,000 | | |
| TOTAL REVENUES | 60,000 | | 60,000 | | |
| EXPENDITURES | | | | | |
| Community Develop | | | | | |
| Econ Development-HRA | 52,547 | 3,386 | 49,161 | 6.44 | 3.27 |
| Total Community Develop | 52,547 | 3,386 | 49,161 | 6.44 | 3.27 |
| TOTAL EXPENDITURES | 52,547 | 3,386 | 49,161 | 6.44 | 3.27 |
| Net change in fund equity | 7,453 | -3,386 | 10,839 | | |
| Fund equity, beginning | | 185,524 | | | |
| Fund equity, ending | | 182,138 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 182,138 | | | |

HRA Programs of EDA
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|--------|--------|----------|-------------|---------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Property Taxes | 75,000 | | 75,000 | | |
| TOTAL REVENUES | 75,000 | | 75,000 | | |
| EXPENDITURES | | | | | |
| Community Develop | | | | | |
| Housing Programs-HRA | 69,807 | 1,581 | 68,226 | 2.26 | 3.89 |
| Total Community Develop | 69,807 | 1,581 | 68,226 | 2.26 | 3.89 |
| TOTAL EXPENDITURES | 69,807 | 1,581 | 68,226 | 2.26 | 3.89 |
| Net change in fund equity | 5,193 | -1,581 | 6,774 | | |
| Fund equity, beginning | | 35,700 | | | |
| Fund equity, ending | | 34,119 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 34,119 | | | |

Liability Claims
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|--------|---------|----------|-------------|---------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Interest Earnings | 2,400 | | 2,400 | | |
| Miscellaneous | 30,000 | | 30,000 | | |
| TOTAL REVENUES | 32,400 | | 32,400 | | |
| EXPENDITURES | | | | | |
| Miscellaneous | | | | | |
| Insurance Claims | 32,000 | 694 | 31,306 | 2.17 | |
| Total Miscellaneous | 32,000 | 694 | 31,306 | 2.17 | |
| TOTAL EXPENDITURES | 32,000 | 694 | 31,306 | 2.17 | |
| Net change in fund equity | 400 | -694 | 1,094 | | |
| Fund equity, beginning | | 192,054 | | | |
| Fund equity, ending | | 191,360 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 191,360 | | | |

Slice SV Event
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|--------|--------|----------|-------------|---------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Charges for Services | 23,000 | | 23,000 | | 12.16 |
| Miscellaneous | 25,000 | 180 | 24,820 | .72 | 2.18 |
| TOTAL REVENUES | 48,000 | 180 | 47,820 | .38 | 6.85 |
| EXPENDITURES | | | | | |
| General Government | | | | | |
| Slice of Shoreview | 58,200 | 182 | 58,018 | .31 | .08 |
| Total General Government | 58,200 | 182 | 58,018 | .31 | .08 |
| TOTAL EXPENDITURES | 58,200 | 182 | 58,018 | .31 | .08 |
| OTHER | | | | | |
| Transfers In | 10,000 | | 10,000 | | |
| TOTAL OTHER | 10,000 | | 10,000 | | |
| Net change in fund equity | -200 | -2 | -198 | | |
| Fund equity, beginning | | 52,558 | | | |
| Fund equity, ending | | 52,556 | | | |
| Less invested in capital assets | | | | | |
| Net available fund equity | | 52,556 | | | |

Water Fund
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|-------------------|-----------------|------------------|--------------|--------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Intergovernmental | 12,940 | 6,591 | 6,349 | 50.94 | |
| Utility Charges | 2,584,000 | 172,020 | 2,411,980 | 6.66 | 6.81 |
| Late fees | | 2,461 | -2,461 | | |
| Water meters | 3,000 | 325 | 2,675 | 10.82 | 75.48 |
| Other prop charges | 4,000 | 2,749 | 1,251 | 68.72 | 77.31 |
| Interest Earnings | 35,000 | | 35,000 | | |
| TOTAL REVENUES | 2,638,940 | 184,145 | 2,454,795 | 6.98 | 6.85 |
| EXPENDITURES | | | | | |
| Proprietary | | | | | |
| Water Operations | 1,569,417 | 49,837 | 1,519,580 | 3.18 | 3.60 |
| Total Proprietary | 1,569,417 | 49,837 | 1,519,580 | 3.18 | 3.60 |
| TOTAL EXPENDITURES | 1,569,417 | 49,837 | 1,519,580 | 3.18 | 3.60 |
| OTHER | | | | | |
| Depreciation | -630,000 | -52,500 | -577,500 | 8.33 | 8.33 |
| Transfers Out | -262,500 | | -262,500 | | |
| GO Revenue Bonds | -171,435 | -89,563 | -81,872 | 52.24 | 53.98 |
| TOTAL OTHER | -1,063,935 | -142,063 | -921,872 | 13.35 | 14.42 |
| Net change in fund equity | 5,588 | -7,755 | 1,857,086 | | |
| Fund equity, beginning | | 12,445,554 | | | |
| Fund equity, ending | | 12,437,799 | | | |
| Less invested in capital assets | | 9,427,325 | | | |
| Net available fund equity | | 3,010,474 | | | |

Sewer Fund
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|------------------|----------------|------------------|--------------|--------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Intergovernmental | 10,310 | 5,252 | 5,058 | 50.94 | |
| Charges for Services | 200 | | 200 | | 624.40 |
| Utility Charges | 3,710,000 | 295,786 | 3,414,214 | 7.97 | 8.08 |
| Late fees | | 3,820 | -3,820 | | |
| Facility/area chgs | 4,000 | | 4,000 | | 44.07 |
| Other prop charges | 2,500 | | 2,500 | | 36.00 |
| Interest Earnings | 25,000 | | 25,000 | | |
| TOTAL REVENUES | 3,752,010 | 304,858 | 3,447,152 | 8.13 | 8.23 |
| EXPENDITURES | | | | | |
| Proprietary | | | | | |
| Sewer Operations | 3,152,625 | 328,507 | 2,824,118 | 10.42 | 11.04 |
| Total Proprietary | 3,152,625 | 328,507 | 2,824,118 | 10.42 | 11.04 |
| TOTAL EXPENDITURES | 3,152,625 | 328,507 | 2,824,118 | 10.42 | 11.04 |
| OTHER | | | | | |
| Depreciation | -310,000 | -25,833 | -284,167 | 8.33 | 8.33 |
| Transfers Out | -196,500 | | -196,500 | | |
| GO Revenue Bonds | -68,884 | -35,976 | -32,908 | 52.23 | 51.84 |
| TOTAL OTHER | -575,384 | -61,809 | -513,575 | 10.74 | 11.19 |
| Net change in fund equity | 24,001 | -85,458 | 1,136,610 | | |
| Fund equity, beginning | | 7,284,108 | | | |
| Fund equity, ending | | 7,198,650 | | | |
| Less invested in capital assets | | 4,725,848 | | | |
| Net available fund equity | | 2,472,802 | | | |

Surface Water Mgmt
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|------------------|----------------|------------------|--------------|--------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Intergovernmental | 3,750 | 1,905 | 1,845 | 50.81 | |
| Utility Charges | 1,162,000 | 91,945 | 1,070,055 | 7.91 | 7.92 |
| Late fees | | 559 | -559 | | |
| Lake Impr Dist chgs | 45,140 | | 45,140 | | |
| Other prop charges | 5,000 | 430 | 4,570 | 8.60 | 7.80 |
| Interest Earnings | 8,000 | | 8,000 | | |
| TOTAL REVENUES | 1,223,890 | 94,840 | 1,129,050 | 7.75 | 7.49 |
| EXPENDITURES | | | | | |
| Proprietary | | | | | |
| Snail Lake Aug. | 28,836 | 590 | 28,246 | 2.05 | 1.78 |
| Surface Water Oper | 685,590 | 16,902 | 668,688 | 2.47 | 2.36 |
| Total Proprietary | 714,426 | 17,492 | 696,934 | 2.45 | 2.33 |
| TOTAL EXPENDITURES | 714,426 | 17,492 | 696,934 | 2.45 | 2.33 |
| OTHER | | | | | |
| Depreciation | -223,000 | -18,583 | -204,417 | 8.33 | 8.33 |
| Transfers Out | -126,900 | | -126,900 | | |
| GO Revenue Bonds | -75,594 | -41,055 | -34,539 | 54.31 | 52.49 |
| TOTAL OTHER | -425,494 | -59,638 | -365,856 | 14.02 | 15.37 |
| Net change in fund equity | 83,970 | 17,709 | 797,972 | | |
| Fund equity, beginning | | 7,384,772 | | | |
| Fund equity, ending | | 7,402,481 | | | |
| Less invested in capital assets | | 6,135,855 | | | |
| Net available fund equity | | 1,266,626 | | | |

Street Light Utility
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|----------------|---------------|----------------|-------------|-------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Utility Charges | 474,000 | 37,914 | 436,086 | 8.00 | 7.98 |
| Late fees | | 483 | -483 | | |
| Interest Earnings | 2,700 | | 2,700 | | |
| Miscellaneous | 500 | | 500 | | |
| TOTAL REVENUES | 477,200 | 38,397 | 438,803 | 8.05 | 8.03 |
| EXPENDITURES | | | | | |
| Proprietary | | | | | |
| Street lighting | 268,571 | 1,301 | 267,270 | .48 | .43 |
| Total Proprietary | 268,571 | 1,301 | 267,270 | .48 | .43 |
| TOTAL EXPENDITURES | 268,571 | 1,301 | 267,270 | .48 | .43 |
| OTHER | | | | | |
| Depreciation | -48,000 | -4,000 | -44,000 | 8.33 | 8.33 |
| Transfers Out | -19,000 | | -19,000 | | |
| TOTAL OTHER | -67,000 | -4,000 | -63,000 | 5.97 | 5.99 |
| Net change in fund equity | 141,629 | 33,096 | 234,533 | | |
| Fund equity, beginning | | 749,937 | | | |
| Fund equity, ending | | 783,033 | | | |
| Less invested in capital assets | | 432,561 | | | |
| Net available fund equity | | 350,472 | | | |

Central Garage Fund
For Year 2013 Through The Month Of January

| | Budget | Actual | Variance | Percent YTD | |
|---------------------------------|------------------|-----------------|------------------|--------------|--------------|
| | | | | This Yr | Last Yr |
| REVENUES | | | | | |
| Property Taxes | 184,000 | | 184,000 | | |
| Intergovernmental | 86,530 | 43,161 | 43,369 | 49.88 | |
| Cent Garage chgs | 1,153,020 | | 1,153,020 | | .07 |
| Interest Earnings | 10,000 | | 10,000 | | |
| TOTAL REVENUES | 1,433,550 | 43,161 | 1,390,389 | 3.01 | .05 |
| EXPENDITURES | | | | | |
| Proprietary | | | | | |
| Central Garage Oper | 593,566 | 32,192 | 561,374 | 5.42 | 3.06 |
| Total Proprietary | 593,566 | 32,192 | 561,374 | 5.42 | 3.06 |
| TOTAL EXPENDITURES | 593,566 | 32,192 | 561,374 | 5.42 | 3.06 |
| OTHER | | | | | |
| Sale of Asset | 41,000 | | 41,000 | | |
| Transfers In | 200,900 | | 200,900 | | |
| Depreciation | -696,000 | -58,000 | -638,000 | 8.33 | 8.33 |
| GO CIP Bonds | -243,128 | -123,316 | -119,812 | 50.72 | 50.14 |
| TOTAL OTHER | -697,228 | -181,316 | -515,912 | 26.01 | 25.02 |
| Net change in fund equity | 142,756 | -170,348 | 1,828,727 | | |
| Fund equity, beginning | | 3,713,231 | | | |
| Fund equity, ending | | 3,542,883 | | | |
| Less invested in capital assets | | 3,228,575 | | | |
| Net available fund equity | | 314,308 | | | |

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 01-31-13

| Seq# | Institution | Type | Term | Purchased | Matures | Principal | Yield |
|---------------------------------|-----------------------------------|------|-------|-----------|------------|--------------|----------|
| <hr/> | | | | | | | |
| CERTIFICATE DEPOSIT | | | | | | | |
| <hr/> | | | | | | | |
| 1,185 | Morgan Stanley Smith Barney LLC | CD | 273 | 10-03-12 | 07-03-13 | 249,000.00 | .400000 |
| 1,186 | Morgan Stanley Smith Barney LLC | CD | 273 | 10-03-12 | 07-03-13 | 249,000.00 | .350000 |
| 1,143 | Morgan Stanley Smith Barney LLC | CD | 549 | 02-24-12 | 08-26-13 | 121,000.00 | .548000 |
| 1,146 | Morgan Stanley Smith Barney LLC | CD | 550 | 03-02-12 | 09-03-13 | 128,000.00 | .550000 |
| 1,182 | Dain Rauscher Investment Services | CD | 365 | 09-19-12 | 09-19-13 | 248,000.00 | .600000 |
| 1,145 | Morgan Stanley Smith Barney LLC | CD | 730 | 02-29-12 | 02-28-14 | 249,000.00 | .550000 |
| 1,147 | Morgan Stanley Smith Barney LLC | CD | 730 | 03-07-12 | 03-07-14 | 249,000.00 | .500000 |
| 1,148 | Morgan Stanley Smith Barney LLC | CD | 731 | 03-09-12 | 03-10-14 | 249,000.00 | .650000 |
| 1,150 | Morgan Stanley Smith Barney LLC | CD | 730 | 03-28-12 | 03-28-14 | 249,000.00 | .650000 |
| 1,187 | Morgan Stanley Smith Barney LLC | CD | 732 | 10-12-12 | 10-14-14 | 248,000.00 | .900000 |
| 1,141 | Morgan Stanley Smith Barney LLC | CD | 1,097 | 02-08-12 | 02-09-15 | 150,000.00 | 1.000000 |
| 1,163 | Dain Rauscher Investment Services | CD | 1,095 | 07-09-12 | 07-09-15 | 248,000.00 | 1.000000 |
| 1,164 | Dain Rauscher Investment Services | CD | 1,097 | 07-11-12 | 07-13-15 | 248,000.00 | 1.150000 |
| 1,140 | Morgan Stanley Smith Barney LLC | CD | 1,461 | 02-08-12 | 02-08-16 | 248,000.00 | 1.150000 |
| 1,142 | Morgan Stanley Smith Barney LLC | CD | 1,461 | 02-08-12 | 02-08-16 | 248,000.00 | 1.300000 |
| 1,155 | Morgan Stanley Smith Barney LLC | CD | 1,461 | 05-16-12 | 05-16-16 | 98,000.00 | 1.250000 |
| 1,165 | Dain Rauscher Investment Services | CD | 1,462 | 07-17-12 | 07-18-16 | 248,000.00 | 1.250000 |
| 1,154 | Morgan Stanley Smith Barney LLC | CD | 1,645 | 05-16-12 | 11-16-16 | 248,000.00 | 1.300000 |
| 1,161 | Dain Rauscher Investment Services | CD | 1,826 | 07-06-12 | 07-06-17 | 247,000.00 | 1.800000 |
| 1,162 | Dain Rauscher Investment Services | CD | 1,826 | 07-06-12 | 07-06-17 | 247,000.00 | 1.800000 |
| 1,169 | Morgan Stanley Smith Barney LLC | CD | 1,826 | 07-25-12 | 07-25-17 | 248,000.00 | 1.550000 |
| 1,172 | Morgan Stanley Smith Barney LLC | CD | 1,826 | 07-26-12 | 07-26-17 | 247,000.00 | 1.700000 |
| 1,183 | Dain Rauscher Investment Services | CD | 2,191 | 09-27-12 | 09-27-18 | 249,000.00 | 1.308400 |
| 1,168 | Dain Rauscher Investment Services | CD | 3,652 | 07-25-12 | 07-25-2022 | 249,000.00 | 2.425000 |
| 1,181 | Dain Rauscher Investment Services | CD | 3,652 | 09-12-12 | 09-12-2022 | 249,000.00 | 2.325400 |
| 1,189 | Dain Rauscher Investment Services | CD | 3,652 | 12-07-12 | 12-07-2022 | 249,000.00 | 2.075100 |
| 1,167 | Dain Rauscher Investment Services | CD | 5,478 | 07-19-12 | 07-19-2027 | 238,000.00 | 3.416200 |
| 1,174 | Dain Rauscher Investment Services | CD | 5,477 | 07-31-12 | 07-30-2027 | 246,000.00 | 3.183400 |
| Total Number Of Investments: 28 | | | | | | 6,444,000.00 | |

FEDERAL HOME LN BK

| | | | | | | | |
|-------|-----------------------------------|----|-------|----------|------------|------------|----------|
| 1,159 | Dain Rauscher Investment Services | FH | 3,647 | 07-03-12 | 06-28-2022 | 600,000.00 | 2.789800 |
| 1,160 | Dain Rauscher Investment Services | FH | 3,647 | 07-03-12 | 06-28-2022 | 405,000.00 | 2.789800 |
| 1,166 | Dain Rauscher Investment Services | FH | 32,66 | 07-18-12 | 07-18-2022 | 600,000.00 | 2.998400 |
| 1,171 | Morgan Stanley Smith Barney LLC | FH | 3,652 | 07-26-12 | 07-26-2022 | 600,000.00 | 2.761000 |
| 1,184 | Morgan Stanley Smith Barney LLC | FH | 3,652 | 09-28-12 | 09-28-2022 | 500,000.00 | 2.273700 |

Total Number Of Investments: 5 2,705,000.00

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 01-31-13

| Seq# | Institution | Type | Term | Purchased | Matures | Principal | Yield |
|--------------------------------|-----------------------------------|------|-------|-----------|------------|--------------|----------|
| <hr/> | | | | | | | |
| FEDERAL NATL MTG | | | | | | | |
| <hr/> | | | | | | | |
| 1,176 | Dain Rauscher Investment Services | FN | 2,078 | 08-08-12 | 04-17-18 | 804,278.48 | 2.283500 |
| 1,152 | Dain Rauscher Investment Services | FN | 5,478 | 04-12-12 | 04-12-2027 | 1,000,000.00 | 4.231000 |
| 1,158 | Dain Rauscher Investment Services | FN | 5,478 | 06-28-12 | 06-28-2027 | 600,000.00 | 3.664700 |
| 1,170 | Dain Rauscher Investment Services | FN | 5,475 | 07-26-12 | 07-23-2027 | 1,007,347.00 | 3.400000 |
| 1,173 | Dain Rauscher Investment Services | FN | 5,478 | 07-30-12 | 07-30-2027 | 600,000.00 | 3.498100 |
| 1,178 | Dain Rauscher Investment Services | FN | 5,478 | 08-13-12 | 08-13-2027 | 600,000.00 | 3.208200 |
| 1,151 | Dain Rauscher Investment Services | FN | 7,305 | 03-29-12 | 03-29-2032 | 500,000.00 | 4.746800 |
| 1,157 | Dain Rauscher Investment Services | FN | 7,305 | 06-21-12 | 06-21-2032 | 500,000.00 | 4.247100 |
| Total Number Of Investments: 8 | | | | | | 5,611,625.48 | |
| <hr/> | | | | | | | |
| FED HM MORTG POOL | | | | | | | |
| <hr/> | | | | | | | |
| 1,175 | Dain Rauscher Investment Services | HP | 2,549 | 08-07-12 | 07-31-19 | 513,457.55 | 3.007100 |
| 1,179 | Wells Fargo Brokerage Services | HP | 2,556 | 08-22-12 | 08-22-19 | 500,000.00 | 1.399400 |
| 1,180 | Wells Fargo Bank MN, NA | HP | 2,556 | 08-22-12 | 08-22-19 | 460,000.00 | 1.399400 |
| 1,149 | Morgan Stanley Smith Barney LLC | HP | 3,197 | 03-22-12 | 12-22-2020 | 550,000.00 | 2.583100 |
| 1,127 | Dain Rauscher Investment Services | HP | 3,653 | 07-29-11 | 07-29-2021 | 500,000.00 | 3.996700 |
| 1,153 | Morgan Stanley Smith Barney LLC | HP | 32,59 | 05-10-12 | 02-28-2022 | 500,000.00 | 3.006800 |
| Total Number Of Investments: 6 | | | | | | 3,023,457.55 | |
| <hr/> | | | | | | | |
| TAXABLE MUNCPL BONDS | | | | | | | |
| <hr/> | | | | | | | |
| 1,190 | Dain Rauscher Investment Services | TM | 2,302 | 12-11-12 | 04-01-19 | 503,020.00 | 1.349400 |
| 1,177 | Wells Fargo Brokerage Services | TM | 2,579 | 08-09-12 | 09-01-19 | 503,340.00 | 1.535600 |
| 1,192 | Dain Rauscher Investment Services | TM | 2,544 | 12-27-12 | 12-15-19 | 224,901.60 | 2.962000 |
| 1,191 | Dain Rauscher Investment Services | TM | 2,910 | 12-27-12 | 12-15-2020 | 235,407.30 | 3.395000 |
| 1,188 | Dain Rauscher Investment Services | TM | 3,494 | 12-05-12 | 06-30-2022 | 268,192.80 | 3.576000 |
| 1,193 | Dain Rauscher Investment Services | TM | 3,640 | 12-27-12 | 12-15-2022 | 250,218.50 | 3.745000 |
| Total Number Of Investments: 6 | | | | | | 1,985,080.20 | |

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 01-31-13

| Seq# | Institution | Type Term | Purchased | Matures | Principal | Yield |
|------|-------------|-----------|-----------|---------|---------------|-------|
| | | | | | 19,769,163.23 | |
| | | | | | 1,427,722.34 | |
| | | | | | 68,729.36 | |
| | | | | | 51,783.31 | |
| | | | | | 2,648.37 | |
| | | | | | 703,557.51 | |
| | | | | | 22,023,604.12 | |
| | | | | | | |

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: FEBRUARY 15, 2013
SUBJ: PUBLIC WORKS MONTHLY REPORT

ADMINISTRATIVE ACTIVITIES

The agreements and financial sureties associated with the Lakeview Terrace redevelopment of the Owasso Street/Victoria Street intersection are still being finalized. City staff and consultants are working with the private contractor to agree on a construction schedule and division of responsibilities with regard to the City's eventual contractor for the public infrastructure portions of the work. A significant amount of work remains to coordinate the staging of the public roadway improvements with the private building construction activities.

Four people from the department attended the Transportation Engineering and Road Research Alliance (TERRA) Pavement Conference in St. Paul recently. This annual 1-day conference highlights innovation in roadway design and maintenance practices, and has served local governments by identifying and advancing topics like pavement preservation, full depth reclamation, concrete and asphalt surface grinding, seal coating practices, etc.

The department is monitoring the progress of bills HF 222 and SF 61 through the Legislature this session. These bills provide for funding for the design and environmental permitting costs associated with the replacement of the Rice Street/I-694 Interchange. This project, when eventually funded by the State, will have a dramatic impact on traffic patterns and the timing of other improvements in Shoreview.

Environmental Services –

The next Environmental Quality Committee speaker is by EQC member John Suzukida "How Can You Reduce Energy Consumption in Your Home?", is scheduled for February 20.

Recycling tonnage reports are being tabulated and reported to Ramsey County for tracking. These reports combine single family, multi family, clean up day events, and the cardboard dumpster tonnages to show total pounds recycled per household or pounds recycled per person citywide. Ramsey County uses this information to compare education, outreach, and type of contracts amongst each city. Shoreview has typically scored near the high end of pounds recycled per person or per household. Reporting and tracking the tonnage data is also necessary to receive the SCORE grant funding administered by the County. According to the recycling contractor, Allied Waste, Shoreview's 2012 average participation rate was 86.25%.

The May 18th Clean Up Day event is in the planning stages – staff has drafted a contract agreement spelling out responsibilities for both Shoreview and Arden Hills. While the two cities have collaborated on Clean up days for years, there hasn't been a formal contract in place. Also, staff is exploring the possibility of contracting with a new electronics recycler for reduced cost. At this time, electronics are the most expensive items to recycle at Clean up day, yet there are many other free options for residents to utilize.

Staff has been conducting additional Emerald Ash Borer surveys with the Department of Agriculture. Several more trees have been confirmed as infested, all within the same Shamrock Park neighborhood. Property owners with infested trees will be notified soon with the removal deadline of April 1st to prevent the beetles from emerging and entering new trees. Those with suspect trees will also be notified of options, including pre-emptive removal and replacement, treatment by a licensed tree contractor, or waiting until it's infested to be marked for removal.

Staff attended the Road Salt Symposium hosted by the Freshwater Society and learned that approximately 100 new waters will be designated as “impaired for chlorides” later this summer. Also, 75% of all of the salt used in the Metropolitan area is staying in our lakes and rivers, more than researchers previously thought.

MAINTENANCE ACTIVITIES

Street and Utility crews worked together to repair two water main breaks over the past two weeks, both were discovered on Friday evening in the southern (i.e. clay soil area) part of the City. The first was located at 3264 Victoria and the second located at 877 Arbogast. Fortunately crews were able to throttle the main down for the weekend and make the repair the following Monday with minimal disruption to area residents. Water service to a small number of residents was affected for about 4 hours during the repairs but otherwise the work went as planned. Final restoration of the pavement areas will happen in the Spring.

Crews were out anti-icing on three occasions. They also responded to 1 minor plowing event and 4 salting events. Jan 11th crews responded to a freezing rain event that occurred during the morning rush hour. Crews spent time the next 2 days repairing street signs that had been knocked down because of the icy conditions on the 11th. Street and Utility crews attended the annual aware and safety training provided by Chess Safety Consultants on Jan 2, 2013

Street crews along with the DOC crew spent several days prior to and during the freezing rain event on Jan 11th opening and maintaining catch basins to prevent water from backing up on city streets and allowing for drainage.

Street crews continue the seasonal tree trimming along boulevards and trails. They are removing trees as needed. They clean up and chip brush after trimming and tree removal. Sign maintenance repairs and replacements continue.

Utility Crews inspect and perform routine and scheduled maintenance to wells, lift stations, towers and the booster station each day. Water samples are collected and analyzed each day. Meter repairs and utility location requests are responded to when scheduled. Utility crews have been spending time

rodding and flushing sewers and inspecting manholes. Utility crews spend time repairing and/or lowering any raised manholes and gate valves that may be discovered during plowing. Also after major snow events there are always hydrants that are damaged from vehicles sliding into them and those hydrants are inspected and repaired where necessary.

Department of Corrections Crew –

The crew clean the maintenance center daily. They are participating in the brush chipping and clean up after trimming and tree removal. They assisted with routine winter maintenance for the Parks Maintenance Division. During and after snow events they complete the snow removal by hand work at bus stops, boardwalks and trails. They also perform snow removal work around the maintenance center. And they continue shoveling out fire hydrants and catch basins around the City.

PROJECT UPDATES

Owasso Street Re-alignment, Project 09-12

The developer has hired a construction manager and is planning to begin work on the building site in March/April, requiring the removal of the portion of Owasso Street that is located on the building site. Removing the existing section of Owasso Street will require the installation of a temporary road and access onto Victoria. The temporary road will provide residents in the area continued access to Victoria during the construction of the building and the re-aligned portion of Owasso Street, which will be occurring concurrently. City staff and the City's consultant are working with the construction manager to coordinate the schedules for the construction the building and the re-aligned portion of Owasso Street.

The City's consultant is completing the plans and specifications for the project, which will be presented to the Council for approval in March.

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

Essentially all work has been completed in the Demar Avenue and County Road F neighborhood. The restoration work has been completed on all yards and sod has been placed. The asphalt wear course, mailboxes, and street lights have been installed and the street lights have been energized.

The wear course was paved on Floral Drive, mailboxes installed and the top soil has been placed and covered with mulch. The contractor is working on the punch list items. The sod work is scheduled for spring of 2013.

Water System Improvements – Westin Woods Booster Station, Project 12-02

The Council awarded the construction contract to the lowest qualified bidder at their February 4, 2013 Council. The Council also authorized the purchase of the booster equipment required for the project. A preconstruction meeting for the project will be scheduled in the next few weeks.

Red Fox Road Reconstruction, Project 12-04

The public hearing was held for the project at the January 22, 2013 Council meeting and no comments were received from the public. After the public hearing the Council authorized the preparation of final plans and specifications for the project. Staff is continuing to work with Target on acquiring the storm pond located on their property to use for storm water treatment for Red Fox Road and surrounding area. Meeting with Target have been positive and they support the City taking over the pond. Also, engineering staff is currently working on the plans and specifications and is planning to present them to the Council for approval in March.

County Road D and Cottage Place Reconstruction, Project 13-01

The public hearing was held for the project at the January 22, 2013 Council meeting and no comments were received from the public. After the hearing the Council authorized the preparation of final plans and specifications. The Roseville public hearing for the project was held on January 28, 2013 and at that time the Roseville City Council authorized the preparation of final plans and specifications. Staff is currently completing the plans and specifications for the project and have submitted them to state aid for review and approval. Staff is planning to present the plans and specifications to the Council for approval in March.

2013 Street Rehabilitation, Project 13-02

Staff is in the process of developing the plans and specifications for the project and is planning to present them to the Council for approval in April.

Gaston, Grove, and St. Albans Water Main Extension, Project 13-03

The public hearing for the project was held at the February 4, 2013 Council meeting. Two residents provided comments at the meeting. After the hearing the Council authorized the preparation of final plans and specifications for the project. Staff is currently completing the plans and specifications for the project. Due to the size of the project it will be bid as part of a larger project to gain an economy of scale.

TO: MAYOR AND COUNCILMEMBERS
FROM: TERRY SCHWERM, CITY MANAGER
DATE: FEBRUARY 19, 2013
RE: MONTHLY REPORT

DEPARTMENT ACTIVITY

The Bucher Park Renovation project will be bid during March and it is anticipated that the bid award will be considered by the City Council in April. At their January meeting, the Park and Recreation Commission selected a playground proposal that will be part of this renovation project. The City Council will be asked to accept the proposal for playground equipment replacement for Bucher Park from St. Croix Recreation at the February 19th meeting.

Most of the City's hockey and ice rinks will close on Tuesday, February 19th, the day after Presidents' Day. The rink and warming house at Shoreview Commons will remain open throughout next week. Although the warming houses will not be open, the rinks will generally be maintained after that date if the weather remains cold.

MAINTENANCE

The past month was a busy month for the maintenance crew. The roller coaster temperatures made it difficult to maintain quality ice. It was either too warm to put water down or too cold which makes the ice too hard and subject to chipping. The crew was able to get the broomball lines placed on the rink at Commons Park. The crew cleaned and flooded rinks on a daily basis. They chipped end gates which allow the gate planks to go in and out easier.

There were several nuisance snowfalls this past month. The crew was often cleaning walks before starting rinks every day for over a week. There was just enough snow requiring shoveling. After a couple of these snowfalls the crew would plow the lots. There were two larger snowfalls that required the whole crew to come in early to plow the parking lots and walks at the Community Center, the Library, both Fire Stations and the Larson House. Then rinks were cleaned after those areas were done. The crew also plowed the bike paths that are in the parks.

The crews also cleaned the park buildings. They checked and repaired the hockey nets and broomball nets. The outside building lights were repaired at Bucher, Sitzer and Wilson Parks. A contractor had to be called in to repair the furnace at Sitzer Park.

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

Community Center Crew

The crew kept busy trying to keep the building on its cleaning schedule. They dusted the railings around the track. They also worked on getting the dust off some pipes and beams above the track and gym area. They stripped and waxed the floors in Beachcomber Bay, Preschool room and the hallway in the Shoreview Room by the kitchen. A contractor was in this past month to replace the vinyl fabric decks that were in poor condition in the indoor playground. There are more repairs planned for this coming month. We are currently working on two projects for this year's pool shutdown.

RECREATION PROGRAMS

Winter programs are going well with more than 3,150 participants registered for a wide variety of recreation programs. Fitness continues to be the largest program with 1,324 registrants followed by aquatics with 665 participants. Private swim lessons are still extremely popular with 46 people enrolled. The new Manta Ray swim lesson program has 14 children enrolled. The Manta Ray program allows young children (ages 2^{1/2} – 4) to participate with a parent for the first few weeks of class while gradually becoming independent as the child becomes more comfortable in the water and group setting.

Tangled, the dive-in movie for January was popular with about 75 kids attending the crafts and games prior to the movie. On March 8, we will be showing Madagascar 3, with carnival games and crafts from 6 - 7:30 PM.

The Kids Corner Preschool Open House was held on Thursday, January 31 to kick off registration for the 2013-14 School Year and for new families to come and visit our preschool. Over 30 new families attended with 25 of them registering their children for the upcoming school year. Registration for next year is looking good with 72 participants. One class is currently full; however, we will continue to accept registrations for the remaining classes until full.

The girls' volleyball league is wrapping up another successful season later this month. This fun instructional league is supported by 18 volunteer coaches who donate hours of their time teaching the fundamentals of volleyball to girls in 4th–8th grade. The league is growing in popularity as participation has grown from 4 teams (42 girls) in 2010 to 9 teams (109 girls) in 2013.

The Sweetheart Dance was held on Friday, February 8th in the Community Room. The event was an impressive success with over 180 in attendance. Many dressed up in their best party clothes and danced the night away! The DJ played all kinds of music from different generations and played games with the participants. The cute craft activity had each child decorating a glass canning jar with white/pink/red tissue hearts to create an illuminated jar for their table on Valentine's Day! Families played Bingo, took family pictures at the photo station, face painting, games, and of course, served cake and pink lemonade.

The winter tumbling session is well underway with 56 participants enrolled this season. Each season, the Parent/Toddler Tumbling class continues to be popular with 23 students enrolled.

Winter Ice Skating Lessons are also underway with 110 participants enrolled this season. The beginning levels continue to attract the largest number of people as children look to learn the fundamentals of ice skating.

Registration for our full-day summer child care program, Summer Discovery, opens on Thursday, February 28. Summer Discovery will be adding one classroom creating space for 30 additional children. The new classroom will utilize meeting room space and is expected to bring in an extra \$36,000 in revenue. The program will run eleven weeks with a twelfth week being run similar to School's Out Camp. This will allow for adequate staffing, as well as opening up the program to families not enrolled in Summer Discovery. We anticipate Summer Discovery to have around 250 participants this year. The process of inviting staff to return for the summer has begun and interviews for new staff will take place in early April.

Shoreliners will enjoy an intimate afternoon at the Melting Pot in Minneapolis on February 19. They will experience a fondue cooking style lunch that will include an appetizer, main course and dessert. A perfect way to spend a late Valentine's Day!

Tax season is upon us and AARP tax volunteers are now at the Shoreview Community Center on Wednesdays from 9:00am-1:00pm to help seniors with low/moderate incomes with filing of their taxes. Reservations are required. The program is so popular that we are booked with only "walk-in and wait" slots available until March 13th.

COMMUNITY CENTER

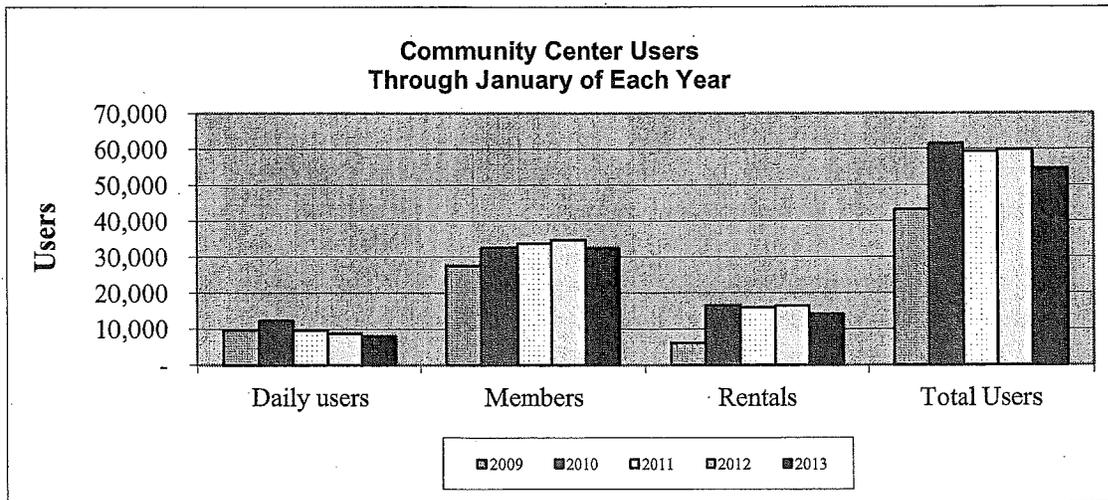
The cold weather is always good for business at the Shoreview Community Center. Even though daily visits and daily admission revenue decreased slightly this year, the Community Center remained bustling with activity. On a frigid Martin Luther King Holiday, there were approximately 2000 visitors. This is nearly a 100% increase compared to the same holiday last year. Channel Nine News did a segment on fun places for families to get out of the cold. The Community Center was featured as a great get away in winter that provides various activities for people of all ages. On that day, our regular fitness enthusiasts were joined by members of the Moundsview Cross Country ski team. The athletes used the fitness center as a group training facility when the weather was too cold for outside activity. They were very respectful of all the other members

There was a 25% increase in usage of cardio equipment compared to December. A total of 36 new member orientations were performed and 61 personal training sessions were redeemed.

Membership retention has remained at a solid 90% level. There is a decrease in member visits due to a few insurance companies not requiring as many visits for insurance reimbursement. There has been a 25% increase in adult membership passes which is encouraging at this time of the year. With the conclusion of the Silver Sneakers program, there has been an increase of sales of senior memberships. The free group fitness classes that are included in for this membership category have been extremely popular. There are currently 145 registrants for the 10 complimentary Senior Fit classes. There is another 26 participants that are not seniors that have paid to register for these classes.

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

| | 2009 | 2010 | 2011 | 2012 | 2013 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Number of Users: | | | | | |
| Daily users | 9,610 | 12,396 | 9,573 | 8,757 | 7,974 |
| Members | 27,501 | 32,569 | 33,665 | 34,702 | 32,422 |
| Rentals | 6,099 | 16,552 | 16,013 | 16,398 | 14,163 |
| Total Users | 43,210 | 61,517 | 59,251 | 59,857 | 54,559 |
| Revenue: | | | | | |
| Admissions | \$ 52,646 | \$ 62,531 | \$ 61,414 | \$ 62,349 | \$ 56,515 |
| Memberships-annual | 82,647 | 94,579 | 116,578 | 107,287 | 110,501 |
| Memberships-seasonal | 18,171 | 17,111 | 17,556 | 14,285 | 14,278 |
| Room rentals | 22,190 | 18,519 | 22,729 | 24,441 | 27,440 |
| Wave Café | 15,222 | 18,052 | 20,526 | 20,842 | 20,972 |
| Commissions | - | 870 | - | 279 | - |
| Locker/vending/video | 1,254 | 1,317 | (1,194) | 1,016 | (4) |
| Merchandise | 671 | 730 | 1,006 | 1,177 | 1,145 |
| Other miscellaneous | 17 | (90) | (80) | 53 | (73) |
| Transfers in | 25,600 | 25,834 | 24,750 | 25,000 | 26,000 |
| Total Revenue | 218,418 | 239,453 | 263,285 | 256,729 | 256,774 |
| Expenditures: | | | | | |
| Personal services | 90,601 | 87,881 | 84,388 | 86,352 | 80,439 |
| Supplies | 1,012 | 13,838 | 30,153 | 18,791 | 16,409 |
| Contractual | 657 | 5,022 | 22,538 | 8,918 | 9,757 |
| Total Expenditures | 92,270 | 106,741 | 137,079 | 114,061 | 106,605 |
| Rev less Exp Year-to-date | \$ 126,148 | \$ 132,712 | \$ 126,206 | \$ 142,668 | \$ 150,169 |

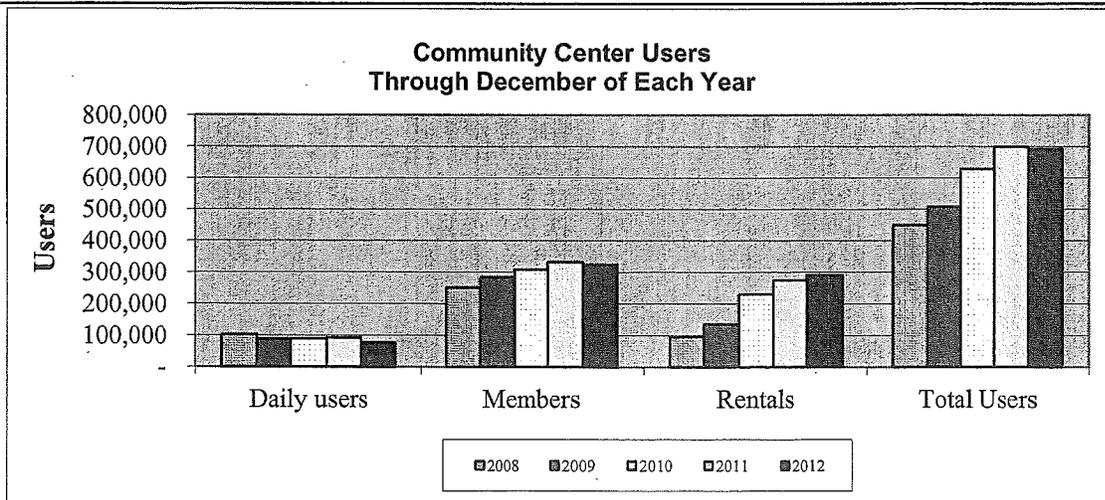


* Rental users in 2010 and later years include Summer Discovery Prgm

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

| | 2008 | 2009 | 2010 | 2011 | 2012 |
|----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| Number of Users: | | | | | |
| Daily users | 102,144 | 88,319 | 88,784 | 91,392 | 76,521 |
| Members | 251,898 | 284,384 | 308,404 | 332,762 | 324,216 |
| Rentals | 95,769 | 135,248 | 230,634 | 274,871 | 291,879 |
| Total Users | 449,811 | 507,951 | 627,822 | 699,025 | 692,616 |
| Revenue: | | | | | |
| Admissions | \$ 494,723 | \$ 548,432 | \$ 522,371 | \$ 597,166 | \$ 555,210 |
| Memberships-annual | 649,790 | 783,741 | 933,541 | 1,007,883 | 1,040,037 |
| Memberships-seasonal | 140,658 | 115,668 | 106,953 | 103,304 | 97,673 |
| Room rentals | 213,668 | 219,052 | 220,664 | 250,299 | 255,411 |
| Wave Café | 149,110 | 163,086 | 176,816 | 195,578 | 192,354 |
| Commissions | 13,474 | 9,149 | 10,627 | 14,503 | 14,546 |
| Locker/vending/video | 33,757 | 32,458 | 29,470 | 29,606 | 25,575 |
| Merchandise | 7,658 | 9,577 | 10,656 | 13,724 | 14,522 |
| Other miscellaneous | 1,729 | 1,344 | 1,944 | 1,323 | 141 |
| Building charge | 95,152 | 89,882 | 94,415 | 98,441 | 100,000 |
| Transfers in | 250,000 | 310,000 | 310,000 | 297,000 | 300,000 |
| Total Revenue | 2,068,413 | 2,290,560 | 2,425,474 | 2,629,501 | 2,595,469 |
| Expenditures: | | | | | |
| Personal services | 1,243,857 | 1,287,910 | 1,319,270 | 1,352,471 | 1,399,864 |
| Supplies | 429,073 | 392,043 | 405,540 | 448,853 | 456,844 |
| Contractual | 503,357 | 507,042 | 544,863 | 600,542 | 593,718 |
| Total Expenditures | 2,176,287 | 2,186,995 | 2,269,673 | 2,401,866 | 2,450,426 |
| Rev less Exp Year-to-date | \$ (107,874) | \$ 103,565 | \$ 155,801 | \$ 227,635 | \$ 145,043 |

*



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

t\data/excel/comm cntr/Monthly report 2012

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

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|-------------------|--------------------|--------------------|--------------------|-------------------|--------------------|-------------------|-------------------|
| Number of Users: | | | | | | | | | | | | | |
| Daily users | 8,757 | 9,853 | 10,137 | 6,003 | 4,801 | 4,914 | 6,289 | 6,089 | 2,547 | 4,594 | 5,805 | 6,732 | 76,521 |
| Members | 34,702 | 31,137 | 29,693 | 27,472 | 25,620 | 25,094 | 26,585 | 24,860 | 19,992 | 25,021 | 27,312 | 26,728 | 324,216 |
| Rentals | 16,398 | 16,066 | 14,860 | 17,120 | 15,041 | 37,529 | 35,345 | 70,550 | 16,533 | 16,421 | 17,160 | 18,856 | 291,879 |
| Total Users | 59,857 | 57,056 | 54,690 | 50,595 | 45,462 | 67,537 | 68,219 | 101,499 | 39,072 | 46,036 | 50,277 | 52,316 | 692,616 |
| Revenue: | | | | | | | | | | | | | |
| Admissions | \$ 55,671 | \$ 45,702 | \$ 67,428 | \$ 40,239 | \$ 34,868 | \$ 46,024 | \$ 51,546 | \$ 45,866 | \$ 10,568 | \$ 25,520 | \$ 33,548 | \$ 43,615 | \$ 500,595 |
| Indoor playground | 6,678 | 6,845 | 4,850 | 4,128 | 3,924 | 2,494 | 3,265 | 3,054 | 2,610 | 4,722 | 5,376 | 6,291 | 54,237 |
| Memberships | 121,572 | 92,089 | 86,050 | 68,705 | 69,225 | 72,207 | 69,527 | 74,020 | 81,313 | 93,797 | 105,112 | 199,549 | 1,133,166 |
| Room rentals | 24,441 | 25,231 | 15,536 | 21,979 | 18,627 | 26,549 | 17,245 | 22,644 | 19,042 | 22,895 | 19,661 | 21,561 | 255,411 |
| Wave Café | 20,842 | 16,592 | 21,932 | 13,945 | 13,729 | 15,760 | 15,655 | 18,985 | 7,176 | 14,782 | 15,495 | 17,339 | 192,232 |
| Commissions | 279 | - | 1,424 | 350 | 2,336 | 1,680 | 1,336 | 1,357 | 2,243 | 1,907 | 1,272 | 362 | 14,546 |
| Locker/vending/video | 1,016 | 3,015 | 1,869 | 2,685 | 1,102 | 2,374 | 1,055 | 1,961 | 3,039 | 1,764 | 1,207 | 3,358 | 24,445 |
| Merchandise | 1,177 | 1,164 | 1,935 | 997 | 1,365 | 1,214 | 1,633 | 1,537 | 726 | 963 | 890 | 917 | 14,518 |
| Other miscellaneous | 53 | 10 | 31 | (33) | 42 | 71 | 59 | (104) | 50 | 37 | (24) | (82) | 110 |
| Building charge | - | - | - | - | - | 100,000 | - | - | - | - | - | - | 100,000 |
| Interest | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers in | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 300,000 |
| Total Revenue | 256,729 | 215,648 | 226,055 | 177,995 | 170,218 | 293,373 | 186,321 | 194,320 | 151,767 | 191,387 | 207,537 | 317,910 | 2,589,260 |
| Expenditures: | | | | | | | | | | | | | |
| Personal services | 86,352 | 110,691 | 109,922 | 103,825 | 106,288 | 160,760 | 111,336 | 114,288 | 102,560 | 99,313 | 158,281 | 106,001 | 1,369,617 |
| Supplies | 18,791 | 38,364 | 58,334 | 40,330 | 41,001 | 25,491 | 41,673 | 40,578 | 23,100 | 25,145 | 33,467 | 50,502 | 436,776 |
| Contractual | 8,918 | 18,761 | 71,950 | 63,435 | 63,612 | 44,855 | 48,798 | 51,328 | 43,170 | 72,961 | 37,830 | 48,147 | 573,765 |
| Other | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers out | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures | 114,061 | 167,816 | 240,206 | 207,590 | 210,901 | 231,106 | 201,807 | 206,194 | 168,830 | 197,419 | 229,578 | 204,650 | 2,380,158 |
| Rev less Exp (monthly) | \$ 142,668 | \$ 47,832 | \$ (14,151) | \$ (29,595) | \$ (40,683) | \$ 62,267 | \$ (15,486) | \$ (11,874) | \$ (17,063) | \$ (6,032) | \$ (22,041) | \$ 113,260 | \$ 209,102 |
| Rev less Exp (ytd) | \$ 142,668 | \$ 190,500 | \$ 176,349 | \$ 146,754 | \$ 106,071 | \$ 168,338 | \$ 152,852 | \$ 140,978 | \$ 123,915 | \$ 117,883 | \$ 95,842 | \$ 209,102 | |

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

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|--------------------|-------------------|-------------------|---------------------|
| Number of Users: | | | | | | | | | | | | | |
| Daily users | 9,573 | 8,554 | 12,733 | 7,331 | 6,293 | 8,510 | 9,591 | 7,473 | 2,375 | 2,799 | 6,874 | 8,661 | 90,767 |
| Members | 33,665 | 30,575 | 34,019 | 29,225 | 22,682 | 24,211 | 24,352 | 23,544 | 23,660 | 26,968 | 27,680 | 29,395 | 329,976 |
| Rentals | 16,013 | 14,571 | 17,692 | 15,947 | 16,223 | 40,042 | 34,573 | 51,667 | 16,013 | 18,620 | 16,031 | 15,945 | 273,337 |
| Total Users | 59,251 | 53,700 | 64,444 | 52,503 | 45,198 | 72,763 | 68,516 | 82,684 | 42,048 | 48,387 | 50,585 | 54,001 | 694,080 |
| Revenue: | | | | | | | | | | | | | |
| Admissions | \$ 54,768 | \$ 50,219 | \$ 82,024 | \$ 37,760 | \$ 32,531 | \$ 48,104 | \$ 57,434 | \$ 41,854 | \$ 19,315 | \$ 26,823 | \$ 35,198 | \$ 58,481 | \$ 544,511 |
| Indoor playground | 6,646 | 4,955 | 8,340 | 4,691 | 3,281 | 4,545 | 3,033 | 2,183 | 2,178 | 2,986 | 4,786 | 5,031 | 52,655 |
| Memberships | 134,134 | 82,408 | 85,134 | 64,611 | 61,088 | 69,882 | 64,747 | 69,299 | 77,050 | 85,320 | 115,092 | 202,422 | 1,111,187 |
| Room rentals | 22,729 | 19,569 | 29,892 | 16,023 | 24,736 | 20,859 | 19,322 | 18,740 | 22,956 | 21,955 | 10,411 | 23,107 | 250,299 |
| Wave Café | 20,526 | 18,871 | 25,987 | 17,064 | 15,650 | 15,441 | 16,165 | 14,920 | 10,577 | 13,462 | 12,687 | 14,228 | 195,578 |
| Commissions | - | 143 | 850 | - | 1,366 | 698 | 2,561 | 1,153 | 3,393 | 2,395 | 1,944 | - | 14,503 |
| Locker/vending/video | (1,194) | 3,591 | 2,745 | 3,128 | 2,566 | 3,560 | 3,243 | 883 | 1,842 | 2,649 | 1,596 | 4,997 | 29,606 |
| Merchandise | 1,006 | 1,018 | 1,492 | 1,340 | 948 | 1,826 | 1,546 | 1,204 | 1,014 | 819 | 879 | 632 | 13,724 |
| Other miscellaneous | (80) | 75 | 27 | 32 | 757 | 39 | 83 | 50 | 5 | 143 | 65 | 127 | 1,323 |
| Building charge | - | - | - | - | - | 97,000 | - | - | - | - | - | 1,441 | 98,441 |
| Interest | - | - | - | - | - | - | - | - | - | - | - | 20,674 | 20,674 |
| 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 | 181,302 | 207,408 | 355,890 | 2,629,501 |
| Expenditures: | | | | | | | | | | | | | |
| Personal services | 84,388 | 104,891 | 105,118 | 99,020 | 100,804 | 107,049 | 156,509 | 108,982 | 96,532 | 99,084 | 104,360 | 185,734 | 1,352,471 |
| Supplies | 30,153 | 36,056 | 44,170 | 42,162 | 34,276 | 33,351 | 29,123 | 27,161 | 39,147 | 44,125 | 36,298 | 52,831 | 448,853 |
| Contractual | 22,538 | 31,672 | 36,485 | 42,242 | 48,682 | 54,629 | 63,436 | 44,224 | 56,475 | 65,557 | 40,038 | 94,564 | 600,542 |
| Other | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers out | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures | 137,079 | 172,619 | 185,773 | 183,424 | 183,762 | 195,029 | 249,068 | 180,367 | 192,154 | 208,766 | 180,696 | 333,129 | 2,401,866 |
| Rev less Exp (monthly) | \$ 126,206 | \$ 32,980 | \$ 75,468 | \$ (14,025) | \$ (16,089) | \$ 91,675 | \$ (56,184) | \$ (5,331) | \$ (29,074) | \$ (27,464) | \$ 26,712 | \$ 22,761 | \$ 227,635 |
| Rev less Exp (Ytd) | \$ 126,206 | \$ 159,186 | \$ 234,654 | \$ 220,629 | \$ 204,540 | \$ 296,215 | \$ 240,031 | \$ 234,700 | \$ 205,626 | \$ 178,162 | \$ 204,874 | \$ 227,635 | \$ 2,629,501 |

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

| Date | Description | Amount |
|-----------------------------------|---|----------------------|
| 02/04/13 | Accounts payable | \$2,154.00 |
| 02/07/13 | Accounts payable | \$162,959.95 |
| 02/11/13 | Accounts payable | \$273,226.51 |
| 02/14/13 | Accounts payable | \$81,005.32 |
| 02/18/13 | Accounts payable | \$234,005.86 |
| Sub-total Accounts Payable | | \$ 753,351.64 |
| 02/08/13 | Payroll 124997 to 125047 960584 to 960779 | \$158,514.02 |
| Sub-total Payroll | | \$ 156,538.21 |
| TOTAL | | \$ 909,889.85 |

| ROLL CALL: | AYES | NAYS |
|------------|------|------|
| Johnson | | |
| Quigley | | |
| Wickstrom | | |
| Withhart | | |
| Martin | | |

02/18/13

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|--|-----|-------|------|----|-----|------|------------|-------------|
| AMSAK BRISSMAN KENNEDY | CLEANING SUPPLIES CC | 220 | 43800 | 2110 | | | | \$203.59 | \$203.59 |
| C & E HARDWARE | LETTER AND NUMBERS FOR POST | 601 | 45050 | 2280 | | 002 | | \$20.30 | \$20.30 |
| CHMIELEWSKI, KEVIN | PHONE REPLACEMENT FOR DAMAGERD ONE/TM | 101 | 40200 | 3210 | | 002 | | \$589.17 | \$589.17 |
| EDINA REALTY | REFUND CLOSING OVRPYMT-1518 OAKWOOD TERR | 601 | 36190 | | | 003 | | \$11.77 | \$11.77 |
| GRAINGER, INC. | REPAIR SUPPLIES CC | 220 | 43800 | 2240 | | 001 | | \$265.93 | \$265.93 |
| MACQUEEN EQUIPMENT, INC | VACTOR TRAINING ROW, BRAD, ERIC | 603 | 45850 | 4500 | | | | \$225.00 | \$225.00 |
| MELVIN, TESSIA | HRC POSTER CONTEST SUPPLIES | 101 | 40100 | 4890 | | 002 | | \$10.18 | \$10.18 |
| MEMARDS CASHWAY LUMBER **FRIDL | POST FOR 3264 WATERMAIN REPAIR | 601 | 45050 | 2280 | | 002 | | \$21.34 | \$21.34 |
| MEMARDS CASHWAY LUMBER **FRIDL | TOOLS | 601 | 45050 | 2400 | | 001 | | \$18.02 | \$18.02 |
| MEMARDS CASHWAY LUMBER *MAPLEW | PAINTING SUPPLIES | 601 | 45050 | 2280 | | 005 | | \$24.45 | \$24.45 |
| METROPOLITAN COURIER CORPORATI | ARMORED CAR SERVICES: JANUARY 2013 | 101 | 40500 | 4890 | | 001 | | \$102.86 | \$411.47 |
| | | 220 | 43800 | 4890 | | 001 | | \$102.87 | |
| | | 601 | 45050 | 4890 | | 001 | | \$102.87 | |
| | | 602 | 45550 | 4890 | | 001 | | \$102.87 | |
| PINNOW, ROBERT | REFUND CLOSING OVERPYMT-670 DORIS AVE | 601 | 36190 | | | 003 | | \$76.17 | |
| REMAX SPECIALISTS | REFUND DUP CLOSING OVRPYMT-892 NANCY CIR | 601 | 36190 | | | 003 | | \$152.10 | \$152.10 |
| REMAX SPECIALISTS | REFUND CLOSING OVRPYMT-4212 NANCY PLACE | 601 | 36190 | | | 003 | | \$9.17 | \$9.17 |
| SCHEDEL, THOMAS | REFUND DUPLICATE PYMT - 152 DAWN AVENUE | 601 | 36190 | | | 003 | | \$115.34 | \$115.34 |
| Total of all invoices: | | | | | | | | \$2,154.00 | |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|--|-----|-------|------|----|-----|------|-------------|-------------|
| ABBOTT PAINT & CARPET | REPAIR SUPPLIES CC | 220 | 43800 | 2240 | | 001 | | \$154.92 | \$154.92 |
| ACE SOLID WASTE | MAINT CENTER SOLID WASTE PICKUP | 701 | 46500 | 3640 | | | | \$234.64 | \$234.64 |
| ACE SOLID WASTE | DUMPSTER SERVICE CC AND PARKS | 220 | 43800 | 3640 | | | | \$1,035.24 | \$1,190.68 |
| | | 101 | 43710 | 3950 | | | | \$155.44 | |
| ALLIED WASTE SERVICES #899 | JAN ALLIED WASTE SERVICES | 210 | 42750 | 3190 | | | | \$29,674.52 | |
| ALLIED WASTE SERVICES #899 | JAN ALLIED WASTE SERVICES | 210 | 42750 | 3190 | | | | \$50.00 | \$50.00 |
| AMSAN BRISSMAN KENNEDY | PRESCHOOL TRIFOLD TOWELS | 225 | 43555 | 2170 | | | | \$223.64 | \$223.64 |
| AMSAN BRISSMAN KENNEDY | CLEANING SUPPLIES CC | 220 | 43800 | 2110 | | | | \$108.93 | \$108.93 |
| AMSAN BRISSMAN KENNEDY | CLEANING SUPPLIES CC | 220 | 43800 | 2110 | | | | \$25.19 | \$25.19 |
| AMSAN BRISSMAN KENNEDY | CLEANING SUPPLIES CC | 220 | 43800 | 2110 | | | | \$34.51 | \$34.51 |
| AMSAN BRISSMAN KENNEDY | CLEANING SUPPLIES CC | 220 | 43800 | 2110 | | | | \$2,445.01 | \$2,445.01 |
| ARNIE BILLMARK ELECTRIC, INC. | PERMIT REFUND 2013-00186 | 101 | 32580 | | | | | \$35.00 | \$40.00 |
| | | 101 | 20802 | | | | | \$5.00 | |
| AUSTINSON, JOHN | BASKETBALL REF JAN 28 | 225 | 43510 | 3190 | | 002 | | \$46.00 | |
| BEISSWENGERS HARDWARE | REPAIR SUPPLIES CC | 220 | 43800 | 2240 | | 001 | | \$34.23 | \$34.23 |
| CHRISTOPHERSON, EILEEN | HEALTH & WELLNESS | 220 | 22040 | | | | | \$5.00 | \$5.00 |
| COLIHAN, DAWN & JOE | EROS RED 218 OWASSO LN E RES 13-16 | 101 | 22030 | | | | | \$1,000.00 | \$1,000.00 |
| COMCAST | CABLE FOR CC | 220 | 43800 | 3190 | | 001 | | \$218.21 | \$218.21 |
| COMMISSIONER OF REVENUE- MH TA | WITHHOLDING TAX - PAYDATE 02-08-13 | 101 | 21720 | | | | | \$9,148.23 | \$9,148.23 |
| COMMUNITY HEALTH CHARITIES - M | EMPLOYEE CONTRIBUTIONS:02-08-13 | 101 | 20420 | | | | | \$114.50 | \$114.50 |
| CUB FOODS | PRESCHOOL SUPPLIES | 225 | 43555 | 2170 | | | | \$376.85 | \$376.85 |
| GENESIS EMPLOYEE BENEFITS, INC | VEBA CONTRIBUTIONS:02-08-13 | 101 | 20418 | | | | | \$5,715.00 | \$5,715.00 |
| GOPHER | LANYARDS AND WHISTLES | 225 | 43510 | 2170 | | 016 | | \$80.05 | \$80.05 |
| GOPHER | VOLLEYBALLS AND BASKETBALLS | 225 | 43510 | 2170 | | 010 | | \$220.47 | \$450.94 |
| | | 225 | 43510 | 2170 | | 006 | | \$230.47 | |
| GRAINGER, INC. | REPAIR SUPPLIES CC | 220 | 43800 | 2240 | | 001 | | \$244.91 | |
| ICMA/VANTAGEPOINT TRANSFER-300 | EMPLOYEE CONTRIBUTIONS PAYDATE:02-08-13 | 101 | 21750 | | | | | \$5,356.53 | \$5,356.53 |
| ICMA/VANTAGEPOINT TRANSFER-705 | ROTH CONTRIBUTIONS:02-08-13 | 101 | 20430 | | | | | \$405.00 | \$405.00 |
| KANSAS STATE BANK-GOVT FINANCE | CONTRACT LEASE PAYMENT/FEBRUARY 2013 | 220 | 43800 | 3960 | | | | \$1,089.00 | \$1,089.00 |
| KELLY & LEMMONS, P.A. | JAN 2013 LEGAL FEES | 101 | 40600 | 3020 | | | | \$2,018.00 | \$6,918.87 |
| | | 101 | 40600 | 3030 | | | | \$3,620.87 | |
| | | 101 | 40600 | 3040 | | | | \$1,232.00 | |
| | | 573 | 47000 | 5930 | | | | \$24.00 | |
| | | 574 | 47000 | 5930 | | | | \$24.00 | |
| LIHN, TAYLOR | VOLLEYBALL REF JAN 29 & FEB 5 | 225 | 43510 | 3190 | | 010 | | \$72.00 | |
| LUNDGREN, SARAH | TUMBLING ROLLY POLLY | 220 | 22040 | | | | | \$117.00 | \$117.00 |
| MAST, MARILYN | DEFENSIVE DRIVE 4 HR | 220 | 22040 | | | | | \$27.00 | \$27.00 |
| METROPOLITAN AREA MANAGEMENT A | MAMA 2013 DUES FOR SIMONSON AND MELVIN | 101 | 40200 | 4330 | | 003 | | \$90.00 | \$90.00 |
| METROPOLITAN COUNCIL ENVIRONME | SAC CHARGES FOR JANUARY 2013 | 602 | 20840 | | | | | \$2,435.00 | \$2,410.65 |
| | | 602 | 34060 | | | | | -\$24.35 | |
| MINNESOTA CHILD SUPPORT PAYMEN | PAYDATE:02-08-13 | 101 | 20435 | | | | | \$217.50 | |
| MINNESOTA DEPT LABOR AND INDUS | BUILDING SURCHARGE REPORT: JANUARY 2013 | 101 | 20802 | | | | | \$1,937.08 | \$1,898.34 |
| | | 101 | 34060 | | | | | -\$38.74 | |
| MINNESOTA ENVIRONMENTAL FUND | NN ENVIRONMENTAL EMPL CONTRIB:02-08-13 | 101 | 20420 | | | | | \$35.00 | |
| MH EARLY CHILDHOOD EDUCATORS - | PRESCHOOL CONF - BEILKE,BRYNTSEN,LEGARDE | 225 | 43555 | 2170 | | | | \$265.00 | \$265.00 |
| MOORE MEDICAL, LLC | MEDICAL GLOVES - PS/KC | 225 | 43555 | 2170 | | | | \$11.99 | \$84.69 |
| | | 225 | 43560 | 2170 | | | | \$72.70 | |
| MOSLEY, ZEBBIE | BASKETBALL REF JAN 28 & FEB 4 | 225 | 43510 | 3190 | | 002 | | \$115.00 | |
| NOYES, BRIAN | BASKETBALL REF JAN 28 & FEB 4 | 225 | 43510 | 3190 | | 002 | | \$115.00 | \$115.00 |
| ORIENTAL TRADING COMPANY | PRESCHOOL SUPPLIES | 225 | 43555 | 2170 | | | | \$86.49 | \$86.49 |
| ORKIN EXTERMINATING CO INC. | PEST CONTROL LARSON HOUSE | 101 | 40800 | 3190 | | | | \$76.73 | \$76.73 |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|---|-----|-------|------|----|-----|------|--------------|-------------|
| PLUMBMASTER, INC | REPAIR SUPPLIES CC | 220 | 43800 | 2240 | | 001 | | \$288.04 | \$288.04 |
| PLUMBMASTER, INC | REPAIR SUPPLIES CC | 220 | 43800 | 2240 | | 001 | | \$38.80 | \$38.80 |
| PMA FINANCIAL NETWORK, INC | DEC 2012 BANK FEES | 101 | 40500 | 4890 | | 004 | | \$140.02 | \$140.02 |
| PRESS PUBLICATIONS | WEDDING BOOTH | 459 | 43800 | 3190 | | 004 | | \$345.00 | \$345.00 |
| PUBLIC EMPLOYEES RETIREMENT AS | EMPL/EMPLOYER CONTRIBUTIONS:02-08-13 | 101 | 21740 | | | | | \$29,171.63 | \$29,171.63 |
| RAMSEY COUNTY TREASURER | LIFE INSURANCE:FEBRUARY 2013 | 101 | 20414 | | | | | \$2,855.76 | \$3,060.76 |
| | | 101 | 20417 | | | | | \$205.00 | |
| RICHARD ALAN PRODUCTIONS | PRESCHOOL PICNIC ENTERTAINMENT | 225 | 43555 | 3190 | | | | \$375.00 | |
| S & S WORLDWIDE | PRESCHOOL SUPPLIES | 225 | 43555 | 2170 | | | | \$52.91 | \$52.91 |
| SATHYANARAYANA, BABU | FACILITY REFUND | 220 | 22040 | | | | | \$171.40 | \$171.40 |
| SORENSEN, MATTHEW | BASKETBALL REF JAN 28 & FEB 4 | 225 | 43510 | 3190 | | 002 | | \$115.00 | \$115.00 |
| SWEENEY, FALLON | VOLLEYBALL REF JAN 29 & FEB 5 | 225 | 43510 | 3190 | | 010 | | \$90.00 | \$90.00 |
| TARGET COMMERCIAL INVOICE | KIDS CARE/TUMBLING/ICE SKATING SUPPLIES | 225 | 43560 | 2170 | | | | \$110.47 | |
| | | 225 | 43580 | 2170 | | 003 | | \$3.99 | |
| | | 225 | 43580 | 2171 | | | | \$5.17 | |
| TREASURY, DEPARTMENT OF | FEDERAL WITHHOLDING TAX:02-08-13 | 101 | 21710 | | | | | \$21,778.53 | |
| | | 101 | 21730 | | | | | \$28,429.54 | |
| | | 101 | 21735 | | | | | \$6,649.06 | \$56,857.13 |
| TYSON, ANTONIO | BASKETBALL REF FEB 4 | 225 | 43510 | 3190 | | 002 | | \$69.00 | |
| UNITED WAY - GREATER TWIN CITI | EMPLOYEE CONTRIBUTIONS:02-08-13 | 101 | 20420 | | | | | \$121.00 | \$121.00 |
| VANCO SERVICES | JAN FITNESS INCENTIVE PROCESSING FEE | 220 | 43800 | 3190 | | 003 | | \$221.75 | \$221.75 |
| VOSBEEK, LISA | PASS REFUND | 220 | 22040 | | | | | \$132.12 | \$132.12 |
| WALLY'S UPHOLSTERY | WARE WRAP COVERS | 220 | 43800 | 2240 | | 002 | | \$425.00 | \$425.00 |
| WILS - WOMEN IN LEISURE SERVIC | WILS MEETING - SOLA, FUGLESTAD | 225 | 43400 | 4500 | | | | \$60.00 | \$120.00 |
| | | 220 | 43800 | 4500 | | | | \$60.00 | |
| ZARAMBO, JULIE | STAR FISH 1 | 220 | 22040 | | | | | \$50.00 | \$50.00 |
| Total of all invoices: | | | | | | | | \$162,959.95 | |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|--|-----|-------|------|----|-----|------|-------------|-------------|
| AMERICAN MESSAGING | LOCK BOX 2.1.13.-2.28.13 | 101 | 40210 | 3190 | | 009 | | \$4.26 | \$4.26 |
| AMSAN BRISSMAN KENNEDY | CLEANING SUPPLIES CC | 220 | 43800 | 2110 | | | | \$638.31 | |
| AMSAN BRISSMAN KENNEDY | CLEANING SUPPLIES CC | 220 | 43800 | 2110 | | | | \$1,159.66 | \$1,159.66 |
| BACHRACH, BRI | EXPENSE REIMBURSEMENT: DIVE IN MOVIE | 225 | 43590 | 2173 | | 001 | | \$25.83 | \$25.83 |
| COCA COLA REFRESHMENTS | WAVE CAFE BEVERAGE FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$401.24 | \$401.24 |
| CULLIGAN | IRON FILTER RENTAL | 220 | 43800 | 3950 | | | | \$94.05 | \$94.05 |
| ENGBLOM, DEBRA R. | MILEAGE REIMBURSEMENT: CENTURY COLLEGE | 101 | 40500 | 4500 | | 002 | | \$12.43 | \$12.43 |
| GENESIS EMPLOYEE BENEFITS, INC | ADMINISTRATION FEE:JANUARY VEBA | 101 | 20416 | | | | | \$369.35 | \$369.35 |
| GENESIS EMPLOYEE BENEFITS, INC | FLEX - MED/DEPENDENT CARE 02-08-13 | 101 | 20431 | | | | | \$4,279.01 | \$4,279.01 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.32 | \$15.32 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.34 | \$15.34 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.00 | \$72.77 |
| | | 220 | 43800 | 2591 | | 003 | | \$57.77 | |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.36 | |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$16.24 | \$16.24 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$16.20 | \$16.20 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.32 | \$15.32 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.32 | \$15.32 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.34 | \$15.34 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.34 | \$15.34 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$16.22 | \$16.22 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$16.32 | \$16.32 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.44 | \$15.44 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$23.75 | \$23.75 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$23.75 | \$23.75 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$23.75 | \$23.75 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$23.75 | \$23.75 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$19.99 | \$19.99 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.43 | \$15.43 |
| GRANDMA'S BAKERY | BAKERY FOR RESALE - WAVE CAFE | 220 | 43800 | 2590 | | 001 | | \$15.00 | \$29.96 |
| | | 220 | 43800 | 2591 | | 003 | | \$14.96 | |
| GRANDMA'S BAKERY | BIRTHDAY CAKES FOR RESALE | 220 | 43800 | 2591 | | 001 | | \$23.75 | |
| HEGGIE'S PIZZA LLC | WAVE CAFE FOOD FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$487.90 | \$487.90 |
| LEAGUE OF MN CITIES INS TRUST | PROP/LIA INS 1ST & 2ND INSTALLMENT | 101 | 40500 | 3410 | | | | \$14,556.70 | \$60,891.50 |
| | | 101 | 40800 | 3410 | | | | \$637.50 | |
| | | 101 | 41200 | 3410 | | | | \$449.58 | |
| | | 101 | 41500 | 3410 | | | | \$350.83 | |
| | | 101 | 43450 | 3410 | | | | \$440.42 | |
| | | 101 | 43710 | 3410 | | | | \$8,245.83 | |
| | | 101 | 20200 | | | | | \$4,936.18 | |
| | | 210 | 42750 | 3410 | | | | \$293.53 | |
| | | 210 | 20200 | | | | | \$58.71 | |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|-------------------------------|----------------------------------|-----|-------|------|----|----|------|------------|-------------|
| | | 220 | 43800 | 3410 | | | | \$4,580.95 | |
| | | 220 | 20200 | | | | | \$916.19 | |
| | | 225 | 43400 | 3410 | | | | \$860.87 | |
| | | 225 | 20200 | | | | | \$172.17 | |
| | | 230 | 40900 | 3410 | | | | \$130.23 | |
| | | 230 | 20200 | | | | | \$26.05 | |
| | | 601 | 45050 | 3410 | | | | \$2,544.20 | |
| | | 601 | 20200 | | | | | \$508.84 | |
| | | 602 | 45550 | 3410 | | | | \$8,159.80 | |
| | | 602 | 20200 | | | | | \$1,631.96 | |
| | | 603 | 45850 | 3410 | | | | \$538.62 | |
| | | 603 | 45900 | 3410 | | | | \$443.75 | |
| | | 603 | 20200 | | | | | \$196.47 | |
| | | 604 | 42600 | 3410 | | | | \$166.35 | |
| | | 604 | 20200 | | | | | \$33.27 | |
| | | 701 | 46500 | 3410 | | | | \$8,343.75 | |
| | | 701 | 20200 | | | | | \$1,668.75 | |
| LEAGUE OF MN CITIES INS TRUST | EDA PROPERTY/LIABILITY INSURANCE | 240 | 44400 | 3410 | | | | \$1,056.92 | |
| | | 240 | 20200 | | | | | \$96.08 | |
| LEAGUE OF MN CITIES INS TRUST | WORKERS' COMP 2ND INSTALLMENT | 101 | 40100 | 1510 | | | | \$26.89 | |
| | | 101 | 40200 | 1510 | | | | \$603.25 | \$39,457.50 |
| | | 101 | 40210 | 1510 | | | | \$313.34 | |
| | | 101 | 40400 | 1510 | | | | \$129.78 | |
| | | 101 | 40500 | 1510 | | | | \$739.44 | |
| | | 101 | 40550 | 1510 | | | | \$283.73 | |
| | | 101 | 40800 | 1510 | | | | \$126.57 | |
| | | 101 | 41500 | 1510 | | | | \$5.18 | |
| | | 101 | 42050 | 1510 | | | | \$794.21 | |
| | | 101 | 42200 | 1510 | | | | \$6,018.70 | |
| | | 101 | 43400 | 1510 | | | | \$1,521.56 | |
| | | 101 | 43450 | 1510 | | | | \$338.75 | |
| | | 101 | 43710 | 1510 | | | | \$4,657.95 | |
| | | 101 | 43900 | 1510 | | | | \$83.15 | |
| | | 101 | 44100 | 1510 | | | | \$615.58 | |
| | | 101 | 44300 | 1510 | | | | \$124.84 | |
| | | 210 | 42750 | 1510 | | | | \$28.37 | |
| | | 220 | 43800 | 1510 | | | | \$3,558.29 | |
| | | 225 | 43400 | 1510 | | | | \$1,400.17 | |
| | | 225 | 43510 | 1510 | | | | \$116.45 | |
| | | 225 | 43520 | 1510 | | | | \$960.75 | |
| | | 225 | 43530 | 1510 | | | | \$1,424.60 | |
| | | 225 | 43535 | 1510 | | | | \$1,130.01 | |
| | | 225 | 43555 | 1510 | | | | \$518.12 | |
| | | 225 | 43560 | 1510 | | | | \$517.63 | |
| | | 225 | 43580 | 1510 | | | | \$159.38 | |
| | | 225 | 43590 | 1510 | | | | \$461.38 | |
| | | 230 | 40900 | 1510 | | | | \$52.55 | |
| | | 240 | 44400 | 1510 | | | | \$37.50 | |
| | | 241 | 44500 | 1510 | | | | \$63.66 | |
| | | 601 | 45050 | 1510 | | | | \$4,514.60 | |
| | | 602 | 45550 | 1510 | | | | \$3,702.87 | |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|--------------------------------------|-----|-------|------|----|-----|------|--------------|--------------|
| | | 603 | 45850 | 1510 | | | | \$2,838.10 | |
| | | 603 | 45900 | 1510 | | | | \$34.30 | |
| | | 604 | 42600 | 1510 | | | | \$62.91 | |
| | | 701 | 46500 | 1510 | | | | \$1,492.94 | |
| METROPOLITAN COUNCIL ENVIRONME | SEWER SERVICE-MARCH 2013 | 602 | 45550 | 3670 | | | | \$144,679.50 | \$144,679.50 |
| PLUG'N PAY TECHNOLOGIES INC. | JAN/RETAIL/CC FEES | 220 | 43800 | 4890 | | 002 | | \$262.32 | \$320.47 |
| | | 225 | 43400 | 4890 | | | | \$58.15 | |
| PLUG'N PAY TECHNOLOGIES INC. | JAN/ECOMM/CC FEES | 220 | 43800 | 4890 | | 002 | | \$8.42 | |
| | | 225 | 43400 | 4890 | | | | \$13.18 | \$21.60 |
| PURE BLUE SWIM SHOP | SWIM EQUIPMENT FOR RESALE | 220 | 43800 | 2591 | | 002 | | \$179.90 | \$179.90 |
| RICOH USA INC. | TONER FOR RICOH 821 PRINTER | 101 | 40550 | 3860 | | 004 | | \$287.32 | |
| SYSCO FOOD SERVICES OF MN, INC | WAVE CAFE FOOD FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$816.24 | \$1,205.06 |
| | | 220 | 43800 | 2591 | | 003 | | \$24.12 | |
| | | 220 | 43800 | 2180 | | 002 | | \$251.06 | |
| | | 220 | 43800 | 2591 | | 001 | | \$113.64 | |
| U S BANK | ANNUAL SAFE DEPOSIT BOX FEE | 101 | 40500 | 4890 | | 012 | | \$155.00 | \$155.00 |
| U S BANK/REVTRAK | JAN 2013 CREDIT CARD FEES | 101 | 40500 | 4890 | | 008 | | \$72.88 | \$10,297.57 |
| | | 101 | 44100 | 4890 | | | | \$35.72 | |
| | | 101 | 44300 | 4890 | | | | \$1,047.36 | |
| | | 220 | 43800 | 4890 | | 002 | | \$4,337.02 | |
| | | 225 | 43400 | 4890 | | | | \$1,404.81 | |
| | | 601 | 45050 | 4890 | | 003 | | \$1,699.89 | |
| | | 602 | 45550 | 4890 | | 003 | | \$1,699.89 | |
| WATSON COMPANY | WAVE CAFE FOOD FOR RESALE | 220 | 43800 | 2590 | | 003 | | \$144.34 | |
| | | 101 | 40800 | 2180 | | | | \$70.99 | |
| WATSON COMPANY | WAVE CAFE FOOD FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$1,010.83 | |
| | | 101 | 40800 | 2180 | | | | \$40.41 | \$1,147.38 |
| | | 220 | 43800 | 2591 | | 003 | | \$96.14 | |
| WATSON COMPANY | WAVE CAFE FOOD FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$66.93 | |
| WATSON COMPANY | WAVE CAFE FOOD FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$1,163.65 | \$1,506.83 |
| | | 220 | 43800 | 2591 | | 001 | | \$85.95 | |
| | | 220 | 43800 | 2591 | | 003 | | \$9.48 | |
| | | 101 | 40800 | 2180 | | | | \$247.75 | |
| WATSON COMPANY | WAVE CAFE FOOD FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$57.48 | |
| WATSON COMPANY | WAVE CAFE BEVERAGE FOR RESALE | 220 | 43800 | 2590 | | 001 | | \$119.34 | \$119.34 |
| YALE MECHANICAL INC | BOILER INSPECTION AND CONTROL REPAIR | 220 | 43800 | 3810 | | 007 | | \$291.25 | \$291.25 |
| YALE MECHANICAL INC | INSTALL FAN CONTROL IN COMPUTER ROOM | 220 | 43800 | 3810 | | 003 | | \$863.58 | \$863.58 |
| YALE MECHANICAL INC | AIR CURTAIN REPAIR | 220 | 43800 | 3810 | | 003 | | \$514.25 | \$514.25 |
| YALE MECHANICAL INC | AUTOMATION ALARM FIX | 220 | 43800 | 3810 | | 003 | | \$238.00 | \$238.00 |
| YALE MECHANICAL INC | BOILER REPAIR | 220 | 43800 | 3810 | | 003 | | \$976.23 | \$976.23 |
| YALE MECHANICAL INC | REPAIR LEAK IN BOLIER ROOM | 220 | 43800 | 3810 | | 003 | | \$484.88 | \$484.88 |
| Total of all invoices: | | | | | | | | \$273,226.51 | |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|--|-----|-------|------|----|-----|------|-------------|-------------|
| CAPISTRANT, THOMAS | PASS REFUND | 220 | 22040 | | | | | \$15.00 | \$15.00 |
| COORDINATED BUSINESS SYSTEMS | MITA LASER MAINTENANCE | 101 | 40550 | 3860 | | 004 | | \$152.19 | \$152.19 |
| DIGALA, PRAVEEN | FACILITY REFUND | 220 | 22040 | | | | | \$300.00 | \$300.00 |
| ENGBLOM, DEBRA R. | EXPENSE REPORT: COMMUNITY PROGRAM EVENT | 225 | 43590 | 2173 | | | | \$3.20 | \$3.20 |
| ESPE, FRED | JAN 2013 MONTHLY MN GFOA MEETING | 101 | 40500 | 4330 | | 009 | | \$15.00 | \$15.00 |
| FLEET FARM/GE CAPITAL RETAIL B | EXHAUST FLUID | 701 | 46500 | 2220 | | 001 | | \$74.93 | \$74.93 |
| FRESHWATER SOCIETY | ROADSALT SYMPOSIUM-MALONEY/CURLEY/SCHAUM | 101 | 42050 | 4500 | | | | \$500.00 | \$500.00 |
| GAO, WANGCAI | ACTIVITY REFUND | 220 | 22040 | | | | | \$8.00 | \$8.00 |
| GENESIS EMPLOYEE BENEFITS, INC | FLEX - MED/DEPENDENT CARE 02-15-13 | 101 | 20431 | | | | | \$288.77 | \$497.10 |
| | | 101 | 20432 | | | | | \$208.33 | |
| GRAINGER, INC. | REPAIR SUPPLES CC | 220 | 43800 | 2240 | | 001 | | \$463.41 | \$463.41 |
| GRUNDHAUSER, DOROTHY | PASS REFUND | 220 | 22040 | | | | | \$344.20 | \$344.20 |
| HANSEN, NANCY | ACTIVITY REFUND | 220 | 22040 | | | | | \$2.00 | \$2.00 |
| HEALTH PARTNERS | HEALTH INSURANCE: MARCH 2013 | 101 | 20410 | | | | | \$50,875.60 | \$51,946.00 |
| | | 101 | 20411 | | | | | \$1,070.40 | |
| HILTON GARDEN INN | DECEMBER 2012 BUSINESS EXCHANGE | 240 | 44400 | 2180 | | | | \$840.80 | |
| HOFFARD, THERESA | RAMSEY COUNTY ELECTIONS MEETING | 101 | 40200 | 4890 | | | | \$14.69 | \$14.69 |
| KERR, LEROY | PASS REFUND | 220 | 22040 | | | | | \$210.00 | \$210.00 |
| LEAGUE OF MN CITIES INS TRUST | WORKERS' COMP AUDIT ADJ 2011/2012 | 101 | 40100 | 1510 | | | | \$.81 | |
| | | 101 | 40200 | 1510 | | | | \$17.89 | \$1,161.00 |
| | | 101 | 40210 | 1510 | | | | \$9.13 | |
| | | 101 | 40300 | 1510 | | | | \$1.76 | |
| | | 101 | 40400 | 1510 | | | | \$3.79 | |
| | | 101 | 40500 | 1510 | | | | \$21.72 | |
| | | 101 | 40550 | 1510 | | | | \$8.14 | |
| | | 101 | 40800 | 1510 | | | | \$3.76 | |
| | | 101 | 41500 | 1510 | | | | \$.14 | |
| | | 101 | 42050 | 1510 | | | | \$23.30 | |
| | | 101 | 42200 | 1510 | | | | \$176.34 | |
| | | 101 | 43400 | 1510 | | | | \$45.65 | |
| | | 101 | 43450 | 1510 | | | | \$10.09 | |
| | | 101 | 43710 | 1510 | | | | \$137.87 | |
| | | 101 | 43900 | 1510 | | | | \$2.09 | |
| | | 101 | 44100 | 1510 | | | | \$17.74 | |
| | | 101 | 44300 | 1510 | | | | \$3.71 | |
| | | 210 | 42750 | 1510 | | | | \$.92 | |
| | | 220 | 43800 | 1510 | | | | \$104.61 | |
| | | 225 | 43400 | 1510 | | | | \$41.11 | |
| | | 225 | 43510 | 1510 | | | | \$3.49 | |
| | | 225 | 43520 | 1510 | | | | \$28.77 | |
| | | 225 | 43530 | 1510 | | | | \$42.66 | |
| | | 225 | 43535 | 1510 | | | | \$29.61 | |
| | | 225 | 43555 | 1510 | | | | \$15.51 | |
| | | 225 | 43560 | 1510 | | | | \$15.51 | |
| | | 225 | 43580 | 1510 | | | | \$4.77 | |
| | | 225 | 43590 | 1510 | | | | \$13.82 | |
| | | 230 | 40900 | 1510 | | | | \$1.57 | |
| | | 240 | 44400 | 1510 | | | | \$1.12 | |
| | | 241 | 44500 | 1510 | | | | \$1.19 | |
| | | 601 | 45050 | 1510 | | | | \$133.34 | |
| | | 602 | 45550 | 1510 | | | | \$108.56 | |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|--|-----|-------|------|----|-----|------|------------|-------------|
| | | 603 | 45850 | 1510 | | | | \$83.40 | |
| | | 603 | 45900 | 1510 | | | | \$1.00 | |
| | | 604 | 42600 | 1510 | | | | \$1.87 | |
| | | 701 | 46500 | 1510 | | | | \$44.24 | |
| LUNDEEN, BRENDA | PASS REFUND | 220 | 22040 | | | | | \$20.00 | \$20.00 |
| MAGLICH, PATRICK | PASS REFUND | 220 | 22040 | | | | | \$30.00 | \$30.00 |
| MCKUSICK, JON | BROOMBALL ASSIGNOR/OFFICIAL -FULL SEASON | 225 | 43510 | 3190 | | 003 | | \$510.00 | \$510.00 |
| MENARDS CASHWAY LUMBER *NAPLEW | SUPPLIES FOR NAIL BOX REPAIR | 101 | 42200 | 2180 | | 001 | | \$5.85 | \$5.85 |
| MILLER, PANELA | PASS REFUND | 220 | 22040 | | | | | \$280.00 | \$280.00 |
| MOHN, MARTINA | PASS REFUND | 220 | 22040 | | | | | \$140.00 | \$140.00 |
| NEJAD, VAHEED | DODGEBALL REF FEB 6 & 13 | 225 | 43510 | 3190 | | 005 | | \$104.00 | \$104.00 |
| PARTS ASSOCIATES, INC. | REPAIR SUPPLIES CC (DRILL) | 220 | 43800 | 2240 | | 001 | | \$230.32 | \$230.32 |
| PLUMBMASTER, INC | REPAIR SUPPLIES CC | 220 | 43800 | 2240 | | 001 | | \$407.34 | \$407.34 |
| ROGERS, LEAH | PASS REFUND | 220 | 22040 | | | | | \$220.00 | \$220.00 |
| ROSEVILLE, CITY OF | LICENSE TABS RENEWAL | 701 | 46500 | 5400 | | | | \$28.00 | \$28.00 |
| RUFFRIDGE JOHNSON EQUIPMENT CO | PAVING SCHL-RYDEEN/THURY/WESTLUND/VESEL | 101 | 42200 | 4500 | | | | \$160.00 | |
| RUTHERFORD, MARY | PASS REFUND | 220 | 22040 | | | | | \$113.70 | \$113.70 |
| SAKSVIG, KRISTINA | PASS REFUND | 220 | 22040 | | | | | \$260.00 | \$260.00 |
| SAM'S CLUB DIRECT | SWEETHEART DANCE | 225 | 43580 | 2170 | | 001 | | \$79.02 | \$100.00 |
| | | 225 | 43590 | 2174 | | 003 | | \$20.98 | |
| SAM'S CLUB DIRECT | SWEETHEART DANCE | 225 | 43580 | 2170 | | 001 | | \$139.58 | |
| SAM'S CLUB DIRECT | SENIOR PROGRAM SUPPLIES | 225 | 43590 | 2174 | | 002 | | \$121.03 | \$121.03 |
| SCHREIBER NULLANEY CONSTRCT CO | SERVICE DESK COUNTER TOP REPAIR | 220 | 43800 | 3810 | | 003 | | \$770.00 | \$770.00 |
| SHORT ELLIOTT HENDRICKSON, INC | SHOREVIEW ANTENNA PROJECTS | 601 | 22015 | | | | | \$920.10 | \$920.10 |
| SPRINGSTED, INCORPORATED | 2001A ARBITRAGE REBATE CALCULATION | 374 | 48200 | 6205 | | | | \$1,327.98 | \$2,750.00 |
| | | 601 | 48300 | 6205 | | | | \$1,422.02 | |
| SPRINGSTED, INCORPORATED | 2002B ARBITRAGE REBATE CALCULATION | 375 | 48200 | 6205 | | | | \$985.33 | |
| | | 601 | 48300 | 6205 | | | | \$675.95 | \$2,750.00 |
| | | 603 | 48300 | 6205 | | | | \$1,088.72 | |
| SPRINGSTED, INCORPORATED | 2006B ARBITRAGE REBATE CALCULATION | 313 | 48100 | 6205 | | | | \$2,750.00 | |
| SPRINGSTED, INCORPORATED | 2007A ARBITRAGE REBATE CALCULATION | 601 | 48300 | 6205 | | | | \$247.80 | \$500.00 |
| | | 602 | 48300 | 6205 | | | | \$76.25 | |
| | | 603 | 48300 | 6205 | | | | \$175.95 | |
| SPRINGSTED, INCORPORATED | 2007B ARBITRAGE REBATE CALCULATION | 319 | 48150 | 6205 | | | | \$500.00 | |
| STONEHOUSE, JASON | PASS REFUND | 220 | 22040 | | | | | \$160.00 | \$160.00 |
| SWALLEN, JOHN | WINTER MINI KICKERS CLASSES | 225 | 43510 | 3190 | | 012 | | \$1,291.50 | \$1,291.50 |
| T-MOBILE | WATER TOWER CARD | 601 | 45050 | 3190 | | | | \$63.04 | \$63.04 |
| TARNOWSKI, JEFF | PASS REFUND | 220 | 22040 | | | | | \$480.00 | \$480.00 |
| THEILACKER, ROXANNE | CORE TRAINING 30MINU | 220 | 22040 | | | | | \$31.09 | \$31.09 |
| TOKLE INSPECTIONS INC | INSPECTION SERVICES FEB 2013 | 101 | 44300 | 3090 | | | | \$5,539.20 | \$5,539.20 |
| WATER CONTROL CORPORATION OF M | RECIRCULATION PUMP FOR WATER RECLAIM | 701 | 46500 | 2183 | | 001 | | \$2,155.00 | \$2,155.00 |
| XIONG, SAM | PASS REFUND | 220 | 22040 | | | | | \$126.60 | \$126.60 |
| YANG LEE, DIANA | FACILITY REFUND | 220 | 22040 | | | | | \$74.20 | \$74.20 |
| YANG LEE, DIANA | FACILITY REFUND | 220 | 22040 | | | | | \$75.60 | \$75.60 |
| YANG LEE, DIANA | FACILITY REFUND | 220 | 22040 | | | | | \$214.20 | \$214.20 |
| YANG LEE, DIANA | FACILITY REFUND | 220 | 22040 | | | | | \$100.00 | \$100.00 |
| YE, YUN | EGG HUNT | 220 | 22040 | | | | | \$19.00 | \$19.00 |
| YU, LIAN | PASS REFUND | 220 | 22040 | | | | | \$318.45 | \$318.45 |

Total of all invoices: \$81,005.32

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line Amount | Invoice Amt |
|--------------------------------|---|-----|-------|------|----|-----|-------------|-------------|
| ABELMAN CO | CARHARTT UNIFORM FOR PARKS CREW | 101 | 43710 | 3970 | | | \$630.96 | \$630.96 |
| ADM EQUIPMENT & SUPPLY INC | SILENCER FAN FOR VAC-CON | 701 | 46500 | 2220 | | 002 | \$2,926.56 | \$2,926.56 |
| ALLEN, DEANNE | MINUTES - EDA 1/14/13 | 240 | 44400 | 3190 | | | \$200.00 | \$200.00 |
| ALLEN, DEANNE | MINUTES - CC 1/14/13, 1/22/13 | 101 | 40200 | 3190 | | 001 | \$400.00 | \$400.00 |
| ALLIANCE BENEFIT GROUP | MONTHLY COBRA SERVICE FEE | 101 | 40210 | 3190 | | 003 | \$20.00 | \$20.00 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL PARKS | 101 | 43710 | 3970 | | | \$60.33 | \$60.33 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL PARKS | 101 | 43710 | 3970 | | | \$60.33 | \$60.33 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL PARKS | 101 | 43710 | 3970 | | | \$62.03 | \$62.03 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL PARKS | 101 | 43710 | 3970 | | | \$60.33 | \$60.33 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL CC | 220 | 43800 | 3970 | | | \$47.72 | \$47.72 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL CC | 220 | 43800 | 3970 | | | \$49.42 | \$49.42 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL CC | 220 | 43800 | 3970 | | | \$47.72 | \$47.72 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTAL CC | 220 | 43800 | 3970 | | | \$47.72 | \$47.72 |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTALS - MAINTENANCE CENTER | 101 | 42200 | 3970 | | | \$42.19 | \$168.73 |
| | | 601 | 45050 | 3970 | | | \$42.19 | |
| | | 602 | 45550 | 3970 | | | \$42.19 | |
| | | 603 | 45850 | 3970 | | | \$21.08 | |
| | | 701 | 46500 | 3970 | | | \$21.08 | |
| AMERI PRIDE LINEN & APPAREL SE | UNIFORM RENTALS - MAINTENANCE CENTER | 101 | 42200 | 3970 | | | \$42.61 | \$170.43 |
| | | 601 | 45050 | 3970 | | | \$42.61 | |
| | | 602 | 45550 | 3970 | | | \$42.61 | |
| | | 603 | 45850 | 3970 | | | \$21.30 | |
| | | 701 | 46500 | 3970 | | | \$21.30 | |
| AMERICAN FASTENER | PLow BOLTS | 701 | 46500 | 2180 | | 001 | \$132.78 | |
| ARSENAULT ASSOCIATES | FLEET MANAGEMENT SOFTWARE | 701 | 46500 | 4330 | | 002 | \$15.05 | \$15.05 |
| BAUER BUILT TIRE AND BATTERY I | TIRES FOR UNITS 603 & 304 | 701 | 46500 | 2230 | | 001 | \$1,286.52 | |
| BEISSWENGERS HARDWARE | SCOOP SHOVELS | 101 | 42200 | 2400 | | 001 | \$64.11 | \$64.11 |
| BEISSWENGERS HARDWARE | RAKES | 101 | 42200 | 2400 | | 001 | \$10.69 | \$10.69 |
| BOYER TRUCK PARTS INC. | BELT FOR UNIT 204 | 701 | 46500 | 2220 | | 001 | \$63.00 | \$63.00 |
| BOYER TRUCK PARTS INC. | BELT FOR UNIT 209 | 701 | 46500 | 2220 | | 001 | \$67.55 | \$67.55 |
| BRADLEY & DEIKE, PA | STONEHENGE | 101 | 22020 | | | | \$442.00 | \$442.00 |
| BRADLEY & DEIKE, PA | MIDLAND PLAZA | 101 | 22020 | | | | \$544.00 | \$544.00 |
| BRADLEY & DEIKE, PA | GENERAL TIF CONSULTING | 240 | 44400 | 3190 | | | \$51.00 | \$51.00 |
| CBIZ BENEFITS & INSURANCE SVC, | REBA SERVICES | 101 | 40210 | 3190 | | 013 | \$74.60 | \$74.60 |
| CDW GOVERNMENT, INC | PC REPLACEMENTS | 422 | 40550 | 5800 | | | \$34.03 | \$34.03 |
| COMPLETE HEALTH, ENVIRONMENTAL | JAN 2013 SAFETY MTCE PLAN | 101 | 40210 | 3190 | | 007 | \$610.00 | \$610.00 |
| CONTINENTAL RESEARCH CORPORATI | MIGHTY FOAM | 602 | 45550 | 2282 | | 001 | \$373.58 | \$501.86 |
| | | 601 | 45050 | 2280 | | 001 | \$128.28 | |
| CUMMINS NPOWER LLC | GOV CONTROL | 220 | 43800 | 3810 | | 003 | \$1,002.06 | \$1,002.06 |
| CUMMINS NPOWER LLC | LOAD TEST AND REMOVED & REPLACED GENSET | 220 | 43800 | 3810 | | 003 | \$714.24 | \$714.24 |
| DAKOTA SUPPLY GROUP | 5/8 X 3/4 METER AND ORION READ | 601 | 45050 | 2510 | | 001 | \$8,079.75 | \$8,079.75 |
| DAVIS LOCK & SAFE | RE-KEY RICE CREEK FIELDS DOORS | 101 | 43710 | 2240 | | | \$277.88 | \$277.88 |
| DAVIS LOCK & SAFE | ADDITIONAL KEYS FOR RICE CREEK FIELDS | 101 | 43710 | 2240 | | | \$22.44 | \$22.44 |
| ENVIROTECH SERVICES, INC. | 2005 GAL. CALCIUM CHLORIDE (ANTI-ICING) | 101 | 42200 | 2181 | | 002 | \$2,099.99 | |
| FERGUSON WATERWORKS #2516 | REPAIR CLAMPS | 601 | 45050 | 2280 | | 002 | \$541.17 | \$541.17 |
| FLEETPRIDE INC | SPRING PARTS FOR UNIT 204 | 701 | 46500 | 2220 | | 001 | \$33.73 | \$33.73 |
| FLEETPRIDE INC | SPRING PIN FOR UNIT 204 | 701 | 46500 | 2220 | | 001 | \$16.29 | \$16.29 |
| FLEXIBLE PIPE TOOL COMPANY | GREASE CHOPPER AND HANDLES | 602 | 45550 | 2282 | | 001 | \$784.46 | \$784.46 |
| GOPHER STATE ONE-CALL | GOPHER ONE LOCATE CHARGE | 601 | 45050 | 3190 | | 001 | \$27.29 | \$109.15 |
| | | 602 | 45550 | 3190 | | 001 | \$27.29 | |
| | | 603 | 45850 | 3190 | | 001 | \$27.29 | |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|--------------------------------|--|-----|-------|------|----|-----|------|--------------|--------------|
| | | 604 | 42600 | 3190 | | 001 | | \$27.28 | |
| GRAINGER, INC. | BATTERIES | 601 | 45050 | 2280 | | 001 | | \$20.38 | \$40.76 |
| | | 602 | 45550 | 2280 | | 001 | | \$20.38 | |
| H & L MESABI, INC. | CUTTING EDGE FOR LOADER & BOLTS | 701 | 46500 | 2220 | | 002 | | \$244.94 | |
| HARDWOOD SUPPLY LLC | OAK BOARDS FOR TRUCKS | 701 | 46500 | 2220 | | 001 | | \$96.64 | \$96.64 |
| HUGO EQUIPMENT COMPANY | CHAIN SAW PARTS | 701 | 46500 | 2220 | | 002 | | \$7.46 | |
| I-STATE TRUCK CENTER | SPRING BUSHING FOR UNIT 204 | 701 | 46500 | 2220 | | 001 | | \$31.43 | \$31.43 |
| INSTRUMENTAL RESEARCH INC | SAMPLES | 601 | 45050 | 3190 | | 004 | | \$225.00 | \$225.00 |
| LILLIE SUBURBAN NEWSPAPERS INC | LEGAL NOTICES | 101 | 40200 | 3360 | | 001 | | \$84.51 | \$240.76 |
| | | 573 | 47000 | 5950 | | | | \$43.75 | |
| | | 574 | 47000 | 5950 | | | | \$37.50 | |
| | | 572 | 47000 | 5950 | | | | \$37.50 | |
| | | 440 | 47000 | 5950 | | | | \$37.50 | |
| MASTER-LINK SPORTS | 1ST QUARTER SERVICE | 220 | 43800 | 3890 | | | | \$1,140.00 | \$1,140.00 |
| MCCAREN DESIGNS INC | MONTHLY HORTICULTURE SERVICES | 220 | 43800 | 3190 | | 007 | | \$1,278.23 | |
| METROPOLITAN AREA MANAGEMENT A | 2013 MEMBERSHIP DUES - SCHWERM | 101 | 40200 | 4330 | | 003 | | \$45.00 | \$45.00 |
| MID-CO A/V INC | POWER CONDITIONER & REPAIR-STUDIO1STEREO | 225 | 43530 | 2170 | | 002 | | \$204.44 | \$204.44 |
| MINNESOTA POLLUTION CONTROL AG | HAZARDOUS WASTE GENERATOR FEE | 701 | 46500 | 4330 | | 001 | | \$269.00 | \$269.00 |
| MINNESOTA SPRING AND SUSPENSIO | U-BOLTS FOR UNIT 204 | 701 | 46500 | 2220 | | 001 | | \$40.61 | |
| MSP COMMUNICATIONS | WEDDING GUIDE 1/2 PAGE 4C AD | 459 | 43800 | 3190 | | 004 | | \$2,190.00 | \$2,190.00 |
| MYERS TIRE SUPPLY COMPANY-NPLS | TIRE REPAIR SUPPLIES | 701 | 46500 | 2180 | | 001 | | \$483.10 | \$483.10 |
| O'DAY EQUIPMENT, LLC | AIM UNITS & SUPPLIES FOR FUEL SYSTEM | 701 | 46500 | 2220 | | 001 | | \$372.65 | \$372.65 |
| OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 225 | 43580 | 2170 | | 001 | | \$25.63 | \$111.53 |
| | | 101 | 40200 | 2010 | | 002 | | \$85.90 | |
| OFFICE DEPOT | DESKTOP CALCULATOR | 101 | 42050 | 2010 | | 001 | | \$5.54 | |
| OFFICE DEPOT | GLUE SUPPLIES | 225 | 43580 | 2170 | | 001 | | \$27.49 | \$27.49 |
| OFFICE DEPOT | GENERAL SUPPLIES | 225 | 43555 | 2170 | | | | \$27.03 | \$150.11 |
| | | 101 | 40800 | 2180 | | | | \$123.08 | |
| OFFICE DEPOT | SUPPLIES LESS CREDIT 643380626001 | 101 | 40200 | 2010 | | 002 | | \$9.81 | |
| | | 101 | 40200 | 2010 | | 002 | | -\$6.26 | \$3.55 |
| OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 101 | 40550 | 2010 | | 002 | | \$44.48 | |
| | | 101 | 43400 | 2010 | | | | \$179.07 | \$223.55 |
| ON SITE SANITATION INC | BUCHER PARK UNIT | 101 | 43710 | 3950 | | | | \$56.65 | \$56.65 |
| ON SITE SANITATION INC | MCCULLOUGH PARK UNIT | 101 | 43710 | 3950 | | | | \$56.65 | \$56.65 |
| ON SITE SANITATION INC | SHAMROCK PARK UNIT | 101 | 43710 | 3950 | | | | \$56.65 | \$56.65 |
| ON SITE SANITATION INC | SITZER PARK UNIT | 101 | 43710 | 3950 | | | | \$56.65 | \$56.65 |
| ON SITE SANITATION INC | THEISEN PARK UNIT | 101 | 43710 | 3950 | | | | \$56.65 | \$56.65 |
| ON SITE SANITATION INC | WILSON PARK UNIT | 101 | 43710 | 3950 | | | | \$56.65 | \$56.65 |
| ORIENTAL TRADING COMPANY | DIVE IN MOVIE AND LESSON PRIZES | 225 | 43520 | 2170 | | 002 | | \$38.03 | \$59.78 |
| | | 225 | 43590 | 2173 | | 001 | | \$21.75 | |
| ORKIN EXTERMINATING CO INC. | PEST CONTROL SERVICES CC | 220 | 43800 | 3190 | | | | \$162.15 | |
| PARTS ASSOCIATES, INC. | SHOP SUPPLIES | 701 | 46500 | 2180 | | 001 | | \$214.86 | \$214.86 |
| PENFIELD INC | APPRAISAL MCGUIRE PROPERTY | 241 | 44500 | 3190 | | | | \$850.00 | |
| PIONEER RIM & WHEEL CO. | TRAILER BRAKE BREAKAWAYS | 701 | 46500 | 2220 | | 002 | | \$12.78 | \$12.78 |
| POWER SYSTEMS | GROUP FITNESS REPLCMT RESISTANCE BANDS | 225 | 43530 | 2170 | | 001 | | \$634.51 | \$634.51 |
| PRESS PUBLICATIONS | ACCESS SHOREVIEW JANUARY 2013 | 101 | 40400 | 3390 | | 003 | | \$270.30 | \$270.30 |
| PRO-TEC DESIGN | JOHNSON CONTROLS ANNUAL MAINTENANCE | 101 | 40550 | 3860 | | 008 | | \$2,319.41 | \$2,319.41 |
| PRODUCTION 101, INC | 80 SUPERSITTER BOOKS | 225 | 43580 | 2170 | | 001 | | \$408.50 | \$408.50 |
| RAMSEY COUNTY | FLEET SUPPORT FEE - JANUARY 2013 | 101 | 41500 | 3890 | | | | \$24.96 | \$24.96 |
| RAMSEY COUNTY | REPAIR EMER PREEMPT ON SIGNALS JUL-DEC | 101 | 42200 | 3190 | | 003 | | \$510.58 | \$510.58 |
| RAMSEY COUNTY | LAW ENFORCEMENT - FEBRUARY 2013 | 101 | 41100 | 3190 | | 001 | | \$156,961.51 | \$156,961.51 |

COUNCIL REPORT

| Vendor Name | Description | FF | GG | OO | AA | CC | Line | Amount | Invoice Amt |
|---------------------------------|--|-----|-------|------|----|-----|------|-------------|-------------|
| REINDERS, INC. | ICE MELT FOR SIDENALKS | 101 | 43710 | 2260 | | | | \$625.03 | \$625.03 |
| SCHINDLER ELEVATOR CORPORATION | 1ST QUARTER MAINTENANCE & INSPECTION FEE | 701 | 46500 | 3196 | | 001 | | \$400.83 | \$400.83 |
| SOLBREKK | LASERFICHE SOFTWARE MAINTENANCE | 101 | 40550 | 3860 | | 009 | | \$12,775.91 | \$12,775.91 |
| T. A. SCHIFSKY & SONS, INCORPOR | FILL SAND FOR WATER MAIN REPAIRS | 601 | 45050 | 2280 | | 002 | | \$536.44 | \$536.44 |
| TEAM INC | ANNUAL SERVICES 4/1/13 | 101 | 40210 | 3190 | | 004 | | \$1,800.00 | \$1,800.00 |
| TERMINAL SUPPLY CO | SUPPLIES | 701 | 46500 | 2180 | | 001 | | \$345.85 | \$345.85 |
| TERMINAL SUPPLY CO | SNOW PLOW KIT FOR UNITS 304 & 206 | 701 | 46500 | 2220 | | 001 | | \$146.90 | \$146.90 |
| TESSMAN SEED CO | TREE PRUNING CHEMICALS | 101 | 42200 | 2180 | | 001 | | \$220.89 | \$220.89 |
| TOTAL TOOL SUPPLY INC | SMALL TOOLS | 701 | 46500 | 2400 | | 001 | | \$66.66 | \$66.66 |
| TRANSPORTATION SUPPLIES INC | SMALL TOOLS | 701 | 46500 | 2400 | | 001 | | \$118.52 | \$118.52 |
| VIKING ELECTRIC SUPPLY INC | LIGHTS | 601 | 45050 | 2280 | | 005 | | \$4.98 | \$4.98 |
| WATER CONSERVATION SERVICE, IN | LOCATE 3534 TIFFANY | 601 | 45050 | 3190 | | 004 | | \$370.16 | \$370.16 |
| WSB & ASSOCIATES, INC. | WELLHEAD PLAN PART 2 - CONSULTING FEES | 601 | 45050 | 4890 | | | | \$64.00 | \$64.00 |
| WSB & ASSOCIATES, INC. | CONSULTING - RED FOX ROAD TRAFFIC SIGNAL | 572 | 47000 | 5910 | | | | \$8,899.00 | \$8,899.00 |
| YALE MECHANICAL INC | SITZER FURNACE REPAIR | 101 | 43710 | 3190 | | | | \$361.48 | \$361.48 |
| YALE MECHANICAL INC | WINTER CONTRACT MAINTENANCE | 220 | 43800 | 3190 | | 005 | | \$2,253.25 | \$2,253.25 |
| YALE MECHANICAL INC | NEW CONTROL BOARD FOR BOILER | 220 | 43800 | 3810 | | 007 | | \$1,146.93 | \$1,146.93 |
| YALE MECHANICAL INC | REPLACED RELIEF VALVE ON BOILERS | 220 | 43800 | 3810 | | 007 | | \$1,238.33 | \$1,238.33 |
| YALE MECHANICAL INC | REPAIR WORK ON BOILERS IN POOL AREA | 220 | 43800 | 3810 | | 007 | | \$1,472.95 | \$1,472.95 |
| YALE MECHANICAL INC | SHOREVIEW ROOM HEAT REPAIR | 220 | 43800 | 3810 | | 003 | | \$1,578.71 | \$1,578.71 |
| YOCUM OIL COMPANY INC. | OFF RD DIESEL FUEL | 701 | 46500 | 2120 | | 003 | | \$1,285.28 | \$1,285.28 |
| YOCUM OIL COMPANY INC. | ON ROAD DIESEL FUEL | 701 | 46500 | 2120 | | 002 | | \$5,141.12 | \$5,141.12 |
| ZAHL-PETROLEUM MAINTENANCE CO | OFF ROAD FUEL PUMP NOZZLE | 701 | 46500 | 2220 | | 002 | | \$89.94 | \$89.94 |
| ZIEGLER, INCORPORATED | SWITCH FOR LOADER | 701 | 46500 | 2220 | | 002 | | \$37.66 | \$37.66 |
| ZIEGLER, INCORPORATED | DIF OIL FOR LOADER | 701 | 46500 | 2130 | | 001 | | \$293.37 | \$293.37 |

Total of all invoices: \$234,005.85

=====

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

| | |
|----------------|---|
| Voucher Number | 32,906 |
| Vendor number | 00373 3 2013 |
| Vendor name | LEAGUE OF MN CITIES INS TRUST |
| Address | C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517 |

10,891.50

| Date | Comment line on check | Invoice number | Amount |
|----------|------------------------------------|----------------|------------------------|
| 02-03-13 | PROP/LIA INS 1ST & 2ND INSTALLMENT | 42575 | \$34,890.23 |

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 40500 3410 | \$14,556.70 |
| 101 40800 3410 | \$637.50 |
| 101 41200 3410 | \$449.58 |
| 101 41500 3410 | \$350.83 |
| 101 43450 3410 | \$440.42 |
| 101 43710 3410 | \$8,245.83 |
| 101 20200 | \$4,936.18 |
| 210 42750 3410 | \$293.53 |
| 210 20200 | \$58.71 |
| 220 43800 3410 | \$4,580.95 |

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

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

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

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

| | |
|----------------------------------|--|
| Quote 1 | |
| Quote 2 | |
| Explanation if no quote received | |

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

| | | |
|----------------|---|------|
| Voucher Number | 32,888 | |
| Vendor number | 00416 1 | 2013 |
| 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 |
|----------|--------------------------|----------------|--------------|
| 02-07-13 | SEWER SERVICE-MARCH 2013 | 1008834 | \$144,679.50 |

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

Return to: _____

| Account Coding | Amount |
|----------------|--------------|
| 602 45550 3670 | \$144,679.50 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

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.

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

Reviewed by: Debbie Engblom 2-8-13
 (signature required) Debbie Engblom
 Approved by: Terry Schwern
 (signature required) Terry Schwern

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 | 32,919 |
| Vendor number | 01276 1 2013 |
| Vendor name | HEALTH PARTNERS |
| Address | NW 3600 PO BOX 1450 MPLS MN 55485-3600 |

| Date | Comment line on check | Invoice number | Amount |
|----------|------------------------------|-------------------|-------------|
| 02-11-13 | HEALTH INSURANCE: MARCH 2013 | 42635356/42635357 | \$51,946.00 |

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

| Account Coding | Amount |
|----------------|-------------|
| 101 20410 | \$50,875.60 |
| 101 20411 | \$1,070.40 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

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

Reviewed by: J. Kuschel
(signature required) Jodes Kuschel

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

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

| | |
|----------------------------------|--|
| Quote 1 | |
| Quote 2 | |
| Explanation if no quote received | |

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

| | |
|----------------|--|
| Voucher Number | 32,843 |
| Vendor number | 01337 2 2013 |
| Vendor name | RAMSEY COUNTY |
| Address | 90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097 |

| Date | Comment line on check | Invoice number | Amount |
|----------|---------------------------------|----------------|--------------|
| 02-06-13 | LAW ENFORCEMENT - FEBRUARY 2013 | SHRFL-001195 | \$156,961.51 |

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

| Account Coding | Amount |
|--------------------|--------------|
| 101 41100 3190 001 | \$156,961.51 |
| | |
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| | |
| | |
| | |
| | |
| | |

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

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

| | |
|----------------------------------|--|
| Quote 1 | |
| Quote 2 | |
| Explanation if no quote received | |

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated February 18, 2013.

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

February 18, 2013
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
February 18, 2013

| LICENSE # | BUSINESS NAME | TYPE |
|------------------|------------------------|--------------|
| 13-0052 | Upper Cut Tree Service | Tree Trimmer |

The above licenses are recommended for approval:



License/Permit Clerk

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the 2013 private street sweeping agreements between the City of Shoreview and the private street town home associations as noted in the report.

ROLL CALL: AYES _____ NAYS _____

| | | |
|-----------|-------|-------|
| JOHNSON | _____ | _____ |
| QUIGLEY | _____ | _____ |
| WICKSTROM | _____ | _____ |
| WITHHART | _____ | _____ |
| MARTIN | _____ | _____ |

REGULAR COUNCIL MEETING
FEBRUARY 19, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MARK MALONEY
PUBLIC WORKS DIRECTOR

DATE: FEBRUARY 6, 2013

SUBJ: 2013 PRIVATE STREET SWEEPING AGREEMENTS
+ CHEROKEE HILLS ASSOC. III
+ LEXINGTON TH ASSOC. – HILL COURT
+ LEXINGTON ESTATES 4 – LOIS COURT
+ LEXINGTON CURVE TH ASSOC. – RAVENSWOOD COURT
+ LEXINGTON ESTATES 2 – ROYAL COURT

INTRODUCTION

The City maintains agreements with a number of townhouse associations for the provision of street sweeping services. We have received written requests for this service from the associations so noted, and agreements have been generated. Upon Council approval and agreement execution, the City will continue to sweep these private streets.

BACKGROUND

A copy of a typical Private Street Sweeping Agreement between the City of Shoreview and a town home association is included for consideration. The agreement allows for the sweeping of a private street with reimbursement based upon an estimate of the labor and materials used. The cost for sweeping is annually adjusted to reflect changes in labor and equipment costs. The agreements reflect an increase in cost to the Association of approximately 3% when compared to 2012. The associations noted above have returned signed agreements, and await Council action.

RECOMMENDATION

Staff recommends that Council approve the proposed street sweeping agreements with the townhouse associations noted.

MJM/cc

2013 STREET SWEEPING AGREEMENT

BETWEEN THE CITY OF SHOREVIEW TOWNHOME ASSOCIATION (STREET)

THIS AGREEMENT, made and entered into this ____ day of _____, 2013, by and between **Townhome Association**, a Minnesota Corporation, in the County Ramsey, State of Minnesota, hereinafter referred to as the "Association," and the City of Shoreview, a Municipal Corporation, in the County of Ramsey, State of Minnesota, hereinafter referred to as the "City."

WHEREAS, the City has, within its territorial limits, a public street system which requires street sweeping by employees of the City, with City equipment; and

WHEREAS, the Association owns the real property of **Street**, and wishes to contract with the City so that the City will sweep said private street, upon the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the premises and other mutual agreements hereinafter set forth, the Association and the City agree as follows:

1. The City agrees to sweep the above-described private street, to the same extent as the City sweeps public streets, as deemed necessary by the Public Works Department of the City.
2. The Association agrees to pay \$160.00 (One Hundred Sixty and No/100 Dollars) per sweeping to have the City sweep **Street**, as covered in the Agreement.
3. The Association agrees to pay any such charges within thirty (30) days after billing by the City.
4. The Association agrees that the City will not be responsible for any damage to shrubs, landscaping, sod, asphalt driveways, curb and gutter, and mailboxes, which may occur during the sweeping. The Association shall indemnify and save harmless the City and all of its officers, agents, and employees, from any and all losses, damages, expense, including cost and expense and attorney fees of litigation arising from all suits, actions, or claims of any character, name and description, brought for, or on account of any injuries or damages received or sustained by any person or property during the course of street sweeping.

5. Either the Association or the City may terminate this Agreement upon giving ten (10) days written notice of termination to the other party. If either party terminates while work is in process or not yet billed, the Association shall nevertheless pay the City for such services performed by the City prior to termination.

IN WITNESS WHEREOF, the Townhome Association has caused this Agreement to be executed in its corporate name by its proper corporate officers pursuant to authority of the Board of Directors of said corporation, and the City of Shoreview has caused this Agreement to be executed by its Mayor and Manager by the authority of the City Council of the City of Shoreview, as of the day and year first above written.

**TOWNHOME ASSOCIATION
(STREET)**

By: _____

Its: _____

CITY OF SHOREVIEW

By: _____
Sandra Martin, Mayor

ATTEST: _____
Terry Schwerm, City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Ordinance No. 904 establishing a fee schedule for the 2012 operation and maintenance costs associated with the Augmentation of Snail Lake against the 72 residential units located within the Snail Lake Improvement District.

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

REGULAR COUNCIL MEETING
FEBRUARY 19, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: FEBRUARY 12, 2012

SUBJ: ANNUAL OPERATION AND MAINTENANCE CHARGES FOR
PROPERTIES WITHIN THE SNAIL LAKE IMPROVEMENT DISTRICT

INTRODUCTION

The Snail Lake Improvement District (SLID) Board and City staff has identified operation and maintenance costs for Snail Lake Augmentation for 2012. Council action is required to establish benefiting properties in the District, identify costs, and set rates for the recovery of the 2012 operation and maintenance costs payable in 2013 on the quarterly utility bills.

BACKGROUND

The SLID, Ramsey County, and the City of Shoreview have an agreement pertaining to the augmentation of Snail Lake. The District's primary purpose is to oversee the augmentation of lake levels, approve a budget, and propose amendments to the bylaws as necessary. Per the established agreement, the costs for operation and maintenance are shared between the landowners (45.4%), Ramsey County (13.8%), and the City of Shoreview (40.8%).

The benefiting homeowners within the SLID are also responsible for paying a portion of the project costs associated with the Snail Lake Augmentation Screening Facility, which was constructed in 2009. The project costs were shared between the property owners of the SLID, Ramsey County, and the City of Shoreview at the same percentage levels as the yearly operation and maintenance costs of the augmentation pumping. The portion of the project costs assigned to the property owners within the SLID was financed by the City and are billed to the property owners over a 10-year period as part of their annual SLID charge.

DISCUSSION

The Snail Lake Augmentation costs for operation and maintenance during 2012, including water augmentation, annual permit, electric costs, maintenance costs, and staff time charges are summarized below:

| <u>ITEM</u> | <u>COST</u> |
|-----------------------------|----------------------|
| Water Augmentation | \$ 8,670.29 |
| DNR Permit Fee | \$ 140.00 |
| Electric Utilities | \$ 5,712.67 |
| Maintenance Supplies | \$ 580.74 |
| Staff Time | \$ 7,985.23 |
| General Liability Insurance | \$ <u>1,114.86</u> |
| TOTAL | \$ 24,203.79* |

* Costs are subject to a final audit

The allocation of the Snail Lake Augmentation costs for 2012 operation and maintenance is as follows:

| <u>Allocation</u> | <u>Allocation Costs</u> |
|---|-------------------------|
| City of Shoreview (40.8%) | \$ 9,875.15 |
| Ramsey County (13.8%) | \$ 3,340.12 |
| <u>SLID Property Owner Costs</u> | |
| Property Owners (45.4%) | \$ 10,988.52 |
| Property Owners Debt Service (Screening Facility) | \$ 28,070.68 |
| Historical Adjustments* | \$ <u>35.68</u> |
| Total Cost | \$ 39,094.85* |

*Historical adjustments from the previous year that occur due to estimated billing versus actual expenses.

The resulting cost to the benefiting homeowners within the Snail Lake Improvement District for 2012 operation and maintenance and debt service costs is \$39,094.85. Currently there are 72 benefiting property owners located within the SLID, as depicted on the map and property listing attached at the end of this report. The total cost is divided equally among the 72 benefiting homeowners and billed on a quarterly basis, which equates to a \$135.75 per quarter per unit charge. The 2012 Annual Costs were presented to the SLID Board at their February 12, 2013 meeting and approved.

RECOMMENDATION

It is recommended that the City Council adopt the attached ordinance establishing a fee schedule for the 2012 operation and maintenance costs associated with the Augmentation of Snail Lake against the 72 residential units located within the Snail Lake Improvement District.

CITY OF SHOREVIEW

ORDINANCE NO. 904

AN ORDINANCE ESTABLISHING A FEE SCHEDULE
FOR THE OPERATION AND MAINTENANCE COSTS ASSOCIATED WITH THE
AUGMETATION OF SNAIL LAKE, EFFECTIVE MARCH 1, 2013

THE COUNCIL OF THE CITY OF SHOREVIEW ORDAINS:

Section 1. Pursuant to Minnesota Law, and the Shoreview City Code, and upon review and analysis of City Enterprise Funds, a fee schedule for the operation and maintenance costs associated with the augmentation of Snail Lake is hereby adopted.

2013 Snail Lake Augmentation Fee Schedule

- (a) The fees for the operation and maintenance costs associated with the augmentation of Snail Lake be set by the Shoreview City Council
- (b) The Snail Lake Improvement District Board has reviewed the current Augmentation Fee Schedule and is recommending that the 2013 Snail Lake Augmentation Fee Schedule, hereto attached as Amendment 1 to Exhibit A, be adopted.
- (c) Upon consideration and review of the Shoreview City Council, the 2013 Snail Lake Augmentation Fee Schedule, hereto attached as Exhibit A, is hereby adopted and becomes effective March 1, 2013.

Section 2. This ordinance shall become effective one day after publication.

Sandra C. Martin, Mayor

Adopted February 19, 2013
Published _____
Effective _____

AMENDMENT 1 TO EXHIBIT A

Snail Lake Augmentation Charges:

| | |
|--|--------------------------------|
| Homeowner with the Snail Lake Improvement District | \$ 135.75 per unit per quarter |
|--|--------------------------------|

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the replacement purchase of a Backhoe Loader from the approved State of Minnesota Contract, for \$98,705.03, including sales tax, pursuant to the Capital Improvements Program and approved 2013 Annual Budget.

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

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: FEBRUARY 19, 2013
SUBJ: AUTHORIZATION FOR THE REPLACEMENT PURCHASE OF
BACKHOE/LOADER TRACTOR

INTRODUCTION

Shoreview's adopted Capital Improvements Program includes the scheduled replacement of the 2000 Backhoe Loader. City Council approval is necessary at this time for authorization to purchase a replacement unit of similar size and capabilities from the State of Minnesota Cooperative Purchasing Venture Contract No. 51405.

DISCUSSION

The existing backhoe loader was purchased in 2000 and is used by public works maintenance personnel for water main break repairs, pond maintenance, street patching, snow removal and loading trucks. The current backhoe loader has over 3,370 hours on it and its condition is consistent with equipment of that age which has been used for City purposes. Based upon years of service, observed deficiencies and review of maintenance records, it is the appropriate time to replace the existing backhoe. The retiring unit will be sold in a public auction sometime in 2013.

The 2013 Capital Improvement Program includes an estimate of \$105,000 for the replacement of this backhoe loader. Under the State of Minnesota Cooperative Purchasing Venture, the City of Shoreview can acquire a replacement backhoe loader of similar size and capabilities for \$98,705.03, which includes sales tax and an extended major component warranty.

RECOMMENDATION

Staff recommends consideration of the attached motion that authorizes the purchase of a 2013 310SK Backhoe Loader from the State of Minnesota Cooperative Purchasing Venture Contract in the amount of \$98,705.03.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the acceptance of donations for the 2013 Shoreview Human Rights Poster Contest.

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____ _____

QUIGLEY _____ _____

WICKSTROM _____ _____

WITHHART _____ _____

MARTIN _____ _____

TO: MAYOR AND CITY COUNCIL

FROM: TESSIA MELVIN
ASSISTANT TO CITY MANAGER/COMMUNICATIONS

DATE: TUESDAY, FEBRUARY 19

SUBJECT: ACCEPTANCE OF DONATIONS FOR THE HRC POSTER CONTEST

INTRODUCTION

The City of Shoreview may accept gifts for the benefit of its citizens in accordance with the terms prescribed by the donor. Minnesota Statute 465.03 requires that the City Council accept these gifts by resolution.

BACKGROUND

Each year the Shoreview Human Rights Commission hosts its annual art poster contest, “One Community of Many Colors,” to commemorate Martin Luther King, Jr.’s birthday. Poster entries are received from fourth graders from Emmet D. Williams, Island Lake, Turtle Lake, St. Odilia School and Pinewood Elementary. This year the Commission received 400 posters.

Commissioners ask local area businesses to contribute prizes. All businesses that contribute to this contest receive recognition through the local papers, the City’s newsletter, website and Channel 16.

RECOMMENDATION

Pursuant to City policy, the Council must officially accept any financial gifts. Staff recommends the acceptance of \$1435 worth of donations for the 2013 Human Rights Commission Poster Contest. This is in addition to the \$3099.25 that was previously approved at the Monday, February 4, meeting.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD FEBRUARY 19, 2013**

* * * * *

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 February 19, at 7:00 p.m.

The following members were present:

And the following members were absent:

introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-23

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR SPONSORSHIPS FOR THE 2013 HUMAN RIGHTS COMMISSION FOURTH GRADE POSTER CONTEST.

WHEREAS, the City of Shoreview has received the following monetary donations (see attached list) from area businesses and organizations for the 2013 HRC Poster Contest.

WHEREAS, the City Council is appreciative of the donations.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Shoreview, acknowledges and accepts the donations on the attached list, with gratitude and that the donations will be appropriated to the 2013 HRC Poster Contest.

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 19th day of February, 2013.

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 4th day of February, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the acceptance of gifts for the 2013 HRC Poster Contest.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 20th day of February, 2013.

Terry C. Schwerm, City Manager

2013 Human Rights Commission Poster Contest Prizes

| | | |
|-----------------|---|--------|
| National Karate | 10 1-month Program Certificates (\$130 value) | \$1300 |
| Flaherty's | 1 Party Package | \$50 |
| | 17 Free Games of Bowling | \$85 |

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To award the quote for Fire Protection System replacement and upgrades to Tyco Simplex/Grinnell in the amount of \$42,150.

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

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: FEBRUARY 14, 2013

**SUBJECT: APPROVAL OF FIRE PROTECTION SYSTEM REPLACEMENT UPGRADES FOR THE
COMMUNITY CENTER/CITY HALL**

INTRODUCTION

The 2013 Capital Improvement Program includes a project involving both replacements and upgrades to the fire protection system at the Community Center/City Hall. The Council is being asked to approve the purchase of the fire protection system replacement and upgrades.

BACKGROUND

The current fire protection system, which consists of a fire panel, smoke detectors, heat sensors, warning horns and strobes, was installed when the building opened in 1990. Replacement and upgrades of this system will help reduce false alarms from our duct smoke detectors and heat sensors. The new fire panel includes improved technology that will better detect the location of an alarm. The system upgrade will also bring the building into compliance with current code by installing strobes and horns in certain areas of the building that were not previously covered. Finally, the fire protection system in the elevators will be brought into compliance with current standards.

The fire protection system is proprietary; therefore, only one quote was received from Tyco Simplex/Grinnell. The quote for all of this work is \$42,150, which includes sales tax. The quote also includes training of City staff on the updated fire panel and system. The Capital Improvement Program had included \$60,000 for this work.

If the Council awards the quote for this work, it is anticipated that the work will begin in April. The schedule would be that a small portion of the building would be worked on each day, which will allow us to continue operating the entire facility. The building would continue to have an operating fire protection system, including sprinklers throughout the project.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council award the quote for Fire Protection System replacement and upgrades to Tyco Simplex/Grinnell in the amount of \$42,150.



5400 Nathan Ln N Ste 100
 PLYMOUTH, MN 55442-1953
 (763) 367 5000
 FAX: (763) 367 5002
 www.simplexgrinnell.com

SimplexGrinnell Quotation

TO:
 Shoreview Community Center
 4585 Victoria St N
 SHOREVIEW, MN 55126-5861
 Attn: Gary Chapman
 (651) 490-4756 EXT(____) Fax: (651) 490-4797

Project: Shoreview Community Center
 Customer Reference:
 SimplexGrinnell Reference: 337432286
 Date: 01/30/2013
 Page 1 of 5

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

| QUANTITY | MODEL NUMBER | DESCRIPTION |
|--------------------------------|--------------|--------------------------------|
| Fire Alarm Devices | | |
| 1 | 4010-9402 | 4010ES FACP 120V PLATINUM |
| 1 | 4010-9912 | SERIAL DACT |
| 2 | 2081-9275 | BATTERY 18AH |
| 1 | 4606-9102 | REMOTE LCD ANNUN FOR 4010ES |
| 1 | 2975-9217 | SURFACE MOUNT BOX 4606 ANNUN |
| 20 | 4099-9001 | MANUAL STATION - SINGLE ACTION |
| 21 | 4098-9757 | PHOTO SENSOR |
| 21 | 4098-9788 | DETECTOR 2-WIRE BASE |
| 4 | 4098-9733 | HEAT SENSOR |
| 4 | 4098-9792 | SENSOR BASE |
| 16 | 4098-9756 | DUCT SENSOR HOUSING-4-WIRE |
| 16 | 4098-9857 | SAMPLING TUBE 73", PLASTIC |
| 1 | ETHEDROP | ETHERNET-NETWORK COMPATIBLE |
| Horn/Stobes | | |
| 28 | GEC3-24WR | H/STRB MUL CD WL/MT RED(FIRE) |
| 3 | AVSM-R | GANGABLE SYNCH MODULE RED |
| Fire Alarm System Installation | | |

Net selling price for , FOB shipping point, \$32,880.00

| | | |
|--------------------------------|-----------|-------------------------------|
| Additional Horn/Strobes | | |
| 8 | GEC3-24WR | H/STRB MUL CD WL/MT RED(FIRE) |
| 12 | GES3-24WR | STROBE MULTI CD WALL MT RED |
| 2 | AVSM-R | GANGABLE SYNCH MODULE RED |
| 1 | 4009-9201 | NAC EXTENDER 120VAC, IDNET |
| 2 | 2081-9272 | BATTERY 6.2 AH |
| Additional Horn/Strobe Install | | |

Net selling price for , FOB shipping point, \$6,910.00



Project: Shoreview Community Center
Customer Reference:
SimplexGrinnell Reference: 337432286
Date: 01/30/2013
Page 2 of 5

SimplexGrinnell Quotation

| QUANTITY | MODEL NUMBER | DESCRIPTION |
|----------|--------------|-------------|
|----------|--------------|-------------|

Additional Horn/Strobe Install

Net selling price for Additional Horn/Strobe Install, FOB shipping point, \$5,410.00

| Elevator Devices | | |
|------------------|-----------|----------------------|
| 3 | 4098-9757 | PHOTO SENSOR |
| 3 | 4098-9788 | DETECTOR 2-WIRE BASE |
| 3 | 4090-9002 | RELAY IAM |

Net selling price for Elevator Devices, FOB shipping point, \$910.00

Elevator Devices Install

Net selling price for Elevator Devices Install, FOB shipping point, \$1,450.00

Total net selling price, FOB shipping point, \$42,150.00

Comments

PRICE INCLUDES TAX & CUSTOMER TRAINING ON THE NEW SYSTEM!

Price includes shipping, wire and low voltage installation of equipment listed above. Does not include any 120VAC connections, conduit and boxes. This quotation is valid for 30 days, based on acceptance of delivery within one year. Price includes supervision of final connections at the control panel and test of the system by a factory trained service representative.

Paul A. Nygaard
SimplexGrinnell
5400 Nathan Lane North Suite # 1
Plymouth, MN 55442

TERMS AND CONDITIONS

1. Payment. Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at the then-prevailing Company rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit at its sole discretion. The Customer's failure to make payment when due is a material breach of this Agreement.

If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees. Customer's failure to make payment when due is a material breach of this Agreement until the account is current.

2. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, SimplexGrinnell may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement.

3. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

4. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

5. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage, if any, shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual

damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. If Customer desires Company to assume greater liability, the parties shall amend this Agreement by attaching a rider setting forth the amount of additional liability and the additional amount payable by the Customer for the assumption by Company of such greater liability, provided however that such rider shall in no way be interpreted to hold Company as an insurer. **IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM.** The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

6. Reciprocal Waiver of Claims (SAFETY Act). Certain of SimplexGrinnell's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, SimplexGrinnell and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

7. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. Customer acknowledges and agrees that by this Agreement, Company, unless specifically stated, does not undertake any obligation to maintain or render Customer's system or equipment as Year 2000 compliant, which shall mean, capable of correctly handling the processing of calendar dates before or after December 31, 1999. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement.

Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or

equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)").

The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. **UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION (AND, IF SPECIFIED, TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING, AND PIPING.**

8. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom.

Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement.

9. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company dues to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

10. Structure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by it or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of

SALE AND INSTALLATION AGREEMENT (continued)

foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

11. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

12. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- "permit confined space," as defined by OSHA,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions".

Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company.

This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

13. OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

14. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

15. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

16. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to

performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

17. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. 1) In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination. 2) If Company is able to obtain the steel products or products made from plastics or other commodities, but the price of any of the products has risen by more than 10% from the date of the bid, proposal or date Company executed this Agreement, whichever occurred first, then Company may pass through that increase through a reasonable price increase to reflect increased cost of materials.

18. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

19. Backcharges. No charges shall be levied against the Seller unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

20. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

21. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

22. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers.

Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period.

If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER. COMPANY MAKES NO WARRANTY OR REPRESENTATION, AND UNDERTAKES NO OBLIGATION TO ENSURE BY THE SERVICES PERFORMED UNDER THIS AGREEMENT, THAT COMPANY'S PRODUCTS OR THE SYSTEMS OR EQUIPMENT OF THE CUSTOMER WILL CORRECTLY HANDLE THE PROCESSING OF CALENDAR DATES BEFORE OR AFTER DECEMBER 31, 1999.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after hours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

23. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

24. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and



Project: Shoreview Community Center
 Customer Reference:
 SimplexGrinnell Reference: 337432286
 Date: 01/30/2013
 Page 5 of 5

SALE AND INSTALLATION AGREEMENT

(continued)

representatives as additional insureds on Customer's general liability and auto liability policies.

25. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned.

Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at Customer's premises or unavailability of parts.

26. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment with Company, for a period of two years after the termination of this Agreement.

27. Default. An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 1/2% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid. 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

28. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

29. Force Majeure; Delays. Company shall not be liable for any damage or penalty for delays or failure to perform work due to acts of God, acts or omissions of Customer, acts of civil or military authorities, Government regulations or priorities, fires, epidemics, quarantine, restrictions, war, riots, civil disobedience or unrest, strikes, delays in transportation, vehicle shortages, differences with workmen, inability to obtain necessary labor, material or manufacturing facilities, defaults of Company's subcontractors, failure or delay in furnishing complete information by Customer with respect to location or other details of work to be performed, impossibility or impracticability of performance or any other cause or causes beyond Company's control, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, completion shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of the delay. In the event work is temporarily discontinued by any of the foregoing, all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished, shall be due and payable upon receipt of invoice by Customer.

30. One-Year Limitation on Actions; Choice of Law. It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim

arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

31. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

32. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

33. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

34. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

35. License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, Ca, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.simplexgrinnell.com or contact your local SimplexGrinnell office.

(Rev. 10/08)

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IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES.** This Proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.

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|---|--|
| <p>Offered By: SimplexGrinnell LP License#:</p> <p>5400 Nathan Ln N Ste 100 PLYMOUTH, MN 55442-1953</p> <p>Telephone: (763) 367 5000</p> <p>Representative: _____</p> | <p>Accepted By: (Customer)</p> <p>Company: _____</p> <p>Address: _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>P.O.#: _____ Date: _____</p> |
|---|--|

Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities throughout North America

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Ordinance No. 903 revising Chapter 300 of the Municipal Code, including Section 309, Code of Ethics and to authorize publication of an Ordinance Summary.

ROLL CALL: AYES _____ NAYS _____

| | | |
|-----------|-------|-------|
| JOHNSON | _____ | _____ |
| QUIGLEY | _____ | _____ |
| WICKSTROM | _____ | _____ |
| WITHHART | _____ | _____ |
| MARTIN | _____ | _____ |

Memorandum

To: Mayor and City Council

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

Date: February 10, 2013

Re: Amendment to City Code Section 309 - Code of Ethics

Introduction and Background

In 1993 the City Council adopted a Code of Ethics to establish standards of conduct for all public servants of the City, including Council Members, committee and commission members, and employees. The Ordinance was crafted by a citizen committee and reviewed by the City Council and City staff prior to adoption.

Discussion

It has been 20 years since the original ordinance was passed. During this time the State of Minnesota has passed a gift statute, the League of MN Cities (LMC) has developed a model code of conduct document, and our annual financial audit process includes requesting financial interest statements. Staff reviewed all of these materials and determined that there were some redundancies that could be eliminated and other small changes that could improve the City's Code of Ethics.

Minnesota Statute 471.895 defines a gift as a trinket or memento costing \$5 or less. This dollar limit has been added to the Code. The LMC model document includes language regarding violations of the open meeting law, not using "not public" data for personal gain or disclosing "not public" data, and not violating the City's attorney-client privilege unless a majority of the City Council has approved the disclosure. These ethical standards have now been added. Staff also learned that the City's financial auditors require a conflict of interest statement from Council Members and key management staff as recommended by the State Auditor. This is a duplication of the Code of Ethics financial disclosure requirement and it has been removed from the Code since it is being completed elsewhere.

Staff is also recommending that the employee code of ethics be formally separated from the ordinance and approved by Council resolution as an Employee Handbook policy. This will simplify the language for employees and place the information in the location an employee is most likely to look for it. This has been included as a separate item on the Council Agenda. As you will see in that report, the pertinent information is repeated with the exact same language as this proposed Ordinance; however, any language that is specific to the Council or committee/commission members is not included.

Lastly, some other minor changes have been made which are noted with the underlining and overstricken language. Public official has replaced the term public servant; interested person has replaced the definitions of associate and immediate family; and financial interest conflicts and violations of the Code of Ethics are to be reported to the City Attorney. The proposed revisions

are attached for your review. Since the Council is approving an ordinance summary, four affirmative votes are required for the proposed motion.

Recommendation

Staff is recommending the City Council adopt Ordinance 903, including an Ordinance Summary, approving the proposed changes to Section 309, Code of Ethics.

h:\word\CodeOfEthics-CCMotion-2-19-13

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF SHOREVIEW

ORDINANCE NO. 903

AN ORDINANCE TO AMEND SECTION 309 OF THE MUNICIPAL CODE RELATING
TO THE CODE OF ETHICS

The Shoreview City Council ordains that Section 309.060 of the Shoreview Municipal Code and its subdivisions is repealed and Sections 309.010, 309.020, 309.040, and 309.050 are amended to read as follows:

309 Code of Ethics

309.010 Declaration of Policy. Public ~~servants~~ officials should be held to a high standard of conduct and responsibility due to the nature of their duties and responsibilities. The proper operation of democratic government requires that public ~~servants~~ officials be independent, impartial and responsible to the people; that government decisions and policy be made through the proper channels of the government structure; that public office not be used for personal financial gain; and that the public have confidence in the integrity of its government.

In recognition of these goals and pursuant to Minnesota Statute 471.895, there is hereby established a Code of Ethics for public ~~servants~~ officials of the City of Shoreview. The purposes of this code is to establish ethical standards of conduct for all such public ~~servants~~ officials while acting in their official capacity representing the City by setting forth those acts or actions that are incompatible with the best interests of the City, ~~and by directing disclosure by public servants of private financial or other interests in matters affecting the City.~~

309.020 Definition of Terms. Whenever used herein, the following words and phrases shall have the meanings set forth below:

(A) ~~Public Employee.~~ Any person holding regular full-time or regular part-time a position by employment in the service of the municipality.

(A) City. The City of Shoreview.

(B) Public Official. Any person holding a position by election or appointment in the service of the municipality, whether paid or unpaid, including members of the City Council and all City boards, committees, commissions, and task forces.

(C) ~~Public Servant.~~ A comprehensive term including both public officials and public employees.

(DC) Anything of Value. Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to an ~~employee or~~ official by the government of Shoreview for work performed.

(ED) Compensation. A payment of "anything of value" to an individual in return for that individual's services of any kind.

(F) ~~Association.~~ A business entity of any kind, a labor union, a club or any other group or two or more persons other than the immediate family.

(G) ~~Immediate Family.~~ The public servant's ~~official's~~ and (1) the spouse and the following kin of either the individual or his/her spouse: child, mother, father, brother, sister, grandparent, also grandchild, aunt or uncle; and (2) the stepparents and/or legal guardians of the individual or his/her spouse.

(DE) Interested Person. A person or a representative of a person or association that has a direct financial interest in a decision that a public official is authorized to make.

(HF) Gifts. The payment or receipt of "anything of value". A trinket or memento costing \$5 or less.

309.040 Ethical Standards. In general, public servants officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Shoreview City government hinges on the proper discharge of duties in the public interest. Public servants officials must ensure that the independence of their judgment and actions is preserved without any consideration for personal gain. The following specific ethical standards shall guide public servants officials:

(A) Incompatible Offices. A public official shall not hold another "incompatible" office as that term has been defined in Minnesota Statutes and interpreted by the Courts. ~~Public employees shall not hold incompatible offices or engage in any regular outside employment without prior notice to and approval by the Shoreview City Manager.~~ The Shoreview City Manager shall not hold an incompatible office or outside employment without prior notice to and approval by the Shoreview City Council.

(B) Undue Influence and Disqualification. A public official shall not hold other office or be employed in a job which compromises the performance of the public official's Shoreview duties without disclosure of such potentially conflicting office or employment; and, in any event, public officials shall disqualify themselves from participating in actions which might be compromised by their holding of another office or means of employment.

(C) Open Meeting Law. A public official shall not violate the open meeting law except as permitted under Minnesota Statute 13D.

- (~~CD~~) Use of Confidential Information. Public servants officials shall not disclose to others, or use to further their personal interest, confidential information, as defined by the Minnesota Data Privacy Act, acquired by them in the course of their official duties.
- (~~E~~) Not Public Data. A public official shall not disclose to the public, or use for the public official's gain or another person's personal gain, information that was obtained due to person's public position if the information was not public data or was discussed at a closed session of the City Council.
- (~~F~~) Attorney-Client Privilege. A public official shall not disclose information that was received, discussed, or decided in conference with the City's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.
- (~~DG~~) Solicitation of or Receipt of Anything of Value. A public servant official shall not solicit or receive anything of value from any interested person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public servant's official's duties. Incidental items provided to public servants officials in the due course of business while attending conferences, seminars, and training sessions, shall be exempt from this provision.
- (~~EH~~) Holding Investments. No public servant official shall hold any investment which might compromise the performance of his/her duties without disclosure of said investment to the City Attorney and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- (~~FI~~) Representation of Others. A ~~public employee~~ or member of the City Council shall not represent interested persons or associations in dealings with the City in consideration of anything of value.
- (~~GJ~~) Financial Interest. Where a public servant official has a financial interest in any matter being considered by the public servant official, such interest (if known to the public servant official) must be disclosed to the City Attorney, and the public servant official shall be disqualified from further participation in the matter.
- (~~HK~~) City Property. No public servant official shall use City owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- (~~HL~~) Special Consideration. No public servant official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

- (JM) Authority. No public servant official shall exceed his/her authority, or breach the law, or ask others to do so.
- (KN) Giving Anything of Value. No elected public official shall give anything of value to potential voters in return for their votes, promises, or financial consideration which would be prohibited by the State of Minnesota Fair Campaign Practices statute.
- (LO) Public Funds. No public servant official shall use City public funds, personnel, equipment or facilities, for private gain or political campaign activities, unless such equipment and facilities are available to the public.
- (MP) Use of Logo or Other City Symbols. Use of the City's logo or any other symbol for non-official City business without approval of the City Council is prohibited.
- (NQ) Expenses. Public servants officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- (OR) Donations. No public servant official shall take any action which will benefit any person or entity because of a donation of anything of value to the City by such a person or entity.
- (PS) Official Action. No public servant official shall take an official action which will benefit any person or entity where such public servant official would not otherwise have taken such action but for the public official's family relationship, friendship, or business relationship with such person or entity.
- (QT) Compliance with Laws. Public servants officials shall comply with all ~~local~~ City ordinances and state and federal statutes, including but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, ~~and~~ employees.
- (RU) Acceptance of Gifts Donations to the City. Public servants officials may accept ~~gifts~~ donations on behalf of the City regardless of value, and said ~~gifts~~ donations shall become the property of the City.
- (V) Acceptance of Personal Gifts. Public officials may personally accept non-monetary gifts (trinkets and mementos) costing \$5 or less.
- (SW) Knowledge of Violations. Public servants officials shall disclose any possible violations of the City's Ethics Policy to the ~~Ethics Commission~~ City Attorney.
- (FX) Public Interest. Public servants officials shall act with the best interests of the City of Shoreview in mind.

309.050 Complaint Review Process.

- (A) Complaints Against Public Officials. Allegations of violations against public officials shall be reviewed by the City Attorney who shall:
- (1) Make recommendations to the City Council for disposition of complaints including, but not limited to, the referral of the complaint and/or investigation to an independent counsel or to an administrative law judge; or
 - (2) Refer allegations which may constitute a violation of federal, state, or local statutes to the appropriate authority.
- (B) Complaints Against Public Employees. Allegations made against public employees who are subordinate to the City Manager shall be reviewed by the City Manager who will determine the appropriate responsive action.
- (C) Complaints Against Contract Service Providers. Allegations made against persons or entities providing service to the City of Shoreview under a contract shall be reviewed by the City Manager. The City Manager shall mail a copy of the City's Ethics Policy to contractors providing service to the City. Any violation of the provisions of this policy may result in termination of contract or service agreement.

309.060 Financial Disclosure.

- (A) Content. Each public servant shall file as a public record in the Office of the City Manager, a statement containing the following:
- (1) A list naming all business enterprises known by the public servant to be licensed by or to be doing business with the City in which the public servant or any member of the public servant's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
 - (2) A list of the public servant's and members of the public servant's immediate family's interest in real property located in the City or which may be competing with the interest of the City located elsewhere, other than property occupied as a personal residence.
- (B) Initial Filing. Prior to official appointment to office or employment, each person who enters public duty after the date of this code shall file this disclosure statement. Not later than ninety (90) days after the date of approval of this code, each public servant shall file a financial disclosure statement.

~~(C) Annual Review.~~ Each person who made an initial filing of financial disclosure shall file a new statement by January 30 of each year thereafter, giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

~~(D) Exemptions.~~ This code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise. However, if any of such organizations seeking any action or benefit come before a Shoreview Commission or council, then membership in the organization shall be a potential conflict of interest and must be reported as such in an amended disclosure statement. The other stipulations of this code then apply.

~~(E) Responsive Action.~~ If a public official or the City Manager fails to file the disclosure statement as required, or files a statement containing false information, the City Council will determine the appropriate responsive action. If a public employee fails to file the disclosure statement as required, or files a statement containing false information, the City Manager will determine the appropriate responsive action.

Adoption Date. Passed by the City Council of the City of Shoreview on the 19th day of February 2013.

Effective Date. This ordinance shall become effective upon passage and following publication in the City's official newspaper.

Publication Date: Published on the ___ day of _____, 2013.

Sandra C. Martin, Mayor

SEAL

ORDINANCE SUMMARY

SHOREVIEW ORDINANCE NO. 903

On the 19th day of February, 2013, the Shoreview City Council adopted Ordinance No. 903, and, pursuant to M.S. 412.191, Subd. 4, directed that a summary of the Ordinance be published.

Shoreview Ordinance No. 903 amends regulations pertaining to Section 309 regarding the Code of Ethics and financial disclosures of public officials. The Ordinance is available for inspection by any person during normal business hours at the office of the City Manager at 4600 North Victoria Street, Shoreview, MN 55126. A copy of the Ordinance is also available on the City's website at www.shoreviewmn.gov.

This Ordinance Summary was approved by the Shoreview City Council on the 19th day of February, 2013.

Terry C. Schwerm
City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-22 approving changes to Employee Handbook policies 4.20 - Smoking, 4.65 - Code of Ethics, 5.05 - Tuition Reimbursement, 6.15 Overtime, and 7.05 Short-term Disability Insurance as outlined in the attached report effective February 19, 2013.

ROLL CALL: AYES _____ NAYS _____

| | | |
|-----------|-------|-------|
| JOHNSON | _____ | _____ |
| QUIGLEY | _____ | _____ |
| WICKSTROM | _____ | _____ |
| WITHHART | _____ | _____ |
| MARTIN | _____ | _____ |

Regular Council Meeting
February 19, 2013

Memorandum

To: Mayor and City Council

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

Date: February 10, 2013

Re: Employee Handbook Update – Changes to Tuition Reimbursement, Overtime Pay, Smoking, and Short-term Disability Policies

Introduction and Background

Periodically the Employee Handbook is reviewed and changes are brought to the City Council for their approval. Below are the five policies with descriptions of the changes being requested.

Discussion

4.20 - Smoking

Language is being added to prohibit the use of tobacco in electronic forms.

4.65 - Code of Ethics

Staff is recommending that City employees have a Code of Ethics that is separate from the Municipal Code. There are also a number of extraneous items in the ordinance that can be confusing to staff. In addition, not all staff have access to the Municipal Code book, whereas they do have an Employee Handbook. The language in the employee policy mirrors the relevant sections of the Code of Ethics. There are no changes to what we expect of employees, only the location where we express those expectations. A Handbook policy approved by the City Council has the same effect on employees as an ordinance.

5.05 - Tuition Reimbursement

In June 2010 we placed a \$5,000 annual limit on the amount of reimbursement the City would provide to an employee each year for the tuition reimbursement/educational assistance program. At that time we grandfathered employees who were already enrolled in a degree program to continue under the former reimbursement limit. Language is being added to the policy that any degree not completed by June 30th, 2016 would fall under the \$5,000 limit. The affected employees have already been notified of this deadline.

6.15 - Overtime Pay

Periodically job titles change as responsibilities are shifted and new positions are added to the organization. These changes reflect our current positions that are exempt from overtime pay.

7.05 - Short-term Disability Insurance (STD)

Currently our STD policy allows a single waiting period for absences that occur due to the same disability. However, some illness/disabilities can take place over long periods of time, and even

indefinitely. When questions arise regarding STD benefit administration, we turn to our long-term disability policy for guidance. In this case, our long-term disability policy states that the second disability must occur within six months of the original waiting period in order for the second waiting period to be waived. This language has been incorporated into the STD policy to create consistency between the programs and to protect the financial health of the STD fund.

Copies of the revised policies are attached for your consideration. New language is underlined and text that is stricken is being deleted.

Recommendation

Based on the foregoing information it is recommended that the City Council approve changes to Employee Handbook policies 4.20, 4.65, 5.05, 6.15, and 7.05 effective February 19, 2013.

| | | | |
|------------------------|--|-----------------|--------|
| Policy: | SMOKING | Section: | 4.20 |
| Approved by: | City Council | Page: | 1 of 1 |
| | Res. 95-95, 10-51; MSA 144.413 & 144.414 | | |
| Effective Date: | 11/6/95; rev. 6/22/10 | | |

Policy

The City of Shoreview is committed to maintaining a safe and healthful work environment for all employees and visitors. Accordingly, the City has established the following no smoking policy in conjunction with Minnesota law, to protect individuals from exposure to second-hand smoke in their work environment and to protect life and property against fire hazards.

All City buildings and vehicles have been designated as no smoking areas. There is no smoking allowed within any areas of a City building. Smoking includes carrying a lighted cigarette, cigar or pipe or using any of these in electronic form.

If an employee must smoke, they are to do so completely outside the building and only during permitted break periods.

Background

The Surgeon General has confirmed that second hand smoke causes death and disease in healthy non-smokers.

The EPA (Environmental Protection Agency) has classified second hand smoke as a "class A" carcinogen. That places it in the same category as asbestos and confirms that second hand smoke can cause cancer.

People are not protected by simple separation from tobacco smoke.

The City of Shoreview observes and supports the Minnesota Clean Indoor Air Act.

Consequence of Violation

Violation of this policy may constitute just cause for discipline, up to and including termination from employment.

Policy: CODE OF ETHICS

Section: 4.65

Approved by: City Council

Page: 1 of 5

~~City Code Section 309 (Ord. 618); MSA 465.03 & 471.895; Res. 10-51~~

Effective Date: 12/28/93; rev. 6/22/10

~~The Code of Ethics as outlined below has been extracted from Section 309 of the City Code. For a complete copy, please see a City Code book available from your supervisor, department director or on the City website. If this Policy is inconsistent with Section 309 of the City Code, the City Code will prevail.~~

Purpose The purpose of the Code of Ethics is to establish ethical standards of conduct for all regular employees by setting forth those acts or actions that are incompatible with the best interest of the City, and by directing disclosure by public officials and employees of private financial or other interests in matters affecting the City.

Policy Public employees should be held to a high standard of conduct and responsibility due to the nature of their duties and responsibilities. The proper operation of democratic government requires that public servants be independent, impartial and responsible to the people; that government decisions and policy be made through the proper channels of the government structure; that public office not be used for personal financial gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for public employees and officials of the City of Shoreview.

Definitions City The City of Shoreview.

Public Employee Any regular full-time or regular part-time employee of the City of Shoreview.

Anything of Value Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to an employee by the City of Shoreview for work performed.

Compensation A payment of "anything of value" to an individual in return for that individual's service of any kind.

~~**Association** A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.~~

~~**Immediate Family** The employee's and (1) the spouse and the following kin of either the individual or his/her spouse: child, mother, father, brother, sister, grandparent, grand child, aunt, or uncle; and (2) the stepparents and/or legal guardians of the individual or his/her spouse.~~

Policy: CODE OF ETHICS

Section: 4.65

Approved by: City Council

Page: 2 of 5

Interested Person A person or a representative of a person or association that has a direct financial interest in a decision that an employee is authorized to make.

Gift The payment or receipt of "anything of value". A trinket or memento costing \$5 or less.

Ethical Standards

In general, public employees are to serve all persons fairly and equitable without regard to their personal or financial benefit. The credibility of Shoreview City government hinges on the proper discharge of duties in the public interest. Public employees must ensure that the independence of their judgment and actions is preserved without any consideration for personal gain.

The following specific ethical standards shall guide public employees:

Incompatible Offices A public employee shall not hold incompatible offices or engage in any regular outside employment without prior notice to and approval by the City Manager. (See section 4.10 for additional information on Outside Employment.)

Use of Confidential Information Public employees shall not disclose to others, or use to further their personal interest, confidential information, as defined by the Minnesota Government Data Practices Act, acquired by them in the course of their official duties.

Not Public Data A public employee shall not disclose to the public, or use for the public employee's gain or another person's personal gain, information that was obtained due to employee's public position if the information was not public data or was discussed at a closed session of the City Council.

Attorney-Client Privilege. A public employee shall not disclose information that was received, discussed, or decided in conference with the City's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.

Policy: CODE OF ETHICS

Section: 4.65

Approved by: City Council

Page: 3 of 5

**Ethical Standards
(continued)**

Solicitation of or Receipt of Anything of Value A public employee shall not solicit or receive anything of value from any interested person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public employee's duties. ***Incidental items provided to public employees in the due course of business while attending conferences, seminars, and training sessions, shall be exempt from this provision.***

Holding Investments No public employee shall hold any investment which might compromise the performance of his/her duties without disclosure of said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.

Representation of Others A public employee shall not represent interested persons or associations in dealings with the City in consideration of anything of value.

Financial Interest Where a public employee has a financial interest in any matter being considered by the public employee, such interest (if known to the public employee) must be disclosed to the City Manager, and the public employee shall be disqualified from further participation in the matter.

City Property No public employee shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.

Special Consideration No public employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Authority No public employee shall exceed his/her authority, or breach the law, or ask others to do so.

Public Funds No public employee shall use City public funds, personnel, equipment or facilities, for private gain or political campaign activities, unless such equipment and facilities are available to the public.

Policy: CODE OF ETHICS

Section: 4.65

Approved by: City Council

Page: 4 of 5

**Ethical Standards
(continued)**

Use of Logo or Other City Symbols Use of the City's logo or any other symbol for non-official City business without approval of the City Council is prohibited.

Expenses Public employees shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.

Donations No public employee shall take any action which will benefit any person or entity because of a donation of anything of value to the City by such a person or entity.

Official Action No public employee shall take an official action which will benefit any person or entity where such public employee would not otherwise have taken such action but for the public official's family relationship, friendship, or business relationship with such person or entity.

Compliance with Laws Public employees shall comply with all local City ordinances and state and federal statutes, including but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.

Acceptance of Gifts Donations to the City Public employees may accept ~~gifts~~ donations on behalf of the City regardless of value, and said gifts donations shall become property of the City. All gifts to the City must be accepted by City Council resolution.

Acceptance of Personal Gifts Public employees may personally accept non-monetary gifts (trinkets and mementos) costing \$5 or less.

Knowledge of Violations Public employees shall disclose any possible violations of the City's Ethics Policy to the City Manager.

Public Interest Public employees shall act with the best interests of the City of Shoreview in mind.

~~**Bribery** Public employees may not, either directly or indirectly, attempt to influence the City Manager or City Council in any way with money, services or other remuneration.~~

| | | | |
|---------------------|-----------------------|-----------------|---------------|
| Policy: | CODE OF ETHICS | Section: | 4.65 |
| Approved by: | City Council | Page: | 5 of 5 |

Complaints Against Public Employees Allegations made against public employees shall be handled by the City Manager. The City Manager will oversee the review and investigation of the allegations, and will determine the appropriate responsive action.

Disclosure of Financial Interest ~~Each public employee shall file a record in the office of the City Manager, a statement containing the following:~~

- ~~1. A list naming all business enterprises know by the public employee to be licensed by or to be doing business with the City in which the public employee or any member of the public employee's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and~~
- ~~2. A list of the public employee's and member of the public employees' immediate family's interest in real property located in the City or which may be competing with the interest of the City located elsewhere, other than property occupied as a personal residence.~~

~~Prior to the official appointment to office or employment, each person who enters public duty after the date of this Code shall file this disclosure statement.~~

~~Each person who made an initial filing of financial disclosure shall file a new statement by January 30 of each year thereafter, giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.~~

~~This Code shall not be construed to require the filing of information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.~~

~~However, if any of such organizations seeking any action or benefit come before a Shoreview Commission or Council, then membership in the organization shall be a potential conflict of interest and must be reported as such in an amended disclosure statement. The other stipulations of this Code then apply.~~

~~If a public employee fails to file the disclosure statement as required, or files a statement containing false information, the City Manager will determine the appropriate responsive action.~~

Additional Information See Sections 3.55 (Data Privacy), 3.65 (Political Activity), 4.25 (Vehicle Use) and 4.30 (Personal Use of City Property) for additional information.

Policy: TUITION REIMBURSEMENT/
EDUCATIONAL ASSISTANCE

Section: 5.05

Approved by: City Council

Page: 1 of 3

IRC 127; Res. 95-95, 10-51

Effective Date: 11/6/95; rev. 5/1/99, 6/22/10

Policy

The purpose of this policy is to encourage the continued education and professional development of City staff by assisting employees with qualifying tuition expenses. This policy establishes the criteria and procedures that must be used to approve requests for tuition assistance. This program is voluntary and as such, all classes and course work must be completed outside normal working hours. Occasionally a class may only be offered during the employee's work day. In this case, the Department Director may allow the employee to use flex-time in order to attend the class (see Section 4.01 for more information on flex-time). Under IRS regulations, the reimbursement of certain courses must be reported as taxable income to the employee.

Requirements

In order for a class to qualify for reimbursement, the following conditions must be met:

- The employee must have completed their original probationary period (one year) in a regular position. The City Manager may make an exception to this probationary period waiting time.
- The class must be job related and directly related to the employee's work responsibilities.
- The class must be taken from accredited institutions of higher learning or vocational-technical schools. Accreditation must be from the North Central Association for the Accreditation of Colleges and Schools or from another school whose program is recognized by the North Central Association for the Accreditation of Colleges and Schools.
- The cost of the class must be approved by the supervisor and department director *prior to* enrolling.
- The employee must receive a passing grade (C or equivalent) in order to receive reimbursement.
- The employee must complete a Tuition Reimbursement Form, and provide a course outline.
- After the class has been completed, the employee must provide a photocopy of the grade sheet and the *original* receipt for tuition.
- The employee must remain with the City for one year after completing the class, or reimburse the City for the total cost of any class taken in the previous one year period. If the employee moves to an Associate position with the City, this will **not** be counted toward the one-year period. The one-year period may be extended by paid or unpaid leaves of absence. If an employee resigns due to a physical or mental disability as defined under the Minnesota Human Rights Act and/or the Americans with Disabilities Act, or resigns and is approved for long-term disability benefits, they will not be required to reimburse the City for classes taken.

Policy: TUITION REIMBURSEMENT/
EDUCATIONAL ASSISTANCE
Approved by: City Council

Section: 5.05

Page: 2 of 3

| | |
|--------------------------------|---|
| On-Line Classes | Courses that are offered through an on-line program may be approved provided the educational institution is accredited from the North Central Association for the Accreditation of Colleges and Schools or from another school whose program is recognized by the North Central Association for the Accreditation of Colleges and Schools. The City may limit the number of credit hours that will be reimbursed for on-line classes each year. |
| Degree Programs | If the employee has declared they are pursuing a job related degree, the City may provide financial support for any course required in the program. Degree programs must be approved in advance by the City Manager. |
| Reimbursement Limit | Reimbursement will be made for tuition only, up to a maximum amount of \$5000 per employee per calendar year. Employees currently enrolled in an approved degree program at the time of this policy change, will continue under the former reimbursement limit <u>through June 30, 2016. Any degrees not completed by this time will become subject to the reimbursement limit.</u> |
| Costs Not Approved | This policy does not include reimbursement for textbooks, study materials, student activity fees, computer/lab fees, parking fees, finance charges/penalties, study time, or mileage. The City will not pay for programs such as internships or student teaching. The City will not pay for courses that are audited. The City will not pay for courses that are not completed or where no grade is awarded. The City will not reimburse any costs covered by a grant or scholarship. |
| Procedures | <ol style="list-style-type: none">1. Complete the first portion of a Tuition Reimbursement Form and obtain the required signatures for pre-approval. Attach the course description.2. Take the class.3. Once the class is over, complete the bottom portion of the Tuition Reimbursement Form and obtain the appropriate signature(s). Attach a photocopy of the grade sheet, the original receipt for tuition and a completed Mileage and Expense Report. (Mileage and Expense Reports are available from the Finance Department.)4. Submit all approved paperwork to your immediate supervisor for processing. |
| Forms | Tuition Reimbursement Forms are available from Human Resources. A sample of this form follows this section. |
| Employee Responsibility | Submit a photocopy of the completed Tuition Reimbursement Form to the Human Resources Director, to be placed in the employee's personnel file. |

Policy: TUITION REIMBURSEMENT/
EDUCATIONAL ASSISTANCE
Approved by: City Council

Section: 5.05

Page: 3 of 3

**Tuition
 Reim-
 bursement
 Form**

City of Shoreview

Tuition Reimbursement Form

Complete this section and receive approval *prior to enrolling* in this course.

Name _____ Department _____

College/School _____ Address _____

| Course number & Name (attach course description) | Level: Under grad Or Grad | Term/Dates Beginning/end | Credits | Full Cost of Tuition |
|---|---------------------------------|-----------------------------|---------|-------------------------|
| | | | | |

I am _____ am not _____ receiving any scholarships or grants to help pay for this course.

I am _____ am not _____ pursuing a degree. If so, list degree _____

I am requesting the following amount of reimbursement: \$ _____
Maximum amount of money per employee per calendar year - \$5,000

Describe how this course or class has a direct relationship to your job duties: _____

I hereby state that the above figures are accurate to the best of my knowledge, that I anticipate completing this class in the prescribed time frame, and that this class has a direct relationship to my job duties. I further state that the amount I am requesting for reimbursement is not also being paid from any other source. Finally, I agree that if I leave City employment within 12 months of receiving these funds, I will repay the City of Shoreview for the full tuition reimbursement amount.

Employee Signature _____ Date _____

Pre-Approval and Signatures

Employee is a regular employee who has completed probation: Yes _____ No _____

Proposed course or class is directly related to the employee's job duties: Yes _____ No _____

College accreditation has been verified with Human Resources: Yes _____ No _____

Supervisor Signature _____ Date _____

Department Head Signature _____ Date _____

City Manager (needed only for degree approval) _____ Date _____

Reimbursement Request Section - Complete after class is finished.

Date Class Completed _____ Final Grade _____ Actual Tuition Cost _____

**Attach copy of grade sheet and original receipt for tuition. Employee must receive a passing grade (C or equivalent) to receive reimbursement.*

Supervisor/Dept Director Signature _____ Date _____

After Reimbursement Request has been approved, send to Finance with the *original receipt* and an expense report. And send a *copy* of this Form to the Human Resources Manager for your personnel file.

Policy: OVERTIME PAY

Section: 6.15

Approved by: City Council

Page: 1 of 2

Res. 95-95, 10-51; Motion 1/15/01; FLSA (29 USC); MSA 177.25

Effective Date: 11/6/95; rev. 5/1/99, 1/15/01, 6/22/10

Policy

Non-exempt employees who work in excess of the regular forty-hour work week, will be compensated at one and one-half times their regular rate of pay. Overtime work must be approved *in advance* by the employee's supervisor, department director or the City Manager. Hourly rates are determined by dividing the annual calculation by 2080 hours. The following paid leaves are considered *hours worked* for the purposes of calculating overtime: annual leave and holiday hours. All other leaves, and hours worked as a paid on-call firefighter for the Lake Johanna Fire Department, do not count as hours worked for computation of overtime.

An employee may not use annual leave or holiday hours to extend a workday in order to receive overtime pay. For example, an employee cannot report to work early, work four hours, and also take eight hours of annual leave for the day. In this situation, the hours worked plus the annual leave must total eight hours. If an employee uses annual leave during the day, and then is *unexpectedly* called out to work after hours, then the Emergency Call-out provisions as described in Employee Handbook Section 6.25 will apply, and the employee may received both leave pay that day and overtime pay for the hours which caused the employee to exceed 40 work hours for that week.

All employees in all departments are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action, up to and including termination from employment.

Exempt Positions

Exempt employees, defined as "executive," "professional," "administrative" or "computer professionals" by the Fair Labor Standards Act, do not receive cash payment for overtime. The following positions are considered "executive," "professional," "administrative" or "computer professionals" by the Fair Labor Standards Act:

Assistant City Manager/Community Development Director
Assistant City Engineer
Assistant Community Center Manager
Assistant Finance Director
Assistant to the City Manager
Associate Planner

Policy: OVERTIME PAY

Section: 6.15

Approved by: City Council

Page: 2 of 2

**Exempt Positions
(continued)**

Aquatics Supervisor
Building Official
Buildings & Grounds Superintendent
City Engineer
City Manager
City Planner
Communications Coordinator
~~Community Center~~ ~~Guest Services~~ General Manager
Finance Director
Human Resources ~~Manager~~ Director
Information Systems (IS) Manager
Maintenance Supervisor
Management Assistant
Parks and Recreation Director
Public Works Director
Public Works Superintendent
Recreation Program Coordinator
Recreation Program Manager
Recreation Program Supervisor
Senior Planner

"Comp" Time

Please see Section 6.20 for the City's policy regarding compensatory time.

| | | | |
|------------------------|---|-----------------|--------|
| Policy: | SHORT-TERM DISABILITY INSURANCE (STD) | Section: | 7.05 |
| Approved by: | City Council Res. 95-95, 97-49, 10-51, 11-29 | Page: | 1 of 8 |
| Effective Date: | 11/6/95; rev. 7/8/97, 1/1/99, 6/22/10, 6/7/11 | | |

Policy The City of Shoreview provides short-term disability insurance (STD) to all regular employees through a self-funded program.

Eligibility STD insurance goes into effect for all regular employees on the first day of the month following the first day of regular employment with the City of Shoreview.

Definition of Disability Any physician certified injury (means an accidental bodily injury) or illness (means a physical or mental illness and also includes pregnancy). Any injuries intentionally self-inflicted or any act or hazard of a declared or undeclared war are excluded.

Premium Payments STD premiums are paid from the City benefit package and reported as taxable income to the employee. (Please note the STD income and deduction lines on the pay stub.) As a result, any disability benefits paid to an employee are not subject to taxes.

Waiting Period Short-term disability benefits will begin after 21 calendar days of continuous disability. A partial absence on the first day is counted toward the 21 days.

If an employee returns to work after receiving STD payments, and is disabled due to the *same* injury or illness within six (6) months of their return to their regular work schedule, the employee will not have a second waiting period.

Amount of Benefit The monthly benefit is two-thirds (2/3's) of the employee's regular rate of pay at the time of the disabling incident, less any amounts received by the employee for workers' compensation, social security, Public Employees Retirement Association (PERA), or other income offsets. The regular rate of pay does not include overtime, weekend duty, emergency call-out or other earnings.

Benefits will be paid on a bi-weekly basis in conjunction with the regular payroll. If the City Council approves a cost of living adjustment to the City's wage system, an employee on STD will receive benefits based on the adjusted wage.

If an employee is able to return to work on a part-time basis during their recuperation, the City will supplement the remaining hours up to 2/3's the employees regular rate of pay, less any amounts received by the employee for workers' compensation, social security, PERA, or other income offsets.

| | | | |
|---------------------|---------------------------------------|-----------------|--------|
| Policy: | SHORT-TERM DISABILITY INSURANCE (STD) | Section: | 7.05 |
| Approved by: | City Council | Page: | 2 of 8 |

Length of Benefits

Normal Benefit Period. The short-term disability benefits begin on the 22nd calendar day and will extend for a maximum of sixty-nine (69) calendar days (for a total of 90 calendar days when combined with the 21 day waiting period) for any illness or injury regardless of the number and spacing of the episodes. Benefits will continue until the employee returns to work, is capable of returning to work, or through the sixth-ninth (69th) calendar day of benefit payments, whichever occurs first.

Extended Benefit Period. However, if the employee is able to return to work on an intermittent basis *following* the 22nd calendar day, and is still disabled and working intermittently after 90 calendar days, short-term disability benefits may continue to be paid for the intermittent leave after the 90th calendar day under the following conditions:

- The employee does not meet the 90-day waiting period requirement for long-term disability benefits.
- The intermittent leave days (or hours) are due to the employee’s medical condition.
- Employees on Alternate Duty may receive extended STD benefits for hours when they are unable to work. This includes time when they are prohibited from working under doctor’s restrictions, and when they are physically able to work, but work is not available. (See Section 9.15 – Alternate Duty for more information)
- The employee is expected to recover from the disability to the extent necessary for performing the essential duties of their regular position.
- The injury or illness does not qualify for workers’ compensation, Social Security, PERA or other income offsets.

Under this extended benefit period, the employee will be paid STD benefits based on the number of work days or work hours missed due to the disability.

Benefit End Date. The maximum amount for all STD benefits paid to the employee is not to exceed 400 hours (or 50 work days) for the same injury or illness.

An employee who resigns their position with the City of Shoreview while receiving STD benefits will not receive benefits beyond the last day of employment.

Policy: SHORT-TERM DISABILITY
INSURANCE (STD)

Section: 7.05

Approved by: City Council

Page: 3 of 8

**Medical
Certification**

An employee who has been absent more than twenty-one (21) continuous calendar days, will be required to provide a certificate signed by a physician or other medical attendant certifying the entire absence was due to the disabling illness or injury, the length of any rehabilitation, and the expected date when the employee will be able to return to work. The City may require a second or third medical opinion at the City's expense to verify the illness or injury claimed.

Notice of Claim

An employee must file a written request for STD benefits with the City Manager. The City Manager will decide in writing within forty-five (45) days of the claim whether to accept or deny the claim. STD payments will not be made to an employee until a decision to accept the claim has been made.

If the City Manager determines that there are special circumstances beyond the control of the plan, requiring additional time to make a decision, the City Manager will notify the employee of the special circumstances and the date the decision is expected to be made. The time for a decision may be extended 30 days. If at the end of this 30-day extension the City Manager is still unable to make a decision on the claim, the decision period can be extended for another 30 days. The notice will include the following:

1. A description of any additional information or material necessary in order for the employee to perfect a claim; and
2. A statement as to why the additional information or material is necessary.

If the claim is denied, the City Manager's written determination will include the following:

1. The specific reasons for such denial; and
2. An explanation of the Appeal of Denied Claim procedures.

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|---------------------|---------------------------------------|-----------------|--------|
| Policy: | SHORT-TERM DISABILITY INSURANCE (STD) | Section: | 7.05 |
| Approved by: | City Council | Page: | 4 of 8 |

Appeal of Denied Claims

The employee can appeal a denied claim by filing a written Appeal with the City Manager within one hundred eighty (180) days after receipt of the denial. The Appeal must state the employee's specific reasons for requesting greater or different benefits.

Within forty-five (45) days after receipt of the Appeal, the City Manager will give the employee (and counsel, if any) an opportunity to present their position to the City Manager orally or in writing. The employee (or counsel) will have the right to review any pertinent documents. The City Manager will notify the employees of the decision in writing within the forty-five (45) day period, stating the basis of the decision and the specific provisions of the Plan on which the decision is based.

If the forty-five (45) day period is not sufficient, the decision may be deferred for up to another forty-five (45) day period at the election of the City Manager. Notice of the deferral will be given to the employee. In the event of the death of an employee, the same procedure will be applicable to their beneficiaries.

Timeline

These timelines are meant to illustrate the order of events and maximum deadlines allowed under this policy. Decisions and appeals may be decided more quickly than these timelines illustrate. They are meant to represent the longest a claim procedure can last.

Approve/Deny (standard)

| | |
|---------|---|
| Day 1 | Employee files claim |
| Day 45 | City Manager (CM) Approves or Denies |
| Day 225 | Employee Appeal due (180 days after date of denial) |
| Day 270 | CM must decide or request another 45 days |
| Day 315 | Final CM Decision |

Special Circumstances

| | |
|---------|---|
| Day 1 | Employee files claim |
| Day 45 | CM decides "special circumstances" - extends decision 30 days |
| Day 75 | CM can extend decision another 30 days |
| Day 105 | CM must approve/deny |
| Day 285 | Employee Appeal due (180 days after date of denial) |
| Day 330 | CM must decide or request another 45 days |
| Day 375 | CM Final Decision |

| | | | |
|---------------------|--|-----------------|---------------|
| Policy: | SHORT-TERM DISABILITY INSURANCE (STD) | Section: | 7.05 |
| Approved by: | City Council | Page: | 5 of 8 |

Insurance Continuation

An employee on STD may choose to continue existing health care benefits (health, life & dental), but will be responsible for paying the pro-rated portion of the premiums during the first calendar month on STD and one hundred percent (100%) of the premium costs for the following months. If the leave qualifies as Family Medical Leave Act (FMLA) leave, the provisions of the FMLA policy will apply and the City will pay it's share of the premiums as provided under the Act. (See Section 8.30 in this handbook for further information on FMLA.)

STD is a COBRA (insurance continuation) qualifying event, unless the employee qualifies for FMLA. If FMLA is applicable, the COBRA event will occur at the end of the FMLA leave. See Section 8.30 for more information on FMLA. See Section 10.30 for more information on COBRA and state insurance continuation laws.

Annual Leave Supplement

An employee will not accrue benefits while receiving STD payments. Employees may not supplement their STD benefits with paid leave (such as annual leave or sick bank hours).

Employee Status

Once an employee becomes eligible for STD benefits (i.e. 21 days), they will be removed from the regular payroll and will not earn any wage or fringe benefits such as annual leave, holidays, City contributions to retirement, etc.

Policy: SHORT-TERM DISABILITY INSURANCE (STD)

Section: 7.05

Approved by: City Council

Page: 6 of 8

Sample Claim Form



City of Shoreview Short-term Disability Claim Form

You may also qualify for Family Medical Leave Act leave. Please see Section 8.30 in your Employee Handbook for further information.

Employee Name, Job Title, Department, Date of Accident or Beginning of Sickness, Date you became Totally Disabled, Date you Plan to Return to Work

Please describe in your own words what is wrong with you (if accident, or work-related, describe circumstances).

Attach a copy of a statement from your physician which estimates the duration of your illness/injury.

Table with 3 columns: Names of all attending Physicians consulted for this disability, Complete Address, Date First Consulted. Includes a section for Names of Hospitals, Complete Address, Date Entered & Discharged.

List additional physicians and hospitals on back.

Have you applied for Social Security Benefits? Yes No. If yes, please attach a copy of your Social Security notice or denial.

Are you a Veteran? Yes No. If yes, have you applied for VA benefits for this disability? Yes No. Please attach a copy of your VA Disability Award.

Table with 4 columns: Are you receiving or eligible to receive, \$ Amount/Frequency, Date Began, Date Paid Through. Rows include State Disability Benefits, Workers' Compensation, PERA/Pension Benefits, No-fault Auto Disability Insurance, Any other Disability Income.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE, COMPLETE AND CORRECT.

Employee Signature Date

For more information on our Short-term Disability Insurance, please see Section 7.05 in the Employee Handbook

| | | | |
|---------------------|--|-----------------|---------------|
| Policy: | SHORT-TERM DISABILITY INSURANCE (STD) | Section: | 7.05 |
| Approved by: | City Council | Page: | 7 of 8 |

**Sample
Medical
Release**



City of Shoreview

Patient Authorization to Release Protected Medical Information for Short-term Disability Benefit Determination

You are not required to sign this authorization, but if you do not, the City of Shoreview may not be able to evaluate or administer your claim(s). Please complete this form in detail to assist us in providing a timely review of your claim for benefits.

Name (print): _____ Date of birth: _____ Phone number: _____

I authorize the use and/or release of my protected medical and/or mental health information to the City of Shoreview for the purpose of determining insurance eligibility. I authorize the release of information from:

- 1) Provider/Facility Name: _____ Specialty: _____
Address _____ Phone Number: _____
- 2) Provider/Facility Name: _____ Specialty: _____
Address _____ Phone Number: _____
- 3) Provider/Facility Name: _____ Specialty: _____
Address _____ Phone Number: _____
- 4) Provider/Facility Name: _____ Specialty: _____
Address _____ Phone Number: _____

To: Laurie Elliott, Human Resources Manager, City of Shoreview, 4600 Victoria Street North, Shoreview, MN 55126.
Phone: 651-490-4615. Fax: 651-490-4699

This form serves as an authorization for the City of Shoreview ("City") to obtain information documenting medical treatment, including patient notes, treatment records, lab reports, physical therapy, diagnosis and prognosis from _____ through two years from the date of this form. This form is also intended to be used to obtain psychological testing and psychological/psychiatric treatment including patient notes and treatment records from _____ through two years from the date of this form.

Also this form provides the City the authorization to obtain information from any pharmacy, other insurance or annuity company, any governmental agency (such as Social Security or Public Retirement Program), vocational or rehabilitation organization, employer sponsored disability/retirement carrier, workers' compensation carrier, and/or any other entity or institution that may have information needed by the City for the review of my claim for benefits.

I understand this information will be used for the sole purpose of evaluating and administering my claim for benefits. I understand that I may revoke this authorization at any time by requesting the revocation in writing and submitting it to the City of Shoreview Human Resources Manager and to the providers listed above. I understand if I revoke this authorization, the City may not be able to evaluate or administer my claim(s) and this may be the basis for denying my claim(s). This authorization will remain valid for one year from the date of my signature.

I understand that in the course of conducting its business, the City may release/redisclose this information about me to a re-insurer, a plan administrator, or any person performing business or legal services for the City in connection with my claim(s). I understand that the information used or released as a result of this authorization may no longer be protected by federal privacy laws. I am aware my medical information may be redisclosed when necessary as part of the review process performed by the City at any point during the review of my claim or during any appeals that may take place as explained above.

I understand that I have the right to receive a copy of this authorization upon request. I agree that a photocopy of this authorization is valid as the original. Treatment, payment, enrollment or eligibility of benefits may not be conditioned on obtaining my authorization, however I understand if I do not sign this authorization or if I alter its content in any way, the City may not be able to evaluate or administer my claim(s) and this may be the basis for denying my claim(s).

I have had full opportunity to read and consider the contents of this authorization, and I confirm that the contents are consistent with my direction to each of my health care providers. I understand that, by signing this form, I am confirming my authorization that my health care provider may disclose to the City the protected health information described in this form.

Signature _____ Date _____

| | | | |
|---------------------|---------------------------------------|-----------------|--------|
| Policy: | SHORT-TERM DISABILITY INSURANCE (STD) | Section: | 7.05 |
| Approved by: | City Council | Page: | 8 of 8 |

Sample Benefits Determination Form



City of Shoreview
Short-term Disability Benefits Determination

TO: _____

I have made the following determination on your claim for short-term disability benefits:

_____ **APPROVED**

_____ **DENIED**

Reason for Denial: _____

Appealing a Denied Claim

1. If you would like to appeal this decision, you must submit a written Appeal to the City Manager within one hundred eighty (180) days after receiving this notice of denial. Your Appeal must include specific reasons why you believe you should receive greater or different benefits.
2. The City Manager will have forty-five (45) days to respond to your Appeal. During this time you will be given the opportunity to present your position to the City Manager orally or in writing. You will also have the opportunity to review any pertinent documents.
3. If the City Manager needs additional time to make a decision regarding your Appeal, the City Manager may defer the decision for another forty-five (45) days. Notice of the deferral will be given to you.
4. In the event of the employee's death, this same procedure is applicable to the employee's beneficiaries.
5. Additional information is available in Section 7.05 of the Employee Handbook.

_____ **ADDITIONAL INFORMATION NEEDED**

1. In order to make a determination on your claim, I need the following information:

2. This information is needed because: _____

_____ **NOTICE OF DEFERRAL OF DECISION FOR AN ADDITIONAL _____ DAYS**

I estimate the decision on this claim will be made by _____, 19____.

City Manager Signature _____ Date _____

PROPOSED MOTION

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Ordinance No. 905, revising Chapter 200 of the Municipal Code, specifically Sections 202, 205, including 205.043 pertaining to open sales lots, automobile and equipment sales and rental in the C-2, General Commercial District and to authorize publication of an Ordinance Summary.

ROLL CALL: AYES _____ NAYS _____

| | | |
|-----------|-------|-------|
| Johnson | _____ | _____ |
| Quigley | _____ | _____ |
| Wickstrom | _____ | _____ |
| Withhart | _____ | _____ |
| Martin | _____ | _____ |

Regular City Council Meeting
February 19, 2013

TO: Mayor, City Council and City Manager

FROM: Kathleen Nordine, City Planner

DATE: February 14, 2013

SUBJECT: File No. 2454-12-17; Text Amendment – Vehicle Sales, City of Shoreview

INTRODUCTION

As a result of discussion generated by a recent conditional use permit request for limited automobile sales in a commercial zoning district, a text amendment amending the City's Development Regulations is being presented to the City Council for consideration. This proposed amendment better defines vehicle and equipment sales and rental but also restricts the operation of these types of uses in the C-2, General Commercial District.

BACKGROUND

Vehicle and equipment sales are currently permitted in the C-2, General Commercial Zoning District, as a conditional use. A conditional use permit may be granted provided the proposed use is listed as a conditional use for the district in which it is located and upon showing that the standards and criteria of the Development Code are satisfied. The criteria for a conditional use permit includes that the use is in harmony with the general purposes and intent of the Development Code and Comprehensive Plan and that the structure/land use conforms with the Comprehensive Plan and is compatible with the existing neighborhood.

The attached zoning map identifies the location of C-2 districts in the community. While most are located on arterial roadways, some are located adjacent to residential neighborhoods. There is some concern about this type of use and its impact on these residential areas as well as the quality and character of our commercial areas. In addition, the number of C-2 districts within the City is small raising some questions and concern regarding whether or not vehicle/equipment sales and rental is a desired use for these areas.

PLANNING COMMISSION REVIEW

The Planning Commission has discussed these changes at several of their meetings, and recently held the required public hearing on the proposed text amendment. Issues that were discussed included how household equipment rental, vehicle rentals, moving vans and party rentals would be addressed. Also, there were questions regarding indoor vehicle sales and whether or not that would be an appropriate use for the C-2 District.

The original intent of the text amendment was to prohibit vehicle and equipment sales and rentals that require large outdoor display, sales or storage lots. Examples include new and used car dealers, recreational vehicle sales and rental, heavy equipment sales and rental, small structure display and storage yards, etc. The intent of the amendment was not to restrict the rental of household equipment or prohibit vehicle rentals. Definitions were added that clarify the

type of uses addressed in text amendment. The Commission was supportive of permitting vehicle rentals and rental service facilities provided a conditional use permit was received and certain standards met.

Commission members also discussed indoor sales and whether or not that use would be an appropriate for our general commercial zoning districts. There was support for this type of use; therefore, the proposed text includes indoor sales and rental as a permitted use.

The Commission approved the proposed text amendment at their January 29th meeting with a 6 to 0 vote.

PROPOSED TEXT AMENDMENT

Based on the direction received from the Commission, the staff prepared the attached text amendment. The proposed amendment defines vehicle and equipment sales and rental – type uses, adds a new section identifying prohibited uses, and establishes conditional use permit standards for vehicle rental/rental service facilities. The proposed changes include:

Section 202, Definitions.

Adding definitions for the following; construction/heavy equipment sales and rental, vehicle sales, and auto rental and service facility.

Note the City currently has a definition of open sales lot which is “Any land used or occupied for the purpose of buying, selling, renting or leasing any goods, materials or merchandise and for the storing of the same under the open sky prior to sale.”

Section 205.035, Prohibited Uses.

Prohibiting Construction/Heavy Equipment Sales and Open Sales Lots except as otherwise permitted by the Development Code. Permitting indoor vehicle and equipment rental and sales as a permitted use.

Section 205.043, General Commercial District – Conditional Uses

Allowing vehicle rental and rental service facilities as a conditional use and establishing standards to regulate the use. Proposed standards include limiting the number of vehicles on site, and parking stalls required on-site location for storage, etc.

Please see the attached ordinance language.

STAFF RECOMMENDATION

The proposed text amendment is being presented to the City Council for action. While the text amendment prohibits uses that require an open sales lot, including construction/heavy equipment sales and rental, similar uses that are less intense and in keeping with the spirit of the C-2 district

would still be permitted. These include household equipment sales and rental, indoor vehicle and equipment sales and automobile rental and service facilities with a conditional use permit. Staff is recommending the City Council adopt Ordinance #905 approving the text amendment.

Attachments

1. Ordinance #905
2. Planning Commission Minutes
 - a. August 28, 2012
 - b. September 25, 2012
 - c. January 29, 2012
3. Zoning Map
4. Motion

Underlined text is proposed for addition

Stricken text is proposed for deletion

ORDINANCE NO. 905

AN ORDINANCE TO AMEND CHAPTER 200 OF THE MUNICIPAL CODE

The Shoreview City Council ordains that Chapter 200, Development Code is hereby amended as follows: adding definitions to Section 202, Definitions, amending Section 205, Development Districts by adding Section 205.035, Prohibited Uses and amending Sections 205.040 and 205.043. The intent of the proposed amendment is to regulate open sales lots, including vehicle equipment sales and rental in commercial zoning districts. The amendment hereby follows:

CHAPTER 200 - SHOREVIEW DEVELOPMENT CODE

Definitions added

202 Definitions

Auto Rental and Service Facility: Buildings and premises used to rent passenger vehicles including automobiles, light trucks and vans. Said premises may be used to store, clean, refuel and perform incidental servicing of vehicles associated with the automobile rental facility. No servicing of vehicles is offered to the general public.

Construction/Heavy Equipment Sales and Rental: Retail establishments selling or renting construction, farm, or other heavy equipment. Examples include cranes, earth moving equipment, tractors, combines, heavy trucks, etc.

Vehicle Sales: Any land or buildings used for in the sale for automobiles, light trucks, travel trailers, recreational vehicles, boats and motorcycles.

205 Development Districts

205.030 Permitted Uses. For those uses not specifically noted, the City Manager or his/her designee shall make a determination as to whether the proposed use is permitted. Where a question arises, the Planning Commission shall make a recommendation to the City Council, which shall make the final determination. Compatibility with the purpose statement and permitted uses for the district and with the adjoining planned uses shall be considered when making this decision.

205.035 Prohibited Uses. The following uses are prohibited within the City:

Construction/Heavy Equipment Sales and Rental
Open Sales Lot unless otherwise permitted by the Development Code

203.035
Section added
for Prohibited
Uses

205.040 Business Districts Overview. Within the City, business districts have been established to provide areas suitable for commercial, office and business park development. These business districts include the following districts:

- Limited Retail Service District (C1A)
- Retail Service District (C1)
- General Commercial District (C2)
- Office District (OFC)
- Business Park District (BPK)

(B) Permitted Uses. In addition to the permitted uses listed for each Commercial District, the following uses are also permitted.

(9) Repetitive of 205.030 above, therefore stricken from

~~(9) For those uses not specifically noted, the City Manger or his/her designee shall make a determination whether the proposed use should be listed as a permitted use within a particular zoning district. Compatibility with the purpose statement and permitted uses for the district and with the adjoining planned uses shall be considered when making this decision.~~

205.043 General Commercial District (C2)

(A) Purpose. In addition to the purposes defined in Section 205.040(A) (Business District Overview, Purpose), the General Commercial District is intended to be located at an intersection that includes an arterial roadway. It should not be located adjacent to an area planned for residential use. This district is intended to permit uses such as motor vehicle fuel, and service, and sales, convenience retail, restaurant, and motel/hotel uses that will not cause unsafe traffic conditions and which cater to visitors to the area.

(B) Permitted Uses. In addition to the uses defined in Sections 205.040(B) (Overview) and 205.042(B) (Retail Service District), the following types of activities, as well as similar uses, are permitted:

- dispensing propane/compressed natural gas
- equipment sales and rental located within a fully enclosed building
- fuel stations
- motels, hotels
- restaurants
- seasonal produce/Christmas tree sales
- truck/car washes
- vehicle sales and rental located within a fully enclosed building

Vehicle/equipment sales and rental located within a building would be a permitted use

(C) Conditional Uses.

(1) Approval of a Conditional Use Permit shall require compliance with the requirements set forth in Section 203.032(D) (Conditional Use Permits). In

addition, when the site abuts land planned for residential use as defined by the Shoreview Comprehensive Guide Plan, the City may:

- (a) prohibit access from a predominately residential street.
- (b) restrict the hours of operation for loading docks, drive-up facilities, self-service fuel sales, outdoor display/activity areas that are lighted and have an outdoor speaker system(s) and any use that could promote loitering, such as a tavern or commercial recreation use.
- (c) require greater than minimum setbacks for structures and driveways.
- (d) require opaque screening to eliminate headlight glare.
- (e) impose any other restriction it deems to be in the public interest. If the proposed conditional use is an adult establishment, outside storage and display and accessory structures are prohibited.

(2) The following uses are permitted with a conditional use permit:

adult establishments
automobile rental and service facility:
automobile service station
auto body repair and painting
commercial recreation uses
uses with drive-up facilities or loading docks within 75 feet of property zoned for residential use
~~vehicle and equipment sales and rental~~
pawnbroker shops

(a) Auto Rental and Service Facility. Approval of a conditional use permit for an auto rental and service facility shall comply with the following standards:

- (1) The use is permitted in single-tenant or multi-tenant commercial buildings.
- (2) No more than five (5) rental cars for pick-up or drop off in the short term may be parked and/or stored on the property.
- (3) The number of parking stalls provided this use shall be in addition to the City's minimum parking requirements for the property and shall be located to the rear or side of the building.
- (4) No servicing of vehicles shall be offered to the general public.

Effective Date. This ordinance shall become effective the day following its publication in the City's official newspaper.

Publication Date. Published on or after February 27, 2013.

SEAL

Sandra C. Martin, Mayor

(2) automobile rental and service facility added with performance standards

vehicle and equipment sales and rental stricken from text

8. Calculation of impervious surface coverage for the existing and proposed site conditions.
9. All other reasonable information requested by staff as staff continues to review the application.

VOTE: Ayes - 5 Nays - 2 (Proud, Schumer)

PUBLIC HEARING – TEXT AMENDMENT – VEHICLE SALES

File No: 2454-12-17
Applicant: City of Shoreview
Location: City Wide

Presentation by City Planner Kathleen Nordine

The City is seeking a Text Amendment to prohibit vehicle sales in commercial districts. In the Development Code for C2, General Commercial Districts, vehicle and equipment sales are permitted under a Conditional Use Permit. Actions needed are to add Section 203.035, Prohibited Uses, which would stipulate prohibition of sales of vehicles and equipment. Section 205.040 (B)(9) would be deleted, as it refers to uses not specified and is repetitive of existing language in Section 205.030. Section 205.043 (C) (2) that addresses vehicle and equipment sales would be deleted.

A phone call was received from Ed Schenk, owner of C & E Hardware, expressed concern about this amendment because he does rent out equipment, such as industrial cleaners and lawn mowers. He requested that equipment sales and rental be better defined. Staff is concerned about heavy equipment

Staff recommends approval for the text amendment to be forwarded to the City Council., or to table this request to add language that would better define vehicle/equipment sales and rental.

Ms. Nordine verified that proper notice was published for the public hearing.

Chair Solomonson opened the public hearing.

Commissioner McCool suggested that further consideration be given to giving more strength to what is required to obtain a Conditional Use Permit.

MOTION: by Commissioner Proud, seconded by Commissioner Schumer to continue the public hearing and table this matter until the next regularly scheduled Planning Commission meeting.

VOTE: Ayes - 7 Nays – 0

MISCELLANEOUS

- work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
9. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
 10. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
 11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings:

Variance

1. *The property in question cannot be put to a reasonable use under the conditions allowed by the Development Ordinance.* The subdivision is a reasonable use of the property as both of the proposed lots comply with and exceed the minimum standards of the R-1, District, except for the depth of Parcel A. With a lot area over 11,000 square feet, a lot width of 119 feet and a lot depth of 100 feet, Parcel A does have adequate area for a single family residence. The front and rear setbacks conform to the setbacks of the R1 development district, which are 30 feet. Using those setbacks the building pad for a future house would be about 40 feet deep and 99 feet wide. This pad size is ample for a future house.
2. *The hardship is created by circumstances unique to the property and was not created by the landowner.* The unique circumstance to the property is that it is a corner lot with 100 feet of frontage on Rice Street and 282 feet of frontage on Saint Marie Street. The property's large lot frontage is unique to the surrounding residential development pattern and contributes the need for a variance. The proposed depth of the property, though less than the minimum 125 feet required, is not out of character for the neighborhood.
3. *The variance will not alter the essential character of the neighborhood.* The proposed subdivision does not alter the existing lot configuration as the parcel now meets the definition of a Key Lot. The south rear lot line of the proposed lot abuts the side lot line on the adjacent parcel. The parcel immediately to the west, 176 St. Marie Street, has a similar development pattern in that it is a Key Lot that with the rear lot line abutting the side lot of the property to its south.

Minor Subdivision

1. The subdivision is consistent with the policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted City standards for the R1 District.

VOTE: Ayes - 7 Nays - 0

CONTINUATION OF PUBLIC HEARING- TEXT AMENDMENT – VEHICLE SALES

File No: 2454-12-17
Applicant: City of Shoreview
Location: City Wide

Presentation by City Planner Kathleen Nordine

This amendment was reviewed by the Planning Commission at the August 28, 2012 meeting. At that time, it was tabled because of questions regarding how vehicle and equipment sales would impact equipment rental businesses. The Amendment would prohibit vehicle and equipment sales in C2 Commercial areas. The intent is not to restrict rental of household equipment. Vehicle and equipment sales would be permitted as a conditional use.

Changes to the Code include the following:

Section 202. Definitions would be added for: 1) construction, 2) heavy equipment sales and rental, 3) vehicle sales and 4) automobile rental and service facility.

Section 203.035 Prohibited Uses would be for construction, heavy equipment sales and rental, and vehicle sales.

Section 205.040B9 would be deleted, as it is the same language as in Section 205.030.

Section 205.043C2 would be added to allow vehicle rental and rental services facilities as conditional uses with stipulated standards.

Staff is recommending forwarding the text amendment to the City Council for approval.

Commissioner McCool stated that he did not see language for outdoor lots. A building to sell ATVs or motorcycles would be prohibited. Secondly, he questioned the limit of five vehicles for rental. Ms. Nordine explained that the definition of vehicle sales would prohibit ATVs, motorcycles and automobiles in the C2 District. The reason for the limit of five rental vehicles is that staff's research showed that a typical suburban rental facility has five cars.

Commissioner McCool stated that he will vote against this amendment because anyone wanting to build a nice building for sale of vehicles similar to Tousley Ford, would be prohibited from doing so. The vehicle sales language should be modified. His preference would be to discuss this at another meeting.

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

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

VOTE: Ayes - 7 Nays - 0

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to table the text amendment to Chapter 200 of the Municipal Code pertaining to vehicle and equipment sales and rental to address comments raised during the public hearing.

VOTE: Ayes - 7 Nays - 0

**SHOREVIEW PLANNING COMMISSION
MEETING
January 29, 2013**

CALL TO ORDER

Chair Solomonson called the meeting of the January 29, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

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

Commissioners Schumer and Wenner were absent.

APPROVAL OF AGENDA

MOTION: by Commissioner Ferrington, seconded by Commissioner Proud to approve the January 29, 2013 agenda as submitted.

VOTE: **Ayes - 5** **Nays - 0**

APPROVAL OF MINUTES

Page 6: Chair Solomonson stated that the 4th paragraph should state that he noted one digital billboard on I-694 with color graphics is visible from the TCF site on Lexington avenue

MOTION: by Commissioner Proud, seconded Commissioner McCool to approve the December 13, 2012 Planning Commission minutes as amended.

VOTE: **Ayes - 5** **Nays - 0**

At this time in the meeting, Commissioner Wenner arrived.

REPORT ON COUNCIL ACTION

City Planner Nordine stated that the City Council extended the review period for a variance application from Michael Morse, 1648 Lois Drive. Mr. Morse appealed the Planning Commission's denial of his application, and the review period was extended to 120 days.

Also, the review period for the Conditional Use Permit application from Dennis Jarnot was extended.

OLD BUSINESS

CONTINUATION OF PUBLIC HEARING- TEXT AMENDMENT – VEHICLE SALES

File No: 2454-12-17
Applicant: City of Shoreview
Location: City Wide

Presentation by City Planner Kathleen Nordine

The proposed amendment to the Development Code would prohibit vehicle/equipment sales that require large outdoor display sales or storage areas and rental in the C2, General Business District. This includes new or used cars, recreational vehicle sales and rental and small structure storage sheds. The proposed text has been revised to respond to the comments received at the public hearing.

Two options are being presented. Both use the term “open sales lot,” which would be prohibited. New definitions that have been added to the Code are for the terms construction/heavy equipment sales and rental; vehicle sales; and auto rental and service facility. Both options prohibit sales and rental of construction/heavy equipment. What would be permitted on open sales lots are Christmas trees, agricultural produce.

The difference between the two options is that Option 1 does not permit vehicle/equipment sales and rental but would permit auto rental and service facilities as a conditional use. Standards proposed would regulate the number of vehicles and parking location.

Option 2 would allow vehicle and equipment sales/rental, if the items are located within a fully enclosed building.

Staff recommends the Commission reopen of the public hearing and consider the two options.

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

MOTION: by Commissioner Ferrington, seconded by Commissioner Wenner to close the public hearing.

VOTE: Ayes - 6 Nays - 0

Commissioner Thompson asked if staff has a preferred option. Ms. Nordine stated that there are few C2 districts, and the question is what use Commissioners want to see at those locations.

Commissioner McCool stated that under Option 2, he would like to see vehicle and equipment sales also be a conditional use, even if enclosed. Ms. Nordine explained that it would be difficult

to differentiate between vehicles and equipment and other types of retail sales. She suggested that if there is a service facility as part of sales, then a conditional use permit might be required.

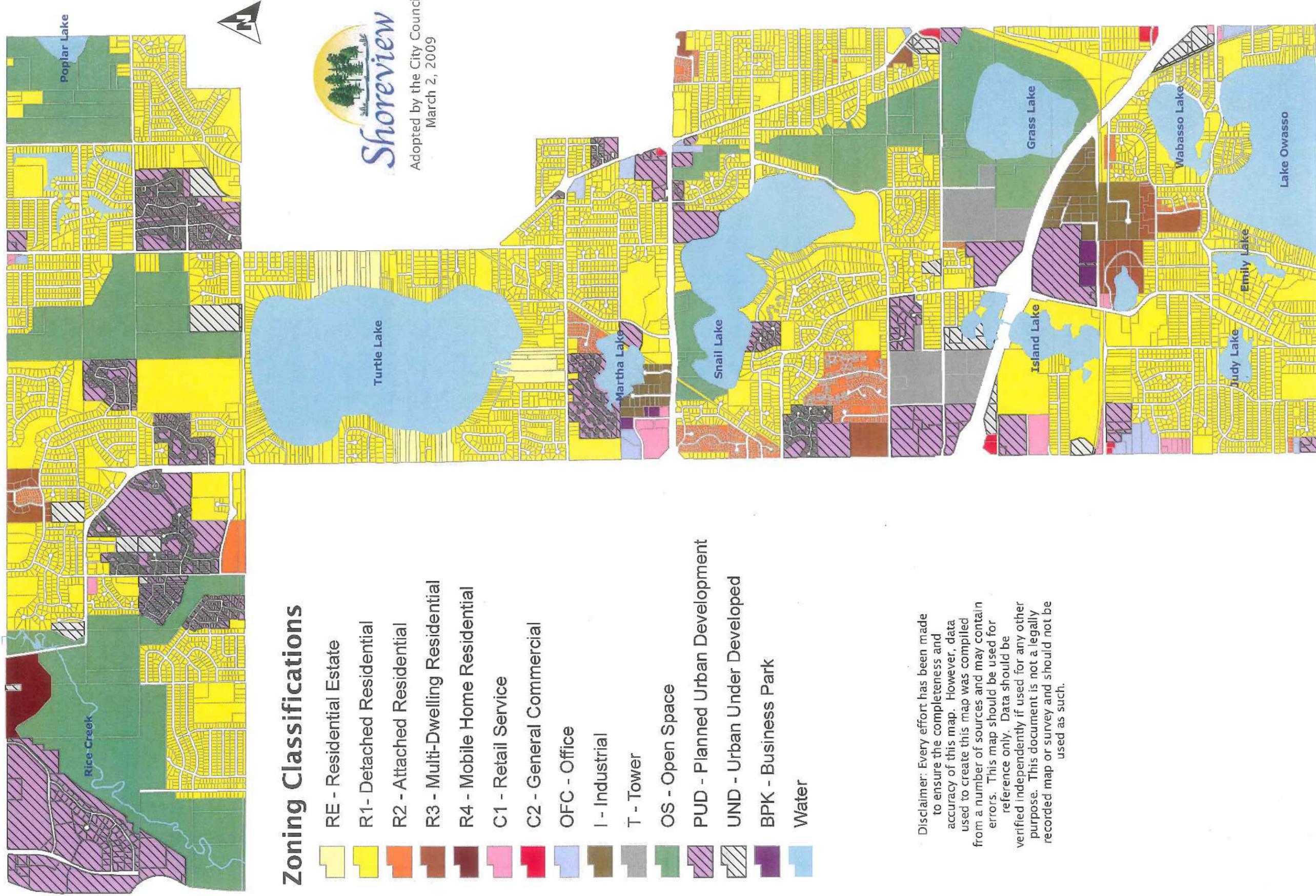
Commissioner McCool stated that he would like to see the stricken language regarding compatibility put back in Section 205.030 (9) in order to give the City Manager more leverage in making these decisions. He stated that he favors Option 2 noting some typographical changes: the second line of the auto and rental service definition should read, “. . .said premises should be used “to” store. . .”; the next line, “. . . incidental servicing vehicle “of” vehicles. . .”; under vehicle sales, it should read, “. . . land or building used in the sale of. . .”, omitting the word “for.”

Under Option 2, Commissioner McCool suggested the language be clarified by separating the definition of and regulations of the two uses pertaining to vehicle sales located within a building and equipment sales and rental.

Chair Solomonson asked if this means that anything rented has to be inside. Ms. Nordine stated that there is another section of the code that addresses and defines outside display area.

MOTION: by Commissioner McCool, seconded by Commissioner Proud to recommend the City Council approve the text amendment Option 2 to Chapter 200 of the Municipal Code pertaining to vehicle sales and rental with the following changes: 1) the stricken language about compatibility be moved to Section 205.030; 2) breaking out of vehicle and equipment sales into two separate entries; 3) the second line of the auto and rental service definition should read, “. . .said premises should be used “to” store. . .”; 4) the next line, “. . . incidental servicing vehicles should say “of” vehicles. . .”; and 5) under vehicle sales, it should read, “. . . land or building used in the sale of. . .”, omitting the word “for.”

VOTE: Ayes - 6 Nays - 0



Zoning Classifications

- RE - Residential Estate
- R1 - Detached Residential
- R2 - Attached Residential
- R3 - Multi-Dwelling Residential
- R4 - Mobile Home Residential
- C1 - Retail Service
- C2 - General Commercial
- OFC - Office
- I - Industrial
- T - Tower
- OS - Open Space
- PUD - Planned Urban Developed
- UND - Urban Under Developed
- BPK - Business Park
- Water

Disclaimer: Every effort has been made to ensure the completeness and accuracy of this map. However, data used to create this map was compiled from a number of sources and may contain errors. This map should be used for reference only. Data should be verified independently if used for any other purpose. This document is not a legally recorded map or survey and should not be used as such.



Adopted by the City Council
March 2, 2009

Zoning Map

City of Shoreview Community Development Department



PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the purchase of playground equipment for Bucher Park to St. Croix Recreation in the amount of \$98,977.12.

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

Regular Council Meeting

February 19, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: FEBRUARY 15, 2013

**SUBJECT: APPROVE PURCHASE OF BUCHER PARK PLAYGROUND EQUIPMENT
REPLACEMENT**

INTRODUCTION

The 2013 Capital Improvement Program includes the Bucher Park Renovation Project. One of the key components of the Bucher Park project is the replacement of the playground equipment at the park. The City Council is being asked to approve the purchase of replacement playground equipment for Bucher Park.

BACKGROUND

During the past year, the City has been planning for the renovation of Bucher Park. With the assistance of the consulting firm Brauer & Associates (now WSB & Associates), a new Master Plan for Bucher Park has been developed. The new Master Plan (attached) was developed after receiving feedback from neighborhood residents, youth athletic associations, and the Park and Recreation Commission. One of the primary components of the Bucher Park renovation project is the replacement of the playground equipment.

During November, the City solicited proposals from a variety of firms representing playground manufacturers. The Request for Proposal indicated that the City had allocated \$95,000 toward the replacement of playground equipment and asked the firm to put together one or more playground plans that could be reviewed by the City.

The City received a total of 12 proposals from six different vendors. During December, a sub-committee of the Park and Recreation Commission, along with City staff and a representative from WSB & Associates, reviewed the proposals and selected five finalists that would be reviewed by the entire Commission. At its December meeting, the Commission narrowed the five finalists to two proposals, St. Croix Recreation (Burke playground equipment) and Flanagan Sales (Little Tykes commercial playground equipment). The Commission also asked for some minor modifications to the playground proposals from each of these firms.

These two firms submitted revised proposals that were reviewed by the Park and Recreation Commission at their January meeting. The proposed revisions did increase the cost of the

proposals above the original \$95,000 budget. The new cost estimate from St. Croix Recreation was \$98,977.12, while the cost estimate from Flanagan Sales was \$109,832.86.

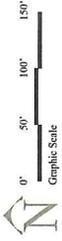
After reviewing the revised proposals from each of the firms, the Park and Recreation Commission recommended that the City Council accept the proposal from St. Croix Recreation (attached). The proposal includes a separate play area for toddlers (ages 2-4) and older children (ages 5-12), as well as a four-bay swing bank that will be located in a separate area of the playground. The proposal is innovative in that it includes climbing and balance elements, a variety of slides, rocking and swinging elements, an elephant swing, and large canvas shade to protect users from the sun when they are on some areas of the playground.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council approve the purchase of playground equipment for Bucher Park to St. Croix Recreation in the amount of \$98,977.12.

Bucher Park - Preliminary Master Plan

County Road J



Trail Connection:

Park trail connects to trail along County Road J along Mackubin Street

Fitness Stations:

New fitness stations placed along the park trail

Parking Lot:

Remains as is with removed island and improved HC parking stalls

Playground:

Improved playground - refer to enlargement plan

Entrance Plaza:

Entrance plaza for improved sense of entry into the park with ornamental fencing and planing beds - refer also to enlargement plan

Monument Sign:

Park monument sign surrounded by ornamental landscaping

Trail Modifications:

Park trails slightly modified in specific areas to improve site access, improve drainage, enhance curvilinear flow through the park, and to provide additional separation by the sledding hill

Infiltration Basin:

Expanded and improved basin with naturalized edge and small seating area overlooking basin

Landscape Improvements:
Added landscaping internal to the park, increase screening / buffering in some areas, add native plants along shoreline, remove invasives and open select views of pond

Ballfield Improvements:
Improve drainage, add plaza space for proper access to seating areas, relocate small shelter to plaza and add safety netting to avoid stray balls flying onto both playground areas and spectator seating

Themed Play Area:

Creative playground area with themed play - fencing along south side to control stray soccer balls

Soccer Improvements:

Improve drainage and provide approx. 30' between each field

Pond Edge

Allow for a naturalized edge along the pond and open up select views of water - refer to enlargement plan for additional information

Bucher Park - Preliminary Master Plan Enlargements

Playground:

- Updated playground equipment allowing for better age separation between pre-school and elementary ages with swings in their own container
- Paths around playground are striped to look like road lanes with mini road signs placed in select areas
- Seating areas with shade structures placed around the playground
- New bike racks and drinking fountain

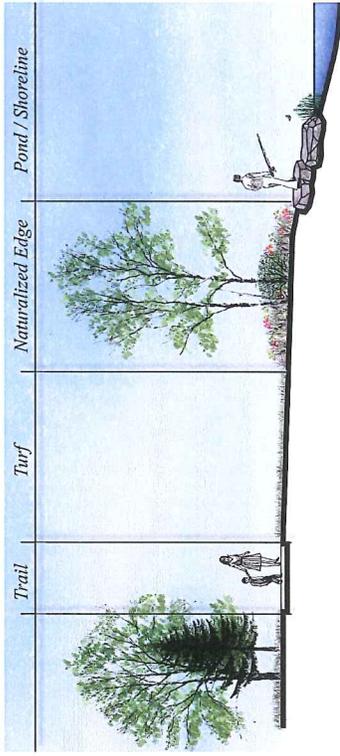
Picnic Shelter:

- New, larger picnic shelter to accommodate larger groups
- Adjacent grills with tables beneath the shelter

Entrance Plaza:

- Ornamental fence frames the entrance and separates the playground from the parking lot
- Landscaped planting beds extend along the ornamental fence to improve site aesthetics and enhance the main park entrance
- Colored concrete or pavers draw attention on the ground plane

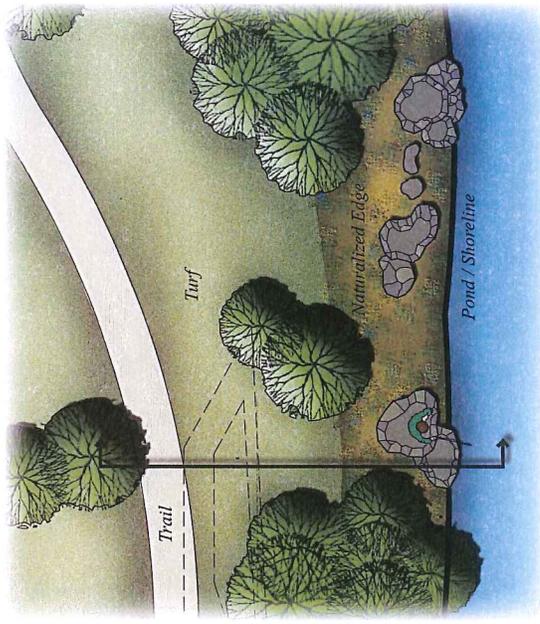
Existing Warming House Building



Shoreline Section

Shoreline Improvements:

- Open up random views of the water only in select areas to view from the trail
- Implement plan to control invasive plants and enhance native grasses and forbs for shoreline stabilization, improving water quality, controlling waterfowl access to park, and improving aesthetics
- Large flat rocks can be installed in areas with erosion concerns and to provide a natural landing for fishing or viewing



Playground & Entrance Enlargement Plan



BRAUER & ASSOCIATES, LTD.
LAND USE PLANNING AND DESIGN
1000 W. 10th Street, Suite 100
Minneapolis, MN 55401
Phone: 612-338-9933
Fax: 612-338-9933

Shoreline Enlargement Plan



ST. CROIX RECREATION CO., INC

225 N. SECOND STREET
 STILLWATER, MN 55082
 (651)430-1247 Fax (651)430-9231

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 1/16/2013 | 328 |

| |
|--|
| Name / Address |
| MR. TERRY SCHWERM CITY OF SHOREVIEW 4665 N. VICTORIA STREET SHOREVIEW, MN 55112 |

| |
|--|
| Ship To |
| PARKS DEPARTMENT 4615 N. VICTORIA STREET SHOREVIEW, MN 55126 |

| | | |
|----------|--------|-----|
| P.O. No. | Terms | Rep |
| | Net 30 | MB |

| Item | Description | Qty | Cost | Total |
|-------------|--|-----|------------|------------|
| 100-72514-3 | CUSTOM BCI BURKE STRUCTURE(S) 100-72414-3 INCLUDING 4-BAY SWING ARRAY AND INDEPENDENT EVENTS AS SHOWN ON ATTACHED DRAWINGS | 1 | 94,577.00 | 94,577.00T |
| ES1000 | ELEPHANT PLAY ARCH SWING MULTI-USER | 1 | 7,250.00 | 7,250.00T |
| INSTALL | INSTALLATION OF EQUIPMENT | 1 | 12,500.00 | 12,500.00 |
| FREIGHT | FREIGHT | 1 | 2,500.00 | 2,500.00T |
| DISCOUNT | DISCOUNT | | -23,575.00 | -23,575.00 |

| | | |
|---|---------------------------|-------------|
|  | Subtotal | \$93,252.00 |
| | Sales Tax (6.875%) | \$5,725.12 |
| | Total | \$98,977.12 |

| |
|-------------------|
| E-mail |
| jj@stcroixrec.com |



**Bucher Park
City of Shoreview**

January 08, 2013

Mr. Terry Schwerm
City of Shoreview
4600 N. Victoria St.
Shoreview, MN 55126

Dear Mr. Terry Schwerm:

St. Croix Recreation Company, Inc. is delighted to provide City of Shoreview with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. St. Croix Recreation Company, Inc. is confident that this proposal will satisfy City of Shoreview's functional, environmental, and safety requirements - and most importantly, bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible. We look forward to continuing to develop a long-standing relationship with City of Shoreview. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

A handwritten signature in black ink, appearing to read "MB", written over a white background.

Mike Basich
St. Croix Recreation Company, Inc.
225 N. Second Street
Stillwater, MN 55082

REINVENTING PLAY™

1-800-266-1250 • www.bciburke.com

Summary of requested changes and additions:

After meeting with city staff and discussing design options we have made the following changes and additions:

We have eliminated the Poured-In-Place Rubber access surfacing

A complete array of swing bays, including 1-ADA Molded Plastic Seat, 2-Tot Seats and 4- Strap seats is added.

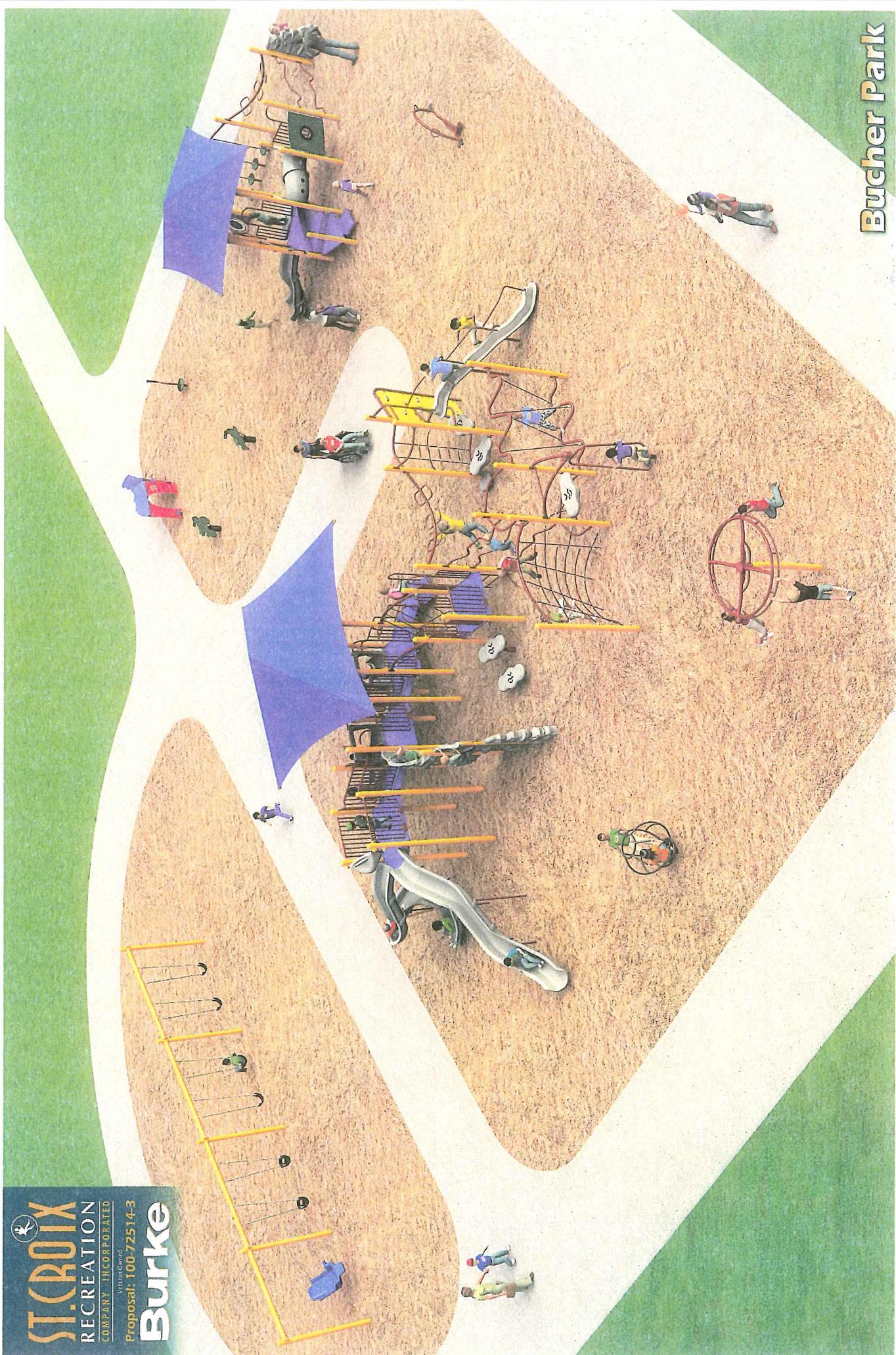
A Multi-User To-Fro Swing is added.

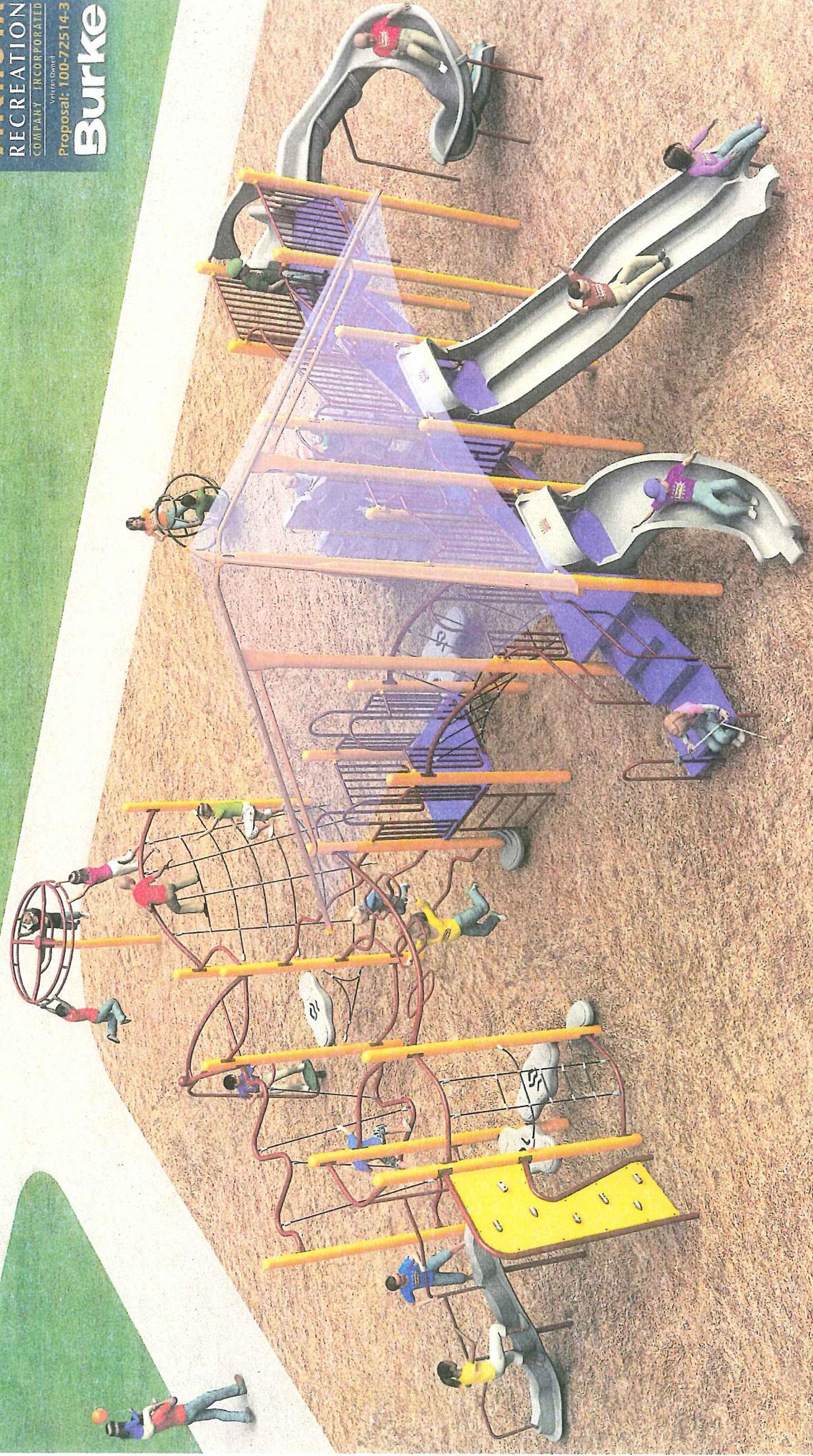
A Double-Wide Companion slide is added at 64" on the 5-12 Year Old structure.

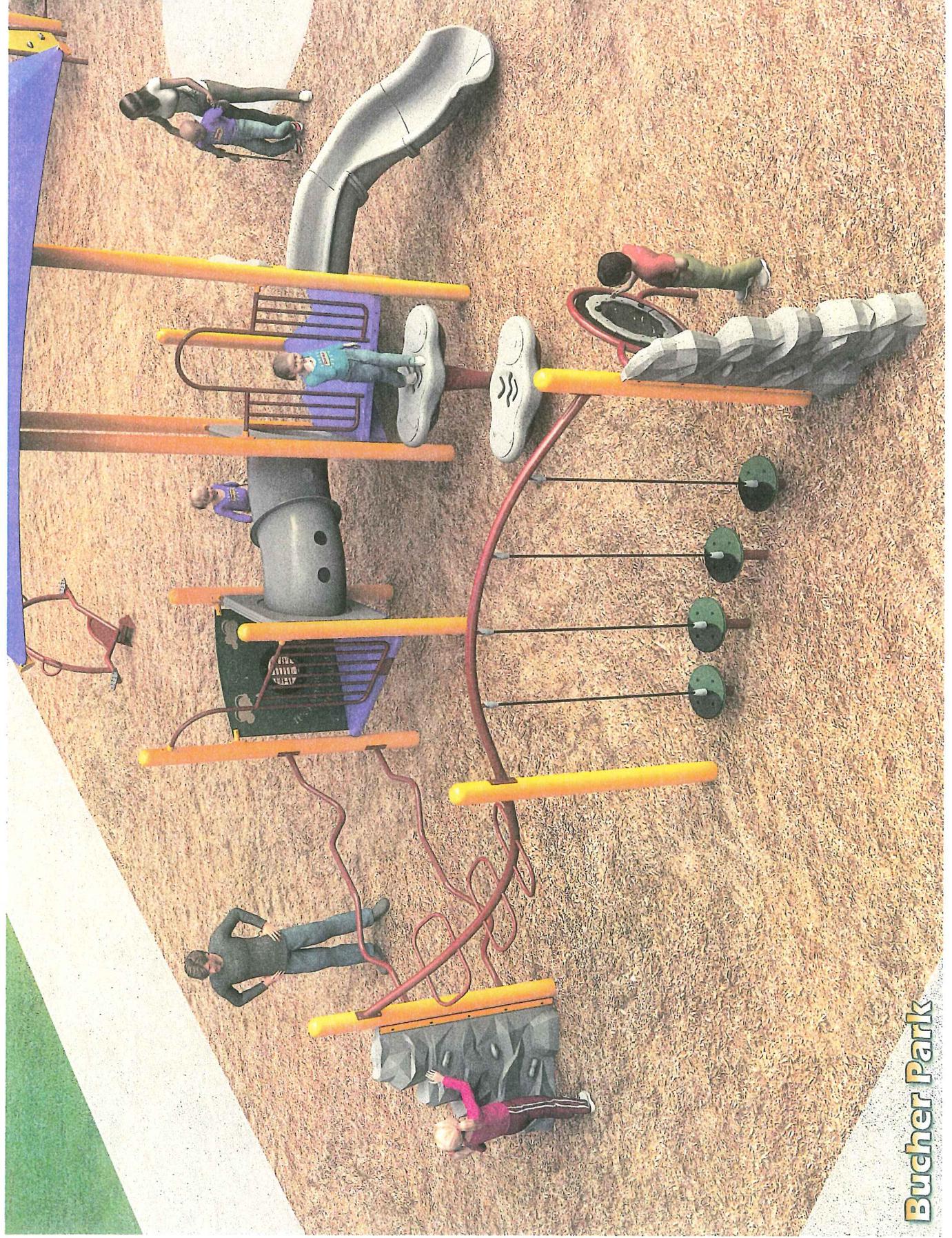
An 'S' Crawl Tube w/Portals is added on the 2-5 Year Old structure.

Bucher Park

ST. ROIX
RECREATION
COMPANY INCORPORATED
A Division of
Burke
Proposal: 100-72514-3









ELEPHANT PLAY ES1000 ARCH SWING TO-FRO