

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
March 4, 2013
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

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

COUNCIL COMMENTS

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

1. February 19, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes—
 - Park and Recreation Commission, January 24, 2013
 - Economic Development Authority, February 4, 2013
 - Economic Development Commission, February 19, 2013
 - Environmental Quality Committee, February 25, 2013
3. Verified Claims
4. Purchases
5. Approval of Application for Exempt Permit—Pinnacle Athletic Club

6. Approval of Revised Site Development Agreement—Lakeview Terrace Plat #2
7. Resolution Approving Employee Handbook Changes
8. Acceptance of Gift of AED for Maintenance Center

PUBLIC HEARING

9. Vacation of Utility Easement—Lakeview Terrace, 3588 Owasso Street North

GENERAL BUSINESS

10. Items Related to Owasso Street Realignment
 - A. Approval of Plans and Specifications, Authorize Ad for Bid
 - B. Establish Parking Restrictions
11. Appointment to Fill Vacancy on Economic Development Authority

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 19, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on February 19, 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 19, 2013 agenda as submitted.

VOTE: Ayes - 4 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

Shoreview Human Rights Commission Poster Contest Winners

Ms. Julie Williams, Member of Human Rights Commission, introduced other members present: Mark Frey; Bob Minton, Co-Chair; Nancy Hite, Co-Chair; Richard Bokovoy; Cory Springhorn. Since 1994, the Commission has sponsored the "One Community of Many Colors" poster contest for area Shoreview fourth graders. This is the 20th consecutive year for the contest. The posters are judged by Commission members without knowing the name of the student or school that submitted the poster. The Commission keeps the posters and uses them in various publications.

Sponsors of the event that donate prizes for winners are:

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

Five area schools participated this year: Island Lake, Turtle Lake, Pinewood, St. Odilia and Emmett D. Williams. A total of 393 posters were received, which is a record. Twenty winners were chosen--10 place winners and 10 honorable mentions.

Mayor Martin thanked the Commission for their excellent work. She thanked the teachers who incorporate this activity into their curriculum. She thanked all the parents who support their children. Each winner was introduced and presented with a Shoreview pin and plaque.

Honorable Mention:	School	Teacher
Benjamin Webb	Emmett D. Williams	Mrs. Sandberg
Owen Hiber	Emmett D. Williams	Mrs. Rasmussen
Tiffany Cole	Island Lake	Mrs. Rode
Shayanna Bizzell	Island Lake	Mrs. Harren
Hannah Rask	Island Lake	Mrs. Harren
Nathan Ellis	Turtle Lake	Mrs. Pallansch
Sophia Becker	Turtle Lake	Mrs. Milows
Grace Pitsenbarger	Turtle Lake	Mrs. Leiser
Natasha Vigoren	Pinewood	Mrs. Ketelsen
Cherry Jordan	St. Odilia	Mrs. Martistuen

Place Winners

10th	Rosa Halvorson	Turtle Lake	Mrs. Leiser
9th	Christine Nguyen	Island Lake	Mrs. Rode
8th	Isabella Peters	Emmett D. Williams	Mrs. Sandberg
7th	Jasmine Sanchez Rodriguez	Emmett D. Williams	Mrs. Rasmussen
6th	Emily Miller	Pinewood	Mrs. Ketelsen
5th	Mary Wu	Turtle Lake	Mrs. Pallansch
4th	Alaina Jesh	St.Odilia	Mrs. Fox
3rd	Brady Leiser	Island Lake	Mrs. Dahl
2nd	Cheryl Bai	Island Lake	Mrs. Anderson/Mrs. Eidem
1st	Sydney Peng	Island Lake	Mrs. Dahl

Mayor Martin recognized Boy Scout Troop 186 from Roseville, 10th and 11th graders, who were attending the meeting.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin:

The *Taste of the Slice* will be held at the Community Center on Thursday, February 21, 2013, beginning at 5:30. Many Shoreview restaurants will provide food. There will be a silent auction, games and prizes. This event is a fundraiser for the *Slice of Shoreview* event in the

summer. Tickets are \$20 if purchased by February 20, 2013; otherwise, tickets are \$25 at the door.

Councilmember Johnson:

The Shoreview Community Foundation is seeking grant applications until March 31, 2013. Full information is available on the web page at www.shoreviewcommunityfoundation.org.

Councilmember Wickstrom:

The Beyond the Yellow Ribbon Steering Committee will meet Thursday, February 21, 2013, at Roseville City Hall.

On Wednesday, February 20, 2013, the Environmental Quality Committee (EQC) will host a program on *How Can You Reduce Energy Consumption in Your Home*, presented by EQC Committee Member John Suzukida.

Councilmember Withhart:

The Sister City Association is hosting a dinner Saturday, April 13, 2013, at the Gasthaus. Full information will be on the City website and the Sister City Association website.

CONSENT AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the Consent Agenda, for February 19, 2013, and all relevant resolutions for item Nos. 1 through 12:

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 in the Amount of \$909,889.85
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

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

AMENDMENT TO CITY CODE SECTION 309, CODE OF ETHICS

Presentation by Human Resources Director Laurie D. Elliott

The City's Code of Ethics was originally passed in 1993. Staff recently reviewed this section of the municipal code to determine if there were any areas that needed clarification or if there was any new information that should be incorporated into the existing Code. There were three areas that warranted a closer look.

First, the State of MN passed Statute 471.895 about a year after Shoreview's Code of Ethics was approved. This Statute allows public officials to accept trinkets and mementos valued at \$5 or less. In the interest of consistency and simplicity, it was determined that it would be valuable to match the limit in the State law. Secondly, the staff reviewed the model Code of Conduct developed by the League of Minnesota Cities. The model document contained two additional items that the Shoreview Code had not previously addressed. There were: 1) not using or disclosing non-public data for personal gain, and 2) honoring the City's attorney client privilege. These two ethical standards were added to the Code of Ethics. Thirdly, staff learned that the City's auditing process required Councilmembers and key management staff to complete conflict of interest statements. It was decided that this was a better process, and a more formal process, than the financial disclosure statement required in the Code of Ethics. Therefore, the financial disclosure section was removed from the Code.

Lastly, staff recommended removing references to City employees from the Code of Ethics, and approving a separate Code of Ethics for employees that would become a part of the employee handbook and specifically addresses employee ethical concerns.

Mayor Martin stated that it is important for residents to understand that Councilmembers are not allowed to accept anything of value over \$5.00. The City's Code of Ethics with this amendment adds transparency to local government.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson 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: Johnson, Quigley, Wickstrom, Withhart, Martin
 Nays: None

APPROVAL OF CHANGE TO EMPLOYEE HANDBOOK POLICIES**Presentation by Human Resources Director Laurie D. Elliott**

The following changes are proposed to the Employee Handbook:

1. Section 4.20: Smoking: Prohibit use of tobacco in electronic forms.
2. Section 4.65: A Code of Ethics for employees separate from the Municipal Code that is in the Employee Handbook that is given to all employees.
3. Section 5.05: A \$5,000 annual limit on the amount the City will reimburse an employee each year for tuition. A sunset provision has been added for all employees using the previous limit to June 30, 2016.
4. Section 6:15: Job titles exempt from overtime pay are amended to reflect current job titles.
5. Section 7:05: The Short Term Disability (STD) policy has been changed to reflect the long-term disability policy that a second disability must occur within the six-month original waiting period in order for the second waiting period to be waived.

Councilmember Wickstrom asked if smoking areas could be away from doors. Mr. Schwerm stated that “designated smoking areas” can be added. Those areas are far enough away from doors so as not to bother people going in and out of the buildings.

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

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

AMENDMENT TO CITY DEVELOPMENT REGULATIONS SECTIONS 202 AND 205, COMMERCIAL DISTRICTS**Presentation by City Planner Kathleen Nordine**

The proposed amendment to the Development Code would restrict Vehicle/Equipment sales and rental in the C2 General Business District, which is currently allowed with a conditional use permit. Criteria for a conditional use permit include: 1) compliance with ordinance standards, the use is consistent with the Code and Comprehensive Plan, 3) the land use conforms with the Comprehensive Plan, and 4) the use is compatible with surrounding uses.

The amendment has been changed to reflect questions discussed by the Planning Commission and now includes rental of household equipment and automobiles; indoor sales and rental of classic automobiles, motorcycles, ATV's. The revisions better define uses allowed. The

Planning Commission voted to recommend approval by the City Council on a 6 to 0 vote at the January 29, 2013 meeting.

The intent of the amendment is to prohibit sales of vehicles and large outdoor equipment that requires large outdoor storage/display areas. This would specifically prohibit new or used car dealers, recreational vehicle sales and rental and small structure storage yards. Open sales lots are prohibited unless permitted by Code, such as Christmas trees and agricultural produce. Auto rental and service facility can be a conditional use with specific standards as to number of cars parked and location of parking on the site.

Councilmember Quigley stated that this amendment gives the City an opportunity to review a proposal and decide if it fits in the community.

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson 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: Wickstrom, Withhart, Johnson, Quigley, Martin
Nays: None

APPROVE PURCHASE OF REPLACEMENT PLAYGROUND EQUIPMENT FOR BUCHER PARK

Presentation by City Manager Terry Schwerm

The City has been working with a firm, Brauer and Associates (now merged with WSB Engineering) to develop a Master Plan for Bucher Park. Input has been received from the neighborhood, athletic associations and the Council. One action is to replace the playground equipment.

Twelve bids were received from six companies. A subcommittee of the Park and Recreation Commission with staff reviewed the proposals. The full Park and Recreation Commission reviewed the final five and chose two with modifications. The two companies did submit modified proposals in January: St. Croix Recreation Burke Playground Equipment and Flanagan Sales, Representative of Little Tykes Playground Equipment. The final recommendation is for the proposal submitted by St. Croix Recreation. There will be innovative play areas with climbing and balance activity, a double slide, an elephant swing and additional shade over the equipment. St. Croix Recreation is the low bid at \$98,977.12.

Councilmember Quigley asked the time line for the work to be done. Mr. Schwerm responded that the order will be timed to coordinate with the creation of new play areas. It is anticipated that construction will be from May to July with the park reopened in August depending on weather. The baseball fields will be open but not soccer.

Councilmember Johnson stated that she is pleased to see that there is play activities for all ages, and there is ADA accommodations. Mr. Schwerm stated that the playground surface will be wood fiber, which is accessible. The trails will also be accessible. He added that Shoreview does not have equipment from St. Croix Recreation, so it will be different from other equipment in the park system.

Councilmember Wickstrom asked the material of the shade cover. Mr. Schwerm stated that it will be a canvass type material that is expected to last approximately 10 years. It will be taken in each winter.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the purchase of playground equipment for Bucher Park to St. Croix Recreation in the amount of \$98,977.12.

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

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to adjourn the meeting at 8:05 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

DRAFT
PARKS & RECREATION COMMISSION
MINUTES
January 24, 2013

CALL TO ORDER

Members Present: Athrea Hedrick, Catherine Jo Healy, Desaree Crane, Charlie Oltman, Carol Jauch, Linda Larson

Members Absent: Kent Peterson, Pat Sager (resigned), Megan Frye

Others Present: City Manager Terry Schwerm, Rental Coordinator Barb Burke, Management Assistant Shari Kunza

ROLL CALL

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

APPROVAL OF DECEMBER 19, 2012 MINUTES

Oltman moved and Crane seconded, approval of the December 19, 2012 Parks & Recreation Commission minutes. Motion was adopted 6-0.

REVIEW OF BUCHER PARK PLAYGROUND PROPOSALS

Schwerm summarized that the December meeting narrowed the playground proposals from five to two - Little Tykes and St. Croix Recreation "Burke". He said there were revisions to the original proposals and the two companies came back with the revisions as recommended by the Commission.

Schwerm stated that there are a few options being offered by Little Tykes which will change the cost of the overall proposal depending on the options chosen. The base cost is just over \$90,000 but there are several alternate roofs and play equipment to choose from which will increase the cost of the proposal.

St. Croix Recreation removed the poured rubber surfaces which was a large cost savings. They also added in the swing area and double slide. Also, a toddler area was more defined by the new proposal with the tube play area and elephant slide. Healy asked if the open sided slide had been taken out as the Commission recommended and Schwerm explained that the area is now a climbing area with a railing.

Schwerm and the Commission reviewed the new proposals and Schwerm showed all of the modifications made from the original proposals. After review, Jauch asked the Commission for overall impressions of the two proposals.

After some discussion, Jauch asked if there was a motion for approval. Oltman moved and Hedrick seconded the motion to recommend the St. Croix Recreation proposal. Motion passed 6-0.

ATHLETIC ASSOCIATION RECOGNITION AND FIELD PRIORITY

Jauch asked if the proposed schedule will be impacted by the Bucher project. Kunza said that we had met with the associations and the schedule reflected the fact that Bucher Park would be out of use for one year. Kunza explained the order in which the fields were assigned. Oltman noted that softball program had been expanding.

Kunza said that we required a motion to recognize the associations as presented. Jauch asked for a motion. Larson moved and Oltman seconded to approve the recognition of the associations. Motion passed 6-0.

ELECTION OF OFFICERS FOR 2013

Jauch asked for nominations for officers for 2013. Schwerm explained that the City Council encouraged rotating officers. Healy nominated Crane to be the 2013 chairperson. Motion passed 6-0. It was recommended that Healy remain a co-chair for 2013. Motion passed 6-0.

STAFF REPORTS

Schwerm said that ice rinks have been a challenge again this year but despite this all the rinks are open. Schwerm thought that attendance trends should be tracked and reported to the Commission at year end.

Schwerm said that the fall registration numbers were up and that half of the registrations were done on line which reduced the stress on staff and reduced the need for people to stand in line. Schwerm said that the New Year's Eve party had more than 600 participants. Kunza said that there were 60 people between staff and volunteers that were required to run this special event.

Schwerm said that the Farmer's Market location will be moved toward the pavilion area to increase the vendors and provide a place for musical groups and other special events. Schwerm said there was a possibility that there would be a continuation after the market to bring it indoors.

Schwerm pointed out that the financials were attached to the monthly report and that January has been very busy with those people starting their new year resolutions. Schwerm noted that memberships have leveled off and most revenue increases can be attributed to price increases rather than large increases in memberships. Schwerm said that we were exploring Corporate memberships and could show a small growth as a result. Schwerm said that the City Council is having a goal setting session in February and one of the discussion items will likely be about the Community Center expansion project.

Oltman asked if other Community Centers have amenities that we don't. Schwerm said the biggest feature is that we do not have a theatre. Kunza said that family locker room space is a big priority. Healy noted that we should add more studio space for fitness classes and Schwerm said that the hope would be to reclaim the studio which is now being used for some of our weight equipment if the Community Center is expanded.

Schwerm said there was a possibility the February meeting could be cancelled depending on the agenda. He would email and let the Commission know.

Kunza said the Taste of Slice is scheduled February 21st and invited the Commission to attend. There were 14 restaurants participating and there would be a wine tasting.

COMMISSION REPORTS

Jauch asked if the permits had been received from Rice Creek Watershed District for the Bucher Park renovation. Schwerm said that the permit was to be reviewed soon.

ADJOURNMENT

Jauch moved, Oltman seconded to adjourn at 8:06 p.m.

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
February 4, 2013**

CALL TO ORDER

President Ben Withhart called the meeting to order on February 4, 2013, at 5:05 p.m.

ROLL CALL

The following members were present: Ben Withhart, Emy Johnson, Gene Marsh and Terry Quigley.

Also Present:

Tom Simonson, Assistant City Manager/Community Development Director

Kathleen Nordine, City Planner

Niki Hill, CD/EDA Intern

Kirstin Barsness, Barsness Consulting Services

APPROVAL OF AGENDA

MOTION: by Quigley, seconded by Marsh, to approve the February 4, 2013 agenda as submitted.

VOTE: Ayes – 4 Nays – 0

APPROVAL OF MINUTES

MOTION: by Johnson, seconded by Marsh, to approve the January 14, 2013 meeting minutes, as submitted.

VOTE: Ayes - 4 Nays - 0

FINANCES AND BUDGET

Simonson referred Board members to the preliminary audit reports for 2012, which will be finalized by the Finance Department in March, 2013. He also reviewed EDA Fund 240 and HR Fund 241. Due to the change of date moving up the meeting, the information for Fund 307 was not available and will be distributed next month.

Two new home energy loan applications have been received. One has been approved and closed; the second is in review process by the Housing Resource Center. In response to a question regarding the City's exposure for the potential interest reimbursement, staff has discussed the matter with the Assistant Finance Director. Simonson explained that to be eligible for the full reimbursement of interest on the energy loan the homeowner must live in the home

10 years after receiving loan. The homeowner must also make the request to the City for reimbursement. It is difficult to provide an exact amount of interest exposure for the City because of Housing Resource Center's (HRC) process for calculating, but in the future the Fund 307 financial report will include estimated interest so the EDA can monitor the health of the loan fund.

MOTION: by Marsh, seconded by Johnson, to accept the EDA Financial Reports and approve the following payment of claims and purchases:

1. EDAM Luncheon (EDAM Award Acceptance) – \$280.00 (Fund 240)
(Date Paid: 01/17/13)
2. Kirstin Barsness (EDA Consulting) – \$437.50 (Fund 240)
(Date Paid: 12/31/12)
3. Kirstin Barsness (EDA Consulting) – \$918.75 (Fund 240)
(Date Paid: 01/31/13)

VOTE: Ayes - 4 Nays - 0

GENERAL BUSINESS

UPDATE ON EDA BOARD VACANCY

The application deadline for the current vacancy is Friday, February 8, 2013. As of this time, three applications have been received. It was the consensus of the Board to meet at 5 p.m. in a special meeting on February 19, 2013, to interview applicants. The Council has another issue scheduled at 6 p.m. so it was agreed to meet earlier if additional applications are received. Interviews will be approximately 15-20 minutes in length and staff will provide draft questions to the EDA.

REVISED/UPDATED DRAFT EDA WORK PLAN FOR 2013-2014

The Board discussed changes to the updated work plan spreadsheet based on the discussion at the last meeting. Simonson said that a tentative schedule for projects and EDA review has been incorporated to assist with work priorities for the group. Additions to the work plan based on direction from the EDA last month include:

- Potential policy changes to the rental licensing program
- Develop policies regarding garbage houses
- Higher priority on highway corridor areas, especially an effort to redevelop in advance of the interchange improvement at Rice Street and I-694
- Draft legislation to that could extend the Housing Improvement Area program and special TIF authority
- New strategy for Shoreview Mall and Town Center Master Plan in light of recent redevelopment by PaR Nuclear and the Maintenance Center
- How the TCAAP property will drive traffic on Highway 96

Quigley suggested the work plan not be finalized until after the City Council goal-setting session to make sure work priorities are aligned with City Council goals.

DRAFT 2012 EDA ANNUAL REPORT

Comments from Board members regarding the draft Annual Report should be sent to Simonson within the next two weeks. Revisions will be in the March meeting packet.

HOUSING PROGRAM DISCUSSION

Rental Licensing Program

City Planner Nordine stated that the Rental Licensing Program was adopted in 2003, due to the increase in rental properties and issues surrounding them. Since implementation of the program, annual licenses have more than doubled from an initial 200 to over 500 general dwelling unit licenses. Rentals are found throughout the City with a higher concentration in townhouse complexes and apartment buildings.

Johnson noted that as the population ages and younger people don't sell their property but rent it, rentals will continue to go up.

The program is labor intensive. Each year landlords are notified for license renewal. Follow-up is done on those who do not renew by the deadline. It is required that utility bills be current. Conduct issues are dealt with by letter. If the problem continues, landlords are notified for follow up. The program has resulted in a better communication process between the City and landlords.

Quigley stated that he would like to see the program restructured to lighten staff workload. Ms. Nordine stated that new software is helping significantly, and has improved customer service with the applicants.

Withhart asked the schedule for inspection. Nordine stated that inspections are done every other year on half of the properties. One-third of multi-family units are done every year in February. One problem is follow-up inspections to make sure the property is in compliance for the license. The City has only one inspector who is also responsible for code enforcement issues. The fee is \$75 per year. The legal court process takes 18 months, if a license is revoked. Consideration is being given to late charges for fees not paid on time because of the amount of time it takes to legally pursue payment.

Withhart asked if the jump in rental units is due to new homes being put on the rental market or the discovery that a license is needed. Nordine explained that staff is proactive in tracking down rental properties. All are required to participate in an anti crime multi-housing program. Participation in a crime-free prevention program makes landlords eligible for a fee discount. The reason some complexes do not follow through is because of the expense to meet requirements.

Withhart asked the number of police calls. Nordine answered, 1% or less. He then asked if there is something the Board or Council can do to give staff better leverage. The goal is to maintain quality housing stock. Simonson said that while staff periodically conducts internal review of the procedures to see how the program licensing and enforcement can be more efficient and effective, they don't foresee any drastic changes. The greatest resource challenge is that the one staff person responsible for the rental licensing inspections is also the primary code enforcement staff member.

Marsh asked if there is a cap on the number. Ms. Nordine answered, no. Simonson stated that the City Attorney has questioned a city's authority to set a cap in any particular neighborhood. Withhart noted that if an overall cap was set, some rental units would exist underground. Staff was asked to be sure that the City is covering costs with the rental licensing program and to look into policies used by other cities.

Home Energy Improvement Loan Program

Simonson referred Board members to a chart showing a number of loan programs available to homeowners for property renovation and improvement. The Housing Resource Center (HRC), administrator of the City's Home Energy Improvement Loan, has indicated that liberal income eligibility, no equity requirement and the forgiven interest option on energy improvements makes Shoreview's loan program competitive with other programs. Other programs, however, do have a higher cap on the amount that can be borrowed. One challenge is that many homes in Shoreview were built in the 1960s and 1970s, and tend to be split level homes or rambler. If the loan program expands to exterior or interior improvements beyond energy related improvements, the maximum loan would still be \$20,000. Both the loan limit and overall fund could be a detriment to the goals of expanding the program. Simonson said another option the EDA could consider is to create another loan program that is for more general fix-up of older homes and could even include a rebate component which has proven attractive in other communities.

The Board discussed consideration of expanding the loan program to include cosmetic renovation and exterior improvements, which would also add value to the property. The HRC has a Rehab Incentive Program, which allows loans to exceed the \$20,000 amount in Shoreview's home energy loan program. The HRC loan allows a rebate on projects completed. This program is very successful. Loans can be deferred over a period of time or forgiven at the time of sale of the home.

Marsh stated that he believes it would be beneficial to broaden the program to include renovations that are essential, but he would not support something like kitchen remodeling, which is very subjective.

Quigley stated that he would like to see the City do whatever it can to get younger property owners involved, and expanding the loan program would be one way. He would support an expansion to include exterior improvements and listed home repairs.

It was the consensus of the Board to have staff draft an expanded program with listed items that would be eligible for review at the March 2013 meeting. Eligible items that would be included

in the expanded loan program would be: 1) exterior repairs (painting, siding, windows, soffit and fascia, railings, stairs, landings and porches); 2) interior repairs (energy efficiency, accessibility, electrical and plumbing upgrades, roof leaks, foundation work, removal of lead paint); 3) exterior site improvements (driveways, sidewalks and patios, decks, landscaping and retaining walls, detached accessory structures).

Barsness stated that to set up a rehab loan program, criteria must be established especially if tax increment was the funding source. Rebate guidelines would have to be reviewed and a policy adopted in order to offer rebates.

BUSINESS & DEVELOPMENT UPDATES

Lakeview Terrace

A contractor has been hired, Stevens Construction. There is discussion about doing the site work at the same time as the road work. Apartments could be under construction sooner than anticipated. The developer has offered to take on utility disconnections that were originally included in the City portion with the road work. State aid approvals are moving forward. The process is taking longer than anticipated, and before any further commitments, agreements with the City must be executed.

Trader Joe's

The site is close to being ready for construction. The closing and escrow deposit are done. The building permit is ready. An extension of the City's special TIF authority by legislature would help how financing can work on this project since the closing was not before the end of 2012, the deadline for using TIF. If the authority is not extended, financing will have to come from another source. The goal is to turn over the site and new building to Trader Joe's by June. Road improvements to Red Fox Road are scheduled for completion by June also.

TCF Bank

TCF Bank will hold a ribbon-cutting ceremony on Tuesday, February 5, at 8:00 a.m. Board members are invited to attend.

ADJOURNMENT

MOTION: by Quigley, seconded by Johnson, to adjourn the meeting at 6:36 p.m.

VOTE: Ayes - 4 Nays - 0

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes

Tuesday, February 19, 2013

ROLL CALL

Chair Josh Wing called the meeting to order at 7:30 a.m. with the following members present: Sue Denkinger, Dave Kroona, Dave Lukowitz, Gene Marsh and Jonathan Weinhagen. Commissioners Jim Gardner, Ben Stephens and Jeff Washburn had excused absences.

Assistant City Manager/Community Development Director Tom Simonson and Assistant to City Manager Tessia Melvin were also in attendance.

ACCEPTANCE OF AGENDA

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

Vote: 6 AYES 0 NAYS

APPROVAL OF MINUTES

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to approve the minutes of November 20, 2012, as written.

Vote: 6 AYES 0 NAYS

ELECTION OF CHAIR AND VICE CHAIR FOR 2013

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to nominate Commissioner Wing as chair and Commissioner Denkinger as vice-chair for 2013.

Vote: 6 AYES 0 NAYS

INFORMATION EXCHANGE

Member Sharing of Information

Commissioner Denkinger commented on the new TCF Bank. She was pleasantly surprised at how the traffic did not appear to have more congestion. Simonson reported on the ribbon-cutting ceremony to open the bank. He also updated the Commission on the status of the Red Fox Road improvements.

December Business Exchange Review

Simonson reported that several members of the City Council have commented that they believed this was the best Business Exchange yet, with several new businesses represented and some new attendees participating after being personally invited by letter from the Mayor.

Commissioner Denkinger added that she would like to see the EDC provide some social media marketing programs for small businesses. Commissioner Weinhausen added that the Saint Paul Chamber is partnering with Deluxe Corporation to provide marketing tools for businesses. The series: Out The Box Lunch Series is in partnership with Deluxe and will focus on social media and marketing. These events provide St. Paul Chamber members or non-members the opportunity to participate in professional development and education events focused on important social media topics. These events will be an hour and fifteen minutes and will provide tangible ideas for businesses of all sizes.

Commissioner Wing asked if the EDC would consider hosting a future Business Exchange at Green Mill. The Commission agreed to investigate this venue further. Commissioner Denkinger said that the Hilton does provide a very nice light and open area for the event.

Staff Information /Business News

Simonson noted that Commissioners Wing, Washburn and Denkinger were all reappointed by the Council to serve new terms on the EDC by the City Council until 2016.

Simonson invited EDC members to the next Shoreview/Arden Hills Business Council on Wednesday, February 20th at Northwest Youth and Family Services. The guest speaker to this event will be Lake Johanna Fire Department Chief Tim Boehlke.

Simonson shared with the EDC the EDAM Business Retention Award the City recently received for the BRE program and recent business expansions. Commissioners Weinhausen, Marsh and Denkinger were able to attend the event in addition to the City Council and former Councilmember/current County Commissioner Blake Huffman.

Simonson reported that Mayor Martin testified at a Senate hearing at the Legislature on the need for I-694/Rice Street Improvements. Staff provided information on the larger employer businesses in the corridor and the importance of the transportation improvements are to their employees and business operations. In addition, many businesses provided letters to Senator Bev Scalze, the sponsor of the funding bill, in support of the project. The video of the Mayor's testimony can be viewed on the City's website.

Simonson reported that the City Council recently conducted their goal-setting. There was much discussion at the meeting about the continued importance of continuing the work plans of the EDC and EDA on business retention goals and fostering economic development. Staff will provide more details

from this session once the Council releases a summary report of their goals. Commissioner Wing asked if the goal setting addressed the issue of EDC and EDA goals. Simonson reported that the goal setting reaffirmed the importance of both groups and their missions to build relationships with the business community and facilitate growth and redevelopment. As a project, the Council identified that the EDC look at the next layer of businesses to incorporate into the BRE plan and begin visiting those companies.

GENERAL BUSINESS

Simonson began the discussion of the review of EDC Mission, Role and Work Plan. Commissioner Wing added that he believes the EDA work plan duplicates some of the work of the EDC. Commissioner Marsh added that the EDC is really the face of the business community for the City and the BRE visits are essential for all of the economic development currently occurring within the City. While the EDC conducts the BREs, the EDA uses this information to help prioritize economic development efforts and serves as the funding mechanism for projects that gain City support.

The EDC members agreed to have Simonson put together a benchmark of EDC mission statements from other cities and goals for the next meeting to help begin the discussion of mission and goals. All Commissioners agreed to shorten the mission statement and create an updated work plan. It was also suggested that there could be some core values developed that go with the EDC mission statement.

Commissioner Wing asked the question of when the City is going to revisit the Town Center Project. Simonson reported that this was a discussion item during the EDA work plan development and Council goal setting. Staff has suggested the City make another attempt to talk with the Mall owner again to determine his interest in selling the property and finding a developer. The EDA has moved this project up on its priority list, but recognizing it is dependent on the interest of the property owner.

PROJECT AND DEVELOPMENT UPDATES

Simonson provided a brief update on development projects.

Lakeview Terrace Apartments. The Midland Plaza retail center is now 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 public improvements association with the project. The developer would like to begin site work in March, which would then require the City to construct a temporary road connection to Victoria Street.

PaR Systems. The contractor of PaR Systems has completed all of the structural steel framing and outer shell for the new 36,000 square foot facility. They are very aggressive with their construction schedule with a goal of moving equipment and employees to the new building at the end of March.

TSI Incorporated. TSI has set a target date of completion of their 58,000 square feet addition to their existing facility of May 2013. Interior improvements are now underway.

Trader Joe's. The City is ready to issue the building permit. The only issue that staff is working on now is the joint commercial sign on the TCF bank property, which Target has expressed interest in also being included. It is the goal of the developer to soon begin construction and turn over the building shell to Trader Joe's by June and they would take about 90 days to complete the interior.

ADJOURNMENT

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to adjourn the meeting at 8:38 a.m.

Vote: 6 AYES 0 NAYS

Minutes
ENVIRONMENTAL QUALITY COMMITTEE
February 25th, 2013 7:00 PM

1. CALL TO ORDER

The meeting was called to order at approximately 7:15pm.

2. ROLL CALL

Members present: Tim Pratt, Lisa Shaffer-Schreiber, John Suzukida, Susan Rengstorf, Mike Prouty, Scott Halstead, Katrina Edenfeld, Dan Westerman

Members absent: Len Ferrington

Staff present: Jessica Schaum

3. APPROVAL OF AGENDA

The agenda was approved with no changes.

4. APPROVAL OF MEETING MINUTES – January 28th, 2013

The minutes were approved with no changes.

5. BUSINESS

A. 2013 Green Community Awards – details and application review

- a. The Committee discussed the draft award application prepared by Tim. Less quantification will be needed in the energy category, and more options were suggested for candidates to check off. The Committee did not want to discourage participation by asking for technical information such as average energy cost per square foot. Changes and edits will be compiled and will be included for formal review at the March meeting.

B. Work Plan/Goal Setting review

- a. Members reviewed previous goal setting documents and brainstormed projects or initiatives the EQC may work on in the coming year. Post-it notes were used for each item, and then Tim categorized them into groups. Jessica will compile and send to Committee members to rank. Members decided to forgo adding timeframes to these goals, and just prioritize the individual actions. Members felt the higher the priority, the more immediate the goal would be.
 - i. Categories included: (in no order) Garbage, recycling, education, trees/green space, energy efficiency, transit, water, and urban farming. *Another possibility included a “self management” portion – but will be included as part of the work plan and not necessarily as goals of the EQC.
- b. Committee members would like to have a joint session with the City Council once the goals are ranked.

C. 2013 Speaker Series

- a. The 3rd Wednesday of each month, January through April in the City Council Chambers at 7:00pm. Advertised on website, facebook, press release, posters around town, on electronic sign.
 - i. **Review:** Feb 20 John Suzukida, How Can you Reduce Energy Consumption in your Home? John’s talk was eye-opening –with both small and large changes to his home, he has reduced his energy use by about 75%. His advice for anyone just getting started is to sign up for an Xcel energy audit and follow through on their recommendations.

- ii. **March 20: John Moriarty**, Ramsey County Parks. Learn about the use of native trees in landscaping. Find out how to control problems of tree damaging insects and diseases. Gather information on invasive tree species, their effect on natural habitats and their control. Recent Ramsey County Parks restorations and plantings will be used as examples. We will have the City tree sale order forms available at this event
- iii. **April 17: Tony Runkel**, with the MN Geological Survey. What does drought mean for the underground sources of water that supply Shoreview & the Twin Cities with most of its potable water? Discover how water replenishes aquifers, how old the groundwater is, and how it moves through rock layers deep beneath the land surface. What are the most pressing issues for environmental management? Pick up handouts on reducing your water use.

D. Newsletter Topics

- a. Mid-May delivery – deadline to submit is April 1st, will be mailed out mid-May. Very short - 12 pages.
 - i. Water usage – John
 - ii. Pharmaceutical drop offs (instead of garbage or flushing)– Jessica

E. Public Works Update

- a. Jessica shared that a forestry intern will be hired this summer to conduct a tree inventory and to treat City ash trees on public property to prevent Emerald ash borer infestations.
- b. We have 10 more ash trees that have EAB infestations – these will be marked and need to be removed by April 1st to prevent the beetles from emerging and entering new trees.
- c. The City is officially a GreenStep City – data is still being entered into the website to determine our level of participation.

F. Other

- a. Next regular meeting is **March 25, 2013**
- b. Compost bins and rain barrels are available through the City of Roseville's annual sale. Pre-order here: <http://recycleminnesota.org/>

G. Adjournment

The meeting adjourned at approximately 8:40pm.

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	Amount
02/19/13	Accounts payable	\$70,780.10
02/21/13	Accounts payable	\$129,681.02
02/22/13	Accounts payable	\$1,015.00
02/25/13	Accounts payable	\$18,497.40
02/28/13	Accounts payable	\$54,479.31
03/04/13	Accounts payable	\$79,200.96
Sub-total Accounts Payable		\$ 353,653.79
02/22/13	Payroll 125048 to 125100 960780 to 960977	\$166,931.12
Sub-total Payroll		\$166,931.12
TOTAL		\$ 520,584.91

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

03/04/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMAZON.COM	REFERENCE DESK SYSTEM PANELS	220	43800	2010		001		\$201.12	\$201.12
AMAZON.COM	REFERENCE DESK SYSTEM PANELS WITH BASE	220	43800	2010		001		\$236.16	\$236.16
AMAZON.COM	RETURN CREDIT:REFERENCE DESK SYSTEM (3)	220	43800	2010		001		-\$201.12	-\$201.12
AMAZON.COM	CARDSTOCK PAPER 8.5" X 14"	101	43400	2010				\$25.98	\$25.98
AMERICAN POWER CONVERSION	REPLACE UPS BATTERY	101	40550	3860		004		\$55.70	\$55.70
ASSURANT ADMINISTRATIVE OFFICE	LONG TERM DISABILITY: DECEMBER 2012	101	20412					\$1,723.22	\$1,723.22
AUSTINSON, JOHN	BASKETBALL REF FEB 11 & 18	225	43510	3190		002		\$92.00	\$92.00
BUCK, DIANA	REIMBURSEMENT: ENT REFRESHER COURSE-BUCK	220	43800	4500				\$205.00	\$205.00
CABELLAS.COM	12 VOLT PLUGS	701	46500	2180		001		\$95.24	\$95.24
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$383.40	\$383.40
CONCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002		\$127.40	\$127.40
CONCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002		\$76.31	\$76.31
CONSTANT CONTACT.COM	EMAIL MARKETING SERVICE: YEAR 2013	225	43400	4330				\$408.00	\$816.00
		459	43800	3190		007		\$408.00	
DOTGOV.GOV	SHOREVIEWMN.GOV DOMAIN RENEWAL	101	40550	4330		002		\$125.00	
DYNAMEX DELIVERS NOW/ROADRUNNE	DELIVERY TO EAGAN POST OFFICE - 1-30-13	601	45050	3220		001		\$18.62	\$37.24
		602	45550	3220		001		\$18.62	
ENVIRONMENTAL SYSTEMS RESEARCH	PYTHON PROGRAMMING FOR ARCGIS	101	40550	4350		002		\$90.62	\$90.62
EXTRACTOR CORPORTATION	SELF TIMED SWIMSUIT WATER EXTRACTOR	220	43800	2240		003		\$662.00	\$662.00
FINANCE & CONMERCE.COM	1 YEAR SUBSCRIPTION	240	44400	4330				\$249.00	\$249.00
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		003		\$94.48	\$94.48
GOVERNMENT TRAINING SERVICE	GFOA ANNUAL CONFERENCE: ESPE	101	40500	4500		015		\$380.00	\$380.00
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.35	\$16.35
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.35	\$16.35
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.45	\$15.45
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.45	\$15.45
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		\$19.99	\$19.99
LINDNER, HEIDI	REFUND CLOSING OVRPYMT - 606 DONEGAL CIR	601	36190			003		\$50.00	\$50.00
LORENCE, ROBERT	REFUND CLOSING OVERPYMT-4805 LAKEVIEW DR	601	36190			001		\$88.43	\$88.43
MANSSETTI'S PIZZA.COM	HRC MEETING SUPPLIES	101	40100	4890		002		\$68.01	\$68.01
MARIANNE'S KITCHEN	EDA MEETING SUPPLIES	240	44400	2180		001		\$75.35	\$75.35
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002		\$89.24	\$89.24
MIDWEST SPECIAL SERVICES, INC	CC CLEANING	220	43800	3190		002		\$188.37	
MILLER, DEANNA K.	WINTER CROCHETING & KNITTING CLASSES	225	43590	3174		003		\$200.00	\$200.00
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: JANUARY 2013	701	46500	2120				\$514.71	\$514.71
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: JANUARY 2013	220	21810					\$15,559.00	\$17,702.00
		701	46500	2120		003		\$67.00	
		601	21810					\$1,710.00	
		101	40550	2180		006		\$7.60	
		101	42200	2181		003		\$10.53	
		101	43710	2400				\$6.85	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		220	43800	2010		001		\$40.39	
		220	43800	2200		002		\$27.82	
		220	43800	2200		001		\$15.77	
		220	43800	2240		003		\$106.23	
		220	43800	2590		002		\$44.46	
		220	43800	3960				\$148.16	
		601	45050	2280		005		\$5.19	
		101	40100	4890		003		-\$.21	
		101	40200	3210		003		-\$3.50	
		101	40200	3930		002		-\$5.50	
		101	40200	4890		001		-\$.25	
		101	40210	4890		003		-\$4.00	
		101	40550	3190		001		-\$.40	
		101	40800	2180				-\$.06	
		101	42050	2010		001		-\$.35	
		101	43710	2240				-\$.20	
		220	43800	2160		002		-\$.45	
		220	43800	2200		002		-\$.05	
		220	43800	2240		001		-\$2.25	
		220	43800	2240		002		-\$1.70	
		220	43800	3190		001		-\$.55	
		220	43800	3390		001		-\$.98	
		220	43800	3810		003		-\$.16	
		220	43800	3890				-\$2.90	
		225	43530	2170		001		-\$.28	
		225	43555	2170				-\$1.25	
		225	43580	2172		002		-\$.54	
		225	43580	3171				-\$5.62	
		225	43590	2174		002		-\$.23	
		240	44400	2180		001		-\$.17	
		270	40250	2180		001		-\$.40	
		601	45050	2280		001		-\$1.46	
		601	45050	2280		002		-\$.17	
		601	45050	2280		004		-\$3.98	
		601	45050	2280		005		-\$.38	
		701	46500	2120		004		-\$.15	
		701	46500	2180		001		-\$.65	
		701	46500	2220		001		-\$.23	
		701	46500	2220		002		-\$4.60	
		701	46500	2400		001		-\$.80	
		701	46500	3196		001		-\$2.58	
MONOPRICE.COM	HDMI SPLITTER	101	40550	2010		001		\$54.08	\$54.08
MOSLEY, ZEBBIE	BASKETBALL REF FEB 11	225	43510	3190		002		\$69.00	
MRPA	ATTN: WEINREIS - BASKETBALL "B" BERTH	225	43510	3190		002		\$170.00	\$170.00
MRPA	CERTIFIED PLAYGROUND SAFETY INSPECTOR	101	43710	4500				\$595.00	\$595.00
NY CABLE MART	VIDEO CABLES	101	40550	2010		001		\$43.77	\$43.77
NY CABLE MART	VIDEO CABLES	101	40550	2010	001	001		\$20.81	\$20.81
NETWORK SOLUTIONS INC	RENEW INTERNET DOMAIN NAMES	101	40550	4330		002		\$167.95	\$167.95
NETWORK SOLUTIONS INC	RENEWAL OF WEB ADDRESS	101	40550	3860		011		\$75.98	\$75.98
NETWORK SOLUTIONS INC	REFUND OF RENEWAL OF WEB ADDRESS	101	40550	3860		011		-\$75.98	-\$75.98
HOYES, BRIAN	BASKETBALL REF FEB 11 & 18	225	43510	3190		002		\$92.00	\$92.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PANINO'S	EDA MEETING SUPPLIES	240	44400	2180		001		\$137.95	\$137.95
PCM INC	CISCO WIRELESS AP CONROLLERS	422	40550	5800				\$1,945.59	\$1,945.59
PURE BLUE SWIM SHOP	SWIM GEAR FOR RESALE	220	43800	2591		002		\$881.28	\$881.28
RICOH AMERICAS CORPORATION	LEASE CITY HALL COPIERS	101	40200	3930		002		\$2,199.88	\$2,199.88
SIGNATURE AQUATICS, INC	SOLENOID VALVE, WHIRLPOOL FILTER CLEAN	220	43800	2200		003		\$454.50	\$454.50
SORENSEN, MATTHEW	BASKETBALL REF FEB 11 & 18	225	43510	3190		002		\$161.00	\$161.00
SPRINGFIELD WORKSHOP/SUNNYBUNN	EGG HUNT PROGRAM SUPPLIES	225	43580	2170		001		\$294.19	\$294.19
STANDARD AND POOR'S	2013A & B BOND RATING	320	48100	6200				\$12,500.00	\$12,500.00
TCF BANK	REFUND CLOSING OVRPYMT- 855 GRAMSIE RD	601	36190			001		\$7.65	\$7.65
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003		\$1,139.19	\$1,427.54
		101	43710	3210				\$253.08	
		601	45050	3210				\$35.27	
THE TOWEL DEPOT.COM	TOWELS FOR RESALE	220	43800	2591		002		\$461.30	\$461.30
TRANSACT	ETHERNET MODULES FOR PRINTER (4)	101	40550	2010		001		\$674.70	\$674.70
TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING	101	40210	3190		009		\$87.83	
VISR.NET	SOCKS FOR RESALE	220	43800	2591		002		\$548.27	\$548.27
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2591		003		\$14.92	\$98.62
		101	40800	2180				\$83.70	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$11.75	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,682.93	\$1,682.93
WINTER EQUIPMENT COMPANY	PLOW MARKER KITS	701	46500	2220		002		\$129.87	\$129.87
XCEL ENERGY	ELECTRIC: STREET LIGHTS	604	42600	3610				\$15,338.78	\$15,338.78
XCEL ENERGY	ELECTRIC/GAS: MAINTENANCE CENTER	701	46500	3610		001		\$2,391.72	\$5,546.31
		701	46500	2140		001		\$3,154.59	
XCEL ENERGY	ELECTRIC: SIRENS	101	41500	3610				\$67.52	
XCEL ENERGY	ELECTRIC: SURFACE WATER	603	45900	3610				\$52.10	\$52.10
XCEL ENERGY	ELECTRIC: SURFACE WATER	603	45900	3610				\$52.10	\$52.10
XCEL ENERGY	ELECTRIC: TRAFFIC SIGNAL SHARED W/N OAKS	101	42200	3610				\$40.78	\$40.78
XCEL ENERGY	ELECTRIC: TRAFFIC SIGNALS	101	42200	3610				\$36.77	\$36.77
Total of all invoices:								\$70,780.10	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$107.94	\$107.94
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$597.66	\$597.66
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES	220	43800	2110				\$1,563.20	\$1,563.20
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES	220	43800	2110				\$207.39	\$207.39
C & E HARDWARE	COPPER FITTING FOR BOOSTER	601	45050	2280		005		\$18.28	\$18.28
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 02-22-13	101	21720					\$9,257.82	\$9,257.82
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:02-22-13	101	20420					\$114.50	\$114.50
DANCE CENTRE, 4TH STREET	FACILITY REFUND	220	22040					\$100.00	\$100.00
FRANCISCO, CRAIG	PASS REFUND	220	22040					\$140.00	\$140.00
FSH COMMUNICATIONS LLC	PAYPHONE TELEPHONE	101	40200	3210		001		\$64.13	\$64.13
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:02-22-13	101	20418					\$5,715.00	\$5,715.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 02-22-13	101	20431					\$844.92	\$844.92
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001		\$175.47	\$175.47
HAMMITT, THOMAS	BOOK FOR TRAINING	101	42050	4500				\$24.95	\$24.95
HANS, NANCY	REFUND DUPLICATE RENTAL HOUSING LICENSE	101	32790					\$75.00	\$75.00
Huang, QIUQIONG	REFUND DUPLICATE RENTAL HOUSING LICENSE	101	32790					\$75.00	\$75.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS POPYDAT: 02-22-13	101	21750					\$5,545.00	\$5,545.00
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:02-22-13	101	20430					\$405.00	\$405.00
JPMCC 2006-LOP7 GRAMSIE ROAD L	REFUND CLOSING OVRPYMT - 1020 CO RD F W	601	36190			001		\$3,027.90	\$3,027.90
LARSON, JOELLE C/O PROPERTY VI	REFUND DUPLICATE RENTAL HOUSING LICENSE	101	32790					\$75.00	\$75.00
LHB INC.	REGIONAL INDICATORS INITATIVE 2012 DATA	101	42050	3190				\$500.00	\$500.00
LINN, TAYLOR	VOLLEYBALL REF FEB 12 & 19	225	43510	3190		010		\$72.00	\$72.00
MCDONALD, ARRIEL	BASKETBALL CAMP (39 KIDS ENROLL AT SHV)	225	43510	3190		006		\$1,037.40	\$1,037.40
MENARDS CASHWAY LUMBER **FRIDL	LADDER AND COPPER FOR BOOSTER	601	45050	2400		001		\$227.00	\$358.70
		601	45050	2280		005		\$131.70	
METRO LEASING COMPANY	PUSH PEDAL PULL CARDIO LEASE - FEB 2013	220	43800	3960				\$1,445.35	\$1,445.35
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:02-22-13	101	20435					\$217.50	\$217.50
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:02-22-13	101	20420					\$35.00	\$35.00
MOSQUITO PRODUCTIONS	SUMMER MOVIES	225	43590	3173		001		\$3,953.72	\$3,953.72
MPSTMA	MPSTMA MEMBERSHIP DUES	101	43710	4890				\$75.00	\$75.00
NORTH PINES SERVICE, GIRL SCOU	FACILITY REFUND	220	22040					\$100.00	\$100.00
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001		\$550.00	\$1,100.00
		601	45050	3220		001		\$550.00	
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTIONS: 02-22-13	101	21740					\$246.10	
PUBLIC EMPLOYEES RETIREMENT AS	ENPL/EMPLOYER CONTRIBUTIONS: 02-22-13	101	21740					\$30,280.24	\$30,280.24
RAMSEY-WASHINGTON METRO WATERS	WATERFEST 2013 SPONSORSHIP	603	45850	4890				\$500.00	\$500.00
SPRINT	CELL PHONES	601	45050	3190				\$300.00	\$992.88
		101	44300	3190				\$40.00	
		101	40200	3210		002		\$652.88	
SWEENEY, FALLON	VOLLEYBALL REF FEB 12 & 19	225	43510	3190		010		\$90.00	\$90.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:02-22-13	101	21710					\$22,071.13	\$58,670.23
		101	21730					\$29,648.50	
		101	21735					\$6,950.60	
U.S. BANK	TREADMILL LEASE/ONE SOURCE FIT/FEB 2013	220	43800	3960				\$1,065.99	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:02-22-13	101	20420					\$121.00	\$121.00
YALE MECHANICAL INC	REPAIR POOL AHU	220	43800	3810		007		\$625.75	
YOUNG, MATT	DODGEBALL REF FEB 20	225	43510	3190		005		\$60.00	\$60.00

Total of all invoices: \$129,681.02

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COUNCIL REPORT

Vendor Name	Description	FF	GG	00	AA	CC	Line Amount	Invoice Amt
SESCA	TASTE OF SLICE EVENT: CREDIT CARD PYMTS	270	38300		317		\$1,015.00	\$1,015.00
Total of all invoices:								\$1,015.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALPHA VIDEO AND AUDIO INC	SERVICE TO COUNCIL CHAMBERS	230	40900	3190				\$140.00	\$140.00
EMERT, CAROL	MILEAGE REIMBURSEMENT	459	43800	3190		007		\$23.73	
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.53	\$15.53
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.55	\$15.55
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.55	\$15.55
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.43	\$16.43
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.37	\$16.37
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.49	\$15.49
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.49	\$15.49
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		\$23.75	\$23.75
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$667.50	\$667.50
IDENTISYS	COMMUNITY CENTER CARD PRINTER SUPPLIES	220	43800	2180		002		\$940.07	\$940.07
MINNESOTA METRO NORTH TOURISM	JAN 2013 HOTEL/MOTEL TAX/3 SITES	101	22079					\$14,827.02	\$14,085.67
		101	38420					-\$741.35	
PURE BLUE SWIM SHOP	SWIM GEAR FOR RESALE	220	43800	2591		002		\$179.90	\$179.90
ST. PAUL-RANSEY COUNTY DEPARTM	POOL OPERATOR COURSE/GRABOWSKI	220	43800	4500				\$85.00	\$85.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,536.43	\$1,568.54
		220	43800	2590		003		\$14.92	
		220	43800	2591		001		\$17.19	
WATSON COMPANY	MAINTENANCE BUILDING BREAK ROOM SUPPLIES	101	40800	2180				\$110.09	
WATSON COMPANY	WAVE CAFE COFFEE FOR RESALE	220	43800	2590		001		\$330.97	\$495.25
		101	40800	2180				\$164.28	
Total of all invoices:									\$18,497.40

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
4 ACE PRODUCTIONS	EGG HUNT ENTERTAINMENT	225	43580	3172		001		\$245.00	\$245.00
AARP C/O RAY MURRAY	DEFENSIVE DRIVING	225	43590	3174		003		\$150.00	\$150.00
AMERICAN WATER WORKS ASSOCIATI	AMWA 2013 DUES - WESOLOWSKI	101	42050	4330				\$179.00	\$179.00
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$434.60	\$434.60
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$66.56	\$66.56
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES/LESS CREDIT 282785054	220	43800	2110				\$79.39	\$79.39
ASSURANT ADMINISTRATIVE OFFICE	LONG TERM DISABILITY:FEBRUARY 2013	101	20412					\$1,775.29	\$1,775.29
BOWMAN, KATIE	VOLLEYBALL GRADE 6-8	220	22040					\$54.00	\$54.00
BUNKHOLT, JAIME	VOLLEYBALL GRADE 4-5	220	22040					\$54.00	\$54.00
C & E HARDWARE	ELECTRIC SUPPLIES FOR DROP CORD IN SHOP	701	46500	2183		001		\$24.35	\$24.35
C & E HARDWARE	UTILITY KNIVES AND BLADES	101	43710	2400				\$20.65	\$20.65
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/JAN STMT/10 @ \$6	307	44100	4890				\$60.00	\$60.00
DAVIS, GRETCHEN	VOLLEYBALL GRADE 6-8	220	22040					\$54.00	\$54.00
DELTA DENTAL	DENTAL COVERAGE: MARCH 2013	101	20415					\$7,039.36	\$7,260.42
		101	20411					\$221.06	
DYKSTRA, WENDY	VOLLEYBALL GRADE 4-5	220	22040					\$54.00	\$54.00
ELECTRO-WORKS, INC	WATESLIDE SOUND SYSTEM REPAIRS FROM DUST	220	20200					\$981.25	\$981.25
EVANS, JANE	PASS REFUND	220	22040					\$58.70	\$58.70
EYBERG, MARIA	VOLLEYBALL GRADE 6-8	220	22040					\$44.00	\$44.00
FED EX OFFICE INC	WEDDING DISPLAY BOARD	459	43800	3190		004		\$260.37	\$260.37
FLUID INTERIORS, LLC	REPAIR SUPPLIES CC	220	43800	2240		001		\$452.08	\$452.08
GALE, DAWN	VOLLEYBALL GRADE 4-5	220	22040					\$44.00	\$44.00
GILBERT, CLAIRE	PASS REFUND	220	22040					\$20.00	\$20.00
GILLIS, MELINDA	VOLLEYBALL GRADE 6-8	220	22040					\$44.00	\$44.00
GLASRUD, PAT	ACTIVITY REFUND	220	22040					\$205.33	\$205.33
GOPHER	DODGEBALLS - SPRING LEAGUE	225	43510	2170		005		\$249.40	\$249.40
HELGESON, JOANNE	PASS REFUND	220	22040					\$120.00	\$120.00
HULTGREN, JODI	PASS REFUND	220	22040					\$240.00	\$240.00
JANES, ANJI	VOLLEYBALL GRADE 4-5	220	22040					\$54.00	\$54.00
JERABEK, JILL	PASS REFUND	220	22040					\$40.00	\$40.00
JOHNSON, MICHAEL	FARMERS MARKET ENTERTAINMENT	225	43590	3174		001		\$200.00	\$200.00
JONES, MARTINA	VOLLEYBALL GRADE 6-8	220	22040					\$54.00	\$54.00
LEE, CHAO	FACILITY REFUND	220	22040					\$100.00	\$100.00
LEXINGTON FLORAL	FLOWERS FOR WEDDING EXPO	459	43800	3190		004		\$64.28	\$64.28
MARRONE, MARCI	PASS REFUND	220	22040					\$20.00	\$20.00
MARSHALL, BRENT	MILEAGE REIMB/JURY DUTY/MARSHALL	101	38890			001		\$4.86	\$4.86
MENARDS CASHWAY LUMBER **FRIDL	DUCT CAP OLD PIPE WELL 7/LESS CREDIT	601	45050	2280		005		\$19.51	\$19.51
MINNESOTA COACHES INC	MELTING POT	225	43590	3174		004		\$220.00	\$220.00
MINNESOTA FARMERS MARKET ASSOC	MFMA MEMBERSHIP RENEWAL	225	43590	2174		001		\$70.00	\$70.00
MORK, SHEILA	VOLLEYBALL GRADE 4-5	220	22040					\$54.00	\$54.00
NELSON, AMBER	VOLLEYBALL GRADE 4-5	220	22040					\$54.00	\$54.00
NEMES, CSABO	PASS REFUND	220	22040					\$80.00	\$80.00
NORTHERN ELECTRICAL CONTRACTOR	REPAIR TO SUIT SPINNER	220	43800	3810		003		\$322.33	\$322.33
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$76.73	\$76.73
QUIMET, BRIDGET	VOLLEYBALL GRADE 6-8	220	22040					\$54.00	\$54.00
PESCHEL, ANGIE	VOLLEYBALL GRADE 4-5	220	22040					\$44.00	\$44.00
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$373.22	\$373.22
POSTMASTER	STANDARD MAIL PERMIT FEE - PERMIT #5606	602	45550	3220		001		\$100.00	\$200.00
		601	45050	3220		001		\$100.00	
PRESS PUBLICATIONS	WEDDING ADS, PRE-K AD, YEAR IN REVIEW AD	459	43800	3190		002		\$45.00	
		459	43800	3190		004		\$311.00	\$596.50

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		225	43555	2170				\$240.50	
RAMBERG, JANICE	VOLLEYBALL GRADE 4-5	220	22040					\$54.00	\$54.00
RAMSEY CO. PUBLIC HEALTH	TEMP FOOD LICENSE - 2013 FARMERS MARKET	225	43590	2174		001		\$155.00	
RODRIGUEZ, CINDY	VOLLEYBALL GRADE 4-5	220	22040					\$54.00	\$54.00
SCHAUM, JESSICA	MILEAGE REIMBURSEMENT	101	42050	3270				\$119.57	
SCHLECK, LORIE	VOLLEYBALL GRADE 6-8	220	22040					\$54.00	\$54.00
SHORT ELLIOTT HENDRICKSON, INC	OMASSO - VICTORIA - E CONSTRUCTION	571	47000	5910				\$4,076.25	\$4,076.25
SHRED RIGHT	DESTRUCTION OF RECORDS	101	40210	4890				\$20.98	\$139.86
		101	40500	4890		009		\$118.88	
SUN, NINGZE	PASS REFUND	220	22040					\$400.00	\$400.00
TROOP #408, BOY SCOUT	FACILITY REFUND	220	22040					\$100.00	\$100.00
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610				\$7,035.69	\$7,727.73
		601	45050	2140				\$692.04	
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610				\$65.19	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610				\$36.64	\$36.64
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140				\$11,112.96	\$24,598.14
		220	43800	3610				\$13,485.18	
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610				\$11.62	
XCEL ENERGY	STORN SEWER LIFT STATION: ELECTRIC	603	45850	4890		003		\$78.43	\$78.43
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610				\$583.93	\$583.93
YOUNG, LESLEY	PROGRAM EXPENSES	225	43590	2174		003		\$203.19	
		225	43580	2172		001		\$41.53	\$293.13
		225	43590	2174		001		\$24.89	
		225	43590	2174		002		\$23.52	
Total of all invoices:								\$54,479.31	

COUNCIL REPORT

Vendor Name	Description	FF	G6	OO	AA	CC	Line	Amount	Invoice Amt
TRANSACT TECHNOLOGIES	ETHERNET MODULES FOR RECEIPT PRINTERS	101	40550	2180		001		-\$674.70	-\$674.70
A-1 HYDRAULICS SALES & SERVICE	O-RINGS FOR UNIT 209 PLOW	701	46500	2220		001		\$25.84	\$25.84
ABM EQUIPMENT & SUPPLY INC	BEARINGS FOR VAC-CON FAN	701	46500	2220		002		\$1,115.57	\$1,115.57
ALLEN, DEANNE	MINUTES - EDA 2/4/13	240	44400	3190				\$200.00	\$200.00
ALLEN, DEANNE	MINUTES - 2/4/13 CC, 1/29/13 PC	101	40200	3190		001		\$200.00	\$350.00
		101	44100	3190				\$150.00	
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	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,624.18	
ARANARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$233.94	\$233.94
C & E HARDWARE	PARTS FOR FIELD LINER	701	46500	2220		002		\$7.49	\$7.49
C & E HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$31.44	\$31.44
C & E HARDWARE	MARKING PAINT	601	45050	2280		001		\$21.19	\$21.19
CDW GOVERNMENT	WORK SURFACE: STAUFF	101	43400	2010				\$104.39	\$104.39
CONTINENTAL RESEARCH CORPORATI	CHAULKING	601	45050	2280		005		\$144.60	\$144.60
CORPORATE CONNECTION	SHIRTS FOR CABLE TECHNICIAN	101	40200	4890				\$63.41	\$63.41
CRYSTEEL DIST. INC.	PLOW PARTS FOR UNIT 602	701	46500	2220		002		\$342.01	\$342.01
CRYSTEEL DIST. INC.	PLOW BLADES FOR 212 & JD5220	701	46500	2220		002		\$700.25	\$700.25
CRYSTEEL DIST. INC.	PLOW CYLINDER FOR JD5220	701	46500	2220		002		\$148.56	\$148.56
CRYSTEEL DIST. INC.	WING CABLE CONTROL FOR UNIT 210	701	46500	2220		001		\$117.56	\$117.56
CRYSTEEL DIST. INC.	PLOW PARTS FOR UNIT 312	701	46500	2220		001		\$15.38	\$15.38
CUMMINS XPOWER, LLC	PARTS FOR UNIT 204	701	46500	2220		001		\$93.92	\$93.92
DONALD SALVERDA & ASSOCIATES	2012 EFFECTIVE MANAGEMENT PROGRAM BOOKS	101	40200	4350				\$111.08	\$111.08
ELECTRO WATCHMAN INC.	SECURITY MONITORING MAINTENANCE CENTER	701	46500	3196				\$80.00	\$80.00
FACTORY MOTOR PARTS COMPANY	CARB PARTS FOR UNIT 206	701	46500	2220		001		\$77.89	\$77.89
FERGUSON WATERWORKS #2516	LIDS AND NUTS	601	45050	2280		004		\$71.43	\$71.43
FERGUSON WATERWORKS #2516	GASKET FOR GATE VALVES	601	45050	2280		004		\$173.98	\$173.98
FERGUSON WATERWORKS #2516	GASKETS	601	45050	2280		004		\$171.37	\$171.37
H & L MESABI, INC.	PLOW BLADES, NUTS & BOLTS	701	46500	2180		001		\$538.17	\$538.17
H & L MESABI, INC.	PLOW BLADES & CURB RUNNERS	701	46500	2220		002		\$1,122.20	\$1,122.20
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001		\$297.31	\$297.31
HORIZON COMMERCIAL POOL SUPPLY	WHIRLPOOL CHEMICALS	220	43800	2160		001		\$217.43	\$217.43
IDENTISYS	OVERLAY PRINTER RIBBON CARTRIDGE	101	40210	2180		004		\$140.32	\$140.32
JEFF SMITH LLC	TAEKWONDO WINTR2013SESSIONB CONTRCTR FEE	225	43530	3190				\$1,458.60	
KRAMES STAYWELL, LLC	SAFETY DAY POSTERS	225	43520	2170		002		\$28.39	
LEAGUE OF MINNESOTA CITIES	LEGISLATIVE CONFERENCE - WICKSTROM	101	40100	4500		002		\$95.00	\$95.00
MCF-LINO LAKES	6 MONTHS OF DOC WORK CREW SERVICES	101	43450	3190		002		\$4,034.95	\$40,349.50
		101	43710	3190				\$8,069.90	
		101	43900	3190		001		\$4,034.95	
		601	45050	3190		005		\$10,087.37	
		603	45850	3190		004		\$10,087.38	
		701	46500	3196		004		\$4,034.95	
MOSQUITO PRODUCTIONS	DIVE IN JAN 25 AND MARCH 8	225	43590	3173		001		\$637.39	\$637.39
NAPA AUTO PARTS	FUEL FILTER FOR UNIT 206	701	46500	2220		001		\$12.31	\$12.31
NAPA AUTO PARTS	SPARK PLUGS FOR UNIT 206	701	46500	2220		001		\$3.20	\$3.20
NAPA AUTO PARTS	COIL PACK FOR UNIT 206	701	46500	2220		001		\$48.08	\$48.08
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO PAVILION FIREPLACE CIRCUIT	101	43710	3190				\$337.75	\$337.75
OFFICE DEPOT	18" PAPER CUTTER	101	40800	2180				\$138.55	\$138.55

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
OFFICE DEPOT	INK LESS CREDIT MEMO 644921503001	101	40550	2010		002		\$110.51	\$110.51
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	225	43590	2173		001		\$30.32	\$44.81
		101	40200	2010		002		\$14.49	
OFFICE DEPOT	DOCUMENT COVERS/CERTIFICATES	101	40200	2010		002		\$16.37	\$16.37
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	225	43555	2170				\$78.23	\$120.34
		101	40200	2010		002		\$42.11	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$23.84	
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$3,377.21	
RAMSEY COUNTY	911 DISPATCH - FEBRUARY 2013	101	41100	3198				\$8,154.60	\$8,154.60
RAMSEY COUNTY	COUNTY HAZARDOUS WASTE GENERATORS FEE	701	46500	4330		001		\$79.50	\$79.50
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$134.16	\$134.16
ROY C INC	SERVICE CALL FOR AUTO DOOR	701	46500	3190		001		\$153.00	\$153.00
SCHELEN-GRAY AUTO ELECTRIC	PLOW MOTOR FOR UNIT 304	701	46500	2220		001		\$181.68	\$181.68
SCHELEN-GRAY AUTO ELECTRIC	STARTER FOR TENNANT SWEEPER	701	46500	2220		002		\$170.99	\$170.99
STONEBROOKE EQUIPMENT INC	PLOW BLADE & BOLTS FOR UNIT 302	701	46500	2220		001		\$364.10	\$364.10
STONEBROOKE EQUIPMENT INC	PLOW CYLINDER FOR UNIT 311	701	46500	2220		001		\$192.38	\$192.38
TARGET COMMERCIAL INVOICE	DIVE IN MOVIE SUPPLIES MARCH 8	225	43590	2173		001		\$22.73	\$22.73
TOUSLEY FORD, INC	SERVICE REPAIR OF UNIT 304	701	46500	2220		001		\$23.15	\$329.89
		701	46500	3190		001		\$306.74	
UNIQUE PAVING MATERIALS CORPOR	UPM COLD MIX ASPHALT	101	42200	2180		002		\$1,108.72	\$1,108.72
UNIVERSITY OF MINNESOTA	PAVEMENT CONFERENCE FOR DAN CURLEY	101	42200	4500		002		\$175.00	\$175.00
VIKING ELECTRIC SUPPLY INC	ELECTRIC CORD FOR BOOSTER	601	45050	2280		005		\$50.18	\$50.18
VIKING ELECTRIC SUPPLY INC	BALASTS FOR SHOP LIGHTS	701	46500	2183		001		\$139.62	\$139.62
VISU-SEWER CLEAN & SEAL INC	13-03 WM EXTENSION INV#23731	440	47000	5950				\$1,645.00	\$1,645.00
WSB & ASSOCIATES, INC.	BUCHER PARK MASTER PLAN JANUARY 2013	459	43710	5300				\$4,785.00	\$4,785.00
YALE MECHANICAL INC	REPAIR AC IN SERVER ROOM	220	43800	3810		003		\$2,138.25	\$2,138.25
YALE MECHANICAL INC	POOL AHU AND JAN CONTRACT MAINT	220	43800	3190		007		\$1,314.57	
YOCUM OIL COMPANY INC.	1000 GALS. OF ON ROAD DIESEL FUEL	701	46500	2120		002		\$3,423.10	\$3,423.10
Total of all invoices:								\$79,200.96	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	32,741
Vendor number	00471 1 2013
Vendor name	MCF-LINO LAKES
Address	7525 - 4TH AVENUE LINO LAKES, MN 55014-1099

Date	Comment line on check	Invoice number	Amount
01-30-13	6 MONTHS OF DOC WORK CREW SERVICES	00000121467	\$40,349.50

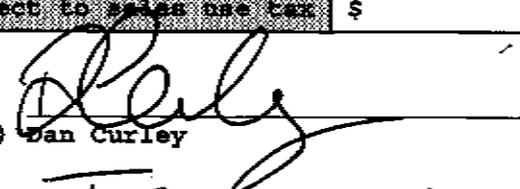
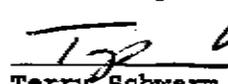
This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

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.

Account Coding	Amount
101 43450 3190 002	\$4,034.95
101 43710 3190	\$8,069.90
101 43900 3190 001	\$4,034.95
601 45050 3190 005	\$10,087.37
603 45850 3190 004	\$10,087.38
701 46500 3196 004	\$4,034.95

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

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

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

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

Return to:

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
33,156	02-12-13	COMMUNITY CENTER: ELECTRIC/GAS	5148429483	220 43800 2140 220 43800 3610	11,112.96 13,485.18
				VOUCHER TOTAL:	\$24,598.14
33,153	02-15-13	WELLS: ELECTRIC/GAS	5158229131	601 45050 3610 601 45050 2140	7,035.69 692.04
				VOUCHER TOTAL:	\$7,727.73
33,159	02-12-13	TRAFFIC SIGNALS: ELECTRIC	5162326923	101 42200 3610	\$583.93
33,158	02-12-13	STORM SEWER LIFT STATION: ELECTRIC	5172997607	603 45850 4890 003	\$78.43
33,154	02-13-13	WATER TOWERS: ELECTRIC	5168285301	601 45050 3610	\$65.19
33,155	02-12-13	TRAFFIC SIGNAL SHARED W/ARDEN HILLS: ELEC	5155611264	101 42200 3610	\$36.64
33,157	02-12-13	SLICE OF SHOREVIEW: ELECTRIC	5168772674	270 40250 3610	\$11.62
				Total:	\$33,101.68

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax	\$ 00
Reviewed by:	<i>Debbie Engblom</i> 2-25-13
(signature required) Debbie Engblom	
Approved by:	<i>Tom Simonson</i>
(signature required) Tom Simonson, Acting City Mgr	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the lawful gambling application request from Pinnacle Athletic Club to conduct a raffle.

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

Regular City Council Meeting
March 4, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: FEBRUARY 26, 2013

**SUBJECT: REQUEST TO CONDUCT A RAFFLE—PINNACLE ATHLETIC
CLUB**

Attached is an application from non-profit Pinnacle Athletic Club to conduct a raffle for the Pinnacle Wrestling School, located at 503 County Road E in Shoreview. The event is a fund-raiser for the Pinnacle Wrestling School. The mission of Pinnacle Wrestling is to implement the highest quality of training, technique, and work ethic into each individual wrestler. The raffle will allow the coaches and wrestlers to attend national competitions. Tickets will be sold by members of the wrestling school and the drawing will be held on April 14, 2013.

All gambling requests need to be approved by the City prior to approval by the Minnesota Gambling Control Board.

It is recommended that the City Council approve this request from the Pinnacle Athletic Club to conduct a raffle.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee	
If application posted or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION

Organization name Pinnacle Athletic Club INC Previous gambling permit number _____

Minnesota tax ID number, if any 27-2524156 Federal employer ID number (FEIN), if any _____

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address 503 County Rd E west Shoreview MN 55126
 City State Zip code County

Name of chief executive officer [CEO] Tracey Robb Daytime phone number 507-884-7134 E-mail address trobb29@msn.com

NONPROFIT STATUS

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

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803
- IRS income tax exemption [501(c)] letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Pinnacle Wrestling Club

Address [do not use PO box] 503 County Rd E west City or township Shoreview Zip code 55126 County _____

Date[s] of activity. For raffles, indicate the date of the drawing.
April 14, 2013

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature _____

Date 2-13-13

Print name TRALEY Robb

Print form and have CEO sign

REQUIREMENTS

Reset form

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

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

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

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

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

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

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To approve the amended Development Agreement for the Lakeview Terrace/Midland Plaza Redevelopment project, 3588 Owasso Street.

ROLL CALL: AYES _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
March 4, 2013

TO: Mayor, City Council and City Manager
FROM: Kathleen Nordine, City Planner
DATE: February 27, 2013
SUBJECT: File 2471-12-34, Amended Development Agreements - Lakeview Terrace/Midland Plaza, 3588 Owasso Street

Introduction

The City Council approved the Final Plat, Street Vacation and Final PUD, including the Development Agreements, for the Lakeview Terrace/Midland Plaza, 3588 Owasso Street, redevelopment project at the December 17, 2012 meeting. As more construction details have been discussed between the City and developer in preparing for the public and private improvements, terms of the approved Development Agreement need to be revised to reflect the planned work and schedule.

Development Agreement Revisions

When these agreements were approved, it was anticipated that the owner, Lakeview Terrace/Tycon Companies, would demolish the existing center over the winter months and the road re-alignment construction project would commence in the spring. The road re-alignment project would be managed by the City.

Changes in the Developer's construction schedule are prompting revisions to the approved Development Agreements. The Developer anticipates beginning site work in mid-March and will be completing some public infrastructure items that were previously understood to be the responsibility of the City.

The approved Development Agreement needs to be revised to address the changes in this project which have occurred since the December Council meeting. The following summarizes these changes:

- 1) Road Construction Project – In order to prepare the site for development, the existing Owasso Street needs to be removed and relocated/reconstructed along the northern portion of the development site. Removal of the existing roadbed, site grading and relocation of certain utilities, construction of a temporary Owasso Street and signal will be the responsibility of the Developer. Language has been added to the agreement in Sections D and E, and Exhibit D to address the construction and associated costs.
- 2) Interim Use – Although the Final Plat has been approved by the City, it has not yet been recorded with Ramsey County. The Developer is taking the necessary steps to record the plat, however, it may not be recorded prior to the commencement of construction. To address this matter, language has been added to the Development Agreement that will allow the Developer to begin site work. The intent is to provide the City with some

protection in the event an occurrence may happen in the existing Owasso Street right-of-way and address existing infrastructure/utilities and the proposed temporary roadway.

- 3) Public Use Dedication Fee - The previous agreement contained language requiring a public use dedication fee in the amount of \$73,740.00 based on the density and market value of the property. In past redevelopment projects where the City has been a financial partner (The Shores), this fee has been waived. Therefore, language has been removed and a public use dedication fee is no longer being required. Staff believes that this action is appropriate based on the overall financial plan, level of private investment into the project and public improvement benefits.

Recommendation

The revised Development Agreement addresses the changes which have occurred with this project since the Final Plat, Vacation and Final PUD were approved by the City Council in December. Staff is recommending the City Council approve the attached Development Agreement. Construction is anticipated to begin in mid-March.

Attachments:

1. Motion
2. Development Agreement, including the Erosion Control Agreement and Exhibits.

T:/pcf2012/2471-123-04-13ccreportamendedagreements.docx

DRAFT
DEVELOPMENT AGREEMENT
LAKEVIEW TERRACE, LLC
LAKEVIEW TERRACE NO. 2 PLAT & PLANNED UNIT DEVELOPMENT

(I) THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Lakeview Terrace, LLC their successors and assigns (hereinafter the "Developer").

(II) On December 17, 2012 the City Council approved the Final Plat, Lakeview Terrace No. 2 and the Planned Unit Development, to redevelop the Midland Plaza Retail Center, 3588 Owasso Street, with an upscale 104-unit high-density apartment building on certain property legally described as follows (hereinafter the "subject property")

See Exhibit C

Which when platted will be legally describe as Lakeview Terrace No. 2

(III) Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the subject property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements, which remain incomplete at the time of request for occupancy.
- C. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.

(IV) In consideration of the City's grant of permission allowing the Developer to develop the subject property, and in consideration of the mutual agreements contained herein, the City and the Developer agree as follows:

- A) **Lakeview Terrace.** The approved PUD rdevelops the former Midland Terrace Plaza retail center, 3588 Owasso Street. The existing center will be demolished along with an adjoining detached garage. Owasso Street will be realigned and the property platted to create a waterfront parcel on which an upscale high-density 104 unit apartment building would be constructed.
- B) **Zoning.** The property within this development is zoned PUD with the underlying zoning designations of R3, Multi-family residential.
- C) **Owasso Street Public Improvement Project.** Said project includes a public improvement project realigning Owasso Street to the north with the west leg of County Road E at Victoria Street. The existing County Road E/Victoria Street/Owasso Street will be improved with new traffic signalization, additional traffic lanes (including turn lanes) and sidewalk/trail improvements. The existing public sewer and water utilities in Owasso Street will be abandoned and relocated in the new section of Owasso Street. The Developer is responsible for the improvements as outlined on Exhibit D.

D) **Temporary Road Construction.** The Developer agrees to construct a temporary roadway which will serve as Owasso Street until such time the permanent road and utilities for Owasso Street can be constructed. Plans for such temporary roadway shall be submitted for review and approved by the Public Works Director.

E) **Allocation of Costs for the Owasso Street Public Improvement Project and Temporary Road Construction.** Costs associated with the Owasso Street Public Improvement Project and the Temporary Road Construction are outlined in Exhibit D and are the sole responsibility of the Developer. Upon acceptance of the public improvements by the City, the following costs shall be reimbursed to the developer.

i) Remove existing Owasso Street & public utilities	\$ 59,800
ii) Grading & granular subgrade - new Owasso St. alignment	\$ 146,200
iii) Install new water main and associated items	\$ 70,000
iv) Install misc. public utility items	\$ 7,000
Estimated Total Construction Cost	\$283,000

The Developer agrees to financially participate in the payment related costs to this project.

F) **Interim Use.** In the event the Developer commences the project prior to the recording of the Final Plat for Lakeview Terrace #2, the Developer agrees to the following terms and conditions.

- i) The City shall be held harmless from any occurrences that may happen in the existing Owasso Street right-of-way or the vacated Owasso Street right-of-way as identified in the Lakeview Terrace #2 plat while said project is under construction by the Developer and until the City accepts the improvements.
- ii) The existing roadway and associated infrastructure for Owasso Street shall remain under the jurisdiction of the City of Shoreview, until at such time the Lakeview Terrace #2 Plat is recorded along with the approved street and easement vacations.
- iii) The Developer agrees to maintain the temporary Owasso Street roadway until said permanent roadway is reconstructed in the right-of-way as platted in the Lakeview Terrace #2 plat and approved in the plan specifications.

G) **Special Development Terms.** The project is subject to the conditions as approved by the City Council on December 17, 2012 whether or not specified in this Agreement.

H) **City Permits Required.** The Developer shall not commence any tree removal, grading or erosion control activity until a grading permit is issued. A demolition permit and other permits are required for the removal any structures.

I) **Other Agency Approvals.** It is the Developer's responsibility to apply for and to acquire all other required agency permits prior to commencing any site work, including an NPDES permit, a permit from Ramsey County for any work within County right-of-way permit.

- i) NPDES Construction Permit Required. A NPDES Construction Permit is required, and compliance with the conditions of that permit shall be required during all phases

of grading and construction. The Developer is responsible for stormwater management, including temporary sedimentation basins; maintenance of erosion control BMPs; and site restoration in accordance with the terms and conditions of the NPDES Permit.

- J) **Plans and Specifications.** All improvements shall be constructed in accordance with the City ordinances and regulations, and pursuant to the Plans, which have been approved and conditioned by the City Council on December 17, 2012 whether or not identified in this document. Minor changes may be permitted if approved by the Public Works Director.

The Developer agrees to provide the City with four copies of the final plans for the proposed improvements in form and a time satisfactory to City Staff. No construction may begin until the plans and specifications have been approved, required sureties submitted, and the required pre-construction meeting held and City permits have been issued.

- K) **Demolition of Existing Midland Plaza Retail Center and Detached Garage.** The property was developed with the Midland Plaza Retail Center, 3588 Owasso Street, and a detached garage for the adjoining apartment complex. These structures were recently removed, however, debris remains from this demolition. In the event, redevelopment of the property does not occur, said debris must be removed from the property and the site restored. Existing sanitary sewer and water services shall be abandoned, subject to the permitting and inspection requirements of the City.

- L) **Landscape Installation.** Prior to issuance of a building permit, the Developer shall submit a landscape plan for approval by the City Planner. The Developer agrees to install all plant materials as shown on the approved landscape plan and to be consistent with the standards established in the Development Regulations of the City of Shoreview. All landscape materials placed, as part of this landscape plan shall be replaced with like material if they should die within twelve months of planting.

The City Planner shall estimate the cost of landscape improvements to be completed, calculating one hundred and twenty five percent (125%) of the estimated cost of the plant materials to be installed. A surety of **16,875.00** is required prior to the issuance of any grading or building permits for this project.

- M) **Erosion Control.** An **Erosion Control Plan/Storm Water Pollution Prevention Plan (SWPPP)** shall be prepared under the seal of a Registered Professional Engineer on behalf of the Developer and shall be submitted to the Public Works Director. The Developer agrees to comply with the recommendations of the Public Works Director for the subject property and shall incorporate these recommendations in to the plans and specifications. *No site grading shall occur prior to the installation of approved erosion control measures and execution of required agreements and submission of sureties. A grading permit is also required.*

- i) The Developer shall enter into an Erosion Control Agreement with the City and shall deposit a cash surety before issuance of a grading permit. The deposit shall be in the amount of **\$12,000.00**, in accordance to Exhibit A. In addition, no surface water

runoff during construction shall exit the site through runoff or discharge/pumping. All onsite surface water runoff will be managed on site. Surface water shall be infiltrated on the site. The developer shall conduct regular maintenance on erosion control devices on site.

N) **Site Restoration.** All disturbed areas shall be restored in accordance with the best management practices identified in the NPDES permit and shall be consistent with the City's Surface Water Management Plan and Surface Water Pollution Prevention Plan. All disturbed areas shall be seeded and disk anchored mulched or sodded within 7 days of final grade. All common drainage swales shall be sodded or seeded and protected with wood fiber blanket.

i) All slopes 4:1 or greater must be seeded and fiber blanketed immediately after final grading. After installation of the wood fiber blanket is completed the City requires inspection for proper installation. The developer shall contact the City staff to arrange the site inspection.

O) **As-Builts and Grading Certification** An as-built survey, prepared by a surveyor licensed and registered by the State of Minnesota, shall be submitted upon completion of the permitted work. The as-built survey shall include details of:

i) The private pond grading and site grading;

ii) The private infrastructure, including the storm sewer system, the water main system and the sanitary sewer system. Profiles are required.

The as-builts shall conform to the standards specified in Exhibit B. The Developer shall deposit an escrow in the amount of **\$5,000.00** as surety for the as-built survey. The Developer shall provide the City with as-builts of the private infrastructure, including water, sanitary sewer, storm sewer and services.

N) **Stormwater Management: Private Stormwater Infrastructure.** All stormwater management infrastructure is private and shall utilize stormwater best management practices as described in the Minnesota Stormwater Manual, Volume 1.1. This infrastructure shall be designed to minimize the need for maintenance and to reduce the chance of failure.

i) The Developer shall provide, prior to issuance of any permits for the property, a Storm Water Management Plan for the maintenance of the stormwater infrastructure within the development site. The Management Plan shall include all items required in this Agreement. The Management Plan shall include timelines for the anticipated cleaning and future reconstruction of the infiltration basins.

ii) Maintenance

a) All stormwater infrastructure shall be maintained according to the measures outlined in the City's Surface Water Management Plan and Storm Water Prevention Plan (SWPPP).

- b) Unless otherwise indicated in this agreement, the Developer shall be responsible for the maintenance of stormwater management facilities, including all related financial responsibilities.

iii) Non-Routine Maintenance

- a) Maintenance includes those infrequent activities needed to maintain infiltration areas and/or stormwater infrastructure so that these improvements continue to function in accordance with the approved plans and specifications. Examples of such activities include pond cleaning of infiltration basins or major repairs to stormwater structures.
 - b) Non-routine maintenance shall be performed on an as-needed basis based on information gathered during regular inspections.
- iv) If maintenance activities are not completed in a timely manner or as specified in the approved plan, then the City may hire a contractor or complete the necessary maintenance at the Developer's expense unless otherwise indicated in this agreement.
- v) **Inspections.** Unless otherwise indicated in this agreement, the Developer is responsible for maintenance and shall inspect stormwater best management practices on a regular basis.
- a) Regular inspection of the private infrastructure to ensure the private infrastructure is functioning per the design is mandatory. These inspections shall be conducted by a professional inspector representing the Developer. Failing systems or infrastructure must be repaired or replaced by the Developer in a timely manner.
 - b) Authorized representatives of the City may enter the subject property at reasonable times to conduct on-site inspections. These inspections will verify conditions identified by the Developer's inspections.
 - c) Inspection and maintenance reports shall be filed with the City by December 31st of each calendar year.

P) **Infiltration Basin Protection.** Areas designated as infiltration basins and the grading and drainage plan shall be protected from construction activities. Protection methods shall include the elements specified in Section 5.3 "Construction Phase Maintenance Considerations", Chapter 12-7, Minnesota Stormwater Manual, Volume I.1.

Q) **Maintenance of Utilities.** The Developer agrees that on-site utilities are private as identified on the approved plans. Maintenance of the private utilities is the sole responsibility of the Developer or Declarant pursuant to the Declaration of Easements, Covenants, Conditions and Restrictions recorded at the time of plat recording. The Developer or any future property owner is responsible for locating any and all private utilities on this site. The City will not locate private utilities at anytime. The private utilities include storm sewer and infiltration basins, sanitary sewer service, and water main service.

- i) The Developer or Declarant pursuant to the Declaration of Easements, Covenants, Conditions and Restrictions recorded at the time of plat recording is responsible for all repair and maintenance of the private water system or other utility system. A portion of the private water system is not metered, and all un-metered water is the property of the City. In the event of a leak in an un-metered portion of the private water system, after two-days notice, the City has the right to shut-off the water until repairs to the private system have been completed, inspected, and approved by the City.

- R) **Cross Access, Parking/Driveway/Utility Easements.** The Developer is required to execute a Cross Access, Parking and Driveway Easement Agreement with property owners in the PUD, including the property owner of the Midland Terrace Apartment Complex, addressing the permitted use and maintenance of the common driveway for access and private infrastructure.

City Attorney approval shall be received prior to recording of the Cross Access, Parking/Driveway/Utility Easement agreement.

- S) **Declaration of Easements, Development Standards and Protective Covenants.** The Developer shall adhere to the executed Declaration of Easements, Development Standards and Protective Covenants for the PUD.

- T) **Construction Management.** The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:

- i) **Definition of Construction Area.** The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the City Engineer and property owner.
- ii) **Parking and Storage of Materials.** Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park in the Midland Terrace Apartment Complex site, off-site and be shuttled to the Project Area. No parking of construction vehicles or employee vehicles shall occur along Victoria Street, County Road E and Owasso Street. No fill, excavated material or construction materials shall be stored in the public right-of-way.
- iii) **Site Access.** The developer shall have permitted access off of Owasso Street as shown on the approved plans. A construction entrance shall be constructed at the site access point. The existing Owasso Street entrance off of Victoria Street may be used by construction vehicles provided approval is received from Ramsey County. Traffic directional signs shall be posted as needed.
- iv) **Hours of Construction.** Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 9:00 p.m. on weekdays and 8:00 a.m. and 7:00 p.m. on Saturdays. No work is permitted on Sundays or holidays without the prior approval of the City.

- v) **Site Maintenance.** The developer shall ensure the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City. Developer shall sweep Victoria Street and Owasso Street on an as needed basis, but at least once weekly. More frequent sweepings may be required, as directed by the City Engineer. The City has the right to direct the developer to sweep other streets within the construction area, if necessary.
- vi) The City does not sweep streets for private development projects. Developer must contract with a water-discharge broom apparatus. The City requires that the name of the developer's sweeper and a copy of the contract be provided to the City at the pre-construction meeting.
- U) **Pre-construction Meeting.** The City will require a pre-construction meeting to be conducted prior to any work being performed on the project. The City staff, Developer, Project Manager, and Contractor shall attend the meeting. The City encourages that sub-contractors attend the pre-con meeting. The meeting will be conducted at the City of Shoreview City hall.
- V) **Default.** The occurrence of any of the following after written notice from the City and thirty (30) days to cure, or such other period as may be agreed upon in writing by the parties, shall be considered a "Event of Default" in the terms and conditions contained in this Agreement:
 - i) The failure of the Developer to comply with any of the terms and conditions contained in this agreement;
 - ii) The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.
- W) **Remedies.** Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:
 - i) City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
 - ii) The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.

- iii) Obtain an order from a court of competent jurisdiction requiring the developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- iv) Exercise any other remedies, which may be available to it, including an action for damages.
- v) Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- vi) In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally taken.

(V) **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this 4th day of March, 2013.

LAKEVIEW TERRACE, LLC

CITY OF SHOREVIEW

Its

Sandra C. Martin, Mayor

Terry Schwerm, City Manager

EXHIBIT 'A'

**EROSION CONTROL ESCROW AGREEMENT
LAKEVIEW TERRACE NO. 2
PLANNED UNIT DEVELOPMENT & PLAT
LAKEVIEW TERRACE, LLC**

(A) THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation of the State of Minnesota (hereinafter the "City"), and Southview Senior Living, LLC, its successors and assigns (hereinafter the "Developer").

(B) The City and the Developer have executed a Site Development Agreement that obligates the Developer to control soil erosion during the development of the subject property. To secure erosion control during the development of this site, the Developer has submitted a cash surety to the City of Shoreview in the amount of **\$12,000.00**. The Developer has submitted this financial surety to the City on the following conditions:

1. The developer shall not receive interest on the amount of the surety.
2. The developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Contract regarding erosion control and/or to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, until the Engineering Department has determined that erosion control has been satisfied. The surety may also be utilized for problems created off the site directly or indirectly as result of on-site conditions.
3. The developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 48 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
4. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied, or the funds have been replaced by a successor in interest.
5. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.
6. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

(C) The Developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of the Escrow Agreement by the Developer.

IN WITNESS WHEREOF, the City and the Developer have executed this agreement this 4th day of March 2013.

LAKEVIEW TERRACE, LLC

CITY OF SHOREVIEW

Its

Sandra C. Martin, Mayor

Terry Schwerm, City Manager

EXHIBIT 'B'

Record Plan Requirements

As-built plans are required for all public and private improvements.

After the completion of Developer-installed public improvements, the City Engineer shall be provided with two blue-line sets of record drawing plans of the project for review purposes.

Upon final approval of the blue-line record drawing plans of the project, the City Engineer shall be provided with one full size set (22"x 34") of mylar copies of the approved record drawing plans of the project. All record plans shall be mylar sepia from inked and clearly legible drawings, accurately drawn to scale. Proper notes and statements as required in this manual shall be placed on the plans.

The City will also be provided with the as-built drawings on disk in the City-approved format as follows:

Electronic As-Builts

1. Required on compact disk or DVD.
2. All information must be in AutoCAD R14 version or newer in DWG format.
3. Approved final plat sheet and AutoCAD drawings submitted in Ramsey County coordinates.
4. As-built construction plan sheets and drawing files shall have descriptive layer names or a key for the layer names.
5. Overall development plan with all utilities (curb stops, clean outs, MHs, fecs CBs, GVs, etc.) in Ramsey County coordinates.
6. Show Ramsey County monuments used for the survey.

After completion of construction, all manholes, catch basins, hydrants and other elements of the project shall be re-measured with an as-built field survey. The plans shall be corrected and modified to show the correct distances, elevations, dimensions, alignments, and any other change in the specific details of the plans. All changes and modifications on the record plan shall be drawn to scale to accurately represent the work as constructed. Incorrect elevations, distances, etc. shall be crossed out from the original plan sheets and corrected as necessary to complete the record plan.

At a minimum, record plans shall include:

General

1. All construction contractor names should be noted on each page.
2. Record Plan stamp with date should be shown on each page.
3. All utilities in Ramsey County coordinates system.
4. All ties should be less than 100'.

5. Grading limits and elevations.
6. Bench marks used and TNH elevations.

Grading Plan As-Builts

1. Existing ground elevations at all lot corners
2. Spot elevations at all house pads (hold down elevations)
3. Spot elevations of pond bottom (50' maximum grid)
4. Drainage and utility easement and outlot spot elevations
5. Pond water elevations and date taken.
6. Prior to close out, as-builts of ponding areas must be done to verify depths after house construction is complete.

Sanitary Sewer, Water Main

1. As-built elevations (invert & rims), pipe lengths, and grades for all lines
2. Note describing pipe type and size for each run and for services
3. Wyc stationing and location from TV reports
4. Elevation of riser
5. Cross out proposed elevations and write as-built above – DO NOT remove proposed elevations from plan.
6. All curb boxes and sanitary sewer services shall be tied with at least two ties, using the following priorities:
 - The building or structure being served, with address
 - Fire hydrants
 - Manholes, catch basins
 - Neighboring structures, with the address noted
 - Other permanent structures (bridges, telephone boxes, pedestals, transformers)
 - Power poles, streetlights, etc.
7. All gate valves shall be tied with at least two ties, using the following priorities:
 - Fire hydrants
 - Manholes
 - Catch basins
 - Neighboring structures, with the address noted
 - Buildings or other permanent structures (bridges, telephone boxes, pedestals, transformers)
 - Power poles, streetlights, etc.
8. As-built elevations of each hydrant at top nut
9. Any deviations of fittings from those shown on the plan
10. Note describing pipe type and size for mainline and for services
11. Stationing of corporation stop on water main

Storm Sewer

1. As-built elevations (invert & rim), pipe lengths, and grades for all lines
2. Note describing pipe type and size for each run.

3. Cross out proposed elevations and write as-built above – DO NOT remove proposed elevations from plans.
4. As-built plans on all ponding areas are required. Plans shall indicate finished contours at two-foot intervals, normal water elevation, high water elevation, and the acre-feet of storage for each ponding area, along with the final storm sewer plans. Upon completion of pond construction, ponds shall be cross-sectioned to confirm that they have been constructed to the proper volume and shape. As-built record plans shall be prepared for all ponding areas just prior to closing project out.

Streets

1. Show where fabric has been placed in the streets on the plan portion of the as-builts.
2. Show locations where subgrade corrections were done on the projects as approved by a soils engineer.

EXHIBIT C

LEGAL DESCRIPTION

That part of Lots 15 and 16, and that part of vacated Emmert Street, Owasso Park, according to the recorded plat thereof on file and of record in the office of Ramsey County Recorder and that part of the North Half of the Northwest Quarter of the Northeast Quarter of Section 35, Township 30 North, Range 23 West, Ramsey County, Minnesota described as follows:

Commencing at the northeast corner of said Section 35, thence on an assumed bearing of South 89 degrees, 29 minutes, 29 seconds West, along the north line of the Northeast Quarter of said Section 35, a distance of 1000.69 feet; thence South 00 degrees 43 minutes 47 seconds West, a distance of 56.70 feet to the southerly right of way line of the Minneapolis, St. Paul and Sault Ste. Marie Railroad, being a line that is parallel with and distant 75 feet southerly, as measured at right angles, from the centerline of the southerly railroad track, being the point of beginning of the land to be described; thence continue South 00 degrees 43 minutes 47 seconds West, a distance 51.00 feet; thence South 65 degrees 10 minutes 39 seconds West, a distance of 251.69 feet; thence South 00 degrees 32 minutes 33 seconds East a distance of 447.66 feet to the easterly extension of the southerly line of said North Half of the Northwest Quarter of the Northeast Quarter; thence south 89 degrees, 29 minutes 28 seconds West, along said extension, and along said south line of the North Half of the Northwest Quarter of the Northeast Quarter, a distance of 581.83 feet to the centerline of Victoria Street, as it was located prior to its realignment; thence northeasterly a distance of 101.32 feet along said centerline of Victoria Street, being a curve not tangent with the last described line, said curve is concave to the east has a radius of 262.04 feet, and a central angle of 22 degrees 09 minutes 11 seconds, the chord of said curve bears North 00 degrees 34 minutes 14 seconds East and has a chord distance of 100.69 feet; thence North 11 degrees 38 minutes 49 seconds East, along said centerline, tangent to said curve, a distance of 554.03 feet to the southerly right of way line of said Minneapolis, St. Paul and Sault Ste Marie Railroad being a line parallel with and distant 50 feet southerly, as measured at right angles from the centerline of the southerly railroad track; thence South 89 degrees 16 minutes 13 seconds East, along said southerly right-of-way line a distance of 378.16 feet to the east line of the North Half of the Northwest Quarter of the Northeast Quarter of said Section 35; thence South 00 degrees 32 minutes 33 seconds East, along said east line, a distance of 25.01 feet to said southerly railroad right of way being a line parallel with and distant 75 feet southerly as measured at right angles, from the centerline of said southerly railroad track; thence South 89 degrees 16 minute 13 seconds East, along said southerly railroad right of way, a distance of 315.46 feet to the point of beginning.

EXHIBIT D
Lakeview Terrace
Summary and Estimated Cost
of
Transferred Construction Items
and
Items Required to Meet Developers Construction Schedule
February 21, 2013

<u>Items Originally in Capital Improvement Project</u>	<u>Estimated Cost</u>
Remove existing Owasso Street & public utilities	\$ 59,800
Grading & granular subgrade - new Owasso St. alignment	\$ 146,200
Install new water main and associated items	\$ 70,000
Install misc. public utility items	<u>\$ 7,000</u>
Estimated Total Construction Cost	\$283,000

<u>Items Required to Meet Developers Construction Schedule</u>	<u>Estimated Cost</u>
Temporary road surface	\$ 22,000
Traffic control and barriers for temporary road	\$ 17,600
Temporary signal at Victoria Street	\$ 12,300
Conduit installed in new Owasso alignment for private utilities	<u>\$ 56,100</u>
Estimated Total Construction Cost	\$108,000

Participate in relocating and costs associated with electrical utilities along ex. Owasso St. to new alignment

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-22 formally approving certain Employee Handbook policy changes outlined in the accompanying staff report as previously acted on by the City Council on February 19, 2013.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

Regular Council Meeting
March 4, 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

At the last City Council meeting, the Council approved changes to the Employee Handbook. Unfortunately the approving Resolution was not attached to the report. Therefore staff is requesting the Council adopt Resolution 13-22 formalizing your previous action.

Discussion

The Council is re-approving changes to the following policies:

4.20 - Smoking

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

4.65 - Code of Ethics

Language duplicating changes to the Municipal Code 309 - Code of Ethics.

5.05 - Tuition Reimbursement

Language added to the policy that any degree not completed by June 30th, 2016 would fall under the \$5,000 annual limit.

6.15 - Overtime Pay

Changes reflecting the current job titles in the organization that are not eligible for overtime payment.

7.05 - Short-term Disability Insurance (STD)

Language clarifying when a second waiting period for STD benefits would be required.

These policies showing changes were included in the previous Council packet. In the interest “being green” they are not being reattached with this report.

Recommendation

It is recommended that the City Council formally adopt Resolution 13-22 approving changes to Employee Handbook policies 4.20, 4.65, 5.05, 6.15, and 7.05 effective February 19, 2013.

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 4th day of March, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 5th day of March 2013.

Terry Schwerm, City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve Resolution 13-24 accepting a donation of an AED and 5 CPR kits from Allina Health Heart Safe Program and Allina Health Emergency Medical Services in the amount of \$1680.

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

TO: MAYOR AND CITY COUNCIL

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: FEBRUARY 27, 2013

SUBJECT: ACCEPTANCE OF DONATION OF AED DEVICE AND CPR KITS

INTRODUCTION

Pursuant to State law, the Council must officially accept any gifts of financial value.

BACKGROUND

Currently, the Maintenance Center has a Phillips Forerunner AED that was originally purchased around 2000. The ForeRunner AED was originally purchased for the pool area but was transferred over to the Maintenance Center in 2007 when new AED's were purchased for the building. Since then, the Phillips ForeRunner AED has been discontinued.

Allina Health Heart Safe program and Allina Health Emergency Medical Services has received a grant and selected Shoreview to give a gift of a Zoll AED Plus to the Maintenance Center. Heart Safe is a community service of Allina Health that has helped place and maintain over 2,000 AED devices and train over 40,000 people in CPR and AED use in the past 11 years. The Zoll AED Plus comes with 2 sets of adult pads, rescue ready kit and 5 CPR anytime kits that will allow staff to teach CPR to anyone.

RECOMMENDATION

It is recommended that the Council adopt Resolution 13-24 accepting a donation of an AED and 5 CPR kits from Allina Health Heart Safe Program and Allina Health Emergency Medical Services with a value of \$1680.00.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MARCH 4, 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 March 4, at 7:00 p.m.

The following members were present:

And the following members were absent:

Councilmember introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-24

A RESOLUTION ACCEPTING A DONATION OF AED DEVICE

WHEREAS, the City of Shoreview has received a donation of an AED for the Maintenance Center from Allina Health Heart Safe Program and Allina Health Emergency Medical Services valued at \$1680.

WHEREAS, the City Council is appreciative of the donation.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Shoreview, acknowledges and accepts the donation with gratitude.

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 4th day of March 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 March, 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 a gift of an AED for the City of Shoreview.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 5th day of March, 2013.

Terry C. Schwerm, City Manager

MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To approve Resolution No. 13-25 vacating an existing storm sewer pipe on the Lakeview Terrace/Midland Plaza Redevelopment property, 3588 Owasso Street.

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

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
March 4, 2013

TO: Mayor, City Council and City Manager

FROM: Kathleen Nordine, City Planner

DATE: February 27, 2013

SUBJECT: File 2471-12-34, Utility Easement Vacation - Lakeview Terrace/Midland Plaza, 3588 Owasso Street

Introduction

The City Council approved the Final Plat, Street Vacation and Final PUD, including the Development Agreements, for the Lakeview Terrace/Midland Plaza, 3588 Owasso Street, redevelopment project at the December 17, 2012 meeting. Title work recently completed found that another easement exists on the property and must be vacated for the development to occur. A public hearing is required.

Proposed Vacation

At the December 17th meeting, the Council held a public hearing and approved the vacation of the existing Owasso Street and related easements in order to create a development site for this project. Title work recently completed found there is an existing storm sewer easement that was granted to the City in 1974. A pipe extends through this easement which drains stormwater from the northern part of the property to the south boundary of the parcel, then extends under the existing Owasso Street and discharges into "Lake Shoreview". The recently demolished Midland Plaza and parking lot was constructed over this pipe and permitted with the easement agreement. This pipe is not needed for the redevelopment and is located within the area planned for the new roadway, building, parking and other site improvements for the redevelopment project. This easement needs to be vacated for the Lakeview Terrace project to proceed. A copy of the original 1974 Easement Agreement is attached.

Public Hearing

The City Council must hold a public hearing to consider the vacation. Legal notice was published, and the developer is the only affected property and informed of this hearing.

Recommendation

Staff is asking the City Council to hold the public hearing and approve the vacation of this storm sewer pipe easement. This vacation is needed for the Lakeview Terrace development project and will permit the construction of the re-aligned Owasso Street, new apartment building and other improvements where the easement and pipe currently exist. Resolution No. 13-25 is attached for adoption.

Attachments

- 1) Resolution No. 13-25
- 2) Easement Agreement

**RESOLUTION NO. 13-25
VACATION OF A CERTAIN STORM SEWER PIPE EASEMENT
OWASSO STREET AND UTILITIES
LAKEVIEW TERRACE/TYCON COMPANIES**

WHEREAS, this vacation of a certain storm sewer pipe easement was initiated pursuant to applicable State and City Regulations; and

WHEREAS, pursuant to mailed and published notice, a public hearing was held on the 4th day of March, 2013 before the Shoreview City Council.

NOW, THEREFORE, be it resolved that the Shoreview City Council hereby adopts the Resolution No. 13-25 vacating all of its interest in that certain storm sewer pipe easement referenced in Document No. 1898475, dated November 25, 1974 and recorded on December 18, 1974, Ramsey County Records.

Adopted this 4th day of March, 2013

Sandra C. Martin, Mayor
Shoreview City Council

ATTEST:

Terry Schwerm, City Manager

SEAL

AC-7027

WITNESSED BY AUDITOR
12-18-74

EASEMENT AGREEMENT

E. J. Puff

THIS EASEMENT AGREEMENT, Made and entered into, as of the 25th day of November, 1974, by and between SCOTTLAND INC., a Minnesota Corporation (hereinafter called "Owner") and the CITY OF SHOREVIEW, a municipal corporation under the laws of Minnesota (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, Owner is the fee owner of the tract or parcel of land situate in the City of Shoreview, County of Ramsey, State of Minnesota, described in Exhibit A attached hereto and made a part hereof (hereinafter called the "Subject Property"); and

EXEMPT FROM STATE USES TAX

WHEREAS, A storm sewer pipe extends through a portion of the Subject Property in the approximate location shown on the survey drawing attached hereto as Exhibit B and made a part hereof and provides for the flow of drainage water from the northerly boundary line thereof to the southerly boundary line thereof, at which point said storm sewer pipe extends under Owasso Street, directing such drainage waters into Lake Shoreview, and

WHEREAS, there presently is of record no easement in favor of the City providing for the construction, operation and maintenance of such storm sewer pipe, and

WHEREAS, Owner is presently in the process of constructing a building and other improvements upon the Subject Property, a portion of such building and improvements being located over and upon the land through which said storm sewer pipe extends; and

WHEREAS, the City has no objection to the construction of such building and other improvements over and upon said storm sewer pipe, and acknowledges that the City shall have no right or obligation to excavate any portion of the Subject Property or to interfere with, alter or remove any portion of said

Dec 18 11 51 AM '74
2098

building and improvements for the purpose of repairing, maintaining, or replacing said storm sewer pipe, and

WHEREAS, it is the desire of the parties hereto to create a limited easement in favor of the City for the use and operation of said storm sewer pipe as it presently exists, subject to the limitations with respect to repair, maintenance and replacement thereof as herein set forth.

NOW, THEREFORE, in consideration of the foregoing premises and other valuable consideration, and in consideration of the mutual covenants herein contained, it is hereby agreed by and between the parties hereto as follows:

1. Owner does hereby grant and convey unto the City an easement to use and operate a storm sewer pipe under and through the Subject Property, which easement shall be limited to the actual location of said storm sewer pipe as of the date hereof at its present depth under the Subject Property, without any right or interest of the City in or to the surface or any other portion of the Subject Property outside of the exterior walls of said pipe, and without any right of the City to enter upon the Subject Property for the purpose of repairing, maintaining or replacing said storm sewer pipe, except as herein specifically provided.

2. In the event that it shall ever become necessary to repair or maintain said storm sewer pipe, such repair and maintenance shall be confined to such work as may be conducted within the interior of such pipe, and the City shall obtain access to the interior of said pipe only from a point or points located outside of the boundaries of the Subject Property or from presently existing manholes providing access thereto.

3. Under no circumstances shall the City have any right to excavate, alter or remove any portion of the

Doc 2498 p. 12

Subject Property or any building or other improvements now or hereafter located thereon, or to cause Owner to do so, for the purpose of acquiring access to said storm sewer pipe.

4. The easement hereinabove described shall be limited to the location of said storm sewer pipe as it presently exists under the surface of the Subject Property, and the Owner, its successors and assigns, may grant additional easements or other interests in the Subject Property to others over, under and across any other portion of the Subject Property and may construct, operate and maintain roadways, parking facilities and other improvements upon the Subject Property, even if located over and above said storm sewer pipe.

5. This Agreement shall be deemed to run with the land and shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed as of the day and year first above written.

SCOTTLAND INC.

By [Signature]
Its President
And [Signature]
William R. Sott
Its Assistant Secretary



CITY OF SHOREVIEW

By [Signature]
Its Mayor
And [Signature]
Its Clerk

BOOK 2498 PAGE 73

STATE OF MINNESOTA)
) SS
COUNTY OF Hennepin)

The foregoing instrument was acknowledged before me this 25th day of November, 1974, by J. Brooks Hauser, President, and William R. Soth, Assistant Secretary, of SCOTTLAND, INC., a Minnesota corporation, on behalf of the corporation.

Elizabeth J. Farrell
Notary Public
ELIZABETH J. FARRELL
NOTARY PUBLIC - MINNESOTA
HENNEPIN COUNTY
By Commission Expires June 18, 1980

STATE OF MINNESOTA)
) SS
COUNTY OF Ramsey)

The foregoing instrument was acknowledged before me this 25th day of November, 1974, by *William B. Farrell* Mayor, and *R. Alan Wickson* Clerk, of CITY OF SHOREVIEW, a municipal corporation under the laws of Minnesota, on behalf of the corporation.

William B. Farrell
Notary Public



DRAFTED BY
Dorsey, Marguant, Winthorst, West + Hattaday
2300 First National Bank Bldg.
Mpls, MN 55402

NOV 24 1974

EXHIBIT A

That part of the North 1/4 of the Northwest 1/4 of the Northeast 1/4 of Section 35, Township 30 North, Range 23 West, Ramsey County, Minnesota, and that part of Lot 16 and vacated Emmert Street in the plat of Owasso Park, Ramsey County, Minnesota; described as follows: Beginning at the intersection of the southerly right-of-way line of the Minneapolis, St. Paul and Sault Ste. Marie Railway (Soo Line Railroad Company is corporate name), and the easterly right-of-way line of Victoria Street; thence South 88° 49' 58" East, assumed bearing, along said southerly right-of-way line of the Minneapolis, St. Paul and Sault Ste. Marie Railway a distance of 334.60 feet to the East line of the Northwest 1/4 of the Northeast 1/4 of said Section 35; thence South 0° 05' 25" East along said East line of the Northwest 1/4 of the Northeast 1/4 of Section 35, (also said right-of-way line) a distance of 25.01 feet to the angle point in said railway right-of-way; thence South 88° 49' 58" East along said railway right-of-way line a distance of 22 feet to intersect a line parallel with and distant 22 feet East of the West line of said Owasso Park, Ramsey County, Minnesota (said West line also being the East line of said Northwest 1/4 of the Northeast 1/4 of Section 35); thence South 0° 05' 25" East along said line distant 22 feet East of the West line of Owasso Park, Ramsey County, Minnesota, to the northerly right-of-way line of Owasso Street (realigned) as described in Document No. 1767076 on file in the office of the Register of Deeds, Ramsey County; thence westerly along said northerly right-of-way line to the easterly right-of-way line of Victoria Street; thence northeasterly along said easterly right-of-way line to the point of beginning, according to the United States Government Survey thereof.

BOOK 2498 PAGE 75

MINNEAPOLIS, ST. PAUL & SAULT STE. MARIE RAILROAD

Center line of Southern track

North line of Sec. 35, Twp. 30, Rge. 25, Ramsey County, Minnesota

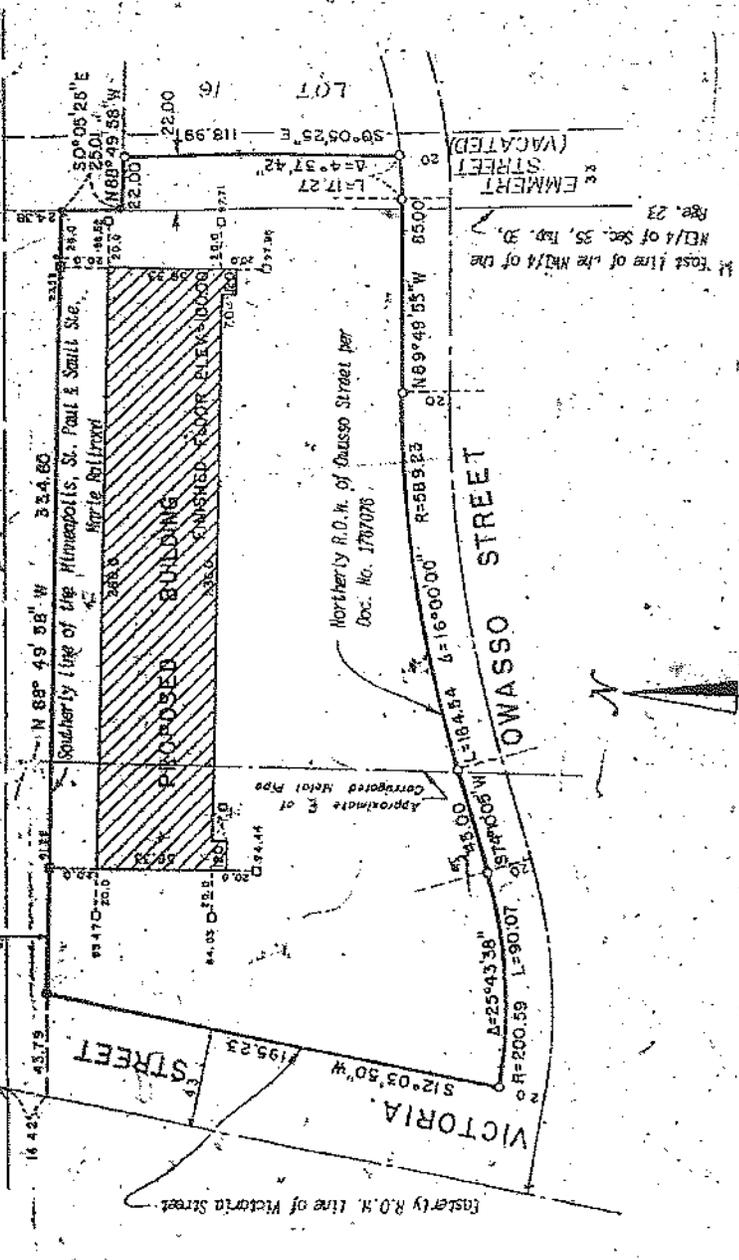


EXHIBIT B



SHEET 2488 PAGE 76

SCALE: 1 inch = 50 feet

As Derived from Replatment of Land

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-26 approving plans and specifications for Owasso Street Realignment, City Project 09-12, and ordering the taking of bids on Thursday, April 4, 2013 at 10:00 a.m., at the Shoreview City Hall.

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

REGULAR COUNCIL MEETING
MARCH 4, 2013
MJM/

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-27 prohibiting parking on both sides of Owasso Street from Harriet Avenue to Victoria Street (CSAH 52).

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

REGULAR COUNCIL MEETING
MARCH 4, 2013
MJM/

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: FEBRUARY 28, 2013
SUBJ: APPROVE PLANS, SPECIFICATIONS AND PARKING
RESTRICTIONS FOR OWASSO STREET REALIGNMENT
C.P. 09-12

INTRODUCTION

Plans and specifications for the public infrastructure improvements associated with the Owasso Street Realignment, C.P. 09-02 have been finalized. In addition, the City is required to establish parking restrictions on Owasso Street given the reconstructed width. City Council approval of the plans and authorization for public bidding is recommended to allow the public improvements required by the previously approved private redevelopment work for the Lakeview Terrace Project. Recognition of parking restrictions is recommended to allow the use of State Aid funding for portions of the improvements.

DISCUSSION

Shoreview's Capital Improvement Program includes the realignment of Owasso Street and associated public improvements near the intersection of Victoria Street and County Road E for 2013. These improvements were previously studied and determined to be necessary to facilitate the planned Lakeview Terrace Development located at the southeast corner of the Victoria Street/County Road E intersection. The redevelopment project and associated financing plan for the demolition of the existing Midland Plaza retail center and construction of a 6-story, 104 unit apartment building was given its final approvals by the Shoreview City Council in December of 2012.

At this time, the final design details for the necessary public infrastructure improvements have been completed and final plans and specifications have been presented for City Council approval. The plans have recently been revised to reflect coordination with the General Contractor responsible for the building construction for the Lakeview Terrace project. These plans and specifications address a portion of the work necessary to accommodate the redevelopment; separate contracts and/or agreements with CP Rail and Xcel Energy have been developed for the railroad crossing and utility relocation work. Right of way acquisition agreements are also being negotiated for properties impacted

(e.g. CP Rail, Deluxe Corp, Moundsvew School District) by the Owasso realignment and widening of Victoria Street and County Road E.

The plans and specifications for the Owasso Street Realignment, C.P. 09-12 include the following major items of work:

Reconstruction of Owasso Street – About 800’ of Owasso Street east of Victoria Street is being removed and replaced to align with County Road E (to the west) and form a 4-legged intersection with Victoria Street. This work includes relocation of public utilities and storm water system improvements.

County Road E Improvements – The roadway will be widened to accommodate the new intersection geometry at Victoria Street. An off-street trail and fencing will be constructed along the north property line of Island Lake Elementary School between Victoria Street and Vivian Avenue.

Victoria Street – The intersection with County Road E will be reconstructed to reflect the new Owasso Street alignment. The work will include channelization for the new rail crossing, new traffic signals, and pavement widening and resurfacing through the area.

The City is also required to officially recognize on-street parking restrictions for the reconstructed portion of Owasso Street given the proposed width. This is a requirement for the use of State Aid funding for portions of the project cost and isn’t viewed as problematic. The entire length of Owasso Street between Harriet Avenue and Victoria Street prior to this project was posted and enforced for no on-street parking; this proposed action is consistent with the way the street has been historically used.

PROJECT FINANCING

The current estimate for the cost of public infrastructure improvements associated with the realignment and reconstruction of Owasso Street, County Road E and Victoria Street, including the railroad crossing, is \$3,086,430. A detailed breakdown of costs is attached for reference. The City anticipates that a portion of the public improvement project will be funded through an interfund loan from existing tax increment resources to be repaid through the creation of a new tax increment financing district. The proposed tax increment funding would cover both the City and developer’s share of the project costs.

Ramsey County’s estimated share of project costs at this time is \$360,000. In addition, the Metropolitan Council awarded the City a Livable Communities Demonstration Account (LCDA) grant in the amount of \$655,000 to help fund the public infrastructure costs associated with the realignment of Owasso Street. This grant will offsets a portion of the tax increment financing necessary to pay for the realignment and allows for additional site improvements. An assessment against the benefitting Lakeview Terrace property will fund the balance of Shoreview’s public infrastructure improvement costs.

PROJECT SCHEDULE

Following is the schedule for the public infrastructure improvements associated with the Lakeview Terrace project and reflects coordination with the General Contractor for the building construction.

This schedule includes:

City Council Approve Plans & Specifications	March 4, 2013
Council Award of Road Construction Contract	April 15, 2013
Major Road Construction Elements Complete	November, 2013
Final Completion, Restoration	June, 2014
Assessment Hearing	September, 2014

RECOMMENDATION

It is recommended that the City Council approve the attached motions approving the plans and specifications, authorizing public bidding and establishing parking restrictions for Owasso Street Realignment, C.P. 09-12.

DRAFT
**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MARCH 4, 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 March 4, 2013, at 7:00 p.m. The following members were present: and the following members were absent:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-26

APPROVING PLANS AND SPECIFICATIONS
AND ORDERING THE TAKING OF BIDS FOR
OWASSO STREET REALIGNMENT
CITY PROJECT 09-12

WHEREAS, pursuant to the City's approval of site development and financing plans for the Lakeview Terrace Redevelopment Project, final plans and specifications for the associated public infrastructure improvements to Owasso Street, Victoria Street and County Road E, C.P. 09-12 have been completed and presented for City Council approval.

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

1. Such public improvement is hereby ordered to proceed to the construction phase.
2. The plans and specifications for Owasso Street Realignment, City Project 09-12, are hereby approved.
3. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least twice, at least three weeks prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder and shall state that bids are to be received by the City until 10:00 a.m., local time, on Thursday, April 4,

DRAFT
**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MARCH 4, 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 March 4, 2013, at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-27

RESOLUTION RESTRICTING PARKING
ON OWASSO STREET
SAP 062-615-029, 062-652-019, 167-266-02
CITY PROJECT 09-12

WHEREAS, the City of Shoreview and Ramsey County have jointly planned the improvement and realignment of the Victoria Street/Owasso Street intersection; and

WHEREAS, State Aid Funds are proposed to be used on improvement of said street intersection; and

WHEREAS, this proposed improvement does not provide adequate width for on-street parking along Owasso Street, and approval of the proposed construction as a State Aid Street project must therefore be conditioned upon certain parking restrictions.

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

That the City of Shoreview shall prohibit by posting and enforcing on-street parking restrictions along both sides of Owasso Street from Harriet Avenue to Victoria Street at all times.

Owasso Street Realignment, CP 09-12
Cost and Finance Summary
February 26, 2013

Capital Improvement Project Items	Estimated Cost
Construction Estimate	\$ 2,169,377
Railroad Signal	\$ 345,171
Right of Way & Easements	\$ 110,376
Engineering - Design & Construction*	\$ 412,500
Relocate Xcel Electrical**	\$ 29,006
Relocate Xcel Gas	\$ 20,000

Total Estimated Costs \$ 3,086,430

*Original amount \$312,500 - additional \$25,000 for design and \$75,000 inspection due to delay of project, changes in design, and extended construction schedule

**\$20,400 for electrical install + \$8,606 for winter work

Financing Sources	Estimated Amounts
TIF	\$ 1,087,000
Grant*	\$ 452,550
Ramsey County	\$ 360,000
Assessment (Estimated)	\$ 1,000,000

Total Estimated Funds \$ 2,899,550**

*Total grant amount \$655,000 - \$202,450 used for demo of ex. Bldg & site prep

**Original budget \$2,987,000 (+\$87,450 difference)

Capital Improvement Items by Developer*	Estimated Cost
Remove existing Owasso St. & public utilities	\$ 59,800
Grading & granular subgrade - new Owasso St.	\$ 146,200
Install new water main & assoc. items	\$ 70,000
Install misc. public utility items	\$ 7,000

Total Estimated Costs \$ 283,000

*City would reimburse developer for costs

Developer Additional Items Due to Schedule*	Estimated Cost
Road surface for temporary Owasso St.	\$ 22,000
Traffic control & barriers for temporary road	\$ 17,600
Temporary signal at Victoria Street	\$ 12,300
Conduit in new Owasso St. for private utilities	\$ 56,100

Total Estimated Costs \$ 108,000

*Costs responsibility of developer

Proposed Motion

MOVED COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To appoint _____ to the Economic Development Authority Board for a six-year term expiring on December 31, 2018.

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

City Council Meeting
March 4, 2013

Memorandum

To: Mayor and City Council Members
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: February 28, 2013
Re: Appointment of New Member to Economic Development Authority Board

Introduction

With the election of EDA Board Member Emy Johnson to the City Council and the departure of EDA President and Councilmember Blake Huffman as the newly elected Ramsey County Commissioner, the Economic Development Authority has a board vacancy to fill. The EDA received three applications and interviewed candidates, and are now recommending to the City Council an appointment to the board.

Background

The Economic Development Authority was created by the City Council in 2008, as a new policy and tool for implementing economic development, business retention, and housing goals of the City. The 5-member board is considered advisory to the Council as a whole, but has statutory authority as both an Economic Development Authority and Housing and Redevelopment Authority. The EDA consists of 3 members of the City Council and two at-large community members (including one current member of the EDC).

The EDA By-Laws were amended last year, modifying and expanding the eligibility of persons who may serve on the Board. The revised rules allowed for consideration of at-large citizens and local business representatives to serve on the board in the two seats that were previously limited to members of the Economic Development Commission. The new rules also allow appointed at-large EDA members to continue to service on another City advisory commission or committee.

Discussion

The City has publicly advertised seeking applicants to fill the open seat as an at-large member to the EDA board. The application deadline was Friday, February 8th, and the EDA received three applications from the following persons:

- Sue Denkinger
- Tom Lemke
- Cory Springhorn

The EDA interviewed each of the candidates at a special meeting on Tuesday, February 19th. Copies of their applications are included with this memorandum.

Recommendation

While the EDA was very impressed with the qualifications and interview responses of all of the candidates, the consensus is to recommend that Sue Denkinger, current member of the Economic Development Commission, be appointed to serve on the EDA board. A motion sheet has been prepared and it is recommended that the City Council appoint Sue Denkinger to serve on the EDA for a six-year term expiring on December 31, 2018.



Shoreview

Citizen Advisory Committees and Commissions Application Form

Name Cory Springhorn

Address 173 Pennison Ave
Shoreview MN 55126

*Home phone number 651-490-7901 *Work phone number 651-379-9713

E-mail ccspringhorn@q.com

How long have you lived in the City of Shoreview? 11+ years (since Oct. 2001)

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

Yes No

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

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

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

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I am interested in ensuring Shoreview's continued vitality

as a welcoming community for both families and businesses, and

particularly in being proactive in meeting the needs of Shoreview's changing demographics.

Briefly describe your work experience or other background information that would relate to this committee. I am a Human Resources professional, currently working as an

HR Manager for a company that does business in Shoreview.

During my recent candidacy for Shoreview City Council, I educated myself on the city's role in promoting economic development, including attending meetings of both the EDA and the EDC.

Please list other organizations or clubs that you have participated in. Shoreview Human Rights

Commission, Society for Human Resources Management, Twin Cities Human

Resources Association, ARRM Public Affairs Committee, Minnesota Consortium

for Citizens with Disabilities Grassroots & Communications Committee,

Shepherd of the Hills Worship, Music, & Arts Committee.

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

about the future of the city, I believe the Council and the EDA

have done an outstanding job of fostering economic development,

and I want to lend my energies to ensuring continued success.

Additional Comments: Congratulations on the EDAM award!

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

Yes No

Cory Springer
Signature

1-24-2013

Date

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

Name Sue DenKinger

Address 4494 Chatsworth St.
Shoreview, MN 55126

*Home phone number 651-490-3166 *Work phone number 651-687-7766

E-mail Sue.DenKinger@Thomsonreuters.com

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

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

Yes No

On which committee or commission are you interested in serving?

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

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

I'm a current member of the EDC and would like to expand my experience to the responsibilities and expanded breadth of the EDA. Economic development is an ongoing interest of mine and a position of on the EDA offers an opportunity to increase my responsibility + perspective in that area through work on economic initiatives and programs that benefit the Shoreview community.

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

Current ^(Co-chair) member of Shoreview EDC; employee of Thomson Reuters Corp with experience in Operations, Management, Finance, Customer Service, Manufacturing & Distribution, ERP implementations

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

Society of Consumer Affairs Professionals, member & 2009 local chapter co-chair; Call Center Network Group.

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

I am a long-time Shoreview resident with a vested interest in the community. I also make a concerted effort to support local businesses as a consumer.

Additional Comments I want to expand my economic development experience with more financial responsibility & exposure to programs with financial facets to them to leverage my business experience & broaden my skill set while serving the city of Shoreview.

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

Yes No

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

Name Thomas Lemke

Address 5577 Schutta Rd
Shoreview, MN, 55126

*Home phone number 651-780-8654 *Work phone number 651-605-3362

E-mail tomlemke@comcast.net Tom.Lemke@powermation.com

How long have you lived in the City of Shoreview? 26 years

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

Yes No

On which committee or commission are you interested in serving?

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

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I applaud the city for striving to bring in

and keep businesses in the city. My employment
brings me in contact with many high tech
start up firms. I would work towards bringing
those to Shoreview

Briefly describe your work experience or other background information that would relate to this committee. High tech sales and business development.

Large contact base of large and small businesses

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

Founding member and 18 years with Shoreview
Northern Lights.

8 years with Slice of Shoreview Committee.

Many other civic groups

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

New and expanding business base in Shoreview
is important. I want to serve on a committee
where I can be an active and integral part

Additional Comments I will always be looking for
new and innovative ideas and businesses
to bring to our community.

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

Yes No