

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
SEPTEMBER 3, 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. August 12, 2013 City Council Workshop Meeting Minutes
2. August 19, 2013 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes—
--Environmental Quality Committee, August 26, 2013
4. Verified Claims
5. Purchases
6. Approval of Application for Lawful Gambling Permit— Emmet D. Williams
Elementary PTA

7. Acceptance of Gifts for the Slice of Shoreview
8. Authorization to Trade-In/Purchase a Skidsteer Loader
9. Award of Bid—Bucher Park Tennis Resurfacing
10. Award of Quote—Highway 96 Landscaping
11. Developer Escrow Reduction
12. Approval of Revised Final Payment—2013 Street Seal Coat, CP 13-04

PUBLIC HEARING

GENERAL BUSINESS

13. Items Related to 2014 Tax Levy and Budget
 - A. Adopt Preliminary Tax Levy
 - B. Establish Dates for Budget Hearing
14. Authorization to Hire Architectural Firm for Community Center Expansion

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
August 12, 2013**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 7:00 p.m. on August 12, 2013.

ROLL CALL

The following attended the meeting:

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

Staff: Terry Schwerm, City Manager
Mark Maloney, Public Works Director
Jeanne Haapala, Finance Director
Fred Espe, Assistant Finance Director
Debbie Maloney, Accountant
Tessia Melvin, Assistant to City Manager

PRELIMINARY TAX LEVY

Haapala indicated that the original Department requests for 2014 would have resulted in a 5.9% increase in the levy, which would have exceeded the 3% levy limit by about \$256,700. Through adjusting revenues and reducing expenditures, the proposed levy is now slightly below \$9.9 million, which represents a 2.98% increase in the tax levy. This amount is slightly below the levy limit.

Haapala noted that estimated taxable values in the City have increased 1%, which is the first increase in value in 5 years, and the estimated increase in the tax rate is 1.06%. Based on this calculation, the median value home that had a 1% increase in value would pay about \$17.37 more in City taxes in 2014 than in 2013.

It was again noted that a 3% levy limit is in place for 2014 and the only exception to the levy limit is debt service costs. At the current proposed levy amount, the City is about \$28,000 under the proposed levy limit. If the City Council wanted to preserve maximum flexibility, they could levy this additional \$28,000 and still remove it prior to the final levy adoption in December. Mayor Martin spoke in favor of this option and indicated that some reductions were made in certain areas of the budget that the Council may want to discuss further before making a final decision. Councilmember Withhart also noted that if the City levies less than the proposed levy limit, the State will sometimes take away the ability to levy it back in the future, as they have done this year.

Schwerm then reviewed many of the projected increases in the proposed 2014 budget with the Council. He noted that the increase fell into three broad categories:

- Personnel and Benefit Costs – the proposed budget includes a 2% adjustment to wages and a \$60/month increase in health insurance contribution. Schwerm reviewed several changes in personnel costs including reallocating certain costs to the HRA and EDA, anticipated finance department turnover, and a new part-time person to assist with human resource functions particularly as they relate to the new health care law.
- Public Safety Costs – the police costs are increasing substantially due to a charge in the way the County is accounting for post employment benefits (health insurance) which previously had not been accounted for in the Sheriff's budget. This change accounts for about two-thirds of the 4.5% increase in police costs. Fire Department costs are increasing due to the continued implementation of the duty crew program and higher vehicle maintenance costs.
- Capital and Debt Service – the levy for debt service and capital replacement costs is increasing about \$112,000. This amount would have been higher, but elimination of the levy for the Capital Improvement Fund helped moderate the proposed increase.

Schwerm also reviewed some revenue adjustments that were made including increasing revenues slightly from budget amounts for building and zoning/subdivision fees, increased transfers from the Cable fund for communication costs, and increased transfers from utility funds consistent with the Council policy.

Councilmember Withhart asked about the transfer from the general fund to the Community Center. Haapala commented that it was scheduled to go up by about 3%, however, the Community Center has covered about 90% of its operating costs for several years.

Councilmember Wickstrom indicated that she was hearing concerns about the aging city infrastructure, specifically parks and trails. Schwerm said that the City had increased its levy in the general fixed asset replacement fund by an additional \$50,000 to better fund replacement costs. Storm pond maintenance costs are covered in our surface water fund. The surface water fund anticipates beginning work on some pond dredging projects again, but many of the complaints about ponds regarding the duckweed that accumulates on the pond surfaces. The City does not fund any treatment of ponds.

Councilmember Johnson asked a question about depreciation costs. Haapala explained that other than our enterprise funds (sewer, water), the City does not use depreciation. However, we do account for replacement costs (or depreciation) in our capital funds such as street renewal and the fixed asset revolving fund.

There was significant discussion regarding the new health care law and its impact on Shoreview, as well as the new LGA formula that is providing additional money to many cities. It was noted that Shoreview is not scheduled to receive any LGA.

After additional discussion, the City Council appeared to have consensus to levy up to the 3% levy limit to preserve maximum flexibility in reviewing the proposed 2014 budget and tax levy.

DISCUSSION REGARDING PROPOSED COMMUNITY INVESTMENT FUND POLICY

Espe presented information regarding the Community Investment Fund Policy. He provided background that in June 2013, the City Council approved implementing franchise fees on electric and gas services with Xcel Energy. The new franchise fee is estimated to generate annual income of \$804,000 in 2014.

The proposed policy establishes a Community Investment Fund through a closing and transfer of the City's Capital Improvement Fund that has an estimated balance of \$622,518. In addition to the revenue created from franchise fees, staff recommends that receipts of wireless telecommunication antenna, outdoor billboard lease be added to this fund.

The proposed policy noted that the fund could be used for new projects that are in the Capital Improvement Program and that have community wide benefit. Some of the projects that could be funded include trails, park improvements, Community Center improvements, property acquisitions, and historic renovation. According to the policy, this fund cannot be used for operating costs. If the Council wants to use the money for a project or use that the fund is not designed for, it would require a public hearing and super majority vote of the Council to expend the funds. The policy also establishes a limit on what percentage of the annual revenue can be used for debt service costs to insure that revenues would be available on a regular basis for new projects.

The City Council discussed the proposed policy and indicated that it reflected their desire to create a Community Investment Fund. Councilmembers noted that the proposed guidelines in the policy were reasonable. The consensus was to formally approve the policy establishing the Community Investment Fund at an upcoming meeting.

OTHER ISSUES

Councilmember Wickstrom asked the Public Works Director about traffic concerns due to road construction. Maloney provided an update on road projects and assured Councilmember Wickstrom that staff is working hard on redirecting traffic and to ensure that projects are completed on time.

Mayor Martin provided the Council with the City Manager's employment agreement and noted that it needs to be renewed. She noted that it has not been changed for six years and that the City Manager was not seeking any change to the agreement. After some discussion by Councilmembers, they asked that a discussion about the agreement be placed on an upcoming workshop meeting for further review and asked that the Human Resources Director attend to provide information on benefits.

Mayor Martin brought up an issue of garbage containers and City policy. She reminded Councilmembers that residents are to put away their garbage and recycling containers or create a screen that hides them. Recently, a resident was confronted by staff about this issue and the staff felt conflicted because of our current policy of providing warnings, but no fines. She suggested that staff have a clear protocol to follow.

Mayor Martin provided an update she, Schwerm and Maloney recently had with the Turtle Lake Homeowners Association. They are trying to work with the Met Council to be included in the Lake Augmentation study for White Bear Lake. Councilmember Johnson asked for the percent of Turtle Lake Homeowners in favor of augmentation. Schwerm indicated that in the most recent survey of homeowners, more than 50% of homeowners supported augmentation if water quality concerns were addressed and it was a reasonable cost.

Mayor Martin asked the Council to move recruitment for Committees and Commissions to earlier in the fall.

Melvin asked the Council to provide their opinion about having a City E-mail that would point to their personal e-mail. All Councilmembers were in favor of making the change. Melvin assured Councilmembers that she would work with IS to ensure that the transition is smooth.

The meeting adjourned at 10:45 p.m.

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
August 19, 2013**

CALL TO ORDER

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

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

Mayor Martin recognized the Boy Scouts from Troop 416, Incarnation Lutheran Church, and Troop 93, New Brighton, who were present to work on a citizenship and government badge.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin:

The final Concert in the Commons will be Wednesday, August 21, 2013. Featured is Prior Avenue, a rhythm and blues band.

Friday Night Flix will show *Rise of the Guardian* at the pavilion. All families are welcome.

Councilmember Wickstrom:

She will visit our Sister City Einhausen, Germany this week and is looking forward to the trip.

Councilmember Johnson:

A reminder that the City is looking for nominees for the Citizen of the Year award. Nominations are due August 30, 2013.

CONSENT AGENDA

Councilmember Withhart requested that item No. 3, Finance Report, be pulled for separate discussion. He noted that on page 10 of the monthly finance report Shoreview is compared with similar sized cities in the metro area in regard to taxes collected per capita, which shows that Shoreview ranks the lowest. However, when the county, school district and other jurisdiction taxes are added in, Shoreview ranks second. He emphasized that this is not because of anything done or not done by the City. The City does a good job of budgeting resources. The City has no control over the other taxing jurisdictions.

Mayor Martin stated that if anyone is interested, more information is online on the City's website under City Council agenda. City Manager Schwerm added that there will also be more detailed information on how Shoreview's property taxes and spending compare with other cities in the Community benchmark booklet that will be available online within the next week.

Mayor Martin noted that inconvenient road work, such as on Red Fox Road and other areas in the City, are coming to completion. The results would be definite improvements, and she thanked residents for their patience.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the Consent Agenda for August 19, 2013, and all relevant resolutions for item Nos. 1 through 8:

1. August 5, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes:
 - Economic Development Commission, July 16, 2013
 - Planning Commission, August 6, 2013
 - Economic Development Authority, August 12, 2013
3. Monthly Reports:
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
4. Verified Claims in the Amount of \$1,237,804.64
5. Purchases
6. Developer Escrow Reduction

7. Receive Assessment Roll, Order Hearing--Floral/Demar/Hanska Reconstruction Project, CP 12-01
8. Minor Subdivision - Lawrence AS Liu Estate, 3330 No. Victoria Street

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

TEXT AMENDMENT - SIGN CODE

Presentation by City Planner Kathleen Castle

At the request of the City Council, staff was requested to review existing regulations regarding temporary signs and to propose an amendment that would provide flexibility while maintaining a neat appearance of commercial areas. The Council adopted a moratorium for message center signs based on a recommendation by the Planning Commission to better understand their use and propose an amendment to permit them in commercial areas.

The proposed text amendment would provide the following:

Temporary Signs (Banners)

- Regulate the size based on the size of the building to allow larger signs for larger buildings
- Increase the number of signs permitted from 2 to 4 per tenant/per year
- Increase the display period from 7 to 14 days
- Increase the number of signs displayed at any one time to 2

Political Signs

- Revise City Code to be consistent with State Statute regarding the display period and location

Message Center Signs

- Currently, message center signs are permitted for public and quasi-public uses
- Expand that use to allow for commercial/business uses with the following regulations:
 - Display period a minimum of 8 seconds, and readable with a minimum of distraction
 - Audio and pyrotechnics features are prohibited
 - Brightness shall not exceed 3 foot candles above ambient light conditions
 - Dimmer control required
 - Messages limited to services offered on the property, as well as time and temperature display
 - Maximum sign area would be 50% of the total sign area on which it is displayed or 50 square feet, whichever is less
 - CIA district - 35% of the total sign area or 30 square feet, whichever is less.

- Minimum sign area is 20 square feet

Adjacent to Residential Land Uses:

- Comprehensive Sign Plan required when adjacent to residential land uses
- Location and orientation must minimize impact on residential land uses
- Hours of display adjacent to residential land uses shall require the message center sign to be turned off between 11:00 p.m. and 6:00 a.m.
- Maximum sign area 35% of total sign area or 30 square feet, whichever is less
- Minimum sign area of 20 square feet
- Color shall be amber to further reduce impact to residential land uses

Comprehensive Sign Plan:

- Streamline the review process by allowing an administrative review as long as the proposal complies with code criteria, or there are only minor deviations.

The Economic Development Commission (EDC) has reviewed the amendments and supports them because there is more opportunity for the business community to advertise special events. The EDC noted that education is needed to inform the business community of the new regulations.

The Planning Commission held a public hearing on August 6, 2013 and supports the amendments and recommended approval by the City Council. Staff is recommending approval of the amendments. If adopted, the moratorium would expire on August 24, 2013.

Councilmember Quigley noted that with almost 30 pages of Code related to signs, there will need to be a big education effort.

Mayor Martin agreed and stated that the changes make sense and provide flexibility for businesses. Her only concern is whether there is enough control over size and type for temporary signs. She would not want to see a sheet written in magic marker posted as a banner. Ms. Castle stated that there is general language to address professional construction of signs. Staff is meeting with the EDC to review an education plan.

Councilmember Withhart thanked the Planning Commission and EDC for the work done to bring about these changes. The new regulations are more flexible for the business community. He agreed that education will be a huge part of conveying changes as well as past violations before any future action would have to be taken.

Councilmember Wickstrom asked about small temporary signs that are posted on a stick in the ground or on utility poles. Ms. Castle answered that the changes proposed only apply to banner signs. The only type of temporary sign permitted is a banner or sandwich board in front of a business. Realty and political signs are exceptions. Signs posted in boulevards or on utility poles are not allowed. Enforcement is done with neighborhood sweeps or by complaint. When illegal temporary signs are picked up, they are kept to contact the owners who can come and pick them up.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt Ordinance No. 911, revising Chapter 200 of the Municipal Code, Section 208, Sign Regulations regarding definitions, temporary signs, message center signs and comprehensive sign plans. The text amendment provides additional opportunities to the businesses to display signage and streamlines the review process.

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

AUTHORIZATION TO PURSUE LEGISLATION FOR EXTENSION OF TAX INCREMENT DISTRICT NO. 1

Presentation by Assistant City Manager/Community Development Director Tom Simonson

Tax Increment District No. 1 (TIF District No. 1) is the Deluxe campus. This TIF District will expire at the end of 2014. The City Council adopted as a Council goal to explore possible legislative extension of TIF Districts to support economic development and housing goals. Staff is seeking authorization to proceed with a legislative initiative to extend the life of TIF District No. 1, which was created in 1988. Revenues from this district have been used over the years to support business expansions, new retail services and housing initiatives. Examples are PaR System retention and relocation, PaR Systems expansion, TSI Incorporated expansion, Red Fox Retail Center with a Trader Joe's Market, and redevelopment of the Sinclair property as a TCF Bank site. This funding source is now being used to provide loan funds for the public improvements now underway as part of the Midland Plaza Redevelopment on Owasso Street at Victoria and County Road E. TIF District No. 1 funds have also been used to establish a City loan initiative to make it easier for homeowners to obtain loans for home energy improvements.

Extension of the District requires legislative action. In order to gain legislative support, the City will be required to prepare a background for plans and state a clearly defined purpose. Two major initiatives can be defined consistent with the City's economic development goals: 1) retention and expansion of Westinghouse-PaR Nuclear; and 2) redevelopment of Shoreview Village Mall. Both projects would be difficult to support without the TIF extension.

A special bill would be prepared for the 2014 legislative session. If there is no tax bill to include the City's extension provision in the 2014 session, the ground work will have been done for the 2015 legislative session. The City has only until the 2015 session to accomplish the extension. It is proposed that the City hire the Larkin Hoffman law firm to assist with this legislative effort. This firm is very experienced and has successfully represented other cities with TIF District extensions. The cost for preparing plans and legal services is estimated to be \$75,000 and \$100,000 that would be paid through the existing TIF District No. 1 fund balance.

Councilmember Wickstrom asked if local legislators support this effort. Mr. Simonson responded that the first course of action would be to meet with local legislators. One legislator has been approached and is eager to assist the City.

Mayor Martin added that a lot of background information must be prepared to present the issue to legislators. This is the first step.

Councilmember Quigley stated that there is controversy as to what tax issues will be addressed by the legislature in the upcoming session, and it may be difficult to have this initiative included. Mr. Schwerm responded that it is important for the City to be prepared for the 2014 session, as the legislature may address loose ends from the tax bill passed last year. If there is no tax bill in 2014, this will be a two-year process. The City has only one year from the date of expiration to achieve the extension. Mr. Simonson added that the estimated \$75,000 to \$100,000 legal expenses are based on the potential of a two-year process.

Councilmember Johnson asked for clarification on how funds from TIF District No. 1 would pay the legal expenses. Mr. Simonson explained that TIF District No. 1 was created prior to 1990 when the rules were more flexible in terms of how the funds can be used. The legal expenses are an eligible use for the TIF funds. The District currently has a balance of approximately \$2 million.

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson, to formally authorize the pursuit of legislative action seeking the extension of TIF District No. 1, which is set to expire at the end of 20q4, and engaging the Larkin Hoffman law firm to assist the City in this process.

Discussion:

Councilmember Withhart stated that as President of the City's Economic Development Authority (EDA), he speaks in favor of this action. The EDA voted unanimously to support this initiative. The EDA has worked on a number of redevelopment projects in the last couple of years that have brought hundreds of jobs to the City. This work has largely been possible because of the TIF money available. There are new projects that would benefit from this funding.

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

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adjourn the meeting at 7:50 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

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

Terry Schwerm
City Manager

Minutes
ENVIRONMENTAL QUALITY COMMITTEE
August 26th, 2013 7:00 PM

1. CALL TO ORDER

The meeting was called to order at approximately 7:10pm.

2. ROLL CALL

Members present: Tim Pratt, Katrina Edenfeld, Dan Westerman, Lisa Shaffer-Schrieber, Susan Regstorf

Members absent: Mike Prouty, Scott Halstead

Staff present: Jessica Schaum

3. APPROVAL OF AGENDA

Lisa requested that a Slice of Shoreview review be added and the committee agreed. The remainder of the agenda was approved with no changes.

4. APPROVAL OF MEETING MINUTES – July 22, 2013

The July 22nd, 2013 meeting minutes were approved with no changes.

5. BUSINESS

A. Green Community Awards

a. Tour updates

i. The last remaining tour will take place Sept 10th for an energy award at a home with 20 solar panels. The tour will begin at 7:00pm. Jessica will send out details with the minutes. Members have toured all five other award winners – one business and 4 other homes with either native gardens or energy improvements.

b. Recognition Ceremony event September 16th 7:00pm City Council meeting.

i. Jessica will call to confirm attendance with winners. The awards and stakes are ready to go, Jessica will make certificates and work with Tim on the presentation for the Council recognition event.

c. Newspaper articles

i. Our Awards program was on the front page of both the Shoreview Press and the Bulletin with photos and stories from the winners. A great press response! Jessica will attach the stories to the minutes.

B. Renewable Energy Code discussion

a. A summary of existing Shoreview Codes pertaining to renewable energy was distributed and discussed. Our Code is supportive and encouraging of solar orientation and access, as well as energy efficiency. A question was asked regarding wind turbines – Jessica stated that the Planning Commission and City Council would consider a wind turbine as an accessory structure and therefore would have to meet certain height standards and setbacks. Additionally, the wind potential in Shoreview is limited.

b. John asked about the possibility of PACE- Property Assessed Clean Energy program where energy improvements are assessed to the property like curb and gutter improvements. John will look into this for the next meeting. Only one other City in Minnesota has implemented the program, Edina, and has had one business take advantage of the financing.

c. The Committee asked Jessica to attempt to track the permits and requests the City receives for any type of energy improvement.

- d. The Committee would also like to look into how community solar projects could work, or if the Committee could support or promote them somehow. Jessica shared an invitation to a workshop coming up on this very topic and will include the details with the minutes.

C. Newsletter Topics

- a. Large newsletter (60 pages), estimated delivery is Mid-November
- b. Article deadline October 1st
 - How to reduce consumption and food waste over the holidays (Katrina/Do It Green website)
 - Recycling holiday lights and locations (Jessica/Recycling Association Managers website)
 - Getting an energy audit (John)
 - Promote the Ramsey County compost facility for proper tree disposal. Promote the City Christmas tree drop off (Jessica)

D. Public Works Update

- a. The Ramsey Washington Metro Watershed District is holding a public meeting at the Shoreview Community Center on October 3rd. The focus will be on Shoreview lakes recently added to the District's jurisdiction. Lake Owasso, Lake Wabasso, Lake Judy, Snall, Emily, and Bennett Lakes will be discussed as they prepare their management plan to address local issues.
- b. Construction around the City was noted, as well as progress on the City's emerald ash borer injection program.
- c. St. Paul was the location of the International Low Impact Development Symposium last week – Jessica shared that Mark Maloney gave a presentation on our pervious concrete neighborhood and it was a tour stop for the conference participants. Many new ideas came out of the conference sessions regarding how to better educate, design, build, and maintain innovative stormwater features.

E. Slice of Shoreview review

- a. Members that volunteered for the Slice of Shoreview reported lower than average attendance due to the weather. Members liked sharing the booth with the Minnesota Department of Agriculture, but felt like in future years the Committee should focus on a single goal or two to attract visitors to the booth. For example, if a goal is to increase composting, we should have a compost bin on site and information about how easy it is to compost. Discussing a Slice of Shoreview theme was moved up in the workplan to March or April for next year.

F. Other

- a. Next regular meeting – September 23rd
- b. Committee vacancies – the City Council would like to advertise for all vacancies in October. The EQC currently has one vacancy and one member deciding to stay on for another term.

G. Adjournment

- a. The Committee adjourned at approximately 8:20pm.

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	Amount
08/19/13	Accounts payable	\$141,003.58
08/22/13	Accounts payable	\$238,232.22
08/26/13	Accounts payable	\$1,041,108.32
08/29/13	Accounts payable	\$106,656.53
08/29/13	Accounts payable	\$680,570.03
Sub-total Accounts Payable		\$ 2,207,570.68
08/23/13	Payroll 125806 to 125862 963388 to 963616	\$172,398.96
Sub-total Payroll		
TOTAL		\$ <u>2,379,969.64</u>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

08/19/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$160.61	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$389.45	\$389.45
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$389.45	\$389.45
BLING BANDITS	CLOTHING FOR RESALE	220	43800	2591		002		\$100.00	
CKC GOOD FOOD	SUMMER DISCOVERY LUNCH	225	43535	3190		002		\$1,456.42	\$1,456.42
CKC GOOD FOOD	SUMMER DISCOVERY LUNCHES	225	43535	3190		002		\$1,412.18	\$1,412.18
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$312.21	\$312.21
COMPUTER EXPLORERS	COMPUTER CAMP 8/5 & 8/7	225	43580	3170				\$1,144.00	\$1,144.00
CULLIGAN	FILTER RENTAL	220	43800	3950				\$94.05	\$94.05
DEWESTER, DIRK	SOFTBALL (THU COREC)	220	22040					\$100.00	\$100.00
DYNAMEX DELIVERS NOW/ROADRUNNE	DELIVERY TO EAGAN POST OFFICE - 7-31-13	601	45050	3220		001		\$20.79	\$41.58
		602	45550	3220		001		\$20.79	
EDINA REALTY TITLE	REFUND CLOSING OVRPYMT-1058 CARMEL COURT	601	36190			003		\$70.27	\$70.27
FAJANA, ARIYIKE	FACILITY REFUND	220	22040					\$300.00	\$300.00
FIRST STUDENT, INC	JULY 24 & JULY 26 FIELD TRIP BUS COST	225	43590	3175		002		\$332.50	\$1,362.30
		225	43535	3190		003		\$1,029.80	
FIRST STUDENT, INC	JULY 31 FIELD TRIP BUS COST	225	43535	3190		003		\$1,330.00	
FOREST LAKE CONTRACTING INC.	BORE UNDER PATH AT BUCHER PARK	459	43710	5300				\$330.00	\$330.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 08-16-13	101	20431					\$62.00	\$349.50
		101	20432					\$287.50	
GILL ASSOCIATES LLC	MEMBER CARD PRINTER SUPPLIES	220	43800	2180		002		\$929.25	
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001		\$179.89	
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.31	\$16.31
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.31	\$16.31
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.44	\$15.44
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		\$16.31	\$16.31
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		\$15.43	\$15.43
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.61	\$15.61
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	METRO ECSU CONT. BREAKFAST	220	43800	2591		003		\$118.04	\$118.04
GRANDMA'S BAKERY	METRO ECSU CONT. BREAKFAST	220	43800	2591		003		\$117.94	\$117.94
GRANDMA'S BAKERY	METRO ECSU CONT. BREAKFAST	220	43800	2591		003		\$117.95	\$117.95
GRANDMA'S BAKERY	METRO ECSU CONT. BREAKFAST	220	43800	2591		003		\$117.95	\$117.95
GRANDMA'S BAKERY	METRO ECSU CONT. BREAKFAST	220	43800	2591		003		\$111.19	\$111.19
GRANDMA'S BAKERY	METRO ECSU CONT. BREAKFAST	220	43800	2591		003		\$111.19	\$111.19
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001		\$1,791.81	\$1,791.81
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$108.00	\$108.00
HEWLETT-PACKARD COMPANY	INSURANCE CLAIM: LAPTOP REPLACEMENT	260	47400	4340				\$966.15	\$966.15
HIEBERT, JIM	SOFTBALL (TUE MEN'S)	220	22040					\$100.00	\$100.00
IDENTITY STORES, LLC	UNIFORM SHIRTS FOR COMMUNITY CENTER	220	43800	3970				\$1,000.00	\$2,582.26
		220	43800	2180		005		\$1,582.26	
JRK SEED CO.	EAB INJECTION CHEMICAL AND MATERIALS	101	43900	2180		002		\$4,177.00	\$4,177.00
KALANAHALLIBOMMEGOWD, ANIL	AQUATICS - PRESCHOOL	220	22040					\$58.00	\$58.00
LY & LEMMONS, P.A.	JULY 2013 LEGAL FEES	101	40600	3020				\$3,064.87	\$10,035.25
		101	40600	3030				\$5,013.26	
		101	40600	3040				\$1,891.12	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		571	47000	5930			\$66.00	
KELLY & LEMMONS, P.A.	JUNE 2013 LEGAL FEES	101	40600	3020			\$5,111.98	
		101	40600	3030			\$2,835.95	
		101	40600	3040			\$350.00	
		571	47000	5930			\$756.00	\$9,341.93
		601	22015				\$84.00	
		601	22015				\$204.00	
LEAGUE OF MN CITIES INS TRUST	PROP/LIABILITY INS 4TH INSTALLMENT	101	40500	3410			\$8,734.02	
		101	40800	3410			\$382.50	
		101	41200	3410			\$269.75	
		101	41500	3410			\$210.50	
		101	43450	3410			\$264.25	
		101	43710	3410			\$4,947.50	\$30,445.75
		210	42750	3410			\$176.12	
		220	43800	3410			\$2,748.57	
		225	43400	3410			\$516.52	
		230	40900	3410			\$78.14	
		601	45050	3410			\$1,526.52	
		602	45550	3410			\$4,895.88	
		603	45850	3410			\$323.17	
		603	45900	3410			\$266.25	
		604	42600	3410			\$99.81	
		701	46500	3410			\$5,006.25	
LEAGUE OF MN CITIES INS TRUST	GUERIN GAS STATION/ADJ TO HISTORICAL	101	40500	3410			\$89.00	
LEAGUE OF MN CITIES INS TRUST	WORKERS' COMP 4TH INSTALLMENT	101	40100	1510			\$26.89	\$39,457.50
		101	40200	1510			\$603.25	
		101	40210	1510			\$313.34	
		101	40400	1510			\$129.78	
		101	40500	1510			\$739.44	
		101	40550	1510			\$283.73	
		101	40800	1510			\$126.57	
		101	41500	1510			\$5.18	
		101	42050	1510			\$794.21	
		101	42200	1510			\$6,018.70	
		101	43400	1510			\$1,521.56	
		101	43450	1510			\$338.75	
		101	43710	1510			\$4,657.95	
		101	43900	1510			\$83.15	
		101	44100	1510			\$615.58	
		101	44300	1510			\$124.84	
		210	42750	1510			\$28.37	
		220	43800	1510			\$3,558.29	
		225	43400	1510			\$1,400.17	
		225	43510	1510			\$116.45	
		225	43520	1510			\$960.75	
		225	43530	1510			\$1,424.60	
		225	43535	1510			\$1,130.01	
		225	43555	1510			\$518.12	
		225	43560	1510			\$517.63	
		225	43580	1510			\$159.38	
		225	43590	1510			\$461.38	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		230	40900	1510				\$52.55	
		240	44400	1510				\$37.50	
		241	44500	1510				\$63.66	
		601	45050	1510				\$4,514.60	
		602	45550	1510				\$3,702.87	
		603	45850	1510				\$2,838.10	
		603	45900	1510				\$34.30	
		604	42600	1510				\$62.91	
		701	46500	1510				\$1,492.94	
LEISER, DAVID W.	MOUNDS VIEW MUSTANG BASKETBALL CAMPS	225	43510	3190		012		\$6,629.60	
LOGE, JESSIE	PASS REFUND	220	22040					\$123.00	\$123.00
MAKI, CRAIG	SOCCER LEA (4 YRS-K)	220	22040					\$50.00	\$50.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES	220	43800	3190		007		\$1,278.23	\$1,278.23
MINNESOTA DEPARTMENT OF HEALTH	2013 MAINTENANCE PERMIT WELL MONITORING	603	45850	4890				\$200.00	\$200.00
MRPA	ATTN: TURNBERG - FALL SOFTBALL TEAM REG	225	43510	3190		001		\$252.00	\$252.00
NEWTON, JENNIFER	REIMBURSEMENT:AQ PARTY - PIZZA	225	43590	2175		002		\$23.92	\$23.92
NYGREN, TANYA	SUPERSITTER BABYSITT	220	22040					\$48.00	\$48.00
PETTY CASH - CITY OF SHOREVIEW	REIMBURSE PETTY CASH - CITY HALL	101	40200	2010		006		\$14.98	
		101	40500	4500		004		\$6.00	
		101	43710	2240				\$55.35	
PHENEGER, LYDIA	SOFTBALL (MON COREC)	220	22040					\$100.00	\$100.00
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$310.74	
PMA FINANCIAL NETWORK, INC	JUNE 2013 BANK FEES	101	40500	4890		004		\$133.34	\$133.34
RATH, KRISTINA	PUPPET WAGON SUPPLIES	225	43590	2175		002		\$91.73	\$91.73
PRECISION DYNAMICS CORPORATION	COMMUNITY CENTER WRISTBANDS	220	43800	3390		001		\$1,953.00	\$1,953.00
PURE BLUE SWIM SHOP	MERCHANDISE FOR RESALE	220	43800	2591		002		\$1,500.35	\$1,500.35
ROSEVILLE PARK AND RECREATION	ATT:DEAL THE WORKS/HYLAND REIMBURSEMENT	225	43590	3175		002		\$110.30	\$110.30
SALINGER, TANYA	FACILITY REFUND	220	22040					\$300.00	\$300.00
SAM'S CLUB DIRECT	SUMMER DISCOVERY SNACK	225	43535	2170				\$1,503.79	\$1,503.79
SCHUTTA, STEPHANIE	REIMBURSEMENT: SUMMER DISC PHOTO DEVELOP	225	43535	2170		001		\$178.18	\$179.17
		225	43535	2170		003		\$.99	
SCORE SPORTS-AMERICAN SOCCER C	SOCCER BALLS - FALL LEAGUE	225	43510	2170		007		\$735.13	\$735.13
SCOTT, JENNIFER	SOCCER LEA (GRD 7&8)	220	22040					\$60.00	\$60.00
SIGNATURE AQUATICS, INC	REPLACEMENT: PROBE AND GASKET	220	43800	2200		003		\$476.00	\$476.00
SWANK MOTION PICTURES, INC.	FRIDAY NIGHT FLIX MOVIE LICENSE	225	43590	3173		001		\$1,265.15	\$1,265.15
TARGET COMMERCIAL INVOICE	SUMMER DISCOVERY SUPPLIES	225	43535	2170		002		\$23.44	\$168.53
		225	43535	2170		003		\$145.09	
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003		\$1,104.78	\$1,385.80
		101	43710	3210				\$246.66	
		601	45050	3210				\$34.36	
TIVOLITOO, INC	DOWN PAYMENT ON REPAIRS FOR POOL	220	43800	3810				\$2,992.50	
TIVOLITOO, INC	DOWN PAYMENT FOR SHARK ATTACK PAINTING	405	43800	5300				\$4,264.31	\$4,264.31
TRUMAN, TODD	SOFTBALL (WED MEN'S)	220	22040					\$100.00	\$100.00
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-19	101	43900	3190		003		\$539.91	\$539.91
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-21	101	43900	3190		003		\$610.62	\$610.62
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-22	101	43900	3190		003		\$509.92	\$509.92
VANCO SERVICES	JULY FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$116.00	\$116.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		003		\$96.14	\$96.14
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,156.70	\$1,156.70
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$11.75	\$11.75
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$960.95	\$1,010.58

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		220	43800	2590		003	\$49.63	
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610			\$91.37	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610			\$40.66	\$40.66
							Total of all invoices:	\$141,003.58

\$141,003.58
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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SCHUTTA, STEPHANIE	REIMBURSEMENT: SUMMER DISC PHOTO DEVELOP	225	43535	2170		001	-\$178.18	
		225	43535	2170		003	-\$0.99	-\$179.17
ACCENT HOMES INC	EROS & GRAD RED 4723 CUMBERLAND RES-74	101	22030				\$2,000.00	\$3,000.00
		101	22025				\$1,000.00	
AMERICAN PLANNING ASSOCIATION	MEMBERSHIP - KATHLEEN CASTLE	101	44100	4330			\$475.00	
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 08-23-13	101	21720				\$9,933.14	\$9,933.14
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:08-23-13	101	20420				\$114.50	\$114.50
ELITE FISHING CHARTERS, LLC	FISHING TRIP DULUTH 8/9/2013	225	43590	3174		004	\$750.00	\$750.00
FIRST STUDENT, INC	AUGUST 7 FIELD TRIP BUS COST	225	43535	3190		003	\$1,016.48	
FIRST STUDENT, INC	SHUTTLE BUSES FOR SLICE OF SHOREVIEW	270	40250	3190		005	\$330.00	\$330.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:08-23-13	101	20418				\$5,355.00	\$5,355.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 08-23-13	101	20431				\$150.00	\$150.00
GRAHAM, MARCIA	RUNNING ACES	220	22040				\$15.00	\$15.00
HANSON, PAMELA	DEFENSIVE DRIVE 4 HO	220	22040				\$20.00	\$20.00
HAUG, ZELPHA	PASS REFUND	220	22040				\$54.80	\$54.80
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:08-23-13	101	21750				\$5,440.65	\$5,440.65
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:08-23-13	101	20430				\$460.00	\$460.00
INTERNATIONAL CODE COUNCIL, IN	MEMBERSHIP DUES - STEVE NELSON	101	44300	4330			\$125.00	\$125.00
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	\$172.50	\$172.50
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:08-23-13	101	20435				\$217.50	\$217.50
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:08-23-13	101	20420				\$35.00	\$35.00
MINNESOTA METRO NORTH TOURISM	JULY 2013 HOTEL/MOTEL TAX	101	22079				\$23,131.46	\$21,974.89
		101	38420				-\$1,156.57	
HORIZONS MINNESOTA	NETWORK SOFTWARE CLASS FOR TIM	101	40550	4500		005	\$2,307.00	\$2,307.00
NIENTALOWSKA, KATARZYNA	SOCCER LEA (GRD 3&4)	220	22040				\$40.00	\$40.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:08-23-13	101	21740				\$27,415.76	\$27,415.76
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTIO 08-23-13	101	21740				\$246.10	\$246.10
RYDBERG, STEPHANIE	BEGINNER HEADSTAND/H	220	22040				\$37.00	\$37.00
SCHUTTA, STEPHANIE	EXPENSE REIMBURSE: FILM DEVELOPING	225	43535	2170		001	\$80.17	
		225	43535	2170		003	\$0.99	\$81.16
SHOREVIEW VENTURES INC	EROS & GRAD 1041 RED FOX RES 13-74	101	22030				\$6,200.00	\$9,200.00
		101	22025				\$3,000.00	
SHORT ELLIOTT HENDRICKSON, INC	OWASSO - VICTORIA - E CONSTRUCTION	571	47000	5910			\$32,745.44	
SIGNATURE LIGHTING INC	REMOVE POLE RED FOX PROJECT 12-04	572	47000	5950			\$555.78	\$555.78
SIGNATURE LIGHTING INC	DISCONNECT LIGHT FOR RD WORK PROJ 13-02	575	47000	5950			\$169.36	\$169.36
SIGNATURE LIGHTING INC	REINSTALLED LIGHT FOR RD JOB PROJ 13-02	575	47000	5950			\$1,081.40	\$1,081.40
SIMONSON, THOMAS	REIMBURSEMENT:EDC SUPPLIES	240	44400	2180			\$38.74	
STANLEY ACCESS TECH LLC	HEADER COVER LATCH & TOP TRACK ROLLER	220	43800	3810		003	\$607.64	\$607.64
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 08-23-13	101	21710				\$30,434.58	\$60,999.36
		101	21730				\$7,134.40	
		101	21735				\$23,430.38	
TYCO INTEGRATED SECURITY LLC	9/13 - 11/30/13 RECURRING CHARGES	101	40210	3190		008	\$92.66	\$92.66
U.S. BANK	TREADMILL LEASE/ONE SOURCE FIT/AUG 2013	220	43800	3960			\$1,065.99	\$1,065.99
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:08-23-13	101	20420				\$121.00	\$121.00
WIKSTROM CONSTRUCTION	EROSION REDUCTION 4895 KENT ST RES 13-74	101	22030				\$500.00	\$500.00
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610			\$17,449.64	\$17,636.68
		601	45050	2140			\$187.04	
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610			\$601.28	
ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140			\$2,465.49	\$31,414.23
		220	43800	3610			\$28,948.74	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610			\$47.34	
YALE MECHANICAL INC	POOL AHU MAINT. AND FILTER CHANGE	220	43800	3190		007	\$1,678.77	\$1,678.77
							Total of all invoices:	\$238,232.22

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
FERDOUS, BUL BUL	FACILITY REFUND	220	22040				-\$300.00	-\$300.00
A & L SUPERIOR SOD, INC	TURF SOD FOR PARKS AND GROUNDS	101	43710	2260			\$173.91	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$92.81	\$92.81
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$961.86	\$961.86
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$538.87	\$538.87
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$40.08	\$40.08
ARNT CONSTRUCTION CO INC	COUNTY RD D/COTTAGE PL CP1301AB PYMT #3	573	47000	5900			\$426,180.12	\$437,428.12
		574	47000	5900			\$11,248.00	
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$13.78	\$13.78
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$25.93	
BROWN, RAYMOND	SOFTBALL UMPIRE AUGUST 13	225	43510	3190		001	\$46.00	\$46.00
BRUNNER, JESSICA	FACILITY REFUND	220	22040				\$300.00	\$300.00
CARLSON, JIMMY R.	SOFTBALL UMPIRE AUG 13 & 20	225	43510	3190		001	\$92.00	\$92.00
CLASSIC CATERING/PICNIC PLEASE	EVENT	101	40210	4890		002	\$1,035.90	\$1,035.90
COOPER, KYLE W.	SOFTBALL UMPIRE AUGUST 20	225	43510	3190		001	\$46.00	\$46.00
CORBO, JAMES	SOFTBALL UMPIRE AUG 14 & 21	225	43510	3190		001	\$92.00	\$92.00
FERDOUS, BUL BUL	FACILITY REFUND	220	22040				\$300.00	\$300.00
IHG, IHG	FACILITY REFUND	220	22040				\$50.00	\$50.00
JEWELL, TED W.	SOFTBALL UMPIRE AUG 15 & 22	225	43510	3190		001	\$92.00	\$92.00
M/A ASSOCIATES	CLEANING SUPPLIES CC	220	43800	2110			\$88.73	\$88.73
METRO LEASING COMPANY	PUSH PEDAL PULL CARDIO LEASE - AUG 2013	220	43800	3960		001	\$1,445.35	\$1,445.35
NORTH VALLEY INC	2013 REHAB CP13-02 & 13-03 PYMT NO1	575	47000	5900			\$489,076.32	\$590,956.07
		440	47000	5900			\$101,879.75	
TERN ELECTRICAL CONTRACTOR	ELECTRICAL WORK FOR COUNCIL CHAMBERS	230	40900	5800			\$5,207.63	
ORIENTAL TRADING COMPANY	SWIMMING LESSON PRIZES	225	43520	2170		002	\$61.59	\$61.59
ORIENTAL TRADING COMPANY	MOVIE ARTS AND CRAFTS SUPPLIES	225	43590	3173		001	\$217.20	\$217.20
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$58.89	\$58.89
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$476.65	\$476.65
PORTER, DANIEL	SOFTBALL UMPIRE AUG 15 & 22	225	43510	3190		001	\$92.00	\$92.00
RUGRODEN, JOHN L.	SOFTBALL UMPIRE AUG 14 & 21	225	43510	3190		001	\$92.00	\$92.00
SIDDIQUI, SEEMA	FACILITY REFUND	220	22040				\$300.00	\$300.00
SPRINT	CELL PHONE BILL	601	45050	3190			\$250.00	\$928.39
		101	44300	3190			\$40.00	
		101	40200	3210		002	\$638.39	
VERIZON WIRELESS	CELL PHONE FOR PUBLIC WORKS	601	45050	3190			\$54.56	
YANG, LEEVONG	FACILITY REFUND	220	22040				\$100.00	\$100.00

Total of all invoices: \$1,041,108.32

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
BRADLEY & DEIKE, PA	CONSULTING - MIDLAND PLAZA	101	22020				-\$289.00	-\$289.00
A-1 HYDRAULICS SALES & SERVICE	PARTS FOR BRUSH HOG MOWER	701	46500	2220		002	\$122.01	\$122.01
ABBOTT PAINT & CARPET	DOOR/TRIM PAINT-RICE CREEK FIELDS	101	43710	2240			\$113.89	\$113.89
ALLEN, DEANNE	MINUTES-8/19 CC	101	40200	3190		001	\$200.00	\$200.00
ALLIANCE BENEFIT GROUP INC	QUALIFYING & ONGOING EVENTS	101	40210	3190		003	\$40.00	\$40.00
AMERICAN ENGINEERING TESTING,	MIX DESIGN CP 13-02	575	47000	5910			\$22,692.50	\$22,692.50
ASSOCIATION FOR NONSMOKERS-MN	TOBACCO COMPLIANCE PROJECT	101	40200	3190		002	\$735.00	\$735.00
AWARDS BY HAMMOND INC	SESCA CLOCK PLAQUE FROM CITY	101	40200	4890		001	\$215.78	\$215.78
BAUER BUILT TIRE AND BATTERY I	TIRES FOR VAN	701	46500	2230		001	\$412.07	\$412.07
BEISSWENGERS HARDWARE	WASP & HORNET KILLER	101	43710	2240			\$10.87	\$10.87
BEISSWENGERS HARDWARE	BATTERIES	101	43710	2240			\$4.47	\$4.47
BIFF'S, INCORPORATED	BUCHER PARK UNITS	101	43710	3950			\$291.57	\$291.57
BIFF'S, INCORPORATED	COMMONS PARK UNITS	101	43710	3950			\$291.57	\$291.57
BIFF'S, INCORPORATED	LAKE JUDY PARK UNIT	101	43710	3950			\$146.29	\$146.29
BIFF'S, INCORPORATED	MCCULLOUGH PARK UNITS	101	43710	3950			\$206.57	\$206.57
BIFF'S, INCORPORATED	RICE CREEK FIELDS UNIT	101	43710	3950			\$48.79	\$48.79
BIFF'S, INCORPORATED	SITZER PARK UNITS	101	43710	3950			\$295.86	\$295.86
BIFF'S, INCORPORATED	SHAMROCK PARK UNITS	101	43710	3950			\$394.86	\$394.86
BIFF'S, INCORPORATED	THEISEN PARK UNIT	101	43710	3950			\$146.29	\$146.29
BIFF'S, INCORPORATED	WILSON PARK UNITS	101	43710	3950			\$291.57	\$291.57
BIFF'S, INCORPORATED	SNAIL LAKE SCHOOL UNIT	101	43710	3950			\$29.63	\$29.63
BIFF'S, INCORPORATED	EMMETT WILLIAMS SCHOOL UNIT	101	43710	3950			\$29.63	\$29.63
BRAKE & EQUIPMENT WAREHOUSE	PARTS FOR OLD 106	701	46500	2220		001	\$159.97	\$159.97
IN INTERTEC CORPORATION	CONSTRUCTION MATERIALS TESTING CP 09-12	571	47000	5910			\$1,045.25	\$1,045.25
UN INTERTEC CORPORATION	CONSTRUCTION TESTING OWASSO CP 09-12	571	47000	5910			\$1,462.25	
C & E HARDWARE	PARTS FOR TORO 2	701	46500	2220		002	\$14.33	\$14.33
C & E HARDWARE	REBAR	701	46500	2180		001	\$12.84	\$12.84
CBIZ BENEFITS & INSURANCE SVC,	REBA-FIDUCIARY INSUR FEES	101	40210	3190		012	\$215.55	\$215.55
COMMERCIAL ASPHALT CO	ASPHALT AND TACK OIL	101	42200	2180		002	\$879.07	\$879.07
COMMERCIAL FURNITURE SERVICES	BACK ORDERED PARKS OFFICE FURNITURE	405	40800	5600			\$1,118.92	\$1,118.92
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINTENANCE	101	40550	3860			\$156.00	\$156.00
DIAMOND VOGEL PAINT	PARTS FOR PAINT STRIPER	701	46500	2220		002	\$41.68	\$41.68
DIAMOND VOGEL PAINT	SPRAY TIP & GUARD FOR CROSSWALKS	701	46500	2220		002	\$48.94	\$48.94
DIAMOND VOGEL PAINT	CROSSWALK PAINT	101	42200	2180		004	\$260.67	\$260.67
DYNAMIX MUSIC	FITNESS MUSIC FALL 2013	225	43530	2170		003	\$21.00	\$21.00
ELECTRO WATCHMAN INC.	SECURITY MONITORING MAINTENANCE CENTER	701	46500	3196			\$80.00	\$80.00
FACTORY MOTOR PARTS COMPANY	PARTS FOR UNIT 304	701	46500	2220		001	\$55.74	\$55.74
FERGUSON WATERWORKS #2516	OUT OF SERVICE HYDRANTS	601	45050	2280		003	\$139.61	\$139.61
FLEXIBLE PIPE TOOL COMPANY	JET SAW	701	46500	5400			\$3,362.88	\$3,362.88
GAME TIME/A PLAYCORE COMPANY	REPAIR PARTS SITZER PLAY EQUIPMENT	101	43710	2240			\$37.17	\$37.17
GARELICK STEEL COMPANY	FENCE POST FOR WEST OWASSO BLVD	101	42200	2180		001	\$53.44	\$53.44
GOPHER	MESH BAGS FOR FITNESS EQUIPMENT STORAGE	225	43530	2170		002	\$104.83	\$104.83
GRAINGER, INC.	HARD HATS, EAR MUFFS	101	42200	2180		001	\$29.92	\$257.38
		601	45050	2280		001	\$113.73	
		602	45550	2280		001	\$113.73	
HAWKINS, INC.	FLUORIDE, C-5 CHLORINE WELL 6	601	45050	2160		002	\$2,365.53	\$2,365.53
HUGO EQUIPMENT COMPANY	PARTS FOR PUSH MOWERS	701	46500	2220		002	\$15.66	
LILLIE SUBURBAN NEWSPAPERS INC	PRESCHOOL ASSISTANT JOB AD 1 WEEK	101	40210	3190		001	\$246.00	\$246.00
LIE SUBURBAN NEWSPAPERS INC	FALL JOBS BULLET LIST	101	40210	3360		001	\$984.00	\$984.00
LIE SUBURBAN NEWSPAPERS INC	POOL COORDINATOR	101	40210	3360		001	\$492.00	\$492.00
MENARDS CASHWAY LUMBER **FRIDL	U BOLT AND STANLEY TAPE	101	43710	2240			\$30.04	\$30.04

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MENARDS CASHWAY LUMBER **FRIDL	BATTERIES FOR NEW WIRE LOCATOR	101	43710	2240				\$13.25	\$13.25
MENARDS CASHWAY LUMBER **FRIDL	TREATED LUMBER/BOLTS	101	43710	2240				\$140.74	\$140.74
MENARDS CASHWAY LUMBER **FRIDL	LUMBER/HARDWARE FOR PRACTICE BOARDS	101	43710	2240				\$140.74	\$140.74
MENARDS CASHWAY LUMBER *MAPLEW	CONCRETE TUBE FOR SIGNS	101	42200	2180		003		\$8.22	\$8.22
MINGER CONSTRUCTION, INC	BUCHER MANHOLE REPAIR	602	45550	3190		002		\$7,875.00	\$7,875.00
MN ASSOC OF ASPHALT PAVING TEC	ASSOCIATION DUES FOR DAN CURLEY	101	42050	4330				\$45.00	\$45.00
MN DEPARTMENT OF LABOR AND IND	ANNUAL ELEVATOR PERMIT FEE	701	46500	3196		002		\$100.00	\$100.00
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$90.04	\$90.04
NAPA AUTO PARTS	PARTS FOR OLD 106	701	46500	2220		001		\$46.70	\$46.70
NAPA AUTO PARTS	PARTS FOR OLD 106	701	46500	2220		001		\$90.81	\$90.81
NAPA AUTO PARTS	PARTS FOR UNIT 612	701	46500	2220		001		\$27.24	\$27.24
OFFICE DEPOT	COMMUNITY EVENT SUPPLIES	225	43590	2173		001		\$90.77	\$90.77
OFFICE DEPOT	CLEANING SUPPLIES	101	40800	2180				\$5.96	\$5.96
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40800	2180				\$11.73	\$53.35
		225	43530	2170		003		\$41.62	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40210	2180		001		\$23.59	
		225	43530	2170		003		\$20.30	\$43.89
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$18.10	\$52.40
		101	40200	2010		002		\$18.16	
		101	40200	2010		002		\$16.14	
OFFICE DEPOT	CALENDAR REFILL	101	40200	2010		002		\$19.97	
OFFICE DEPOT	CALENDAR PLANNERS	101	40500	2010		002		\$29.05	\$29.05
OFFICE DEPOT	CALENDAR PLANNERS	101	44100	2010				\$29.05	\$29.05
OFFICE DEPOT	BATTERIES	101	40200	2010		002		\$37.19	\$37.19
OFFICE DEPOT	PLANNER SUPPLIES	101	44100	2010				\$32.62	\$32.62
OFFICE DEPOT	CALENDAR	220	43800	2010		001		\$4.53	\$4.53
OFFICE DEPOT	HP3600 TONER	101	40550	2010		002		\$217.47	\$217.47
OFFICE DEPOT	CALENDAR SUPPLIES	101	42050	2010				\$39.93	\$39.93
OFFICE DEPOT	CALENDAR SUPPLIES	101	42050	2010				\$24.51	\$24.51
OFFICE DEPOT	CALENDARS/GENERAL OFFICE SUPPLIES	101	40500	2010		002		\$40.85	\$55.13
		220	43800	2010		001		\$14.28	
OFFICE DEPOT	CALENDAR SUPPLIES	101	43400	2010				\$68.97	
OFFICE DEPOT	CALENDAR SUPPLIES	220	43800	2010		001		\$84.43	\$167.94
		101	43400	2010				\$83.51	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	44100	2010				\$27.24	
		220	43800	2010		001		\$45.83	\$73.07
POWER MUSIC, INC	FITNESS MUSIC FALL 2013	225	43530	2170		003		\$198.08	\$198.08
RAMSEY COUNTY	911 SERVICES-AUGUST 2013	101	41100	3198				\$8,154.60	
RAMSEY COUNTY	FLEET SUPPORT FEE AUGUST	101	41500	3890				\$24.96	\$24.96
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$134.16	\$134.16
SCHARBER & SONS	FRONT POWER TAKE OFF/NEW MOWER TRACTOR	701	46500	5400				\$16,993.13	
SCHARBER & SONS	PARTS FOR LANDPRIDE MOWER	701	46500	2220		002		\$51.02	\$51.02
SCHREIBER MULLANEY CONSTRCT CO	LABOR TO COUNCIL DAIS	230	40900	5800				\$21,402.00	\$21,402.00
T.A. SCHIFSKEY & SONS, INCORPOR	ASPHALT	101	42200	2180		002		\$528.37	\$528.37
TARGET COMMERCIAL INVOICE	EVENT/AUGUST	101	40210	4890		002		\$58.32	\$58.32
TESSMAN SEED CO	RAZOR BURN WEED KILLER HERBICIDE	101	43710	2260				\$171.00	\$171.00
TOUSLEY FORD, INC	PARTS FOR UNIT 501	701	46500	2220		001		\$52.45	\$52.45
TRI STATE BOBCAT, INC.	PARTS FOR HYDRAULIC HAMMER	701	46500	2220		002		\$114.62	\$114.62
N CITY SAW & SERVICE CO	CHAIN SAW PARTS	701	46500	2220		002		\$75.82	\$75.82
N CITY SAW & SERVICE CO	CHAIN SAW SAFETY HELMETS	101	42200	2180		001		\$277.66	\$277.66
TWIN SOURCE SUPPLY	BATH TISSUE FOR MAINT CENTER	701	46500	2183		004		\$172.49	\$172.49

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$34.22	\$136.92
		601	45050	3970		001	\$34.22	
		602	45550	3970		001	\$34.22	
		603	45850	3970		001	\$17.13	
		701	46500	3970		001	\$17.13	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$45.62	\$182.48
		601	45050	3970		001	\$45.62	
		602	45550	3970		001	\$45.62	
		603	45850	3970		001	\$22.81	
		701	46500	3970		001	\$22.81	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$201.51	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$49.23	\$49.23
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$64.62	\$64.62
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$64.09	\$64.09
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$49.23	\$49.23
WSB & ASSOCIATES, INC.	BUCHER PARK JULY 2013	459	43710	5300			\$1,235.00	\$1,235.00
WSB & ASSOCIATES, INC.	DESIGN SERVICES RED FOX ROAD CP 12-04	572	47000	5910			\$2,023.50	
WSB & ASSOCIATES, INC.	DESIGN SERVICES COUNTY RD D CP13-01A	573	47000	5910			\$223.00	\$223.00
YALE MECHANICAL INC	REMOVE VACUUM BREAKER INSTALL RPZ	101	43710	3190			\$4,213.09	\$4,213.09
ZAHL-PETROLEUM MAINTENANCE CO	PARTS FOR 602 FUEL TANK	701	46500	2220		001	\$20.49	\$20.49
ZAHL-PETROLEUM MAINTENANCE CO	PARTS FOR FUEL PUMPS	701	46500	2220		002	\$70.18	\$70.18
							Total of all invoices:	\$106,656.53

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
WS & D PERMIT SERVICE	PERMIT REFUND	101	32500				\$149.70	\$157.40	
		101	20802				\$2.70		
		101	34850				\$5.00		
XCEL ENERGY	LIFT STATION: ELECTRIC	602	45550	3610			\$726.42		
Total of all invoices:								\$680,570.03	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,757
Vendor number	01308 1 2013
Vendor name	MINNESOTA METRO NORTH TOURISM
Address	CITY OF BLAINE FINANCE DEPARTMENT 10801 TOWN SQUARE DRIVE BLAINE, MN 55449

Date	Comment line on check	Invoice number	Amount
08-22-13	JULY 2013 HOTEL/MOTEL TAX	JULY 2013	\$21,974.89

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

003	9,404.82 <input type="checkbox"/> 8,896.62 <input type="checkbox"/> 4,830.02 <input type="checkbox"/> 23,131.46 <input checked="" type="checkbox"/> 23,131.46 <input checked="" type="checkbox"/> 5.00 <input checked="" type="checkbox"/> 1,156.57 * 21,974.89 <input checked="" type="checkbox"/>
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Return to:	
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Account Coding	Amount
101 22079	\$23,131.46
101 38420	-\$1,156.57

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

Reviewed by: D. Maloney
 (signature required) Deborah Maloney

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,742
Vendor number	00617 1 2013
Vendor name	SHORT ELLIOTT HENDRICKSON, INC.
Address	NW6262 PO BOX 1450 MINNEAPOLIS, MN 55485-6262

Date	Comment line on check	Invoice number	Amount
08-13-13	OWASSO - VICTORIA - E CONSTRUCTION	271594	\$32,745.44

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

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

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

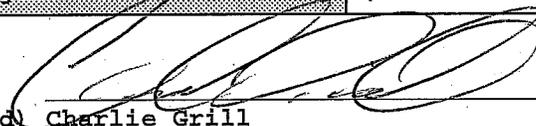
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
571 47000 5910	\$32,745.44

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

Reviewed by: 
 (signature required) Charlie Grill

Approved by: 
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

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
36,726	08-13-13	COMMUNITY CENTER: ELECTRIC/GAS	5148429483	220 43800 2140 220 43800 3610 VOUCHER TOTAL:	2,465.49 28,948.74 \$31,414.23 ✓
36,723	08-15-13	WELLS: ELECTRIC/GAS	5158229131	601 45050 3610 601 45050 2140 VOUCHER TOTAL:	17,449.64 187.04 \$17,636.68 ✓
36,725	08-13-13	TRAFFIC SIGNALS: ELECTRIC	5162326923	101 42200 3610	\$601.28 ✓
36,728	08-13-13	WATER TOWERS: ELECTRIC	5168285301	601 45050 3610	\$47.34 ✓
Total:					\$49,699.53

11.875%

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax	\$
Reviewed by:	<u>Debbie Engblom 8-21-13</u>
(signature required)	Debbie Engblom
Approved by:	<u>Terry Schwerm</u>
(signature required)	Terry Schwerm

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	36,784	please return check to Glen
Vendor number	00054 1	2013
Vendor name	ARNT CONSTRUCTION CO INC	
Address	PO BOX 549 HUGO, MN 55038	

Date	Comment line on check	Invoice number	Amount
08-26-13	COUNTY RD D/COTTAGE PL CP1301AB PYMT #3	1	\$437,428.12

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
573 47000 5900	\$426,180.12
574 47000 5900	\$11,248.00

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

Reviewed by: Glen Hoffard
(signature required) Glen Hoffard

Approved by: Terry Schwerm
(signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,785	please
Vendor number	02589 1	2013
Vendor name	NORTH VALLEY INC	
Address	20015 IGUANA STREET NW SUITE 100 NOWTHEN, MN 55330	

Date	Comment line on check	Invoice number	Amount
08-26-13	2013 REHAB CP13-02 & 13-03 PYMT NO1	1	\$590,956.07

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

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

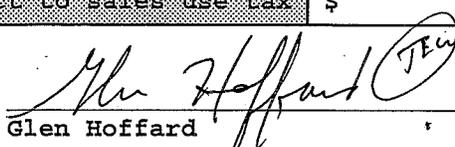
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
575 47000 5900	\$489,076.32
440 47000 5900	\$101,879.75

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

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

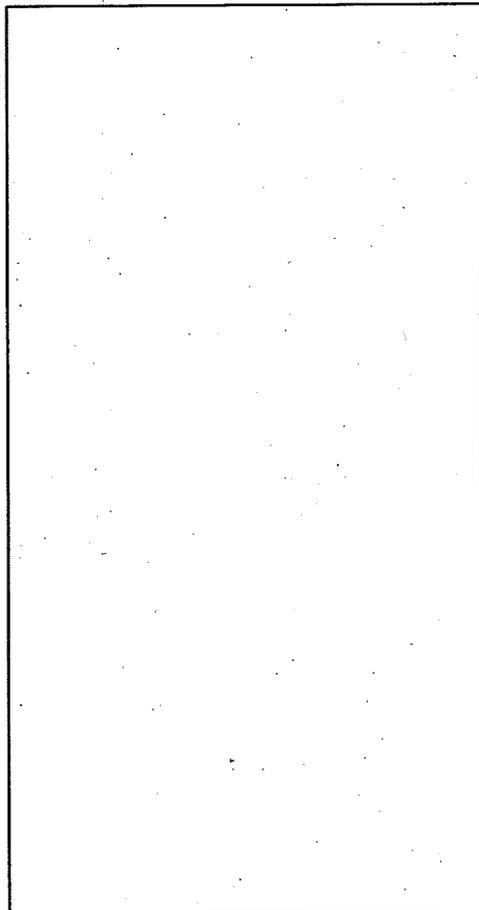
Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,482
Vendor number	00905 1 2013
Vendor name	AMERICAN ENGINEERING TESTING, INC.
Address	550 CLEVELAND AVENUE N ST PAUL MN 55114-1804

Date	Comment line on check	Invoice number	Amount
08-09-13	MIX DESIGN CP 13-02	59303	\$22,692.50



Account Coding	Amount
575 47000 5910	\$22,692.50

In sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u><i>Tom Wesolowski</i></u> 8/9/13	
(signature required) Tom Wesolowski	
Approved by: <u><i>Terry Schwerm</i></u>	
(signature required) Terry Schwerm	

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,895
Vendor number	01579 1 2013
Vendor name	SCHREIBER MULLANEY CONSTRCT CO INC
Address	1286 HUDSON RD ST PAUL MN 55106

Date	Comment line on check	Invoice number	Amount
08-28-13	WORK TO COUNCIL DAIS	15711307	\$21,402.00

Account Coding	Amount
230 40900 5800	\$21,402.00

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	6-3270 6-32700	return to mike s.
Vendor number	02581 1	2013
Vendor name	C.S. MCCROSSAN, INC.	
Address	7865 JEFFERSON HIGHWAY BOX 1240 MAPLE GROVE, MN 55311-6240	

Date	Comment line on check	Invoice number	Amount
08-26-13	PAYMENT #2 RED FOX ROAD 12-04	2	\$447,365.39

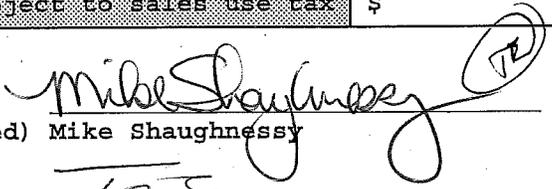
This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

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
572 47000 5900	\$447,365.39

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,893
Vendor number	01412 1 2013
Vendor name	ODESSA II CONSTRUCTION
Address	9003 MAYHEW LAKE RD NE SAUK RAPIDS, MN 56379

Date	Comment line on check	Invoice number	Amount
08-16-13	BUCHER PARK PROJECT 2ND PAYMENT	2046-01-2	\$214,989.72

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

459 43710 5300	\$214,989.72

Is sales tax included on invoice?	MN 6.875%
If no, amount subject to sales use tax	\$
Reviewed by: 	
(signature required) Gary Chapman	
Approved by: 	
(signature required) Terry Schwerm	

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

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the attached Application for Exempt Permit for bingo and a raffle drawing for their Community Carnival at Emmet D. Williams Elementary School on October 11, 2013.

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

TO: MAYOR AND COUNCILMEMBERS

FROM: TERRI HOFFARD
DEPUTY CLERK

DATE: AUGUST 27, 2013

SUBJECT: APPLICATION FOR EXEMPT PERMIT

Emmet D. Williams Elementary PTA has filed the attached application with the State of Minnesota for a bingo and raffle event to be held on October 11, 2013 in conjunction with their annual Community Carnival.

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

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

August 27, 2013

Attention Terri Hoffard and the Shoreview City Council,

Emmet D. Williams Elementary PTA will be having their annual Community Carnival on Friday, October 11, 2013.

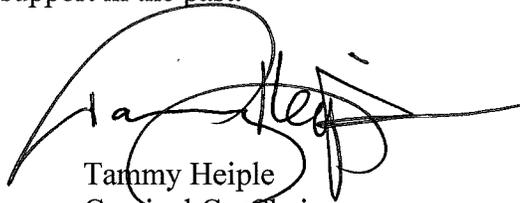
We are once again asking your permission to allow us to have charitable gambling in the form of bingo, a raffle drawing and silent auction items.

Thank you for your consideration and support in the past.

Sincerely,



Tanya Anderson
Carnival Co-Chair
Emmet D. Williams PTA
651-270-8685



Tammy Heiple
Carnival Co-Chair
Emmet D. Williams PTA
651-238-0379

PS. If this motion is approved, please send the completed permit application and check to the State Gambling Board in the attached envelope.

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: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">less than 30 days before the event</td> <td style="width: 50%; text-align: center;">more than 30 days before the event</td> </tr> <tr> <td style="text-align: center;">\$100</td> <td style="text-align: center;">\$50</td> </tr> </table>	less than 30 days before the event	more than 30 days before the event	\$100	\$50
less than 30 days before the event	more than 30 days before the event				
\$100	\$50				

ORGANIZATION INFORMATION

Organization name: PTA Shoreview Emmet D. Williams
 Previous gambling permit number: X-06682-12-001

Minnesota tax ID number, if any: E S 32706
 Federal employer ID number (FEIN), if any: 416044898

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

Mailing address: 955 W County Road D
 City: Shoreview State: MN Zip code: 55126 County: Ramsey

Name of chief executive officer [CEO]: Curtis Johnson
 Daytime phone number: 651-983-0513 E-mail address: CURTISRJOHNSON@hotmail.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.
 Emmet D. Williams Elementary School

Address [do not use PO box]: 955 W County Road D
 City or township: Shoreview Zip code: 55126 County: Ramsey

Date[s] of activity. For raffles, indicate the date of the drawing.
 10/11/13

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 *Curtis Johnson*
 Print name Curtis Johnson

Date 8/25/13

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.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve resolution 13-77, accepting gifts/donations for the 2013 Slice of Shoreview Days event and expressing appreciation to all the generous sponsors and donors.

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____ _____

QUIGLEY _____ _____

WICKTROM _____ _____

WITHHART _____ _____

MARTIN _____ _____

TO: MAYOR AND COUNCILMEMBERS

**FROM: SHARI KUNZA
MANAGEMENT ASSISTANT, PARKS**

DATE: AUGUST 26, 2013

**SUBJECT: ACCEPTANCE OF AND APPRECIATION FOR SPONSORSHIPS
AND DONATIONS FOR THE SLICE OF SHOREVIEW DAYS 2013**

INTRODUCTION

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

BACKGROUND

The Slice of Shoreview Days is an annual festival celebrating the quality of life in Shoreview. The three-day event takes place over the fourth weekend of July at Island Lake Park and incorporates a wide variety of family-oriented activities including a carnival, parade, art and craft fair, food vendors, displays and demonstrations, talent show, bike ride, music and entertainment, fireworks and much more.

All aspects of the Slice of Shoreview Days are financed by contributions from area businesses and individuals, as well as the City of Shoreview. Admission to the event is free for everyone and free parking is also provided. Within the past three years, the Slice Committee has been able to build a healthy budget reserve, which allows them to pay in advance for entertainment and contracts.

All businesses that contribute to the Slice of Shoreview Days receive recognition through the local papers, Slice publications, Slice website and throughout the Slice of Shoreview Days event.

ACCEPTANCE OF GIFTS/DONATIONS

The Slice of Shoreview Days was a successful event this year in raising \$29,000 in sponsorships and collecting another \$12,000 of in-kind donations for services and prize drawings.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution 13-77, accepting gifts/donations for the 2013 Slice of Shoreview Days event and expressing appreciation to all the sponsors and organizations that donated prizes for the event.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD SEPTEMBER 3, 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 September 3, 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. 13-77

**A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR
SPONSORSHIPS FOR THE 2013 SLICE OF SHOREVIEW**

WHEREAS, the City of Shoreview has received the following monetary donations (see attached list) from area businesses for the 2013 Slice of Shoreview.

WHEREAS, the City Council is appreciative of the donations.

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

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

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 3rd day of September, 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 3rd day of September, 2013, 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 and appreciation for gifts for the 2013 Slice of Shoreview.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 4th day of September, 2013.

Terry C. Schwerm, City Manager

Slice of Shoreview Days 2013 Contributions

Diamond Sponsors

Twin Cities Gateway	\$4000
Deluxe Corp	\$2500
Green Mill of Shoreview	In-kind, \$2500 value
Boston Scientific	\$2500

Platinum

Century Link	\$1500
Edina Realty	\$1500
Oak Hill Montessori	\$1500
Exterior Renovation Specialists	\$500 plus in-kind, \$1000 value

Gold

Agents of Edina Realty	\$1350
Culvers	\$1000
Donna Vanneste/Schreier Interiors	\$1000
Home Depot	In-kind, \$1000 value
John Traeger Agency	\$1000
Kozlaks	In-kind, \$1000 value
Land O'Lakes	\$1000
Medtronic Foundation	\$1000
Northview Dental	\$1000
Panino's North Oaks	\$1000

Silver

Anchor Bank	\$500
Allied Waste/Republic Services	In-kind, \$500 value
Carson Clinic of White Bear Lake	\$500
Enrich, Inc	\$500
Furey Dental	\$500
Hilton Garden Inn & Hampton Inn	In-kind, \$500 value
Lillie News	In-kind, \$500 value
Mead Metals	\$500
Natural Balance Pet Food	\$500
Omega Events	In-kind, \$500 value
PaR Nuclear, Inc	\$500
Scandia Shores	\$500
Schroder Concessions	\$500
Shoreview Community Foundation	\$700
Shoreview Exxon/BP	In-kind, \$500 value
Shoreview Press	In-kind, \$500 value
TCF	\$500
The Goodprinter	In-kind, \$500 value
Twin Cities Public Television	In-kind, \$500 value
Ultimate Events	In-kind, \$500 value
You Dirty Dog	\$500

Contributor

Association Maintenance	\$250
Cub Foods of Arden Hills	In-kind, \$100 value
FastSigns	In-kind, \$150 value
Island Lake Golf Course	In-kind, \$100 value
Meisters of Shoreview	In-kind, \$250 value
MN Helicopter	In-kind, \$100 value
Natural Awakenings	In-kind, \$250 value
PaR Systems	\$200
R&S Automotive	\$250
Shoreview Community Center	In-kind, \$300 value
Target	In-kind, \$50 value
Xcel Energy	\$250

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the trade in of the 2012 S630 Bobcat Skidsteer Loader and authorize the purchase a new unit from the State of Minnesota Purchasing Contract, for a total cost after trade-in, of \$1,603.13, which includes sales tax.

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

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: SEPTEMBER 3, 2013
SUBJ: AUTHORIZATION TO TRADE-IN / PURCHASE A SKIDSTEER LOADER

INTRODUCTION

In 2012 the City purchased a S630 Bobcat skid steer loader off of the State of Minnesota Cooperative Purchasing Venture Contract from Tri-State Bobcat. A number of local government entities, including Roseville, Maplewood, Woodbury and many others participate in a "trade-in" program with Tri-State Bobcat. This type of program is only offered to state and local government agencies. City Council approval is necessary at this time for authorization to trade in the current skid steer and purchase its replacement unit from Tri-State Bobcat, through the State of Minnesota Cooperative Purchasing Venture Contract #T-631(5).

DISCUSSION

The existing skidsteer loader is used regularly by public works maintenance personnel in conjunction with various types of excavating projects, pond maintenance, street patching, snow removal and tree planting/landscaping projects. Each year there is a cost to maintain this piece of equipment, including routine maintenance, tire repairs and replacements etc. As the equipment ages those costs get higher and higher with each passing year.

Tri-State Bobcat offers a trade-in type program to State and local government agencies which allows them to trade in their one or two year old piece of equipment for a premium and purchase a new piece of equipment from the state contract. The trade in value will go up each year as to ensure the program participants pay approximately \$1,500 per year age of the equipment. This type of program is not exclusive to Tri-State Bobcat, other equipment dealers offer programs similar to this and are well received by other government agencies. Ramsey County has participated in this type of program for many years and they have been very pleased with the benefits they have enjoyed with the program. Not to mention costly repairs that could occur in later years of the life of this equipment, participating in this program virtually eliminates the need to ever replace the tires, which in itself could pay for the program annually. Under this program, budgeting for equipment repairs/replacements would be more predictable given the age of the equipment. This is not an agreement in which the City is obligated to participate in each year. The equipment and program will be evaluated each year and recommendations will be made according to those evaluations. A request for authorization to purchase the skid steer from the State of Minnesota contract will be submitted with the understanding that replacement costs will be approximately \$1,500 annually. All existing attachments will transfer to the new unit which will be of similar size and capabilities.

RECOMMENDATION

Staff recommends consideration of the attached motion that authorizes the trade in of the current 2012 S630 Bobcat Skidsteer Loader and authorizes the purchase a new unit from the State of Minnesota Purchasing Contract, for a total cost after trade-in of \$1,603.13, which includes sales tax.

MJM/dc

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To award the quote for resurfacing of the Bucher Park tennis courts to Lee Sports Surfacing in the amount of \$26,575, plus applicable sales tax.

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

Regular Council Meeting
September 3, 2013

TO: MAYOR AND COUNCILMEMBERS

FROM: GARY CHAPMAN
BUILDING AND GROUNDS SUPERINTENDENT

DATE: AUGUST 27, 2013

SUBJECT: AWARD OF QUOTE—BUCHER PARK TENNIS RESURFACING

INTRODUCTION

The 2013 Capital Improvement Program includes a project that would resurface the tennis courts at Bucher Park. The Council is being asked to award the quote for this work.

BACKGROUND

The City has tennis and full basketball courts in seven of its ten City parks. To insure that these hard surfaces are well maintained, the City typically color coats the courts every 7-8 years and, as part of this process, repairs any cracks in the courts every 14-15 years. In future years, the City will need to do a complete mill/overlay of some courts that are constructed in areas with poor soils. About 10 years ago, the City started using a product call Armor Crack Repair to fix the cracks on both tennis and basketball courts. This product has proven to be very durable and a good method of repairing courts without having to perform a full mill and overlay.

In 2013, the Capital Improvement Program included \$35,000 for resurfacing the tennis and basketball court at Bucher Park. This project anticipated the use of the Armor Crack Seal product. There are a limited number of vendors who bid this work in the Twin Cities area. Staff solicited quotes for this work from the two vendors who have successfully completed projects in the metro area, Lee Sports Surfacing and Tennis West. Unfortunately, only one vendor, Lee Sports Surfacing, submitted a quote for this work. The quote is for \$26,575, well below the estimate in the Capital Improvement Program. Funding for this project is from the City's Fixed Asset Revolving Fund.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council award the quote for resurfacing of the Bucher Park tennis courts to Lee Sports Surfacing in the amount of \$26,575, plus applicable sales tax.

To: Gary Chapman
 Company: City of Shoreview
 Re: Bucher Park Tennis Courts
 Date: August 16, 2013

via facsimile:



Dear Gary,

Lee Sports quotes the following prices for the repairs and resurfacing of two courts and one basketball court located in Bucher Park.

Nova Premium Tennis Court Products

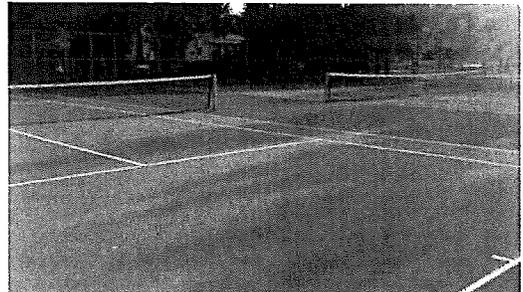
- Pressure wash court surface (5000psi) removing loose and delaminated material, scrub all spots and stains with a special cleaning solution (bleach and TSP) removing moss and mildew.
- Flood courts and locate any areas holding more than 1/8" standing water.
- Patch low areas with acrylic deep patching material.
- Completely sand court surface with high powered orbital sander blending in patching and crack filling.
- Fill cracks with acrylic patching material and Nova Caulk, filler flush with existing surface.
Note: Rubberized Acrylic crack sealants are a short term solution to cracking. Cracks will return as a hair line crack as soon as the first freeze thaw cycle, there is absolutely no guarantee on repaired cracks. The Armor Crack Repair system is the only long term solution to repairing structural cracking. <http://www.armorcrackrepair.com> So if your tired of the cracks always returning apply the Armor Crack Repair System and see your courts, crack free for years to come.
- Apply two coats of acrylic leveling material.
- Apply two texture coat of Plexipave acrylic tennis court paint.
- Line stripe tennis courts to USTA specifications.

Price:	\$14,800.00
590 Lineal Feet of Amor Crack Repair Add:	\$11,775.00
Total Price:	\$26,575.00

Thank you for the opportunity to submit this quotation. We look forward to working with you on the successful completion of your proposed tennis court surfacing project. If you have any questions or need additional information, please feel free to call me at (612) 597-0544.

Sincerely,

Nat Lee,
 President



PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To award the quote for Highway 96 landscaping to Twin Cities Lawn and Landscape in the amount of \$35,814.25.

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

Regular Council Meeting
September 3, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: GARY CHAPMAN
BUILDINGS AND GROUND SUPERINTENDENT**

DATE: AUGUST 29, 2013

SUBJECT: AWARD OF QUOTE—HIGHWAY 96 LANDSCAPING

INTRODUCTION

The 2013 Capital Improvement Program includes a project that replaces some of the landscaping along the Highway 96 corridor. The City Council is being asked to award the quote for this work.

BACKGROUND

When Highway 96 between Lexington Avenue and Rice Street was rebuilt in the late 1990's by Ramsey County, the City included an enhancement package as part of the bid that included landscaped and irrigated medians as well as welcome and directional signage within the highway corridor. Over the years, much of the landscaping in the median has either become overgrown or died. Therefore, for the past few years, the City's Capital Improvement Program has included an allowance each year to replace segments of the landscaping. This past winter that extended into May with a large amount of snow was particularly hard on the plants in the corridor.

The three median sections that are scheduled for replacement this year include the two larger medians east of Hodgson Road, as well as the median across from Chatsworth Street. These three medians are by far in the worst condition then some of the others. The City has received a number of complaints from residents in the Tudor Oaks townhome development off of Highway 96 about the condition of the plants in the medians. Where these medians are replanted, the landscaping is also being updated to reflect the new landscape scheme that we have used around the Community Center. This includes extensive use of natural grasses, catmint, coneflowers, and black eyed Susans which bring more color and vibrancy to the median areas. These plants have also proven to be salt tolerant.

Staff obtained the following two quotes for this work:

Twin Cities Lawn and Landscape	\$35,814.25
Urban Companies	\$45,445.00*

*does not include sales tax

Although the quote is about \$10,800 higher than the allocation in the CIP, staff believes it is important to complete these median areas since they are in such poor condition. The General Fixed Asset Revolving Fund has sufficient revenue to cover this slightly higher cost.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council award the quote for Highway 96 landscaping to Twin Cities Lawn and Landscape in the amount of \$35,814.25.



Estimate No.

2573-05

Estimate

Customer
 Name City of Shoreview
 Address Medians
 City STATE MN ZIP
 Phone
 Date 8/15/2013
 Rep Jarod Olson

Misc

HRS./QTY	DESCRIPTION	Unit Price	T	Taxable	Non
	Median @ Hwy 96 and Chatsworth: Approx. 3700 Sq. ft of planting bed				
	Tear out mulch, existing plants, fabric				
32	Hrs labor	\$ 45.00			
3	Dump trucks hauling with driver	\$ 420.00			1,440.00
2	Days Loader on site	\$ 150.00			1,260.00
40	Yds disposal of material	\$ 11.00			300.00
20	Yds black dirt	\$ 22.00			440.00
20	Yds black dirt installed	\$ 22.00			440.00
	Perennial Installation: 320 total perennials all #1 potted plants				
	Goldsturm Rudbeckia				
	Purple Cone Flower				
	Walkers Low Catmint				
	Karl Forester Grass				
30	Hrs labor to install plant material	\$ 45.00			1,350.00
320	#1 Potted perennials with 1 year warranty	\$ 5.25			1,680.00



Proposal to: Gary Chapman / City of Shoreview

Proposal for: Landscaping on HWY 96

We propose to provide all design, removals, traffic control, mulching for a lump sum of \$29,700. All plantings will be installed at a rate of \$11.75 each with the quantity to be determined by the plan. Using a assumption of 1340 plants we are looking at \$15,745 for the plants. If fabric is needed it will be provided at a price of \$1.75 per sy.

Alternate plantings: \$17 per plant. Includes plant and traffic control. No other work included in this price.

Please call if we can be of service

A handwritten signature in black ink that reads "Greg Urban".

Greg Urban
Urban Companies

STATE CONTRACT
63466

\$ 45,445

PLUS TAX

Landscaping • Excavating • Demolition • Topsoil • Turf Restoration

3781 Labore Road • St. Paul, MN 55110 • phone 651-248-9830 • fax 651-426-3554

Highway 96 Landscape Project
July 17, 2013

Scope of work

1. Remove existing shrub roses and Daylilies from median by Chatsworth Street.
2. Remove shrub roses on medians between Hodgson Road and Rice Street.
3. All trees and larger shrubs should remain on these three medians
4. Remove Shrub roses and other shrubs on large bed of Victoria Street overlook.
5. Remove existing mulch from all beds and prep beds for new plants leaving soil down three to four inches for new mulch. There is irrigation on the overlook and the median by Chatsworth. All drip irrigation is abandoned in those two beds as well. The mounded bed at the overlook site needs its overall height to be lowered by six inches.
6. Design and plant beds using the following plants
 - A. Goldsturm Rudbeckia
 - B. Purple Cone Flowers
 - C. Walkers Low Catmint
 - D. Karl Foerster Feather Reed Grass

* Check sight lines for cross streets. Do not plant any grasses that would block any sight line.
7. Install new mulch three to four inches thick.
8. Provide One year warranty for plants.
9. You'll need to get a permit from Ramsey County Highway Department for working in the roadway.
10. You'll also need to include the cost of traffic control and advanced warning signs in quote.
11. Include Minnesota Sales Tax at 6.875%.
12. Final invoice needs to include an IC-134 form from the Minnesota Dept. of Revenue in order for to make any payment.

Alternate Quote

1. Included is a design of planting completed last year. Using that design determine how many plants are missing and give quote to replace all missing plants on Lexington and Highway 96.
2. Provide one Year Warranty for those plants also.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 13-78 reducing the following escrows:

Erosion Control and Development Cash Deposits for the following properties in the amounts listed:

5618 Heather Ridge Ct	Clyde Rehbein	\$ 4,000.00
5790 Lametti Ln	Ronald Johnson/Murphy Bros	\$ 1,000.00
3595 Rice St	Brenda Rogers	\$ 500.00
800 County Road I	Alan Woldt	\$ 1,000.00
5959 Lexington Ave	American Liberty Const	\$ 5,000.00
500 Cardigan Road	TSI	\$10,500.00

Letter of Credit for the following property in the amounts listed below:

500 Cardigan Road	TSI	\$19,062.50
	US Bank NA	
	LOC – BC-MN-H20G	

ROLL CALL: AYES _____ **NAYS** _____

JOHNSON _____

QUIGLEY _____

WICKSTROM _____

WITHHART _____

MARTIN _____

REGULAR COUNCIL MEETING
SEPTEMBER 3, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: AUGUST 27, 2013
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

5618 Heather Ridge Ct	As-built survey completed
5790 Lametti Ln	Erosion control completed
3595 Rice St	Erosion control completed
800 County Road I	Trees completed
5959 Lexington Ave	Sewer and Water completed
500 Cardigan Rd	Road repairs and partial erosion completed

Letter of Credit for the following properties in the amounts listed below:

500 Cardigan Rd	Portions of Landscaping completed
-----------------	-----------------------------------

RECOMMENDATION

It is recommended that the City Council approve releasing all or portions of the escrows for the following properties in the amounts listed below:

5618 Heather Ridge Ct	Clyde Rehbein	\$ 4,000.00
5790 Lametti Ln	Ronald Johnson/Murphy Bros	\$ 1,000.00
3595 Rice St	Brenda Rogers	\$ 500.00
800 County Road I	Alan Woldt	\$ 1,000.00
5959 Lexington Ave	American Liberty Const	\$ 5,000.00
500 Cardigan Road	TSI	\$10,500.00

Letter of Credit for the following property in the amounts listed below:

Cardigan Road	TSI	\$19,062.50
	US Bank NA	
	LOC – BC-MN-H20G	

PROPOSED

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

HELD SEPTEMBER 3, 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 September 3, 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. 13-78

**RESOLUTION ORDERING ESCROW REDUCTIONS
AT VARIOUS LOCATIONS IN THE CITY**

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

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

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

5618 Heather Ridge Ct	Clyde Rehbein	\$ 4,000.00
5790 Lametti Ln	Ronald Johnson/Murphy Bros	\$ 1,000.00
3595 Rice St	Brenda Rogers	\$ 500.00
800 County Road I	Alan Woldt	\$ 1,000.00
5959 Lexington Ave	American Liberty Const	\$ 5,000.00
500 Cardigan Road	TSI	\$10,500.00

Letter of Credit for the following property in the amounts listed below:

Cardigan Road	TSI	\$19,062.50
	US Bank NA	
	LOC – BC-MN-H20G	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-79 approving Contractor Payment No.3 (Final), in the amount of \$3,000.00 for the 2013 Street Seal Coat, Project 13-04.

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____

QUIGLEY _____

WICKSTROM _____

WITHHART _____

MARTIN _____

REGULAR COUNCIL MEETING
SEPTEMBER 3, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: AUGUST 27, 2013
SUBJECT: 2013 STREET SEAL COAT
CONTRACTOR PAYMENT NO. 3 (FINAL)

INTRODUCTION

Contractor Payment No. 3 (Final), has been prepared by staff and is presented to the City Council.

BACKGROUND

On the August 5th Council meeting, staff presented a final payment for the 2013 Street Seal Coat Project. In the amount previously paid column there was a transposed number that resulted in a payment shorting the contractor \$3,000.00. The total contract amount of \$248,933.00 is still correct but an additional amount of \$3,000.00 is due to Allied Blacktop. Attached are revised Payment No. 2 and a new Payment No. 3 Final.

RECOMMENDATION

It is recommended that Council approve the attached proposed resolution for Contractor Payment No. 2 revised and Payment No. 3 (Final) for the 2013 Street Seal Coat Project 13-04.

tlh

#13-04

t/projects/seal coat/2010/council/paymt3final

PROPOSED

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

HELD SEPTEMBER 3, 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 September 3, 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. 13-71
APPROVING REVISED PAYMENT 2 AND PAYMENT 3, FINAL
2013 STREET SEAL COAT
PROJECT NO. 13-04

WHEREAS, on August 5, 2013, Payment No. 2, Final, in the amount of \$15,051.65 was approved for Allied Blacktop Company, and,

WHEREAS, Payment No. 2 has been revised to correct the previous payment amount and now retains an amount of \$3,000.00, and

WHEREAS, Payment No. 3, Final, is recommended to be approved in the amount of \$3,000.00, and

WHEREAS, the contract amount of \$248,933.00 is not changed as part of this revision.

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

That Contractor Payment No. 2 (revised) and Contractor Payment No. 3, Final, in the amount of \$3,000.00, for the 2013 Street Seal Coat Project 13-04 is hereby approved.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 3rd day
of September, 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of
Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared
the attached and foregoing extract of minutes of a meeting of said City Council held on the
3rd day of September, 2013, with the original thereof on file in my office and the same is a
full, true and complete transcript herefrom insofar as the same relates to the approval of
Contractor Payment No.3 (Final) for the 2013 Street Seal Coating Project 13-04.

WITNESS MY HAND officially as such Manager and the corporate seal of the
City of Shoreview, Minnesota, this 4th day of September, 2013.

Terry C. Schwerm
City Manager

SEAL

APPLICATION FOR PAYMENT

NO. 2 - REVISED

PROJECT: 2013 STREET SEAL COATING

OWNER: CITY OF SHOREVIEW

PROJECT NO: PROJECT 13-04

CONTRACTOR: ALLIED BLACKTOP CO.

APPLICATION DATE: 7/13/13 FOR PERIOD ENDING: 8/1/13

STATEMENT OF WORK

ORIGINAL CONTRACT AMOUNT	\$ <u>233,974.00</u>
NET CHANGE BY CHANGE ORDER	\$ <u>+14,959.00</u>
CONTRACT AMOUNT TO DATE	\$ <u>248,933.00</u>
TOTAL AMOUNT OF WORK COMPLETED TO DATE	\$ <u>248,933.00</u>
LESS RETAINAGE	\$ <u>3,000.00</u>
AMOUNT DUE TO DATE	\$ <u>245,933.00</u>
LESS PREVIOUS PAYMENTS	\$ <u>230,881.35</u>
PAYMENT DUE THIS APPLICATION	\$ <u>15,051.65</u>

APPLICATION FOR PAYMENT

Page Two

I hereby certify that all items and amounts shown are correct for the work completed to date.

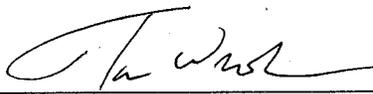
CONTRACTOR: ALLIED BLACKTOP CO.

BY: _____
(Name and Title)

DATE: _____

APPROVED FOR PAYMENT:

OWNER: CITY OF SHOREVIEW

BY: 
Tom Wesolowski (City Engineer)

DATE: 8/28/13

**2013 STREET SEAL COAT
PROJECT 13-04
Application for Payment No.2 - FINAL**

SEAL COATING

CITY STREETS

Item No.	Item Description	Unit	Quantity	Unit Price	Extension
1.	FA-2 Class A 1/8" Traprock	Ton	2,065	\$ 35.00	\$ 72,275.00
2.	CRS-Cationic Emulsion	Gal	41,866	\$ 4.00	<u>\$167,464.00</u>
SUBTOTAL					\$239,739.00

TRAFFIC SIGNS

Item No.	Item Description	Unit	Quantity	Unit Price	Extension
1.	Traffic Control	Sign	61	\$ 54.00	\$ 3,294.00
SUBTOTAL					\$ 3,294.00

CHANGE ORDER 1

Item No.	Item Description	Unit	Quantity	Unit Price	Extension
1.	Second Sweeping	LS	1	\$ 5,900.00	\$ 5,900.00
SUBTOTAL					\$ 5,900.00

TOTAL SEAL COATING \$248,933.00

APPLICATION FOR PAYMENT

NO. 3 - FINAL

PROJECT: 2013 STREET SEAL COATING

OWNER: CITY OF SHOREVIEW

PROJECT NO: PROJECT 13-04

CONTRACTOR: ALLIED BLACKTOP CO.

APPLICATION DATE: 8/13/13 FOR PERIOD ENDING: 8/13/13

STATEMENT OF WORK

ORIGINAL CONTRACT AMOUNT	\$ <u>233,974.00</u>
NET CHANGE BY CHANGE ORDER	\$ <u>+14,959.00</u>
CONTRACT AMOUNT TO DATE	\$ <u>248,933.00</u>
TOTAL AMOUNT OF WORK COMPLETED TO DATE	\$ <u>248,933.00</u>
LESS 0% RETAINAGE	\$ <u>0.00</u>
AMOUNT DUE TO DATE	\$ <u>248,933.00</u>
LESS PREVIOUS PAYMENTS	\$ <u>245,933.00</u>
PAYMENT DUE THIS APPLICATION	\$ <u>3,000.00</u>

APPLICATION FOR PAYMENT

Page Two

I hereby certify that all items and amounts shown are correct for the work completed to date.

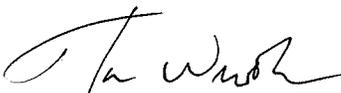
CONTRACTOR: ALLIED BLACKTOP CO.

BY: _____
(Name and Title)

DATE: _____

APPROVED FOR PAYMENT:

OWNER: CITY OF SHOREVIEW

BY: 
Tom Wesolowski (City Engineer)

DATE: 8/28/13

**2013 STREET SEAL COAT
PROJECT 13-04
Application for Payment No.2 - FINAL**

SEAL COATING

CITY STREETS

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CHANGE ORDER 1

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1.	Second Sweeping	LS	1	\$ 5,900.00	\$ 5,900.00
SUBTOTAL					\$ 5,900.00

TOTAL SEAL COATING \$248,933.00

PROPOSED MOTIONS

Moved by Council member _____

Seconded by Council member _____

To adopt resolution number 13-76 establishing a preliminary City tax levy of \$9,919,154, and a preliminary HRA tax levy of \$90,000 for collection in 2014.

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

Moved by Council member _____

Seconded by Council member _____

To set a public budget hearing for Monday, December 2, 2013 at 7:00 p.m. to discuss the 2014 City budget, tax levy and capital improvement program.

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

Fred Espe
Assistant Finance Director
September 3, 2013
Council Meeting

TO: Mayor and City Council

FROM: Terry C. Schwerm, City Manager
Fred Espe, Assistant Finance Director

DATE: August 23, 2013

RE: 2014 Budget and Preliminary Tax Levy

This report provides information about the truth in taxation process, the recommended preliminary 2014 tax levy, residential property values and the estimated change in residential property taxes.

TRUTH IN TAXATION REQUIREMENTS

For taxes payable in 2014, the State "truth in taxation" (TNT) process is essentially unchanged with one small addition. The City is required to:

- Certify to the County Auditor by September 16, a preliminary tax levy , public hearing date, and an estimate of sales and use tax paid in 2012 (new this year)
- Announce the date and time for the budget hearing during the Council meeting when the preliminary levy is adopted (a motion is provided for this requirement)
- Hold a public budget hearing at a regularly scheduled Council meeting between November 25 and December 30
- Certify a final tax levy to the County by December 30

Although the City is not required to publish a notice for the budget hearing, Shoreview has continued the practice of publishing a notice for the budget hearing (using a format loosely patterned after the old required TNT notices). Staff recommends publishing a similar notice for the 2014 budget.

SALES TAX CERTIFICATION

The 2013 Legislature exempted cities from most state sales and use taxes starting in 2014. The legislation requires cities to certify the amount of actual or estimated sales tax paid in 2012 to the County Auditor for inclusion on estimated tax statements.

LEVY LIMITS

Although the City was not subject to levy limits in 2012 or 2013, during the 2013 session the Minnesota legislature imposed levy limits on local governments. For 2014 the City is subject to a levy increase of 3%, although levies for General Obligation debt are not subject to the limit. Shoreview's 2010 and 2011 levies were \$211,327 and \$364,703 below their respective levy limit amounts. Typically, the levy limit formula preserves unused levy authority by computing future levy limits from the maximum limit in a previous year. For 2014, the levy limit is computed based on the adopted 2013 levy, which means that the previous gaps of unused levy authority in 2010 and 2011 cannot be used.

EDA LEVY

For 2014, the Economic Development Authority (EDA) recommended that the City Council adopt a \$90,000 tax levy for the HRA and a \$75,000 tax levy for the EDA. These levies are included in the attached preliminary levy resolution. Because the HRA levy is considered a special taxing district, the HRA levy is separated from all other levies in the resolution and is outside of the City's levy limit calculation. It is not necessary for the EDA to hold a public budget hearing for their proposed levies, because it is exempt from the public hearing requirement under the Truth in Taxation law.

PRELIMINARY TAX LEVY

At the August 12 workshop meeting the City Council reviewed preliminary levy projections for both operating and capital funds. Based on discussion at the workshop, Council indicated a desire to certify the maximum preliminary levy allowed under the levy limit law to preserve flexibility as the council further reviews the 2014/15 biennial budget. The TNT process requires the City to adopt a maximum preliminary levy now, the levy may be decreased prior to final adoption in December.

The table below summarizes the City Manager's recommended tax levy, in comparison to the 2013 adopted levy. When reviewing the areas impacting the total levy (as shown in the column at the far right-hand side of the table), it is interesting to note that the portion of the levy supporting City services (including the tax supported share of staff costs) causes a 1.81% increase in the tax levy. The remaining 1.47% increase in the levy is the result of contingency, debt, capital replacement funds, capital improvement funds, and the EDA. The modest increase in the General Fund share of the levy is due primarily to the increase in police and fire contract costs (\$138,445 expense increase for the two contracts combined).

Description	2013	2014	Change Over		Impact on Total Levy *
	Adopted Levy	Proposed Levy	2013 Adopted Levy		
			Dollars	Percent	
General fund	\$ 6,639,567	\$ 6,813,840	\$ 174,273	2.62%	1.81%
General fund - contingency		28,314	28,314		0.29%
EDA	60,000	75,000	15,000	25.00%	0.16%
Debt (including Cent Garage)	685,000	732,000	47,000	6.86%	0.49%
Street Renewal fund	850,000	900,000	50,000	5.88%	0.52%
General Fixed Asset Repl fund	1,250,000	1,350,000	100,000	8.00%	1.04%
Capital Acquisition Fund (IT)	-	20,000	20,000		0.21%
Capital Improvement fund	120,000	-	(120,000)		-1.25%
Total City Levy	\$ 9,604,567	\$ 9,919,154	\$ 314,587	3.28%	3.28%
HRA tax levy	\$ 75,000	\$ 90,000	\$ 15,000	20.00%	
Taxable value (estim for 2014)	\$ 23,693,968	\$ 24,079,641	\$ 385,673	1.63%	
City tax rate (estim for 2014)	36.970%	37.292%	0.322%	0.87%	
HRA tax rate (estim for 2014)	0.289%	0.343%	0.054%	18.69%	
Fiscal disparity (estim for 2014)	\$ 845,000	\$ 939,450	\$ 94,450	11.18%	
Net tax paid by property owners	\$ 8,759,567	\$ 8,979,704	\$ 220,137	2.51%	
Change in Tax Paid by Prop Owners	3.64%	2.51%			
* Percent change in this column is computed as the impact on the "Total City Levy"					

Preliminary information released by Ramsey County indicates that total taxable value is expected to increase 1.63% for taxes payable in 2014. The change in the tax levy combined with the increase in taxable value results in an estimated .87% increase in the City's tax rate.

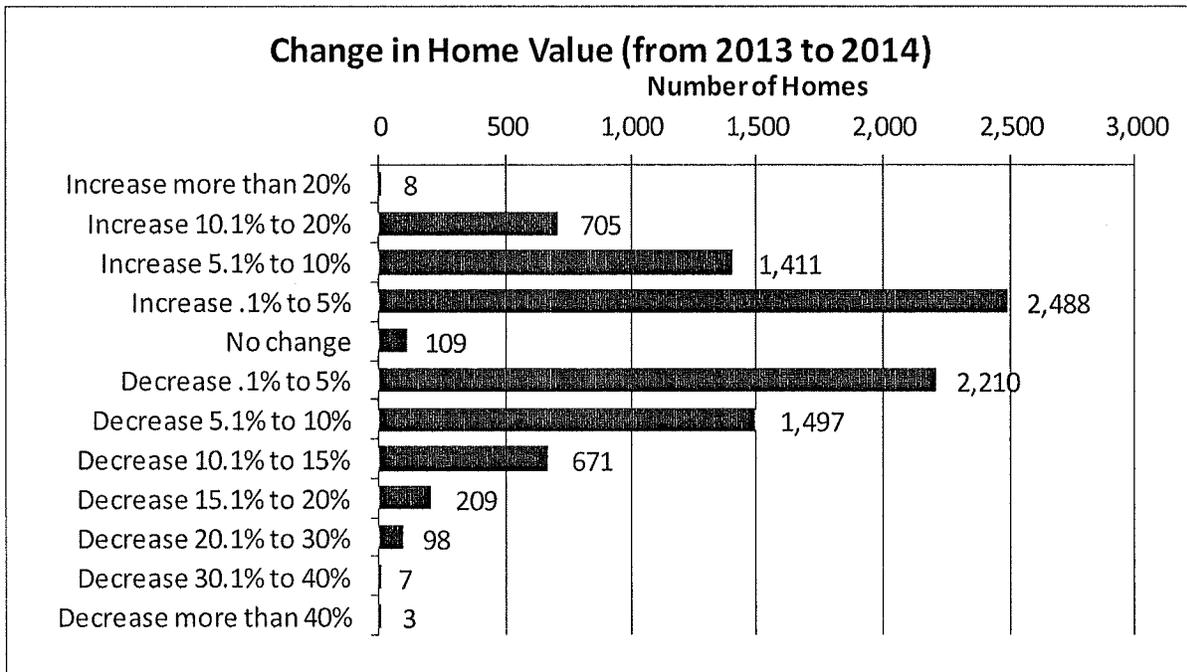
RESIDENTIAL PROPERTY VALUES

According to information provided by the Ramsey County Assessor, the median single-family home value in Shoreview will increase from \$222,200 for 2013 taxes, to \$224,500 for 2014 taxes (a 1.0% increase in value). The table at right shows the change in Shoreview’s median single-family home value since 2005.

Year	Median Home Value	Percent Change
2005	\$ 236,250	13.9%
2006	\$ 265,050	12.2%
2007	\$ 279,900	5.6%
2008	\$ 286,600	2.4%
2009	\$ 275,600	-3.8%
2010	\$ 262,200	-4.9%
2011	\$ 249,350	-4.9%
2012	\$ 235,700	-5.5%
2013	\$ 222,200	-5.7%
2014	\$ 224,500	1.0%

Change in home values (all residential)			
	Number of Parcels	Percent of Parcels	Number of Parcels
Increase more than 20%	8	0.1%	
Increase 10.1% to 20%	705	7.5%	
Increase 5.1% to 10%	1,411	15.0%	
Increase .1% to 5%	2,488	26.4%	4,612
No change	109	1.2%	109
Decrease .1% to 5%	2,210	23.5%	
Decrease 5.1% to 10%	1,497	15.9%	
Decrease 10.1% to 15%	671	7.1%	
Decrease 15.1% to 20%	209	2.2%	
Decrease 20.1% to 30%	98	1.0%	
Decrease 30.1% to 40%	7	0.1%	
Decrease more than 40%	3	0.0%	4,695
Total Residential Parcels	9,416	100.0%	9,416

As shown in the table at left and the graph below, 4,612 homes experience an increase in value, 109 home values remain the same, and 4,695 home values decrease.



IMPACT ON PROPERTY TAXES

The table below provides estimated changes in the City and HRA share of the property tax bill (using the assumptions on page 2 of this report) for a median value home. No information is available yet about the tax levies of other jurisdictions. To put this table into perspective, Shoreview is typically between 20% and 25% of the total tax bill. A description of the change in tax for a median home under each assumption follows the table.

Market Value				City Portion of Property Tax		Change in City Property Tax		HRA Portion of Property Tax		Change in HRA Property Tax	
Before MVE		Value Change									
2013	2014	Before MVE	After MVE	2013	2014	Dollars	Percent	2013	2014	Dollars	Percent
\$ 264,100	\$ 224,500	-15.0%	-17.2%	\$ 926.47	\$ 773.81	\$ (152.66)	-16.5%	\$ 7.24	\$ 7.12	\$ (0.12)	-1.7%
\$ 249,440	\$ 224,500	-10.0%	-11.6%	\$ 867.32	\$ 773.81	\$ (93.51)	-10.8%	\$ 6.78	\$ 7.12	\$ 0.34	5.0%
\$ 236,320	\$ 224,500	-5.0%	-5.8%	\$ 814.45	\$ 773.81	\$ (40.64)	-5.0%	\$ 6.37	\$ 7.12	\$ 0.75	11.8%
\$ 226,240	\$ 224,500	-0.8%	-0.9%	\$ 773.81	\$ 773.81	\$ -	0.0%	\$ 6.05	\$ 7.12	\$ 1.07	17.7%
\$ 222,200	\$ 224,500	1.0%	1.2%	\$ 757.89	\$ 773.81	\$ 15.92	2.1%	\$ 5.92	\$ 7.12	\$ 1.20	20.3%
\$ 213,800	\$ 224,500	5.0%	6.0%	\$ 723.87	\$ 773.81	\$ 49.94	6.9%	\$ 5.66	\$ 7.12	\$ 1.46	25.8%
\$ 204,100	\$ 224,500	10.0%	12.0%	\$ 684.68	\$ 773.81	\$ 89.13	13.0%	\$ 5.35	\$ 7.12	\$ 1.77	33.1%
\$ 195,220	\$ 224,500	15.0%	18.2%	\$ 648.82	\$ 773.81	\$ 124.99	19.3%	\$ 5.07	\$ 7.12	\$ 2.05	40.4%

- 25% drop in value – City taxes decrease \$152.66 and HRA taxes decrease 12-cents for the year
- 10% drop in value – City taxes decrease \$93.51 and HRA taxes increase 34-cents
- 5% drop in value – City taxes decrease \$40.64 and HRA taxes increase 75-cents for the year
- .8% drop in value – City taxes remain the same and HRA taxes increase \$1.07 for the year
- 1% increase in value – City taxes increase \$15.92 and HRA taxes increase \$1.20 for the year
- 5% increase in value – City taxes increase \$49.94 and HRA taxes increase \$1.46 for the year
- 10% increase in value – City taxes increase \$89.13 and HRA taxes increase \$1.77 for the year
- 15% increase in value – City taxes increase \$124.99 and HRA taxes increase \$2.05 for the year

SUMMARY

As stated on the first page of this report, staff recommends the City continue its practice of holding a budget hearing at the first regular meeting in December, and consider adoption of the levy and budget at the second meeting in December.

Staff recommends adoption of the attached proposed resolution setting the preliminary tax levy in the amount of \$9,919,154 and \$90,000 for the City and HRA respectively, and certifying the amount sales tax paid by the City in 2012. Staff also recommends setting the budget hearing for the first regular Council meeting in December by approving the attached motion.

As in the past, once the preliminary levy is adopted the Council may decrease the levy, but may not increase the levy at the time of final adoption.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD SEPTEMBER 3, 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 September 3, 2013 at 7:00 p.m. The following members were present: ____; and the following members were absent: ____.

Council member ____ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 13-76
RESOLUTION CERTIFYING THE PROPOSED TAX LEVY FOR
FISCAL YEAR 2014 COMMENCING JANUARY 1, 2014, AND ESTIMATED SALES
TAX PAID IN 2012, BASED UPON THE REQUIREMENTS OF THE 2013 TAX LAW;**

WHEREAS, Current tax law requires cities over 500 population to certify to the County Auditor by September 16, a proposed tax levy, and an estimate of the amount of sales and use tax paid by the City in 2012 and;

WHEREAS, the Finance Director has prepared a preliminary budget for the fiscal year 2014 based upon the requests of departments, the requirements of the 2013 tax law, and the recommendation of the EDA, and;

WHEREAS, the City Manager has recommended a proposed tax levy to support the recommended 2014 budget, and;

WHEREAS, the Finance Director has prepared an estimate of sales tax paid by the City in 2012, and;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that the proposed preliminary 2014 property tax levies for the City and for the HRA is as follows:

General levy	\$6,842,154
EDA	75,000
Capital funds	<u>2,270,000</u>
Sub-total General levy	\$9,187,154
Debt levy	<u>732,000</u>
Sub-total City tax levy	\$9,919,154
 HRA levy	 <u>\$ 90,000</u>
 Total Certified Levy	 <u>\$10,009,154</u>

Total amount of estimated sales tax paid by the City in 2012 is \$160,900.

Page 2
September 3, 2013
Resolution 13-76
2014 Proposed Tax Levy

BE IT FURTHER RESOLVED, that 1) this proposed tax levy resolution is being submitted by the City in accordance with Minnesota Statutes; 2) the City Council of the City of Shoreview may reduce this levy prior to final adoption, but may not increase the final levy over the amount specified in this resolution; and 3) the resolution represents a good faith effort by the City to substantially comply with applicable law and the guidance supplied by the Department of Revenue and Ramsey County.

The motion for the adoption of the foregoing resolution was duly supported by Council member ____ and upon vote being taken thereon, the following voted in favor thereof: ____; and the following voted against same: ____.

WHEREUPON, said resolution was declared duly passed and adopted this 3rd day of September 2013.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To authorize the hiring of BWBR Architects for the Community Center expansion in the amount of \$23,300.

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

Regular Council Meeting
September 3, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: AUGUST 27, 2013

**SUBJECT: AUTHORIZATION TO HIRE ARCHITECTURAL FIRM FOR PLANNED COMMUNITY
CENTER EXPANSION**

INTRODUCTION

The City's adopted Capital Improvement Program includes a project calling for an expansion and renovation of the Shoreview Community Center. The first step in this process is hiring an architect to assist in the preparation of concept designs and cost estimates for the project. The City Council is being asked to approve the retention of an architectural firm for this project.

BACKGROUND

The City's current Capital Improvement Program anticipates an expansion and renovation of the Shoreview Community Center. As noted in the attached Request for Professional Services, some of the key areas that could be considered for expansion include the fitness center, multi-purpose activity room space, indoor playground, family locker rooms, and banquet rooms. In addition, the architect has been asked to look at the potential to replace the former outdoor wading pool adjacent to the Tropics Waterpark. The purpose of this study is to prepare a concept design and cost estimates for the planned renovation and expansion of the Community Center.

The Request for Professional Services (RFPs) was reviewed by the City Council at the June workshop meeting. It was then sent to a number of architectural firms that have experience in the design of community centers, YMCA's, or similar facilities in early July. The City received three responses to the proposal from the following qualified architectural firms – BWBR Architects, Oertel Architects, and Pope Architects. A staff committee then conducted interviews of all three firms in mid-August.

After reviewing the proposals and conducting the interviews, the staff committee felt that both BWBR Architects and Pope Architects had put together a good approach to the project. Both firms had experience working on community facilities and YMCA's. BWBR was the architect for both the original design and expansion of the Shoreview Community Center. Pope has most recently been the architect for the Bielenberg Sports Center expansion in Woodbury. The proposal from BWBR had a lump sum fee of \$23,300, while Pope had a not to exceed fee of

\$28,500 for the project. Other reimbursable expenses such as printing, postage, delivery, etc., would be in addition to the above amounts.

After further review and discussion of the proposals, staff is recommending that the City Council authorize the retention of BWBR Architects for this project. The estimated cost of this concept study is slightly less and the City has had a successful working relationship with the firm during both the original design of the Community Center and the expansion of the building.

RECOMMENDATION

Therefore, based on the proposed cost of the project, as well as the familiarity with the Shoreview Community Center, staff is recommending that the City Council authorize the hiring of BWBR Architects for this project.

**CITY OF SHOREVIEW
REQUEST FOR PROFESSIONAL SERVICES
COMMUNITY CENTER EXPANSION/REMODELING**

I. SCOPE OF PROJECT

The City of Shoreview is seeking proposals from qualified architectural firms to assist in the preparation of concept designs and cost estimates for a planned expansion and renovation of the Shoreview Community Center. Some of the key areas that will need to be considered for potential expansion/renovation as part of the design process include the fitness center space, multi-purpose activity room, banquet room, family locker room space, indoor playground area, and potential renovation of a former outdoor wading pool area. A major issue associated with this project is the necessity to maintain current operations during any planned expansion of the building.

It is currently anticipated that the architect selected to prepare these concept designs will then be asked to prepare plans and specifications for selected project elements. The City currently has \$1.4 million allocated for the Community Center expansion and another \$500,000 allocated for the wading pool renovation. These amounts may be adjusted depending on the final concept plan and facility elements that are chosen for expansion/renovation.

II. SHOREVIEW COMMUNITY CENTER BACKGROUND

The Shoreview Community Center, which includes the *Tropics Indoor Water Park*, state-of-the-art fitness center, gymnasium and running track, *Tropical Adventure* Indoor Playground and banquet/conference facilities and meeting rooms, is located in Commons Park in central Shoreview at Victoria Street and County Highway 96. The Community Center, which was originally constructed in 1990 and expanded and renovated in 2003, is generally considered to be one of the premier community centers in the Twin Cities metropolitan area. The Community Center serves as the primary gathering place for the community and is the social, cultural and recreational center of the community.

Each year, more than 500,000 people visit the Community Center for recreation programs, room rentals, fitness activities and pool/playground use. Even though much of the activity in the building is community oriented, there is also a substantial business element generated from pool use, fitness activities, and room rentals. These activities generate income that assists in covering the operating costs for the facility.

III. PROCESS

The selected architectural firm will work closely with the City Council, Park and Recreation Commission, and City staff in developing alternative concept designs for a potential expansion/renovation to the Community Center. It is anticipated that the architect will work primarily with a design committee, and hold meetings with the City Council and Park and Recreation Commission at key decision points such as concept design and final design review. The City Council is responsible for approval of final design and funding future phases of this project.

IV. PROPOSALS

Written Proposal - Interested architectural firms must submit five copies of a written proposal containing the following information:

1. Project team members
2. Project team experience and qualifications
3. Comparable projects
4. Estimate of cost of services, including a disclosure of any costs not included in the estimate

Oral Presentations – Staff will review all written proposals and select firms for an interview and oral presentation.

Key Considerations – The following factors should be considered during preparation of the written proposal and estimate of cost for services:

- During the design process, the architectural firm will be responsible for preliminary meetings with city staff, as well as four to six meetings with the City Council and/or Park and Recreation Commission.
- There is no expressed or implied obligation for the City of Shoreview to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- The City of Shoreview reserves the right to reject any or all proposals submitted, to request additional information or clarifications from proposing firms, to allow corrections of errors or omissions, to retain all proposals submitted and to use any ideas in a proposal in regardless of whether that proposal is selected.
- Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal

submitted and confirmed in the contract between the City and the firm selected.

V. SELECTION PROCESS

After reviewing the proposals, firms will be selected for interviews with City representatives. Following the interview, a final selection will be made and submitted to the Council for approval. Proposals will be evaluated using, but will not be limited to, the following criteria:

- A. Quality and thoroughness of the proposal.
- B. Past experience and expertise in the design of community centers and other recreational facilities.
- C. Demonstrated ability to work with City Councils/commissions and City staff, to develop and prepare architectural concept plans.
- D. References and recommendations from past clients.
- E. Cost of the study.

The City of Shoreview reserves the right to reject any and all proposals, and waive all technicalities.

VI. QUESTIONS AND SUBMITTAL DEADLINE

Any questions regarding this Request for Professional Services should be directed to City Manager Terry Schwerm at 651-490-4611.

Proposals must be submitted by 4:30 pm on Wednesday, July 31, 2013. The firm shall submit five copies of the proposal and send them to the following address:

City of Shoreview
c/o Terry Schwerm, City Manager
4600 N. Victoria St.
Shoreview MN 55126

B | W | B | R

July 31, 2013
PROPOSAL FOR ARCHITECTURAL SERVICES

SHOREVIEW COMMUNITY CENTER

EXPANSION & RENOVATION





ARCHITECTURE
INTERIOR DESIGN
PLANNING

380 St. Peter Street, Suite 600
Saint Paul, MN 55102

651.222.3701
bwbr.com

July 31, 2013

Terry Schwerm, City Manager
City of Shoreview
4600 N. Victoria St.
Shoreview, Minnesota 55126

Dear Terry and Selection Committee:

BWBR is pleased to provide this proposal for design services to lead the staff, Park and Recreation Commission, and City Council in developing concepts for expansion and renovation of the Community Center.

The Community Center/City Hall complex, now over 20 years old, continues its wonderful evolution of serving the community in the fullest means possible — from year-round youth birthday parties, senior programs and classes, youth programs like Summer Discovery or Kids Corner, and the addition of music to the water slide in the Tropics waterpark. Much of the credit goes to staff and commissioners recognizing unmet needs and having a unique vision for making a good community place even better, while balancing economics and risk of doing too much too quickly.

BWBR is very proud to have been the City's partner on this facility since the beginning, over two decades ago. Just as your building has evolved, so has BWBR's experience in designing municipal community and recreation buildings. We will bring our enthusiasm and leadership as well as additional expertise in programming and conceptualizing expansion options to offer new ideas and exceed your goals, but not your budget.

BWBR is uniquely qualified to lead the expansion visioning and cost estimating planning for the Community Center:

- Collaboration is fundamental to our approach. We are excellent listeners and experienced leaders of the planning process.
- Our experience and volume of work in recreational and community-use facilities brings the ability to ask the right questions, correctly size the solutions, and keep the process on track to a schedule we set together.
- Our entire team has worked together before — and thrive together to provide a smooth process for coordinated, creative, and cost-effective results. BWBR and RJM, in particular, have partnered on multiple successful projects, both municipal and non-profit, very similar to your proposed project.
- Intimate building knowledge of the current facility and relationships with City staff allow us to hit the ground running.

We are very excited about this opportunity to be your partner for the next evolution of the Community Center.

Respectfully submitted,

BWBR

Gregory E. Fenton, AIA
Principal in Charge
651.290.1877
gfenton@bwbr.com

Steven H. Erickson, AIA, LEED AP
Senior Project Manager
651.290.1935
serickson@bwbr.com

Project Team Overview

BWBR

Team Management and Concept Planning

380 Saint Peter Street, Suite 600

Saint Paul, Minnesota 55102

651.222.3701

www.bwbr.com

Founded in 1922, BWBR is an employee-owned Minnesota Corporation with offices in Saint Paul, Minn. and Madison, Wis. Together with clients, BWBR identifies solutions that align with an organization's mission to improve operations. We **engage and empower** people and organizations to **enhance** what they do.

BWBR has successfully designed facilities with combinations of community/recreation services and education components for many organizations, including YMCAs throughout the Twin Cities metropolitan area, the City of Saint Paul and Neighborhood House, Saint Paul Public Schools, Stillwater Area Schools, and numerous churches and private schools. Our staff of 132 (with 40 LEED Accredited Professionals) includes:

Principals in Charge.....	11
Design Leaders/Planners.....	12
Project Managers.....	14
Project Architects.....	15
Staff Architects.....	3
Interior Designers.....	10
Job Captains.....	16
Interns (arch. graduates working toward license).....	13
CAD/BIM Technicians.....	4
Quality Assurance/Specifications.....	4
Construction Administrators.....	4
Project Staffing and Support.....	20
Design Students.....	6

CONSULTING PARTNERS

BWBR has made a strategic decision to provide only architectural and interior design services with our in-house staff, teaming with consultants for engineering and other specialized services. We do this because the best engineers tend to work for engineers, and it allows us to team with the best. It also allows us to assemble the most qualified and appropriate team members for each specific project.

BKBM — Structural Engineering

BKBM Engineers is a multi-discipline, professional engineering firm committed to excellence in design, on-schedule project completion and exceeding customer expectations. BKBM has earned a national reputation for innovative design solutions and proactive project management and provides civil, struc-

tural, restoration, and industrial engineering services. BKBM was established in 1967 and is headquartered in Minneapolis, Minnesota.

Engineering Design Initiative, Ltd. — Mechanical and Electrical Engineering

Engineering Design Initiative (EDI) is a registered Small Business Enterprise (SBE) consulting firm focused on sustainable design, energy, and the environment. EDI offers full service design, project management, modeling, and commissioning services supporting the mechanical, electrical, and low-voltage engineering disciplines.

Halling Engineering — Civil Engineering and Landscape Architecture

Halling Engineering has been providing civil engineering services since 1995 from their offices in Prior Lake. Halling Engineering has been working with BWBR since it was founded. Recent projects together include multiple remodeling and upgrade projects for Saint Paul Public Schools, Stillwater Area Schools, YMCA of Metropolitan Minneapolis, and area churches.

RJM Construction — Cost Estimating

RJM Construction was established in 1981 and is headquartered in Minneapolis with offices in Denver and Phoenix. RJM's experience encompasses general contracting, construction management, design/build and pre-construction. As a local leader in the community market, RJM specializes in the construction of community center facilities, both new and remodeling. **RJM's community market often comprises 35-40% of their yearly revenue and is a market that they understand well, allowing them to add value to project teams.**

Aquatic Design Solutions — Aquatic Recreation Design

Jody Dahms of Aquatic Design Solutions provides expertise in the design of recreational pool spaces. He has worked on over 1,000 indoor and outdoor pools throughout the country.



The BWBR team is made up of professionals committed to your project's success. Our team's combined architectural, interiors, and engineering design experience includes all the elements needed for the Shoreview Community Center expansion and renovation: a safe and fun environment for families and community groups.

Similar Project Experience

Strengthening Kids, Families, and Communities



CITY OF ELK RIVER/YMCA TWIN CITIES, ELK RIVER | Elk River YMCA

This new building was realized through a **partnership between the YMCA of Metropolitan Minneapolis and the City of Elk River.**

BWBR first assisted with the development of the Elk River facility's long-term vision and planning concepts. BWBR coordinated the conceptual study with the City of Elk River and the YMCA, exploring site and floor planning opportunities and conceptual exterior imagery. Public literature and general marketing efforts were used as a means to develop project understanding and support.

Completed in 2008, the new \$13 million, 56,000 s.f. YMCA features a **full-court gym,**

two pools, fitness studios and a wellness area, "Kid Zone" **child care/youth area, community meeting rooms,** locker rooms, and administrative spaces. Outdoor amenities include a playground, a splash pad water park, and parking lot for 275 vehicles. BWBR also worked with the City to obtain legacy landfill grant recycling rebates, saving the City more than \$1 million.

Client Reference: Phil Nyvall (retired), former General Manager of Properties and Facilities, (phone number available upon request)



Completion: September 2008

Square Footage: 56,000

Construction Time Frame:
September 2007-September 2008

Project Cost: \$13 million

Project Responsibilities:
Space needs analysis, programming, pre-fundraising design, design/bidding/construction, stakeholder consensus building



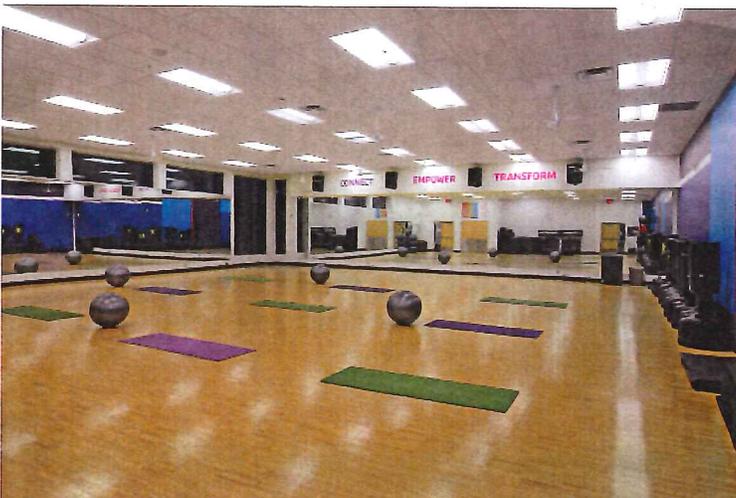
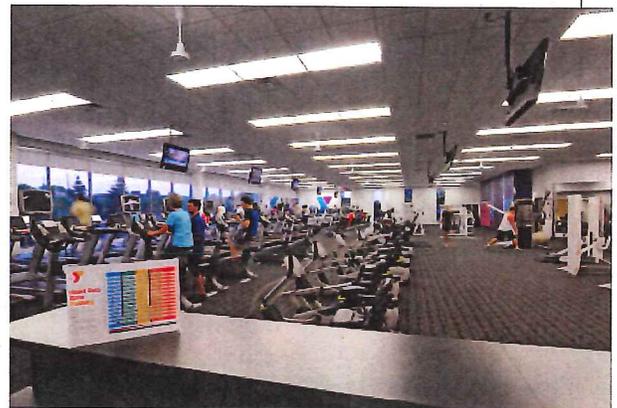
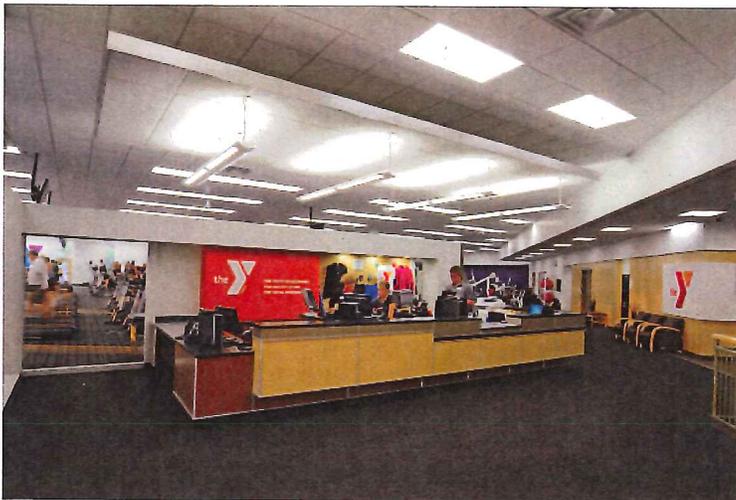
Strengthening Kids, Families, and Communities



YMCA TWIN CITIES, EDINA Southdale YMCA Renovation

In 2003, BWBR started working with the YMCA of Metropolitan Minneapolis on a master plan to develop options for replacing or improving facilities at their busy Southdale branch. During a five-year period, **BWBR provided planning scenarios, created graphics, and assisted with stakeholder consensus building.** After exploring possible partnerships and analyzing funding capacity, the Y chose to implement a \$9 million, 14,000 s.f. addition and comprehensive 30,000 s.f. renovation project, which was completed in 2011. Project components include a **new fitness center, exercise studios and leisure pool**, along with an expansion of kids' program spaces. Construction was phased to maintain continuous operation of the facility.

Client Reference: Greg Hanks, Executive Director, Southdale YMCA, 952.835.2567, greg.hanks@ymcatwincities.org



Completion: End 2011

Square Footage: 44,000 s.f. expansion and renovation in an 80,000 s.f. facility

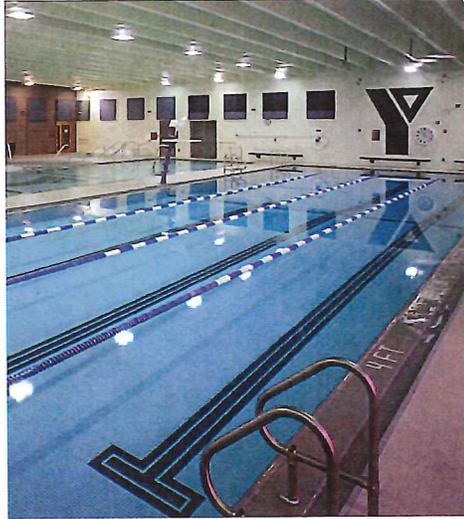
Construction Time Frame: Spring 2011-End 2011

Project Cost: \$9 million

Project Responsibilities: Space needs analysis, feasibility study, programming, pre-fundraising design, design/bidding/construction, stakeholder consensus building

Similar Project Experience

Strengthening Kids, Families, and Communities



YMCA TWIN CITIES, BURNSVILLE Minnesota Valley Family YMCA

This new construction of a 61,000 s.f. family branch YMCA includes a gymnasium; fitness area; lap pool; shallow-water recreational pool with zero-depth entry, whirlpool, and sauna; and **community meeting rooms**. As part of the Fairview Ridges campus — a development that includes a hospital, medical clinic, sports medicine clinic, church, and senior housing — the Y contributes to a holistic approach to health care and wellness.

Client Reference: Scott Peterson, Executive Director, YMCA Twin Cities, 952.435.9001, speterson@ymcatwincities.org

YMCA GREATER DES MOINES, CLIVE, IOWA | YMCA Healthy Living Center



The YMCA Healthy Living Center (Y-HLC) is a partnership between the YMCA of Greater Des Moines and Mercy Medical Center. Located in Clive, Iowa, the HLC brings a new approach to health, healing, and healthy living to the community. Utilizing a “medically integrated” approach, the HLC brings together the experience and expertise of both medical and fitness professionals to more effectively impact a person’s health and well-being.

The \$18.3 million, 64,000 s.f. center, with its dramatic curving glass exterior, is the anchor and focal point of this 24-acre wellness cam-

pus that includes a sleep center, cancer center, and ambulatory care center. Components include a **natatorium with lap, exercise and therapy pools; exercise studios; locker rooms; indoor and outdoor kids’ play areas; administrative and conference space; and fitness machines** surrounded by a jogging track overlooking the rolling wooded terrain. The Wellness Center opened in June 2009.

Client Reference: Tim Walpole, formerly with LADCO Development, now with three-sixty group, 515.457.8178, tim@three-sixtygroup.com



Vibrant Community Gathering Spaces



HAMLIN UNIVERSITY, SAINT PAUL Klas Stadium and Event Center

The Klas Stadium and Event Center, a new four-level, 23,500 s.f. sports and community gathering building integrates athletics and academics. The south side's ground-level cafe offers deli-style foodservice with casual seating, and has quickly emerged as a favorite gathering spot for faculty, students, and alumni. **Classrooms, meeting rooms,** and offices also occupy the facility. The 4,000 s.f. third level accommodates an events hall with a capacity for 300-500 and catering facilities; the cantilevered **banquet room's floor-to-ceiling windows** frame views of Old Main to the south and the stadium to the north. The \$6.5 million Klas Center was completed in 2004 and remains a vibrant addition to the Hamline campus.

Client Reference: Lowell Bromander, Associate Vice President for Facilities Services, Hamline University, 651.523.2225, lbromander@gw.hamline.edu



Community Hub and Neighborhood Resource

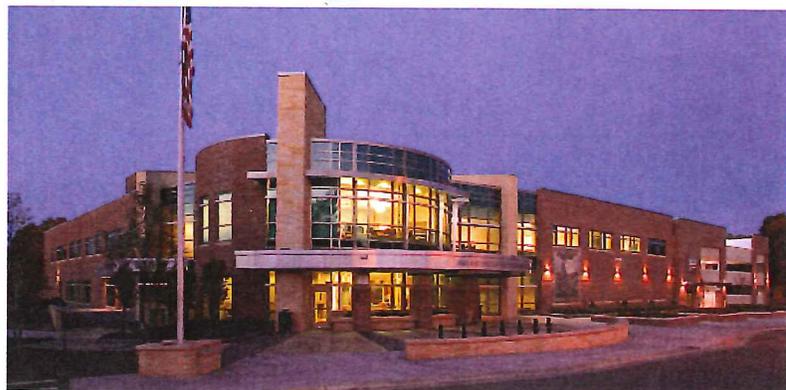
CITY OF SAINT PAUL/NEIGHBORHOOD HOUSE, SAINT PAUL The Paul and Sheila Wellstone Center for Community Building

This \$25 million community center in a diverse urban neighborhood **co-locates nonprofit social services organization Neighborhood House with El Rio Vista Recreation Center,** owned and operated by the City of Saint Paul. Partially funded with federal dollars and named in Senator Paul Wellstone's honor, the center provides abundant space for cultural, social, educational, performance, recreational, and civic activities.

The Neighborhood House portion includes a 260-seat theater with distance learning technology, **flexible meeting rooms and classrooms, computer labs,** commercial kitchen and dining space, food shelf, a cafe and lounge, a drop-in child care center, and offices. Recreation facilities include **two gyms** with basketball and volleyball courts and a walking track, a **youth center,** dance/exercise room, weight room, a **skate-changing/multi-purpose room serv-**

ing the outdoor ice rinks, and offices. Many spaces are shared, making the building more efficient and cost-effective.

Client Reference: Sheri Zigan, former Vice President of Finance and Operations, Neighborhood House, now Finance and Admin Director, Park Square Theater, 651.767.8481, zigan@parksquaretheatre.org



Environment for Mind and Body Wellness

MAYO CLINIC, ROCHESTER | Dan Abraham Healthy Living Center

This wellness and fitness facility helps Mayo Clinic's 28,000 employees and their families improve their health and fitness, reduce stress, and implement beneficial lifestyle changes.

BWBR interfaced with several City of Rochester agencies during design to secure approval for some setback variances and to facilitate inspections of specialized components such as the pool and foodservice areas.

Attention was also focused on **flexibility** — the facility is designed to accommodate future vertical and/or horizontal expansions as the center and its programs evolve.

The three-level building features a **natatorium** with two pools; a **fitness center** with workout equipment, jogging track, aerobic exercise studios, and fitness staff offices; a **fun space for kids** offering drop-in daycare services; amenity-filled locker rooms; an **education suite** with social space, meeting rooms and a library; a stress management area; a healthy eating venue; and a staff wellness evaluation and research clinic.

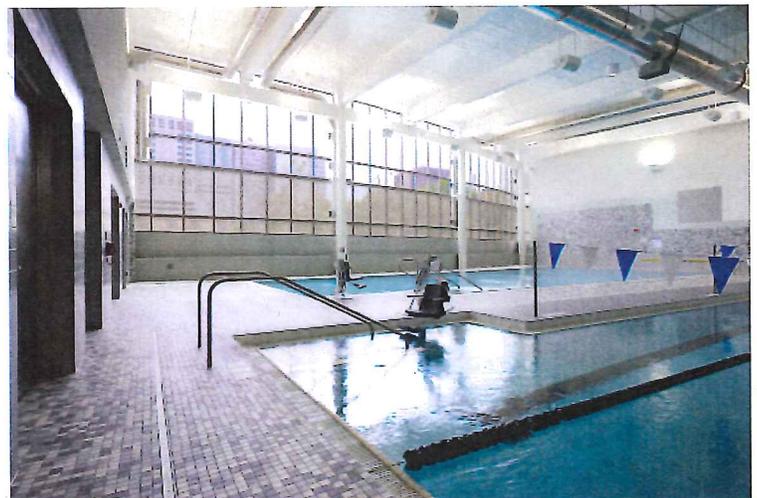
Funded by Dan Abraham, founder of SlimFast and Mayo patient, the facility features sweeping glass curtainwall designed to display health in motion to the community outside while opening views for people inside to the surrounding neighborhood. The building, which opened in 2007, received *Athletic Business* magazine's 2008 Facility of Merit Award "in recognition of an especially outstanding sports/recreation facility."

BWBR is currently working on a four-story vertical expansion to the facility.

Client Reference: Karl Corrigan, Facilities Project Services, Mayo Clinic, 507.284.2382, corrigan.karl@mayo.edu



Completion: September 2007
Square Footage: 110,000
Construction Time Frame: March 2006-September 2007
Project Cost: Confidential at Owner's request
Project Responsibilities: Design/bidding/construction, stakeholder consensus building



"The building is mag-ni-fi-cent! It is even more inspirational than we imagined it could be. May it serve the Mayo community (and beyond!) well for many years to come."
 — Joshua Lookstein, Manager, S. Daniel Abraham Foundation

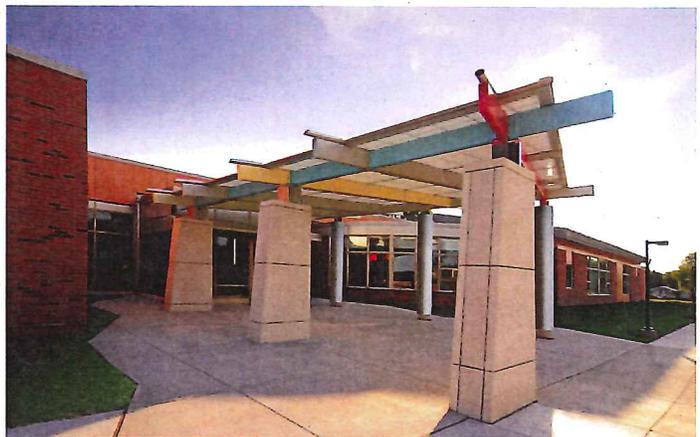
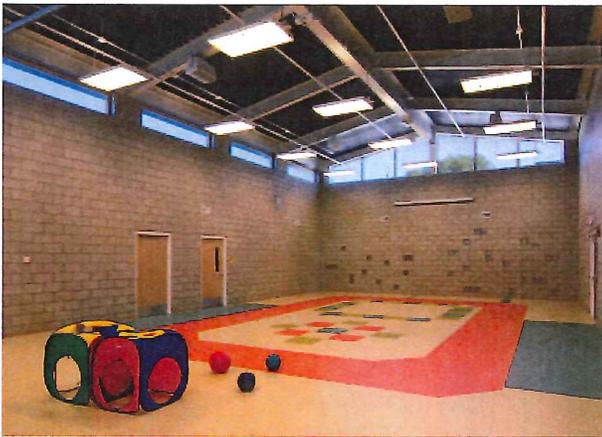


Design for Family, Safety, and Community

STILLWATER AREA PUBLIC SCHOOLS/COMMUNITY EDUCATION, STILLWATER | Stillwater Early Childhood Family Center

The program focuses on enhancing child development, families spending time together playing and learning, and providing support and resources for parents. Design priorities for the \$11 million project include integrating multiple programs and users within the building; access, safety and security; connections with the outdoor play area; and strategies to help young children and those with special needs find their way.

Client Reference: Lori Brink, Director, Community Education/Performing Arts, Stillwater Area Public Schools, 651.351.8322, olsonl@stillwater.k12.mn.us



Completion: June 2012
Square Footage: 46,000 s.f.
Construction Time Frame:
 August 2011 - June 2012
Project Cost: \$11 million
Project Responsibilities:
 Visioning, programming, design/bidding, construction administration

See a video on this facility and their programs at:
www.youtube.com/watch?v=hJhmOc-qADI&feature=youtu.be

Long-Term Client Relationship

CITY OF SHOREVIEW, SHOREVIEW COMMUNITY CENTER Original Facility, Expansion/Renovation

Completion:

Original Facility - 1991
Pool Update - 1999
Exp./Renov. - 2003

Square Footage:

Original Facility - 76,000
Exp./Renov. - 29,500

Construction Time Frame:

Original Facility - Unavailable
Expansion/Renovation -
June 2002-June 2003

Project Cost:

Original Facility - \$7 million
Pool Update - \$250,000
Exp./Renov. - \$5.5 million

Project Responsibilities:

Original Facility - Space needs analysis, feasibility study, pre-fundraising design, design/bidding/construction, stakeholder consensus building
Expansion - Space needs analysis, pre-fundraising design, design/bidding/construction

BWBR started working with the City of Shoreview on their original 76,000 s.f. Community Center, part of a civic complex that includes City Hall. It featured the first leisure pool of its kind in the Twin Cities metro area; a six-lane, 25-yard **lap pool**; **fitness center**, **Parks and Recreation offices**; **wet and dry craft/classrooms**; **five flexible meeting rooms**; and a sub-dividable dining room with full kitchen.

In 1999, a BWBR-designed \$250,000 update of the pool provided a second water slide and upgrade of aquatics amenities.

When it was time to grow, BWBR designed an expansion and renovation that provided a new entry, **multi-purpose activity center**, **more fitness and cardiovascular space**, **new locker rooms**, improved on-site snack bar facilities, and new spaces for kids' programs and banquets. The expansion project also included a picnic/performance pavilion, an **improved ice/roller hockey rink**, new plaza and drop-off area at the lower level entrance, and improved landscaping.

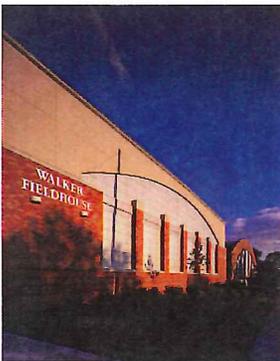


"We had a great time working with you and your team and enjoyed every step of the way. What distinguished this project — beyond the great design — was the level of service that you provided ... Even now we get positive comments about our building ... which is why I consider the project a great value in terms of the long-term enjoyment it brings to the community ... I look forward to other opportunities to work with you again."
— Jerry Haffeman, Director, Shoreview Parks & Recreation Department

Additional BWBR Athletic/Recreational Projects



International Academy
Gymnasium Addition



Hamline University
Lloyd W. D. Walker Fieldhouse



Hazel Park Neighborhood
Recreation Center

BWBR has been steadily involved in the design of community/recreation facilities for more than 30 years and has provided planning and/or design services for more than 50 such projects in the last several years. Here are some of the highlights:

Boys & Girls Club of Saint Paul | Saint Paul, Minn.

- Eastside and Westside Clubs

City of Anoka, Minn.

- Sunny Acres Park and Recreational Building

City of Burnsville, Minn.

- Burnsville Ice Arena
- Community Center Feasibility Study

City of Minnetonka, Minn

- Aquatics Recreation Center study

City of Saint Paul, Minn. Parks & Recreation

- Como Park Education Resource Center
Concept Design
- Hazel Park Neighborhood Recreation Center

Grand Forks Family YMCA | Grand Forks, N.D.

- Grand Forks Community Wellness and Fitness Center Planning/Concept Design

Hamline University | Saint Paul, Minn.

- Lloyd W.D. Walker Fieldhouse and Hutton Arena Renovation

Northwestern College | Saint Paul, Minn.

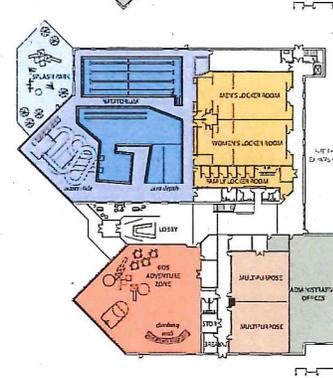
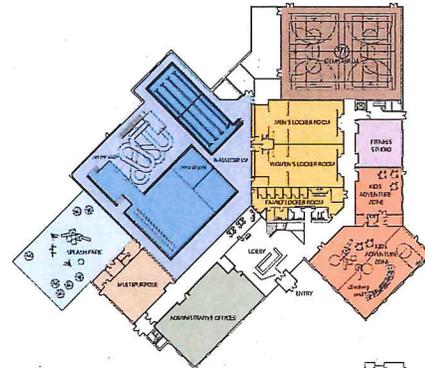
- Athletics Facility Master Plan

Ramsey County Parks Department | Maplewood, Minn.

- Battle Creek Aquatic Center Remodeling

Saint Paul Public Schools | Saint Paul, Minn.

- Fieldhouse/Gymnasium Additions:
 - Como Park High School
 - Harding High School
 - Highland Park High School
 - International Academy-LEAP
 - Johnson Senior High School



YMCA Prototype Planning



Battle Creek Aquatic Center

St. Thomas Academy | Mendota Heights, Minn.

- Secondary School Academic and Athletic Campus Master Plan

YMCA Twin Cities

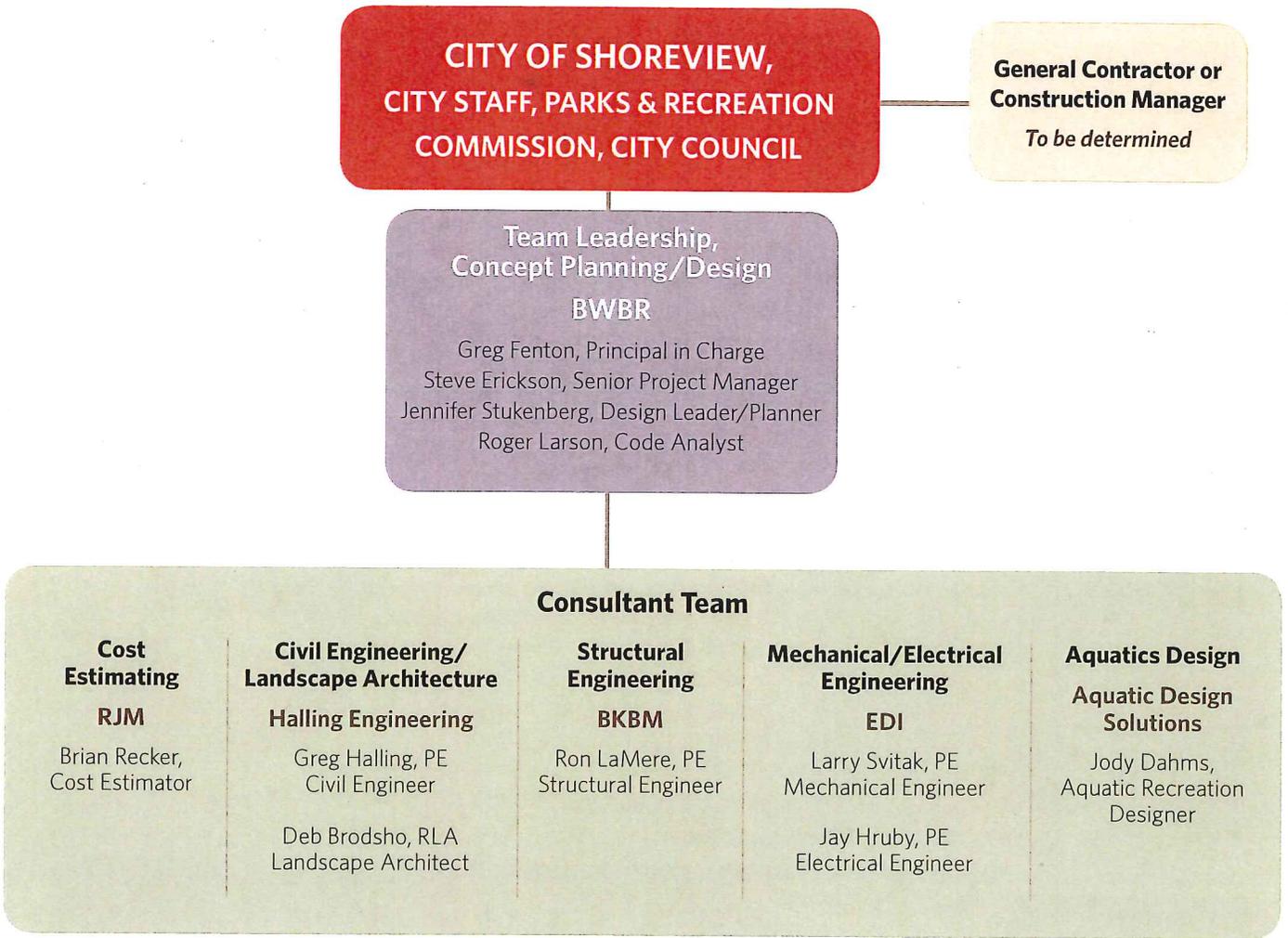
- Blaisdell YMCA (Minneapolis): Expansion/Renovation Study, Entry Study
- North Community Family YMCA (Minneapolis): Needs Assessment/Renovation Concept Design
- Prior Lake YMCA at Shepherd's Path (Prior Lake): Predesign-Concept Planning
- River Valley YMCA (Prior Lake): Predesign
- Victoria YMCA: Predesign
- Prototype YMCA: Planning for 40,000 s.f., 60,000 s.f., and 80,000 s.f. Recreation Buildings
- Desk Renovations at Five Metro Area YMCAs
- Chain of Lakes YMCA (Lino Lakes): Master Plan/Programming Study
- Northwest Family YMCA (Shoreview): Expansion Master Planning

Northfield Area Family YMCA

- New Facility (Northfield)

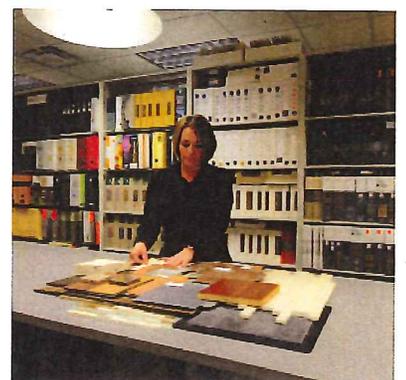
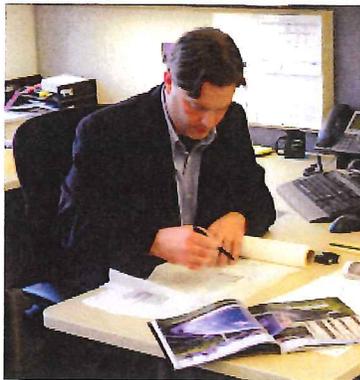
Project Team

Team Organization Chart



STAFF AVAILABILITY

We have the staff available to begin the work immediately and to stay assigned to the project throughout design.



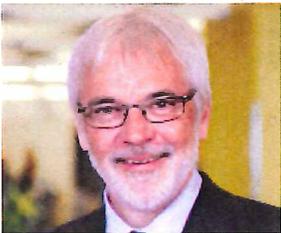


GREG FENTON
AIA
BWBR
Principal in Charge

- 24 years of experience; 20 years with BWBR
- Licensed Architect
- Proven leadership on community, recreation and education projects involving partnerships between multiple organizations

SELECTED PROJECT EXPERIENCE

- YMCA Twin Cities | Southdale YMCA: Site Master Plan; Phase I Design; Expansion Study; Expansion and Renovation (Edina); Emma B. Howe Northtown YMCA: Expansion/Renovation (Coon Rapids); Minnesota Valley Family YMCA: Multiple Expansions/Renovations (Burnsville); Additional Renovations, Expansions and Studies for Blaisdell YMCA (Minneapolis) Downtown YMCA (Minneapolis), North Community YMCA (Minneapolis), Prior Lake YMCA at Shepherd's Path; Victoria YMCA (Shoreview); Prototype Designs for 40,000 s.f., 60,000 s.f., and 80,000 s.f. Facilities; Chain of Lakes YMCA Master Plan/Site Study (Lino Lakes); Northwest Family YMCA Desk Renovation, Expansion/Renovation Study (Shoreview)
- Northfield Area Family YMCA | New Facility - Northfield, Minn.
- City of Elk River/YMCA of Metropolitan Minneapolis | Elk River YMCA - Elk River, Minn.
- Red Wing Area Family YMCA | Feasibility/Conceptual Design; Expansion - Red Wing, Minn.
- Altru Health System | YMCA Grand Forks Community Center Design - Grand Forks, N.D.
- City of Edina, Minn. | Tri-City Skate Park Facility Study - Edina, Minn.
- Mendakota County Club | Clubhouse Expansion Study - Mendota Heights, Minn.
- Metropolitan State University | Parking Ramp Predesign; Science Education Center - Saint Paul, Minn.
- University of Minnesota | Stadium Village Intermodal Transportation Center Design; Microbiology Research Building - Minneapolis, Minn.
- CrossRoads Church | Replacement Church - Woodbury, Minn.
- Shepherd of the Valley Lutheran Church | Expansion/Renovation - Apple Valley, Minn.



STEVE ERICKSON
AIA, LEED A.P.
BWBR
Senior Project Manager

- 36 years of experience; 25 years with BWBR
- Licensed Architect (Minnesota), LEED Accredited Professional
- Skilled at building consensus among diverse stakeholder groups through experience managing community, education, and church facility projects

SELECTED PROJECT EXPERIENCE

- City of Shoreview | Community Center/City Hall: New Facility; Pool Renovation; Expansion and Renovation; Deferred Maintenance Projects - Shoreview, Minn.
- Hamline University | Lloyd W.D. Walker Fieldhouse; Hutton Arena Renovation; Klas Stadium and Event Center; Numerous Other Projects - Saint Paul, Minn.
- Winona State University | Memorial Hall Athletics Facility Renovation - Winona, Minn.
- Stillwater Schools/Childhood Education | Early Childhood Family Center - Stillwater, Minn.
- City of Saint Paul/Saint Paul Public Schools | Dayton's Bluff Neighborhood Community Center and Achievement Plus Program - Saint Paul, Minn
- Saint Paul Public Schools | Wilson Middle School Gymnasium and Library Expansion/Renovation; Fieldhouse Additions at Como Park High School, Harding High School, Highland Park High School, and Johnson High School; Numerous Other Projects - Saint Paul, Minn.
- City of Minnetonka | Aquatics Recreation Center Study - Minnetonka, Minn.
- City of Anoka | Sunny Acres Park and Recreational Building - Anoka, Minn.
- City of Burnsville | Community Center Feasibility Study - Burnsville, Minn.
- City of New Brighton | Community Center Feasibility Study - New Brighton, Minn.
- City of Ramsey | Community Center Feasibility Study - Ramsey, Minn.
- St. Thomas Academy | Secondary School Academic and Athletic Campus Master Plan - Mendota Heights, Minn.
- Redeemer Lutheran Church and School | Gymnasium/Classroom Addition - Wayzata, Minn.
- Northwestern College | Athletics Facility Master Plan - Saint Paul, Minn.

Project Team | Resumes



JENNIFER STUKENBERG

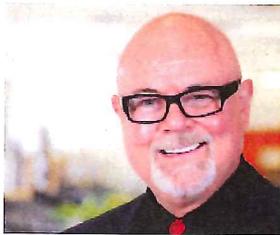
NCIDQ, LEED AP BD+C
BWBR

Design Leader/Planner

- 19 years of experience; 17 years with BWBR
- Certified by the National Council for Interior Design Qualification (NCIDQ)
- LEED Accredited Professional, Building Design and Construction
- Founding Member, BWBR's Performance (Sustainable) Design Group
- Highly skilled in creating fun environments that delight children and families and works often on school and community facilities

SELECTED PROJECT EXPERIENCE

- City of Shoreview | Expansion and Renovation – Shoreview, Minn.
- Saint Paul Public Schools | Alternative Learning Center – Saint Paul, Minn.
- YMCA Twin Cities | Minnesota Valley Family YMCA – Burnsville, Minn.
- City of Saint Paul/Neighborhood House | The Paul & Sheila Wellstone Center for Community Building – Saint Paul, Minn
- Mayo Clinic | Dan Abraham Healthy Living Center New Facility and Vertical Expansion, Sports Medicine Clinic – Rochester, Minn.
- Gillette Children's Specialty Healthcare | Ronald McDonald House, Multiple Public/Family Spaces Remodeling Projects – Saint Paul, Minn.



ROGER LARSON AIA
BWBR
Code Analyst

- 26 years of experience; 24 years with BWBR
- Licensed Architect
- Member: National Fire Protection Association, International Code Council, State of Minnesota Building Code Arbitration Committee, State of Minnesota Building Code Appeals Board
- Excellent understanding of the International Building Code (IBC) and Minnesota Building Code standards, especially the highly technical requirements of the Life Safety Code and many NFPA (fire protection) standards.

SELECTED PROJECT EXPERIENCE

- Northeast Metro 916 Intermediate School District | Karner Blue K-8 Special Education Center – Blaine, Minn.
- Saint Paul Public Schools | Science Classroom Addition (Highland Park Junior and Senior High Schools), Accessibility Upgrades (Humboldt Junior and Senior High Schools), Deferred Maintenance – Saint Paul, Minn.
- St. Mary of the Lake Catholic Church & School | Integrated Education Center Expansion/Renovation – White Bear Lake, Minn.



JAY HRUBY PE
EDI
Electrical Engineer

- 21 years of experience
- Registered Professional Engineer
- Member, Institute of Electric and Electronics Engineers (IEEE)
- Expertise in energy conservation and sustainability for educational, institutional, historical, and commercial buildings

SELECTED PROJECT EXPERIENCE

- City of Shoreview | Community Center/City Hall: New Facility – Shoreview, Minn.
(with BWBR)
- Saint Paul Public Schools | Wilson Middle School Gymnasium and Library Expansion/Renovation *(with BWBR)*
- City of North Saint Paul | Community Activity Center – North Saint Paul, Minn.
- Saint Paul Parks & Recreation | Conway Splash Pad – Saint Paul, Minn
- Hilton Minneapolis | Hotel Fitness Center Renovation & Banquet Hall – Minneapolis, Minn.
- Fond du Lac Sawyer Community Center | Sawyer, Minn.
- Deep Portage Learning Center | Hackensack, Minn.
- Valleywood Golf Course | Clubhouse – Apple Valley, Minn.

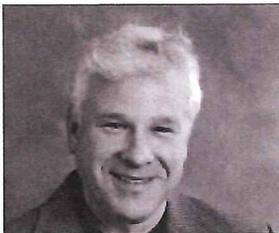


LARRY SVITAK PE
EDI
Mechanical Engineer

- Over 30 years of experience with HVAC design and construction
- Registered Professional Engineer
- Excels at communicating the complexities of HVAC systems to clients

SELECTED PROJECT EXPERIENCE

- City of Shoreview | Community Center/City Hall: New Facility – Shoreview, Minn. *(with BWBR)*
- Saint Paul Public Schools | Wilson Middle School Gymnasium and Library Expansion/Renovation *(with BWBR)*
- City of North Saint Paul | Community Activity Center – North Saint Paul, Minn.
- Saint Paul Parks & Recreation | Conway Splash Pad – Saint Paul, Minn
- Hilton Minneapolis | Hotel Fitness Center Renovation & Banquet Hall – Minneapolis, Minn.
- Fond du Lac Sawyer Community Center | Sawyer, Minn.
- Valleywood Golf Course | Clubhouse – Apple Valley, Minn.
- Hot Yoga Studio | Eagan, Minn.
- Four Rivers | Environmental Education Center and Banquet Hall – Channahon, Ill.



RON LAMERE PE
BKBM
Structural Engineer

- 29 years of experience
- Registered Professional Engineer
- Member, Council of American Structural Engineers (Past President)
- Member, Structural Engineering Institute of the American Society of Civil Engineers
- Minnesota Building Code Structural Advisory Committee
- Extensive experience with numerous building types and provides expertise with special provisions of the International Building Code

SELECTED PROJECT EXPERIENCE

- Four Rivers | Environmental Education Center and Banquet Hall – Channahon, Ill.
- City of Wadena | Wadena Community Center – Wadena, Minn.
- Camp Widjiwagan | Sigurd Olson Center – Ely, Minn.
- University of Minnesota, Landscape Arboretum | New Facility includes McQuinn Great Hall, MacMillan Auditorium, and Wall Education Wing – Chaska, Minn



JODY DAHMS PE
Aquatic Solutions
Aquatic Recreation
Designer

- 17 years experience
- Registered Professional Engineer
- Aquatic Facilities Operation Certification
- National Playground Safety Inspector
- Experience with over 1,000 indoor and outdoor pools throughout the country

SELECTED PROJECT EXPERIENCE

- YMCA Twin Cities | Southdale YMCA – Edina, Minn. *(with BWBR)*
- City of Elk River/YMCA of Metropolitan Minneapolis | Elk River YMCA – Elk River, Minn. *(with BWBR)*
- Northfield Area Family YMCA | New Facility – Northfield, Minn. *(with BWBR)*
- Anoka Aquatic Center | Zero-depth entry pool with competitive lap lanes and diving, waterslide, and SCS water play structures – Anoka, Minn.
- Hastings Aquatic Center | Pool design, filtration design, and project inspections – Hastings, Minn.

Project Team | Resumes

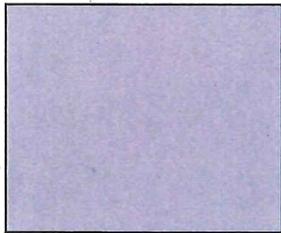


GREG HALLING
PE
Halling Engineering
Civil Engineer

- 41 years of experience; 19 years with Halling Engineering
- Registered Professional Engineer
- Experience designing a wide range of project types, including recreation, community, and educational facilities

SELECTED PROJECT EXPERIENCE *(all with BWBR)*

- City of Saint Paul | Hazel Park Neighborhood Recreation Center, Dayton's Bluff Neighborhood Community Center – Saint Paul, Minn.
- Stillwater Area Schools | Rutherford Elementary School, Multiple Deferred Maintenance Improvement Projects – Stillwater, Minn.
- Shepherd of the Lake Lutheran Church at Shepherd's Path | New Church Facility
- Lord of life Lutheran Church | Replacement Church – Maple Grove, Minn.
- St. Michael's Lutheran Church | Expansion and Remodeling – Bloomington, Minn.
- Shepherd of the Valley Lutheran Church | Expansion and Renovation – Apple Valley, Minn.
- YMCA Twin Cities | Emma B. Howe Northtown YMCA Expansion – Coon Rapids, Minn.
- Red Wing Area Family YMCA | Expansion – Red Wing, Minn.



DEB BRODSHO RLA
Halling Engineering/
Brodsho Consulting
Landscape Architect

- 16 years of experience at Brodsho Consulting
- Registered Landscape Architect
- Member, American Society of Landscape Architects; Minnesota Chapter of Landscape Architects
- Experience designing landscapes for community-based organizations

SELECTED PROJECT EXPERIENCE

- City of Elk River/YMCA of Metropolitan Minneapolis | Elk River YMCA – Elk River, Minn. *(with BWBR)*
- YMCA Twin Cities | Southdale YMCA Renovation – Edina, Minn. *(with BWBR)*, White Bear Lake Facility Expansion and Indoor Pool Area – White Bear Lake, Minn.
- New Life Church | Facility Expansion
- First Congregational Church | Educational Building Expansion



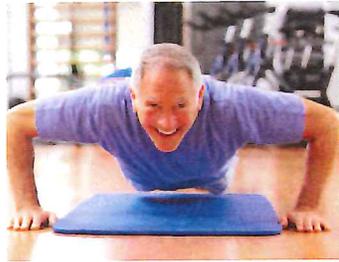
BRIAN RECKER
RJM
Cost Estimator

- 21 years of experience
- Well-versed in preconstruction process and services for community recreation facilities, both publicly and privately-owned

SELECTED PROJECT EXPERIENCE

- City of Elk River/YMCA Twin Cities | Elk River YMCA – Elk River, Minn. *(with BWBR)*
- YMCA Twin Cities | Southdale YMCA Renovation – Edina, Minn. *(with BWBR)*, Emma B. Howe Northtown YMCA Expansion – Coon Rapids, Minn. *(with BWBR)*
- City of Andover | YMCA Community Center and YMCA – Andover, Minn.
- City of Eden Prairie | Community Center and Ice Arena – Eden Prairie, Minn.
- City of Worthington | Community YMCA – Worthington, Minn.
- City of Chaska | Community Center, Senior Center – Chaska, Minn.
- City of Coon Rapids | Ice Center – Coon Rapids, Minn.

Project Understanding



UNDERSTANDING

The City of Shoreview is considering an expansion and renovation to the Community Center to address community needs. This pre project study will recognize and analyze the needs in an attempt to create and document the scope of proposed work, schedule and estimate of cost.

The study shall review initial needs, identified by staff to include expanded capacity of the fitness space, family changing rooms adjacent to the pool, banquet room, indoor play area currently in the field house, and potential repurposing of the outdoor wading pool area to the south of the Tropics Water Park. The staff believe current parking capacity is adequate. Staff have identified an early project budget of \$1.4 million for the Community Center and \$500,000 potentially for the wading pool area. Their budgets may adjust depending upon the analysis of needs and best solutions developed as part of this study.

SCHEDULE

The City wishes to complete this pre-project study by late Fall 2013. It is anticipated that design development and documentation could take place in Spring 2014, with construction commencing Fall 2014.

The study will address several schedule issues. Design concepts and cost estimating will need to reflect the added complexity (but very regularly encountered) of maintaining an operations facility during construction. Additionally, cost escalation depending on final proposed construction start will have a real effect on the project budget.

PROPOSED WORK PLAN

We propose the following framework plan to accomplish the goals of the study. We anticipate a pre start meeting with staff to refine the plan to help orchestrate a smooth 9 to 12-week process.

- The **Kick-off Meeting** with City staff, Parks & Rec Commissioners, and other stakeholders to review project goals and desired outcomes, study and project timelines, budget expectations, and the process approvals needed to afford a valuable study. This meeting would also solicit an initial needs analysis to allow project program to be started.
- We will **review and analyze previous design documents and conditions of facility**. Our team will meet with staff to learn of building system conditions to allow proper outlines of future systems to be developed in later steps.

Proposed Schedule

Task	August				September					October				November			
	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25
Project Kick-off	▲																
Meet with Building Committee		▲		▲		▲		▲					▲				
Meet with City Council						▲					▲						
Meet with Parks & Recreation Commissioners		▲		▲						▲							
Develop Concept Plans				■													
Develop Cost Estimates							■				■						
Prepare Final Concept Documents												■					

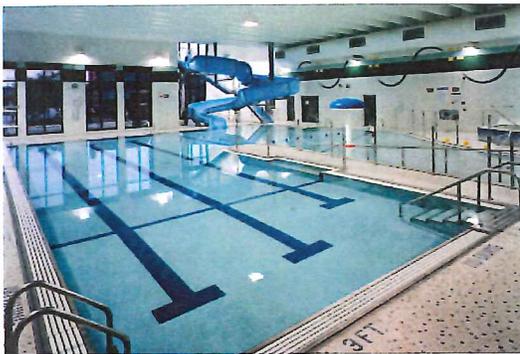
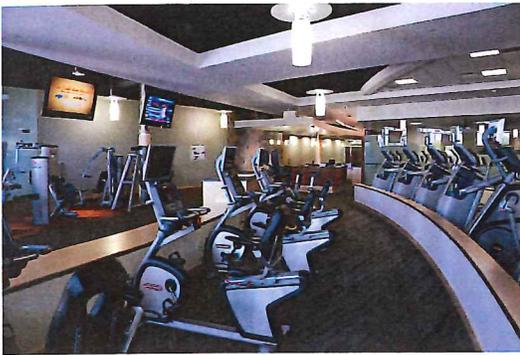
Holiday

Project Understanding and Approach

- The **Program Validation/Planning Workshop** will be conducted on-site to review draft program and evaluate design concept alternatives.
- A **Concept Presentation Workshop** will be conducted to present ideas to the Council and Commission in a workshop setting. This meeting will solicit consensus on program, and preliminary concept direction from options and cost magnitudes presented. This meeting could be facilitated at a Council Workshop held on the second Monday of each month. The target date may be October 13, 2013.
- We will **refine the concept** once general approval on the design program and concept is obtained and develop scope outlines for building systems and site changes, including the outdoor pool concept.
- **Cost estimates** will be verified following refinement.
- The **Final Report Draft** will be developed and delivered to all stakeholders for review and comment.
- We will **present the Final Report** at Parks and Rec Commission and City Council meetings.
 - Parks and Recreation Commission meets on the fourth Thursday of each month.
 - City Council meets on the first and third Mondays of each month.
- Upon approval, the **Expansion and Renovation Study will be published**. BWBR will provide this report in an electronic format for use by the City as necessary. We anticipate creating posters for display in the Community Center, informing Shoreview citizens and visitors of the future vision and changes forthcoming.



Compensation



BWBR proposes a lump sum fee of Twenty-Three Thousand, Three Hundred Dollars (\$23,300) for services to prepare concept designs and cost estimates for the expansion and renovation.

This fee is derived through our work efforts based upon the project understanding, scope of services, and schedule described in this proposal.

Architectural services are not a commodity. We acknowledge that fees are a significant component of any project's expenses. As such, we believe that the compensation agreement should be developed together to make sure that the goals above are achieved. We look forward to discussing this with you so we can meet your expectations and goals.

Reimbursable expenses are in addition to fees and are billed at 1.1 times the cost to BWBR. These expenses include, but are not limited to, printing and reproduction costs as well as delivery/postage costs as customary for our in-town projects. We will not bill local travel mileage.

Engage. Empower. Enhance.



GENERAL DIFFERENTIATORS

The distinctions between qualified design firms can be subtle — firms often appear to have similar qualifications and experience. There are, however, distinctions.

The BWBR Difference

Collaborative: Collaboration is fundamental to our approach. We are excellent listeners.

Leadership: We will lead you through a process of translating ideas and vision to reality.

Creative: We will infuse an excitement and energy into every space, regardless of budget.

Experienced: We will guide and foster the greatest value to your project.

Capacity: We are confident that we have the ability to staff your project and offer you our full focus.