

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
JANUARY 21, 2014
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Retiring Finance Director Jeanne Haapala

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

COUNCIL COMMENTS

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

1. January 6, 2014 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes-
 - Parks and Recreation Commission, December 4 2013
 - Planning Commission, December 10, 2013
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
4. Verified Claims

5. Purchases
6. License Applications
7. Change Order #1—2013 Street Rehabilitation CP 13-02 and Gaston/Grove/St. Albans Watermain Extension, CP 13-03
8. Developer Escrow Reduction
9. Change Order #2—Red Fox Road Improvements, CP 12-04
10. Authorize Replacement Purchase of Unit 203 Single Axle Dump Truck
11. Acceptance of Quotes for Diseased Tree Removal Program
12. Approval of 2014 Insurance Coverage

PUBLIC HEARING

GENERAL BUSINESS

13. Authorize Agreements—North Oaks Water Connection Agreements

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

City of Shoreview

Proclamation

WHEREAS, Jeanne Haapala was appointed Finance Director for the City of Shoreview in September 1988; and

WHEREAS, Jeanne has been responsible for the development and implementation of long-range financial planning tools including the Comprehensive Infrastructure Replacement Plan; the Five Year Operating Plan; and most recently our two-year budget that includes goals and performance measures for all of the City's operations and programs;

WHEREAS, the Comprehensive Infrastructure Replacement Plan received an Award of Excellence from the Government Finance Officers' Association in 1993; and the City has received the Certificate of Excellence in Financial Reporting for the annual Finance Report for 25 consecutive years; and

WHEREAS, the development of these long-range planning tools and focus on quality financial practices were instrumental in the City attaining a AAA bond rating, the highest rating possible from Standard and Poors; and

WHEREAS, during her tenure, Jeanne has served in several leadership positions including President of the Minnesota Chapter of the GFOA, and on national committees for the Government Finance Officers' Association; and

WHEREAS, throughout Jeanne's tenure with the City, she has been responsible for countless productivity, efficiency, and system improvements within the Finance Department; and

WHEREAS, in 2013, Jeanne received the League of Minnesota Cities Leadership Award which recognizes appointed officials who have made a significant improvement to municipal government due to the person's service and success in raising the prestige of local government service.

NOW, THEREFORE, BE IT RESOLVED, that I, Sandra C. Martin, Mayor, on behalf of the Shoreview City Council, do hereby recognize and thank Jeanne Haapala for more than 25 years of exceptional service and numerous contributions to municipal finance and the City of Shoreview.

BE IT FURTHER RESOLVED that we wish Jeanne the very best as she retires from public service, including 25 years with the City of Shoreview, and also wish her health and happiness in all of her future endeavors.



Sandra C. Martin, Mayor

January 21, 2014

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
January 6, 2014**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on January 6, 2014.

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

Mayor Martin noted the addition of a 12th item to the Consent Agenda for a Raffle and Bingo permit for St. Odilia Church on February 6, 2014.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the January 6, 2014 agenda with the addition of No. 12 to the Consent Agenda for Raffle and Bingo Permit for St. Odilia Church on February 6, 2014.

VOTE: Ayes - 5 Nays - 0

STATE OF THE CITY ADDRESS

Mayor Martin made the following presentation:

As we begin 2014, I am reminded how fortunate we all are to live in Shoreview – a city that has an unparalleled quality of life. As a City Council, we pride ourselves on providing high quality services and programs for our residents, along with outstanding community amenities such as our park and trail system and our unique and well-utilized Community Center. The primary reason we have been able to maintain a consistently high quality of life is because, as a Council and community, we have committed to a set of core values. We are a City that:

- Preserves and protects the environment;
- Develops and maintains our park and trail system;

- Supports our business community in order to provide jobs, tax base and commercial services;
- Builds and maintains quality residential neighborhoods and provides a variety of housing choices;
- Provides a state-of-the-art community center that serves as a central gathering place for our residents; and
- Focuses on long-range financial planning and maintains its strong financial condition.

It is through these shared core values that we are able to maintain Shoreview as one of the premier suburban communities in the Twin Cities metropolitan area.

I would like to take a few minutes to highlight some of the major accomplishments of 2013 and provide a look forward to some new projects that are on the horizon for 2014 and beyond.

Economic Development

One of the most exciting things that happened in Shoreview in 2013 was the opening of Trader Joe's Market, which is located at Lexington Avenue and I-694, in October. The City Council and staff worked extraordinarily hard and provided incentives to insure that Trader Joe's would be the key anchor tenant for the new Red Fox Road retail development, which includes Leeann Chin and Chipotle. A new TCF branch bank also opened at the corner of Red Fox Road and Lexington Avenue replacing the former Sinclair gas station.

Two of Shoreview's larger high tech companies, PaR System and TSI, Incorporated, expanded their presence in Shoreview with major expansions in 2013. These expansions added more than \$8 million in new market value tax and are expected to add more than 200 new jobs. Again, the City provided some limited financial assistance with both of these expansions and was recognized by the Economic Development Association of Minnesota for these projects with the Business Retention Project of the Year Award.

The City continues to expand the housing choices that are available in the community. Lakeview Terrace, a new market rate apartment complex is currently under construction at the southeast corner of County Road E and Victoria Street. This new six-story 104-unit upscale apartment project is a redevelopment of the former Midland Plaza retail center. This development is a public/private partnership with the owners of Midland Terrace and it involved substantial public investment to realign Owasso Street with County Road E and substantially improve motorist and pedestrian safety and efficiency. The developer is investing more than \$20 million into this project which will be the first new market rate apartments in Shoreview in several decades.

In addition, the City Council recently approved a 77-unit Applewood Pointe senior cooperative facility for United Properties on the current Kozlak's site at Tanglewood Drive and Hodgson Road and a new 25-lot single-family residential subdivision for Pulte Homes along Lexington

Avenue near the north water tower. It is anticipated that construction will begin on these new developments during 2014, further expanding housing options in the community.

Community Center, Parks and Trails

The Shoreview Community Center continues to serve as the primary social, cultural and recreational gathering place for the community. According to our recently completed community survey, more than 50% of the community indicated that members of their household use the Center and resident membership numbers continue to increase. In addition to our full service fitness center, with attractions like the Tropics Indoor Water Park and Tropical Adventures Indoor Playground it is not surprising that the Shoreview Community Center is one of the best places for family fun and fitness. For residents that are interested in better health and wellness in a great community atmosphere, I encourage you to consider one of our very affordable memberships for you or your family. During 2013, we also started to explore a potential expansion to the Community Center to better accommodate growth in our membership and recreation programs. It has been more than a decade since our last renovation and we hope to complete this analysis within the next few months.

Our Parks and Recreation Department also does a great job of planning numerous activities and events at the Community Center. In 2014, we look forward to the return of our popular Farmers' Market held on Tuesdays from mid-June through mid-October, the Concert in the Commons Summer Music Series on most Wednesday evenings during the summer months, and our Friday Night Flix movie nights in August and September. Our largest annual event, the Slice of Shoreview Days will be held this year on July 25-27, 2014 at Island Lake County Park. Many thanks to our Slice of Shoreview committee that has planned and organized this great community festival for more than 20 years.

The City completed a major renovation of Bucher Park during 2013, after months of planning and coordination with the Park and Recreation Commission and the surrounding neighborhood. All of the renovations, including a new entry plaza, expanded trail connection, new playground equipment, and two new picnic shelters, were completed in the fall and we anticipate a grand reopening celebration to be held early this summer. These park improvements are consistent with a Master Plan that was developed for the City's entire park system in the mid-2000's.

The City's trail and sidewalk system is our most widely used recreational amenity in the City with 56% of residents using the trails at least weekly according to our community survey. During 2014, the City will explore extending the trail along the east side of Lexington Avenue north of Royal Oaks Drive. Our Bikeways and Trails Committee and staff continue to look for opportunities to further expand the trail and sidewalk system.

Environmental Initiatives

During 2013, the City received recognition from the League of Minnesota Cities as a Step 2 Green Step City; and we also are participants in the Urban Land Institute's Regional Indicators

Program. These programs look at a variety of environmental measures and will help the City become more sustainable in the future. During 2013, we also received a Blue Star Award for stormwater management and an award from the Ramsey Washington Metro Watershed District for the Commons Pond natural landscape buffer, which is a volunteer initiative.

Shoreview is also planning to continue its efforts to limit the spread of the Emerald Ash Borer and protect our urban forest. As most people know, the Emerald Ash Borer has been discovered in the Shamrock Park neighborhood in northern Shoreview and continues to spread eastward. In 2013, nearly 200 residents took advantage of a new City program that provides affordable ash tree injections that protect ash trees. This program will be available again in 2014 and we hope even more residents decide to protect their ash trees from being infested by the Emerald Ash Borer. We are also encouraging residents to diversify the tree species in their yard.

Our Environmental Quality Committee will again be hosting its Environmental Speaker series beginning on Wednesday, January 15. Each month from January-April, the EQC will have a different guest speaker talking about a variety of environmental topics.

Financial Condition

The City has continued its emphasis on long-range financial planning by adopting our Five-Year Operating Plan that establishes financial targets for all of our funds, as well as our second two-year budget. This focus on long-range financial planning is a key reason the City has been able to obtain a AAA bond rating from Standard & Poors, the highest rating available. Our long-term Finance Director Jeanne Haapala has been the driving force behind the City's long-range financial planning efforts and we wish her well as she plans to retire at the end of January. We are fortunate that our Assistant Finance Director Fred Espe, who has worked for the City for 15 years, is well prepared to step into the Finance Director position and continue our sound financial planning standards.

The City Council and staff have also worked hard to maintain our tax and spending at a reasonable level compared to other similar cities. In 2013, city property taxes on a median value home of \$222,200 were \$758, which is 6th lowest of 28 similar sized communities, about 21% below the average property tax bill of \$960. Shoreview's total spending per capita is also the 6th lowest of these comparison cities at \$1,076, which is 23% below the average of \$1,398. As a City Council, we believe these tax and spending measures are valuable indicators and clearly demonstrate our ongoing commitment to ensure that our services, programs and facilities continue to be affordable for our residents.

Conclusion

Speaking on behalf of our City Council, I know we all take tremendous pride in our recently completed community survey which showed that 99% of our residents rate the quality of life in Shoreview as either good or excellent. The 58% that rate the quality of life as excellent is one

of the highest percentages in the metropolitan area. Further, an amazing 94% of residents believe the City is headed in the right direction. This represents a 10% improvement from the survey done three years ago and helps to reaffirm our commitment to the core values that we have established.

I would like to thank all of the members of our committees and commissions for their help and guidance during the past year; and our community organizations such as the Shoreview Community Foundation, Historical Society, Gallery 96, Shoreview-Einhausen Sister City Association and Shoreview Northern Lights Variety Band who help build civic pride. I would also like to thank our City staff for working hard each and every day to provide great customer service and quality programs.

Finally, many thanks to my colleagues on the City Council who are both talented and dedicated and have helped make Shoreview a great place to live, work and play. As a group, we remain committed to providing an open and accessible government and are working hard to consistently improve our communications with our residents. Our expanded and improved ShoreViews newsletter and new web site design that was unveiled earlier this year are assisting us in these enhanced communication efforts.

It is truly an honor to serve as Mayor of our great City and I look forward to working with you during 2014.

HAPPY NEW YEAR!

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Johnson:

All are encouraged to attend the Taste of the Slice at the Community Center on February 20, 2014, from 5:00 to 9:00 p.m. Tickets are available online.

Councilmember Wickstrom:

On Wednesday, January 8, 2014, there will be a meeting on the Northeast Ground Water Project. Former Councilmember and DNR Commissioner Tom Landwehr will give a presentation. The meeting will be at the Community Center from 6:30 to 8:30 p.m.

Residents are encouraged to attend a presentation on The Energy-Efficient Home in the Council Chamber at 7:00 p.m. on Wednesday, January 15, 2013, sponsored by the Environmental Quality Committee (EQC).

There will be a TCAAP Open House at the Ramsey County Public Works Building on Wednesday, January 22, 2014, from 5:30 to 7:30 p.m.

Councilmember Withhart:

The Community Center is open on the cold days, when school is closed.

CONSENT AGENDA

Mayor Martin noted a number of name spelling corrections in the minutes that have been given to staff.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to adopt the Consent Agenda for January 6, 2014, and all relevant resolutions for item Nos. 1 through 12, with the corrections to the minutes as given to staff by Mayor Martin:

1. December 9, 2013 City Council Workshop Meeting Minutes
2. December 16, 2013 City Council Special Meeting
3. December 16, 2013 City Council Meeting Minutes
4. Receipt of Committee/Commission Minutes:
 - Economic Development Commission, November 19, 2013
 - Human Rights Commission, November 20, 2013
 - Planning Commission, December 3, 2013
 - Economic Development Authority, December 9, 2013
 - Economic Development Commission, December 17, 2013
 - Human Rights Commission, December 18, 2013
5. Verified Claims in the Amount of \$1,976,121.78
6. Purchases
7. License Applications
8. Declaration of Intent to Bond
9. Authorize Replacement Purchase for Units 212, 608, 609 and 612
10. Developer Escrow Reduction
11. Text Amendment - Section 211.070 Housing Code
12. Raffle and Bingo Permit for St. Odilia Church on February 6, 2014

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS**MINOR SUBDIVISION/VARIANCE APPEAL - 181 ST. MARIE ST.**

Presentation by City Planner Kathleen Castle

The subdivision request is to divide the subject property into two lots. In order to achieve the subdivision, a variance is requested for Parcel A to reduce the minimum lot depth from 125 feet to 100 feet. The variance was denied by the Planning Commission at its December 3, 2013 meeting on a 7 to 0 vote. Denial was based on the following findings:

- The owner has reasonable use of the property
- The need for a variance is created by the owner's desire to subdivide
- If subdivided, the resultant smaller lots and front setback for Parcel A would change the character of the neighborhood.

The applicant is appealing this decision to the City Council. The property is a corner lot on St. Marie and Rustic Place and developed with a single-family home oriented toward St. Marie with access off Rustic Place. The proposed subdivision would create a substandard, nonconforming lot with the reduced lot depth. A substandard lot has different development standards that must be met relating to lot coverage, height, foundation area, setback and architectural mass. The proposed home would be 1 1/2 stories with a two-car attached garage. City sewer and water are available to the property. Removal of any landmark trees would require replacement on a 2 to 1 ratio.

Staff believes the property owner does have reasonable use and that the variance is self-created with the desire to subdivide. A number of homes in the neighborhood exceed setback requirements, and the shorter setbacks proposed for the two lots would change the character of the neighborhood. Staff does not support the creation of a nonconforming lot.

The applicant states that this proposal is similar to one approved in 2012 at 3595 Rice Street for reduced lot depth. The proposal is consistent with the Comprehensive Plan policies. Subdivision represents reasonable use, and there is sufficient buildable area on the proposed new lot for a new home. There are unique circumstances with the corner lot and lot width. The character of the neighborhood is not impacted because of the existing lot configuration. The applicant notes two sanitary sewer connections for the property, which anticipates lot subdivision.

Property owners within 350 feet were notified of the appeal. The majority of comments received are in opposition.

Mr. Marvin List, Attorney with the law firm of Bernick Lifson, Minneapolis, stated that he represents the applicant. It is important to reference to the Comprehensive Plan because the

application complies with the infill development policy reference. He believes the request is the same as what was approved for 3595 Rice Street in 2012. He referred to page 4 of the material he submitted to the Council that compares this application to that of 3595 Rice Street. The two applications are almost indistinguishable with the following characteristics:

- Lot Area: Rice Street - 11,000 square feet; Saint Marie - 10,050
- Lot Width: Rice Street - 119 feet; Saint Marie - 106 feet
- Both properties on Rice Street and Saint Marie sought the same variance of reduction in lot depth from 125 feet to 100 feet.
- The two properties are in the same neighborhood.
- The surveys for both properties are almost the same with any differences not having any legal meaning.

Mayor Martin noted receipt of the survey, the plat for the 3595 Rice Street property distributed by Mr. List at this meeting, which the Council had not previously seen because the variance decision at 3595 Rice Street was not appealed.

Mr. List stated that the variance on Rice Street was unanimously approved by the Planning Commission. In comparing the findings of the two decisions, the following can be stated:

- The subdivision was found to be a reasonable use for 3595 Rice but not reasonable for 181 Saint Marie due to self-creation.
- The variance will not alter the neighborhood character at 3595 Rice but will alter it at 181 Saint Marie.
- Both lots at 3595 Rice and 181 St. Marie are key lots.
- The decision to grant the variance for 3595 Rice states that the 100-foot depth lot is not out of character for the neighborhood, which is opposite to what is stated for 181 Saint Marie.

Referring to pages 2 and 3 of the material he submitted to the Council, Mr. List stated that unique circumstances are a result of the configuration of the property, not the land owner. The width is in compliance and variation in depth is not very noticeable visually. The two sanitary sewer services were installed and paid for indicating future subdivision. Key lots are very common in this area. The neighborhood is comprised of various sizes and depths of lots with various sized homes. He does not see how a court of law would allow denial of this variance. Denial would be arbitrary and wrong.

Planning Commissioner Proud stated that the decision for 3595 Rice Street does not constitute a precedent. Decisions of the Planning Commission are informed, impartial judgments with an incentive to support infill development. Creation of a non-conforming lot with this application was done by the applicant, and there is reasonable use of the property. The Planning Commission's vote was unanimous to deny the application, which he believes is the right decision.

Councilmember Wickstrom asked the difference between the two decisions. Commissioner Proud stated that he has not reviewed the 3595 Rice Street application. A decision is needed on the present matter as seen by the Commission and Council at this time. The decision for 3595 Rice Street is not a precedent.

Mayor Martin opened the discussion to public comment.

Mr. Dennis Hamilton, 3633 Rustic Place, stated that this subdivision does alter the character of the neighborhood because it would create two smaller lots in a neighborhood of larger lots. If 3595 Rice Street were to be developed, there would be two smaller lots and a cluster of small homes. There would also be approximately six driveways with access off one road with a STOP sign where there are small children which raises a concern for safety. He walked the Lake Owasso neighborhood where there a number of smaller, non-conforming lots with big and little houses on little lots. Rustic Place is different with large or small houses on larger lots. This is a small neighborhood, and most of the residents are present at this meeting. The character of the neighborhood is also defined by the people who live in it. He commended the developer for the improvements made to the existing home, which had been abandoned. That is a positive change, but this subdivision would be a negative change to the neighborhood.

Councilmember Wickstrom asked if there was opposition to the subdivision at 3595 Rice Street. Mr. Hamilton responded that he may be beyond the 350-foot radius for that property because he did not receive a notification for that subdivision. He did not realize there was a subdivision until last October.

Mr. Nathan Anderson, 3565 Rustic Place, thanked Commissioner Proud for indicating that the decision on 3595 Rice Street is not a precedent. He believes that decision was an error and the decision made for 181 Saint Marie is correct. The key lot configuration was used as justification for a subdivision at 3595 Rice. However, he believes creating key lots is justification for not allowing subdivision. The neighborhood did not hear about 3595 Rice, or there would have been opposition. Regarding the second sanitary sewer, it could have been put in for an expansion, a mother-in-law apartment, or outbuilding. The purpose is not clear. There is no dotted line on the plat to indicate a proposed new lot. Development guides are for the benefit of residents. Professionals are good at selecting parts of the ordinance to justify their economic interests. The only reason for this application is economic benefit. The municipal codes and development of Shoreview are not about cramming little houses onto small lots. The Code states there will not be undue density of population. In an opinion written by Administrative Law Justice John Paul Stevens in The Chevron Twostep case, it is first required to determine whether City ordinance speaks directly to the question at issue. If the ordinance is clear, that is the end of the matter.

According to Shoreview's definition of development and subdivision, a key lot is to be avoided and discouraged. Subdivision 204.030, Subdivision Standards Line 9, states clearly that such lots shall include at least 15 more feet of depth or width.

This neighborhood is not comprised of minimum standards. The lots in this neighborhood surpass minimum standards. This is not a place to allow a subdivision. A key ambiguity is that a lot can fit the ordinance of minimum standard but does not fit the character of the neighborhood. The neighboring lots to the new lots will have new lot line issues. Side lot lines that abut rear lot lines are required to have a 20-foot setback. Rear lot lines that abut side lot lines are required to have a 40-foot setback. The Code is for the benefit of residents. The clearest language is that key lots are to be discouraged. This is repeated a number of times in the Code. Shoreview is a wonderful City to live in and he encouraged the Council to make a decision that keeps it that way.

Mr. Willie Abbott, Representative of Saint Marie, LLC, stated that he and his wife remodeled 181 Saint Marie with pride and have been complimented by many of the neighbors. The question is a variance of 25 feet in depth. The area surrounding this property is seven key lots. There are six key lots surrounding 3595 Rice Street. The character of the neighborhood is key lots. Not all the lots are big. Four are less than .39 acres while others are between 0.43 and 0.48 acres. The neighborhood is not made up of averages. A lot of effort and information has been put into the application. There are six versions of the survey to show various setback scenarios. The standards are clear and were upheld at 3595 Rice and should be upheld with his application.

Mayor Martin stated that she does not agree that 3595 Rice and 181 Saint Marie are identical applications. Although close in proximity, there are significant differences. One is that Rice Street is an arterial road. Saint Marie is a much more residential street. Every variance is viewed on its own merits. One of the troubling issues is that the proposed home on Rustic would sit in front of the home north of it or in the front yard. That is a situation the City tries to avoid.

Councilmember Withhart agreed that the Rice Street subdivision is not relevant. Each parcel is reviewed on its own. This proposed subdivision creates a key lot, which he would not want to create. Using the setback of the house to the north and house to the south sitting in front of it is an issue, and he does not like to see rear lot lines abutting a side lot line. The Planning Commission did make the right finding.

Councilmember Quigley stated that key lots are difficult situations. Claiming that the decision for 3595 Rice Street is a precedent does not fit. Lot A at 3595 does not have a clustered look. There is a tucked appearance between the lot to the north and to the west, which is not a character of the neighborhood. He concurs with the Planning Commission and staff's recommendation.

Councilmember Johnson stated that the Council relies heavily on the Planning Commission and staff to make decisions based on many rules and regulations. A great deal of effort has been put into reviewing this application. With all the evidence and dialogue that has occurred, she supports the Planning Commission and staff's recommendation.

Councilmember Wickstrom stated that the distinction between the application at 3595 Rice Street and 181 Saint Marie is that 3595 had over 30 more feet of width. That makes a difference and is not the same situation. The added 30 feet at 3595 Rice allows more flexibility, although she is not sure a subdivision should have been granted. She supports the Planning Commission decision.

Mayor Martin stated that she does not support the creation of a substandard lot. Although the character of the neighborhood is subjective, the plat map shows long deep lots. Averages have to be used to define the character of the neighborhood. The sewer service was done in 1961, and it is impossible to determine the reason or how development would occur at that time. Although infill development is a goal, she does not believe that applies in this situation.

Mr. Maloney noted that recent road improvements did not assess for a second service to this lot in anticipation of a subdivision. Mr. Schwerm added that the assessment for sanitary sewer was based on a front foot basis. In 1974, when water was put in and more recently in 2001 with the road improvements were completed, this lot was assessed as one unit.

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to uphold the Planning Commission's decision and deny the lot depth variance needed for the proposed Parcel A and thereby denying the minor subdivision for 181 Saint Marie Street dividing the property into two parcels. Said denial is based on the following findings:

Variance

1. The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations. The property owner has reasonable use of the property. The property is developed with and used for single-family residential purposes in accordance with the Development Code requirements.
2. The plight of the property owner is due to circumstances created by the property owner and not unique to the property. The act of the minor subdivision itself is a circumstance created by the property owner. While the property exceeds the lot area required to create two parcels, the depth of the Parcel A is substandard to the minimum 125-foot lot depth required. The desire to subdivide the property creates this circumstance.
3. The variance, if granted, will not alter the essential character of the neighborhood. The development pattern of this neighborhood consists of large residential lots with depths that exceed the R1 zoning district standards. The average lot area of parcels in the immediate area is 27,242 square feet and the average lot depth on the west side of Rustic Place north of the property is 198.7 feet. The smaller lot areas of Parcel A and B, the 100-foot depth for Parcel B alter the essential character of the neighborhood.

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

PLANNED UNIT DEVELOPMENT CONCEPT REVIEW - 244 GRAND AVENUE AND 244 OWASSO BOULEVARD NORTH

Presentation by City Planner Kathleen Castle

Zawadski Homes seeks to redevelop the property at 244 Grand Avenue, 244 North Owasso Boulevard and vacant adjacent land. Zawadski Homes has entered into a purchase agreement with the property owner and proposes to subdivide the property into 10 lots for single-family residential homes. The entire redevelopment property consists of 2.75 acres. There is one existing single-family home with frontage on Grand Avenue. The plat shows 60 feet of road right-of-way for the access streets and 20 feet for existing alleyways. The streets and alleys are in public ownership, although some of the roads and alleys are not improved. The platted street of Grand Avenue that extends west from Soo Street to the east shore of Lake Wabasso is not improved. The entire length of North Owasso Boulevard is improved. Sanitary sewer and water are provided in the improved portions of road right-of-way. There is an unimproved alley between Grand Avenue and North Owasso Boulevard, and an unimproved section of Centre Street across the property. The proposal shows three lots that would front on the unimproved portion of Grand Avenue and be accessed by private drives from Centre Street to the alley with access to the back of the homes. This would be a deviation from current standards, and PUD zoning is proposed. The proposal seeks vacation of public right-of-way.

No formal action is taken during a Concept Review. The purpose is for review and comment by the Planning Commission, City Council and public.

The proposed development is consistent with the City's Comprehensive Plan for low density residential (RL) development in this area at 0 to 4 units per acre. The proposal is for 3.65 units per acre. It is also compatible with adjoining land uses designated as RL. The platted parcels comply with R1 district standards and have frontage on public roads. The key issue is access with private drives, storm water management and street vacations. Vacation is requested for Centre Street and a portion of the alleyway, which are used by some residents to access rear yards of their property. Staff has concerns about maintenance of private drives and perceived ownership and public safety.

In 2019, the Capital Improvement Program identifies the entire area for street and storm water improvements. As a result of this application, the City is considering the possibility of implementing some of the improvements in 2014, such as improving Grand Avenue to the Janice alley to eliminate the need for a private drive access.

Property owners within 350 feet were notified of the proposal. Comments received expressed concerns about changing the character of the neighborhood, traffic, vegetation and wildlife. There is also concern about the use of alleyways and the impact of the needed street vacations. Residents would like to see better access for public safety. The alleyways are used, and residents would be impacted by any vacation.

Mr. Lee Bringleson, 277 North Owasso Boulevard, stated that for the last 18 years his family has been the sole source of upkeep and maintenance for Centre Street and the alley. If 10 feet of the alley were vacated, that would leave him 8 to 10 feet to access his garage and no access if the entire alley is vacated. He has no issue with development but wants to be sure to maintain access to his home from Centre Street and the alley.

Commissioner Proud stated that a PUD involves deviation from standards with a return benefit for the City. With this proposal, he does not see a return benefit. It will impose a hardship on new homeowners with long private driveways. There is also pressure on the City to accelerate street improvements. He would like to see any development wait until the streets have been improved and a much nicer plan developed for this area.

Mr. Brian Klassen, 277 North Owasso Boulevard, stated that Centre Street is used to access the rear of his property. He is present to monitor what happens to Centre Street. If the City has no plans to improve Centre Street, he would suggest dividing it up among the neighbors for their use.

Councilmember Withhart expressed concern about the long driveways and right-of-way. He suggested it is the developer's responsibility to improve the road. Mr. Maloney responded that there is an odd collection of alleys and roads in the area. At this time the City is trying to determine what portion of the road project could be done to accommodate development and he would expect that the developer would pay for road improvements that benefit the development. The most complicated part is storm water drainage for the entire neighborhood.

Councilmember Withhart stated that he would like to see Grand Avenue make a loop to provide access to homes rather than using alleys. Another concern would be that this is not an area where a block of similar looking homes would fit. He would encourage the southern lots to not have driveways off Owasso but keep the alley in public domain with traffic access off Centre Street.

Councilmember Quigley stated that putting in long private driveways would not be right. The proposal takes bits and pieces to try to fit together.

Mayor Martin stated that she does not mind uniformity in development. Her concern is the burdensome process with right-of-ways and shared driveways, when there will be a public project within a few years. She would like to see 10 new lots and would like to see as much of the road improvement accelerated to simplify access.

Councilmember Wickstrom stated that it is premature to do the development until after the street improvements are done. She would be reluctant to give up any existing right-of-way until it is known how the streets will be improved. She cannot support the development with long shared driveways that could be a problem for neighbors.

Steve Zawadski, the applicant, stated that he understands private drives are not acceptable but is trying to provide access without knowing the final road design. The homes shown are not the final design but a placeholder design as an example. He thanked the Council and staff for this concept process that helps him better understand what is needed. He assured the Council that he will work with the homeowners who live there.

It was the consensus of the Council that access to existing homes be preserved, that all homes have frontage on a public street and that whatever can be done to accelerate the road improvements for development be considered.

DESIGNATION OF LEGAL NEWSPAPER FOR 2014

City Manager Schwerm reported two bids, one from the Arden Hills Bulletin which is lower than the bid from the Shoreview Press. While the Shoreview Press provides better City coverage, there is difficulty for legal notices because it is published bi-weekly. Staff is recommending use of the Arden Hills Bulletin for the legal newspaper.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the City of Shoreview for the 2014 calendar year.

Discussion:

Councilmember Wickstrom stated that she would appreciate it if the Shoreview-Arden Hills Bulletin would provide better coverage for Shoreview.

Mayor Martin stated that she would like to see the Shoreview Press find the means to return to weekly publication because that newspaper provides the best coverage for the City.

Councilmember Withhart asked if progress has been made to use the City's website for legal notices rather than the newspaper. Mr. Schwerm stated that the League of Minnesota Cities is lobbying for this change, but it has not passed yet.

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

APPOINTMENTS TO COMMITTEES/COMMISSIONS

City Manager Schwerm stated that there are two committees with no recommendations. The Lake Regulations Committee is allowed 7 to 9 members and currently has 3 members serving with one seeking reappointment. Two additional people have expressed interest. He has proposed a joint meeting with the City Council at its February workshop to discuss the future of the Committee before any appointments or reappointments are made.

Mayor Martin agreed that the Council would hold off on any appointments to the Lake Regulations Committee until meeting with them.

The Planning Commission applicants have been interviewed. There are two vacancies.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to nominate Deborah Ferrington and Kent Peterson to be appointed to the Planning Commission.

VOTE: Ayes - 5 Nays - 0

Mr. Schwerm noted that with Mr. Peterson's appointment to the Planning Commission, there is an additional vacancy on the Park and Recreation Commission.

Councilmember Wickstrom stated that she would like to see Muriel Zhou and Ted Haaf be appointed to the Bikeways and Trails Committee.

Mayor Martin noted that Craig John was unable to be interviewed but indicated an interest in Bikeways and Trails, Park and Recreation and the Planning Commission. It was the consensus of the Council to appoint Mr. John to fill Kent Peterson's vacancy on the Park and Recreation Commission.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to appoint the following individuals to their respective committees/commissions for terms expiring January 31, 2017:

Bikeways and Trails Committee	Muriel Zhou Ted Haaf
Economic Development Commission	Jason Schaller
Environmental Quality Committee	Paige Ahlberg Lynne Holte
Human Rights Commission	Mary Yee Johnson Lisa Wedell Ueki
Parks and Recreation	Sarah Bohnen Craig John
Public Safety Committee	Edward Povlinski Treverse Guess Nicole Hertel

Fire Department Benefit Association

Delegate: Councilmember Withhart
 Alternate: Councilmember Quigley

League of Minnesota Cities

Delegate: Councilmember Wickstrom
 Alternate:

Municipal Legislative Commission

Delegate: Mayor Martin
 Alternate: City Manager Schwerm

North Suburban Communications Commission

Delegate: Councilmember Wickstrom
 Alternate: City Manager Schwerm

Northeast Youth and Family Services

Delegate: Councilmember Johnson
 Alternate: Mayor Martin

Ramsey County League of Local Governments

Delegate: Councilmember Quigley
 Alternate: Councilmember Johnson

Suburban Rate Authority

Delegate: Public Works Director Maloney
 Alternate:

Metro Cities (Association of Metropolitan Municipalities)

Delegate: Councilmember Wickstrom
 Alternate:

Acting Mayor

Delegate: Councilmember Wickstrom

VOTE: Ayes - 5 Nays - 0

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adjourn the meeting at 9:45 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ____ DAY OF _____ 2014.

Terry Schwerm
City Manager

**PARKS AND RECREATION COMMISSION
MINUTES
DECEMBER 4, 2013**

CALL TO ORDER

Parks and Recreation Commission Chair Desaree Crane called the December 4, 2013 meeting of the Parks and Recreation Commission to order at 7:04 p.m.

ROLL CALL

Members present: Desaree Crane, Catherine Jo Healy, Carol Jauch, Tom Lemke, Charlie Oltman, Kent Peterson, Linda Larson

Members absent: Athrea Hedrick

Others present: Terry Schwerm, City Manager; Steve Erickson, BWBR Architects; John Malmgren, Shoreview Area Pickleball

APPROVAL OF MINUTES

Oltman moved, seconded by Peterson, approval of the October 24, 2013 minutes. Motion was adopted 7-0.

REQUEST FROM SHOREVIEW AREA PICKLEBALL CLUB

John Malmgren, President of the Shoreview Area Pickleball Club (SAPC), introduced himself and discussed the background of pickleball in Shoreview. He was joined by two members of the SAPC. He indicated that he appreciates the ongoing support from the Commission, City Council, and staff to create pickleball courts at Commons and Shamrock Parks, and at the Community Center. He noted that pickleball is continuing to grow and they now have more than 70 members in the Club and pickleball hours at the Community Center have been filled to capacity on most dates in November and early December. It has helped increase daily revenue and some people have now purchased Community Center memberships. The Club is now requesting that Shoreview convert two of the outdoor tennis courts to six pickleball only courts. He indicated that Woodbury has done this and the courts are heavily utilized throughout the day and evening. He presented information on the dimensions of the court and how they could be converted.

Commission members asked about where the best spot to do a potential conversion of courts would be. Schwerm indicated that Bobby Theisen Park would be a likely candidate since there can be six pickleball courts and still have two remaining tennis courts at that site. All of the other tennis courts in the parks are only two court designs. It would require converting the existing court used for inline skating to either a pickleball or tennis court. After some discussion, Oltman moved, seconded by Larson, that the Commission recommends that the Council approve conversion of two courts at Theisen Park to pickleball only courts. Motion was adopted 7-0.

DISCUSSION WITH BWBR ARCHITECTS—COMMUNITY CENTER EXPANSION CONCEPT ALTERNATIVES

Steve Erickson from BWBR Architects reviewed four different concept plans for potential expansion of the Community Center with the Commission. He noted that these plans are very general and don't provide extensive detail or cost estimates. The plans are based on the feedback that has been received from the Commission, City Council and staff to date about specific needs and designs for the Community Center. Some of the key elements of the plans include:

- Expansion of the Indoor Playground area
- Expansion of the fitness center
- Need for new multi-purpose rooms to handle growth in fitness programs and Summer Discovery
- Need for expanded family changing area
- Desire to expanded banquet room size

He noted that one key element of the plan is whether the indoor playground stays where it is at or gets relocated to another part of the building.

Several Commission members liked the idea of relocating the playground to the front of the lower entrance and zoning the building so the kids' activities (pool and playground) are in the same area and adult activities (gym, fitness) were in another part of the building. Cathy Healy said she liked Option C because it would cause less disruption to existing activities during construction. Tom Lemke noted that it would be good to better tie the pavilion area to the building. Oltman indicated that he liked the cardio expansion toward the pavilion rather than the parking lot. Peterson indicated that the multi-purpose space in Option C could be improved and made larger with some restrooms provided. The Commission had a lengthy discussion about the proposed alternatives and provided quality feedback to BWBR about the options that were presented. Erickson explained that the next step in the process is to further refine into one or two concepts and provide some general cost estimates for the various sections of the project. This would likely be done in January either at a joint meeting with the Council or the regular Parks and Recreation Commission meeting.

REVIEW OF PARKS AND RECREATION COMMISSION APPLICANTS

The Commission reviewed the applications that had been submitted for the Parks and Recreation Commission. After a brief discussion, the Commission recommended the appointment of Sarah Bohnen for their one vacancy.

STAFF REPORTS

None.

COMMISSION REPORTS

None.

ADJOURNMENT

There being no further business before the Commission, Peterson moved, seconded by Jauch, adjournment at 9:20 pm. Motion approved.

Draft

SHOREVIEW PLANNING COMMISSION MEETING MINUTES December 10, 2013

CALL TO ORDER

Chair Solomonson called the December 10, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson, Commissioners, Ferrington, McCool, and Wenner.

Commissioners Proud, Schumer and Thompson were absent.

APPROVAL OF AGENDA

MOTION: by Commissioner Wenner, seconded by Commissioner Ferrington to approve the December 10, 2013 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 4 Nays - 0

NEW BUSINESS

PUBLIC HEARING - CONDITIONAL USE PERMIT - VISHAL & HOLLI SOOKHAI, 1001 ISLAND LAKE AVENUE

FILE NO.: 2508-13-35
LOCATION: 1001 ISLAND LAKE AVENUE
APPLICANT: VISHAL & HOLLI SOOKHAI

Presentation by City Planner Kathleen Castle

The applicants seek a conditional use permit to construct a 252 square foot accessory structure on their property. On parcels less than one acre in size, a conditional use permit is required for structures between 150 square feet to 288 square feet in size. The property is zoned R1 and consists of 0.62 acre, a lot width of 120 feet and a lot depth of 225 feet. The single family home on the property has a foundation area of 1,164 square feet with an attached garage of 506 square feet.

The proposal is to build a 14-foot by 15-foot accessory structure 10 feet from the east side property line and 15 feet from the rear lot line to the south. It would be used to store yard maintenance equipment and yard furniture. It would not be in view of an adjacent home or the street and complies with all design standards.

Draft

Surrounding property owners were notified of the proposal. Two comments were received in support with no issues identified.

Staff believes the proposal satisfies all conditions for a conditional use permit and recommends approval with the conditions listed in the staff report.

A question for the applicant from Commissioner Wenner would be to indicate what utilities would be connected to the shed and whether it would be used for repairs.

Commissioner Ferrington asked for clarification regarding the applicant's statement that the existing structure is an eyesore. Ms. Castle stated that she is not aware of any other accessory structure on the property.

Commissioner McCool asked what exterior materials will be used. Ms. Castle answered a grooved siding that will be matched to the color of the house.

Commissioner McCool noted a survey provided by the applicant from 1973. He asked the City's field verification process before the foundation is poured. He would want to be sure the setback is correct. Ms. Castle stated that to obtain a building permit, the applicant will have to expose the property lot corners the setbacks are verified with an inspection.

City Attorney Kelly stated that proper public notice has been given for the public hearing.

Chair Solomonson declared the public hearing open.

Mr. Tom Sampson, 4348 Hamline Avenue North, Representative for the Applicant, stated that the old structure has been torn down and is no longer on the property. The siding will be lapboard and the same color as the house. He is not sure if there will be electricity.

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

VOTE: Ayes - 4 Nays - 0

Commissioner McCool stated that he would like the condition in the motion regarding the exterior appearance to be clarified that it will match the existing home. He would prefer not to have utilities in the building. He would limit any utilities to electricity.

MOTION: by Commissioner McCool, seconded by Commissioner Wenner to approve the application submitted by Vishal and Holli Sookhai to construct a detached accessory structure on their property at 1001 Island Lake Avenue subject to the following five conditions, revising condition No. 2 and adding condition No. 6:

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1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the structure shall be compatible with and will be substantially similar to the exterior design of the dwelling.
3. The applicant shall obtain a building permit for the structure.
4. The structure shall be used for residential storage of yard maintenance and outdoor furniture.
5. The structure shall not be used in any way for commercial purposes.
6. The structure shall have no utilities other than electrical.

Said approval is based on the following findings of fact:

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

VOTE: Ayes - 4 Nays - 0

PUBLIC HEARING - CONDITIONAL USE PERMIT AMENDMENT - BETH SIPE AND DONNA GARBOWSKI, PAULSON ADDITION, INCLUDING 218 GALTIER PLACE

FILE NO.: 2509-13-36
APPLICANT: BETH SIPE AND DONNA GRABOWSKI
LOCATION: PAULSON ADDITION, 218 GALTIER PLACE

Presentation by Senior Planner Rob Warwick

The amendment requested is to an approved conditional use permit in 1979 and re-approved in 1982 that prohibits grading or construction within the south 30 feet of the development, so that a natural buffer would remain to separate the development from the single-family housing to the south. Mrs. Grabowski wishes to purchase the property at 218 Galtier and install a fence surrounding the rear yard. This is prohibited by the conditional use permit. Therefore, she requests an amendment that continues to prohibit grading and construction but would allow fences with a maximum height of 4 feet. Fence materials would be limited to wood and brown, black or green chain link. Silver finish fences would be prohibited.

The property is zoned R2. Fence regulations apply uniformly in all residential districts with 4 feet allowed in front yards and six feet in rear yards. Fences are permitted in the Paulson

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Addition but not in the south 30 feet. A rear fence was approved for 218 Galtier that is 38 feet in length and 5 feet in height.

City records do not show any evidence that the original special use permit (now termed conditional use permit) was recorded for the Paulson Addition or that a homeowners association was formed. Staff believes that owners of the duplex houses are unaware of the conditional use permit, as permits for existing fences have been issued.

Notice of this application was mailed to property owners within 350 feet. Ten responses were received, six with no objection. Other responses express concern about fence style, materials to be used, future maintenance and potential lack of uniformity between properties.

Staff finds that the proposed amendment complies with the R2 District regulations and standards of the Development Code. The request is compatible with the Land Use Chapter of the Comprehensive Plan. It is staff's recommendation to forward this application to the City Council for approval.

Commissioner Ferrington asked if the conditional use permit is binding if there is no homeowners association. Mr. Warwick stated that the special use permit runs with the land and was approved by the Council.

City Attorney Kelly advised proceeding as if there is a recorded conditional use permit. The issue is uniformity and a measure of control.

Commissioner Wenner asked if the reason for the special use permit is because the properties have zero lot lines. Mr. Warwick explained that in the 1979 and 1982 any residential development that was not a single-family development required a special use permit prior to construction. This one was issued twice because in 1979, there was no construction and the special use permit expired. When construction occurred in 1982, the special use permit was brought again for approval.

Commissioner McCool asked how drainage is managed in the rear yards. Mr. Warwick stated that water flows west to east on a downward slope. To the east there is a storm water pond. Commissioner McCool asked if the amendment is only for 218 or for all the properties in the Paulson Addition. Mr. Warwick answered that the amendment would be to the conditional use permit for the entire Paulson Addition and apply to any property within that Addition. Commissioner McCool stated that he would not favor a chain link fence. Mr. Warwick stated that a natural colored chain link fence blends in, so that 60 feet away it is not possible to see the fence. The intent of the applicant's proposed fence is to enclose space for pets.

City Attorney Kelly stated that the conditional use permit amendment should apply to the whole addition to preserve uniformity. Proper notice has been given for the public hearing.

Chair Solomonson opened the public hearing.

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Ms. Donna Grabowski, 577 38th Avenue NE, Columbia Heights, stated that the reason for the fence is because she has two small dogs. She also works for the Minnesota Humane Society and sometimes foster cares for a dog until a permanent home is found. There is a chain link fence in existence in another yard. Her back yard is only 50 feet. If she has to install the fence 30 feet into the yard, the fence would run right through the middle, which would not be attractive. The back yard has been well maintained to keep the buffer. She does not want to put up a wood fence that will require maintenance.

Ms. Beth Sipe, 218 Galtier, stated that she supports Ms. Grabowski's application because the original reason for the wooded buffer is no longer valid. Trees have been removed and the look is completely different.

Ms. Barbie Yarusso, 201 Bridge Street, stated that this fence would be opposite her back yard. The reason for the loss of trees is because of oak wilt. The natural buffer has been taken over by buckthorn in places. The picket fence was not maintained because the current owner did not realize the fence was on her property. She would prefer the dark chain link fence rather than a wood fence because it will stay in good repair, and it will not upset sight lines through the neighborhood.

Mr. Jerry Logan, 216 Galtier, stated that he, too, would prefer a dark chain link fence. He asked where the fence would be placed and if a survey is needed to place the fence. He asked if there is a setback requirement. He would agree that there is no buffer zone and the natural state is long gone. He asked if it would be possible for him to put a fence in that is 6 feet. Mr. Warwick stated that the fence must be fully on the subject property, which means locating the property corner irons or having the lot resurveyed. A 6-foot fence would not be permitted on the south 30 feet of the property. A 6-foot fence could be put on the side lot line and a 4-foot fence in front.

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

VOTE: Ayes - 4 Nays - 0

Commissioner Ferrington asked if there is a reason to keep the conditional use permit in place in light of the fact that the south 30 feet in actuality no longer provide a buffer zone. Mr. Warwick agreed that it is awkward to have the buffer since residential uses are compatible. However, staff only addressed the application as presented.

Chair Solomonson stated that since all homes could construct a 6-foot side yard fence, he does not see the reasoning to reduce the rear fence to 4 feet. He would like to see a 6-foot rear yard fence allowed.

Commissioner McCool stated that the conditional use permit applies to all 12 units, but only one person is asking for an amendment. He would suggest eliminating the condition restricting height to 4 feet and put in a condition that allows fences as regulated by City Code. He suggested the following condition: "Construction of a fence shall be permitted within the 30-

Draft

foot natural area. Any fencing on the property shall be constructed in accordance with City Code provided it shall be made of wood stained with a natural color or chain link in black, brown, black or dark green in color. Galvanized, aluminum or silver finish would not be permitted.”

Chair Solomonson stated that he would like the same restrictions for a fence in the 30-foot buffer to apply to any fence in this development.

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to recommend City Council approval for the Conditional Use Permit Amendment to Special Use Permit 756-79-05B for the Paulson Addition submitted by Donna Grabowski. This approval amends Condition No. 4 of the SUP to read as follows:

No grading or construction of any building will be permitted within 30 feet of the south property line of the Paulson Addition. The 30-foot area shall be preserved in its natural state to serve as a buffer from the single-family homes to the south. Construction of a fence shall be permitted within this natural area and may connect with the existing fence along the south lot line as long as it is no more than 4 feet in height and made of wood, stained with a natural color or chain link fencing in brown, black or dark green in color. Galvanized, aluminized or silver finish fencing material will not be permitted.

This motion includes the following amendment: The approval shall add a condition No. 12 to the Special Use Permit, which shall read as follows: “Construction of a fence shall be permitted within the 30-foot natural area at the rear of the property. Any fencing on the property shall be constructed in accordance with City Code provided it shall be made of wood stained with a natural color or chain link in black, brown, black or dark green in color. Galvanized, aluminum or silver finish would not be permitted.” Approval shall be conditioned to the two conditions in the motion sheet except No. 1 where there are references to condition No. 4 shall be replaced by reference to condition No. 12.

This approval is subject to the following conditions:

1. Conditions identified in Special Use Permit 756-79-05B shall remain in effect as enumerated in the original SUP, with the exception of Condition No. 4, as amended.
2. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

Said approval is based on the following findings of fact:

1. The proposed fencing will be maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the development will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The use conforms to the Land Use Chapter of the Comprehensive Guide Plan and is compatible with the existing neighborhood.

Draft

Discussion:

Commissioner Ferrington stated that it would be her preference to strike the condition that the 30-foot buffer remain. It is not consistent with current code that buffers are not needed between compatible residential zones.

Ms. Yarusso stated that she suspects that the buffer was created to retain the oak trees that are not there anymore.

Chair Solomonson asked if the drainage easement would be impacted with removal of the buffer zone. Mr. Warwick answered, no.

Commissioner McCool stated that he would not want to eliminate the buffer because it would allow residents to clear cut back yards. There is still some level of tree cover, and that would be too significant a change.

City Attorney Kelly noted that a notice to the public should be published prior to eliminating the buffer.

VOTE: Ayes - 4 Nays - 0

VARIANCE - ALEKSANDER MEDVED AND SARAH MORRIS, 5555 WOOD DUCK COURT

FILE NO.: 2510-13-17
LOCATION: 5555 WOOD DUCK COURT
APPLICANT: ALEKSANDER MEDVED AND SARAH MORRIS

Presentation by City Planner Kathleen Castle

The request is to reduce the side setback adjacent to a public right-of-way to 10 feet and to increase the allowed size for an accessory structure to 416 square feet. This would exceed the total square footage of accessory structure allowed on the property.

The property is zoned R1, Detached Residential and consists of .35 acres. The lot width is 92.48 feet. There is an existing single-family home of 1,484 square feet and an attached garage with 816 square feet.

When the property owners purchased the property in 2013, there was a 237 square foot concrete slab foundation for with a new 237 square foot enclosed shed with a total roofed area of 416 square feet. An additional 179 square feet of covered area is open without walls to serve as a sheltered play area. A building permit was not obtained; applicants were not aware a permit was needed. The design of the structure compliments the architecture design of the home.

Draft

Code requires that accessory structures be set back the same as a home from a right-of-way. The home has a setback of 32 feet; the shed is 10 feet. Hence, the request for the variance. The total square footage for accessory structures permitted is 1200 square feet or 90% of the foundation area of the home, whichever is more restrictive. There is 1232 square feet in this instance, and a variance is needed for the additional square footage. If the 90% rule were applied, the applicants would be allowed 1,335.6 square feet. The exterior height of the shed is in compliance. However, the interior height is 7.5 feet, when Code allows only 6 feet. The applicants have indicated that they will convert the interior to comply with Code as part of this proposal. The structure is difficult to see and has significant screening from County Road I.

Staff finds that reuse of the slab is reasonable, and vegetation that exists screens the shed from the street and trail. The slab location and size are unique circumstances not created by the property owner. The character of the neighborhood would not be altered.

Property owners within 350 feet were notified of the proposal. One comment was received with no concerns. Staff is recommending approval of the variance with the conditions listed on the motion sheet. A revised motion sheet has been distributed that shows an added condition No. 2 that the roofed porch area of the shed must remain open and cannot be enclosed with screens or any material.

Chair Solomonson asked if the structure could be rebuilt to this size if it were destroyed. Ms. Castle stated that it would have to be rebuilt according to these approved plans.

Commissioner Wenner asked if the materials used are compatible with the home.

Mr. Aleksander Medved, Applicant, apologized for not obtaining a permit. The exterior materials of the shed have smartside siding, not the same as the house but is identical in color. The trim is the same in size and color as well as the roof. He stated that because the porched area is shaded, he would like to have a more durable surface, such as decking.

Commissioner Ferrington asked how the interior will be modified to comply with the required 6-foot height. **Mr. Medved** explained that the height is a result of matching the roof pitch of the house. It will be easy to insert lateral trusses to comply. He will work with staff.

Mr. Mark Gamash, 5565 Wood Duck Court, stated that a building permit was obtained for a fence that abuts his fence. There was no permit posted for the shed. It took the City a month to find out there was no permit, which gave the applicant a month to build it. The slab is perhaps 3 or 4 inches, and his question is whether the slab is adequate for the structure and whether there are sufficient footings for the posts because six feet down is water.

Commissioner Wenner asked if the City Building Inspector inspects the building once they are built. Ms. Castle responded that the variance is needed before an application can be accepted for a building permit. Commissioner Wenner noted that had an application been made to build the shed, the overhang porch would not have been permitted. This is a benefit others do not have. From that standpoint, he would not want to allow any extension of the cement slab and would not favor a deck.

Draft

Commissioner McCool stated that he would not have voted for a structure of this size. The building is within Code, but he would be in favor of restricting any more impervious surface in the porch area. He would suggest sod or pervious landscaping material. He is concerned about minimizing mass and the footprint.

Commissioner Ferrington stated that whatever material is used under the overhang will add to the mass of the structure. She would not support an extension of the slab.

Mr. Medved clarified that pervious would include decking. Ms. Castle stated ground level decking would be pervious. Raising the height of the decking adds to the structure. She suggested no higher than first floor level.

Commissioner McCool asked if there is a grade issue to installing the decking. **Mr. Medved** stated that the grade change in that area is very slight, no more than 8 inches. He would envision it to be minimally off the ground. He would trust staff to work with the applicant on an acceptable pervious material to be used. Ms. Castle noted that railings would not be permitted with any decking.

Mr. Gamash asked if there are any utilities planned for the structure. Ms. Castle stated that certain utilities would be allowed.

MOTION: by Commissioner McCool, seconded by Commissioner Wenner to adopt Resolution 13-111 approving a variance to reduce the side yard setback to 10 feet and increase the allowable accessory structure square footage on the property at 5555 Wood Duck Court subject to the following nine conditions with an addition to condition No. 2 that “the floor area within the unenclosed play area shall be sod or some pervious landscaping material and shall not be a concrete slab or similar impervious material. The improved floor area shall not extend beyond the roof line of the structure.” The approval is subject to the following conditions:

1. The unenclosed play area will not be used for outside storage.
2. The unenclosed area will remain open. No wall system that consists of substantially of screens, windows, and/or doors may be permitted. This condition was amended to add the following: “The floor area within the unenclosed play area shall be sod or some pervious landscaping material and shall not be a concrete slab or similar impervious material. The improved floor area shall not extend beyond the roof line of the structure.”
3. The interior storage area above the main floor will be modified to comply with development code standards. Plans must be submitted showing how the proposed modification will be made.
4. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
5. The exterior design and finish of the addition shall be consistent with and complement the home on the property.
6. The existing vegetation along that portion of the south side property line adjacent to the proposed structure must remain and be maintained.

Draft

7. The applicant shall obtain a building permit for the structure.
8. The structure shall be used for the personal storage of household and lawn equipment.
9. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

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

Discussion:

Chair Solomonson asked if the motion should include that the improved floor must be at grade.

Commissioner McCool stated that the roof height limits any floor height, but he would be happy to add a further condition if it is the consensus of the Commission. He noted the motion does not address utilities.

Mr. Medved stated that he only plans electricity on the interior. He was thinking of a sconce on the exterior but no flood light.

Commissioner Ferrington noted that the proposed enclosed structure size is less than what is permitted, and the total square footage with the unenclosed porch area is less than 90% of the foundation area of the home. The predominant structure on the property is the home.

Commissioner McCool amended his motion to add condition No. 10 that no utilities other than electrical may be extended to the structure. Commissioner Wenner accepted the amendment.

VOTE ON AMENDED MOTION:

Ayes - 4

Nays - 0

WIRELESS TELECOMMUNICATIONS FACILITY PERMIT - VERIZON WIRELESS, LLC - 5880 LEXINGTON AVENUE

FILE NO.: 2502-13-29
APPLICANT: VERIZON WIRELESS, LLC
LOCATION: 5880 LEXINGTON AVENUE

Presentation by Senior Planner Rob Warwick

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An application for a wireless telecommunications facility permit has been received from Verizon, LLC. The proposal is to collocate facilities at the City's North Water Tower, which would include antennas and a 12-foot by 30-foot equipment shelter, including an emergency power generator housed inside the shelter.

There are three existing wireless facilities at the North Water Tower--Sprint, Clearwire Corporation and T-Mobil. Verizon proposes to lease an area west of the tower that would be 20 feet by 40 feet for the shelter. The shelter would be fenced and accessed by Verizon as needed. The shelter is a pre-fab building with a hip roof. Four antennas for each of the three sectors are proposed. There is one existing Verizon facility on the South Water Tower; one is approved for Sitzer Park, and another application has been received for the Maintenance Center. The purpose is to improve strength of Verizon users in this area.

The antennas will be painted to match the tower. Landscaping is recommended to screen the shelter. Public Works staff have indicated that the shelter will not impact any operations of City staff. OWL Engineering will verify that there is no frequency interference once the site is operational and that RF Emissions comply with FCC standards. The generator will be used for emergency power only and routine maintenance. The application complies with City standards.

Notice was mailed to property owners within 350 feet. One response was received expressing concern about noise during installation and screening from houses to the north. Staff is recommending the application be forwarded to the City Council for approval with the conditions listed in the staff report.

Commissioner Wenner asked if this facility will be screened from a proposed new development to the southeast. Mr. Warwick stated that screening is the responsibility of the applicant. There is little area between the fence and shelter. Shrubs will be used rather than trees to break up the mass of the building. The hip roof gives the shelter a residential look.

In response to Commission concerns for screening for residential areas, Mr. Warwick stated that a number of options are being considered that will work for Verizon and provide good screening.

Commissioner Ferrington asked how many more companies might collocate at this site. Mr. Warwick stated that the City does not limit the number. He anticipates an application from ATT&T for this site. There are more options for vertical space than plans for ground space.

MOTION: by Commissioner Wenner, seconded by Commissioner Ferrington to recommend the City Council approve the wireless telecommunications facility permit for Verizon Wireless LLC to collocate antenna at the existing City water tower located at 5880 Lexington Avenue and to install an equipment shelter on a 20-foot by 40-foot leased area subject to the seven listed conditions and two findings of fact.

1. The project must be completed in accordance with the plans submitted as part of the Wireless Telecommunications Facility Permit application. Any significant changes to

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these plans, as determined by the City Planner, will require review and approval by the Planning Commission.

2. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.
3. This approval is contingent upon the City Council authorizing the lease with Verizon Wireless LLC, including the 20 by 40 foot equipment site and an easement for ingress and egress.
4. A landscape plan shall be submitted for approval by the City Planner. The landscaping shall be planted to provide visual screening of the equipment structure from Lexington Avenue.
5. The site is subject to confirmation that RF emissions conform to FCC requirements. Verizon shall notify the City when the system is installed, prior to operation. A City selected RF engineer shall be provided access to the site to test RF emissions.
6. A permanent emergency power generator may be installed within the equipment shelter. The emergency power generator shall be used for emergency power only, except the times it is being run for routine maintenance, which shall not exceed thirty (30) minutes once a week between the hours of 4:00PM and 6:00PM CST, Monday through Friday, holidays excluded. The operation of the emergency generator shall comply with City regulations pertaining to Noise (Section 209.020 of the Municipal Code).
7. The applicant shall enter into a Wireless Telecommunications Tower/Antenna Agreement with the City, as required.

Approval is based on the following findings of fact:

1. The site is located in the TOD-2 where wireless telecommunications facilities collocated on an existing tower is a permitted use.
2. The proposal complies with the adopted City standards for Wireless Telecommunications Facilities, as specified in Section 207.040 of the Municipal Code.

Commissioner McCool offered an amendment to condition No. 4 to end the second sentence after the word structure to state, "The landscaping shall be planted to provide visual screening from the equipment structure."

The amendment was accepted.

VOTE ON THE AMENDED MOTION:

Ayes - 4

Nays - 0

Chair Solomonson called a five-minute break and reconvened the meeting.

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PUBLIC HEARING - TEXT AMENDMENT SECTION 211.070 HOUSING CODE

FILE NO.: 2511-13-38
APPLICANT: CITY OF SHOREVIEW
LOCATION: CITYWIDE

Presentation by City Planner Kathleen Castle

The intent of this amendment to the Housing Code is to address interior common areas in multi-family residential structures. There have been concerns about interior common areas in multi-family structures. The amendment would add the term “structure” and “common area” to Section 211.070. The amendment addresses common waste disposal and proper maintenance of elevators in accordance with state regulations. Minimum maintenance standards for interior common areas must be in compliance.

Notice of this public hearing was published in the newspaper, and multi-family complexes were notified of the amendment. No responses of concern were received.

City Attorney Kelly stated that proper notice has been given for the public hearing.

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

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

VOTE: Ayes - 4 Nays - 0

Commissioner Ferrington asked the meaning of “workmanlike repair” and “workmanlike manner”. Ms. Castle explained that the terms are used throughout the City’s property maintenance code and means maintaining operational standards of the trade or industry involved.

Commissioner McCool stated that he would like references to residential structures include common areas. Also, where there is reference to occupy common areas he would suggest stating “use and occupy” because common areas are not usually occupied.

MOTION: by Commissioner Ferrington, seconded by Commissioner Wenner to recommend the City Council approve the amendment to Section 211.070, Housing Code, to address the maintenance of common areas located within multi-family complexes.

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Discussion:

Commissioner Wenner offered an amendment to include the recommended changes stated by Commissioner McCool. Commissioner Ferrington accepted the amendment.

VOTE ON THE AMENDED MOTION:

Ayes - 4

Nays - 0

MISCELLANEOUS

City Council Meeting Assignments

Commissioners Proud and Ferrington are scheduled to respectively attend the January 6th and January 20th City Council meetings.

2014 Planning Commission Chair and Vice Chair Recommendation

Ms. Castle stated that the Chair and Vice Chair positions expire January 31, 2014. She would like to delay this recommendation until a full Commission is present.

It was the consensus of the Commission to move forward with Chair Solomonson and Vice Chair Schumer continuing in the same positions, if Commissioner agrees to continue as Vice Chair. The recommendation will be held over to the next meeting, January 28, 2014.

Review of 2014 Calendar and City Council Meeting Assignments

Staff will send an email to Commissioners not present to make sure the the calendar assignments work in their schedules.

ADJOURNMENT

MOTION: by Commissioner Wenner, seconded by Commissioner Ferrington to adjourn the meeting at 9:53 p.m.

VOTE:

Ayes - 4

Nays - 0

ATTEST:

Kathleen Castle
City Planner

Memorandum

To: Mayor and City Council Members
Cc: City Manager Terry Schwerm
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: January 16, 2014
Re: Monthly Report
- Administration Department
- Community Development Department

Planning Commission

The Planning Commission is scheduled to meet this month on January 28th. Items on the agenda include:

- Text amendment to the City's septic ordinance to comply with changes to State law
- Variance request for a detached garage by Michael Morse at 1648 Lois Drive
- Amendments to the Comprehensive Plan and existing PUD allowing for limited retail uses to allow the purchase of the former House of Dreams property at 4001 Rice Street for the relocation of the Hummingbird Floral store currently in the North Oaks Village Center
- Wireless telecommunications permit for Verizon at 4615 Victoria Street (Maintenance Center property)

Also, the Commission will be voting on their recommendations for Chair and Vice Chair for 2014. This will also be Gerry Wenner's last Commission meeting after serving nearly 14 years. Newly appointed Kent Peterson will begin his service on the Commission in February.

Economic Development Authority

The Economic Development Authority held their first meeting of the new year on January 6th, as their by-laws were amended to make the monthly business meeting the first Monday of every month. This first meeting of the year is also officially considered the Annual Business Meeting of the EDA, where they re-elected President Ben Withhart, Vice President Emy Johnson, and Treasurer Gene Marsh as officers to the board.

The EDA has recently been focused on the following issues relating to their work plan:

- McGuire Property (3339 Victoria Street) – The City is nearing completion of the clean-up and demolition of the structures by a professional contracting firm hired to tear down the house and garage, cap/seal wells on the site, and restore the City-purchased property. The City hosted an informational meeting in mid-December to discuss the potential redevelopment of the property for new housing. City staff provided some of the history of the past City clean-up actions, details on the City's purchase and demolition plans, and the terms of a potential County grant that could assist with the property acquisition but also

require at least some of the new housing to be affordable for targeted buyers. A housing concept for 3 single-family owner-occupied homes was presented by the Greater Metropolitan Housing Corporation (GMHC), a Twin Cities non-profit housing developer.

The consensus of most of the people in attendance at the informational meeting was opposition to the housing concept, especially as it related to the number of proposed lots and affordable housing targeting moderate/lower income persons. Additional comments included concern for soils and drainage, traffic and access, variances needed for a shared driveway for three lots, potential for crime, diminished property values, and fear the properties would fall into foreclosure due to the financing and fixed income limits of the buyers. City staff reviewed the results of the neighborhood meeting in a joint discussion with the City Council and EDA earlier this month, and received direction to explore other options for single-family housing on the property. Staff will be taking the next 60 days to review property sale and housing development options, including meeting with private developers to determine interest, and will then report back to the EDA for additional direction.

- Highway Corridor Transition Study – Consulting planners from the Hoisington Kogler Group (HKGi) attended the January meeting of the EDA, which included the City Council and several members of the Planning Commission. The study was suggested by the EDA to assess residential neighborhoods that are located along arterial highways, with concern that these residential land uses may not be sustainable due to the noise, traffic volumes and speeds on these arterial highways. The study will enable the City in identifying these transitional corridors and evaluating the redevelopment potential and possibly developing land use policies through a public review process that support redevelopment while protecting the remaining adjacent land uses.
- TIF Legislation – Since the EDA and City Council both took formal action earlier this year authorizing the City to pursue possible special legislation to extend Tax Increment District No. 1, set to expire in 2014, staff has been working with our legal advisors and consultants in preparing information in support of the request. The extension is a major goal as part of overall strategic plan to ensure the City has sufficient resources to achieve business expansion, redevelopment and housing goals in the coming years.

Led by Mayor Martin, the City's team has had meetings with our local legislative delegation (sponsors of the bill), the School District 621 school board, and Ramsey County representatives, and Legislature leadership, and the State Commissioner of Revenue. All have expressed support for the City's economic development efforts and the purpose of the extension legislation. The goal is to secure resolutions of support in advance of the legislative session along with letters of support from businesses the City has assisted and the area Chambers of Commerce. It is looking more favorable that the Shoreview TIF extension bill will be considered in this upcoming 2014 session of the State Legislature.

- Hoarding Response Plan – In follow-up to the EDA adoption of a Hoarding Response Plan for major housing and maintenance code violations, the City staff is also working with the Minnesota Hoarding Project on a pilot project to assess and improve methods for cities to successfully resolve hoarding cases.

Economic Development Commission

- **BRE Program** – The EDC continues to focus on the Business Retention and Expansion Program (BRE). This year the direction of both the Council and EDC was to expand the personal business visits to the next level of emerging companies identified as having the potential for growth in the community. BRE teams consisting of EDC, Council, and City staff members have recently visited these local companies: Promet International, American Metro, Allied Generators, and Hed Cycling. These BRE visits have proven to be very beneficial to the City and well received from the business community.
- **Business Newsletter** – Staff is also working on the re-launching of a new and improved *Business Matters* newsletter, with guidance from the EDC, which we anticipate doing twice a year beginning in the first quarter of 2014.
- **Economic Gardening** – The new Economic Gardening regional network is now underway in a series of workshops that includes participation from 7 Shoreview businesses including: American Metro, Hed Cycling, Lion Precision, Mead Metals, Multi-Clean, Nardini Fire Equipment, and Promet International. The new pilot “Economic Gardening” program is a joint effort by five metro area counties including Ramsey County. A Regional Economic Gardening Network has been established that would develop methods and resources to assist and support growing emerging businesses in the Twin Cities region. Feedback received so far from several local companies indicate that the program has been informative and beneficial.
- As recommended by the EDC, the City Council recently appointed Jason Schaller to the Commission to fill a vacancy on the Commission.

Met Council Housing Performance Results

The Metropolitan Council has issued the final housing performance scores for 2013. The score is determined by both information provided to the Metropolitan Council and by data they collect from other sources on various criteria relating to achievement of housing goals. Shoreview received our highest score to date in this annual report, and fares very well in comparison to other Ramsey County communities. Below are the final scores of area communities for 2013 as compared to 2012:

City	Final Score 2013	Final Score 2012
Arden Hills	45	46
Falcon Heights	44	51
Little Canada	27	41
Maplewood	58	62
Mounds View	51	44
New Brighton	66	70
North St. Paul	65	46
Roseville	76	83
Shoreview	73	69
Vadnais Heights	44	46
White Bear Lake	71	66

Housing and Code Enforcement Activity

Rental Licensing – There have been 543 General Dwelling Unit rental licenses (GDUs are single-family homes, townhouses, condominiums) issued for 2014, and all 8 Multi-Family Unit licenses renewed. All of the scheduled 2013 inspections were completed last month, with a total of 273 GDU units and 433 MFU units inspected by the Housing and Code Enforcement Officer.

Community Development and I.S. staff worked together to prepare the 2014 Rental License Renewals, which were sent to property owners. This year property owners and/or their registered agents will be able to apply online through the City's new *Webstore*. Rental License applications received after 12/31/13 were subject to a late fee of \$75.00. The new online system provides greater ease for customers to apply for a rental license and improve the efficiency of the department to process.

The following table shows the increases in the number of rental licenses since the program was implemented five years ago:

Rental Licenses Issued				
2009	2010	2011	2012	2013
320	357	448	550	572

Code Enforcement – There were 6 new code enforcement cases opened in the past month. The table below summarizes the status of code enforcement activity:

Year	Total Cases	Cases Open	Cases Closed
2013	155	66	89
2012	159	21	138

Crime Free Multi-Housing Program

Crime Free Multi-Housing (CFMH) is a program designed to make multi-family dwellings safe and desirable places to live. CFMH is pro-property manager, pro-resident and anti-crime. The program uses a three-phase approach that ensures resident friendly techniques will be applied to maintain crime prevention goals. The three components that make up the program are; 1) Management training 2) Security assessment 3) Resident training/crime watch.

The City has partnered with the Ramsey County Sheriff's Office Crime Prevention Unit to work with the Multi-Family Housing properties in the City. The City offers a discounted Rental License fee to properties that are in compliance with the CFMH program. This year, 7 of the 8 MFU properties in the City have met the requirements for the reduced Rental License fees. The City and RCSO will continue to work with the property owner and their management team that didn't meet these requirements in order to get them into compliance this year.

Other News and Information

- Quiet Zone and Rail Operations Study – SEH, Inc. is preparing a draft of the study that is anticipated to be complete by the end of the month with the final draft being completed in February and presented to the Council in February or March.

- Attached is the year-end report from the Building Official showing building permit activity for 2013. The City has surpassed \$42 million in building valuation, well beyond last year's total for the year, led by the \$19 million permit valuation for the Lakeview Terrace apartment project.
- Attached is the monthly services report from the HousingResource Center for all of 2013.

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

	2013		2013		DECEMBER		2012		2012	
	PERMITS	VALUATION	TO DATE	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	TO DATE	VALUATION
DWELLINGS			6	\$2,780,000			13	\$3,700,000		
TOWNHOMES			0	\$0			0	\$0		
ADDITIONS			33	\$1,451,700		\$30,000	44	\$1,544,925		
GARAGES			8	\$151,000			1	\$19,000		
MISCELLANEOUS	30	\$233,963	1195	\$8,267,017	22	\$151,758	741	\$4,418,137		
APARTMENTS			2	\$20,999,750			1	\$7,482,000		
OFFICES			0	\$0			0	\$0		
RETAIL			1	\$1,285,000			1	\$1,310,000		
INDUSTRIAL/WAREHOUSE			0	\$0			1	\$2,400,000		
PUBLIC BUILDINGS			5	\$131,000			0	\$0		
COMMERCIAL ADDITIONS			4	\$3,450,000			1	\$2,438,000		
COMMERCIAL ALTER	2	\$22,129	58	\$3,840,546	6	\$121,000	64	\$6,623,196		
TOTAL	32	\$256,092	1312	\$42,356,013	29	\$302,758	867	\$29,935,258		

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

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

	July- Dec '01	Jan- Dec '02	Jan- Dec '03	Jan- Dec '04	Jan- Dec '05	Jan- Dec '06	Jan- Dec '07	Jan- Dec '08	Jan- Dec '09	Jan- Dec '10	Jan- Dec '11	Jan- Dec '12	Jan- Dec '13	Jan- Dec '13	Feb '13	Mar '13	Apr '13	May '13	Jun '13	Jul '13	Aug '13	Sep '13	Oct '13	Nov '13	Dec '13	Yr-to- Date	TOTAL	
Number of Calls	43	208	589	168	170	240	275	171	130	271	141	101	11	8	6	5	7	13	13	30	22	25	12	9	4	152	2,659	
MHFA Fix Up Fund/Rehab/Rental																												
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	0	0	0	0	0	0	1	0	0	1	0	0	0	2	47	
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	27	
Shoreview Home Improvement Loan																												
Loan Applications Rec'd								Loan not available		6	5	2	1	0	0	0	0	0	2	0	1	2	1	1	1	0	8	21
Loans Closed								Loan not available		5	5	1	1	0	0	0	0	0	0	1	0	1	1	1	0	0	4	15
Ramsey County Deferred Loan																												
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	0	0	0	2	0	0	1	0	0	0	1	0	0	4	25	
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	0	0	0	0	0	0	0	1	0	0	2	0	0	3	17	
Construction Consultation Report																												
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	3	2	2	3	2	17	18	21	19	13	9	8	117	887		
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	2	3	2	2	3	6	19	12	17	10	10	5	91	638		
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	0	0	0	0	1	1	1	0	0	0	1	0	4	117		
Total SERVICES Provided	53	312	698	300	281	379	499	357	253	488	268	179	18	13	10	12	13	41	70	56	65	41	30	17	386	4,453		

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

TO: Terry Schwerm, City Manager
FROM: Jeanne A. Haapala, Finance Director
DATE: January 8, 2014
RE: Monthly Finance Report



Retirement/Transition Update

It has been nearly a year since I announced my plans to retire, and during this time I and other members of the department have been busy preparing for my departure. Since this is the last monthly report I will prepare, it seemed fitting to tell the City Council a little about what has been happening this past year, and to express my gratitude for my 25+ years in this amazing organization.

Succession Planning and Efficiency Changes – As a department, it has been helpful, and even a bit luxurious, to have a year to prepare for my departure. But truth be told, the preparation began more than 4 years ago. During these 4 years a number of changes have been designed to make the transition easier on both divisions of the Finance Department (accounting and IT), on other departments, and on the City in general. An important goal in this effort has been to continue the many unique initiatives that have come to be seen as business-as-usual for Shoreview. Listed below are some of the key changes that allowed us to complete our process and realize the promotion of two highly qualified and prepared individuals that will continue to serve the City well in their new roles.

- Reduced staff hours spent on data entry, and used the time saved to shift accounting responsibilities and increase cross-training on higher level accounting functions.
 - Developed payment voucher system (2009), eliminating duplication of data entry
 - Developed automated timekeeping system (2010), eliminating duplication of entry
 - Expanded timekeeping system (2012) to include associate positions with multiple pay types and pay codes, reducing supervisor time spent processing time for associate staff within the parks department.
- Created Accounting position (2010) and promoted an existing staff person (Debbie Maloney). This change enabled a shift of higher level accounting tasks from Fred to Debbie, and from myself to Fred, and increased the time available for Fred to work on tasks typically performed by the Finance Director.
- Added full-time Senior IS Analyst position (2010) to replace a contracted service for support of the City's accounting systems (Lee Harmon). This full-time position enabled the City to redesign each of the City's accounting system applications, create additional data sharing with other software systems (for instance permits and parks software), and incorporate numerous efficiency improvements that reduced the time required for routine accounting processes.

- Created Assistant Information Systems Manager position (2012) and promoted an existing staff person (Tim Cooney). Tim will help the City prepare for the future retirement of the Information Systems Manager. Job responsibilities for this position will be in a period of transition over the next 2-3 years with Tim becoming increasingly involved in operating budget and capital planning for the department and for IT efforts throughout all City departments.
- Developed new budget system (2011) designed to minimize duplication, use long-term projections as much as is practical, and share data with other systems where possible. Some of the design elements of the new system include:
 - Provided access to budget entry screens by departments
 - Created sub-account tracking for more detailed budget planning and tracking of actual expense by departments (in the budget and general ledger systems)
 - Developed data connections to Excel spreadsheets, through specialized software, for automated use of budget data for a variety of long-term projections (eliminating duplicate data entry)
 - Expanded the data tracked in the budget document
 - Activity measures for prior-year actual statistics
 - Property tax levy and tax rate calculations
 - Personnel projections covering 6 years
 - Simplified the process of budgeting for ongoing transactions
 - Debt service tracking by debt issue for the life of each debt issue and automatic budgeting for debt service payments
 - Insurance cost projections
 - Planned transfers between funds (automatic budgeting for transfers to and from operating funds)
 - Inter-fund charges (administrative, central garage, capital project and community center)
 - Developed the capability to share information between the fixed asset and budget systems for planned central garage equipment retirement, depreciation projections, and central garage rent charges
 - Developed biennial budget, allowing for issuance of a formal document every other year, and saving considerable staff time in even-numbered calendar years
- Restructured water rates (2009 & 2011) to close the gap between revenue and expense through structural changes to rates designed to generate needed revenue at reduced base gallon levels. Both structural changes to water rates shifted gallons from the lowest tier into higher tiers, but the second adjustment (implemented at beginning of 2012) completed the transition by splitting the lowest tier evenly, which enabled the City to generate revenue that exceeded the budget in each of the last two years.
- Redesigned the process for generating important financial planning documents to include automatic integration of the City's accounting systems with Excel and Word, which resulted in extensive efficiency gains (2013). These documents include the Biennial Budget, Capital Improvement Plan, Five-year Operating Plan, Comprehensive Infrastructure Replacement Plan and the informational booklets provided to the public.
- Each of the above changes not only allowed for reassignment of important functions and tasks, but also led to greater knowledge among a variety of staff positions.

Saying Farewell – As I prepare to leave Shoreview, it is important to me to say a few things about what Shoreview has meant to me personally and professionally.

I am so very grateful to the staff in all departments for their contributions to our budgeting and financial planning efforts, as well as for the opportunity to provide support to each department through our various accounting functions/activities. The accuracy and effectiveness of our long-term projections is dependent on the efforts of all departments.

It has been my privilege to serve the City Council and the citizens of Shoreview in developing sound financial policies and practices that endure the test of time, and that help keep Shoreview competitive and financially sound.

It has been a pleasure to lead this department of highly dedicated people that practice collaboration and problem solving as part of the routine, that understand customer service to a deep and meaningful level, and that have embraced our practice of constant improvement. Because of the nature of our work (accounting and information technology), the citizens of Shoreview will likely never understand how much each member of the department has brought to this organization, and how their contributions have led to our collective success. I am so very proud of what we have accomplished together, and am grateful beyond words for their hard work and dedication.

It has brought me great joy to guide the transition these past four years, in preparation for my retirement, to be a part of this department, to watch as two staff members transition into new positions with new challenges and opportunities, and to witness the remaining members of the department cheer them on. I have every confidence that our achievements will continue and that the department will rise to even greater heights in the future.

During the course of my 37 years in government I've had the opportunity to work for a County and four different cities. Without question, working at Shoreview has been the highlight of my career. Thank you for placing trust in me, for allowing me the freedom to pursue new ideas, and for the professionalism shown to me these many years. My last day will very likely be one of the most challenging days of my career, as I say goodbye to so many wonderful co-workers and colleagues. My life has been enriched by the support I've received.

As stated in my letter of resignation, I look forward to hearing about Shoreview in the future and will always hope that the news is good.

Thank you, again, for the opportunity to serve the citizens of Shoreview.

Utility Revenue

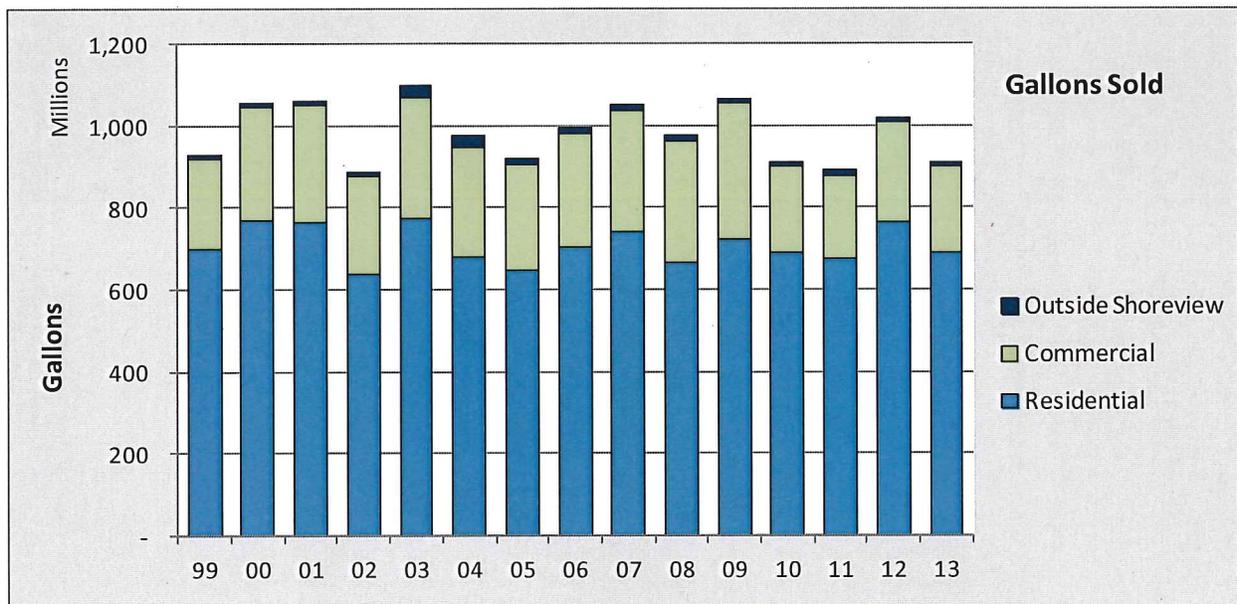
The table below provides a two-year comparison of utility revenue (including late fees), the variance to the adopted budget (the last two lines of the table), and the gallons of water sold. Water revenue for the year is 1.8% above budget (\$46,560 above), and sewer revenue is .5% above budget (\$17,030 above). The variances are the result of slightly higher gallons sold than projected.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-12	60,552,741	\$ 166,464	\$ 287,587	\$ 84,752	\$ 36,862	\$ 575,665
Feb-12	46,463,785	\$ 126,592	\$ 247,380	\$ 69,796	\$ 31,031	\$ 474,799
Mar-12	56,591,428	\$ 156,656	\$ 332,097	\$ 108,855	\$ 45,608	\$ 643,216
Apr-12	47,828,859	\$ 136,798	\$ 282,973	\$ 85,065	\$ 37,086	\$ 541,922
May-12	46,713,070	\$ 126,885	\$ 250,070	\$ 69,446	\$ 31,056	\$ 477,457
Jun-12	75,768,653	\$ 205,761	\$ 340,983	\$ 109,329	\$ 45,762	\$ 701,835
Jul-12	112,948,653	\$ 315,081	\$ 287,597	\$ 85,206	\$ 37,153	\$ 725,037
Aug-12	88,643,770	\$ 253,486	\$ 257,554	\$ 70,532	\$ 31,353	\$ 612,925
Sep-12	130,647,075	\$ 372,176	\$ 355,461	\$ 109,374	\$ 45,793	\$ 882,804
Oct-12	157,134,212	\$ 456,333	\$ 289,991	\$ 85,915	\$ 37,461	\$ 869,700
Nov-12	103,406,830	\$ 301,115	\$ 260,745	\$ 70,605	\$ 31,284	\$ 663,749
Dec-12	92,694,401	\$ 261,241	\$ 359,894	\$ 117,399	\$ 45,696	\$ 784,230
Total 2012	1,019,393,477	\$ 2,878,588	\$ 3,552,332	\$ 1,066,274	\$ 456,145	\$ 7,953,339
Jan-13	62,297,860	\$ 174,206	\$ 299,606	\$ 92,504	\$ 38,398	\$ 604,714
Feb-13	44,797,164	\$ 124,224	\$ 264,624	\$ 77,633	\$ 32,462	\$ 498,943
Mar-13	54,940,432	\$ 156,958	\$ 346,264	\$ 120,588	\$ 47,384	\$ 671,194
Apr-13	49,351,908	\$ 143,930	\$ 303,253	\$ 93,584	\$ 38,564	\$ 579,331
May-13	38,798,780	\$ 112,653	\$ 256,175	\$ 77,604	\$ 32,573	\$ 479,005
Jun-13	61,595,560	\$ 174,812	\$ 360,743	\$ 120,465	\$ 47,601	\$ 703,621
Jul-13	63,616,909	\$ 183,954	\$ 302,398	\$ 93,583	\$ 38,612	\$ 618,547
Aug-13	78,031,818	\$ 223,794	\$ 276,535	\$ 77,515	\$ 32,545	\$ 610,389
Sep-13	126,546,529	\$ 365,281	\$ 374,152	\$ 120,467	\$ 47,617	\$ 907,517
Oct-13	158,302,256	\$ 474,384	\$ 307,896	\$ 93,759	\$ 38,616	\$ 914,655
Nov-13	92,217,352	\$ 268,788	\$ 276,518	\$ 77,800	\$ 32,717	\$ 655,823
Dec-13	80,581,125	\$ 223,576	\$ 358,866	\$ 121,279	\$ 47,573	\$ 751,294
Total 2013	911,077,693	\$ 2,626,560	\$ 3,727,030	\$ 1,166,781	\$ 474,662	\$ 7,995,033
Change	-10.6%	-8.8%	4.9%	9.4%	4.1%	0.5%
2013 rate increase		3.0%	6.0%	10.0%	4.0%	
Budget (2013)		\$ 2,580,000	\$ 3,710,000	\$ 1,162,000	\$ 474,000	\$ 7,926,000
Variance to budget in \$		\$ 46,560	\$ 17,030	\$ 4,781	\$ 662	\$ 69,033
Variance to budget in %		1.8%	0.5%	0.4%	0.1%	0.9%

The utility revenue shown on the previous page includes revenue from late fees. To illustrate the impact of late fees on total revenue, the table below provides a 5-year history of these fees, as well as the percent of total utility revenue. For 2013, late fees account for 1.7% of utility revenue.

Year	Water	Sewer	Surface Water	Street Lighting	Total	Percent of Revenue
2009	\$41,370	\$62,070	\$13,379	\$5,925	\$122,744	1.9%
2010	\$42,255	\$69,985	\$14,913	\$6,955	\$134,108	2.1%
2011	\$39,192	\$72,054	\$16,250	\$6,862	\$134,358	1.9%
2012	\$45,780	\$72,949	\$17,422	\$7,879	\$144,030	1.8%
2013	\$44,371	\$66,730	\$18,835	\$8,577	\$138,513	1.7%

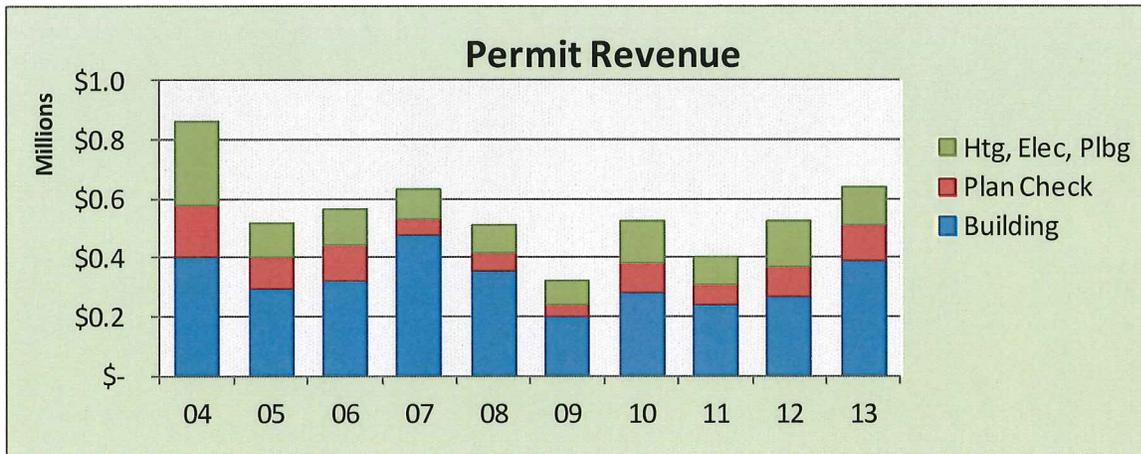
The graph that follows shows the gallons billed over a 15-year period. The year 2002 is lowest, followed by 2011 at second lowest. The year 2003 had the highest consumption, followed by 2009.



Permit Revenue

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

	2009	2010	2011	2012	2013
Revenue Received					
Building permits	\$ 197,261	\$ 278,163	\$240,730	\$270,420	\$ 390,772
Plan check	40,279	101,839	67,204	99,800	121,547
Heating/electric/plumbing	85,774	140,903	97,325	151,369	127,730
Total Revenue	\$ 323,314	\$ 520,905	\$405,259	\$521,589	\$ 640,049
Percent of budget allowance	105.0%	208.4%	168.2%	202.2%	235.3%
Budget allowance:					
Building permits	\$ 185,000	\$ 150,000	\$149,000	\$150,000	\$150,000
Plan check	50,000	40,000	35,000	45,000	50,000
Heating/electric/plumbing	73,000	60,000	57,000	63,000	72,000
Total Budget	\$ 308,000	\$ 250,000	\$241,000	\$258,000	\$ 272,000



Monthly Report

Attached is the monthly report for December of 2013. The balances in this report are preliminary, and do not include year-end adjustments, or the allocation of interest income for the year.

General Fund
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	6,639,567	6,488,341	151,226	97.72	98.58
Licenses & Permits	314,050	628,618	-314,568	200.17	184.72
Intergovernmental	185,622	187,214	-1,592	100.86	104.36
Charges for Services	1,284,970	1,375,024	-90,054	107.01	108.38
Fines & Forfeits	62,500	25,598	36,902	40.96	108.06
Interest Earnings	45,000		45,000		105.01
Miscellaneous	24,040	28,867	-4,827	120.08	149.40
TOTAL REVENUES	8,555,749	8,733,662	-177,913	102.08	103.47
EXPENDITURES					
General Government					
Administration	549,989	557,006	-7,017	101.28	98.58
Communications	195,504	181,911	13,593	93.05	82.90
Council & commiss	146,343	141,744	4,599	96.86	101.66
Elections	3,300	3,082	218	93.39	93.45
Finance/accounting	558,561	535,034	23,527	95.79	98.51
Human Resources	258,301	237,200	21,101	91.83	89.21
Information systems	327,064	287,024	40,041	87.76	84.50
Legal	95,000	103,015	-8,015	108.44	90.21
Total General Government	2,134,062	2,046,016	88,046	95.87	93.77
Public Safety					
Emergency services	7,618	4,398	3,220	57.73	86.45
Fire	947,610	947,341	269	99.97	100.77
Police	1,927,465	1,878,080	49,385	97.44	98.90
Total Public Safety	2,882,693	2,829,818	52,875	98.17	99.46
Public Works					
Forestry/nursery	115,096	79,438	35,658	69.02	104.05
Pub Works Adm/Engin	453,274	456,690	-3,416	100.75	99.07
Streets	791,653	753,117	38,536	95.13	99.74
Trail mgmt	115,797	103,869	11,929	89.70	93.74
Total Public Works	1,475,820	1,393,113	82,707	94.40	99.24
Parks and Recreation					
Municipal buildings	130,035	126,119	3,916	96.99	99.60
Park Maintenance	1,139,696	1,073,609	66,087	94.20	101.24
Park/Recreation Adm	341,562	340,501	1,061	99.69	97.78
Total Parks and Recreation	1,611,293	1,540,228	71,065	95.59	100.36
Community Develop					
Building Inspection	155,874	168,777	-12,903	108.28	112.36
Planning/zoning adm	402,507	389,906	12,601	96.87	90.79
Total Community Develop	558,381	558,682	-301	100.05	96.90

General Fund
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,662,249	8,367,857	294,392	96.60	98.01
OTHER					
Transfers In	519,000	519,000		100.00	100.00
Transfers Out	-412,500	-412,000	-500	99.88	151.65
TOTAL OTHER	106,500	107,000	-500	100.47	-158.14
Net change in fund equity		472,805	-471,805		
Fund equity, beginning		4,136,008			
Fund equity, ending		4,608,813			
Less invested in capital assets					
Net available fund equity		4,608,813			

Recycling
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	67,000	68,210	-1,210	101.81	96.80
Charges for Services	480,980	468,448	12,532	97.39	100.72
TOTAL REVENUES	547,980	536,658	11,322	97.93	100.20
EXPENDITURES					
Public Works					
Recycling	504,166	466,033	38,133	92.44	97.04
Total Public Works	504,166	466,033	38,133	92.44	97.04
TOTAL EXPENDITURES	504,166	466,033	38,133	92.44	97.04
Net change in fund equity	43,814	70,625	-26,811		
Fund equity, beginning		162,182			
Fund equity, ending		232,807			
Less invested in capital assets					
Net available fund equity		232,807			

STD Self Insurance
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	7,540	-40	100.53	101.44
Interest Earnings	600		600		89.32
TOTAL REVENUES	8,100	7,540	560	93.09	100.54
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	4,416	3,584	55.20	125.54
Total Miscellaneous	8,000	4,416	3,584	55.20	125.54
TOTAL EXPENDITURES	8,000	4,416	3,584	55.20	125.54
Net change in fund equity	100	3,124	-3,024		
Fund equity, beginning		39,604			
Fund equity, ending		42,728			
Less invested in capital assets					
Net available fund equity		42,728			

Community Center
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,323,755	2,317,602	6,154	99.74	101.25
Interest Earnings	9,000		9,000		176.25
Miscellaneous		13,575	-13,575		
TOTAL REVENUES	2,332,755	2,331,177	1,578	99.93	101.52
EXPENDITURES					
Parks and Recreation					
Community center	2,561,724	2,477,357	84,367	96.71	99.99
Total Parks and Recreation	2,561,724	2,477,357	84,367	96.71	99.99
TOTAL EXPENDITURES	2,561,724	2,477,357	84,367	96.71	99.99
OTHER					
Transfers In	312,000	312,000		100.00	100.00
TOTAL OTHER	312,000	312,000		100.00	100.00
Net change in fund equity	83,031	165,820	-82,789		
Fund equity, beginning		989,336			
Fund equity, ending		1,155,156			
Less invested in capital assets					
Net available fund equity		1,155,156			

Recreation Programs
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,400,926	1,372,854	28,072	98.00	104.94
Interest Earnings	4,800		4,800		182.34
Miscellaneous		121	-121		
TOTAL REVENUES	1,405,726	1,372,975	32,751	97.67	105.25
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	109,874	89,403	20,471	81.37	88.27
Aquatics	131,212	132,338	-1,126	100.86	106.48
Community programs	100,183	116,307	-16,124	116.10	96.45
Drop-in Child Care	68,196	61,341	6,855	89.95	90.33
Fitness Programs	201,306	186,864	14,442	92.83	100.10
Park/Recreation Adm	344,288	299,041	45,247	86.86	96.28
Preschool Programs	74,516	81,549	-7,033	109.44	111.05
Summer Discovery	196,598	211,642	-15,044	107.65	105.14
Youth/Teen	70,949	44,069	26,880	62.11	99.59
Total Parks and Recreation	1,297,122	1,222,554	74,568	94.25	99.19
TOTAL EXPENDITURES	1,297,122	1,222,554	74,568	94.25	99.19
OTHER					
Transfers In	70,000	70,000		100.00	100.00
Transfers Out	-80,000	-80,000		100.00	100.00
TOTAL OTHER	-10,000	-10,000		100.00	100.00
Net change in fund equity	98,604	140,421	-41,817		
Fund equity, beginning		648,640			
Fund equity, ending		789,061			
Less invested in capital assets					
Net available fund equity		789,061			

Cable Television
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	288,400	233,760	54,640	81.05	107.69
Interest Earnings	1,800		1,800		114.23
Miscellaneous	1,200	1,099	101	91.56	91.67
TOTAL REVENUES	291,400	234,859	56,541	80.60	107.66
EXPENDITURES					
General Government					
Cable television	153,398	143,348	10,050	93.45	94.43
Total General Government	153,398	143,348	10,050	93.45	94.43
Capital Outlay					
Cable television		122,422	-122,422		
Total Capital Outlay		122,422	-122,422		
TOTAL EXPENDITURES	153,398	265,770	-112,372	173.26	94.43
OTHER					
Transfers Out	-116,920	-115,000	-1,920	98.36	104.95
TOTAL OTHER	-116,920	-115,000	-1,920	98.36	104.95
Net change in fund equity	21,082	-145,911	170,833		
Fund equity, beginning		250,625			
Fund equity, ending		104,714			
Less invested in capital assets					
Net available fund equity		104,714			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	60,000	58,417	1,583	97.36	98.83
TOTAL REVENUES	60,000	58,417	1,583	97.36	98.83
EXPENDITURES					
Community Develop					
Econ Development-EDA	52,547	47,063	5,484	89.56	103.98
Total Community Develop	52,547	47,063	5,484	89.56	103.98
TOTAL EXPENDITURES	52,547	47,063	5,484	89.56	103.98
Net change in fund equity	7,453	11,354	-3,901		
Fund equity, beginning		190,484			
Fund equity, ending		201,838			
Less invested in capital assets					
Net available fund equity		201,838			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	75,000	72,981	2,019	97.31	98.44
TOTAL REVENUES	75,000	72,981	2,019	97.31	98.44
EXPENDITURES					
Community Develop Housing Programs-HRA	69,807	59,310	10,497	84.96	79.39
Total Community Develop	69,807	59,310	10,497	84.96	79.39
TOTAL EXPENDITURES	69,807	59,310	10,497	84.96	79.39
Net change in fund equity	5,193	13,671	-8,478		
Fund equity, beginning		62,170			
Fund equity, ending		75,841			
Less invested in capital assets					
Net available fund equity		75,841			

Liability Claims
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,400		2,400		111.72
Miscellaneous	30,000	33,052	-3,052	110.17	312.54
TOTAL REVENUES	32,400	33,052	-652	102.01	292.64
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	18,239	13,761	57.00	108.55
Total Miscellaneous	32,000	18,239	13,761	57.00	108.55
TOTAL EXPENDITURES	32,000	18,239	13,761	57.00	108.55
Net change in fund equity	400	14,813	-14,413		
Fund equity, beginning		222,283			
Fund equity, ending		237,096			
Less invested in capital assets					
Net available fund equity		237,096			

Slice SV Event
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	23,000	25,398	-2,398	110.42	107.82
Miscellaneous	25,000	38,190	-13,190	152.76	155.59
TOTAL REVENUES	48,000	63,587	-15,587	132.47	133.23
EXPENDITURES					
General Government					
Slice of Shoreview	58,200	67,331	-9,131	115.69	111.74
Total General Government	58,200	67,331	-9,131	115.69	111.74
TOTAL EXPENDITURES	58,200	67,331	-9,131	115.69	111.74
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	-200	6,256	-6,456		
Fund equity, beginning		62,110			
Fund equity, ending		68,366			
Less invested in capital assets					
Net available fund equity		68,366			

Water Fund
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		1,418	-1,418		
Intergovernmental	12,940	12,489	451	96.51	99.98
Utility Charges	2,584,000	2,622,000	-38,000	101.47	115.51
Late fees		44,371	-44,371		
Water meters	3,000	10,365	-7,365	345.49	407.12
Other prop charges	4,000	12,482	-8,482	312.06	677.60
Interest Earnings	35,000		35,000		63.71
TOTAL REVENUES	2,638,940	2,703,125	-64,185	102.43	116.92
EXPENDITURES					
Proprietary					
Water Operations	1,569,417	1,359,921	209,496	86.65	96.55
Total Proprietary	1,569,417	1,359,921	209,496	86.65	96.55
Capital Outlay					
Water Operations		7,975	-7,975		
Total Capital Outlay		7,975	-7,975		
TOTAL EXPENDITURES	1,569,417	1,367,895	201,522	87.16	96.55
OTHER					
Depreciation	-630,000	-630,000		100.00	97.62
Transfers Out	-262,500	-262,500		100.00	100.00
GO Revenue Bonds	-171,435	-207,576	36,141	121.08	99.80
TOTAL OTHER	-1,063,935	-1,100,076	36,141	103.40	98.54
Net change in fund equity	5,588	235,153	-301,848		
Fund equity, beginning		12,997,602			
Fund equity, ending		13,232,755			
Less invested in capital assets		9,427,325			
Net available fund equity		3,805,430			

Sewer Fund
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		1,738	-1,738		
Intergovernmental	10,310	9,952	358	96.52	100.01
Charges for Services	200	3,044	-2,844	1,521.8	662.32
Utility Charges	3,710,000	3,660,299	49,701	98.66	99.41
Late fees		66,730	-66,730		
Facility/area chgs	4,000	33,946	-29,946	848.65	105.94
Other prop charges	2,500	-150	2,650	-6.00	374.28
Interest Earnings	25,000		25,000		99.73
TOTAL REVENUES	3,752,010	3,775,559	-23,549	100.63	101.75
EXPENDITURES					
Proprietary					
Sewer Operations	3,152,625	3,088,085	64,540	97.95	98.35
Total Proprietary	3,152,625	3,088,085	64,540	97.95	98.35
Capital Outlay					
Sewer Operations		8,050	-8,050		
Total Capital Outlay		8,050	-8,050		
TOTAL EXPENDITURES	3,152,625	3,096,135	56,490	98.21	98.35
OTHER					
Depreciation	-310,000	-310,000		100.00	105.95
Transfers Out	-196,500	-196,500		100.00	100.00
GO Revenue Bonds	-68,884	-76,899	8,015	111.64	99.51
TOTAL OTHER	-575,384	-583,399	8,015	101.39	103.12
Net change in fund equity	24,001	96,024	-88,053		
Fund equity, beginning		7,441,425			
Fund equity, ending		7,537,449			
Less invested in capital assets		4,725,848			
Net available fund equity		2,811,601			

Surface Water Mgmt
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		348	-348		
Intergovernmental	3,750	3,613	137	96.34	100.00
Utility Charges	1,162,000	1,147,945	14,055	98.79	99.32
Late fees		18,835	-18,835		
Lake Impr Dist chgs	45,140	39,098	6,042	86.61	88.91
Other prop charges	5,000	7,934	-2,934	158.67	757.46
Interest Earnings	8,000		8,000		35.27
TOTAL REVENUES	1,223,890	1,217,772	6,118	99.50	101.98
EXPENDITURES					
Proprietary					
Snail Lake Aug.	28,836	14,289	14,548	49.55	72.81
Surface Water Oper	685,590	596,063	89,527	86.94	94.34
Total Proprietary	714,426	610,352	104,074	85.43	93.40
TOTAL EXPENDITURES	714,426	610,352	104,074	85.43	93.40
OTHER					
Depreciation	-223,000	-223,000		100.00	101.46
Transfers Out	-126,900	-126,900		100.00	100.00
GO Revenue Bonds	-75,594	-97,404	21,810	128.85	99.06
TOTAL OTHER	-425,494	-447,304	21,810	105.13	100.58
Net change in fund equity	83,970	160,116	-119,767		
Fund equity, beginning		7,514,553			
Fund equity, ending		7,674,669			
Less invested in capital assets		6,135,855			
Net available fund equity		1,538,814			

Street Light Utility
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		158	-158		
Utility Charges	474,000	466,085	7,915	98.33	98.30
Late fees		8,577	-8,577		
Interest Earnings	2,700		2,700		124.58
Miscellaneous	500		500		
TOTAL REVENUES	477,200	474,819	2,381	99.50	100.09
EXPENDITURES					
Proprietary					
Street lighting	268,571	244,341	24,230	90.98	93.65
Total Proprietary	268,571	244,341	24,230	90.98	93.65
Capital Outlay					
Street lighting		147,607	-147,607		
Total Capital Outlay		147,607	-147,607		
Capital Outlay					
Capital Projects		4,469	-4,469		
Total Capital Outlay		4,469	-4,469		
TOTAL EXPENDITURES	268,571	396,416	-127,845	147.60	93.65
OTHER					
Depreciation	-48,000	-48,000		100.00	100.10
Transfers Out	-19,000	-19,000		100.00	100.00
TOTAL OTHER	-67,000	-67,000		100.00	100.07
Net change in fund equity	141,629	11,404	130,225		
Fund equity, beginning		941,636			
Fund equity, ending		953,040			
Less invested in capital assets		432,561			
Net available fund equity		520,479			

Central Garage Fund
For Year 2013 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000	179,232	4,768	97.41	99.25
Intergovernmental	86,530	81,881	4,649	94.63	71.54
Cent Garage chgs	1,153,020	1,153,352	-332	100.03	100.54
Interest Earnings	10,000		10,000		53.56
TOTAL REVENUES	1,433,550	1,414,466	19,084	98.67	97.33
EXPENDITURES					
Proprietary					
Central Garage Oper	593,566	541,421	52,145	91.21	95.51
Total Proprietary	593,566	541,421	52,145	91.21	95.51
Capital Outlay					
Central Garage Oper		632,438	-632,438		
Total Capital Outlay		632,438	-632,438		
TOTAL EXPENDITURES	593,566	1,173,859	-580,293	197.76	95.51
OTHER					
Sale of Asset	41,000	104,221	-63,221	254.20	131.56
Transfers In	200,900	200,900		100.00	100.00
Depreciation	-696,000	-696,000		100.00	92.11
GO CIP Bonds	-243,128	-244,914	1,786	100.73	100.00
TOTAL OTHER	-697,228	-635,793	-61,435	91.19	91.75
Net change in fund equity	142,756	-395,186	534,371		
Fund equity, beginning		3,963,821			
Fund equity, ending		3,568,635			
Less invested in capital assets		3,228,575			
Net available fund equity		340,060			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
CERTIFICATE DEPOSIT							
1,147	Morgan Stanley Smith Barney LLC	CD	730	03-07-12	03-07-14	249,000.00	.500000
1,141	Morgan Stanley Smith Barney LLC	CD	1,097	02-08-12	02-09-15	150,000.00	1.000000
1,208	Morgan Stanley Smith Barney LLC	CD	546	09-06-13	03-06-15	249,000.00	.700000
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,169	Morgan Stanley Smith Barney LLC	CD	1,826	07-25-12	07-25-17	248,000.00	1.550000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 16						3,712,000.00	
FEDERAL HOME LN BK							
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,194	Morgan Stanley Smith Barney LLC	FH	2,848	03-12-13	12-28-2020	500,000.00	2.403000
1,159	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	605,000.00	2.956500
1,160	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	400,000.00	2.956500
1,171	Morgan Stanley Smith Barney LLC	FH	3,652	07-26-12	07-26-2022	600,000.00	2.761000
1,184	Morgan Stanley Smith Barney LLC	FH	3,652	09-28-12	09-28-2022	500,000.00	2.273700
1,209	Dain Rauscher Investment Services	FH	3,288	12-23-13	10-24-2022	485,000.00	3.506300
1,196	Morgan Stanley Smith Barney LLC	FH	3,652	03-27-13	03-27-2023	600,000.00	3.398100
1,206	Dain Rauscher Investment Services	FH	3,611	07-23-13	06-12-2023	496,250.00	3.310400
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 10						5,169,375.00	
FEDERAL NATL MTG							
1,158	Dain Rauscher Investment Services	FN	5,478	06-28-12	06-28-2027	600,000.00	3.664700
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,173	Dain Rauscher Investment Services	FN	5,478	07-30-12	07-30-2027	600,000.00	3.498100
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,207	Dain Rauscher Investment Services	FN	-31,0	07-25-13	06-27-2028	496,500.00	4.419400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 8						5,378,847.00	

FED HM MORTG POOL

1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
Total Number Of Investments: 2						960,000.00	

TAX EXMPT MNCPL BOND

1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
Total Number Of Investments: 2						314,770.75	

TAXABLE MUNCPL BONDS

1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.962000
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.395000
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.745000
Total Number Of Investments: 8						2,930,934.45	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-13

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					18,465,927.20	
					3,167.51	
					2,979,658.59	
					6,500,399.95	
					8,440.39	
					166,179.09	
					2,500.00	
					106,151.22	
					28,232,423.95	
					28,232,423.95	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: JANUARY 21, 2014
SUBJ: PUBLIC WORKS MONTHLY REPORT

DNR Groundwater Management Planning

The Minnesota Dept of Natural Resources (DNR) held a meeting on January 8, 2014, at the Shoreview Community Center to discuss their role in developing a Groundwater Management Area for the North and East portion of the Twin Cities. About 250 people were in attendance – interested parties included State Legislators, appointed and elected local government officials, business and industry representatives and concerned residents in the area. This DNR effort roughly correlates with the State Legislature's interest in defining potential water supply and lake level topics primarily in the White Bear Lake area, but will eventually involve water supply topics that potentially include the larger area. DNR Commissioner and former Shoreview City Council member Tom Landwehr provided an overview of his agency's role in groundwater management in Minnesota. Other department personnel described the DNR work program for this area that is expected to occur over the next few years, including Project Advisory Team that the department has assembled. The Commissioner and other DNR staff were available for an active and well moderated question and answer session at the close of the meeting. Exactly how the DNR intends to integrate their work program into other active efforts of the USGS, the Minnesota Department of Health, Metropolitan Council, area watershed and conservation districts, and others has yet to be determined.

Surface Water Pollution Prevention Plan (SWPPP)

Staff submitted a permit re-authorization application for our National Pollution Discharge Elimination System (NPDES) Surface Water Pollution Prevention Plan (SWPPP) to the Minnesota Pollution Control Agency (MPCA) in early December, 2013. Based on comments received from the MPCA a revised application was submitted in early January, which was accepted by the MPCA. The MPCA will place our application on Public Notice and collect any public comments on the City's behalf. To comply with the new permit the City is required to review ordinances and other regulatory mechanisms to ensure our language is as least as stringent as the Pollution Control Agency's Construction Stormwater Permit. This will entail City Code revisions, SWPPP document and Surface Water Management Plan updates, and require longterm maintenance agreements with private property owners when a stormwater best management practice is installed. This work is required to be completed within the next 12-months.

Environmental Quality Committee (EQC)

The Environmental Quality Committee's first Speaker Series, You + The NEC = An Energy Efficient House, was held on January 15th. Staff from the Neighborhood Energy Connection (NEC) presented information on home energy audits, how to increase efficiency in the home, utility rebates, and available

financing. The next EQC Speaker Series event will be held February 19th and will focus on the City's role in managing storm water.

MAINTENANCE ACTIVITIES

Maintenance operations this past month have been focused on snow removal, ice control and equipment maintenance. Public works maintenance crews have worked together on seven full crew plowing events. They have had nine separate salting/de-icing events and five days of clean up after snow events. Trails are plowed a number of times during and after each snow removal event, especially those identified as walk-to-school routes. Many times, as roadways are cleared, trails are filled back in with snow. This tends to happen frequently in the County highway corridors as the timing of their operations don't always coincide with the City's plowing operation. Crews are also widening trails after these events. Between every snow plowing event all equipment is inspected, repaired as needed and prepared for the next event. As snow is predicted crews will apply anti-icing material to the main roadways throughout the City.



The new tractor with blower widens the trail along Lexington Ave.

With the roller coaster of temperatures in the past month, from +40F to -25F, there were three reported water main breaks. Crews worked together on those repairs in extremely cold temperatures with a minimum amount of disruption to water customers.

Utility crews continue with daily inspections and general maintenance and repairs to all the wells and lift stations and the towers and booster station. Crews respond to meter appointments and location requests each day. Location requests typically decrease in the winter months, however, crews still responded to 87 location requests generated by Gopher State One Call last month.

As time permits, utility crews continue working on manhole inspections and repairs, as well as annual rodding and jetting sanitary sewer lines.

Street crews are preparing equipment for winter tree trimming which will begin as the weather allows.

Department of Corrections Crew – The DOC crew begins each day by cleaning the maintenance center lunchroom, bathrooms, offices and other common areas. They have been removing snow where hand work is necessary, such as bus shelters, board walk trails and trails over bridges. They shovel walks and doorways at the maintenance center and are shoveling out hydrants throughout the city as time permits. They were off for a few days during the stretch of extremely cold temperatures. The paint on the walls in the truck and equipment wash bay breaks down rather quickly with the use of high pressure and high temperature water and the grease and salt that splatters as trucks and equipment are cleaned. DOC Crew members recently cleaned and scraped the walls and repainted the walls in the wash bay.

PROJECT UPDATES

Owasso Street Re-alignment, Project 09-12 – Construction work on the project has stopped for the season. Final restoration and minor items will be completed next spring along with the railroad signal work and crossing upgrade.

Red Fox Road Reconstruction, Project 12-04 – Construction work on the project has stopped for the season. Final restoration and minor items will be completed next spring.

County Road D Reconstruction, Project 13-01A – Construction work on the project has stopped for the season. Final restoration and minor items will be completed in the spring.

Cottage Place Reconstruction, Project 13-01B – Construction work on the project has stopped for the season. Final restoration and minor items will be completed in the spring.

2013 Street Rehabilitation and Gaston, Grove, St. Albans Water Main Extension, Projects 13-02 & 13-03 – All work for the project is complete.

Water Treatment Plant – Preliminary Design Report – The agreement with the engineering consultant, AE2S, was approved by the Council at the December 16th meeting. AE2S has started the initial phase of the design study and is working with City staff to gather information on the existing water supply infrastructure.

Hanson/Oakridge Neighborhood Reconstruction – Project 14-01 – City staff is currently working on the preliminary design of the project and preparation of the feasibility study. A second resident information meeting to present preliminary plans for comment will be held in late January/early February 2014. It is expected the feasibility report will be presented to the Council in February/March.

Charley Lake Preserve Development (North Oaks) –The project area is now connected to Shoreview's municipal water system as site grading and construction continues. There is a proposal by the developer, Pentom, for developing the adjacent 15 acre property to the north as an extension of the Charley Lake Preserve development. The City has indicated support for extension of the Shoreview municipal water system to serve the additional 10 single-family residential units. An amendment to the Joint Powers Agreement is currently being processed.

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: JANUARY 16, 2014

SUBJECT: PARK AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

Even though we are in the middle of the winter and many of the winter program sessions have just started, the Recreation Program staff is planning our spring and summer programs. The March-April ShoreViews (which comes out in mid-late March) is our largest issue because it includes nearly all of our spring and summer program information. Everything from our Concert in the Commons Summer Music Series lineup and select Friday Night Flix outdoor movie selections to our fitness and swimming lesson program schedule are being planned now by the program staff.

Based on the direction from the Parks and Recreation Commission and City Council, staff will be soliciting quotes to convert two of the four tennis courts at Bobby Theisen Park to pickleball only courts. The Shoreview Area Pickleball Club has worked with our staff on this initiative and reports that they now have close to 100 members. Staff anticipates receiving the quotes for this work in the next few weeks for consideration by the Council in February or early March.

The Parks and Recreation Commission held a joint meeting with the City Council on January 13 to review concept plans and preliminary cost estimates for a potential Community Center expansion. BWBR Architects, who developed the concept plans based on Council, Commission and staff input, is now preparing its final report that is expected to be completed by the end of February.

The Community Center had another successful year. As shown in the preliminary year-end numbers that are attached to this report, it shows that the Center had about \$2.675 million in revenue, a record year. Currently, expenses are shown at almost \$2.5 million, but it is likely to increase some as many year-end bills are processed in January. However, it is still anticipated that the Community Center will be able to add more than \$100,000 to its year-end fund balance.

COMMUNITY CENTER

The banquet rooms were utilized more during December than in the past few years. There were 6 receptions hosted this month compared to only one last year. The Wedell Community Room rental revenue increased 55% and the Shoreview banquet room rental revenue increased

slightly. The new poolside party package keeps attracting more customers. This is a very popular option for Girl Scouts and Cub Scout groups. This package has increased 68% since last year. There were 25 parties hosted in the themed birthday party rooms during the first weekends in December. Birthday parties and corporate events and other celebrations occupied the meeting rooms throughout the month. Paid meeting room rentals increased 61% with over 90 different activities utilizing these rooms in December.

The Fitness Center always stays active during the month of December, especially this year with the cold weather forcing fitness enthusiasts to work out indoors. New equipment was ordered to replace some equipment that had significant signs of wear including barbells, racks and seat covers. Many college students used the Fitness Center while home for the holidays. There were 85 Personal Training sessions redeemed this month and many more scheduled for early January. There were 26 free group fitness classes offered during the holiday break with 463 participants. Staff has started offering specialty classes during the break that have a nominal fee to help cover the expense of the class. There were four specialty classes offered including a Rock and Rev, Yoga with live harp music, and two Zumba jams for a \$10 fee. There were nearly 100 participants registered for these classes.

Tropics Water Park was a popular destination during the cold days in December. There were 15 pool groups scheduled at the water park with many more unscheduled groups, especially local scout troops and daily visitors. There was a 41% increase this year in pool group attendance. Daily admission revenue increased nearly 10% above the December 2012 level. Staff needs to stay diligent to maintain everything in the water park during heavy used months. The pool filter pump was replaced with a more energy efficient pump motor, a new whirlpool jet pump motor was installed, a lint basket replaced, and a check valve was installed on the Shark Attack Water slide this month.

Annual memberships sold this December declined 15% compared to last year. Most of the decline was in the last week of the year which could have been affected by the cold weather. Last year, there were 126 memberships processed from December 26th through December 31st compared to 93 during this same time frame this year. A new membership promotion was added this December. A one month membership was created to encourage college students home for the holidays to use the facility as well as a way for others customers to come in from the cold and try the Community Center. There were over 160 of these promotional one month memberships sold. Gift cards were a popular option in December with 294 cards sold this holiday season.

RECREATION PROGRAMS

The Pickleball program continues to gain interest. There were nearly 220 participants the month of December which averages over 18 players a day. Staff ordered a basketball storage unit that locks to discourage children visiting the Indoor Playground from coming into the gymnasium to shoot baskets during pickleball games. This started to be a safety concern for all

gymnasium participants which ultimately led to the exclusive pickleball gym use three mornings a week.

Tennis lessons have grown in popularity during the typical outdoor tennis season. A new indoor tennis program was offered this winter session and was very well received. This program generated a lot of interest with 15 participants enrolled in 2 classes. There would have been larger participation with additional class offerings, however, there was a lack of gym space available in the schools.

Swim lesson programs were enjoyed this session with a similar number of participants as 2012. There were 24 classes held in the 6-week winter session. This session bridges the gap between the end of fall and the beginning of January. There were nearly 60 participants registered for these classes. Winter tumbling sessions began on Saturday, January 4th. There are 65 children registered for the session, with the majority of participants enrolled in the Toddler/Parent classes.

Kids Corner Preschool will be holding their Open House and Registration for the 2014-2015 school years on Thursday, January 30th. Kids Corner offers classes for children ranging in age from 2 ½ -5 years old. During the open house families can meet with teachers, tour the classrooms and register for classes. We will be offering some new specialty classes this year that are focused on literacy and math and preparing children for kindergarten. We are also adding a "lunch bunch" which will provide the opportunity to extend the day in Kids Corner similar to all day kindergarten. This option will allow participants to enroll in both a morning and afternoon class, or just enjoy an extension of their half day class.

The annual holiday programs were a success with Skate with Santa having 75 people enjoying skating, taking pictures, and hot cocoa on December 14th. There were over 75 letters from Santa that were mailed out during the holiday season, and the New Year's Eve party had over 510 participants ringing in the New Year.

PARKS MAINTENANCE CREW

The crew had another busy month. With all the cold temperatures, it was relatively easy to make ice, however, a lot of time was spent removing snow from the rinks so the rinks could be flooded. The crew worked hard and they were able to get them open on December 16th.

The crew continues to clean and flood seven hockey rinks and seven pleasure rinks on a daily basis, weather permitting. The crew did not work on rinks when it was very cold on the 6th and 7th of January. The crew has checked hockey nets for repairs and chipped out the gates for the planks to fit in smoothly. With all the snow, the crew has been busy clearing the walks and parking lots at the Community Center, the Library, Fire Stations, Larson House and the parks. The crew also cleans the bike paths that are inside the park boundaries while we are there to clean the rinks. The crew also moved snow piles at the Community Center so they did not block site lines for vehicles.

The crew has had to repair plugs and cords for the holiday lights so they keep shining. The crew replaced parking lot lights at Sitzler and Theisen Parks. The crew has swept the floors in the park buildings. They have replaced furnace filters in all the park buildings. Equipment maintenance has been done by the crew on a daily basis. They also washed the trucks as often as they could to clean the salt residue off them.

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

COMMUNITY CENTER CREW

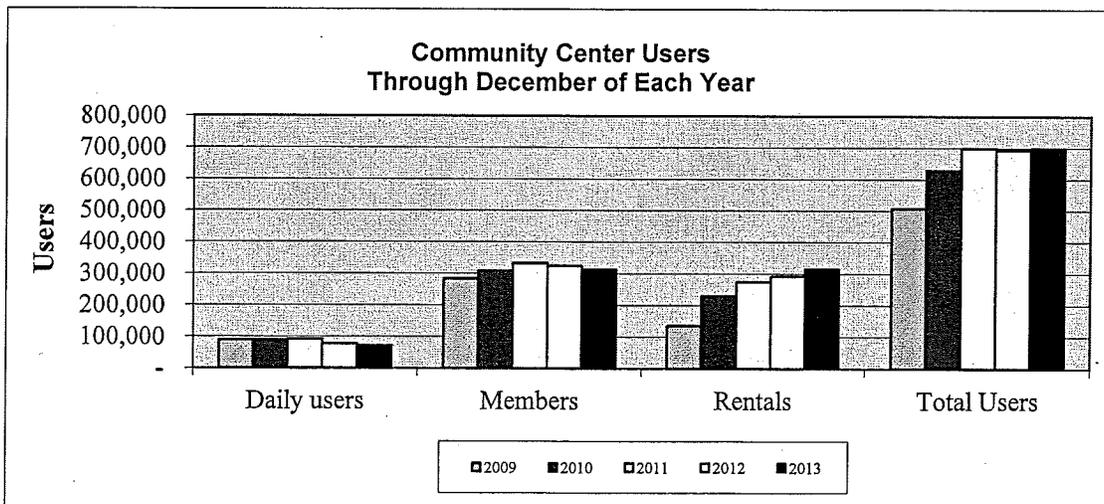
The crew has worked hard to keep the Community Center on its cleaning schedule. All of our guest and member use during the holidays made this a challenging task. They also cleaned the carpet in the Park & Recreation lobby and fireside lounge. The crew also worked on cleaning dust from the tops of panels and slides of the indoor playground. The crew replaced some of the vinyl covered ceiling tile in the family locker room showers.

Work orders for repairs set a new record last year. The number of work orders typically increases by about 100-200 per year, however, in 2013 work orders increased 730 over 2012. We finished 2013 with a total of 4,208 work orders. As the building ages and/or gets bigger, those numbers are likely to increase.

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

	2009	2010	2011	2012	2013
Number of Users:					
Daily users	88,319	88,784	90,767	76,521	70,573
Members	284,384	308,404	332,762	324,216	313,395
Rentals	135,248	230,634	274,871	291,879	314,924
Total Users	507,951	627,822	698,400	692,616	698,892
Revenue:					
Admissions	\$ 548,432	\$ 522,371	\$ 597,166	\$ 555,209	\$ 580,506
Memberships-annual	783,741	933,541	1,007,883	1,040,037	1,006,865
Memberships-seasonal	115,668	106,953	103,304	97,673	96,840
Room rentals	219,052	220,664	250,299	255,186	303,211
Wave Café	163,086	176,816	195,578	192,351	210,764
Commissions	9,149	10,627	14,503	14,546	12,025
Locker/vending/video	32,458	29,470	29,606	26,453	22,750
Merchandise	9,577	10,656	13,724	14,521	14,003
Other miscellaneous	1,344	1,944	1,323	672	13,409
Building charge	89,882	94,415	98,441	101,757	103,000
Interest	8,171	8,017	20,674	14,100	-
Transfers in	310,000	310,000	297,000	300,000	312,000
Total Revenue	2,290,560	2,425,474	2,629,501	2,612,505	2,675,373
Expenditures:					
Personal services	1,287,910	1,319,270	1,352,471	1,399,969	1,435,483
Supplies	392,043	405,540	448,853	446,077	452,076
Contractual	507,042	544,863	600,542	599,683	599,339
Other	-	-	-	5,727	-
Total Expenditures	2,186,995	2,269,673	2,401,866	2,451,456	2,486,898
Rev less Exp Year-to-date	\$ 103,565	\$ 155,801	\$ 227,635	\$ 161,049	\$ 188,475

*



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

**Community Center Monthly Activity
For the Year 2013**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	5,986	5,703	70,573
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	25,962	26,112	313,395
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	15,574	14,768	314,924
Total Users	54,559	49,185	60,580	53,877	48,164	85,038	84,255	79,725	44,037	45,367	47,522	46,583	698,892
Revenue:													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ 36,362	\$ 40,536	\$ 523,862
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	6,268	5,270	56,644
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	112,181	168,187	1,103,705
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,022	22,878	21,760	21,612	27,645	303,211
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	15,558	16,389	210,764
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	3,074	144	152	12,025
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	1,743	1,490	2,645	22,750
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	811	625	14,003
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	13,428	13,409
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	312,000
Total Revenue	256,960	213,646	283,180	213,610	176,653	295,164	178,377	191,896	159,338	185,246	220,426	300,877	2,675,373
Expenditures:													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	112,715	1,435,483
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	41,267	452,076
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	43,524	41,543	599,339
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	105,372	216,031	198,160	237,287	265,666	203,635	208,739	229,772	192,339	194,000	240,372	195,525	2,486,898
Rev less Exp (monthly)	\$ 151,588	\$ (2,385)	\$ 85,020	\$ (23,677)	\$ (89,013)	\$ 91,529	\$ (30,362)	\$ (37,876)	\$ (33,001)	\$ (8,754)	\$ (19,946)	\$ 105,352	\$ 188,475
Rev less Exp (ytd)	\$ 151,588	\$ 149,203	\$ 234,223	\$ 210,546	\$ 121,533	\$ 213,062	\$ 182,700	\$ 144,824	\$ 111,823	\$ 103,069	\$ 83,123	\$ 188,475	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,757	9,853	10,137	6,003	4,801	4,914	6,289	6,089	2,547	4,594	5,805	6,732	76,521
Members	34,702	31,137	29,693	27,472	25,620	25,094	26,585	24,860	19,992	25,021	27,312	26,728	324,216
Rentals	16,398	16,066	14,860	17,120	15,041	37,529	35,345	70,550	16,533	16,421	17,160	18,856	291,879
Total Users	59,857	57,056	54,690	50,595	45,462	67,537	68,219	101,499	39,072	46,036	50,277	52,316	692,616
Revenue:													
Admissions	\$ 55,671	\$ 45,702	\$ 67,428	\$ 40,239	\$ 34,868	\$ 46,024	\$ 51,546	\$ 45,866	\$ 10,568	\$ 25,520	\$ 33,548	\$ 43,987	\$ 500,967
Indoor playground	6,678	6,845	4,850	4,128	3,924	2,494	3,265	3,054	2,610	4,722	5,376	6,296	54,242
Memberships	121,572	92,089	86,050	68,705	69,225	72,207	69,527	74,020	81,313	93,797	105,112	204,093	1,137,710
Room rentals	24,441	25,231	15,536	21,979	18,627	26,549	17,245	22,644	19,042	22,895	19,661	21,336	255,186
Wave Café	20,842	16,592	21,932	13,945	13,729	15,760	15,655	18,985	7,176	14,782	15,495	17,458	192,351
Commissions	279	-	1,424	350	2,336	1,680	1,336	1,357	2,243	1,907	1,272	362	14,546
Locker/vending/video	1,016	3,015	1,869	2,685	1,102	2,374	1,055	1,961	3,039	1,764	1,207	5,366	26,453
Merchandise	1,177	1,164	1,935	997	1,365	1,214	1,633	1,537	726	963	890	920	14,521
Other miscellaneous	53	10	31	(33)	42	71	59	(104)	50	37	(24)	480	672
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	1,757	101,757
Interest	-	-	-	-	-	-	-	-	-	-	-	14,100	14,100
Transfers in	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Total Revenue	256,729	215,648	226,055	177,995	170,218	293,373	186,321	194,320	151,767	191,387	207,537	341,155	2,612,505
Expenditures:													
Personal services	86,352	110,691	109,922	103,825	106,288	160,760	111,336	114,288	102,560	99,313	158,281	136,353	1,399,969
Supplies	18,791	35,879	58,334	37,088	37,677	25,491	41,673	40,578	23,100	25,145	33,467	68,854	446,077
Contractual	8,918	18,761	71,950	63,435	63,612	44,855	48,798	51,328	43,170	72,961	37,830	74,065	599,683
Other	-	2,485	-	3,242	-	-	-	-	-	-	-	-	5,727
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	114,061	167,816	240,206	207,590	207,577	231,106	201,807	206,194	168,830	197,419	229,578	279,272	2,451,456
Rev less Exp (monthly)	\$ 142,668	\$ 47,832	\$ (14,151)	\$ (29,595)	\$ (37,359)	\$ 62,267	\$ (15,486)	\$ (11,874)	\$ (17,063)	\$ (6,032)	\$ (22,041)	\$ 61,883	\$ 161,049
Rev less Exp (Ytd)	\$ 142,668	\$ 190,500	\$ 176,349	\$ 146,754	\$ 109,395	\$ 171,662	\$ 156,176	\$ 144,302	\$ 127,239	\$ 121,207	\$ 99,166	\$ 161,049	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	9,573	8,554	12,733	7,331	6,293	8,510	9,591	7,473	2,375	2,799	6,874	8,661	90,767
Members	33,665	30,575	34,019	29,225	25,468	24,211	24,352	23,544	23,660	26,968	27,680	29,395	332,762
Rentals	16,013	14,571	17,692	15,947	17,757	40,042	34,573	51,667	16,013	18,620	16,031	15,945	274,871
Total Users	59,251	53,700	64,444	52,503	49,518	72,763	68,516	82,684	42,048	48,387	50,585	54,001	698,400
Revenue:													
Admissions	\$ 54,768	\$ 50,219	\$ 82,024	\$ 37,760	\$ 32,531	\$ 48,104	\$ 57,434	\$ 41,854	\$ 19,315	\$ 26,823	\$ 35,198	\$ 58,481	\$ 544,511
Indoor playground	6,646	4,955	8,340	4,691	3,281	4,545	3,033	2,183	2,178	2,986	4,786	5,031	52,655
Memberships	134,134	82,408	85,134	64,611	61,088	69,882	64,747	69,299	77,050	85,320	115,092	202,422	1,111,187
Room rentals	22,729	19,569	29,892	16,023	24,736	20,859	19,322	18,740	22,956	21,955	10,411	23,107	250,299
Wave Café	20,526	18,871	25,987	17,064	15,650	15,441	16,165	14,920	10,577	13,462	12,687	14,228	195,578
Commissions	-	143	850	-	1,366	698	2,561	1,153	3,393	2,395	1,944	-	14,503
Locker/vending/video	(1,194)	3,591	2,745	3,128	2,566	3,560	3,243	883	1,842	2,649	1,596	4,997	29,606
Merchandise	1,006	1,018	1,492	1,340	948	1,826	1,546	1,204	1,014	819	879	632	13,724
Other miscellaneous	(80)	75	27	32	757	39	83	50	5	143	65	127	1,323
Building charge	-	-	-	-	-	97,000	-	-	-	-	-	1,441	98,441
Interest	-	-	-	-	-	-	-	-	-	-	-	20,674	20,674
Transfers in	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	297,000
Total Revenue	263,285	205,599	261,241	169,399	167,673	286,704	192,884	175,036	163,080	181,302	207,408	355,890	2,629,501
Expenditures:													
Personal services	84,388	104,891	105,118	99,020	100,804	107,049	156,509	108,982	96,532	99,084	104,360	185,734	1,352,471
Supplies	30,153	36,056	44,170	42,162	34,276	33,351	29,123	27,161	39,147	44,125	36,298	52,831	448,853
Contractual	22,538	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	94,564	600,542
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	137,079	172,619	185,773	183,424	183,762	195,029	249,068	180,367	192,154	208,766	180,696	333,129	2,401,866
Rev less Exp (monthly)	\$ 126,206	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,675	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (27,464)	\$ 26,712	\$ 22,761	\$ 227,635
Rev less Exp (Ytd)	\$ 126,206	\$ 159,186	\$ 234,654	\$ 220,629	\$ 204,540	\$ 296,215	\$ 240,031	\$ 234,700	\$ 205,626	\$ 178,162	\$ 204,874	\$ 227,635	\$ 227,635

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	Amount
01/06/14	Accounts payable	\$27,255.13
01/09/14	Accounts payable	\$394,806.17
01/13/14	Accounts payable	\$69,981.68
01/16/14	Accounts payable	\$26,605.86
01/20/14	Accounts payable	\$616,422.96
Sub-total Accounts Payable		\$ 1,135,071.80
01/10/14	Payroll 126280 to 126333 965267 to 965448	\$152,729.38
Sub-total Payroll		
TOTAL		\$ 1,287,801.18

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

01/20/14

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$247.01	\$247.01
AMERICAN MESSAGING	LOCKBOX	101	40210	3190		009	\$4.26	\$4.26
ARSENAULT ASSOCIATES	FLEET MAINTENANCE SUBSCRIPTION	701	46500	4330		002	\$1,908.00	
C & E HARDWARE	SWITCH	601	45050	2280		001	\$1.29	\$1.29
CONSOLODATED PLASTICS CO, INC	SUPPLIES	101	44300	2010			\$348.78	\$348.78
DELTA DENTAL	DENTAL COVERAGE: JANUARY 2014	101	20415				\$6,600.39	\$6,917.24
		101	20411				\$316.85	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 01-13-14	101	20431				\$472.45	\$722.45
		101	20432				\$250.00	
L'ALLIER CONCRETE, INC	CONCRETE FOR WATER MAIN BREAK 12-10-13	601	45050	3190		004	\$6,650.00	\$6,650.00
MCFOA	MCFOA REGION IV MEETING	101	40200	4500		005	\$15.00	\$15.00
MENARDS CASHWAY LUMBER **FRIDL	TOOLS	701	46500	2400		003	\$264.81	\$529.62
		701	46500	2400		004	\$264.81	
MEYER, JAMIE	SCHOOL REINBURSMENT	601	45050	4500		003	\$421.94	\$843.88
		602	45550	4500		003	\$421.94	
MINNESOTA POLLUTION CONTROL AG	SEWER SCHOOL 2014 KEVIN C,CURLEY,PAULNO	602	45550	4500			\$900.00	
MN ASSOCIATION OF SENIOR SERVI	MASS MEMBERSHIP DUES	225	43590	3174		002	\$15.00	\$15.00
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES DEC 2013	101	44300	3190			\$455.00	\$455.00
PETERBUILT WELDING & CRANE SER	MACHINE PINES FOR BACKHOE HAMMER	701	46500	3190		002	\$250.00	\$250.00
PLYMOUTH PLAYHOUSE	PLYMOUTH PLAYHOUSE DEPOSIT	225	43590	3174		004	\$100.00	\$100.00
PMA FINANCIAL NETWORK, INC	NOV 2013 BANK FEES	101	40500	4890		004	\$131.08	\$131.08
RAMSEY CONSERVATION DISTRICT	EROSION AND SEDIMENT CONTROL INSPECTION	603	45850	3190			\$1,349.23	\$1,349.23
SESAC	SESAC ANNUAL MUSIC LICENSE	101	43400	4330			\$343.00	\$343.00
SIGNATURE LIGHTING INC	STREET LIGHT POLES/BASES RED FOX 12-04	572	47000	5950			\$5,211.23	\$5,211.23
SUSA	CURLEY & CHMIELEWSKI MEMBERSHIP	601	45050	4500		002	\$250.00	\$250.00
T-MOBILE	WATER TOWER CARD-11/27-12/26/13	601	45050	3190			\$63.06	\$63.06
Total of all invoices:							\$27,255.13	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ACE SOLID WASTE	DUMPSTER SERVICE CC & PARKS	220	43800	3640			\$1,073.44	\$1,229.30
		101	43710	3950			\$155.86	
ADMINS, INCORPORATED	ADMINS 2014 SOFTWARE MAINTENANCE	101	40550	3860		001	\$700.00	
ADMINS, INCORPORATED	ADMINS SOFTWARE MAINTENANCE	101	40550	3860		001	\$16,800.00	\$16,800.00
ALLIED WASTE SERVICES #899	DEC ALLIED WASTE SERVICES	210	42750	3190			\$29,825.63	\$29,825.63
ARC SERVICES INC	WATER SLIDE PROJECT FINAL PAYMENT	405	43800	5300			\$109.51	\$109.51
AUSTINSON, JOHN	BASKETBALL REF DEC 23	225	43510	3190		002	\$69.00	\$69.00
BALD EAGLE BUILDERS INC	GRADE CERT 163 BRIDGE ST RES 14-03	101	22025				\$1,000.00	\$1,000.00
BALD EAGLE BUILDERS INC	GRADE CERT 171 BRIDGE ST RES 14-03	101	22025				\$1,000.00	\$1,000.00
BEN FRANKLIN PLUMBING	STREET ESCROW 3409 NANCY RES 14-03	101	22020				\$2,500.00	\$2,500.00
C & E HARDWARE	NEW YEARS PARTY - BALLOON DROP "O" RINGS	225	43580	2172		002	\$7.64	\$7.64
CAPRA'S UTILITIES INC	WATERMAIN BREAK ON KENT	601	45050	3190		004	\$2,126.25	\$2,126.25
CARNAHAN, CHANCE	BASKETBALL SCOREKEEPER SUB - DEC 30	225	43510	3190		002	\$40.00	\$40.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 01-10-14	101	21720				\$9,236.14	\$9,236.14
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 01-10-14	101	20420				\$159.75	\$159.75
DYWER, WILLIAM	EROSION RED 662 BIRCH LN S RES 14-01	101	22030				\$2,000.00	\$2,000.00
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: DEC 2013	101	20416				\$356.00	\$356.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS: 01-10-14	101	20418				\$5,580.00	\$5,580.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 01-10-14	101	20431				\$929.67	\$929.67
HANSON, JAMES	BROOMBALL REF DEC 30	225	43510	3190		003	\$60.00	\$60.00
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001	\$318.12	
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001	\$425.70	\$425.70
HOISINGTON KOEGLER GROUP INC	TIF DIST #1	307	44100	4890			\$2,137.50	\$2,137.50
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 01-10-14	101	21750				\$11,739.98	\$11,739.98
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 01-10-14	101	20430				\$460.00	\$460.00
IMHOFF, SCOTT OR KRIS	REFUND OVERPYMT ON ACCT-4706 KEVIN LANE	601	36190			003	\$271.97	\$271.97
IMPERIAL HOMES INC	EROSION RED 5277 HODGSON RD RES 14-03	101	22030				\$1,000.00	\$1,000.00
KELLY & LEMMONS, P.A.	DEC 2013 LEGAL FEES	101	40600	3020			\$4,506.30	\$9,994.89
		101	40600	3030			\$4,761.59	
		101	40600	3040			\$245.00	
		571	47000	5930			\$84.00	
		601	22015				\$98.00	
		601	22015				\$300.00	
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002	\$96.45	
METROPOLITAN COUNCIL	SEWER SERVICE-JANUARY 2014	602	45550	3670			\$150,952.26	\$150,952.26
MEZCO INC	EROSION RED 4610 MILTON RES 14-03	101	22030				\$500.00	\$500.00
MEZCO INC	TREE REPLACE 1003 OAKRIDGSE RES 14-03	101	22020				\$250.00	\$250.00
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:01-10-14	101	20435				\$217.50	\$217.50
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 01-10-14	101	20420				\$35.00	\$35.00
MINNESOTA SAFETY COUNCIL	AED TRAINING PADS	220	43800	2200		001	\$246.40	\$246.40
MISSION CONSTRUCTION INC	EROS/LANDSCAPE RED 625 CO RD E RES 14-03	101	22030				\$9,200.00	\$30,887.50
		101	22020				\$21,687.50	
MOSER HOMES INC	EROSION RED 559 LAKE RIDGE DR RES 14-03	101	22030				\$500.00	
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-OPEN GYM (SEPT-DEC)	225	43510	3190		015	\$441.00	\$441.00
MRPA	MRPA ANNUAL GENERAL MEETING LUNCH - BS	225	43400	4500			\$35.00	\$35.00
MRPA	AGENCY MEMBERSHIP RENEWAL	101	43400	4330			\$1,860.00	\$1,860.00
NOYES, BRIAN	BASKETBALL REF DEC 23 & 30	225	43510	3190		002	\$138.00	\$138.00
ORIENTAL TRADING COMPANY	NEW YEARS PARTY - CRAFT & NOISEMAKERS	225	43580	2172		002	\$190.33	\$190.33
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC	220	43800	3190			\$178.36	\$178.36
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$84.40	\$84.40
PLYMOUTH PLAYHOUSE	PLYMOUTH PLAYHOUSE DEPOSIT- RING OF FIRE	225	43590	3174		004	\$100.00	\$100.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 01-10-14	101	21740				\$28,501.96	\$28,501.96
RAMSEY COUNTY PARKS & REC.	SKATING LESSONS ICE RENTAL	225	43580	3171			\$2,313.96	\$2,313.96
RAMSEY COUNTY TREASURER	LIFE INSURANCE: JANUARY 2014	101	20414				\$2,800.85	\$2,998.35
		101	20417				\$197.50	
RICOH USA INC.	RICOH WIDE FORMAT SCANNER REPLACEMENT	422	40550	5800		020	\$12,883.69	
SORENSEN, MATTHEW	BASKETBALL REF DEC 30	225	43510	3190		002	\$69.00	\$69.00
TARGET COMMERCIAL INVOICE	NEW YEARS PARTY - CHIPS & ZIPLOC BAGS	225	43580	2172		002	\$23.78	\$23.78
TCF BANK	GRADING CERT 3836 LEXINGTON AV RES 14-03	101	22025				\$2,000.00	\$2,000.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 01-10-14	101	21710				\$22,486.65	\$57,761.89
		101	21730				\$28,588.98	
		101	21735				\$6,686.26	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 01-10-14	101	20420				\$185.00	\$185.00
VANCO SERVICES	DEC FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$142.75	\$142.75
WEDDINGPAGES, INC.	THE KNOT	220	43800	2201		004	\$1,020.00	\$1,020.00
WOOD FROM THE HOOD	EQC SPEAKER SERIES PRESENTATION BOARDS	101	42050	2010			\$96.00	
XCEL ENERGY	STREET LIGHT: ELECTRIC	604	42600	3610			\$20.54	\$20.54
Total of all invoices:							\$394,806.17	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AARP C/O MARIETTA BOOTH	AARP SMART DRIVER COURSE (1/8/2014)	225	43590	3174		003		\$320.00	\$320.00
AMERICAN PAYMENT CENTERS	RAINBOW DROP BOX SERVICES-JAN/FEB/MAR'14	601	45050	3190				\$40.00	\$80.00
		602	45550	3190				\$40.00	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$140.03	
AMSAN BRISSMAN KENNEDY	REPAIR SUPPLIES CC	220	43800	2240		001		\$40.08	\$40.08
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$308.74	\$308.74
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,231.25	\$1,231.25
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$79.94	\$79.94
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,290.50	\$1,290.50
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$339.79	\$339.79
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$269.05	\$269.05
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,028.99	\$1,028.99
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$74.61	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$49.74	\$49.74
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$379.48	\$379.48
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,309.54	\$1,309.54
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$18.38	\$18.38
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$6.17	\$6.17
BYE DIETZ SPORTS ENTERPRISE	2 BARBELLS/FITNESS CENTER	405	43800	2180		001		\$638.00	\$638.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$236.99	\$236.99
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$877.37	\$877.37
COMCAST	CABLE FOR CC	220	43800	3190		001		\$168.12	\$168.12
CULLIGAN	IRON FILTER RENTAL	220	43800	3190		007		\$98.75	\$98.75
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001		\$321.09	\$321.09
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$585.80	\$585.80
IDENTITY STORES, LLC	VOLLEYBALL SHIRT ORDER	225	43510	2170		010		\$573.50	\$573.50
MASTER-LINK SPORTS INC	QUARTERLY SERVICE	220	43800	3890				\$1,248.00	\$1,248.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICE	220	43800	3190		007		\$1,278.23	\$1,278.23
MENARDS CASHWAY LUMBER **FRIDL	EXHAUST PARTS FOR WELL 3	601	45050	2280		005		\$10.44	\$10.44
MIDWEST LOCK & SAFE INC	METAL FILE CABINET REPAIR	220	43800	3810		003		\$185.00	\$185.00
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: DECEMBER 2013	101	40100	4890		001		-\$.30	\$19,974.00
		101	40100	4890		003		-\$.39	
		101	40200	4890		001		-\$.47	
		101	40210	4890		001		-\$.30	
		101	40210	4890		003		-\$.09	
		101	40550	2010		001		\$.60	
		101	40550	2010		004		\$7.94	
		101	40550	2180		002		\$15.61	
		101	40550	3860		018		-\$.36	
		101	40800	2180				-\$.04	
		101	42200	2180		001		\$2.63	
		210	42750	2180				\$15.75	
		220	43800	2110				-\$.79	
		220	43800	2160		002		-\$.62	
		220	43800	2180		002		\$28.36	
		220	43800	3190		001		-\$.27	
		220	43800	3390		001		\$135.93	
		220	43800	3960		003		\$74.87	
		220	43800	3960		004		\$90.75	
		225	43520	2170		005		\$25.52	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		225	43530	2170		001	\$93.87	
		225	43530	2170		003	\$4.73	
		225	43555	2170			\$2.16	
		225	43560	2170			-\$.17	
		225	43580	2172		001	-\$.70	
		225	43580	2172		002	\$16.31	
		225	43590	2170		001	-\$.03	
		225	43590	2174		003	-\$.10	
		225	43590	3173		001	-\$.80	
		240	44400	2180			-\$.09	
		240	44400	2180		001	-\$.25	
		270	40250	4890		004	-\$.43	
		405	43710	3810			-\$297.28	
		601	45050	2280		001	-\$.92	
		601	45050	2280		003	-\$.68	
		602	45550	2282		001	-\$1.81	
		701	46500	2130		001	-\$2.17	
		701	46500	2180		001	-\$1.75	
		701	46500	2183		002	-\$.03	
		701	46500	2183		003	-\$.57	
		701	46500	2220		001	-\$1.70	
		701	46500	2220		002	-\$.19	
		701	46500	2400		003	-\$.32	
		701	46500	3190		001	-\$.10	
		701	46500	3196		002	-\$1.77	
		701	46500	4500			\$4.46	
		220	21810				\$16,856.00	
		701	46500	2120		003	\$196.00	
		601	21810				\$2,718.00	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: DECEMBER 2013	101	20802				\$623.31	
		101	34060				-\$25.00	
MINNESOTA FARMERS MARKET ASSOC	MFMA RENEWAL MEMBERSHIP	225	43590	3174		001	\$70.00	\$70.00
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 4TH QTR	220	43800	1420			\$1,694.28	
		225	43535	1420			\$584.64	\$2,278.92
PLUMMASTER, INC	SINGLE FLUSH SIDE MOUNT	220	43800	2240		001	\$192.36	\$192.36
PLUMMASTER, INC	12" SWING SPOUT	220	43800	2240		001	\$49.40	\$49.40
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$603.84	\$603.84
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001	\$600.00	\$1,200.00
		601	45050	3220		001	\$600.00	
POSTMASTER	FIRST-CLASS PRESORT PERMIT FEE - #5606	602	45550	3220		001	\$100.00	
		601	45050	3220		001	\$100.00	\$200.00
QVALE, ERIK	REIMBURSEMENT/BIRTHDAY CAKE/RESALE	220	43800	2591		001	\$10.45	
RICOH USA, INC.	LEASE: CITY HALL COPIERS	101	40200	3930		002	\$2,080.87	\$2,080.87
TKE CORP	ELEVATOR SERVICE CONTRACTUAL FEES	220	43800	3190		004	\$1,065.32	\$1,065.32
TOKLE INSPECTIONS INC	INSPECTIONS SERVICES	101	44300	3090			\$3,145.60	\$3,145.60
TWIN CITY LAWCARE & LANDSCAPE	IRRIGATION REPAIR CP12-04	572	47000	5900			\$17,843.91	\$17,843.91
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$211.36	\$211.36
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,220.84	\$1,260.66
		220	43800	2591		003	\$39.82	
YALE MECHANICAL INC	PERFORMED FALL CONTRACT MAINT.	220	43800	3190		004	\$1,249.75	
YALE MECHANICAL INC	BOILER REPAIR	220	43800	3810		007	\$1,995.63	\$1,995.63

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
YALE MECHANICAL INC	RTU SERVING FITNESS CENTER	220	43800	3810		002	\$2,743.73	\$2,743.73
							Total of all invoices:	\$69,981.68
								=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BAKER, ANGELA	ICE SKATING LEVEL 1	220	22040					\$65.00	\$65.00
BINDER, MARGIE	PASS REFUND	220	22040					\$533.89	\$533.89
BLOOMQUIST, ANGELA	PASS REFUND	220	22040					\$66.70	\$66.70
CATRON, CHRISTI	AQUATICS - PRIVATES	220	22040					\$190.00	\$190.00
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/DEC STMT/14@6/1 NEW@15	307	44100	4890				\$99.00	\$99.00
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/DEC STMT/13@6/1 NEW@15	307	44100	4890				\$93.00	\$93.00
DAFOE, MIRIAM	PASS REFUND	220	22040					\$41.01	\$41.01
DAVIS LOCK & SAFE	LOCKS	601	45050	2280		005		\$323.88	\$323.88
ELLIS, DAVE	CARDIOKICK & SCULPT	220	22040					\$39.90	\$39.90
FAMILY CHURCH, MINNEAPOLIS	FACILITY REFUND	220	22040					\$300.00	\$300.00
FARMER, KIM	ACTIVITY REFUND	220	22040					\$20.00	\$20.00
FEWELL, SARAH	STAR FISH 1 & 2	220	22040					\$68.00	\$68.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE	101	20431					\$242.49	
HAINLEY, JENNIFER	ACTIVITY REFUND	220	22040					\$88.00	\$88.00
HOWELL, CHRISTINA	AQUATICS PRESCHOOL	220	22040					\$73.00	\$73.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/JANUARY 2014	220	43800	3960		003		\$1,089.00	\$1,089.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/JANUARY 2014	220	43800	3960		004		\$1,320.00	\$1,320.00
KRAUSE, MONAYA	AQUATICS - LEVEL 2.5	220	22040					\$66.00	\$66.00
LAATSCH, MELISSA	FACILITY REFUND	220	22040					\$71.40	\$71.40
LAMERE, DEBBIE	ACTIVITY REFUND	220	22040					\$31.00	\$31.00
LEE, JAMES	ACTIVITY REFUND	220	22040					\$68.00	\$68.00
MARX, ANTHONIE	ICE SKATING ADULT	220	22040					\$70.00	\$70.00
MEDALLION FURNITURE CORPORATIO	DEPOSIT ON POOL DECK FURNITURE	405	43800	5300				\$7,973.35	
MINNESOTA CLE	2014 LAW INSTITUTE CONFERENCE/ELLIOTT	101	40210	4500		001		\$625.00	\$625.00
MINNESOTA DEPARTMENT OF REV - MN DEED	ON ROAD DIESEL FUEL TAX: DECEMBER 2013	701	46500	2120				\$843.89	\$843.89
MPELRA C/O DIANE DELANO	STATE ECONOMIC COMPETITIVENESS SUMMIT	240	44400	4500				\$95.00	
MPELRA C/O DIANE DELANO	WINTER CONFERENCE/ELLIOTT	101	40210	4500		001		\$75.00	\$75.00
NELSON, MELISSA	LET'S GET MESSY	220	22040					\$162.00	\$162.00
PAYETTE, MARK	BEGINNER FITNESS	220	22040					\$73.00	\$73.00
PIEPKORN, LAURA	FACILITY REFUND	220	22040					\$53.56	\$53.56
PLUG'N PAY TECHNOLOGIES INC.	DEC/RETAIL/CC FEES	220	43800	4890		002		\$224.55	\$281.47
		225	43400	4890				\$56.92	
PLUG'N PAY TECHNOLOGIES INC.	DEC/ECOMM/CC FEES	220	43800	4890		002		\$10.92	
		225	43400	4890				\$44.13	\$55.05
ROSEVILLE, CITY OF	LICENSE TABS RENEWAL FOR ALL LICENSED	701	46500	4330		002		\$832.00	
SCHUMACHER, RICHARD	PASS REFUND	220	22040					\$20.00	\$20.00
SHAUGHNESSY, MICHAEL	TUITION REIMBURSEMENT/COLLEGE WRITING 1	101	42050	4500				\$660.32	\$660.32
SUNNY BUNNY EASTER EGGS	EASTER EGGS FOR EGG HUNT	225	43580	2172		001		\$314.51	\$314.51
THE ZINGHOPPERS GROUP LLC	DEPOSIT FOR ENTERTAINMENT AT SLICE	270	40250	3190		001		\$200.00	\$200.00
U S BANK/REVTRAK	DEC 2013 CREDIT CARD FEES	101	44100	4890				\$30.83	\$9,000.05
		101	44300	4890				\$177.60	
		220	43800	4890		002		\$4,143.73	
		225	43400	4890				\$2,246.97	
		601	45050	4890		003		\$1,200.46	
		602	45550	4890		003		\$1,200.46	
ULWELLING, STACY	NYE YOUTH (AGE 1-17)	220	22040					\$43.00	\$43.00
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$64.09	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.23	\$49.23
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.23	\$49.23
WEINMASTER, JILL	FACILITY REFUND	220	22040					\$42.84	\$42.84
WENNER, KRISTINE	AQUATICS - PRIVATES	220	22040					\$134.00	\$134.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	\$26,605.86

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ABM EQUIPMENT & SUPPLY INC	PLOW PARTS FOR MV-2	701	46500	2220		002		\$223.05	\$223.05
ALLEN, DEANNE	CC MINUTES - 1/6/14	101	40200	3190		001		\$200.00	\$200.00
ALLEN, DEANNE	PC MINUTES - 12/10/13	101	44100	3190				\$150.00	\$150.00
ALLEN, DEANNE	EDA MINUTES - 1/6/14	240	44400	3190				\$200.00	\$200.00
ALLIANCE BENEFIT GROUP INC	QUALIFYING EVENT, NEW HIRE,ONGOING	101	40210	3190		003		\$32.00	\$32.00
AUTOMATIC SYSTEMS CO, INC	TOWER AND WELL 4	601	45050	3190		003		\$363.48	\$363.48
BAUER BUILT TIRE AND BATTERY I	INNER TUBE FOR TRACTOR TIRE	701	46500	2220		002		\$22.92	\$22.92
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2180		001		\$13.00	\$13.00
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2180		001		\$15.78	\$15.78
BIFF'S, INCORPORATED	BUCHER PARK UNIT	101	43710	3950				\$63.87	\$63.87
BIFF'S, INCORPORATED	MCCULLOUGH PARK UNIT	101	43710	3950				\$63.87	\$63.87
BIFF'S, INCORPORATED	SITZER PARK UNIT	101	43710	3950				\$78.87	\$78.87
BIFF'S, INCORPORATED	SHAMROCK PARK UNIT	101	43710	3950				\$63.87	\$63.87
BIFF'S, INCORPORATED	TEHISEN PARK UNIT	101	43710	3950				\$63.87	\$63.87
BIFF'S, INCORPORATED	WILSON PARK UNIT	101	43710	3950				\$63.87	\$63.87
BOYER TRUCK PARTS INC.	OIL LINE FOR UNIT 210	701	46500	2220		001		\$88.35	\$88.35
BOYER TRUCK PARTS INC.	PARTS FOR UNIT 210	701	46500	2220		001		\$101.41	\$101.41
BOYER TRUCK PARTS INC.	PARTS FOR UNIT 215	701	46500	2220		001		\$71.88	\$71.88
BOYER TRUCK PARTS INC.	PARTS FOR UNIT 608	701	46500	2220		001		\$36.26	\$36.26
BOYER TRUCK PARTS INC.	PARTS FOR UNIT 210	701	46500	2220		001		\$484.89	\$484.89
BRADLEY & DEIKE, PA	TIF CONSULTING	240	44400	3190				\$51.00	\$51.00
C & E HARDWARE	BUILDING SUPPLIES	701	46500	2183		001		\$22.47	\$22.47
C & E HARDWARE	SUPPLIES	701	46500	2180		001		\$36.19	\$36.19
COMPLETE HEALTH, ENVIRONMENTAL	DEC MTCE PLAN	101	40210	3190		007		\$610.00	\$610.00
CONTINENTAL RESEARCH CORPORATI	VEHICLE SUPPLIES	701	46500	2180		001		\$575.54	\$575.54
CRYSTEEL MANUFACTURING INC.	PARTS FOR TRACTOR PLOW	701	46500	2220		002		\$48.88	\$48.88
CRYSTEEL MANUFACTURING INC.	PARTS FOR TRACTOR PLOW	701	46500	2220		002		\$8.82	\$8.82
CRYSTEEL MANUFACTURING INC.	PLOW BLADES	701	46500	2180		001		\$364.00	\$364.00
CUMMINS NPOWER LLC	PARTS FOR TRACKLESS	701	46500	2220		002		\$327.81	\$327.81
DAVIS LOCK & SAFE	KEYS	701	46500	2180		001		\$28.00	\$28.00
DAVIS LOCK & SAFE	KEYS	701	46500	2180		001		\$25.00	\$25.00
FACTORY MOTOR PARTS COMPANY	FUEL PUMP FOR UNIT 604	701	46500	2220		001		\$427.46	\$427.46
FACTORY MOTOR PARTS COMPANY	BATTERY	701	46500	2180		001		\$378.96	\$378.96
FERGUSON WATERWORKS #2516	MACRO SLEEVES	601	45050	2280		002		\$1,119.62	\$1,119.62
FERGUSON WATERWORKS #2516	MACRO SLEEVES	601	45050	2280		002		\$654.10	\$654.10
FIRST LAB, INC.	DOT TESTING	101	40210	3190		001		\$91.90	\$91.90
FLEET FARM/GE CAPITAL RETAIL B	2 CYCLE OIL	701	46500	2130		001		\$23.76	\$23.76
FLEETPRIDE INC	PARTS FOR UNIT 204	701	46500	2220		001		\$469.83	\$469.83
FLEETPRIDE INC	PARTS FOR UNIT 306	701	46500	2220		001		\$10.88	\$10.88
GARY CARLSON EQUIPMENT CO	SAFETY HARNESS	101	42200	2180		001		\$148.50	\$148.50
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$28.74	\$114.95
		602	45550	3190		001		\$28.74	
		603	45850	3190		001		\$28.74	
		604	42600	3190				\$28.73	
GRAINGER, INC.	BATTERIES	601	45050	2280		001		\$111.18	
H & L MESABI, INC.	PLOW CURB RUNNERS	701	46500	2220		002		\$120.77	\$120.77
HAWKINS, INC.	CHLORINE INJECTOR	601	45050	2280		005		\$170.63	\$170.63
HAWKINS, INC.	I TON CHLORINE	601	45050	2160		001		\$700.00	\$700.00
HD SUPPLY WATERWORKS LTD	REPAIR CLAMPS	601	45050	2280		002		\$428.78	\$428.78
HIGH POINT NETWORKS, LLC	EXTREME SWITCH MAINT COVERAGE	101	40550	3860		011		\$11,571.30	\$11,571.30
HILTON GARDEN INN	BUSINESS EXCHANGE	240	44400	4890				\$753.33	\$753.33

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
HOTSY EQUIPMENT CO	PRESSURE WASHER HOSE	701	46500	2220		002	\$134.85	\$134.85
HOTSY EQUIPMENT CO	PARTS FOR PRESURE WASHER	701	46500	2220		002	\$408.86	\$408.86
I-STATE TRUCK CENTER	PARTS FOR UNIT 208	701	46500	2220		001	\$104.54	\$104.54
IDENTISYS	OVERLAY PRINTER/ACCESS CARDS	220	43800	2180		002	\$140.88	\$140.88
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		003	\$225.00	\$225.00
IPMA-HR	MEMBERSHIP DUES	101	40210	4330			\$149.00	\$149.00
JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD INSTRUCTOR TRAINING COURSE	220	43800	4500			\$712.00	\$712.00
JIMMY'S CONFERENCE & CATERING	VOLUNTEER DINNER	101	40100	4890		001	\$396.36	\$396.36
L T G POWER EQUIPMENT	PARTS FOR SNOW BLOWERS	701	46500	2220		002	\$35.70	\$35.70
LAKE JOHANNA FIRE DEPT	FIRST HALF PAYMENT/FIRE SERVICES	101	41200	3190			\$510,977.70	\$510,977.70
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001	\$165.76	\$165.76
LTECH	GOOGLE APPS LICENSES FOR 2014	101	40550	3860		003	\$6,580.00	\$6,580.00
LUBRICATION TECHNOLOGIES, INC	MOTOR OIL	701	46500	2130		001	\$1,086.36	\$1,086.36
MENARDS CASHWAY LUMBER **FRIDL	MISC. SUPPLIES	701	46500	2180		001	\$232.76	\$232.76
MENARDS CASHWAY LUMBER *MAPLEW	DECK BOARDS FOR BOB-CAT TRAILER	701	46500	2220		002	\$162.63	\$162.63
MTI DISTRIBUTING, INC	BROOM FOR TORO	701	46500	2220		002	\$627.95	\$627.95
NORTH AMERICAN SALT COMPANY	135.06 TONS OF SALT	101	42200	2181		001	\$9,769.30	\$9,769.30
NORTHFIELD LINES INC	TIF 1 BUS TOUR	240	44400	4890			\$386.46	\$386.46
PLAISTED COMPANIES, INCORPORAT	SAND	601	45050	2280		002	\$491.57	\$491.57
PRESS PUBLICATIONS	ACCESS SHOREVIEW - DECEMBER	101	40400	3390		003	\$270.30	\$270.30
REINDERS, INC.	ICEMELT FOR SIDEWALKS	101	43710	2260			\$671.52	\$671.52
RICK JOHNSON DEER AND BEAVER I	DEER REMOVAL	101	42200	2180		001	\$115.00	\$115.00
SAFETY SIGNS	SAFETY SIGNS FOR VICTORIA MAIN BREAK	601	45050	3190		004	\$664.00	\$664.00
SHERWIN WILLIAMS INC	PAINT FOR MAINT CENTER	701	46500	2183		001	\$13.98	\$13.98
SHERWIN WILLIAMS INC	PAINT FOR MAINT CENTER	701	46500	2183		001	\$56.69	\$56.69
SHERWIN WILLIAMS INC	PAINT AND SUPPLIES FOR MAINT CENTER	701	46500	2183		001	\$442.12	\$442.12
SHERWIN WILLIAMS INC	PAINT FOR MAINT CENTER	701	46500	2183		001	\$231.95	\$231.95
SOLBREKK	LASERFICHE ANNUAL MAINTENANCE	101	40550	3860		009	\$12,602.00	\$12,602.00
SOLBREKK	VEEAM BACKUP ANNUAL MAINTENANCE	101	40550	3860		011	\$1,570.00	\$1,570.00
THE ROCKIN' HOLLYWOODS	SLICE OF SHOREVIEW/50% DEPOSIT	270	40250	3190		001	\$1,925.00	\$1,925.00
TOUSLEY FORD, INC	PARTS FOR UNIT 604	701	46500	2220		001	\$137.43	\$137.43
TRI STATE BOBCAT, INC.	PARTS FOR BOB-CAT	701	46500	2220		002	\$69.98	\$69.98
TWIN CITY SAW & SERVICE CO	OIL AND SAFETY SUPPLIES	701	46500	2130		001	\$33.98	\$428.83
		101	42200	2180		001	\$394.85	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$42.16	\$168.64
		601	45050	3970		001	\$42.16	
		602	45550	3970		001	\$42.16	
		603	45850	3970		001	\$21.08	
		701	46500	3970		001	\$21.08	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$39.31	\$157.23
		601	45050	3970		001	\$39.31	
		602	45550	3970		001	\$39.31	
		603	45850	3970		001	\$19.65	
		701	46500	3970		001	\$19.65	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$64.09	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$50.02	\$50.02
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$64.09	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$49.23	\$49.23
UNIQUE PAVING MATERIALS CORPOR	UPM COLD MIX FOR VICTORIA WATER BREAK	601	45050	2280		002	\$1,503.30	\$1,503.30
VALLEY-RICH CO, INC	MAIN BREAK VICTORIA AND 694	601	45050	3190		004	\$14,099.77	\$14,099.77
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180		001	\$73.06	\$73.06

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
WATER CONSERVATION SERVICE, IN	LOCATE MAIN BREAKS	601	45050	3190		004	\$533.60	\$533.60
WSB & ASSOCIATES, INC.	SIGNAL DESIGN SERVICES CP 13-01A	573	47000	5910			\$1,140.00	\$1,140.00
YALE MECHANICAL INC	GAS LINE/NEW GENERATOR	701	46500	5800			\$9,180.00	\$9,180.00
YALE MECHANICAL INC	REPAIR OF FURNACE BOOSTER 12-19-13	601	45050	3190		003	\$990.23	\$990.23
YALE MECHANICAL INC	WELL 3 FURNACE	601	45050	3190		003	\$291.25	\$291.25
YALE MECHANICAL INC	HEATER IN MECHANICS SHOP	701	46500	3196		001	\$1,428.37	
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120		001	\$3,069.90	\$3,069.90
YOCUM OIL COMPANY INC.	ON RD AND OFF ROAD DEISEL	701	46500	2120		002	\$3,265.16	\$3,265.16
YOCUM OIL COMPANY INC.	ON ROAD DEISEL FUEL	701	46500	2120		002	\$3,252.40	\$3,252.40
YOCUM OIL COMPANY INC.	ON ROAD DEISEL FUEL	701	46500	2120		002	\$3,261.24	\$3,261.24
Total of all invoices:								\$616,422.96

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	39,246		
Vendor number	01901 1	2013	
Vendor name	ALLIED WASTE SERVICES #899		
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154		

Date	Comment line on check	Invoice number	Amount
12-25-13	DEC ALLIED WASTE SERVICES	0899-002401128	\$29,825.63

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

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

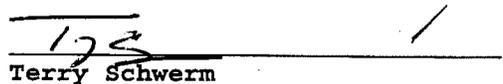
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
210 42750 3190	\$29,825.63

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

2014

Voucher Number	39,200	pay after 1/1/14
Vendor number	00416 1	2013
Vendor name	METROPOLITAN COUNCIL	
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513	

Date	Comment line on check	Invoice number	Amount
12-09-13	SEWER SERVICE-JANUARY 2014	1028247	\$150,952.26

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
602 45550 3670	\$150,952.26

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>DeEngelom</u> (signature required) Debbie Engblom	
Approved by: <u>Terry</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	39,330	RETURN CHECK TO TOM H
Vendor number		2014
Vendor name	MISSION CONSTRUCTION INC	
Address	13821 INDUSTRIAL PARK BLVD PLYMOUTH MN 55441	

Date	Comment line on check	Invoice number	Amount
01-06-14	EROS/LANDSCAPE RED 625 CO RD E RES 14-03	625	\$30,887.50

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 22030	\$9,200.00
101 22020	\$21,687.50

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <i>Tom Hammitt</i> 1/8/14 (signature required) Tom Hammitt	
Approved by: <i>Terry Schwerm</i> (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	39,242		
Vendor number	00374 1	2014	
Vendor name	LAKE JOHANNA FIRE DEPT		
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126		

Date	Comment line on check	Invoice number	Amount
01-02-14	FIRST HALF PAYMENT FOR FIRE SERVICES	461	\$510,977.70

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

Account Coding	Amount
101 41200 3190	\$510,977.70

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

Reviewed by: Terri Hoffard
 (signature required) Terri 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	

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated January 20, 2014.

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

January 20, 2014
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
January 20, 2014

<u>LICENSE #</u>	<u>BUSINESS NAME</u>	<u>TYPE</u>
2014-C17	Precision Landscape Inc	Tree Trimmer
2014-C18	Morgan's Tree Service	Tree Trimmer
2014-C19	Branch and Bough Tree Service	Tree Trimmer

The above licenses are recommended for approval:



License/Permit Clerk

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.14-06 approving Change Order No. 1 in the amount of \$(18,535.26) for the 2013 Street Rehabilitation and Gaston, Grove St. Albans Watermain Extension, City Projects 13-02 and 13-03.

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

REGULAR COUNCIL MEETING
JANUARY 21, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: GLEN M. HOFFARD
SENIOR ENGINEERING TECHNICIAN

DATE: JANUARY 13, 2014

SUBJECT: 2013 STREET REHABILITATION AND
GASTON, GROVE, ST. ALBANS WATERMAIN EXTENSION
CITY PROJECTS 13-02 & 13-03, CHANGE ORDER NO. 1

INTRODUCTION

The attached Change Order No. 1 has been prepared by staff and must be approved by Council in order to modify the contract.

BACKGROUND

On June 17, 2013, the City Council awarded a contract to North Valley, Inc. for the construction of the 2013 Street Rehabilitation and Gaston, Grove, St. Albans Watermain Extension, City Projects No.13-02 & 13-03, for the amount of \$3,331,357.44.

DISCUSSION

The contractor has completed additional work beyond the scope of the original contract.

Royal Oaks Drive: Additional work on Royal Oaks Drive includes miscellaneous bituminous patching, catch basin repair and gate valve box repair. The extra work on Royal Oaks Drive results in an increase to the contract of \$ 14,098.98. The asphalt emulsion quantity was reduced by the mix design resulting in a reduction to the contract of \$ 15,838.62.

The net contract **reduction** for Royal Oaks Drive = \$ 1,739.64
Pay items have been added to the contract as shown on the attached Change Order No.1.

Fernwood Street: Additional work on Fernwood Street includes miscellaneous bituminous patching, catch basin repair and gate valve box repair. The extra work on Fernwood Street results in an increase to the contract of \$ 5,878.49. The asphalt emulsion quantity was reduced by the mix design resulting in a reduction to the contract of \$ 7,038.24.

The net contract **reduction** for Fernwood Street = \$ 1,159.75
Pay items have been added to the contract as shown on the attached Change Order No.1.

Oakwood Drive: Additional work on Oakwood Drive includes soils correction, miscellaneous bituminous patching, catch basin repair and gate valve box repair. The extra work on Oakwood Drive results in an increase to the contract of \$ 11,753.94. The asphalt emulsion quantity was reduced by the mix design resulting in a reduction to the contract of \$ 2,580.00.

The net contract **increase** for Oakwood Drive = \$ 9,173.94
Pay items have been added to the contract as shown on the attached Change Order No.1.

Local Streets: Additional work on Local Streets includes storm sewer & drainage improvements, miscellaneous bituminous patching, concrete driveway replacement, catch basin repair and gate valve box repair. The extra work on Local Streets results in an increase to the contract of \$ 78,768.15. The asphalt emulsion quantity was reduced by the mix design resulting in a reduction to the contract of \$ 105,939.96.

The net contract **reduction** for Local Streets = \$ 27,171.81
Pay items have been added to the contract as shown on the attached Change Order No.1.

Wilson Park: Additional work in Wilson Park includes pavement markings, bituminous tack coat and bituminous trail patching. The extra work in Wilson Park results in an **increase** to the contract of \$ 2,362.00.

Pay items have been added to the contract as shown on the attached Change Order No.1.

CHANGE ORDER NO.1 SUMMARY:

TOTAL ADDITIONS	\$ 112,861.56
TOTAL DEDUCTIONS	<u>\$ 131,396.82</u>
TOTAL CHANGE ORDER NO.1	\$ (18,535.26)

Change Order No.1 will **reduce** the contract amount to \$3,312,822.18. Funding for Change Order No.1 will be as follows:

Bonding	\$ (73,028.14)
Surface Water Fund	\$ 44,991.00
Water Fund	\$ 7,139.88
GFA Revolving Fund	<u>\$ 2,362.00</u>
Total	\$ (18,535.26)

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No. 1 for the 2013 Street Rehabilitation and Gaston, Grove, St. Albans Watermain Extension, City Projects 13-02 & 13-03.

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

HELD JANUARY 21, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 21, 2014 at 7:00 pm. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 14-06
APPROVING CHANGE ORDER NO. 1
FOR THE 2013 STREET REHABILITATION AND
THE GASTON, GROVE, ST. ALBANS
WATERMAIN EXTENSION
CITY PROJECTS 13-02 & 13-03**

WHEREAS, On June 17, 2013 the City Council awarded a contract to North Valley, Inc. for the 2013 Street Rehabilitation and Gaston, Grove, St. Albans Watermain Extension, City Projects 13-02 & 13-03, and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$3,331,357.44, and

WHEREAS, Change Order No.1, in the amount of \$ (18,535.26), has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will decrease the contract amount to \$ 3,312,822.18, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No.1.

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

1. That Change Order No.1, in the amount of \$ (18,535.26), resulting in a revised contract amount of \$ 3,312,822.18 is hereby approved, and

2. That Change Order No.1 will be funded as follows:

Bonding	\$ (73,028.14)
Surface Water Fund	\$ 44,991.00
Water Fund	\$ 7,139.88
GFA Revolving Fund	<u>\$ 2,362.00</u>
Total	\$ (18,535.26)

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 21st day of January, 2014.

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 21st day of January, 2014, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Change Order No.1, for the 2013 Street Rehabilitation and the Gaston, Grove, St. Albans Watermain Extension, City Projects 13-02 & 13-03.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 22nd day of January 2014.

SEAL

Terry C. Schwerm
City Manager

CITY OF SHOREVIEW CONTRACT CHANGE ORDER

Project:	2013 Street Rehabilitation Project and Gaston, Grove, St. Albans Watermain Ext.
City Projects	13-02 & 13-03
Change Order Number:	1 (One)
Date:	January 21, 2014
Contractor:	North Valley, Inc.

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

ADDITION:

ROYAL OAKS DRIVE:

Detail Milling		
124 SY @ \$ 8.50/SY =	\$	1,054.00
Bituminous Driveway Patching		
4.00 T @ \$ 185.00/T =	\$	740.00
Bituminous Mix for Patching Around Manholes		
24.20 T @ \$ 150.00/T =	\$	3,630.00
Adjust Catch Basin Casting & Replace Rings		
10 EA @ \$ 655.00 =	\$	6,550.00
Additional Infi-Shields		
3 EA @ \$ 185.00 =	\$	555.00
Additional Adjustment Rings		
6 EA @ \$ 40.00 =	\$	240.00
Replace Broken Gate Valve Sections		
1 LS @ \$ 1,329.98 =	\$	<u>1,329.98</u>
TOTAL ADDITION ROYAL OAKS DRIVE	\$	14,098.98

FERNWOOD STREET:

Detail Milling		
124 SY @ \$ 8.50/SY =	\$	1,054.00
Bituminous Driveway Patching		
5.00 T @ \$ 185.00/T =	\$	925.00
Bituminous Mix for Patching Around Manholes		
11.53 T @ \$ 150.00/T =	\$	1,729.50
Adjust Catch Basin Casting & Replace Rings		
2 EA @ \$ 655.00 =	\$	1,310.00
Additional Adjustment Rings		
4 EA @ \$ 40.00 =	\$	160.00
Replace Broken Gate Valve Sections		
1 LS @ \$ 699.99 =	\$	<u>699.99</u>
TOTAL ADDITION FERNWOOD STREET	\$	5,878.49

OAKWOOD DRIVE:

Soils Correction

Common Excavation

82 CY @ \$ 12.00/CY = \$ 984.00

Aggregate Base Class 5

106 T @ \$ 14.50 = \$ 1,537.00

1-1/2" Clear Rock

3.26 T @ \$ 35.00/T = \$ 114.10

Soil Correction for Trail

Common Excavation

16 CY @ \$ 15.50/CY = \$ 248.00

Aggregate Base Class 5

12 T @ \$ 14.50/T = \$ 174.00

Miscellaneous Bituminous Patching

25.31 T @ \$ 185.00/T = \$ 4,682.35

Bituminous Mix for Patching Around Manholes

11.53 T @ \$ 150.00/T = \$ 1,729.50

Adjust Catch Basin Casting & Replace Rings

2 EA @ \$ 655.00 = \$ 1,310.00

Additional Infi-Shields

1 EA @ \$ 185.00 = \$ 185.00

Additional Adjustment Rings

4 EA @ \$ 40.00 = \$ 160.00

Replace Broken Gate Valve Sections

1 LS @ \$ 629.99 = \$ 629.99**TOTAL ADDITION OAKWOOD DRIVE****\$ 11,753.94****LOCAL STREETS:****McCullough Park**

Storm Sewer Reconstruction

1 LS @ \$ 10,065.00 = \$ 10,065.00

Additional Common Excavation

40 CY @ \$ 12.00/CY = \$ 480.00

Construct Swale

Common Excavation

28 CY @ \$ 12.00/CY = \$ 336.00

Equipment

2 Hrs @ \$ 135.00/Hr = \$ 270.00

Remove Pavement over SPWW Mains

Bituminous Removal

173 SY @ \$ 5.50/SY = \$ 951.50

Mill Pavement @ Park Entrance

Detail Milling

48 SY @ \$ 8.50/SY = \$ 408.00

McCullough Park (Cont.)

Construct Catch Basin & Outlet Pipe		
1 LS @ \$ 6,842.00 =	\$	6,842.00
Bituminous Trail Patching		
5.00 T @ \$ 185.00/T =	\$	925.00

Crestview Lane

Storm Sewer Work @ Cul-de-sac		
1 LS @ \$ 6,028.00 =	\$	6,028.00
Seed & Blanket		
690 SY @ \$ 5.50/SY =	\$	3,795.00
Topsoil		
95 CY @ \$ 26.40/CY =	\$	2,508.00
Bituminous Driveway Patching		
1.00 T @ \$ 185.00/T =	\$	185.00

Dudley Ave.

Bituminous Driveway Patching		
1.27 T @ \$ 185.00/T =	\$	234.95

Hardwood Street

Detail Milling		
94 SY @ \$ 8.50/SY =	\$	799.00
Remove & Replace Valley Gutter		
1 LS @ \$ 6,918.05 =	\$	6,918.05
Bituminous Patch for Valley Gutter		
28.28 T @ \$ 185.00/T =	\$	5,231.80

Scenic Place

Detail Milling		
94 SY @ \$ 8.50/SY =	\$	799.00

Gaston, Grove, St. Albans

Remove Pavement @ Hodgson Road		
Bituminous Removal		
120 SY @ \$ 5.50/SY =	\$	660.00
Bituminous Driveway Patching		
5.04 T @ \$ 185.00/T =	\$	932.40

Virginia Ave. / Virginia Circle

Extra Reclamation Depth		
3968 SY @ \$ 1.00/SY =	\$	3,968.00

Bituminous Mix for Patching Around Manhole 68.57 T @ \$ 150.00/T =	\$ 10,285.50
Adjust Catch Basin Casting & Replace Rings 13 EA @ \$ 655.00 =	\$ 8,515.00
Additional Infi-Shields 4 EA @ \$ 185.00 =	\$ 740.00
Additional Adjustment Rings 8 EA @ \$ 40.00 =	\$ 320.00
Remove & Replace Concrete Driveways 234.50 SF @ \$ 5.50 =	\$ 1,289.75
Sawcut Concrete Driveways 56 LF @ \$ 4.13 =	\$ 231.28
Repair Manhole Inverts 2 Hours @ \$ 285.00/Hour =	\$ 570.00
Replace Broken Gate Valve Sections 1 LS @ \$ 4,479.92 =	\$ <u>4,479.92</u>

TOTAL ADDITION LOCAL STREETS \$ **78,768.15**

WILSON PARK:

Paint Handicap Stalls & Direction Arrows 8 Ea @ \$ 88.00 =	\$ 704.00
Bituminous Tack Coat 210 Gal @ \$ 3.05/Gal =	\$ 640.50
Bituminous Patching for Trail 5.5 T @ \$ 185.00/T =	\$ <u>1,017.50</u>

TOTAL ADDITION WILSON PARK \$ **2,362.00**

TOTAL ADDITION \$ **112,861.56**

DEDUCT:

ROYAL OAKS DRIVE

Asphalt Emulsion 6,661 Gal @ \$ 2.58/Gal =	\$ 15,838.62
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FERNWOOD STREET

Asphalt Emulsion 2,728 Gal @ \$ 2.58/Gal =	\$ 7,038.24
---	-------------

OAKWOOD DRIVE

Asphalt Emulsion 1,000 Gal @ \$ 2.58/Gal =	\$ 2,580.00
---	-------------

LOCAL STREETS

Asphalt Emulsion 41,062 Gal @ \$ 2.58/Gal =	\$ <u>105,939.96</u>
--	----------------------

TOTAL DEDUCT \$ **(131,396.82)**

TOTAL ADDITION	\$ 112,861.56
TOTAL DEDUCT	<u>\$ (131,396.82)</u>
TOTAL CHANGE ORDER NO.1	\$ (18,535.26)

SUMMARY:

Original Contract Amount:	\$ 3,331,357.44
Change Order No.1	\$ (18,535.26)
Amended Contract Amount:	\$ 3,312,822.18

APPROVALS:

APPROVED BY: City of Shoreview

By: _____ Title: City Engineer Date: _____

ACCEPTED BY: North Valley, Inc.

By: _____ Title: _____ Date: _____

APPLICATION FOR PAYMENT

NO. 4

PROJECT: 2013 Street Rehabilitation Project and
Gaston Ave, Grove Ave, St. Albans St. Watermain

OWNER: City of Shoreview

PROJECT NO: 13-02, 13-03

CONTRACTOR: North Valley, Inc.

APPLICATION DATE: 1/21/2014 FOR PERIOD ENDING: 12/31/2013

STATEMENT OF WORK

ORIGINAL CONTRACT AMOUNT	\$ <u>3,331,357.44</u>
NET CHANGE BY CHANGE ORDER	\$ <u>(18,535.26)</u>
CONTRACT AMOUNT TO DATE	\$ <u>3,312,822.18</u>
TOTAL AMOUNT OF WORK COMPLETED	\$ <u>3,302,358.27</u>
LESS 1 % RETAINAGE	\$ <u>33,023.58</u>
AMOUNT DUE TO DATE	\$ <u>3,269,334.69</u>
LESS PREVIOUS PAYMENTS	\$ <u>2,789,541.68</u>
PAYMENT DUE THIS APPLICATION	\$ <u>479,793.01</u>

APPLICATION FOR PAYMENT
Page Two

CONTRACTOR: North Valley, Inc.

BY: _____
(Name and Title)

DATE: _____

APPROVED FOR PAYMENT:

OWNER: CITY OF SHOREVIEW

BY: _____
Tom Wesolowski (City Engineer)

DATE: _____

PAYMENT NO.4

ROYAL OAKS DRIVE (S.A.P. 167-256-007)
 FULL DEPTH RECYCLING
 CITY PROJECT NO. 13-02

STREET RECONSTRUCTION

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT
2021.501	MOBILIZATION	LS	0.20	0.20	\$ 136,070.20	\$ 27,214.04
2104.501	REMOVE CONCRETE CURB & GUTTER	LF	300.00	540.00	\$ 5.87	\$ 3,169.80
2105.501	REMOVE EXCESS RECLAIMED MATERIAL	CY	325.00	-	\$ 0.01	-
2123.610	STREET SWEEPING	HR	5.00	1.00	\$ 122.73	\$ 122.73
2211.501	DRESSER TRAPROCK (7%)	CY	275.00	268.00	\$ 78.33	\$ 20,992.44
2232.501	MILL BITUMINOUS SURFACE (2")	SY	23,520.00	22,976.00	\$ 1.06	\$ 24,354.56
2331.603	JOINT ADHESIVE	LF	11,900.00	12,200.00	\$ 0.79	\$ 9,638.00
2331.603	BITUMINOUS CONTROL JOINT	LF	5,400.00	5,550.00	\$ 3.66	\$ 20,313.00
2331.604	BITUMINOUS PAVEMENT RECLAMATION (6")	SY	23,520.00	22,976.00	\$ 3.33	\$ 76,510.08
2357.502	ASPHALT EMULSION	GAL	75,264.00	69,125.00	\$ 2.58	\$ 178,342.50
2360.501	2" BITUMINOUS WEAR COURSE (SPWEA440B)	TON	2,705.00	2,553.86	\$ 62.17	\$ 158,773.48
2504.602	ADJUST GATE VALVE BOX	EA	15.00	19.00	\$ 245.21	\$ 4,658.99
2506.502	CONSTRUCT MHCB-48" DIA. W/CASTING	EA	1.00	1.00	\$ 4,518.13	\$ 4,518.13
2506.516	CAST. ASSEMBLY (R-1733) W/I&I BARRIER	EA	42.00	42.00	\$ 886.93	\$ 37,251.06
2531.501	CONCRETE CURB & GUTTER (B618)	LF	300.00	540.00	\$ 18.41	\$ 9,941.40
2563.601	TRAFFIC CONTROL	LS	0.20	0.20	\$ 13,340.20	\$ 2,668.04
2573.531	INLET PROTECTION	EA	10.00	28.00	\$ 144.07	\$ 4,033.96
2575.505	SOD (LAWN) W/6" TOPSOIL	SY	150.00	271.00	\$ 12.81	\$ 3,471.51
2582.503	4" SOLID LINE WHITE-PAINT	LF	11,100.00	11,372.00	\$ 0.16	\$ 1,819.52
2582.503	4" DOUBLE LINE YELLOW-PAINT	LF	5,150.00	5,288.00	\$ 0.27	\$ 1,427.76
2582.618	CROSSWALK PAVEMENT MARKING TAPE	SF	828.00	637.00	\$ 11.74	\$ 7,478.38
C.O.#1	DETAIL MILLING	SY	124.00	124.00	\$ 8.50	\$ 1,054.00
C.O.#1	BITUMINOUS DRIVEWAY PATCHING	TON	4.00	4.00	\$ 185.00	\$ 740.00
C.O.#1	BIT. MIX FOR PATCHING AROUND MANHOLES	TON	24.20	24.20	\$ 150.00	\$ 3,630.00
C.O.#1	ADJUST CB CASTING & REPLACE RINGS	EA	10.00	10.00	\$ 655.00	\$ 6,550.00
C.O.#1	ADDITIONAL INFI-SHIELDS	EA	3.00	3.00	\$ 185.00	\$ 555.00
C.O.#1	ADDITIONAL ADJUSTMENT RINGS	EA	6.00	6.00	\$ 40.00	\$ 240.00
C.O.#1	REPLACE BROKEN GATE VALVE SECTIONS	LS	1.00	1.00	\$ 1,329.98	\$ 1,329.98
SUBTOTAL-ROYAL OAKS DRIVE						\$ 610,798.36

PAYMENT NO.4

FERNWOOD STREET (S.A.P. 167-258-003)
 FULL DEPTH RECYCLING
 CITY PROJECT NO. 13-02

STREET RECONSTRUCTION

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT
2021.501	MOBILIZATION	LS	0.08	0.08	\$ 90,713.50	\$ 7,257.08
2104.501	REMOVE CONCRETE CURB & GUTTER	LF	300.00	312.00	\$ 5.87	\$ 1,831.44
2105.501	REMOVE EXCESS RECLAIMED MATERIAL	CY	135.00	-	\$ 0.01	\$ -
2123.610	STREET SWEEPING	HR	5.00	1.00	\$ 122.73	\$ 122.73
2211.501	DRESSER TRAPROCK (7%)	CY	115.00	107.00	\$ 77.82	\$ 8,326.74
2232.501	MILL BITUMINOUS SURFACE (2")	SY	9,630.00	9,163.00	\$ 1.06	\$ 9,712.78
2331.603	JOINT ADHESIVE	LF	5,280.00	5,320.00	\$ 0.79	\$ 4,202.80
2331.603	BITUMINOUS CONTROL JOINT	LF	2,400.00	2,800.00	\$ 3.66	\$ 10,248.00
2331.604	BITUMINOUS PAVEMENT RECLAMATION (6")	SY	9,630.00	9,163.00	\$ 3.27	\$ 29,963.01
2357.502	ASPHALT EMULSION	GAL	30,820.00	28,092.00	\$ 2.58	\$ 72,477.36
2360.501	2" BITUMINOUS WEAR COURSE (SPWEA440B)	TON	1,110.00	1,041.62	\$ 62.85	\$ 65,465.82
2504.602	ADJUST GATE VALVE BOX	EA	10.00	10.00	\$ 245.21	\$ 2,452.10
2506.516	CAST. ASSEMBLY (R-1733) W/I&I BARRIER	EA	20.00	20.00	\$ 886.93	\$ 17,738.60
2531.501	CONCRETE CURB & GUTTER (B618)	LF	300.00	312.00	\$ 18.41	\$ 5,743.92
2563.601	TRAFFIC CONTROL	LS	0.08	0.08	\$ 13,340.25	\$ 1,067.22
2573.531	INLET PROTECTION	EA	8.00	16.00	\$ 144.07	\$ 2,305.12
2575.505	SOD (LAWN) W/6" TOPSOIL	SY	50.00	100.00	\$ 12.81	\$ 1,281.00
2582.503	4" SOLID LINE WHITE-PAINT	LF	4,660.00	4,860.00	\$ 0.16	\$ 777.60
2582.503	4" DOUBLE LINE YELLOW-PAINT	LF	2,200.00	2,300.00	\$ 0.27	\$ 621.00
2582.618	CROSSWALK PAVEMENT MARKING TAPE	SF	700.00	562.00	\$ 11.74	\$ 6,597.88
C.O,#1	DETAIL MILLING	SY	124.00	124.00	\$ 8.50	\$ 1,054.00
C.O,#1	BITUMINOUS DRIVEWAY PATCHING	TON	5.00	5.00	\$ 185.00	\$ 925.00
C.O,#1	BIT. MIX FOR PATCHING AROUND MANHOLES	TON	11.53	11.53	\$ 150.00	\$ 1,729.50
C.O,#1	ADJUST CB CASTING & REPLACE RINGS	EA	2.00	2.00	\$ 655.00	\$ 1,310.00
C.O,#1	ADDITIONAL ADJUSTMENT RINGS	EA	4.00	4.00	\$ 40.00	\$ 160.00
C.O,#1	REPLACE BROKEN GATE VALVE SECTIONS	LS	1.00	1.00	\$ 699.99	\$ 699.99
SUBTOTAL-FERNWOOD STREET						\$ 254,070.69

PAYMENT NO.4

OAKWOOD DRIVE (S.A.P. 167-253-002)
 FULL DEPTH RECYCLING
 CITY PROJECT NO. 13-02

STREET RECONSTRUCTION

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT
2021.501	MOBILIZATION	LS	0.08	0.08	\$ 90,713.50	\$ 7,257.08
2104.501	REMOVE CONCRETE CURB & GUTTER	LF	400.00	330.00	\$ 5.87	\$ 1,937.10
2104.602	REMOVE & SALVAGE HYDRANT & VALVE	EA	1.00	1.00	\$ 1,826.03	\$ 1,826.03
2105.501	REMOVE EXCESS RECLAIMED MATERIAL	CY	148.00	-	\$ 0.01	\$ -
2123.610	STREET SWEEPING	HR	5.00	-	\$ 122.73	\$ -
2211.501	DRESSER TRAPROCK (7%)	CY	125.00	121.00	\$ 78.33	\$ 9,477.93
2232.501	MILL BITUMINOUS SURFACE (2")	SY	10,670.00	10,359.00	\$ 1.06	\$ 10,980.54
2331.603	JOINT ADHESIVE	LF	5,280.00	5,360.00	\$ 0.79	\$ 4,234.40
2331.603	BITUMINOUS CONTROL JOINT	LF	2,540.00	2,865.00	\$ 3.66	\$ 10,485.90
2331.604	BITUMINOUS PAVEMENT RECLAMATION (6")	SY	10,670.00	10,359.00	\$ 2.64	\$ 27,347.76
2357.502	ASPHALT EMULSION	GAL	34,150.00	33,150.00	\$ 2.58	\$ 85,527.00
2360.501	2" BITUMINOUS WEAR COURSE (SPWEA440B)	TON	1,230.00	1,093.15	\$ 62.86	\$ 68,715.41
2504.602	ADJUST GATE VALVE BOX	EA	9.00	9.00	\$ 245.21	\$ 2,206.89
2504.602	6" GATE VALVE	EA	2.00	3.00	\$ 5,812.01	\$ 17,436.03
2504.602	F & I HYDRANT (WB-67) & VALVE	EA	1.00	1.00	\$ 6,698.95	\$ 6,698.95
2506.516	CAST. ASSEMBLY (R-1733) W/I&I BARRIER	EA	20.00	20.00	\$ 886.93	\$ 17,738.60
2531.501	CONCRETE CURB & GUTTER (B618)	LF	400.00	330.00	\$ 18.41	\$ 6,075.30
2563.601	TRAFFIC CONTROL	LS	0.08	0.08	\$ 13,340.25	\$ 1,067.22
2573.531	INLET PROTECTION	EA	10.00	5.00	\$ 144.07	\$ 720.35
2575.505	SOD (LAWN) W/6" TOPSOIL	SY	50.00	110.00	\$ 12.81	\$ 1,409.10
2582.503	4" SOLID LINE WHITE-PAINT	LF	4,600.00	4,700.00	\$ 0.16	\$ 752.00
2582.503	4" DOUBLE LINE YELLOW-PAINT	LF	2,250.00	2,350.00	\$ 0.27	\$ 634.50
2582.618	CROSSWALK PAVEMENT MARKING TAPE	SF	700.00	430.00	\$ 11.74	\$ 5,048.20
SOILS CORRECTION (ROADWAY)						
C.O.#1	COMMON EXCAVATION	CY	82.00	82.00	\$ 12.00	\$ 984.00
C.O.#1	AGGREGATE BASE CLASS 5	TON	106.00	106.00	\$ 14.50	\$ 1,537.00
C.O.#1	1-1/2" CLEAR ROCK	TON	3.26	3.26	\$ 35.00	\$ 114.10
SOILS CORRECTION (TRAIL)						
C.O.#1	COMMON EXCAVATION	CY	16.00	16.00	\$ 15.50	\$ 248.00
C.O.#1	AGGREGATE BASE CLASS 5	TON	12.00	12.00	\$ 14.50	\$ 174.00
C.O.#1	MISCELLANEOUS BITUMINOUS PATCHING	TON	25.31	25.31	\$ 185.00	\$ 4,682.35
C.O.#1	BIT. MIX FOR PATCHING AROUND MANHOLES	TON	11.53	11.53	\$ 150.00	\$ 1,729.50
C.O.#1	ADJUST CB CASTING & REPLACE RINGS	EA	2.00	2.00	\$ 655.00	\$ 1,310.00
C.O.#1	ADDITIONAL INFI-SHIELDS	EA	1.00	1.00	\$ 185.00	\$ 185.00
C.O.#1	ADDITIONAL ADJUSTMENT RINGS	EA	4.00	4.00	\$ 40.00	\$ 160.00
C.O.#1	REPLACE BROKEN GATE VALVE SECTIONS	LS	1.00	1.00	\$ 629.99	\$ 629.99
SUBTOTAL-OAKWOOD DRIVE						\$ 299,330.23

PAYMENT NO.4

GASTON AVENUE, GROVE AVENUE & ST ALBANS ST.

WATERMAIN

CITY PROJECT NO. 13-03

WATERMAIN

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT
2104.602	REMOVE & SALVAGE HYDRANT & VALVE	EA	2.00	2.00	\$ 1,304.31	\$ 2,608.62
2504.602	CONNECT TO EXISTING WATERMAIN	EA	2.00	2.00	\$ 4,173.80	\$ 8,347.60
2504.602	F & I HYDRANT (WB-67) & VALVE	EA	3.00	3.00	\$ 5,060.73	\$ 15,182.19
2504.602	6" GATE VALVE & BOX	EA	2.00	2.00	\$ 2,347.76	\$ 4,695.52
2504.602	1" CORPORATION	EA	14.00	14.00	\$ 532.16	\$ 7,450.24
2504.602	1" CURB STOP & BOX	EA	14.00	14.00	\$ 537.38	\$ 7,523.32
2504.602	6" HDPE FITTINGS CL DR11	EA	7.00	7.00	\$ 438.25	\$ 3,067.75
2504.602	8-MIL POLYETHYLENE ENCASEMENT	LF	30.00	50.00	\$ 1.04	\$ 52.00
2504.602	6" WM HDPE CL DR11-DIPS (DIRECT DRILL)	LF	1,120.00	1,100.00	\$ 42.78	\$ 47,058.00
2504.602	6" WM DIP CL 53	LF	30.00	50.00	\$ 51.13	\$ 2,556.50
2504.602	1" POLYETHYLENE SERVICE PIPE	LF	420.00	431.00	\$ 16.70	\$ 7,197.70
2504.603	4" UTILITY INSULATION	SY	20.00	-	\$ 43.83	\$ -
2504.608	DIP FITTINGS	LBS	200.00	480.00	\$ 3.13	\$ 1,502.40
SUBTOTAL-WATERMAIN						\$ 107,241.84

PAYMENT NO.4

LOCAL STREETS
 FULL DEPTH RECYCLING
 CITY PROJECT NO. 13-02

STREET RECONSTRUCTION

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT
2021.501	MOBILIZATION	LS	0.61	0.61	\$ 90,713.46	\$ 55,335.21
2104.501	REMOVE CONCRETE CURB & GUTTER	LF	2,590.00	2,645.00	\$ 5.87	\$ 15,526.15
2105.501	REMOVE EXCESS RECLAIMED MATERIAL	CY	5,222.00	7,056.00	\$ 9.83	\$ 69,360.48
2123.610	STREET SWEEPING	HR	27.00	12.00	\$ 122.73	\$ 1,472.76
2211.501	DRESSER TRAPROCK (7%)	CY	1,021.00	746.77	\$ 78.33	\$ 58,494.49
2331.603	JOINT ADHESIVE	LF	46,490.00	47,601.00	\$ 0.79	\$ 37,604.79
2331.603	BITUMINOUS CONTROL JOINT	LF	16,416.00	17,742.00	\$ 3.66	\$ 64,935.72
2331.604	BITUMINOUS PAVEMENT RECLAMATION (7")	SY	74,736.00	74,346.00	\$ 2.97	\$ 220,807.62
2357.502	ASPHALT EMULSION	GAL	239,125.00	198,063.00	\$ 2.58	\$ 511,002.54
2360.501	2" BITUMINOUS WEAR COURSE (SPWEA440B)	TON	8,622.00	8,561.48	\$ 63.44	\$ 543,140.29
2504.602	6" GATE VALVE & BOX	EA	1.00	1.00	\$ 5,812.01	\$ 5,812.01
2504.602	ADJUST GATE VALVE BOX	EA	55.00	64.00	\$ 245.21	\$ 15,693.44
2506.502	CONSTRUCT MHCB-48" DIA. W/CASTING	EA	2.00	2.00	\$ 4,518.14	\$ 9,036.28
2506.502	CONSTRUCT CB - 2'X3' W/CASTING	EA	4.00	4.00	\$ 3,443.38	\$ 13,773.52
2506.516	CAST. ASSEMBLY (R-1733) W/I&I BARRIER	EA	112.00	119.00	\$ 886.93	\$ 105,544.67
2531.501	CONCRETE CURB & GUTTER (B618)	LF	2,590.00	2,645.00	\$ 18.41	\$ 48,694.45
2563.601	TRAFFIC CONTROL	LS	0.61	0.61	\$ 13,340.21	\$ 8,137.53
2573.531	INLET PROTECTION	EA	59.00	88.00	\$ 144.07	\$ 12,678.16
2575.505	SOD (LAWN) W/6" TOPSOIL	SY	3,280.00	2,174.00	\$ 12.81	\$ 27,848.94
C.O.#1	BIT. MIX FOR PATCHING AROUND MANHOLES	TON	68.57	68.57	\$ 150.00	\$ 10,285.50
C.O.#1	ADJUST CB CASTINGS & REPLACE RINGS	EA	13.00	13.00	\$ 655.00	\$ 8,515.00
C.O.#1	ADDITIONAL INFI-SHIELDS	EA	4.00	4.00	\$ 185.00	\$ 740.00
C.O.#1	ADDITIONAL ADJUSTMENT RINGS	EA	8.00	8.00	\$ 40.00	\$ 320.00
C.O.#1	REMOVE & REPLACE CONCRETE DRIVEWAYS	SF	234.50	234.50	\$ 5.50	\$ 1,289.75
C.O.#1	SAWCUT CONCRETE DRIVEWAYS	LF	56.00	56.00	\$ 4.13	\$ 231.28
C.O.#1	REPAIR MANHOLE INVERTS	HRS	2.00	2.00	\$ 285.00	\$ 570.00
C.O.#1	REPLACE BROKEN GATE VALVE SECTIONS	LS	1.00	1.00	\$ 4,479.92	\$ 4,479.92
MCCULLOUGH PARK						
C.O.#1	STORM RECONSTRUCTION	LS	1.00	1.00	\$ 10,065.00	\$ 10,065.00
C.O.#1	ADDITIONAL COMMON EXCAVATION	CY	40.00	40.00	\$ 12.00	\$ 480.00
C.O.#1	COMMON EXCAVATION (SWALE)	CY	28.00	28.00	\$ 12.00	\$ 336.00
C.O.#1	EQUIPMENT	HR	2.00	2.00	\$ 135.00	\$ 270.00
C.O.#1	REMOVE PAVEMENT OVER SPWW MAINS	SY	173.00	173.00	\$ 5.50	\$ 951.50
C.O.#1	MILL PAVEMENT AT PARK ENTRANCE	SY	48.00	48.00	\$ 8.50	\$ 408.00
C.O.#1	CONSTRUCT CB AND OUTLET PIPE	LS	1.00	1.00	\$ 6,842.00	\$ 6,842.00
C.O.#1	BITUMINOUS TRAIL PATCHING	TON	5.00	5.00	\$ 185.00	\$ 925.00

PAYMENT NO.4

LOCAL STREETS
 FULL DEPTH RECYCLING
 CITY PROJECT NO. 13-02

STREET RECONSTRUCTION (CONT.)

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT
CRESTVIEW LANE						
C.O.#1	STORM SEWER WORK AT CUL-DE-SAC	LS	1.00	1.00	\$ 6,028.00	\$ 6,028.00
C.O.#1	SEED & BLANKET	SY	690.00	690.00	\$ 5.50	\$ 3,795.00
C.O.#1	TOPSOIL	CY	95.00	95.00	\$ 26.40	\$ 2,508.00
C.O.#1	BITUMINOUS DRIVEWAY PATCHING	TON	1.00	1.00	\$ 185.00	\$ 185.00
DUDLEY AVENUE						
C.O.#1	BITUMINOUS DRIVEWAY PATCHING	TON	1.27	1.27	\$ 185.00	\$ 234.95
HARDWOOD STREET						
C.O.#1	DETAIL MILLING	SY	94.00	94.00	\$ 8.50	\$ 799.00
C.O.#1	REMOVE & REPLACE VALLEY GUTTER	LS	1.00	1.00	\$ 6,918.05	\$ 6,918.05
C.O.#1	BITUMINOUS PATCH FOR VALLEY GUTTER	TON	28.28	28.28	\$ 185.00	\$ 5,231.80
SCENIC PLACE						
C.O.#1	DETAIL MILLING	SY	94.00	94.00	\$ 8.50	\$ 799.00
GASTON AVE. / GROVE AVE.						
C.O.#1	BITUMINOUS REMOVAL @ HODGSON RD.	SY	120.00	120.00	\$ 5.50	\$ 660.00
C.O.#1	BITUMINOUS DRIVEWAY PATCHING	TON	5.04	5.04	\$ 185.00	\$ 932.40
VIRGINIA AVENUE / VIRGINIA CIRCLE						
C.O.#1	EXTRA DEPTH RECLAMATION	SY	3,968.00	3,968.00	\$ 1.00	\$ 3,968.00
SUBTOTAL-LOCAL STREETS						\$ 1,903,667.20

PAYMENT NO.4

WILSON PARK
 PARKING LOT RECONSTRUCTION
 CITY PROJECT NO. 13-02

STREET RECONSTRUCTION

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT
2021.501	MOBILIZATION	LS	0.03	0.03	\$ 90,713.67	\$ 2,721.41
2104.501	REMOVE CONCRETE CURB & GUTTER	LF	150.00	68.00	\$ 5.87	\$ 399.16
2104.505	REMOVE BITUMINOUS PAVEMENT	SY	3,680.00	3,680.00	\$ 3.04	\$ 11,187.20
2105.501	COMMON EXCAVATION (CV)	CY	1,100.00	1,548.00	\$ 14.17	\$ 21,935.16
2105.604	GEOTEXTILE FABRIC TYPE II	SY	3,680.00	3,680.00	\$ 1.60	\$ 5,888.00
2123.610	STREET SWEEPING	HR	1.00	-	\$ 122.73	\$ -
2331.603	JOINT ADHESIVE	LF	800.00	800.00	\$ 0.79	\$ 632.00
2211.501	AGGREGATE BASE CLASS 7 (10")	TON	1,915.00	3,005.00	\$ 6.60	\$ 19,833.00
2331.603	BITUMINOUS CONTROL JOINT	LF	855.00	-	\$ 3.66	\$ -
2360.501	2" BITUMINOUS WEAR COURSE (SPWEA440B)	TON	425.00	417.84	\$ 67.42	\$ 28,170.77
2360.502	2" BITUMINOUS BASE COURSE (SPNWB330B)	TON	425.00	452.17	\$ 59.42	\$ 26,867.94
2504.602	ADJUST GATE VALVE BOX	EA	1.00	1.00	\$ 245.21	\$ 245.21
2506.516	CAST. ASSEMBLY (R-1733) W/I&I BARRIER	EA	2.00		\$ 886.94	\$ -
2531.501	CONCRETE CURB & GUTTER (B618)	LF	150.00	68.00	\$ 18.41	\$ 1,251.88
2563.601	TRAFFIC CONTROL	LS	0.03	0.03	\$ 13,340.33	\$ 400.21
2573.531	INLET PROTECTION	EA	4.00	4.00	\$ 144.08	\$ 576.32
2575.505	SOD (LAWN) W/6" TOPSOIL	SY	50.00		\$ 12.81	\$ -
2582.503	4" SOLID LINE WHITE-PAINT	LF	720.00	4,467.00	\$ 1.07	\$ 4,779.69
C.O.#1	PAINT HANDICAP STALLS & DIRECTION ARROWS	EA	8.00	8.00	\$ 88.00	\$ 704.00
C.O.#1	BITUMINOUS TACK COAT	GAL	210.00	210.00	\$ 3.05	\$ 640.50
C.O.#1	BITUMINOUS PATCHING FOR TRAIL	TON	5.50	5.50	\$ 185.00	\$ 1,017.50
SUBTOTAL-WILSON PARK						\$ 127,249.95

PAYMENT NO.4

**2013 STREET REHABILITATION AND
GASTON, GROVE, ST. ALBANS WATERMAIN EXTENSION
CITY PROJECTS 13-02 & 13-03**

PAYMENT SUMMARY

ROYAL OAKS DRIVE 167-256-007	\$ <u>610,798.36</u>
FERNWOOD STREET 167-258-003	\$ <u>254,070.69</u>
OAKWOOD DRIVE 167-253-002	\$ <u>299,330.23</u>
LOCAL STREETS	\$ <u>1,903,667.20</u>
GASTON AVE. - GROVE AVE. - ST ALBANS ST. - WATERMAIN	\$ <u>107,241.84</u>
WILSON PARK-PARKING LOT	\$ <u>127,249.95</u>
 PAYMENT TOTAL	 \$ <u>3,302,358.27</u>

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 14-5 reducing the following escrows:

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

4710 Cumberland St Shoreview Senior Living \$ 9,178.00

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____

QUIGLEY _____

WICKSTROM _____

WITHHART _____

MARTIN _____

REGULAR COUNCIL MEETING
JANUARY 21, 2014

t:/development/erosion_general/erosion012114

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: JANUARY 16, 2014
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.

4710 Cumberland St Partial Erosion & Inspection 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:

4710 Cumberland St Shoreview Senior Living \$ 9,178.00

PROPOSED

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

HELD JANUARY 21, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 21, 2014 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. 14-5

**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:

4710 Cumberland St	Shoreview Senior Living	\$ 9,178.00
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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 21st day of January, 2014.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.14-01 approving Change Order No. 2 in the amount of \$252,418.52 for the Red Fox Road Reconstruction Project, City Project No.12-04.

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

REGULAR COUNCIL MEETING
JANUARY 21, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MIKE SHAUGHNESSY
SENIOR ENGINEERING TECHNICIAN

DATE: JANUARY 15, 2014

SUBJECT: RED FOX ROAD RECONSTRUCTION
CITY PROJECT NO. 12-04, CHANGE ORDER NO. 2

INTRODUCTION

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

It should be noted that the amount of this change order is larger than the typical change order that is submitted for approval. The contract documents created for the project were not able to fully anticipate the unique characteristics of the Red Fox Road project that included; maintaining high amounts of traffic to the most heavily commercialized area in Shoreview, multiple intense rainfall events, construction of road infrastructure owned by Ramsey County, and a very compressed construction season with an essentially non-negotiable completion date. A majority of the change order amount is a reflection of these unique characteristics of the project.

BACKGROUND

On May 6, 2013, the City Council awarded a contract to C.S. McCrossan. Inc. in the amount of \$1,213,762.20 for the Red Fox Road Reconstruction, City Project No.12-04, and authorized the Mayor and City Manager to sign said contract.

On August 5, 2013, the City Council approved Change Order No. 1 in the amount of \$99,255.28 bringing the total contract amount to \$1,313,017.48 (resolution 13-67).

DISCUSSION

The contractor has submitted the final quantities for all the work that has been performed to date and additional quantities were needed during the reconstruction of Red Fox Road. The items are described as follows:

During the installation of the retaining wall for the stormwater treatment pond, undesirable soils were encountered that had to be removed and replaced to provide a stable base for the wall. Also, more sediment was removed from the bottom of the pond than what was originally estimated. This work totaled \$33,185.

Due to numerous rainfall events that occurred during the construction of the road a high amount of traffic soft spots developed in many different areas of the road bed. The soil in these areas needed to be removed and replaced to stabilize the road bed, resulting in an increase in the

quantities for subgrade excavation, select granular borrow, and class 5 aggregate. This work totaled \$72,421.

The concrete driveways installed for Trader Joe's, the Stonehenge retail area, the golf course, and Target required more concrete than what was originally estimated. The widths of the driveways for Trader Joe's and Stonehenge were not known at the time Red Fox Road was designed and the actual widths of the driveways were wider than what was estimated. Additional concrete was needed at the Target driveway to address drainage issues that were discovered after the project was bid. Also, a concrete that hardens much faster than traditional concrete was used for the driveways to minimize the impact of the closure of the driveways to the businesses. This type of concrete is more expensive than traditional concrete. The extra quantity of concrete driveway, combined with the use of high-early concrete resulted in additional driveway work totaling \$49,027.

Over the past few years, the City has actively supported and participated in redevelopment activities in the Red Fox Road area. To accommodate the increased traffic and land use changes a turn lane from Lexington Avenue was included in the Red Fox Road improvement project. The scale of that portion of the project increased when Ramsey County engineering staff required modifications to the turn lane design to improve drainage in the area, after the turn lane had been installed. The cost of the additional work totaled \$97,785.

These items have been added to the contract documents resulting in an increase to the contract of \$252,418.52. Change Order No. 2 will increase the contract amount to \$1,565,436.00. The additional cost will be funded as follows:

Street Fund	\$121,448.52
Surface Water Fund	\$ 33,185.00
Municipal State Aid Fund	\$ 97,785.00
Total Change Order No. 2	\$252,418.52

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.2 for the Red Fox Road Reconstruction, City Project No. 12-04.

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

HELD JANUARY 21, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 21, 2014 at 7:00 pm. The following members were present:

;

and the following members were absent: .

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-01
APPROVING CHANGE ORDER NO.2
FOR THE RED FOX ROAD RECONSTRUCTION
CITY PROJECT NO. 12-04

WHEREAS, On May 6, 2013 the City Council awarded a contract to C.S. McCrossan, Inc. for the Red Fox Road Reconstruction, C.P. 12-04, and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$1,213,762.20, and

WHEREAS, Change Order No. 1, in the amount of \$99,255.28, was approved on August 5, 2014 bringing the contract amount to \$1,313,017.45, and

WHEREAS, Change Order No. 2, in the amount of \$252,418.52, has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$1,565,436.00, and

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

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

1. That Change Order No. 2, in the amount of 252,418.52, resulting in a revised contract amount of \$1,565,436.00 is hereby approved, and

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the purchase of a 2015 Single-Axle Dump/Plow Truck from approved State of Minnesota contracts for \$193,752, pursuant to the Capital Improvements Program.

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

REGULAR COUNCIL MEETING
JANUARY 21, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: JANUARY 21, 2014
SUBJ: AUTHORIZATION FOR REPLACEMENT PURCHASE OF A
SINGLE-AXLE DUMP/PLOW TRUCK, UNIT 203

INTRODUCTION

Shoreview's adopted Capital Improvements Program for 2014 includes the scheduled replacement of a 2001 Sterling single-axle dump truck with plowing equipment and accessories. This vehicle will be replaced by a single-axle dump/plow truck of similar size and capabilities. City Council approval is necessary at this time for authorization to order and purchase this unit from State of Minnesota Contracts #61010 and #61353

DISCUSSION

The existing single-axle dump truck with plow equipment and accessories (Unit 203) is used by the Street Department throughout the year in conjunction with street sweeping, asphalt patching and miscellaneous hauling activities. It is relied upon for snow removal from heavier traffic routes in the City. Its wear is consistent with a 13-year-old vehicle used for maintenance activity.

The approved 2014 budget includes an allowance of \$195,000 for the replacement of the single-axle dump/plow truck to be funded by the City's Central Garage account. Under the State of Minnesota Cooperative Purchasing Venture, the City can acquire the single-axle truck with box, hoist, plow equipment and accessories, and light package for \$193,752. The retiring single-axle truck will be sold at a public auction sometime after the City takes delivery of the new truck.

RECOMMENDATION

Staff recommends consideration of the attached motion that authorizes the purchase of the 2015 Single Axle Dump/Plow Truck from the State of Minnesota Contract #61010 and #61353 in the amount of \$193,752. which includes tax for the cab and chassis.

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: JESSICA SCHAUM, ENVIRONMENTAL OFFICER
DATE: JANUARY 21, 2014
SUBJ: ACCEPTING QUOTES FOR DISEASED TREE REMOVAL PROGRAM

INTRODUCTION

The City periodically reviews quotes for our annual diseased tree removal program. Staff has reviewed quotes for 2014 and is recommending that the City Council accept one quote for these tree services.

BACKGROUND

To control and prevent the spread of tree diseases such as Dutch elm disease and oak wilt, the City has maintained a diseased tree removal program through the Public Works Department. With the arrival of Emerald Ash Borer in Shoreview, the diseased tree program expanded to include mitigation of EAB similar to other diseases and pests. The Public Works removal program includes utilizing a combination of private tree service contractors and in-house resources for removing trees on public property. The contractor may also be utilized by residents to remove diseased trees on private properties. The City has budgeted approximately \$50,000 for forestry program contractual services in 2014.

The Public Works Department solicited quotes from eight tree service companies for tree/ stump removal, which includes all brush and wood disposal. Three companies responded with complete proposals.

The City requires that the Contractor to provide all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, and perform and complete all work required for the removal of trees and stumps in an efficient and workmanlike manner all in strict accordance with the contract documents for removal of trees.

All tree removal quotes are based on DBH, or diameter breast height. This is the diameter of the tree measured 4.5 feet above the ground. Each dollar amount listed below is per DBH. The following quotes were received and reviewed by City staff:

Contractor	Langer's Tree Service	Upper Cut Tree Services	Precision Landscape & Tree
	<i>\$ Per DBH</i>	<i>\$ Per DBH</i>	<i>\$ Per DBH</i>
Accessible Tree Tree & Stump Removal (Front yard or boulevard)	(0-20") \$18.95 (21-27") \$25.95 (28-39") \$36.95 (Over 40") \$42.95	(0-20") \$20 (21-27") \$22 (28-39") \$32 (Over 40") special bid	(0-20") \$18.50 (21-27") \$20.75 (28-39") \$28.50 (Over 40") \$35
Not Accessible Tree Tree Removal only (Back/side yard, or overhead wires)	(0-20") \$29.85 (21-27") \$41.85 (28-39") \$56.85 (Over 40") \$68.95	(0-20") \$28 (21-27") \$39 (28-39") special bid (Over 40") special bid	(0-20") \$28 (21-27") \$32.50 (28-39") special bid (Over 40") special bid
Stump Removal only	\$5.85 per inch	\$2.95 per inch	\$4.25 per inch
Inaccessible by equipment premium (additional per DBH)	\$10	\$20	\$81

Based on the three quotes received, staff is recommending Precision Landscape and Tree, Inc. for tree and stump removals. Precision's quote is the most cost effective proposal at this time, is a local firm, and is highly recommended by a neighboring community.

RECOMMENDATION

It is recommended that the City accept the quotes from Precision Landscape and Tree, Inc. for tree removal services in 2014.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SUPPORTED BY COUNCILMEMBER _____

To award the 2014 City insurance policies for Property, Mobile Property, Municipal Liability, Automobile, Crime, Open Meeting Law, Employee Dishonesty Bond, Equipment Breakdown, Volunteer Accident and Workers' Compensation coverage to the LMCIT.

To award the 2014 Shoreview EDA insurance policies for Municipal Liability, Automobile, Crime, Open Meeting Law and Employee Dishonesty Bond to the LMCIT.

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

TO: City Manager, Terry Schwerm
 Mayor Martin and City Council

FROM: Fred W. Espe, Assistant Finance Director

DATE: January 15, 2014

SUBJECT: Award of 2014 Insurance Coverage

INTRODUCTION

Annually the City Council considers approval of the City's insurance coverage, as well as coverage for the EDA. The policy period runs from December 1 to December 1 of each year, and insurance coverage is bound from December 1, 2013 until new policies are delivered to the City in 2014.

DISCUSSION

A breakdown of premiums by policy for the City, including a comparison to prior years, is provided in the table below. Overall, the City's insurance premiums will decrease \$27,173 for the policy period 2014, a 9.67% decrease for the year.

City of Shoreview				
Coverage	Carrier	Premium		Increase
		2012/2013	2013/2014	(Decrease)
Property	LMCIT	\$ 42,728	\$ 45,277	\$ 2,549
Mobile Property	LMCIT	5,850	6,677	827
Municipal Liability	LMCIT	54,105	59,417	5,312
Automobile	LMCIT	9,803	10,337	534
Crime - Money & Securities	LMCIT	Included	Included	-
Open Meeting Law	LMCIT	Included	Included	-
Employee Dishonesty Bond	LMCIT	1,025	1,425	400
Equipment Breakdown	LMCIT	8,272	8,485	213
Volunteer Accident	LMCIT	1,450	1,450	-
Workers' Compensation	LMCIT	157,830	120,822	(37,008)
Total		<u>\$ 281,063</u>	<u>\$ 253,890</u>	<u>\$ (27,173)</u>

Premiums for the EDA are shown in the table below, with a total premium decrease of \$1 from last year.

City of Shoreview EDA				
Coverage	Carrier	Premium		Increase (Decrease)
		2012/2013	2013/2014	
Municipal Liability	LMCIT	765	765	-
Automobile	LMCIT	68	67	(1)
Crime - Money & Securities	LMCIT	Included	Included	-
Open Meeting Law	LMCIT	Included	Included	-
Employee Dishonesty Bond	LMCIT	320	320	-
Total		<u>\$ 1,153</u>	<u>\$ 1,152</u>	<u>\$ (1)</u>

An explanation of significant fluctuations is as follows:

Property Casualty/Liability: The 2014 property casualty/liability premiums increased by \$9,835 (8.08%). This increase is primarily due to current year increases in the allocation of risk the LMCIT applies to land use and sewer back-up exposures (\$6,110). The LMCIT is in the second year of a new rating system which is much simpler than the previous one and more equitably allocates premium costs among members in a way that is more consistent with where the liability claims and losses come from. The LMCIT Board of Trustees approved a number of changes to property casualty/liability coverage for the coming year. Many of these changes are relatively minor modifications and have little impact on the City of Shoreview's coverage.

Workers' Compensation: The City's workers' compensation premium decreased \$37,008. This was a combination of a significant decrease in the City's experience modification factor from 1.14% to .81% (decrease of \$54,543) as well as an average 4% rate increase (increase of \$17,535). The experience modification factor adjustment is a result of decreased workers' compensation claims in previous years.

Other Insurance issues:

City of Shoreview EDA Coverage: Coverage for workers' compensation for the City's EDA is provided for in the City's policies.

Large deductible savings: The City's insurance policies are subject to a \$25,000 deductible for each occurrence, with an annual aggregate limit of \$75,000. Selecting the \$75,000 optional large deductible option results in premium savings of \$63,393 over the standard \$1,000 deductible. Based on past claim history staff is recommending the \$25,000/\$75,000 large deductible option.

OPTIONAL EXCESS LIABILITY COVERAGE

The City's tort liability coverage is \$1,500,000 per occurrence and \$500,000 per claimant. This liability limit applies in all claims to which the state statutory tort limits apply. However, should a case be filed in Federal court, such as a discrimination suit, the immunity law does not apply. Excess liability coverage of \$1,000,000 is available. If the City elects to carry the coverage, we would have \$2,500,000 of total coverage.

If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. This premium for the excess liability coverage is \$22,166 for the City and \$810 for the EDA. The City's insurance agent has indicated that most of the cities that they insure through the LMCIT do not carry this insurance and depend on the immunity law to protect them.

After considering the premium cost compared with the likelihood of the City's need for additional coverage, staff does not recommend waiving statutory tort limits or purchasing excess liability coverage for 2014. The City council has concurred with this recommendation for the past several years and elected not to waive statutory tort limits or purchase this additional coverage.

SUMMARY AND RECOMMENDATION

The City's total insurance package of \$253,890 (including the Large Deductible Option) is a \$27,173 decrease over last year. If the City dropped the \$25,000/\$75,000 deductible option, and chose the standard \$1,000 deductible, premiums would increase an additional \$63,393. The EDA's total insurance package of \$1,152 is a \$1 decrease over last year, which includes a \$1,000 deductible option.

It should be noted that one advantage of participating in the LMCIT plan for insurance is the potential for an annual dividend. During 2013, the City and EDA's property/casualty dividend was \$32,006 and \$67 respectively and, as in the past, was deposited into the Liability Claims fund to cover losses less than the City's \$75,000 annual aggregate deductible.

The attached motion approves existing insurance coverage for the period December 1, 2013 through December 1, 2014. Staff recommends approval of the motion.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution 14-07 Amending Shoreview/North Oaks Water Connection Agreement for North Oaks Commercial Center and Resolution 14-08 Amending Shoreview/North Oaks Water Connection Agreement for Charley Lake Preserve.

ROLL CALL: AYES _____ NAYS _____

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

REGULAR COUNCIL MEETING
JANUARY 21, 2014

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER
FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR
DATE: JANUARY 14, 2014
SUBJ: AMENDMENTS FOR NORTH OAKS WATER AGREEMENTS
NORTH OAKS COMMERCIAL CENTER
CHARLEY LAKE PRESERVE

INTRODUCTION

The City of Shoreview provides drinking water to portions of the City of North Oaks according to the terms of two separate Joint Powers Agreements. Proposed amendments to these two agreements have been prepared and are presented for Shoreview City Council review and approval.

DISCUSSION

Shoreview's Municipal Water Utility, by agreement, serves isolated portions or properties outside of our corporate limits in scenarios where it was deemed mutually beneficial for the cities involved. At this time, specific properties in Arden Hills, Vadnais Heights and North Oaks are Shoreview utility customers; the terms of those services are typically addressed in individual property utility connection agreements or in a Joint Powers Agreement (JPA). Recent changes for two separate JPAs between North Oaks and Shoreview have been requested and negotiated by city staff.

North Oaks Commercial Center

In 1991 Shoreview and North Oaks negotiated a water connection agreement for the 30 acre commercial center located at the northeast corner of the Hodgson Road/Highway 96 intersection. A copy of the original agreement and location map is provided for reference. The agreement provided for the terms and responsibilities of the two communities as far as building and maintaining the connection, the limits of the service area and the basis for the computation of water bills, which includes a 25% surcharge to the rates normally paid by Shoreview property owners. In recent years Shoreview has changed the tiers (thresholds) in our water rate structure in response to water conservation mandates and large water consumers (as determined by the number of water meter locations) have paid proportionately higher rates. Because the entire North Oaks Commercial Center area flows through one metered location that Shoreview uses to determine use charges, the effect has been to recognize the area as one large water user when in fact it's a combination of smaller users, and their billing has risen substantially over the past few years.

One alternative explored included installing and reading water meters at each of the individual businesses in the North Oaks Commercial Center as that would be our advice to a Shoreview-based property. In that scenario, the smaller water users would be recognized and be billed on lower tiers. That approach was eventually dismissed for this area given that the spirit and intent of the original 1991 JPA and subsequent understandings of both communities was that Shoreview was not going to get into the approval, inspection of private metering/plumbing and customer service issues associated with attempting to manage such things outside of the City's jurisdiction. This understanding remains and was the basis for the other JPA with North Oaks for the provision of water to the Charley Lake Preserve area.

The approach that was ultimately negotiated between the North Oaks and Shoreview city staffs was to compute the water use billing on the basis of 3 commercial units per tier as opposed to the 1 unit currently used. This gives a better approximation of the actual nature of the North Oaks use without creating scenarios of more work and responsibility for Shoreview staff. The specifics of the meter location, reading frequency and technology remain unchanged. This will result in water bills for the Commercial Center that are fair and in keeping with Shoreview's billing of commercial properties. North Oaks customers will continue to pay the 25% surcharge on our rate. The attached resolution amends the North Oaks Commercial Center JPA by updating the language in Section IV (F) that describes the methodology for determining the use charges.

Charley Lake Preserve

In June of last year Shoreview and North Oaks entered into a JPA to serve the proposed 63 unit single family residential development along Hodgson Road. (Copy attached, Exhibit A) A significantly more intense development (110 units) had originally been proposed, and was the basis for the technical determination for possible impacts on Shoreview's Municipal Water infrastructure and/or customers. It was subsequently determined that development at that level could be supported by Shoreview's infrastructure without detrimental effect. The Charley Lake Preserve proposal ultimately moved forward at a lower density - 63 vs. 110 units.

Shortly after the start of that development, the City of North Oaks expressed a desire to facilitate development of the approximate 15 acre property (Red Pine Farm, see attached Exhibit A-1) immediately north and along the east side off Hodgson Road. The development proposal is for an additional 12 single family residential units, with water service coming via an extension of the water system from the Charley Lake Preserve area. The original Charley Lake JPA specifically limited the extension of Shoreview's water supply to that development; the proposed extension requires technical analysis and modification of the agreement if found to be feasible.

Given that the technical modeling of the impact to Shoreview's system and existing water customers was satisfied in the context of 110 single family units in North Oaks, staff is comfortable with what is represented by this modification to a total of 75 units. The attached resolution amends the Charley Lake Preserve JPA by updating the language in Section IV (G) to include the area represented by 12 unit Red Pine Farm development.

RECOMMENDATION

City Council authorization for amendments to the Joint Powers Agreement with the City of North Oaks is requested at this time. Staff recommends consideration of the attached Resolutions.

DRAFT

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

HELD JANUARY 21, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 21, 2014, 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. 14-07

**RESOLUTION AMENDING SHOREVIEW/NORTH OAKS
WATER CONNECTION AGREEMENT
FOR
NORTH OAKS COMMERCIAL CENTER**

WHEREAS, the City of Shoreview and the City of North Oaks are parties to that certain Water System Agreement dated May, 1991 ("Agreement"); and

WHEREAS, the City of Shoreview and the City of North Oaks have agreed to amend Section IV (F) of the agreement; and

WHEREAS, all other terms and aspects of the Agreement including, but not limited to, maintenance and ownership responsibilities, permitted connections and agreement termination clauses are determined to be sufficient and in the best interests of both cities.

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

1. Section IV (F) of the Agreement is amended to read as follows:

(F) Use Charges - North Oaks shall pay 125% of Shoreview's commercial water rates with an allocation of three commercial units per tier. Shoreview will provide a quarterly billing statement for water use during the preceding quarter, per Shoreview's ordinance. Payment shall be due before the first day

Terry C. Schwerm
City Manager

SEAL

DRAFT

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

HELD JANUARY 21, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 21, 2014, 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. 14-08

**RESOLUTION AMENDING SHOREVIEW/NORTH OAKS
WATER CONNECTION AGREEMENT
FOR
CHARLEY LAKE PRESERVE**

WHEREAS, the City of Shoreview and the City of North Oaks are parties to that certain Water System Agreement dated June 13, 2013 ("Agreement"); and

WHEREAS, the City of Shoreview and the City of North Oaks have agreed to amend Section IV (G) of the agreement; and

WHEREAS, all other terms and aspects of the Agreement including, but not limited to, maintenance and ownership responsibilities, permitted connections, water use restrictions and agreement termination clauses are determined to be sufficient and in the best interests of both cities.

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

1. Section IV (G) of the Agreement is amended to read as follows:

(F) Use Charges – This agreement shall apply to area represented by the approximate 63-acre parcel immediately east of Hodgson Road generally depicted on Exhibit A (Charley Lake Preserve) and the approximate 15-acre parcel to the immediate north

WITNESS MY HAND officially as such Manager and the corporate seal of the City of
Shoreview, Minnesota, this 22nd day of January 2014.

Terry C. Schwerm
City Manager

SEAL

Mark

JOINT POWERS AGREEMENT
BETWEEN
CITY OF SHOREVIEW
CITY OF NORTH OAKS
MUNICIPAL WATER SYSTEM
CONNECTION AGREEMENT

- I. PARTIES - This agreement, dated the 9th day of May, 1991, is entered into, pursuant to the provisions of the Minnesota Joint Powers Act (MSA 471.59), by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (herein "Shoreview") and the City of North Oaks, a municipal corporation and political subdivision of the State of Minnesota (herein "North Oaks").

- II. RECITALS - Shoreview and North Oaks share a common border along State Trunk Highway 49 from State Trunk Highway 96 northerly to Turtle Lake Road. Shoreview has extended its trunk water main system along this common border. North Oaks has approved 30 acres for development in the northeast quadrant of the intersection of State Trunk Highways 49 and 96. The development will consist of approximately 30 acres (herein "North Oaks Village Center"). North Oaks has requested that Shoreview extend its trunk water system to serve North Oaks Village Center.

- III. PURPOSE - The purpose of this agreement is to define the scope of each party's authority and responsibility in relationship to the construction, maintenance and use of a connection by North Oaks to the Shoreview municipal water system .

- IV. TERMS - Now, therefore, pursuant to the statutory authority granted to each party and in consideration of the undertakings herein expressed, the parties agree as follows:
 - (A) Project - The project shall consist of the construction of a water main connection in the general vicinity of the intersections of State Trunk Highway 49 and the entrance road to the North Oaks Village Center and at other locations as determined by the Shoreview Director of Public Works for the proper operation of the system; and the construction of internal water mains to serve the parcels of land and structures within the North Oaks Village Center. The specific location of connections to the Shoreview trunk water mains shall be approved by the Shoreview Director of Public Works. The initial project shall also include the installation of a meter within a sixty-inch reinforced concrete manhole to monitor the usage of water into this development.

- (B) Plans, Specifications - North Oaks, at its sole cost, shall be responsible for preparing plans and specifications and for administering the project. Project plans and specifications shall insure that appropriate metering and monitoring devices will be installed. Project plans and specifications shall be approved by the Shoreview Director of Public Works prior to the start of construction.
- (C) Construction of Project - North Oaks, at its sole cost, shall construct the project pursuant to the approved final plans. The Shoreview Director of Public Works, or a designated representative, shall be allowed to inspect the project at reasonable times during the period of construction, and thereafter, to insure compliance with the approved final plans. Upon completion of the project, North Oaks, at its sole cost, shall provide Shoreview with construction record drawings containing and properly illustrating the project utilities. Shoreview shall be responsible for physically connecting the project to the Shoreview trunk water main.
- (D) Maintenance and Ownership - North Oaks shall be responsible for maintenance of the mains and system within the North Oaks development, except that Shoreview shall provide periodic flushing of the system as deemed necessary by the Shoreview Director of Public Works. Shoreview shall have easement access rights for purposes of performing maintenance as defined within this agreement. Shoreview shall also repair, own and maintain the main line from the trunk water system to the meter, including the meter. The North Oaks Village Center Association or its designee shall own and maintain the water line from the meter into and serving the development and agrees to maintain the system in good working order and in accordance with the American Water Works Association Standards for Watermains. North Oaks shall report to the Shoreview Director of Public Works any defects which occur in the North Oaks system. North Oaks shall have an on-call contractor available on a 24-hour basis for system repairs. The Shoreview Director of Public Works may designate any defect as requiring an emergency repair if it will have significant impact on the use of the Shoreview Water System by Shoreview residents or, if the defect will result in unmonitored use of the Shoreview system. In the event of an emergency, repair procedures shall be undertaken as soon as reasonably possible, and nothing herein shall prevent Shoreview from taking appropriate steps to protect the security of the Shoreview system and the health, safety and welfare of Shoreview residents. All repair and maintenance shall be completed within reasonable times.

- (E) Fees - North Oaks shall pay Shoreview in lieu of all other fees, charges or costs which might otherwise be imposed pursuant to the provisions of the Shoreview Code and, in addition to any use charges as hereinafter defined, the lump sum of \$79,519.00, which is further described on Exhibit A attached. The lump sum payment shall be made prior to the start of any construction. In addition, North Oaks shall reimburse Shoreview for the cost of the meter, or meters, to be installed to monitor usage.
- (F) Use Charges - North Oaks shall pay 125% of all fees required by Shoreview Code Section 501.080; Resolution 89-1; or amendments thereto. Water meters shall be read by Shoreview personnel. A quarterly statement for the total water use charge as calculated pursuant to Shoreview Regulations by the Shoreview Director of Public Works shall be mailed to North Oaks within a reasonable time after the first day of March, June, September and December of each year. At no time shall the water usage to be billed be less than 450,000 gallons per quarter. Statements shall be due and payable on or before the first day of the second month following a billing period described in the statement.
- (G) Permitted Connections - This agreement shall apply to the 30-acre parcel at the northeast corner of the intersection of State Trunk Highways 49 and 96 within North Oaks. Only structures within this 30-acre area shall be connected to the North Oaks system; structure, as used in this subparagraph, shall be limited to buildings conforming to the existing CS - Commercial/Service District. All extensions of the North Oaks system shall be first approved by the Shoreview Director of Public Works. Shoreview shall be notified prior to all connections to the North Oaks system.
- (H) Shoreview Codes and Resolution - North Oaks shall comply with the provisions of Shoreview Code Chapter 500 relating to its water utility system; and any amendments to such chapters, except as herein modified. All Shoreview Codes and Resolutions referred to in this agreement are hereby incorporated. Nothing herein shall be construed to limit the authority of Shoreview to adopt or amend its ordinances and resolutions.
- (I) Effective Date - This agreement shall become effective upon approval of an appropriate resolution by each party and shall continue in force and effect until terminated as hereinafter provided.

CONNECTION AGREEMENT/NORTH OAKS
PAGE FOUR

- (J) Termination by Shoreview - This agreement may be terminated by Shoreview in the event that:
- (1) North Oaks violates the terms of this agreement, the provisions of Shoreview Code Chapter 500 relating to the Shoreview Water System; or amendments thereto; and, such violations continue for ten (10) days after North Oaks receives a written notice of violation from Shoreview.
 - (2) North Oaks fails to properly maintain its water system.
 - (3) North Oaks fails to pay use charges within ninety (90) days of the billing date.
 - (4) North Oaks authorizes connection of any development outside the boundaries of North Oaks Village Center without prior review and approval by Shoreview. Shoreview's review shall be limited to a determination of whether the Shoreview water system can adequately serve such additional development without adversely impacting Shoreview's own demands for water service and whether the additional capacity can be provided in an economical manner. Shoreview's determinations on these issues shall be final.
 - (5) North Oaks fails to begin the construction of the connection by July 31, 1991.
- (K) Termination by North Oaks - This agreement may be terminated by North Oaks by providing Shoreview a thirty (30) day written notice of intent to terminate.
- (L) Terms of Termination - All obligations of this agreement shall continue up to and include the date of termination by either party.

CONNECTION AGREEMENT/NORTH OAKS
PAGE FIVE

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF SHOREVIEW

Richard A. Wedell
Richard A. Wedell, Mayor

Pursuant to authority
granted by Council
Resolution No. 91-44
adopted on the 18TH
day of MARCH, 1991

Dwight D. Johnson
Dwight D. Johnson, City Manager

CITY OF NORTH OAKS

William K. Ecklund
William K. Ecklund, Mayor

Pursuant to authority
granted by Council
Resolution No. 812
adopted on the 9th
day of May, 1991

Nancy P. Rozycki
Nancy P. Rozycki, City Clerk



EXHIBIT A
NORTH OAKS WATER CONNECTION
NORTH OAKS VILLAGE CENTER

DEFERRED CONNECT CHG. - 1020 FEET X \$ 28 PER FOOT	=	\$28,560
AREA CONNECTION CHG. - 30 ACRES X \$825 PER ACRE	=	\$24,750
SOURCE AND SUPPLY CHG.- 1020 FEET X \$7.75PER FOOT	=	<u>\$ 7,905</u>
 SUB-TOTAL CONNECTION CHARGES	=	\$61,215
 PREMIUM ON CONNECTION CHARGES - 125%	=	\$15,304
TAPPING CHARGE	=	<u>\$ 3,000</u>
 TOTAL CONNECTION CHARGES	=	\$79,519

RESOLUTION NO. 812

WHEREAS, the City of North Oaks and the City of Shoreview have entered into a Joint Powers Agreement to have the City of Shoreview extend its trunk water system to serve North Oaks Village Center; and,

WHEREAS, the City of Shoreview approved said Agreement on March 18, 1991 and has requested the City of North Oaks to grant its approval.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH OAKS, MINNESOTA:

1. That the Mayor and City Clerk are hereby authorized to execute on behalf of the City of North Oaks the Joint Powers Agreement between the City of Shoreview and the City of North Oaks regarding the municipal water system connection.

2. The approval of this Agreement is contingent upon the North Oaks Village Center Association providing the City with a bond in the amount of \$88,363.00 to assure completion of the water system or, in the alternative, that the North Oaks Company, in writing, guarantees completion of said project.

Adopted by the Council of the City of North Oaks this 9th day of May, 1991.

ATTEST:

Nancy P. Rozycki
Nancy P. Rozycki,
City Clerk

APPROVED:

William Ecklund
William Ecklund,
Mayor

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

HELD MARCH 18, 1991

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on March 18, 1991, at 7:00 p.m. The following members were present:

Mayor Wedell; Councilmembers Soucheray, Martin, and Ryden,

and the following members were absent: Withhart.

Member Martin introduced the following resolution and moved its adoption.

RESOLUTION NO. 91-44

RESOLUTION APPROVING REVISIONS TO
THE JOINT POWERS AGREEMENT
WITH THE CITY OF NORTH OAKS
CITY PROJECT 89-18

WHEREAS, pursuant to resolution dated October 15, 1990, the City Council of Shoreview approved a Joint Powers Agreement between the City of North Oaks and the City of Shoreview for the municipal water service to the North Oaks Village Center, City Project 89-18,

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

The Joint Powers Agreement is hereby approved with the revisions, and the Mayor and City Manager are hereby authorized to sign said agreement.

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

and the following voted against the same: None.

WHEREUPON, said resolution was declared duly passed and adopted this 18th day of March, 1991.



NORTH OAKS VILLAGE CENTER

**JOINT POWERS AGREEMENT
BETWEEN
THE CITY OF SHOREVIEW AND CITY OF NORTH OAKS
MUNICIPAL WATER SYSTEM CONNECTION AGREEMENT
FOR
PROPOSED CHARLEY LAKE PRESERVE DEVELOPMENT**

- I. **PARTIES** – This agreement, dated the 13th day of June, 2013, is entered into, pursuant to the provisions of the Minnesota Joint Powers Act (MSA 471.59), by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (herein “Shoreview”) and the City of North Oaks, a municipal corporation and political subdivision of the State of Minnesota (herein “North Oaks”).

- II. **RECITALS** – Shoreview and North Oaks share a common border along County State Aid Highway 49 (Hodgson Road) from County State Aid Highway 96 northerly to Turtle Lake Road. Shoreview has extended its trunk water main system along this common border. North Oaks has approved 63 acres for residential development in Section 12, Township 30 North, Range 23 West, immediately east of Hodgson Road. The development will consist of 63 single family residential lots (herein “Charley Lake Preserve”). North Oaks has requested the extension of Shoreview’s municipal water system to serve Charley Lake Preserve as depicted on Exhibit A attached.

- III. **PURPOSE** – The purpose of this agreement is to define the scope of each party’s authority and responsibility in relationship to the construction, maintenance and use of a connection by North Oaks to the Shoreview municipal water system relating to the proposed Charley Lake Preserve development.

- IV. **TERMS** – Now, therefore, pursuant to the statutory authority granted to each party and in consideration of the undertakings herein expressed, the parties agree as follows:
 - A. **Project** – The project shall consist of the construction of water main connections and extensions in the general vicinity of the intersections of Hodgson Road and the Birch Lane South and Birch Lane North. The project includes eastward extension of the Shoreview water mains in two places under Hodgson Road to valve/meter pits along or near the east right of way line of Hodgson Road and there terminating. The specific locations and methods of connections to the Shoreview trunk water mains shall be approved by the Shoreview Director of Public Works. The project shall also include the installation of meters, provided

by Shoreview Public Works Department, within sixty-inch reinforced concrete manholes to measure the usage of water into this development. North Oaks is responsible for the provision of electrical service at the meter/valve pit locations.

- B. **Plans, Specifications** – North Oaks, at its sole cost, shall be responsible for preparing plans and specifications and for administering the project. Project plans and specifications shall insure that appropriate metering devices will be installed. Project plans and specifications shall be approved by the Shoreview Director of Public Works prior to the start of construction.
- C. **Construction of Project** – North Oaks, at its sole cost, shall construct the project pursuant to the approved final plans. The Shoreview Director of Public Works, or a designated representative, shall be allowed to inspect the project at reasonable times during the period of construction, and thereafter, to insure compliance with the approved final plans. Upon completion of the project, North Oaks, at its sole cost, shall provide Shoreview with construction record drawings containing and properly illustrating the project utilities as built and including field verified locations.
- D. **Maintenance and Ownership** – North Oaks shall be responsible for maintenance of the mains and system within the proposed Charley Lake Preserve development, including that portion of the water main system extended under Hodgson Road easterly of Shoreview's 16-inch concrete trunk water line, except that Shoreview shall be responsible for the maintenance of the large capacity water meters installed in meter/valve pits. North Oaks or its designee shall own and maintain the water lines described above and agrees to maintain the system in good working order and in accordance with the American Water Works Association Standards for Water mains. North Oaks shall report to the Shoreview Director of Public Works any defects which occur in the North Oaks system. North Oaks shall have an on-call contractor available on a 24-hour basis for system repairs. The Shoreview Director of Public Works may designate any defect as requiring an emergency repair if it will have significant impact on the use of the Shoreview Water System by Shoreview residents or, if the defect will result in unmonitored use of the Shoreview system. In the event of an emergency, repair procedures shall be undertaken as soon as reasonably possible, and nothing herein shall prevent Shoreview from taking appropriate steps to protect the security of the Shoreview system and the health, safety and welfare of Shoreview residents. All repair and maintenance shall be completed within reasonable times.
- E. **Fees** – North Oaks shall pay Shoreview in lieu of all other fees, charges or costs which might otherwise be imposed pursuant to the provisions of the Shoreview Code and, in addition to any use charges as hereinafter defined, the lump sum of \$ 67,327, which is further described on Exhibit B attached. The lump sum

payment shall be made prior to the connections to Shoreview's municipal water system. In addition, North Oaks shall reimburse Shoreview for the cost of the meter, or meters, to be installed to monitor usage. North Oaks shall establish and be responsible for any initial and ongoing electrical power service cost for the meter/valve pit locations.

- F. **Use Charges** – North Oaks shall pay 125% of all utility fees as indicated in Shoreview Municipal Code, Exhibit A. ; or amendments thereto. Water meters at the entry points of the proposed development shall be read by Shoreview personnel for the purpose of determining water use. The calculation of the water use charge billed to North Oaks will reflect application of the number of built units in the Charley Lake Preserve development at each of the single family residential billing tiers to account for the total water use as measured at the entry points to the development. If individual residential water meters with reading technology compatible with Shoreview are installed and maintained by North Oaks within the Charley Lake development, Shoreview personnel will provide quarterly water meter readings from individual addresses to North Oaks to aid their billing activities. North Oaks shall provide quarterly updates to Shoreview concerning the number of built residential units as determined by certificates of occupancy. A quarterly statement for the total water use charge as calculated by the Shoreview Finance Department shall be mailed to North Oaks within a reasonable time after the first day of March, June, September and December of each year. Statements shall be due and payable on or before the first day of the second month following a billing period described in the statement.
- G. **Permitted Connections** – This agreement shall apply to the approximate 63-acre parcel immediately east of Hodgson Road generally depicted on Exhibit A Only residential structures within this 63-acre area shall be connected to the North Oaks system. No extensions or uses of Shoreview's municipal water service beyond the limits of the proposed Charley Lake Preserve development are permitted.
- H. **Shoreview Codes and Resolution** – North Oaks shall comply with the provisions of Shoreview Code Chapter 500 relating to its water utility system, including establishment and enforcement of water use restrictions; and any amendments to such chapters, except as herein modified. All Shoreview Codes and Resolutions referred to in this agreement are hereby incorporated. Nothing herein shall be construed to limit the authority of Shoreview to adopt or amend its ordinances and resolutions.
- I. **Effective Date** – This agreement shall become effective upon approval of an appropriate resolution by each party and shall continue in force and effect until terminated as hereinafter provided.

J. **Termination by Shoreview** – This agreement may be terminated by Shoreview in the event that:

1. North Oaks violates the terms of this agreement, the provisions of Shoreview Code Chapter 500 relating to the Shoreview Water System; or amendments thereto; and, such violations continue for ten (10) days after North Oaks receives a written notice of violation from Shoreview.
2. North Oaks fails to properly maintain its water system.
3. North Oaks fails to pay use charges within ninety (90) days of the billing date.
4. North Oaks authorizes extension of water service to any development or additional uses outside the boundaries of the proposed Charley Lake Preserve development without prior review and approval by Shoreview. Shoreview's review shall be limited to a determination of whether the Shoreview water system can adequately serve such additional development without adversely impacting Shoreview's own demands for water service and whether the additional capacity can be provided in an economical manner. Shoreview's determinations on these issues shall be final.
5. North Oaks fails to begin the construction of the connection by June 1, 2014.

K. **Termination by North Oaks** – This agreement may be terminated by North Oaks by providing Shoreview a thirty (30) day written notice of intent to terminate.

L. **Terms of Termination** – All obligations of this agreement shall continue up to and include the date of termination by either party.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF SHOREVIEW

Pursuant to authority granted by Council
adopted on the
20th day of May, 2013.



Sandra C. Martin, Mayor



Terry Schwerm, City Manager

CITY OF NORTH OAKS

Pursuant to authority granted by Council
adopted on the
13th day of June, 2013.



John Schaaf, Mayor

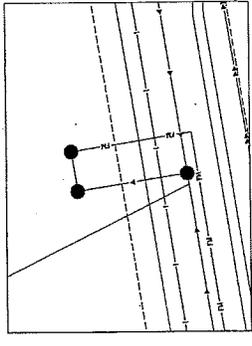


Melinda Coleman, City Administrator

EXHIBIT A

Call 48 Hours before Digging
811 or 303.811.6000
Common Ground Alliance

- GENERAL UTILITY NOTES:**
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OF ANY DISCREPANCIES.
 - UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION METHODS AND TECHNIQUES SHALL BE IN ACCORDANCE WITH THE CITY OF DENVER SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF DENVER AND THE LOCAL AGENCY. THE CONTRACTOR SHALL FOLLOW ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
 - THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMITS FOR ALL WORK OUTSIDE OF THE PROPERTY LINES.
 - VERIFY EXISTING INVERT LOC. & ELEV. PRIOR TO BEGINNING CONSTRUCTION.
 - THE WATER SERVICES SHALL BE INSTALLED WITH A MIN. OF 7.5 FT. OF COVER. THE SANITARY SEWER SHALL BE INSTALLED WITH A MIN. OF 5 FT. OF COVER. THE STORM SEWER SHALL BE INSTALLED WITH A MIN. OF 4 FT. OF COVER. THE LOCATION AND MATERIAL TYPE SHALL BE AS SHOWN ON THIS PLAN TO BE CHECKED.
 - ALL STORM SEWER PIPE SHALL BE CLASS 5 UNLESS OTHERWISE NOTED.
 - THE CONTRACTOR SHALL CONTACT "OTHER STATE ONE CALL" FOR ALL UTILITY LOCATIONS PRIOR TO UTILITY INSTALLATION.



LEGEND

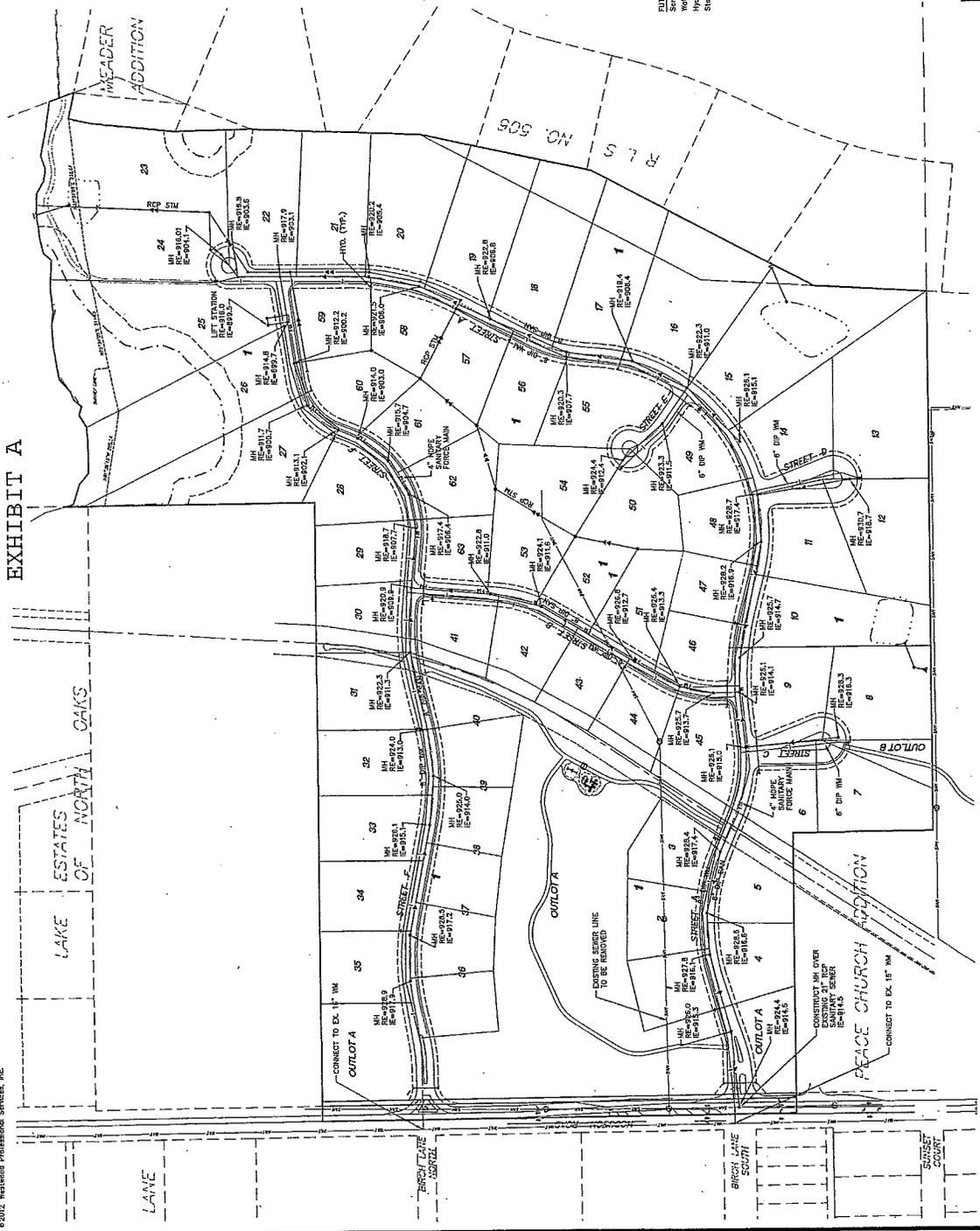
EXISTING	PROPOSED
Sanitary Sewer	Sanitary Sewer
Water	Water
Hyd. w/Valve	Hyd. w/Valve
Storm Sewer	Storm Sewer
Sanitary Force Main	Sanitary Force Main



NOT FOR CONSTRUCTION
Date: 01/08/13 Sheet: 5 of 10
www.westwoodps.com

Charley Lake Preserve
North Oaks, Minnesota

Pentom Land Co.
Pentom Land Co. Inc.
10000 Aurora Drive
Eden Prairie, Minnesota 55444



Prepared for:

Date:	01/08/13
Client:	Pentom Land Co.
Project:	Charley Lake Preserve
Sheet:	5 of 10

Drawn by:	J. Smith
Checked by:	M. Jones
Reviewed by:	K. Brown
Approved by:	L. White

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Westwood Professional Services, Inc.
10000 Aurora Drive
Eden Prairie, MN 55444
Tel: 952.885.1100
Fax: 952.885.1101
www.westwoodps.com



EXHIBIT A-1

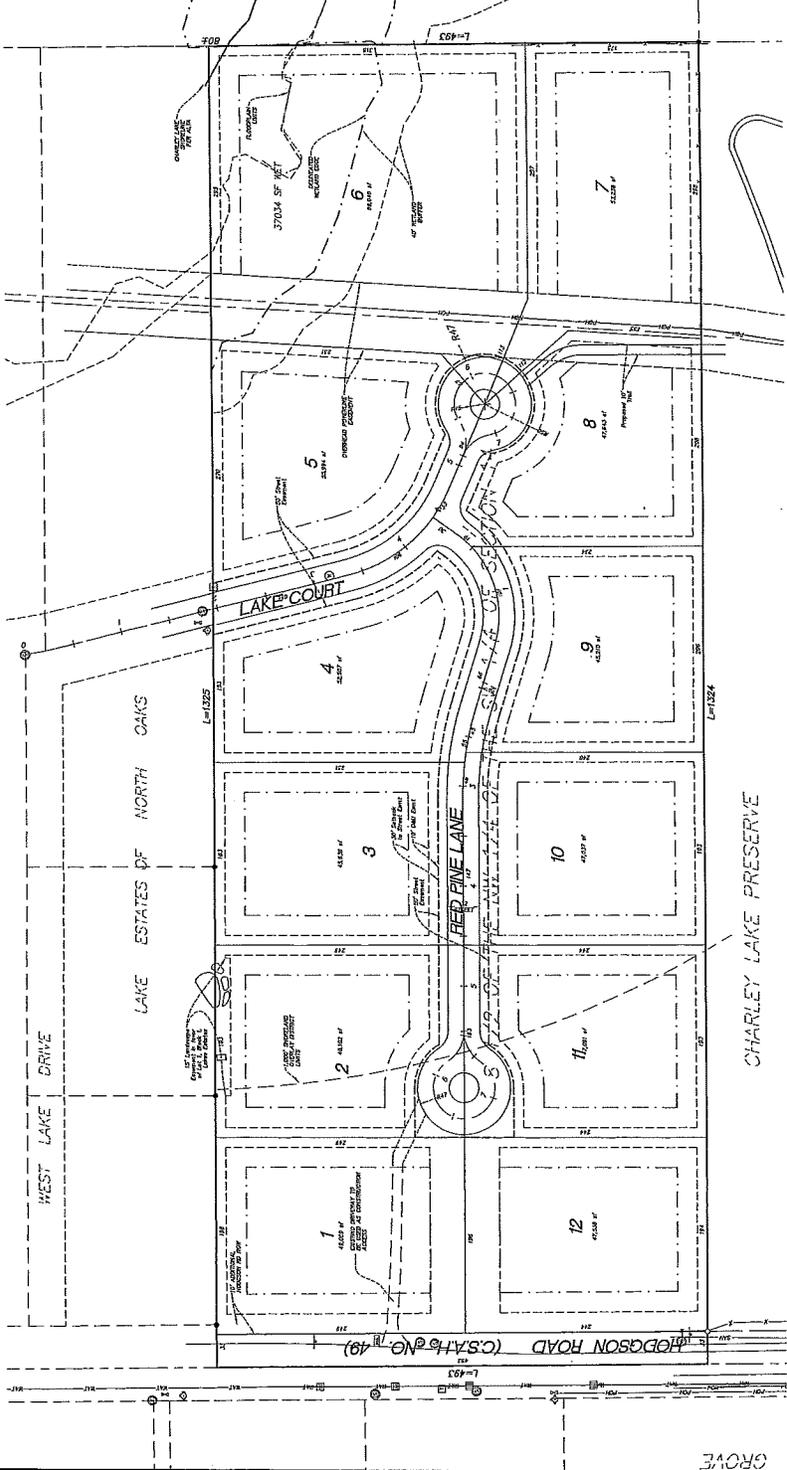
Call 48 Hours before 811 or call 811-6 Common Ground Alliance

DEVELOPMENT DATA

- Gross Site Area: 15.0 ac.
- Existing Wetlands: 0.25 ac.
- Hodgson P&S R.C.M. (as proposed): 0.25 ac.
- Existing Wetlands: 0.25 ac.
- Proposed Density: 13 Lots
- Allowable FAR: 0.12 FAR
- Average Lot Size: 1.0 ac minimum
- Minimum Lot Size: 0.80 ac minimum
- Proposed FAR: 0.12 FAR
- Proposed Single Family Lots: 12 Lots
- Gross Density: 0.80 units/ac

LOT DATA

- Lot Height (to Front Yard Setback): 19'7" min / 13'0" & 15'0" (typed)
- Minimum Lot Area: 240' (width)
- Minimum Lot Area: 45,000 sq. ft. (1.04 ac)
- Minimum Lot Area: 85,040 sq. ft. (2.29 ac)
- Average Lot Area: 52,000 sq. ft. (1.21 ac)
- Street Easement: 30' (width)
- Front Yard Setback: 30' to Street Easement
- Side Yard Setback: 30' to Street Easement
- Rear Yard Setback: 30'
- Shoreline Setback: 125'



Typical Single Family Lot

EXISTING PROPERTY DESCRIPTION

Red Pine Farm, located in the Northwest Quarter of Section 13, Township 30 N, Range 10 W, County of Ramsey, Minnesota, is hereby divided into 12 lots, as shown on this plan, for use as a residential subdivision. The lots are shown on this plan, and the boundaries of the lots are shown on this plan. The boundaries of the lots are shown on this plan, and the boundaries of the lots are shown on this plan.

NOTES

The lot dimensions and areas on this plan are approximate. Refer to the final plat and supporting data for exact lot dimensions and areas.

NOT FOR CONSTRUCTION
Date: 09/17/13
Sheet: 2 of 2

RED PINE FARM

Preliminary Plan

North Oaks, Minnesota

Pentom Land Co.
7897 Ansgar Drive
Eden Prairie, Minnesota 55344

Prepared for:

DATE:	09/17/13
CLIENT:	Pentom Land Co.
PROJECT:	Red Pine Farm
PREPARED BY:	Eden Prairie, Minnesota

Revisions:

NO.	DATE	DESCRIPTION
1	09/17/13	Issue No. 41237

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

Eden Prairie, Minnesota

09/17/13

41237



Westwood Professional Services, Inc.
1000 Westwood Drive
Eden Prairie, MN 55344
7619-1000
www.westwoodpro.com