

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Human Rights Commission Essay Contest Winners

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

COUNCIL COMMENTS

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

1. April 7, 2014 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes-
 - Economic Development Authority, March 3, 2014
 - Planning Commission, March 25, 2014
 - Human Rights Commission, March 26, 2014
 - Bikeways and Trails Committee, April 3, 2014
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation

4. Verified Claims
5. Purchases
6. License Applications
7. Authorize Purchase of Street Light Materials for 2014 Street Light Replacements, CP 14-03 and Street Reconstruction, CP 14-01
8. Approval of Environmentally Preferable Purchasing Policy
9. Approval of Special Event Liquor License—Festa Italiana Minnesota
10. Approval of Application for Exempt Permit—Greyhound Pets of America

PUBLIC HEARING

GENERAL BUSINESS

11. Approval of December 31, 2013 Interfund Transfers and Loans
12. Award of Quote—Court Resurfacing and Pickleball Conversion

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
April 7, 2014**

CALL TO ORDER

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

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the April 7, 2014 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Wickstrom:

The Shoreview/Einhausen Sister City Association will host its Annual Dinner on Saturday, April 12, 2014, at the Gasthaus in Stillwater, beginning at 5:00 p.m.

The Shoreview Green Community Award applications are available online. Applications will be due in May. The awards will be made this summer.

The Environmental Quality Committee (EQC) has its final Speaker Series program on Wednesday, April 16, 2014, at 7:00 p.m. in the City Council Chambers. The program is entitled *Solar Success Stories*.

Comcast will present their formal franchise proposal for the 10-member cities in the North Suburban Communications Commission at a public hearing on Thursday, April 17, 2014, in the Shoreview City Council Chambers. The public hearing will be held open until the Commission meeting Thursday, May 1, 2014. She urged all Cable customers to attend or watch the presentation on Cable TV, as there will be significant changes.

Noted that at a recent Council workshop meeting a comment was made that e-cigarettes are not harmful but are fun. She wants everyone to be aware that there are children who have died from e-cigarettes because of the nicotine content. They are not safe.

Councilmember Johnson:

The Human Rights Commission is soliciting applications for its Caring Youth Award for 2014. Applications are due May 21, 2014.

The Ramsey County Sheriff's Department is in partnership with Code Red for an emergency response system. Residents are invited to log onto the Sheriff's website and sign up to be notified of safety issues that occur in the community.

Mayor Martin:

The City is offering its annual tree sale. Residents are allowed to buy up to four trees at wholesale prices. This is a City initiative to deal with the loss of ash trees due to emerald ash borer. Orders must be placed by April 18, 2014. Staff will deliver the trees.

Also, residents are able to get ash trees treated for emerald ash borer. The City has contracted for the work and is subsidizing staff time for the work to be done. The resident pays the cost of the chemical used for treatment.

CONSENT AGENDA

City Manager Schwerm noted a revised set of minutes for the March 10, 2014 Council workshop meeting that includes some minor modifications.

Councilmember Wickstrom noted that the spelling of Mr. Norton Lam's name in the March 3, 2014 City Council minutes should be spelled Lam, not Lamb.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt the Consent Agenda for April 7, 2014, and all relevant resolutions for item Nos. 1 through 11, with the modifications to the March 10, 2014 City Council workshop minutes and the correction to the March 3, 2014 City Council meeting minutes:

Notice of the public hearing was published March 19, 2014, and affected property owners were notified. One comment of no concerns was received from Xcel Energy. Staff is recommending approval, subject to the conditions in the staff report.

Councilmember Withhart clarified that the vacation along Vivian does not include any portions of the trail along the road.

City Attorney Kelly stated that notice of the public hearing was properly published.

Mayor Martin opened the public hearing at 7:24 p.m. There were no comments or questions.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to close the public hearing at 7:24 p.m.

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt Resolution 14-16, approving the vacation requests submitted by the Church of St. Odilia and so vacating the interest of the public in certain easements encumbering the property at 3495 Victoria St., 3470, 3500 and 3510 Vivian Avenue, subject to the following:

1. Approval of the Final Plat of the Catholic Community of St. Odilia by the City Council.
2. Resolution 14-16 approving the vacation request shall be recorded with Ramsey County prior to the City endorsing the final plat hard-shell.

This approval is based on the following finding:

1. The easements proposed for vacation no longer serve the needs of the public.

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

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Final Plat application submitted by the Church of St. Odilia to subdivide the property at 3495 Victoria St., 3470, 3500 and 3510 Vivian Avenue, and authorize execution of the Site Development Agreement, subject to the following:

1. The Final Plat shall include drainage and utility easements along the property lines and over infrastructure and shall include a drainage and utility easement over the south 30 feet of the plat. Drainage and utility easements along the roadways shall be 10' wide and along the side lot lines these easemenets shall be 5' wide or as required by the Public Works Director.

2. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City, including the submittal of the financial sureties. Said agreements shall be executed prior to the release of the Final Plat.

This approval is based on the following findings:

1. The subdivision is consistent with the policies of the Comprehensive Plan.
2. The subdivision will not conflict with or impede the planned use of adjoining property.
3. The proposed plat complies with the subdivision standards.
4. The Final Plat is consistent with the Preliminary Plat approval.

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

GENERAL BUSINESS

SITE AND BUILDING PLAN REVIEW - CITY AND COUNTY CREDIT UNION - 1001 RED FOX ROAD

Presentation by City Planner Kathleen Castle

This application is to construct a branch bank facility, which is Phase 3 of development agreements executed for a vacant development site on the north side of Red Fox Road. A PUD was approved for this site in 2011. Phases 1 (site improvements and a retail center) and Phase 2 (a specialty market) have been completed as well as road improvements to Red Fox Road.

The proposed facility would be a one-story building with two drive-through lanes. The building would consist of 3,386 square feet. Deviations under the PUD include parking, driveway and structure setbacks from I-694. Parking and driveway access is shared with the retail center already developed. Under the PUD, 23 parking stalls were approved; a minimum of 17 are required; 25 parking stalls are proposed with this phase. The drive-through lanes show sufficient space for stacking 5 cars.

The grading and drainage improvements have been completed with the PUD. There is wetland located on the southeast portion of the site, which forces the building setback at 26.47 feet from I-694, less than the Code requirement. The location is consistent with the master plan for the PUD.

The signage proposed is in compliance with City Code and the Comprehensive Sign Plan for the site. Three wall signs are proposed. The PUD allows two wall signs; the third can be approved administratively. No free-standing sign is proposed. If a free-standing sign were requested, it would require an amendment to the Comprehensive Sign Plan.

Property owners within 350 feet were notified of the proposal. The Fire Marshal submitted comments as did the Environmental Quality Committee (EQC). The EQC comments related to

storm water management and use of pervious pavers in the parking area. Staff is not recommending use of pervious pavers, as other sites in the PUD were not so required.

The Planning Commission reviewed the application. Staff is recommending approval subject to the conditions listed in the staff report.

Planning Commission Chair Solomonson stated that the Commission discussion focused on traffic and access to the drive-through if cars are backing out of nearby parking stalls. Approval was recommended on a vote of 5 to 0.

Councilmember Wickstrom noted that MN/Dot has designated I-694 as a corridor of commerce and another lane will be added. She asked if more right-of-way will be needed. Mr. Maloney answered that no additional right-of-way is needed.

MOTION: by Councilmember Johnson, seconded by Councilmember Withhart to approve the Site and Building Plan Review for the City County Credit Union branch facility located at 1001 Red Fox Road, subject to the following conditions:

1. This approval permits the development of this parcel with a branch bank/credit unit facility approximately 3,386 square feet in size.
2. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
3. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.
4. The master development agreement for the plat and PUD for this development shall remain in effect and said terms which apply to Lot 3 shall be adhered to.
5. The items identified in the email from the Assistant City Engineer must be addressed prior to the issuance of a building permit.
6. The items identified in the memo from the Fire Marshal shall be addressed prior to the issuance of a building permit.
7. The landscape plan shall be revised to address comments from the Environmental Quality Committee related to tree protection and plant diversity (memo from the Environmental Officer dated March 25, 2014).
8. Specifications on the Emergency Generator shall be submitted prior to the issuance of a building permit. Use of the generator is for emergency purposes only. Said generator may be used only when the primary source of electricity is disrupted, except for required maintenance activity. Said generator shall comply with the City's Noise Standards.
9. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This recommendation is based on the following findings of fact:

1. The proposed land use is consistent with the City's Comprehensive Plan.
2. The proposed land use and development plans are consistent with the approved PUD and the Development Code standards.

3. The use is in harmony with the general purposes and intent of the Development Code and Comprehensive Plan.

Discussion:

Mayor Martin asked if this is a branch of other locations for the City and County Credit Union. **Mr. Pat Peterson**, Credit Union President, stated that this will be the fifth branch location for the credit union. City of St. Paul, Ramsey County; and employees, residents or those who worship in Ramsey, Washington or Dakota Counties are eligible to join the credit union.

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

**SITE AND BUILDING PLAN REVIEW/COMPREHENSIVE SIGN PLAN--CITIES
EDGE ARCHITECTS LLC/FORSTROM & TORGERSON LLP, 1000 GRAMSIE ROAD**

Presentation by City Planner Kathleen Castle

The application is for interior and exterior improvements to the current Hampton Inn, which will change to a Best Western Plus franchise. The current berm will be replaced with a retaining wall. A pergola and fireplace will be added to the Green Mill patio area. This will mean removal of six parking stalls and added landscaping. The entry canopy will also be remodeled. The roof line will be modified to a horizontal line with a cornice accent. EFIS and stone accents will be used to change the exterior. Interior improvements include adding five rooms and expanding the banquet room. Expansion of the banquet room reduces the size of the restaurant area.

Staff finds that the proposed improvements are consistent with the Development Code and Comprehensive Plan and approved PUD. Although there will be a reduction of six parking spaces, the facility has shared parking with the adjacent Hilton Garden Inn. The parking provided will meet the needs of both hotels.

New signs are proposed. The wall signs comply with City requirements. Three free-standing signs are proposed. The sign adjacent to Lexington exceeds the maximum area allowed of 200 square feet. The area proposed is 270.5 square feet. The proposed height of 47.5 feet also exceeds the maximum of 30 feet. The existing pole will be used. The height is increased because of the joint advertising for the hotel, Green Mill and meeting center. The sign adjacent to I-694 is proposed at a height of 35 feet with sign area of 355.5 square feet. The sign on Gramsie Road complies with Code requirements. All three free-standing signs are joint signs for the Best Western, Green Mill and banquet meeting facility.

Property owners within 350 feet were notified of the proposal. No comments were received. The Rice Creek Watershed District does not require a permit. The Fire Marshal requires that the fireplace be installed according to the manufacturer's guidelines.

The Planning Commission reviewed the application and recommended approval on a 5 to 0 vote. In response to concerns expressed by the Planning Commission, the off-site sign on Lexington has been reduced in height. Staff finds the improvements to be consistent with the Development Code and Comprehensive Plan. Approval is recommended with the conditions listed in the staff report.

Planning Commission Chair Solomonson stated that the Commission unanimously agreed on the improvements for the site. Discussion about the off-site sign is because there is no other such sign in the City for any other business. Because this is a non-conforming sign, Commissioners were not sympathetic to visibility for eastbound traffic. The proposal to the Commission was a height of 75 feet using the same pole. No sign on Gramsie and Lexington was proposed, but one was previously approved.

Mr. Del Sheets, Architect, City's Edge Architects, Willmar, stated that a previous study shows that placement of the off-site sign was to provide visibility for eastbound traffic to be able to turn off in time. That reasoning is still true. Lexington is built high, but the sign is in a ditch so that half the pole is hidden. The new signs for Best Western and Green Mill will be stacked on top of the existing pole. The new signs measure 26.5 feet. Because of the advertisement for both businesses, there is a height increase.

Councilmember Johnson asked if the meeting center sign is on the pylon sign at Lexington. City Manager Schwerm stated that the meeting center sign is on the monument sign but not the pylon sign.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the Site and Building Plan Review and Comprehensive Sign Plan, submitted by Cities Edge Architects for the Hampton Inn/Green Mill at 1000 Gramsie Road. This approval is subject to the following:

Site and Building Plan Review:

1. This approval permits exterior modification of the existing building, in accordance with the preliminary plans dated 2014. Significant changes, as determined by the City Planner, shall require review by the Planning Commission and approval of the City Council.
2. The project shall comply with the requirements of the Fire Marshal.
3. The Building Official is authorized to issue a building permit for this project.
4. Construction parking and materials storage shall be confined to the subject property. No construction parking or material storage is permitted within the Gramsie Road or I-694 rights-of-way.

Comprehensive Sign Plan:

1. The signs on the property shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The applicant shall obtain a sign permit prior to the installation of the new signs on the property.

3. The signs shall be setback a minimum of 5 feet from any property line, including along Gramsie Road and I-694, and shall be located so as not to interfere with traffic visibility.
4. The height of the off-premises sign shall not exceed 26.5 to the bottom of the proposed Green Mill sign, allowing a maximum of 47.5 feet in height.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated Commercial land use of the Comprehensive Plan.
2. The proposed development complies with the standards identified in the City's Development Code.
3. The proposed improvements meet the spirit and intent of the Comprehensive Plan and the Development Code.

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

TEXT AMENDMENT - HOUSING CODE

Presentation by City Planner Kathleen Castle

The proposed text amendment is to address hoarding issues in homes. The Code sections to be amended are Section 202 Definitions, Section 210, Nuisance, and Section 211.070, Housing Code.

The following amendments are added to these sections:

Section 202 - Definitions, adds a definition for combustible material.

Section 211.070 - Housing Code:

(D)(3) and (4) Means of Escape and Access, clarifies a minimum 3-foot width for unobstructed travel.

(F) Interior Storage identifies minimum standards for the storage of combustible materials.

(G) Establishes a standard related to room function.

(L) A dwelling unit can be posted to prevent occupancy if the unit is unfit for human habitation or deemed dangerous to the life, health and safety of occupants, public safety personnel, or the public welfare.

Section 210, Nuisance

- Adds language to identify excessive storage as a nuisance
- Conditions can be abated if necessary

Enforcement will be through the rental licensing inspections, notification from another agency, or through complaints.

Notice for a public hearing was published March 12, 2014. The Planning Commission held the public hearing, and no comments were received. Staff has incorporated recommended clarifying language from the Planning Commission. Staff is recommending approval of Ordinance 920.

Mayor Martin asked the process for abatement. Ms. Castle responded that abatement depends on the level of non-compliance. A public hearing is not required. In an emergency, the City can proceed with abatement.

Councilmember Withhart commended staff for this work. Recently, the Economic Development Authority has had to address such a situation, and he appreciates the tools that have been identified that can be used to address this issue.

Councilmember Johnson also commended staff and expressed her appreciation for the collaborative work with the Hoarding Project.

Councilmember Quigley asked if carbon monoxide detectors are required. Ms. Castle stated that staff always recommends them, but state law does not necessarily require them.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt Ordinance 920 approving the text amendments to Chapter 200, Development Code, including Section 202, Definitions, Section 210, Nuisance and Section 211.070, Housing Code to better define standards related to safety, storage and room function.

The recommendation is based on the following finding:

1. The proposed text changes establish a definition for combustible material, as well as a minimum standard for access, storage and room function. The changes address concerns related to health, safety, and general welfare of the resident(s) and public safety staff.

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

RESOLUTION OF SUPPORT FOR TCAAP ROAD IMPROVEMENTS

Presentation by City Manager Terry Schwerm

Ramsey County has purchased the 430-acre Twin Cities Army Ammunition Plant (TCAAP) property and is in the process of cleanup on the property. There is a Joint Economic Development Authority between the County and Arden Hills and a plan for mixed use development on the property that includes commercial, industrial, office and a variety of housing. The County's request is for surrounding cities to adopt a resolution of support of the County's request for State funding to rebuild the interchanges at I-35W and County Highway 96, and I-35W and County Road H. Included in the resolution is the condition that Shoreview's support for the improvements at County Road H is contingent on maintaining the County Road I interchange at I-35W. Staff is recommending adoption.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to adopt Resolution No. 14-19 supporting Ramsey County's request for State funding for TCAAP road improvements.

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

ADJOURNMENT

MOTION: by Councilmember Withhart to adjourn the meeting at 8:15 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

for what Shoreview has done with tax increment to assist business growth and job creation. However, a direct extension is not supported by leadership in the House and Senate because of the precedent it would set for other cities with pre-1990 districts who may also seek extensions. It has been suggested that the City develop a unique project to justify the extension. It may be a Business Retention Expansion (BRE) pilot program that could become a model for other communities.

Withhart asked how other communities were able to get extensions. Simonson stated that extensions have been given for specific projects that were either delayed or never fully developed. Shoreview is asking for the extension in order to continue using the revenue as it has been used for business retention and expansion. Schwerm stated that what might be approved would be a new district for BRE purposes. The question is how and where the City could use this tool. The City would prefer the pre-1990 law language that allows use anywhere in the City.

Simonson stated that a new district would not require County approval, much like establishing other types of tax increment districts. Barsness explained that the Legislature is looking at overlay of this existing district with a new type of district that other communities, with certain standards, can also use. This would be a pilot model for others. Simonson added that it has been worth the effort for the City to pursue the extension in the framework requested because ultimately it would provide approximately \$15 million over the next 15 years for the City to use for development. He stated the revised bill may not provide the resources of the extension but still should give the City more flexibility and tools to assist in achieving BRE goals.

REQUEST FOR PROPOSALS – PURCHASE OFFERS (3339 VICTORIA STREET)

Simonson referred to the Request for Proposals that was sent to area builders and developers seeking offers to purchase and develop the City-owned property. The City and EDA have a lot of flexibility in how this property is developed and are not obligated to accept any proposal if it does not meet our goals. Parameters identified for development include single-family residential for one or two lots, a concept plan on the style of house proposed. The City has provided background information regarding soil boring reports and environmental studies on the City website. Simonson said in preliminary meetings, several builders have expressed strong interest. The deadline for submittal of proposals is March 21, 2014.

Quigley asked if affordable housing is still a component. Withhart said it was the consensus of the Council and EDA to not pursue affordable housing given the public concerns. Hill also explained that the reason affordable housing is not being promoted is also due to the affordable value dropped from over \$200,000 to \$160,000, which means the City would have to further subsidize affordable housing in some way.

Quigley asked if there is any remaining link with the former owner. Mr. Simonson stated that there are two storage pod containers at DART Transportation. He has until May to claim the property. The contract stipulates that he officially abandons the property if not claimed and picked up by the deadline.

UPDATES AND REPORTS

Economic Development Commission

Simonson reported that the EDC has updated its work plan. Three business visits are planned with the following businesses: Stillwater Express Solutions, a software company; Schwaab-Vollhaber-Lubratt, Inc. (SVL) regarding additional office space; and Deburring.

In considering additional space for SVL, Board members mentioned the Children's Hospital property and whether Deluxe plans to build a third building. Simonson responded that at this time the company is not looking to build but would prefer to find an existing building to purchase or lease. The Children's Hospital property is guided for high end corporate office uses so the SVL use would not be consistent if it included their large warehousing needs that they currently lease in Fridley. Deluxe is fully utilizing their two buildings and has no plans to build a third building or sell off land.

Highway Corridors Transition Study

A joint meeting is planned with the City Council, Planning Commission and EDA at the Council workshop on April 14, 2014 to consider concepts developed by the City's consultant preparing this study.

Development Projects

Simonson provided a brief update of projects:

- The Lakeview Terrace six-story structure is fully framed and appears to fit well on the corner.
- The City and County Employee Credit Union has submitted a plan for a branch facility on their property east of the Red Fox retail center.
- Target created an outlot for a retail pad in their parking lot. A developer has apparently reached agreement with Target for a casual dining/fast food restaurant.

Withhart asked if there has been any contact with the new owners of the Shoreview Mall. Simonson stated that staff plans to contact the family to find out if there is interest on their part to retain the property.

Marsh stated that it is such a key site it would be good if the City could control development of the site. Simonson stated that the City would like to partner with a developer, so they would be responsible for negotiating tenant leases and buyouts. The City would serve in the role of helping with the acquisition and redevelopment costs.

Metropolitan Council Revised Forecasts

Simonson said that the Metropolitan Council has revised the City's population forecast for 2040 down to 27,500, which is consistent with our estimates in the Comprehensive Plan.

ADJOURNMENT

MOTION: by Johnson, seconded by Denkinger, to adjourn the meeting at 6:24 p.m.

VOTE: Ayes - 5 Nays - 0

DRAFT
SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
March 25, 2014

CALL TO ORDER

Chair Solomonson called the March 25, 2014 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson, Commissioners Ferrington, McCool, Peterson, Schumer, and Thompson.

Commissioner Proud was absent.

APPROVAL OF AGENDA

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to approve the March 25, 2014 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 6 Nays - 0

APPROVAL OF MINUTES

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to approve the February 25, 2013 Planning Commission meeting minutes, as submitted.

VOTE: Ayes - 4 Nays - 0 Abstain - 2 (McCool, Thompson)

REPORT ON CITY COUNCIL ACTIONS:

Presentation by City Planner Kathleen Castle

The final PUD for Hummingbird Floral was approved at the March 17th City Council meeting. The Development Agreement identifies allowed and prohibited uses for the site. Also, a letter has been received from the Metropolitan Council approving the Comprehensive Plan amendment for the site.

OLD BUSINESS

RESIDENTIAL DESIGN REVIEW/VARIANCE

FILE NO.: 2516-14-06
APPLICANT: JAY HOPPE
LOCATION: 707 SCHIFSKY ROAD

Presentation by Senior Planner Rob Warwick

At its last meeting the Planning Commission tabled this application to allow the applicant the opportunity to address concerns regarding increased impervious surface and foundation area. At that meeting the review period for this application was extended to 120 days. The property is zoned R1 and is in the Shoreland Overlay District.

The applicant has revised the plan to reduce impervious surface and the size of increase to the foundation area. This property is substandard since it does not conform to the minimum lot requirements for a riparian lot, and so subject to residential design review. The lot area is 6,150 square feet. It is developed with a one-story house consisting of 1,232 square feet and an attached garage of 528 square feet. Three variances are requested:

1. Increase permitted foundation area to 1,953 square feet (31.7%) from the existing 1,759 square feet (28.6%); the existing 1,759 square feet already exceeds the permitted area of 1,600 square feet.
2. Reduce the front setback from the south lot line from the minimum of 25 feet to 12 feet; and
3. Reduce the rear setback from the north lot line from the minimum of 30 feet to 3.1 feet.

The existing northeast corner garage is setback 1.1 feet, and is the nearest point to the north property line, the rear lot line. The proposed setback at this location is 3.1 feet for the garage addition. The existing shed and patio will be removed. The proposed house of 1,953 square feet includes an attached garage of 616 square feet. The additions to the house include a partial second story of 457 square feet. An addition to the living area on the ground level is proposed of 4 feet by 14 feet. The front entry will be redone and measure 5 feet by 7 feet with a 12-foot setback from the front lot line. Storm water management will be addressed with downspouts and pipe.

The proposal, compared to the original proposal, reduces impervious surface by 50 sq. ft., which brings it into compliance with City Code. Concerns about drainage will be addressed with downspouts and underground pipes. With this revision, the roof pitch has been increased to 8/12 pitch to allow attic space above the garage and house.

The applicant states that practical difficulty exists with the lack of storage space in the house and the challenge of storing lake recreation equipment. The house has no basement.

Staff finds the proposed improvements are consistent with the Land Use and Housing sections of the City's Comprehensive Plan. The proposed improvements represent a reasonable use of this property. The expansion is reasonable as the existing home has only one bedroom and no basement. The main floor addition is modest. Both the main floor and second floor additions maintain the existing setback from the rear lot line of 5 feet. The garage replaces a non-conforming shed that will be removed. The garage extends to within 3.1 feet from the rear lot line and will be 25 feet from the front lot line. The existing garage is 1.1 feet from the rear lot line.

Unique circumstances are the small lot with a 50-foot lot depth. When the required setbacks are applied, there is no buildable area. Any expansion requires a variance for structure setbacks. The

foundation area increase is modest from 29% to 31.7% and resolves design issues with the home. It is noted that two adjoining parcels to the south are undeveloped and not buildable.

Characteristics of the neighborhood include poor soil with a high water table. Lake lots consist of a mix of one and two-story houses constructed on slabs or crawl spaces. The lake lots are small with a high percentage of impervious surface coverage and small side setbacks. Lake lots typically have two-car garages.

Notices were mailed to property owners within 150 feet. Two responses have been received. One raises the concern with parking and storage during construction. The second expressed concern that the house is built over the property line. An aerial view looks like the house crosses the property line but, in fact, is not the case, as shown on the site plan.

Staff finds that variance criteria are met with the size, configuration of the lot and the location, size and design of the existing house. Small setbacks are a common feature on lake lots in the neighborhood. Staff is recommending approval of the variances and approval of the residential design review application.

Commission Discussion

Commissioner McCool asked if the applicant would be able to put up an accessory structure in the future. Mr. Warwick stated that the addition of impervious surface would preclude an accessory structure. Any application for a shed would need to show a reduction of impervious surface to allow the shed.

Chair Solomonson suggested that the table of Design Standards that shows the current standard, what would be allowed under the current standard, and what is proposed should also include a column that shows what is existing. This application is better than the first application and he supports it. He noted an energy dissipation clause in the motion and asked for an example of energy dissipation that would be used. Mr. Warwick stated that rip-rap is used to reduce the velocity of water for erosion protection. Current runoff conditions should be reduced with this method.

Commissioner Ferrington asked the mitigation practices that will be used. Mr. Warwick stated that removal of the non-conforming shed and architectural mass with natural colors and materials are the practices identified. Commissioner Ferrington asked about catch basins or landscaping that would reduce flow.

Commissioner Peterson asked if poor soil means it does not infiltrate well and in a heavy rain it would easily wash into the lake. Mr. Warwick answered that there is little infiltration. Conditions vary in the neighborhood. At the time of excavation for construction, the soil conditions will be revealed for better evaluation.

Mr. Jay Hoppe, 1010 Sherwood Road, thanked staff for the hard work that has been done.

Commissioner Peterson asked about the reason for increasing the living room addition from 2 feet to 4 feet. **Mr. Hoppe** stated that the living room is so small and will be small after the addition.

The intent is to make the room comfortable. In regard to a shed, he has no intent of putting up a shed in the future.

Commissioner McCool asked the height of the deck and its material. **Mr. Hoppe** stated that the height would be the same as the dining room door, approximately 1 foot. The materials used on the deck will be maintenance free.

Commissioner Ferrington asked if Mr. Hoppe would be willing to adding a rain garden. He responded that there is not much beach and he does not want to cover it too much. He is willing to put in underground piping. He will work with staff.

Commissioner McCool would like to see a condition to prohibit any future accessory structure without Planning Commission approval. Secondly, he would also support further mitigation measures and that staff work with the applicant on that.

Chair Solomonson noted that water runoff will be less. The energy dissipation clause addresses runoff, and there will be a reduction in volume.

Commissioner Ferrington suggested that additional landscaping as approved by the City Manager would be used to mitigate water flowing into the lake. In addition to or in place of the rip rap, vegetation would slow erosion to the lake. Mr. Warwick stated that the advantage of using underground pipes is that the runoff does not pickup nutrients or sediment to deposit in the lake. Roof runoff is considered clean.

Ms. Castle noted that condition No. 4 should be amended to state energy dissipation shall be installed as approved by the City Engineer. Also the Applicant shall explore options including landscape vegetation.

City Attorney Kelly stated that there are a number of options and circumstances regarding a shed. To restrict any shed in the future would be strong. He would not recommend adding such a condition.

Commissioner McCool stated that in looking at the lot as a whole he would not want to permit an accessory structure without review by the Planning Commission.

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to adopt Resolution No. 14-15 approving the requested variances, and approve the Residential Design Review application submitted by Jay Hoppe for the property located at 707 Schifsky Road and to reduce the front and rear setbacks, and increase the permitted foundation area. This motion is based upon the six conditions listed under the motion, including the following amendments:

1. The project must be completed in accordance with the plans submitted as part of the Variance application.
2. This approval will expire after one year if a building permit has not been issued and construction commenced.
3. The deck shall be located a minimum of 51.85 feet from the OHW of Turtle Lake.

NEW BUSINESS

SITE AND BUILDING PLAN REVIEW / COMPREHENSIVE SIGN PLAN

FILE NO: 2518-14-08
APPLICANT: CITIES EDGE ARCHITECTS, LLC
FORSTROM & TORGERSON, LLP
LOCATION: 1000 Gramsie Road

Presentation by Senior Planner Rob Warwick

Applications have been received for interior and exterior improvements to the existing Hampton Inn. A new sign plan for a hotel, meeting center, and restaurant is proposed to reflect a change in the franchise to a Best Western Plus. Exterior improvements include changing the roofline from a gable style to horizontal with cornices, altering exterior siding with EFIS and stone accents, and adding new landscaping in the courtyard. The existing berm will be replaced with a low retaining wall. A new pergola and fireplace will be installed at the existing Green Mill patio. Six parking stalls will be removed for a new sidewalk and turf and landscaping. The entryway will be remodeled with a new canopy. These improvements are architectural features that comply with the City's design standards.

Interior improvements include the following:

- Removal of five guest rooms for two new elevators and a new south exit;
- Reduce floor area of Green Mill to create added meeting and banquet areas;
- Put in a new deck for the pool area;
- Add restrooms for the meeting/banquet area;
- Upgrade lighting, HVAC and fire alarm systems throughout the building; and
- Redecorate guest rooms and furnishings.

The property is zoned PUD with underlying C-2 designation. Hotels and restaurants are permitted in this zoning district. The existing use of the property is consistent with the Commercial Planned Land Use designation in the Comprehensive Plan. Staff believes the proposal will enhance the property and promote the wider community.

The reduction of five guest rooms reduces the required parking stalls by five for a total of 353 required parking stalls. 342 parking stalls are provided. The Hampton Inn is adjacent to Hilton Garden Inn, and the two facilities have a shared parking agreement.

The current sign plan includes wall signs on two elevations, and two freestanding signs. The proposed signs use consistent colors, materials and illumination, as required. The existing cabinet style freestanding signs have been in place since Hampton Inn was built. Three wall signs are proposed on the north and south building elevations. Three free-standing signs are proposed on Lexington, I-694 and Gramsie Road. The signs on I-694 and Gramsie are cabinet style. The existing Green Mill pylon sign will be removed and the new monument sign relocated to the west.

The off-site sign is visible from Lexington and I-694. Individual letter style sign area and height maximums are 100 square feet and 20 feet. The sign on Gramsie complies with that standard. The proposed sign on I-694 exceeds the standards. The applicant states that a larger sign is needed to address visibility. Other nearby freeway signs are typically 30 feet in height and at a higher elevation on the south side of the freeway. The off-site sign will be increased in height to add the Green Mill sign to the Best Western sign.

Staff has no concerns about the freestanding signs, which clearly identify the facilities and provide direction to guests.

The improvements to the property do not require a permit from the Rice Creek Watershed District. The Fire Marshall requires that the fireplace be installed in accordance with manufacturer guidelines.

Property owners within 350 feet were notified of the proposal. No comments have been received. Staff is recommends the proposal be forwarded to the City Council for approval.

Commission Discussion

Commissioner Ferrington asked if the expanded banquet facility will negatively impact parking. Mr. Warwick explained that the expanded banquet room reduces the same area from the restaurant. The seating count and required parking will be the same.

Chair Solomonson noted that the ramp at I-694 and Lexington will have four pylon signs and a monument sign. He expressed concern that there is no directional sign at the Gramsie intersection. Mr. Warwick noted that the Gramsie intersection is not signalized, which makes left turns difficult. Improvements to Lexington are planned by Ramsey County next year.

Commissioner McCool referred to the parking agreement between Hilton Garden Inn and Hampton Inn. He asked about the parking ratio for the Hilton Garden Inn. Mr. Warwick stated that it is slightly under parked as well, but staff believes parking is sufficient.

Commissioner McCool asked the reason for the added height to the pylon sign on the I-694. Mr. Warwick answered that clear visibility is desired for eastbound traffic. The existing sign is 40 feet from the top of the sign to grade. The pole is 26.5 feet in height.

Mr. Del Sheets, Architect, Cities Edge Architects, stated that the off-site pylon sign is needed to know the hotel location because the hotel site sits lower than the freeway. The existing pylon sign on the property is blocked trees and will be removed. The Hilton Garden Inn is a taller structure; Best Western is only two stories. The new monument sign will alert guests to the new south side entry.

Chair Solomonson asked if a 30-foot height for the pylon sign would be adequate. **Mr. Sheets** stated that adding the Green Mill sign added to the height. Regarding the Gramsie intersection, the experience of the current owner has been that there is no problem finding the hotel for those traveling south on Lexington. The intent is for visibility from I-694 for guests.

Chair Solomonson asked about removal of the off-site sign, which exists nowhere else in the City. City Attorney Kelly stated that he expects there to be an easement that guarantees the use of a sign, but he has not seen the document.

Mr. Sheets stated that the owner does not want the height to be a problem. The height can be lowered, but it is important to maintain the off-site sign for visibility from the west. The same pole will be used. It is possible the sign can be attached over the pole. He offered to work with staff to the Commission's satisfaction. He added that there is an easement for the sign as suggested by the City Attorney.

Commissioner Peterson stated that this plan is a nice upgrade to the hotel. He also is concerned about the sign height and is pleased the applicant is willing to work out this issue.

Commissioner Ferrington expressed concern that there may be an issue of visibility if the sign is lowered on the pole to lower height.

Chair Solomonson asked if this matter could be held over. **Mr. Sheets** explained that it would be a hardship for the owner to be delayed. If the franchise turnover does not take place, the facility would have to shut down.

Commissioner McCool stated that if the same pole is used and the sign placed on top, the height would be approximately 47 feet. He would support that and does not want to put undue hardship on the owner. He does not want the sign to be less visible. This is a good plan for the area.

Chair Solomonson stated that if Red Robin were to request a pylon sign, it would be 30 feet. This is an advantage for an off-site sign. It is a non-conforming use that is being increased, which is his concern. He would like to see staff work to reduce the height prior to review by the City Council and to provide understanding the impact of varying heights, 30 feet, 40 feet, 50 feet. Mr. Warwick stated that the motion could be based on building area and square footage. The larger hotel and meeting facility justifies the larger sign because of the increased floor area. Mr. Warwick suggested that prior to review by the City Council, the applicant shall work with staff to evaluate reductions in the proposed sign height.

MOTION: by Commissioner Ferrington, seconded by Commissioner Peterson to recommend the City Council approve the Site and Building Plan Review and Comprehensive Sign Plan applications submitted by Cities Edge Architects for the Hampton Inn/Green Mill at 1000 Gramsie Road, and adding condition No. 5 to the Site and Building Plan Review.

This approval is subject to the following:

Site and Building Plan Review:

1. This approval permits exterior modification of the existing building, in accordance with the preliminary plans dated 2014. Significant changes, as determined by the City Planner, shall require review by the Planning Commission and approval of the City Council.

This application is for a proposed bank branch building. The area north of Red Fox Rod was zoned PUD in 2011, with underlying zoning as C2, General Business District. Agreements have been executed for shared site improvements. Phase 1 consisted of site improvements for development with a retail center; Phase 2 was construction of a specialty market. Phase 3 is the proposed branch bank facility.

The proposal includes construction of a credit union branch facility of one story consisting of 3,386 square feet with two drive-through lanes. The PUD included code deviations for parking, driveway and structure setbacks from I-694. Access to the site would be shared. Parking provides 25 stalls (23 are required). The north driveway access is 5 feet from I-694. The two drive-through lanes provide adequate stacking room for six vehicles. The building has a setback of 26.47 feet from I-694. This location is consistent with the master plan. There is wetland in the southeastern portion of the property.

The building is one story with an exterior of EIFS, aluminum composite panel and glass. Three wall signs are proposed, which comply with the size limits of the Comprehensive Sign Plan and Code. The PUD provides for two wall signs. The third wall sign can be approved administratively. Signage is on the east, west and north. No freestanding sign is proposed; if one were proposed, it would require an amendment to the Comprehensive Sign Plan.

Property owners within 350 feet were notified. No comments were received. The applicant is working with the Fire Marshal regarding requirements of the Lake Johanna Fire Department. The plans are consistent with the approved PUD, and staff recommends the application be forwarded to the City Council for approval with the conditions listed in the staff report.

Commission Discussion

Commissioner Peterson asked if the Rice Creek Watershed would be reviewing the proposal and comments from the Environmental Quality Committee (EQC). Ms. Castle stated that the Rice Creek Watershed has issued a permit for the PUD and so will not review this individual proposal. The property owner will be subject to the conditions of the RCWD permit that has been issued. The recommendations from the EQC go beyond the scope of the permit requirements.

Commissioner Ferrington asked if there is provision for snow storage. Ms. Castle stated that snow removal is addressed in the easement agreement and there is an area south of the parking lot that may be suitable for storage.

Commissioner McCool asked if cars backing out of nearby parking spaces will conflict with the drive-through lanes. Ms. Castle stated that staff does not believe there will be a traffic flow issue. There is sufficient stacking space for the drive-through lanes.

Mr. Tom Hour, Architect, Newground, stated that he is present to answer questions. He indicated two locations that would be accessible for snow storage. If additional snow storage is needed, some parking spaces would be compromised, but it is anticipated that there are plenty of parking spaces. He agreed that there could be some conflict with the cars backing out of parking spaces into the lane where other cars are approaching the drive-through lanes. However, he anticipates that the main parking areas will be away from those lanes. If there is a conflict cars

will be going slow to approach the drive-through lanes. He further indicated where landscaping is planned.

Commissioner Peterson noted the recommendations by the EQC regarding infiltration improvements for drainage. He asked if a sunken island or pervious pavers were considered to reduce runoff into the wetland. **Mr. Hour** stated that they have only received those recommendations this evening.

Mr. Chad Ayers, Civil Engineer, MFRA Company, Plymouth, responded to Commissioner Peterson and stated that there is no direct drainage into the wetland. The drainage flows east to two large filtration basins, before flowing west and being released into the I-694 right-of-way. The site storm water is managed on Outlot A to the east of the property. This is part of the overall drainage for the PUD and approved by the Rice Creek Watershed District. As to the EQC comments, having just received them, the team will have to discuss them to see how they might be addressed.

MOTION: by Commissioner McCool, seconded by Commissioner Thompson to recommend the City Council approve the Site and Building Plan Review for the City County Credit Union branch facility located at 1001 Red Fox Road, subject to the following conditions:

1. This approval permits the development of this parcel with a branch bank/credit unit facility approximately 3,386 square feet in size.
2. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
3. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.
4. The master development agreement for the plat and PUD for this development shall remain in effect and said terms which apply to Lot 3 shall be adhered to.
5. The items identified in the email from the Assistant City Engineer must be addressed prior to the issuance of a building permit.
6. The items identified in the memo from the Fire Marshal shall be addressed prior to the issuance of a building permit.
7. Specifications on the Emergency Generator shall be submitted prior to the issuance of a building permit. Use of the generator is for emergency purposes only. Said generator may be used only when the primary source of electricity is disrupted, except for required maintenance activity. Said Generator shall comply with the City's Noise Standards.
8. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This recommendation is based on the following findings of fact:

1. The proposed land use is consistent with the City's Comprehensive Plan.
2. The proposed land use and development plans are consistent with the approved PUD and the Development Code standards.

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

VOTE: Ayes - 5 Nays - 0

Commission Discussion:

Commissioner Ferrington asked if the language proposed is similar to other communities. Ms. Castle stated the escape/access space was adopted previously, working with the Lake Johanna Fire Department. What is added now includes the dimension of the cleared space.

Most other communities do not have regulations regarding interior storage or room functions. The intent is for residents to understand expectations.

Commissioner McCool referred to the provision for unobstructed cleared space. Under Interior Storage (3) and (4), the same term, "cleared space" should be used. He questioned the provision under kitchen to require a refrigerator/freezer. There may be people who do not cook and eat out. Ms. Castle stated that if there is no health of life safety issue, the home would not be posted uninhabitable. This provision could be enforced with rental properties if a refrigerator/freezer A unit may malfunction and a tenant has no place for cold food storage.

Chair Solomonson expressed concern about accessing a window for escape if there is a table in front of it or a large shrub on the other side of it. He asked the definition of "cleared space". Ms. Castle explained that the size table or obstruction would be left to the discretion of the Enforcement Officer. The addition of stipulating a 3-foot clearance is to better define the requirement. Outside vegetation is not addressed.

Chair Solomonson stated that Commissioner Proud's comments are clarifying and he would like to see them included.

Commissioner McCool offered the following changes:

- (8) Heating Facilities - a period was added, and the next sentence starts with "Said." A word needs to be added to the sentence.
- Under F. Interior Storage (1), he would add wood stoves to the list.

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington, to recommend the City Council approve the text amendments to Chapter 202, Definitions and Chapter 211.0170, Housing Code, of the Municipal Code to better define standards related to safety, storage, and room function. City staff shall incorporate the comments of the Planning Commissions, including the comments from Commissioner Proud, into revised text before it is presented to the City Council.

The recommendation is based on the following finding:

1. The proposed text changes establish a definition for combustible material, as well as minimum standard for access, storage and room function. The changes address concerns related to the health, safety, and general welfare of the resident(s) and public safety staff. Concerns regarding the absence of such standards have been raised by Staff and the EDA with response to garbage / hoarding houses.

VOTE: Ayes - 5 Nays - 0

MISCELLANEOUS

City Council Meetings

Commissioners McCool and Proud will respectively attend the April 7, 2014 and April 21, 2014 City Council meetings.

ADJOURNMENT

MOTION: by Commissioner McCool, seconded by Commissioner Thompson to adjourn the meeting at 10:10 p.m.

VOTE: Ayes - 5 Nays - 0

ATTEST:

Kathleen Castle
City Planner

**HUMAN RIGHTS COMMISSION
MEETING MINUTES
MARCH 26, 2014**

CALL TO ORDER

Co-Chair Minton called the meeting to order at 7:00 pm with the following members present: Cory Springhorn, Julie B. Williams, Lisa Wedell-Ueki, Mary Yee Johnson, Bob Minton, Richard Bokovoy, Mark Hodkinson and Neha Sethi.

Commissioners that were not present: Samuel Abdullai, Elaine Carnahan

Also present was Terry Schwerm, City Manager

APPROVAL OF MINUTES

Williams moved, seconded by Springhorn, approval of the February 26, 2014 minutes. Motion was adopted unanimously.

REVIEW OF ESSAY CONTEST

The Commission briefly discussed recognition of the essay contest participants. Schwerm asked if the Commission would like to invite them to their meeting in April. Commissioners supported recognizing them at the April 21 City Council meeting rather than the HRC meeting. Schwerm indicated that he would arrange for purchase of prizes for the contest participants and scheduling it on the agenda.

DISCUSSION REGARDING COMMUNITY DIALOGUE

Commission members had a lengthy discussion regarding the Community Dialogue on the topic of bullying that they are planning to sponsor this fall. Some of the topics discussed by Commission members included:

- Bullying of teens in the schools
- Workplace bullying or workplace harassment
- Bullying of persons with disabilities
- Cyber bullying
- Status of legislation related to bullying

The Commission also discussed different formats for the dialogue including whether to have a narrow focus on one type of bullying or a broader focus on the general topic. There appeared to be some support from Commission members of having one main speaker on the bullying topic and having a panel of people, possibly from different backgrounds (school, corporate, disabilities) react to the main speaker. There was also discussion about including a discussion

of what some institutions have successfully done to combat bullying. Neha briefly talked about the cyber bullying squad and Mounds View High School mentor's program.

Following some discussion on bullying and the community dialogue, HRC members agreed to do some additional research as follows:

- Contacting corporate human resource departments – Mary Johnson
- ARC of Minnesota (persons with disabilities) – Cory Springhorn
- Northeast Youth and Family Services – Julie B. Williams
- Research current legislation – Mark Hodkinson
- Contacting Mounds View Schools – Terry Schwerm

OTHER BUSINESS

- Neha indicated that a Cultural Explosion event would be held at Mounds View High School on April 3. There will be booths from many countries and cultures. She indicated that she would send an email out regarding the event.
- Lisa Wedell-Ueki asked whether the Human Rights Commission sponsors or holds other activities/events such as recognizing Women's History month. There was some discussion on the topic and HRC members asked to further discuss this at their next meeting.

ADJOURNMENT

There being no further business before the Commission, Bokovoy moved, seconded by Wedell-Ueki, that the meeting be adjourned at 8:15 pm.

SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

Meeting Minutes

April 3, 2014

1. CALL TO ORDER

The meeting was called to order at 7:10 p.m.

2. ROLL CALL

Members Present: Keith Severson, Mark Stange, Craig Mullenbach, Craig Francisco, Muriel Zhou, Jay Martin

Members Absent: Ted Haaf, Judd Zandstra

Guests: None

City Staff: Charlie Grill

3. APPROVAL OF AGENDA

The committee agreed and approved the updated agenda.

4. APPROVAL OF MEETING MINUTES

The minutes of the March 6, 2014 meeting were reviewed and approved by consensus of the Committee.

5. COMMITTEE DISCUSSION ITEMS

The meeting began with the committee reviewing the Public Works monthly report. There was brief discussion about the topic of Turtle Lake augmentation as well as the water service freezes this winter. The committee then reviewed the Tour de Trails to do list. Jay will be connecting with contacts at state agencies to locate "Safety Swag" for the Tour de Trails event as well as for the Slice booth. The committee also responded to an article in the Shoreview Press regarding bike safety. Most of the committee did not agree with the articles safety recommendations to no wear helmets and plan to write responses to the Shoreview Press. Committee members will also be looking to include an article about safe biking in the next Shoreviews publications.

The meeting was adjourned at 7:35 PM.

Memorandum

To: Mayor and City Council Members
Cc: City Manager Terry Schwerm
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: April 17, 2014
Re: Monthly Report
– Administration Department
– Community Development Department

Online Job Application System Launched

On January 28th of this year, the City went live with “NeoGov,” an online job application system. Increased use of technology has been a long-term goal for the Human Resources division. As of this week, over 900 applications have been received. This includes applications for full-time, seasonal, and community center/recreation jobs. Staff has already commented that both the quantity and quality of applications has improved dramatically with the automated system. In addition, Human Resources staff is experiencing significant time savings in reviewing applications, scheduling interviews, and notifying candidates.

Planning and Zoning

Planning Commission – The Planning Commission will hold their regular meeting on Tuesday, April 22nd. Two items are on the agenda including a residential design review/variance for a new home on Turtle Lake and a Comprehensive Plan Amendment related to surface water management.

Railroad Quite Zone – Pursuant to the City Council’s direction, an amended contract with consulting firm SEH, Inc. was executed and includes work associated with establishing a quiet zone for the east west Paynesville subdivision and the Lexington Avenue and Victoria Street crossings. The plans and specifications for these crossings are currently being developed and should be completed shortly. In addition, the City submitted a letter to the State requesting funding assistance for the Jerrold Avenue and North Owasso Boulevard crossings through the Rail-Highway Grade Crossing Safety Improvement Program.

Highway Corridor Transition Study – The planning consulting firm Hoisington Koegler Group (HKGi) presented draft land use concepts to the City Council, Economic Development Authority and Planning Commission at a joint workshop meeting on April 14th. These land use concepts will be finalized based on the comments received and implementation strategies will be defined for each corridor in a final report. Outcomes of the study and strategies will eventually lead to developing potential land use policies in the Comprehensive Plan and involve a public review process.

Wireless Telecommunications Facilities – There has been activity this month from three wireless providers on facilities in Shoreview. Verizon has conducted work at two sites including the construction

that continues at their new location in Sitzer Park. The monopole and shelter have been installed, and the site is now partially operational. Site restoration work will commence the week of April 21st and the sidewalk, building stone veneer and hip roof scheduled for completion by mid-May. At the south water tower the existing Verizon antennas were upgraded to provide higher site capacity using LTE technology. Finally, Verizon is in the process of executing the site lease agreements for both the north water tower and the Crown Castle monopole at the Maintenance Center, both approved by the City Council.

Sprint is working to complete the upgrade work approved by the Council last November. The facilities have been operating with extra equipment during the transitional period while the system build-out occurred. Restoration work will now be completed, including removal of three antennas at each tower. Sprint is also preparing for further upgrade work at each site to add capacity and expects to have preliminary plans by June. Staff expects the site lease agreements will need another amendment for this upgrade.

AT&T continues to express interest in establishing facilities at both the north and south water towers. Like Verizon, AT&T houses their cabinets inside a pre-fab shelter, and there is space at each tower for the shelters. Staff expects that AT&T will submit formal applications for the two sites before June.

Economic Development

Joint EDA/EDC Strategy Meeting – Last week, the Economic Development Authority (EDA) and Economic Development Commission met in a joint workshop to review draft work plans and discuss economic development goals and priorities. Both groups reaffirmed the importance of working in coordination on economic development and business matters, and have set a goal of meeting twice a year to review progress.

Shoreview Business Exchange – The next Shoreview Business Exchange event hosted by the Economic Development Commission and City Council will be held on June 12th from 5 to 7 p.m. at the Hilton Garden Inn. The networking event is held twice a year as a way for the City to build on relationships with the local business community. Invitations and press releases will be distributed next month.

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 Financing (TIF) District No. 1, set to expire in 2014, staff has been working with our legal advisors and consultants in garnering support of the request at the State Legislature. 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.

While the extension of the TIF District No. 1 did not gain support from the legislative leadership, House and Senate leaders worked with our local delegation and the City's project team on an alternative language that would benefit the City's successful business retention and expansion program (BRE), which was very well received at the Legislature. The new bill being considered would give the City special authority through a pilot program to establish Economic Development TIF Districts for a period of 12 years instead of the current maximum of 8 years for the purpose of business retention, expansion and job creation. The City would also be able to create a special BRE fund from tax increment resources. The City would have this special authority as a pilot program for a period of 5 years.

The City has recently made good progress in our efforts recently with the Shoreview TIF language included in the Omnibus Tax Bill approved by the House. After gaining the support of the Ramsey County Board of Commissioners, the City is now seeking Senate endorsement of the special legislation and incorporation into the final tax bill that will be considered by the Joint Conference Committee.

Mayor Martin has been instrumental in providing testimony at committee hearings on the bill and communicating with elected officials. Representative Jason Isaacson and Senator Bev Scalze have sponsored the legislation. The City hopes to receive approval as part of the final tax bill that will be adopted prior to the session ending in the next few weeks.

Development Updates

- **City/County Credit Union** – The City Council recently approved, as recommended by the Planning Commission, the site and building plans for the City and County Credit Union branch facility at 1001 Red Fox Road (the final phase of the Red Fox Retail development). Construction is expected to begin soon on the property located at the east end of Red Fox Road near the Island Lake Golf Course.



- **Best Western Plus/Green Mill** – The Council also recently granted approval, recommended by the Planning Commission, for the site and building plans and sign plan for major renovations and enhancements to the Hampton Inn at 1000 Gramsie Road. The property owner is converting the hotel to a Best Western Plus, as well revamping the Green Mill Restaurant. The hotel will receive upgrades to interior spaces including guest rooms and expanded banquet space. The Green Mill will be redesigned to accommodate the banquet room expansion and will have a much larger attractive outdoor patio space.



- **Residential Projects** – Community Development and Public Works/Engineering staff are working closely with developers of both the Autumn Meadows and Applewood Pointe of Shoreview residential projects. Autumn Meadows is the 25-lot single family subdivision under construction by Pulte Homes in northern Shoreview off of Lexington Avenue between Woodcrest and Bucher Avenues. The existing home has been demolished, tree protection and erosion control installed and the site is being graded.

Applewood Pointe of Shoreview is the 77-unit senior cooperative being constructed by United Properties on the former Kozlak's Royal Oak Restaurant property at Tanglewood Drive and Hodgson Road. The restaurant has closed and is in the process of being vacated. Demolition and site preparation is expected to commence in the next couple of months. The developer has indicated they will not begin until 60% of the units have been pre-sold.

Housing and Code Enforcement Activity

Rental Licensing – There have been 560 General Dwelling Unit rental licenses (GDUs are single-family homes, townhouses, condominiums) issued so far for the 2014 licensing year. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses. Staff also actively identifies rental properties that have not been licensed.

Inspections of all eight Multi-Family Unit complexes (MFUs are general rental and senior apartment buildings) began in mid-February and were completed in mid-March. Approximately 1/3 of the dwelling units within each of the complexes are inspected for compliance with the City’s housing and property maintenance code. This year is the first time interior common areas will be inspected based on changes to our Housing Maintenance regulations. These MFU inspections are coordinated with the Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

Inspection for GDU units will begin on April 22nd and will be geographically scheduled by neighborhood throughout the City and conducted every other week into fall. Approximately 276 GDU units will be inspected this year.

During the MFU inspections, two hoarding and one “garbage home” situations were discovered at three different apartment complexes. Property management, City staff and the Lake Johanna Fire Department are working with the occupants to correct the conditions inside of these units.

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
2014	48	39	9
2013	159	60	99

Twenty six of the forty eight cases opened so far this year were complaints submitted as part of a planning application.

City and Lake Johanna Fire Department personnel continue to work with three homeowners who were previously notified of property maintenance, housing and fire code violations and entered into compliance agreements with the City. Per our agreements with these homeowners, the City and Lake Johanna Fire Department staff has the authority to conduct follow-up inspections to ensure compliance to the City’s ordinances and Fire Code. Staff is working with The Minnesota Hoarding Task Force to determine how to better address these cases. One of the homeowners has started to seek to receive counseling from this non-profit organization.

A property owner who has had a standing compliance agreement with the City for past hoarding and exterior maintenance issues recently entered into a new agreement that provides for a new compliance schedule, financial assistance per adopted policy and suggested mental health counseling. This updated agreement also allows the City to abate the nuisance conditions and assess costs to the property without a hearing before the City Council.

The most recent homeowner to sign a compliance agreement with the City is making good progress on clean-up without outside assistance, but based on a specific schedule of compliance dates. Staff has also linked this homeowner up with a volunteer organization that is going to help this spring with

exterior housing maintenance issues. The enforcement team will also be working with the homeowner in bringing the interior of the home into compliance with Housing Maintenance and Fire Codes.

SHINE Program – The spring SHINE neighborhood inspections will be conducted the week of May 19th. Two residential neighborhoods have been selected and include the Western Pines neighborhood south and west of the County Road J/Hodgson Road intersection and the Cumberland Court/Hodgson Road neighborhood north of Snail Lake Road. There are about 236 properties that will be inspected. SHINE was initiated in 2003 and was first conducted in the Western Pines neighborhood. Attached is a map showing the two neighborhoods selected for this spring and a map highlighting all of the neighborhoods that have been inspected since the program was established.

Other News and Information

- Attached is the monthly services report from the Housing *Resource* Center.
- Attached is the monthly building permit activity report from the Building Official.

City Council:
Sandy Martin, Mayor
Emy Johnson
Terry Quigley
Ady Wickstrom
Ben Withhart



City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
651-490-4600 phone
651-490-4699 fax
www.shoreviewmn.gov

April 11, 2014

Paul DelaRosa
Manager Rail Administration
Minnesota Department of Transportation
393 John Ireland Blvd. MS 470
St. Paul, MN 55155

RE: Railroad Crossing Signal Upgrade
Jerold Ave (DOT # 689012A)
North Owasso Blvd (DOT # 689011T)
Shoreview MN

Dear Mr. DelaRosa

The City of Shoreview is concerned about the increase in rail traffic on Canadian Pacific Railway's (CP) St. Paul Subdivision and the impact this has had on the local road network and adjacent land uses. The City would like to submit the 2 above grade crossings for consideration in the Federal safety program to improve grade crossing safety. CP and your office reviewed the crossings in May of 2013 and recommended upgrades if the CP increased the speed to 40 mph on this line. CP has indicated to the City that those speeds will not be increasing at this time, however, the overall traffic has increased raising concerns regarding the safety of these crossings.

Jerold Avenue, a local roadway, is the primary entry point into a residential neighborhood. This crossing is currently identified with signage, including crossbucks and stop signs. There is limited sight distance in 3 of the quadrants. North Owasso Boulevard, is a minor arterial roadway with both commercial and residential land uses. The rail crossing does have signals with gates but with older circuitry. These two crossings are less than ¼ mile apart and circuitry at North Owasso Boulevard may need to be upgrade to accommodate the signals at Jerold Avenue.

The City has completed a quiet zone study and understands that MnDOT and FHWA do not participate in funding quiet zones, but these safety improvements are needed with or without a quiet zone due to the increased rail traffic. The City requests that any improvements be consistent with quiet zone rules and will locally fund the additional supplemental safety measures required when a quiet zone is implemented.

We appreciate your consideration and will provide any additional information as needed to progress these projects. If you have any questions, please contact Mark Maloney, Public Works Director at 651-490-4651 or via email at mmaloney@shoreviewmn.gov.

Sincerely,

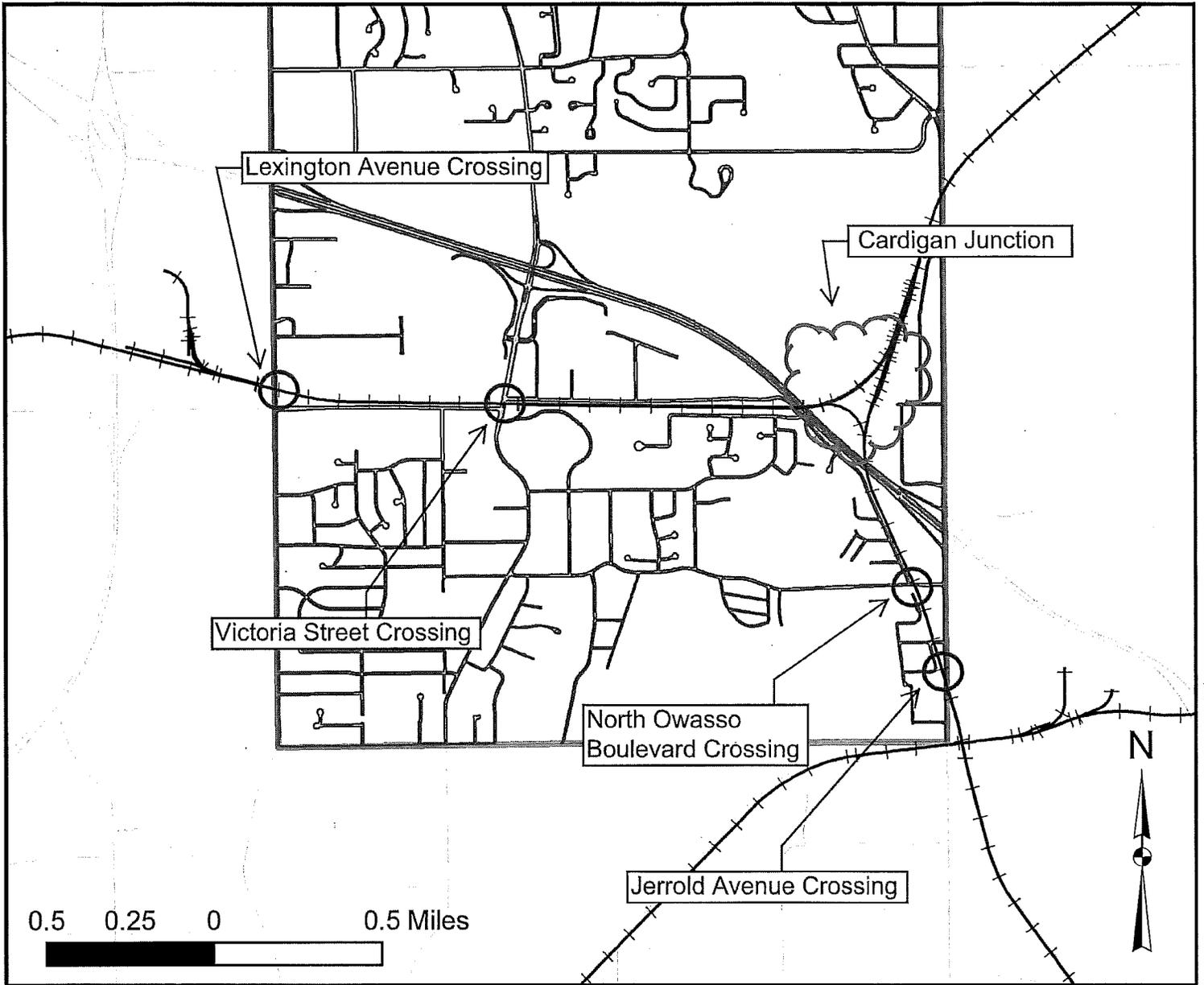


Terry Schwerm
City Manager

Enc. Shoreview Railroad Crossing Map

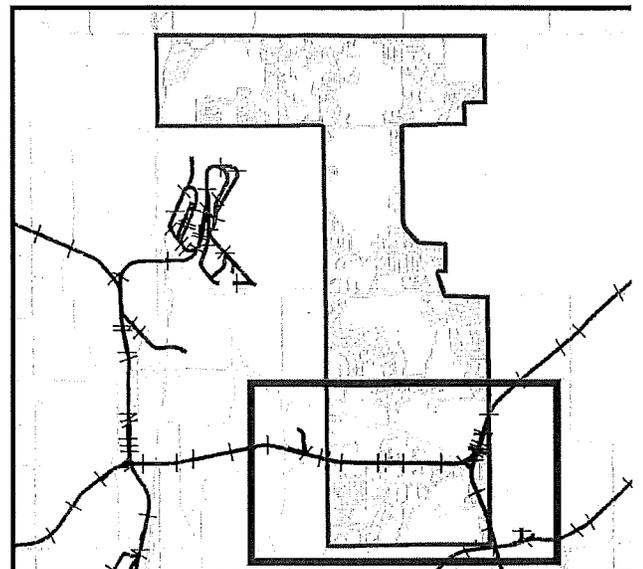
Cc: Jim Krieger, CP Railroad
Jim Tolaas, Ramsey County
Dave McKenzie, SEH

Shoreview Railroad Crossings



Legend

- +— Railroad in Shoreview Boundaries
- At Grade Crossings



**CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2014 WITH 2013**

	2014		2014		2013		2013	
	MARCH PERMITS	2014 VALUATION	TO DATE PERMITS	2014 VALUATION	MARCH PERMITS	2013 VALUATION	TO DATE PERMITS	2013 VALUATION
DWELLINGS	36	\$312,152	78	\$645,887	34	\$230,717	82	\$784,851
TOWNHOMES								
ADDITIONS								
GARAGES								
MISCELLANEOUS								
APARTMENTS								
OFFICES								
RETAIL								
INDUSTRIAL/WAREHOUSE								
PUBLIC BUILDINGS								
COMMERCIAL ADDITIONS								
COMMERCIAL ALTER	4	\$337,500	11	\$692,500	7	\$866,960	18	\$1,103,560
TOTAL	40	\$649,652	93	\$1,799,387	44	\$1,753,677	110	\$5,117,411

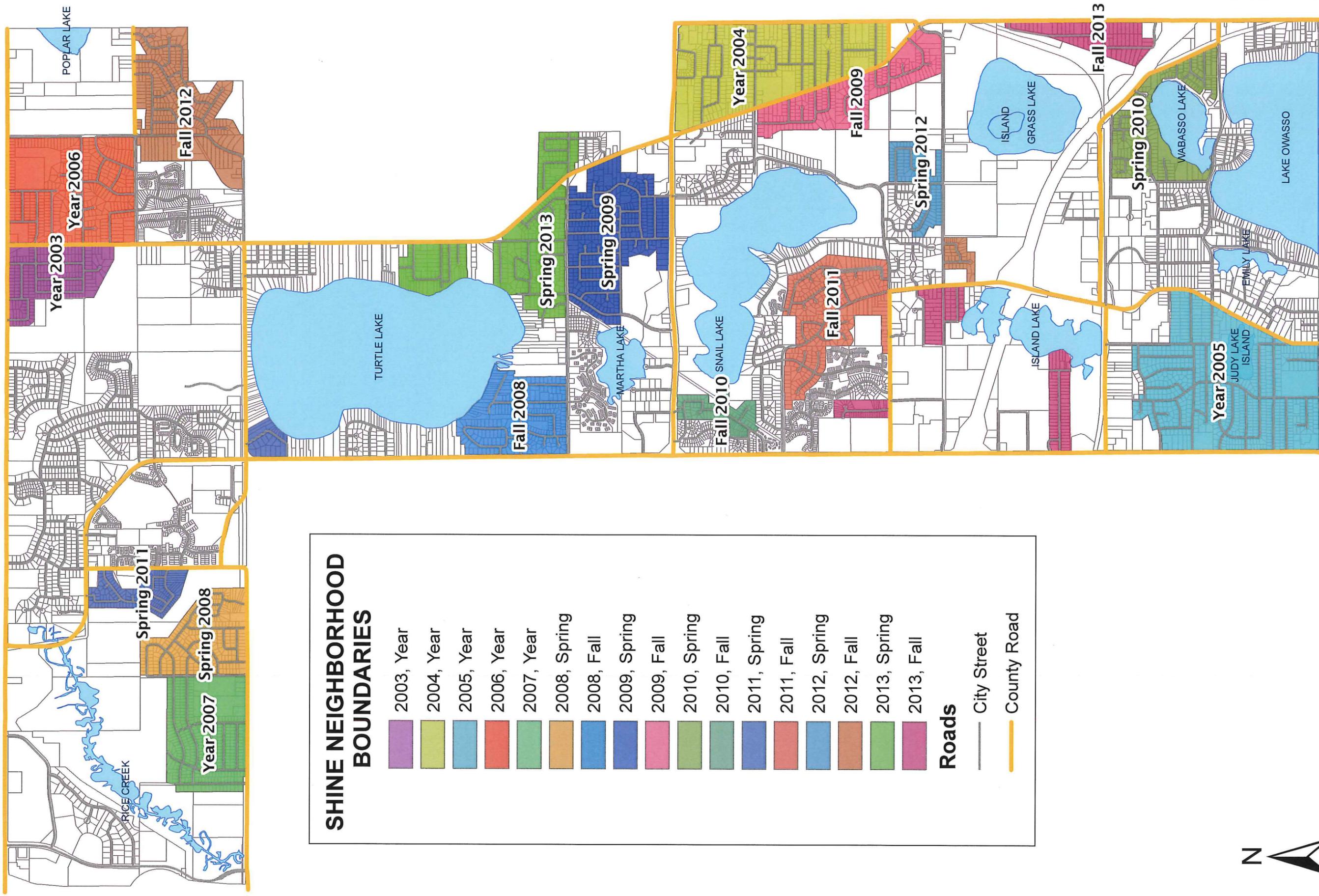
CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

HousingResource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - March 31, 2014

	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 '14	Jan- Dec '14	Feb '14	Mar '14	Apr '14	May '14	Jun '14	Jul '14	Aug '14	Sep '14	Oct '14	Nov '14	Dec '14	Yr-to- Date	TOTAL	
Number of Calls	43	208	589	168	170	240	275	171	130	271	141	101	152	11	8	11	0	0	0	0	0	0	0	0	0	0	0	30	2,689
MHFA Fix Up Fund/Rehab																													
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27
Shoreview Home Improvement Loan																													
Loan Applications Rec'd																													21
Loans Closed																													16
Ramsey County Deferred Loan																													
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	4	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	26
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	18
Construction Consultation Report																													
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	117	2	2	5	0	0	0	0	0	0	0	0	0	0	0	9	896
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	91	3	1	2	0	0	0	0	0	0	0	0	0	0	0	6	644
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	117
Total SERVICES Provided	53	312	698	300	281	379	499	357	253	488	268	179	387	16	12	19	0	47	4,501										

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

SHINE NEIGHBORHOODS



SHINE NEIGHBORHOOD BOUNDARIES

- 2003, Year
- 2004, Year
- 2005, Year
- 2006, Year
- 2007, Year
- 2008, Spring
- 2008, Fall
- 2009, Spring
- 2009, Fall
- 2010, Spring
- 2010, Fall
- 2011, Spring
- 2011, Fall
- 2012, Spring
- 2012, Fall
- 2013, Spring
- 2013, Fall

Roads

- City Street
- County Road



TO: Terry Schwerm, City Manager
FROM: Fred Espe, Finance Director
DATE: April 16, 2014
RE: Monthly Finance Report

UTILITY FUNDS OPERATING SUMMARY

During 2013 Shoreview utility funds continued to make progress toward reversing the trend of utility losses and maintaining operating coverage. The narrative provided below and the table on the next page provides a summary of significant changes for each fund.

All Utility Funds

- Interest earnings were negative due to investment market value adjustments caused by rising interest rates at 12/31/13

Water Fund

- The Water Fund experienced a net operating gain of \$668,295 before non-operating activity, and an overall net gain before contributions of \$82,263
- Gallons of water sold decreased 10.6%
- Total Water Fund operating expense was 7.8% below budget
- Months of operating coverage at year end were 15.8 in comparison to the target of 12.7

Sewer Fund

- The Sewer Fund experienced a net operating gain of \$350,143 before non-operating activity, and an overall net gain before contributions of \$16,774
- Customer billings for sewer increased 6%, which is equal to the 6% rate increase. Total residential base winter gallons decreased 1.6%.
- Sewer Fund operating expense was 1% below budget
- Months of operating coverage at year end were 7.0 in comparison to the target of 6.0

Surface Water Management Fund

- Surface Water experienced a net operating gain of \$370,222 before non-operating activity, and an overall net gain of \$105,872 before contributions of \$452,270
- Surface water billings to customers rose 9.3% as a result of a 10% increase in surface water rates, and an increase in Snail Lake augmentation charges
- Total Surface Water Fund operating expense is 9.2% below budget
- Months of operating coverage at year end were 7.1 in comparison to the target of 6.0

Street Lighting Fund

- Street Lighting experienced a net operating gain of \$178,686 before non-operating activity, and an overall net gain of \$150,960, which was necessary to cover \$182,951 in capital costs
- Street light billings rose 4% as a result of a 4% increase in street light rates
- Street Lighting Fund operating expense was 6.4% below budget
- Months of operating coverage at year end were 7.0 in comparison to the target of 7.1

More information about utility funds will be provided during the update of the biennial budget and the Five-Year Operating Plan (during 2014).

Utility Funds					
Operating Summary					
	Water	Sewer	Surface Water	Street Lights	2013 Total
Operating revenues					
Customer billings	\$2,662,898	\$3,772,249	\$1,212,451	\$474,664	\$8,122,262
Water meter sales	10,365	-	-	-	10,365
Other	21,696	5,103	8,596	208	35,603
Total operating revenues	2,694,959	3,777,352	1,221,047	474,872	8,168,230
Operating expenses					
Sewage treatment (MCES)	-	1,736,154	-	-	1,736,154
Administrative charges	204,390	345,970	97,710	40,820	688,890
Personal services	630,192	549,544	271,653	14,939	1,466,328
Materials and supplies	60,232	20,551	9,752	1,088	91,623
Water meters	19,015	-	-	-	19,015
Contractual services	354,868	419,689	236,167	23,079	1,033,803
Utilities	128,007	8,766	4,061	171,320	312,154
Insurance	7,134	20,197	2,617	456	30,404
Depreciation	622,826	326,338	228,865	44,484	1,222,513
Total operating expenses	2,026,664	3,427,209	850,825	296,186	6,600,884
Operating income (loss)	668,295	350,143	370,222	178,686	\$1,567,346
Nonoperating activity					
Interest earnings	(121,490)	(68,517)	(36,414)	(8,726)	(235,147)
Build American Bonds-fed credit	11,992	9,555	3,472	-	25,019
Interest and paying agent fees	(213,477)	(73,840)	(104,508)	-	(391,825)
Transfer to General Fund	(190,000)	(124,000)	(75,000)	(15,000)	(404,000)
Transfer to Capital Acquisition Fund	(557)	(4,067)	-	-	(4,624)
Transfer to Central Garage Fund	(72,500)	(72,500)	(51,900)	(4,000)	(200,900)
Total nonoperating activity	(586,032)	(333,369)	(264,350)	(27,726)	(1,211,477)
Net income or (loss) before contributed assets	\$ 82,263	\$ 16,774	\$ 105,872	\$150,960	\$355,869
Contributed capital assets	248,000	20,000	452,270	71,200	791,470
Change in net position	\$ 330,263	\$ 36,774	\$ 558,142	\$222,160	\$1,147,339

ANNUAL AUDIT

The City's auditors completed final audit fieldwork on April 17th. City staff is in the process of preparing the Comprehensive Annual Financial Report. Once the financial report is completed the report will be submitted to the auditors for review. As in past years staff expects to present the Financial Report to Council for acceptance at the June 2nd Council meeting.

MONTHLY REPORT

Attached is the monthly report for March of 2014.

General Fund
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	6,837,154		6,837,154		
Licenses & Permits	324,500	61,124	263,376	18.84	29.98
Intergovernmental	188,622	108,726	79,897	57.64	44.93
Charges for Services	1,303,110	121,372	1,181,738	9.31	9.02
Fines & Forfeits	52,800	5,470	47,330	10.36	7.89
Interest Earnings	45,000		45,000		
Miscellaneous	26,108	5,555	20,553	21.28	20.99
TOTAL REVENUES	8,777,294	302,246	8,475,048	3.44	3.55
EXPENDITURES					
General Government					
Administration	539,688	101,217	438,471	18.75	20.79
Communications	209,370	21,811	187,559	10.42	20.27
Council & commiss	145,385	70,544	74,841	48.52	50.75
Elections	39,559	7	39,552	.02	
Finance/accounting	559,990	131,400	428,590	23.46	22.17
Human Resources	278,161	51,703	226,458	18.59	18.15
Information systems	334,900	114,279	220,622	34.12	33.03
Legal	120,000	19,040	100,960	15.87	15.51
Total General Government	2,227,053	510,000	1,717,053	22.90	24.55
Public Safety					
Emergency services	7,973	1,066	6,907	13.36	17.28
Fire	1,023,220	511,533	511,687	49.99	50.19
Police	1,969,030	436,927	1,532,103	22.19	20.97
Total Public Safety	3,000,223	949,525	2,050,698	31.65	30.57
Public Works					
Forestry/nursery	132,243	9,060	123,183	6.85	7.98
Pub Works Adm/Engin	460,442	97,920	362,522	21.27	19.75
Streets	837,694	140,698	696,996	16.80	16.70
Trail mgmt	126,347	16,167	110,180	12.80	13.05
Total Public Works	1,556,726	263,846	1,292,880	16.95	16.67
Parks and Recreation					
Municipal buildings	127,775	5,453	122,322	4.27	4.50
Park Maintenance	1,200,912	180,953	1,019,959	15.07	15.12
Park/Recreation Adm	397,368	77,943	319,425	19.61	21.24
Total Parks and Recreation	1,726,055	264,350	1,461,705	15.32	15.56
Community Develop					
Building Inspection	155,715	26,415	129,300	16.96	29.32
Planning/zoning adm	434,522	89,083	345,439	20.50	20.16
Total Community Develop	590,237	115,498	474,739	19.57	22.68

General Fund
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,100,294	2,103,219	6,997,076	23.11	23.41
OTHER					
Transfers In	692,000	40,000	652,000	5.78	5.54
Transfers Out	-369,000	-59,750	-309,250	16.19	14.06
TOTAL OTHER	323,000	-19,750	342,750	-6.11	-27.46
Net change in fund equity		-1,820,723	2,439,223		
Fund equity, beginning		4,303,604			
Fund equity, ending		2,482,881			
Less invested in capital assets					
Net available fund equity		2,482,881			

Recycling
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	66,000		66,000		
Charges for Services	493,500		493,500		
TOTAL REVENUES	559,500		559,500		
EXPENDITURES					
Public Works					
Recycling	529,569	66,224	463,345	12.51	14.65
Total Public Works	529,569	66,224	463,345	12.51	14.65
TOTAL EXPENDITURES	529,569	66,224	463,345	12.51	14.65
Net change in fund equity	29,931	-66,224	96,155		
Fund equity, beginning		204,983			
Fund equity, ending		138,759			
Less invested in capital assets					
Net available fund equity		138,759			

STD Self Insurance
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	1,876	5,624	25.01	25.81
Interest Earnings	450		450		
TOTAL REVENUES	7,950	1,876	6,074	23.60	23.90
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	312	7,688	3.90	
Total Miscellaneous	8,000	312	7,688	3.90	
TOTAL EXPENDITURES	8,000	312	7,688	3.90	
Net change in fund equity	-50	1,564	-1,614		
Fund equity, beginning		41,257			
Fund equity, ending		42,821			
Less invested in capital assets					
Net available fund equity		42,821			

Community Center
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,431,850	707,649	1,724,201	29.10	29.08
Interest Earnings	8,000		8,000		
Miscellaneous	13,000		13,000		
TOTAL REVENUES	2,452,850	707,649	1,745,201	28.85	28.97
EXPENDITURES					
Parks and Recreation					
Community center	2,667,676	519,202	2,148,474	19.46	20.28
Total Parks and Recreation	2,667,676	519,202	2,148,474	19.46	20.28
TOTAL EXPENDITURES	2,667,676	519,202	2,148,474	19.46	20.28
OTHER					
Transfers In	339,000	84,750	254,250	25.00	25.00
TOTAL OTHER	339,000	84,750	254,250	25.00	25.00
Net change in fund equity	124,174	273,196	-149,022		
Fund equity, beginning		1,048,539			
Fund equity, ending		1,321,735			
Less invested in capital assets					
Net available fund equity		1,321,735			

Recreation Programs
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,460,213	336,365	1,123,848	23.04	23.39
Interest Earnings	4,200		4,200		
Miscellaneous		20	-20		
TOTAL REVENUES	1,464,413	336,385	1,128,028	22.97	23.32
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	96,256	7,978	88,278	8.29	13.74
Aquatics	151,242	21,855	129,387	14.45	19.31
Community programs	102,662	21,802	80,860	21.24	27.44
Drop-in Child Care	61,751	11,423	50,328	18.50	21.84
Fitness Programs	209,023	42,867	166,156	20.51	22.20
Park/Recreation Adm	387,969	60,353	327,616	15.56	20.21
Preschool Programs	113,540	19,631	93,909	17.29	32.33
Summer Discovery	206,689	4,368	202,321	2.11	1.06
Youth/Teen	36,621	8,121	28,500	22.18	16.10
Total Parks and Recreation	1,365,753	198,399	1,167,354	14.53	18.09
TOTAL EXPENDITURES	1,365,753	198,399	1,167,354	14.53	18.09
OTHER					
Transfers In	70,000		70,000		
Transfers Out	-100,000	-25,000	-75,000	25.00	25.00
TOTAL OTHER	-30,000	-25,000	-5,000	83.33	200.01
Net change in fund equity	68,660	112,987	105,673		
Fund equity, beginning		761,736			
Fund equity, ending		874,723			
Less invested in capital assets					
Net available fund equity		874,723			

Cable Television
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
REVENUES					
Charges for Services	314,000		314,000		
Interest Earnings	1,600		1,600		
Miscellaneous	1,200	300	900	25.00	16.67
TOTAL REVENUES	316,800	300	316,500	.09	.07
EXPENDITURES					
General Government					
Cable television	149,587	79,966	69,621	53.46	49.76
Total General Government	149,587	79,966	69,621	53.46	49.76
Capital Outlay					
Cable television		622	-622		
Total Capital Outlay		622	-622		
TOTAL EXPENDITURES	149,587	80,588	68,999	53.87	49.76
OTHER					
Transfers Out	-160,000	-40,000	-120,000	25.00	24.59
TOTAL OTHER	-160,000	-40,000	-120,000	25.00	24.59
Net change in fund equity	7,213	-120,288	367,501		
Fund equity, beginning		178,180			
Fund equity, ending		57,892			
Less invested in capital assets					
Net available fund equity		57,892			

Econ Devel Auth/EDA
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	80,000		80,000		
TOTAL REVENUES	80,000		80,000		
EXPENDITURES					
Community Develop					
Econ Development-EDA	71,007	15,917	55,090	22.42	21.97
Total Community Develop	71,007	15,917	55,090	22.42	21.97
TOTAL EXPENDITURES	71,007	15,917	55,090	22.42	21.97
Net change in fund equity	8,993	-15,917	24,910		
Fund equity, beginning		194,964			
Fund equity, ending		179,047			
Less invested in capital assets					
Net available fund equity		179,047			

HRA Programs of EDA
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000		90,000		
TOTAL REVENUES	90,000		90,000		
EXPENDITURES					
Community Develop Housing Programs-HRA	81,371	13,082	68,289	16.08	11.04
Total Community Develop	81,371	13,082	68,289	16.08	11.04
TOTAL EXPENDITURES	81,371	13,082	68,289	16.08	11.04
Net change in fund equity	8,629	-13,082	21,711		
Fund equity, beginning		74,197			
Fund equity, ending		61,115			
Less invested in capital assets					
Net available fund equity		61,115			

Liability Claims
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,100		2,100		
Miscellaneous	30,000		30,000		.11
TOTAL REVENUES	32,100		32,100		.11
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	2,693	29,307	8.42	2.17
Total Miscellaneous	32,000	2,693	29,307	8.42	2.17
TOTAL EXPENDITURES	32,000	2,693	29,307	8.42	2.17
Net change in fund equity	100	-2,693	2,793		
Fund equity, beginning		227,879			
Fund equity, ending		225,186			
Less invested in capital assets					
Net available fund equity		225,186			

Slice SV Event
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	26,000	5,235	20,765	20.13	33.09
Miscellaneous	32,000	7,300	24,700	22.81	46.06
TOTAL REVENUES	58,000	12,535	45,465	21.61	39.84
EXPENDITURES					
General Government					
Slice of Shoreview	65,735	9,428	56,307	14.34	13.57
Total General Government	65,735	9,428	56,307	14.34	13.57
TOTAL EXPENDITURES	65,735	9,428	56,307	14.34	13.57
OTHER					
Transfers In	10,000		10,000		
TOTAL OTHER	10,000		10,000		
Net change in fund equity	2,265	3,107	-842		
Fund equity, beginning		65,817			
Fund equity, ending		68,924			
Less invested in capital assets					
Net available fund equity		68,924			

Water Fund
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	12,620	5,995	6,625	47.50	50.94
Utility Charges	2,637,000	467,571	2,169,429	17.73	17.44
Late fees		9,638	-9,638		
Water meters	5,500	220	5,280	4.00	90.99
Other prop charges	11,000	2,442	8,558	22.20	88.61
Interest Earnings	34,000	170	33,830	.50	-.44
TOTAL REVENUES	2,700,120	486,035	2,214,085	18.00	17.93
EXPENDITURES					
Proprietary					
Water Operations	1,503,536	236,262	1,267,274	15.71	14.62
Total Proprietary	1,503,536	236,262	1,267,274	15.71	14.62
TOTAL EXPENDITURES	1,503,536	236,262	1,267,274	15.71	14.62
OTHER					
Depreciation	-639,000	-159,750	-479,250	25.00	25.00
Transfers Out	-303,000		-303,000		
GO Revenue Bonds	-160,623	-102,295	-58,328	63.69	58.14
TOTAL OTHER	-1,102,623	-262,045	-840,578	23.77	24.17
Net change in fund equity	93,961	-12,272	1,787,389		
Fund equity, beginning		13,327,864			
Fund equity, ending		13,315,592			
Less invested in capital assets		9,427,325			
Net available fund equity		3,888,267			

Sewer Fund
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	10,050	4,777	5,273	47.53	50.94
Charges for Services	1,000		1,000		85.23
Utility Charges	3,816,000	930,816	2,885,184	24.39	24.20
Late fees		13,536	-13,536		
Facility/area chgs	4,000		4,000		56.44
Other prop charges	2,500	48,500	-46,000	1,940.0	
Interest Earnings	24,000	53	23,947	.22	-.20
TOTAL REVENUES	3,857,550	997,682	2,859,868	25.86	24.47
EXPENDITURES					
Proprietary					
Sewer Operations	3,219,590	597,314	2,622,276	18.55	23.19
Total Proprietary	3,219,590	597,314	2,622,276	18.55	23.19
TOTAL EXPENDITURES	3,219,590	597,314	2,622,276	18.55	23.19
OTHER					
Depreciation	-330,000	-82,500	-247,500	25.00	25.00
Transfers Out	-181,000		-181,000		
GO Revenue Bonds	-58,177	-34,631	-23,546	59.53	56.39
TOTAL OTHER	-569,177	-117,131	-452,046	20.58	20.22
Net change in fund equity	68,783	283,236	689,639		
Fund equity, beginning		7,478,199			
Fund equity, ending		7,761,435			
Less invested in capital assets		4,725,848			
Net available fund equity		3,035,587			

Surface Water Mgmt
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	3,660	1,736	1,924	47.42	50.81
Utility Charges	1,277,000	316,125	960,875	24.76	24.72
Late fees		3,658	-3,658		
Lake Impr Dist chgs	43,577	8,577	35,000	19.68	21.65
Other prop charges	5,000	780	4,220	15.60	28.00
Interest Earnings	8,000		8,000		
TOTAL REVENUES	1,337,237	330,876	1,006,361	24.74	24.82
EXPENDITURES					
Proprietary					
Snail Lake Aug.	27,277	3,490	23,787	12.79	10.76
Surface Water Oper	799,318	68,769	730,549	8.60	10.84
Total Proprietary	826,595	72,258	754,337	8.74	10.83
TOTAL EXPENDITURES	826,595	72,258	754,337	8.74	10.83
OTHER					
Depreciation	-248,000	-62,000	-186,000	25.00	25.00
Transfers Out	-147,000		-147,000		
GO Revenue Bonds	-82,116	-53,040	-29,076	64.59	62.71
TOTAL OTHER	-477,116	-115,040	-362,076	24.11	24.24
Net change in fund equity	33,526	143,578	614,100		
Fund equity, beginning		8,072,695			
Fund equity, ending		8,216,273			
Less invested in capital assets		6,135,855			
Net available fund equity		2,080,418			

Street Light Utility
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	493,000	121,387	371,613	24.62	24.60
Late fees		1,665	-1,665		
Interest Earnings	2,200		2,200		
Miscellaneous	500	120	380	24.01	
TOTAL REVENUES	495,700	123,172	372,528	24.85	24.78
EXPENDITURES					
Proprietary					
Street lighting	267,491	32,533	234,958	12.16	12.98
Total Proprietary	267,491	32,533	234,958	12.16	12.98
TOTAL EXPENDITURES	267,491	32,533	234,958	12.16	12.98
OTHER					
Depreciation	-58,000	-14,500	-43,500	25.00	25.00
Transfers Out	-20,400		-20,400		
TOTAL OTHER	-78,400	-14,500	-63,900	18.49	17.91
Net change in fund equity	149,809	76,139	201,470		
Fund equity, beginning		1,163,796			
Fund equity, ending		1,239,935			
Less invested in capital assets		432,561			
Net available fund equity		807,374			

Central Garage Fund
For Year 2014 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000		184,000		
Intergovernmental	83,170	39,357	43,813	47.32	49.88
Cent Garage chgs	1,242,855	147	1,242,708	.01	.18
Interest Earnings	9,500		9,500		
Miscellaneous		150	-150		
TOTAL REVENUES	1,519,525	39,654	1,479,871	2.61	3.16
EXPENDITURES					
Proprietary					
Central Garage Oper	599,799	152,708	447,091	25.46	22.52
Total Proprietary	599,799	152,708	447,091	25.46	22.52
Capital Outlay					
Central Garage Oper		38,254	-38,254		
Total Capital Outlay		38,254	-38,254		
TOTAL EXPENDITURES	599,799	190,961	408,838	31.84	23.02
OTHER					
Sale of Asset	29,000		29,000		
Transfers In	119,400		119,400		
Depreciation	-660,000	-165,000	-495,000	25.00	25.00
GO CIP Bonds	-238,054	-121,173	-116,882	50.90	50.72
TOTAL OTHER	-749,654	-286,173	-463,482	38.17	42.64
Net change in fund equity	170,072	-437,480	1,831,315		
Fund equity, beginning		4,203,945			
Fund equity, ending		3,766,465			
Less invested in capital assets		3,228,575			
Net available fund equity		537,890			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 03-31-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
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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: 15						3,463,000.00	
<hr/>							
FEDERAL HOME LN BK							
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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	
<hr/>							
FEDERAL NATL MTG							
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1,158	Dain Rauscher Investment Services	FN	5,478	06-28-12	06-28-2027	600,000.00	3.664700
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,173	Dain Rauscher Investment Services	FN	5,478	07-30-12	07-30-2027	600,000.00	3.498100
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 03-31-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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	2.960600
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
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	3.742800
Total Number Of Investments: 8						2,930,934.45	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 03-31-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
						18,216,927.20	
						1,411,130.48	
						3,395,944.94	
						8,440.27	
						172,651.36	
						2,500.00	
						123,715.34	
						23,331,309.59	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: APRIL 21, 2014

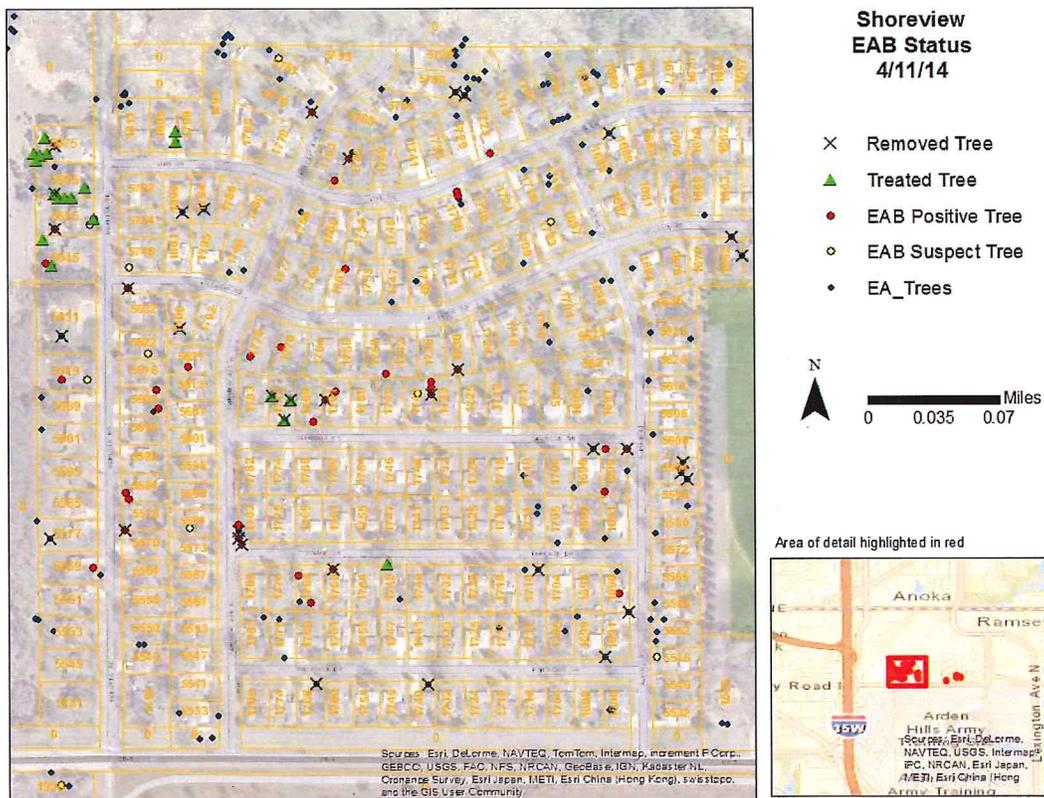
SUBJ: PUBLIC WORKS MONTHLY REPORT

EAB Update

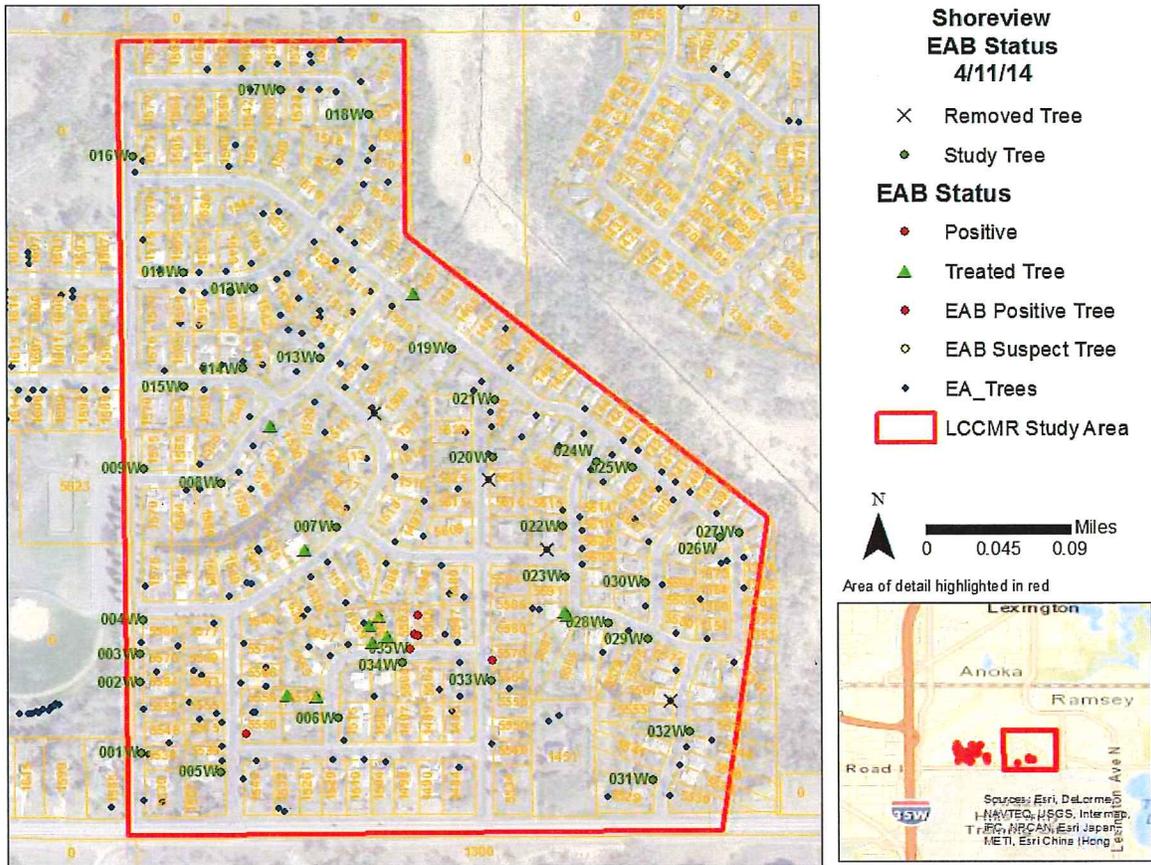
The pesky Emerald Ash Borer has claimed the lives of 30 ash trees this winter in the Shamrock Park neighborhood, mostly on private properties. The EAB have traveled east to the other side of Shamrock Park which is a new location in 2014. In previous years, we have only had 4-7 positive trees a year. The fact that we are up to 30 positives is consistent with the "exponential curve" used to describe the devastation found in other cities with infestations.

Based on surveys with the Department of Agriculture, all positive trees have been marked for removal and certified letters have been sent to the property owners. Positive trees show heavy woodpecker damage from the winter months which reveal the tunnels or galleries the EAB create under the bark. Once we see this from the ground, it is certain that the tree is riddled with EAB throughout. Removing and destroying the firewood before the EAB emerge and fly to new trees is a key in managing the local population. Many residents are choosing to use the City's tree removal contractor, Precision Landscape and Tree due to the affordable price.

EAB Status: West of Shamrock Park



EAB Status: East of Shamrock Park



Two forestry interns have been offered seasonal positions and will be starting in May. These interns will be focused on providing the EAB injection treatments and performing tree inventory of boulevard trees within Shoreview.

Staff is preparing for Spring Clean Up Day on May 17th - with the new approach of no cash handling on site. We anticipate many more vehicles and additional tonnage due to the free pilot program. Ramsey County has published and mailed their annual "Going Green Guide" for all residents which covers a number of recycling and environmental issues. The City has a one page insert advertising our specific programs and cardboard dumpster option. Although we originally anticipated eliminating the e-waste recycling, we have found a lower cost contractor and will still be offering this service at (at no cost) spring Clean Up Day.

Staff attended the Metro Cities Stormwater Coalition annual meeting focusing on meeting the Minnesota Pollution Control Agency's new permit requirements in our MS4 stormwater permit. By March 2015, the City must update sections of Municipal Code, maintenance agreements, and our Surface Water Management Plan to be at least as stringent as the state permit.

Staff is working on completing necessary action items for Shoreview to achieve Step 3 in the GreenStep Cities program.

MAINTENANCE ACTIVITIES

Maintenance crews responded to two full crew plowing events and street crews put salt down on two separate events. Street crews cleared catch basins and jetted and flushed catch basins as necessary to insure proper drainage throughout the spring snow melt.

All public works maintenance crews attended an “Underground Utility Safety” seminar put on by Gopher State One Call and Excel Energy. The Minnesota Local Technical Assistance Program (LTAP) held a “Work Zone Traffic Control Safety” training at the maintenance center. All maintenance staff, public works engineering staff and the DOC crews attended this training. Also all maintenance staff attended brief classes on fork lift operation and for CPR recertification.

Both street sweepers were cleaned and inspected and prepared for the street sweeping season. Spring street sweeping has begun and crews are also sweeping trails as time permits. They have been busy patching potholes and repairing watermain break repair patches that have sunk during the spring thaw. They have wrapped up winter tree trimming operations and now are only trimming and or removing trees as needed. Sign maintenance is busy this time of year with needed repairs to signs that were damaged throughout the winter season.

Utility crews inspect and perform general maintenance and repairs to all of the wells and lift stations as well as the two water towers and the booster station each day. Crews are performing the bi-annual cleaning of the lift stations. Crews respond to location requests and meter appointments as scheduled. The construction season is gearing up and location requests are rising in accordance with excavation projects.

The utility supervisor has been working with the “RedZone” sanitary sewer inventory software and inspecting sewer segments and prioritizing cleaning programs as necessary. Utility crews continue flushing and rodding segments of the sanitary sewer system as time permits. They are also inspecting manholes and repairing as needed. Crews are lowering curb stops and replacing hydrant flags as needed. Spring hydrant flushing began today and is anticipated to be completed by the middle of May.

Department of Corrections Crew – The DOC crew starts each day by cleaning the maintenance center lunchroom, bathrooms, offices and other common areas. They have thoroughly scrubbed the tiled floor and cleaned carpeted floors throughout the maintenance center. They are picking up trash along streets and trails. They have also begun cleaning up sod and other plow damage along trails. As time permits they clean and detail trucks and equipment. DOC crews also sat in on the “Work Zone Traffic Control Safety” training that was held for our crews at the maintenance center.

PROJECT UPDATES

Owasso Street Re-alignment, Project 09-12 – Construction work on the road project was suspended for winter. Final restoration and minor items will be completed after the snow melts. The railroad signal work and crossing upgrade is proposed for mid June after school is out.

Red Fox Road Reconstruction, Project 12-04 – Construction work on the project was suspended for the winter. Final restoration and minor items will be completed after the snow melts.

County Road D Reconstruction, Project 13-01A – Construction work on the project was suspended for the winter. Final restoration and minor items will be completed after the snow melts.

Cottage Place Reconstruction, Project 13-01B – Construction work on the project was suspended for the winter. Final restoration and minor items will be completed after the snow melts.

Water Treatment Plant – Preliminary Design Report – AE2S is currently preparing a design report for City review.

Hanson/Oakridge Neighborhood Reconstruction – Project 14-01 – Final plans and specifications were completed for the project and approved by the City Council at the April 7th meeting. The project is out for bid with the bid date set for May 1st at 10am.

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: APRIL 16, 2014

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

Even though the weather hasn't been cooperative, the Department has transitioned to our spring activities. Due to the two heavy April snowfalls, Park maintenance crews have not been able to make much progress on preparing our athletic fields. Despite this, Mounds View High School has started using Rice Creek Fields for the girls' fastpitch softball program. Tennis courts were cleaned and nets were installed earlier this week.

We have finally been able to obtain quotes on the conversion of two of the courts at Bobby Theisen park to six pickleball courts. The Council will consider the quotes at their April 21st meeting. We are hopeful that the work can be completed by mid-June so we will have the courts available for most of the summer season.

A full time Recreation Program Coordinator, Stephanie Schutta, was hired this month to replace Lesley Young who resigned a few months ago to take a position with the City of New Brighton. She will be responsible for coordinating special events such as The Concert Series, Friday Night Flix, seasonal family events and community programs. Stephanie will also be involved with the farmers market, and all senior programs. Staff is looking forward to Stephanie starting full time in mid-May. She has worked as an Associate employee for the past few years and is graduating with a Park and Recreation major from the University of Minnesota.

COMMUNITY CENTER

The month of March is typically an active month at the Community Center due to schools being closed during the Spring Break. There were nearly 11,000 daily admissions sold which is similar to last year. Tropical Adventure indoor playground was a popular destination during weekday mornings and on weekends. A new playground feature has been purchased to better accommodate toddlers. This new addition is a smaller climbing component with gentle sloping slides. It is scheduled to be delivered and installed next month.

The free week of group fitness classes during Spring Break was very successful. There were 18 free fitness classes offered and 4 specialty classes that required a registration fee. There were over 250 participants in the free classes and over 55 registered for specialty classes. There were 13 new member orientations scheduled and 53 personal training sessions redeemed this

month. The Kids Care childcare was well utilized by children of fitness enthusiasts. There have been over 2000 young visitors participating in Kids Care the past three months.

The rental team has been occupied booking nearly 450 reservations this year compared to 260 last year. The Wedell Community Room revenue went up over 30% compared to last March. Many of the reservations have been for summer receptions. Currently there are only 3 Saturdays open for the Wedell Community Room between May through September. The Shoreview Room does not have any open Saturdays between May and October.

Membership sales increased nearly 8% this month compared to last year. The adult membership category continues to slightly decrease due to many inexpensive alternatives opening in the area catering to individual memberships. There has been a 16% increase in Resident Family Prepaid Memberships and 38% increase in seasonal memberships due to the unseasonable cold weather. Many of the new family members have been using the Tropics Waterpark. The pool staff received the Silver International Aquatic Safety Award from Jeff Ellis & Associates for the fourth year in a row.

RECREATION PROGRAMS

Spring Session has begun and many Recreation Programs are currently at capacity. Tumbling classes continue to have increased participation and all four classes are full. Parents have expressed many positive comments about the program and are looking forward to more class offerings. The new Bugs and Butterflies preschool enrichment class which was offered on Saturday March 29th proved to be extremely successful. The class was at capacity with 3 to 5 year old children creating their own butterflies and spiders and enjoying a bug parade.

Swimming lessons started on Saturday, March 22nd with nearly 850 participants registered during the first week. Aquatic Programs being offered this month include the basics of snorkeling which introduces participants to discovering the underwater world and All About Boating. This class is taught by instructors from the US Coast Guard Auxiliary and focuses on boating safety.

The Youth After-School Sports Program is completing a successful session. There were 49 participants in the five classes offered at Turtle and Island Lake schools. Participants learned the fundamentals in basketball, soccer, and floor hockey. The Mini Kickers Soccer Program had 24 participants. This class is taught by John Swallen, former goalkeeper for the Minnesota Thunder.

The Men's Basketball League and CoRec Dodgeball League wrapped up their seasons in March. There was a slight decrease in participation for both leagues. Staff has noticed declining participation in Adult Sports and is researching what types of sports and activities are successful at other cities. Pickleball seems to be one of the fastest growing adult activities. There is an average of at least 20 pickleball participants at the Community Center on Monday, Wednesday

and Friday mornings. Staff is planning to add more times and days in the gymnasium for exclusive pickleball play.

Staff is beginning to prepare for summer programs. The Summer Discovery school age full day child care program is full with nearly 260 participants registered and 18 on the waiting list. The program will once again have 8 classrooms and a staff of 40. Program staff began interviews during the week of March 17th. Staff is evaluating new enrichment class opportunities and some different field trips that can be included as part of this program.

PARKS MAINTENANCE CREW

It has been another active month for the maintenance crew. The crew was busy getting ready for spring sports to start. Mounds View High School has started playing at Rice Creek Fields. We do not have the water turned on at the building, so there are no concessions or indoor restrooms at this time. We hope to have them available by the end of the month.

All the winter equipment has been converted to summer use. We did have to plow and shovel twice in April. We have started picking up some leaves at the Community Center. We need fields to dry out some more before we can get our equipment on the field without doing damage to the turf. The crew is taking down holiday lights from the Community Center. They are also removing tree wrap from the maple trees around the Community Center. Sod that was torn up along bike paths in the parks has been removed. Tree branches that fell during the winter have also been picked up. The crew has cleaned tennis courts and put up the nets. Once the fields are dry, we will start lining fields for use this spring and summer.

The crew has finished all repairs to hockey nets and they have been stored. The rubber matting outside of the buildings has been picked up and dried off. Those mats have also been put into storage. The floors in the park buildings have been stripped and waxed. They also have been set up for summer use. Now that the floors are done, we'll be adjusting the thermostats to 55 degrees until next skating season.

Between the crew and an electrician, sidewalk bollards and landscape lights on Highway 96 were repaired this past month. The crew also replaced some outdoor lights at the Community Center and in park parking lots. We also had an electrician replace timers on park building outside lights with photocells. We are in the process of working with Northern Electric on replacing High Intensity Discharge lamp lights with LED lights on the park buildings. We will do a couple of buildings each year until we have all of them completed. The crew also installed the wind dancer banners at Rice Creek Fields. The crew moved all of the old pool deck chairs, Wave Café chairs and locker room benches to Wilson Park. These items were put up for sale on an auction website and must have been sold.

The crew continues to pick up trash on a daily basis at the Community Center, the Library and parks. The trash receptacles are being dumped on an as needed basis. Once we get the water

turned on at Rice Creek Fields, the crew will start cleaning those restrooms on a daily basis. The pavilion will be prepared and then cleaned after each rental.

COMMUNITY CENTER CREW

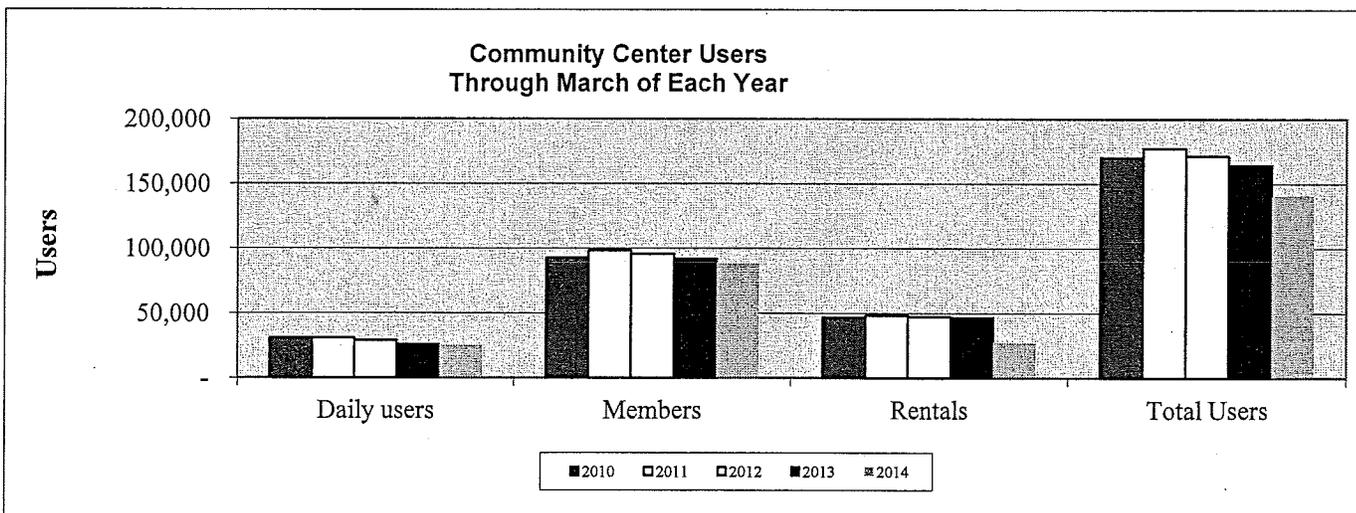
The crew has been busy working to keep the building on its cleaning schedule. With all the use the past few months, it has been a challenge. The crew has been trying to keep the dust under control in the playground which has been difficult with the heavy use the past few months. The crew also cleaned carpet on the upper level Park & Rec. lobby. They also cleaned carpeting in the wave seating area.

The contractor that inspects and repairs the indoor playground has been busy again this spring. We have had to replace the safety pad at the bottom of the large wave slide, two rollers and one of the hanging bags. Other changes at the Community Center include new pool deck furniture, new Wave Café chairs and new tabletops. The Wave seating area has an improved appearance.

After having two ballasts blow out on the overhead pool lights last week, we are looking into replacing them. So far in our research, we have not been able to find any LED lights that would meet code for pool lighting or work in this warm and humid environment. We are currently looking into fluorescent fixtures. We would still have yearly maintenance with the fluorescent lights, but they would be less expensive to operate and to replace each year. We are replacing the Halogen lamps with LED lights above the upper and lower front counters at City Hall.

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

	2010	2011	2012	2013	2014
Number of Users:					
Daily users	30,785	30,860	28,747	25,905	25,278
Members	92,626	98,259	95,532	91,801	88,304
Rentals	46,850	48,276	47,324	46,618	27,378 *
Total Users	170,261	177,395	171,603	164,324	140,960
Revenue:					
Admissions	\$ 177,553	\$ 206,952	\$ 187,174	\$ 207,834	\$ 218,840
Memberships-annual	223,487	268,240	270,751	275,876	291,656
Memberships-seasonal	31,869	33,436	28,960	28,892	32,966
Room rentals	60,990	72,190	65,208	83,294	79,038
Wave Café	54,585	65,384	59,366	70,678	76,405
Commissions	1,921	993	1,703	882	126
Locker/vending/video	8,584	5,142	5,900	4,499	5,609
Merchandise	2,565	3,516	4,276	4,152	3,159
Other miscellaneous	2	22	94	(321)	(126)
Transfers in	77,502	74,250	75,000	78,000	84,750
Total Revenue	639,058	730,125	698,432	753,786	792,423
Expenditures:					
Personal services	294,788	294,397	306,965	315,025	301,312
Supplies	91,491	110,379	113,004	114,427	119,658
Contractual	95,282	90,695	99,629	90,111	95,059
Other	-	-	2,485	-	-
Total Expenditures	481,561	495,471	522,083	519,563	516,029
Rev less Exp Year-to-date	\$ 157,497	\$ 234,654	\$ 176,349	\$ 234,223	\$ 276,394

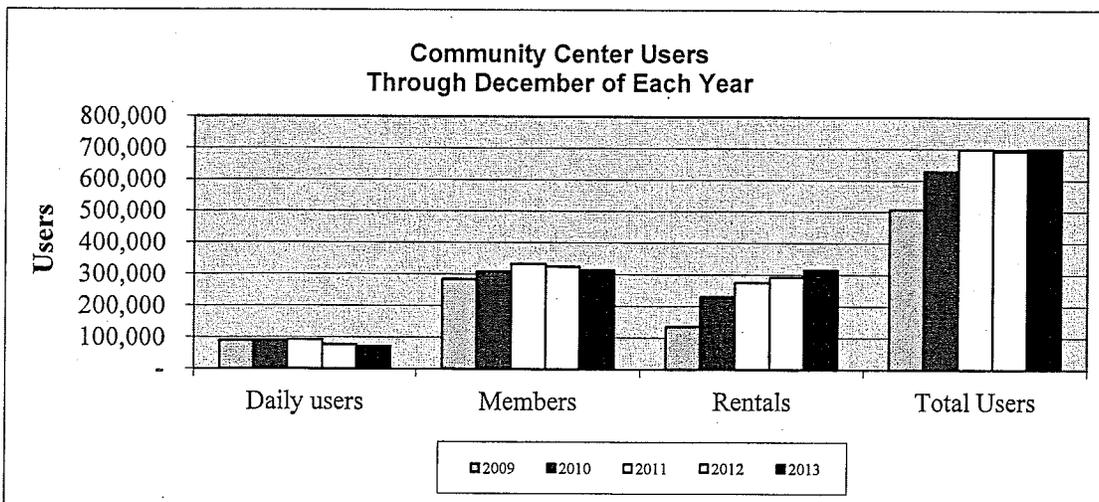


* Rental users in 2010 and later years include Summer Discovery Prgm

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

	2009	2010	2011	2012	2013
Number of Users:					
Daily users	88,319	88,784	91,392	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	699,025	692,616	698,892
Revenue:					
Admissions	\$ 548,432	\$ 522,371	\$ 597,166	\$ 555,209	\$ 580,832
Memberships-annual	783,741	933,541	1,007,883	1,040,037	1,007,551
Memberships-seasonal	115,668	106,953	103,304	97,673	97,272
Room rentals	219,052	220,664	250,299	255,186	303,211
Wave Café	163,086	176,816	195,578	192,351	210,860
Commissions	9,149	10,627	14,503	14,546	12,025
Locker/vending/video	32,458	29,470	29,606	26,453	24,198
Merchandise	9,577	10,656	13,724	14,521	14,005
Other miscellaneous	1,344	1,944	1,323	672	14,259
Building charge	89,882	94,415	98,441	101,757	101,687
Interest	8,171	8,017	20,674	14,100	(42,835)
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	2,635,065
Expenditures:					
Personal services	1,287,910	1,319,270	1,352,471	1,399,969	1,473,504
Supplies	392,043	405,540	448,853	446,077	478,444
Contractual	507,042	544,863	600,542	599,683	624,145
Other	-	-	-	5,727	-
Total Expenditures	2,186,995	2,269,673	2,401,866	2,451,456	2,576,093
Rev less Exp Year-to-date	\$ 103,565	\$ 155,801	\$ 227,635	\$ 161,049	\$ 58,972

*



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

**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	\$ 144,502	\$ 127,239	\$ 121,207	\$ 99,166	\$ 161,049	

**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	27,021	22,877	21,760	21,612	27,642	303,206
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	3,053	23,158
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	191,895	159,337	185,246	220,426	301,282	2,675,776
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	150,738	1,473,506
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	48,522	459,331
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	43,524	53,885	611,681
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	253,145	2,544,518
Rev less Exp (monthly)	\$ 151,588	\$ (2,385)	\$ 85,020	\$ (23,677)	\$ (89,013)	\$ 91,529	\$ (30,362)	\$ (37,877)	\$ (33,002)	\$ (8,754)	\$ (19,946)	\$ 48,137	\$ 131,258
Rev less Exp (ytd)	\$ 151,588	\$ 149,203	\$ 234,223	\$ 210,546	\$ 121,533	\$ 213,062	\$ 182,700	\$ 144,823	\$ 111,821	\$ 103,067	\$ 83,121	\$ 131,258	

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	Amount
04/08/14	Accounts payable	\$358,926.10
04/10/14	Accounts payable	\$354,507.32
04/14/14	Accounts payable	\$34,063.63
04/17/14	Accounts payable	\$191,768.11
04/21/14	Accounts payable	\$243,315.78
	Sub-total Accounts Payable	\$ 1,182,580.94
04/18/14	Payroll 126630 to 126667 966609 to 966797	\$151,708.69
	Sub-total Payroll	
TOTAL		

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

04/21/14

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				\$249.60	\$249.60
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640				\$1,084.70	\$1,242.19
		101	43710	3950				\$157.49	
AMERICAN MESSAGING	LOCK BOX PAYMENT	101	40210	3190		009		\$3.99	\$3.99
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$78.81	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$116.99	\$116.99
ARNT CONSTRUCTION CO INC	CO. RD. D-COTTAGE CP 13-01A,B PYMNT NO 6	573	47000	5900				\$129,772.17	\$158,540.16
		574	47000	5900				\$28,767.99	
BACIG, LOU & JEAN	FROZEN SERVICE COST SHARE	601	45050	4890				\$450.00	
BIFF'S, INCORPORATED	BUCHER PARK UNIT	101	43710	3950				\$14.68	\$14.68
BIFF'S, INCORPORATED	SITZER PARK UNIT	101	43710	3950				\$14.68	\$14.68
BIFF'S, INCORPORATED	SHAMROCK PARK UNIT	101	43710	3950				\$14.68	\$14.68
BIFF'S, INCORPORATED	TEHISEN PARK UNIT	101	43710	3950				\$14.68	\$14.68
BIFF'S, INCORPORATED	WILSON PARK UNIT	101	43710	3950				\$14.68	\$14.68
BIFF'S, INCORPORATED	MCCULLOUGH PARK UNIT	101	43710	3950				\$14.68	\$14.68
CORPORATE CONNECTION	SUPPLIES	101	44100	2010				\$239.55	\$239.55
CUB FOODS	SUPPLIES - KATHLEEN CASTLE	101	44100	2010				\$11.07	\$11.07
FLUID INTERIORS, LLC	REPLACEMENT WAVE CHAIRS	405	43800	2180				\$3,717.60	\$3,717.60
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: MAR 2014	101	20416					\$356.40	\$356.40
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.39	\$15.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.39	\$15.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.39	\$15.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.26	\$16.26
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.31	\$16.31
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.44	\$15.44
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.44	\$15.44
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.44	\$15.44
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.44	\$15.44
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$23.08	\$23.08
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$22.78	\$22.78
IHS GLOBAL INC.	ANNUAL SUPPORT SUBSCRIPTION: ACCUSAFE	101	40500	2010		009		\$395.00	\$395.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/APRIL 2014	220	43800	3960		003		\$1,089.00	\$1,089.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/APRIL 2014	220	43800	3960		004		\$1,320.00	\$1,320.00
KERSTEN, GRETCHEN	FROZEN SERVICE COST SHARE	601	45050	4890				\$175.00	\$175.00
LEAGUE OF MN CITIES INS TRUST	INSURANCE CLAIM: GONZALEZ	260	47400	4340				\$424.27	\$424.27
MAHONEY, RAY	FROZEN SERVICE COST SHARE	601	45050	4890				\$500.00	\$500.00
METROPOLITAN COUNCIL	SEWER SERVICE-MAY 2014	602	45550	3670				\$150,952.26	\$150,952.26
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: MARCH 2014	101	40500	4890		001		\$96.25	\$385.00
		220	43800	4890		001		\$96.25	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		601	45050	4890		001		\$96.25	
		602	45550	4890		001		\$96.25	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: MARCH 2014	701	46500	2120				\$244.25	
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO OUTLETS CC PARKING LOT	220	43800	3810				\$267.25	\$267.25
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO LIGHTING CC	220	43800	3810				\$442.69	\$442.69
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO OUTLET SITZER PARK	101	43710	3190				\$199.50	\$199.50
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO BUCHER PARK	101	43710	3190				\$973.84	\$973.84
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO OUTLET P&R OFFICES	220	43800	3810				\$211.87	\$211.87
PRESS PUBLICATIONS	SUMMER CAMP ADS	225	43400	3390				\$99.00	\$99.00
PRESS PUBLICATIONS	CAMP AD AND DIRECTORY 7-PAPERS	225	43400	3390				\$333.00	\$333.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: APRIL 2014	101	20414					\$2,677.98	\$2,872.98
		101	20417					\$195.00	
REPUBLIC SERVICES INC #899	MARCH ALLIED WASTE SERVICES	210	42750	3190				\$30,366.12	
RICOH USA, INC.	LEASE CITYHALL COPIERS 4/21-5/20/2014	101	40200	3930		002		\$2,080.87	\$2,080.87
ST. PAUL, CITY OF	RIVERPRINT: BUSINESS CARDS-NELSON	101	44300	2010				\$66.00	\$66.00
Total of all invoices:								\$358,926.10	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AARP C/O TOY, BOY	AARP SMART DRIVER (4/2)	225	43590	3174		003	\$365.00	\$365.00
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINERS/SOAP	220	43800	2110			\$587.83	\$587.83
AMSAN BRISSMAN KENNEDY	PPR TOWELS/FEBREEZE/TILE CLEANER	220	43800	2110			\$2,015.99	\$2,015.99
AMSAN BRISSMAN KENNEDY	HOSE CLIP	220	43800	3890			\$69.08	\$69.08
AMSAN BRISSMAN KENNEDY	SPRAY TRIGGERS	220	43800	2110			\$12.70	\$12.70
AMSAN BRISSMAN KENNEDY	FEBREEZE	220	43800	2110			\$47.81	\$47.81
AMSAN BRISSMAN KENNEDY	SUREFLO GOLD PREMIUM SOAP	220	43800	2110			\$111.36	\$111.36
BEISSWENGERS HARDWARE	2" BLUE TAPE, 10QT PAINT PAIL	220	43800	2240		001	\$35.44	\$35.44
C.S. MCCROSSAN, INC.	RED FOX RD PAYMENT 7 12-04	572	47000	5900			\$118,244.88	\$118,244.88
CLUB - WISE GUYS, EDINA KIDS	FACILITY REFUND	220	22040				\$36.80	\$36.80
COMCAST	CC CABLE	220	43800	3190		001	\$163.97	\$163.97
DAVE'S SPORT SHOP	SOFTBALLS (SUMMER & FALL LEAGUES)	225	43510	2170		001	\$1,219.92	\$1,219.92
DEMARAIS, JEAN	PASS REFUND	220	22040				\$68.00	\$68.00
DYNAMEX DELIVERS NOW/ROADRUNNE	DELIVERY TO EAGAN POST OFFICE - 3-28-14	601	45050	3220		001	\$20.79	\$41.58
		602	45550	3220		001	\$20.79	
ECKHOFF, DANIEL	REFUND CLOSING OVRPYMT - 550 TOMLYN AVE	601	36190			003	\$25.86	
EXPLORERS' CLUB, MINNETONKA	FACILITY REFUND	220	22040				\$29.44	\$29.44
FLUID INTERIORS, LLC	REPLACEMENT WAVE CHAIRS	405	43800	2180			\$3,717.60	\$3,717.60
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 04-11-14	101	20431				\$703.91	\$703.91
HALL, DAVID	SOCCER AGE 3-5	220	22040				\$65.00	\$65.00
HEALTH PARTNERS	HEALTH INSURANCE: MAY 2014	101	20410				\$54,740.40	\$54,740.40
HEALTH PARTNERS	HEALTH INSURANCE: MAY 2014	101	20411				\$509.88	\$509.88
HEALTH PARTNERS	HEALTH INSURANCE: MAY 2014	101	20411				\$509.88	\$509.88
JEFF SMITH LLC	SPRING 2014 TAEKWONDO SESS.A INSTRCTRFEE	225	43530	3190			\$1,925.95	\$1,925.95
KEMP, DAVID	SOCCER AGE 3-5	220	22040				\$75.00	\$75.00
KULZER, CHRISTINA	SUPER SPACESHIPS	220	22040				\$42.00	\$42.00
METROPOLITAN COUNCIL	SEWER SERVICE - MARCH 2014	602	45550	3670			\$150,952.26	\$150,952.26
MIDWEST SPECIAL SERVICES, INC	CC CLEANING	220	43800	3190		002	\$168.75	
MILLER, ALVIN	REFUND CLOSING OVRPYMT-4645 MACKUBIN ST	601	36190			003	\$171.67	\$171.67
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-WINTER SPORTS	225	43510	3190		015	\$1,584.00	\$1,584.00
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001	\$600.00	\$1,200.00
		601	45050	3220		001	\$600.00	
PRAML, CASSANDRA	DODGEBALL/NITRO - IL	220	22040				\$38.00	\$38.00
RUZEK, ELIZABETH	BOSU & TABATA	220	22040				\$114.00	\$114.00
RYAN, JOEY	BASKETBALL AWARD - LEAGUE CHAMPS	225	43510	2170		002	\$150.00	
SICKLER, ALISHA	PASS REFUND	220	22040				\$175.07	\$175.07
TARGET COMMERCIAL INVOICE	FITNESS MEETING REFRESHMENTS	225	43530	2170		002	\$10.70	\$10.70
TOKLE INSPECTIONS INC	INSPECTION SERVICES	101	44300	3090			\$12,088.80	\$12,088.80
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001	\$60.00	\$60.00
YALE MECHANICAL INC	CLEANED HUMIDIFIER/REPLACED COND PAN	220	43800	3810		001	\$1,778.14	\$1,778.14
YALE MECHANICAL INC	MARCH POOL AHU MAINT	220	43800	3190		007	\$650.65	\$650.65

Total of all invoices: \$354,507.32

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMSAN BRISSMAN KENNEDY	PRESCHOOL SUPPLIES	225	43555	2170			\$77.14	\$77.14
AMSAN BRISSMAN KENNEDY	KLEENEX/SOAP/TILE CLEANER/SANITIZER	220	43800	2110			\$1,894.56	\$1,894.56
AMSAN BRISSMAN KENNEDY	BATH TISSUE/SOAP/CAN LINERS	220	43800	2110			\$450.22	\$450.22
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$245.78	\$245.78
CULLIGAN	IRON FILTER RENTAL	220	43800	3190		007	\$94.05	\$94.05
GRAND VIEW LODGE	APWA SPRING CONF: MALONEY/CURLEY/TOM W	101	42050	4500			\$571.29	\$571.29
HILL, NICOLE	MILEAGE REIMBURSEMENT	240	44400	4500			\$40.32	\$40.32
MENARDS CASHWAY LUMBER **FRIDL	FLARE CONECTOR AND LIGHT	601	45050	2280		001	\$81.15	\$81.15
MINNESOTA DEPARTMENT OF REVENU	Sales Use Tax: MARCH 2014	101	40200	3210		003	\$1.77	\$21,808.00
		101	40200	3930		200	-\$126.27	
		101	40550	3860		011	\$38.47	
		101	40550	3860		600	\$44.69	
		220	21810				\$165.21	
		220	43800	2110			\$155.65	
		220	43800	2140			\$417.31	
		220	43800	2160		002	-\$.72	
		220	43800	2180			\$20.75	
		220	43800	2180		001	\$42.65	
		220	43800	2180		002	\$10.52	
		220	43800	2200		001	\$36.27	
		220	43800	2200		002	\$131.97	
		220	43800	2240		001	-\$2.41	
		220	43800	2240		003	-\$.83	
		220	43800	2590		002	\$55.96	
		220	43800	3190		001	-\$.42	
		220	43800	3390		001	\$127.19	
		220	43800	3610			\$914.64	
		220	43800	3890			\$26.47	
		220	43800	3960		003	\$74.87	
		220	43800	3960		004	\$90.75	
		220	43800	3970			-\$.24	
		225	43535	2170		002	-\$.01	
		225	43535	3190		001	\$44.34	
		225	43555	2170			\$1.62	
		225	43580	2172		001	-\$.18	
		225	43590	3173		001	\$132.78	
		230	40900	3190		002	-\$.33	
		240	44400	2180		001	-\$.16	
		401	43800	5300			-\$8.75	
		422	40550	5800		160	\$199.21	
		422	40550	5800		300	\$74.23	
		220	21810				\$17,619.00	
		701	46500	2120		003	\$73.00	
		601	21810				\$1,449.00	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: MARCH 2014	101	20802				\$805.55	
		101	34060				-\$25.00	
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 1ST QTR	225	43580	1420			\$42.91	
		225	43535	1420			\$1,085.76	\$1,128.67
MUNICI-PALS ATTN CAROL AMMERMA	SPRING WORKSHOP	101	44100	4500			\$120.00	
		101	40200	4500		003	\$120.00	\$480.00
		101	40500	4500		007	\$120.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		101	40210	4500		002	\$60.00	
		601	45050	4500			\$30.00	
		602	45550	4500			\$20.00	
		603	45850	4500			\$10.00	
ON CALL SERVICES INC	REPLACEMENT SIGN PLAYGROUND	220	43800	2240		001	\$750.00	
PLUMMASTER, INC	SCREWDRIVER/UNCLOGER/PROJECTOR	220	43800	2240		001	\$341.38	\$341.38
TKE CORP	ELEVATOR SERVICE CONTRACTUAL FEES	220	43800	3190		004	\$1,065.32	\$1,065.32
TRAFFIC CONTROL CORPORATION	SIGNAL LIGHT EQUIPMENT CP12-04	572	47000	5900			\$900.00	\$900.00
UNIVERSITY OF MINNESOTA	APWA SPRING CONF: MALONEY/CURLEY/TOM W	101	42050	4500			\$705.00	\$705.00
WELLS FARGO BANK	2011A COP PAYING AGENT FEE	318	48500	6200			\$2,000.00	\$2,000.00
YALE MECHANICAL INC	URINAL REPAIR	220	43800	3810		003	\$650.20	
							Total of all invoices:	\$34,063.63

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMAZON.COM	12 VOLT PLUG	701	46500	2220		002	\$39.96	\$39.96
AMERICAN PAYROLL ASSOCIATION	2014 ANNUAL CONGRESS: KUSCHEL	101	40500	4500		001	\$1,710.00	\$1,710.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED	220	43800	4500			\$76.00	\$76.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED	101	43710	4500			\$133.00	\$133.00
AMSAN BRISSMAN KENNEDY	BAND/BLADE DECK/LATCH	220	43800	3890			\$130.97	\$130.97
AMSAN BRISSMAN KENNEDY	ELECTRONIC CARD	220	43800	3890			\$268.62	\$268.62
AMSAN BRISSMAN KENNEDY	TRANSAXLE/SHIM	220	43800	3890			\$895.09	\$895.09
ANDRLE, KELLY	DODGEBALL/NITRO - TL	220	22040				\$38.00	\$38.00
AUTOMOTIVE REFLECTIONS	INS CLAIM C0030345/UNIT 612-14	260	47400	4340			\$992.00	\$992.00
BANDY, CHERIE	FACILITY REFUND	220	22040				\$25.00	\$25.00
BLACK BOX CORPORATION-PENNSYLV	NETWORKING PARTS	101	40550	2010		001	\$183.43	\$183.43
BODY BAR INC.COM	BODY BAR REPLACEMENT END CAPS	225	43530	2170		002	\$188.30	\$188.30
BOHLMAYER, JEANNINE	PASS REFUND	220	22040				\$80.00	\$80.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$315.63	\$315.63
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$614.65	\$614.65
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002	\$95.55	\$95.55
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002	\$94.85	\$94.85
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002	\$130.55	\$130.55
COMMERCIAL POOL AND SPA SUPPLI	REPLACEMENT WEIR	220	43800	2200		003	\$84.24	
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 04-14-18	101	21720				\$9,078.55	\$9,078.55
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:04-18-14	101	20420				\$134.75	\$134.75
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/MAR STMT/15 @ \$6	307	44100	4890			\$90.00	\$90.00
COSGROVE, BRIAN	AQUATICS - SWIM TEAM	220	22040				\$73.75	\$73.75
DAHLBERG, DAVID	PASS REFUND	220	22040				\$20.00	\$20.00
DARMODY, PEGGY	GOLF SPRING SWING!	220	22040				\$85.00	\$85.00
DENG, MANHONG	REFUND OVRPYMT ON ACCT - 909 MONTEREY CT	601	36190			003	\$280.39	\$280.39
FLUID INTERIORS, LLC	WAVE CAFE TABLE TOPS	405	43800	2180			\$2,059.50	\$2,059.50
FREUDENWALD, JILL	DODGEBALL/NITRO - TL	220	22040				\$38.00	\$38.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:04-18-14	101	20418				\$5,505.00	\$5,505.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 04-18-14	101	20431				\$859.65	\$859.65
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.44	\$15.44
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.42	\$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.30	\$16.30
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.27	\$16.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.40	\$15.40
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.40	\$15.40
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.39	\$15.39
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003	\$143.82	\$143.82
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003	\$22.82	\$22.82
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003	\$77.10	\$77.10

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
OMEGA EVENT SERVICES	DOWN PAYMENT FOR SLICE RENTALS	270	40250	3950		005	\$952.88	\$952.88
ON SITE SANITATION INC	50% DEPOSIT FOR SLICE	270	40250	3950		006	\$2,184.65	
ORIENTAL TRADING COMPANY	EGG HUNT GOODY BAGS	225	43580	2172		001	\$28.38	\$28.38
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$78.97	\$78.97
PC MEMORY.COM	MEMORY ADDITION FOR SERVER	422	40550	5800		003	\$2,159.40	\$2,159.40
PICKLEBALLPADDLESPLUS.COM	PICKLEBALL SUPPLIES	225	43510	2170		016	\$289.19	\$289.19
PISOODEH, MARYAM	AQUATICS - PRIVATE	220	22040				\$258.00	\$258.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 04-18-14	101	21740				\$28,215.02	\$28,215.02
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION:04-18-14	101	21740				\$246.10	\$246.10
RAMSEY CONSERVATION DISTRICT	EROSION AND SEDIMENT CONTROL INSPECTION	603	45850	3190			\$407.60	\$407.60
REEVES, ASHLEY	FACILITY REFUND	220	22040				\$25.00	\$25.00
RUOHONIEMI, KRYSTAL	FACILITY REFUND	220	22040				\$300.00	\$300.00
RYDER, BRITTANY	FACILITY REFUND	220	22040				\$25.00	\$25.00
SAM'S CLUB DIRECT	EGG HUNT - REFRESHMENTS	225	43580	2172		001	\$86.66	\$86.66
SEGELSTROM, ALYSON	FACILITY REFUND	220	22040				\$25.00	\$25.00
SEIDENKRANZ, CAROL	APOLLO PRESENTATION	220	22040				\$15.00	\$15.00
SEVIG, KARL	FACILITY REFUND	220	22040				\$25.00	\$25.00
SPIELER, CLINT	FROZEN SERVICE COST SHARE - 2ND PAYMENT	601	45050	4890			\$500.00	\$500.00
STROBEL, ANNELIES	PASS REFUND	220	22040				\$40.00	\$40.00
SWABY, ADRIAN	PASS REFUND	220	22040				\$120.00	\$120.00
T-MOBILE	WATER TOWER CARD-2/27-3/26/14	601	45050	3190			\$59.05	\$59.05
TARGET COMMERCIAL INVOICE	EGG HUNT SUPPLIES	225	43580	2172		001	\$40.84	
TARGET COMMERCIAL INVOICE	COMMUNITY CENTER SWIM DIAPERS	220	43800	2180		002	\$114.00	\$114.00
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003	\$1,105.97	\$1,386.05
		101	43710	3210			\$245.82	
		601	45050	3210			\$34.26	
THEME-X LLC	DOWN PAYMENT ROCK WATERFALL REPAIRS	405	43800	5300			\$3,366.00	
THOMPSON, SHERRYL	FACILITY REFUND	220	22040				\$638.59	\$638.59
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:04-18-14	101	21710				\$21,839.04	\$55,549.04
		101	21730				\$27,307.06	
		101	21735				\$6,402.94	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:04-18-14	101	20420				\$60.00	
UNIVERSITY OF MINNESOTA	FORESTRY INTERN TREE INSPECTOR TRAINING	101	42050	4500			\$85.00	\$85.00
VANCO SERVICES	MARCH FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$157.25	\$157.25
VOIPLINK / MTR	POLYCOM TELECONFERENCE PHONE	220	43800	2180		002	\$766.01	\$766.01
WANG, LI	DODGEBALL/NITRO - TL	220	22040				\$38.00	\$38.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,136.43	\$1,136.43
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,733.24	\$1,733.24
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$74.33	\$108.69
		101	40800	2180			\$34.36	
WATSON COMPANY	BREAK ROOM COFFEE	101	40800	2180			\$125.55	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$148.66	\$148.66
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,633.08	\$1,808.68
		220	43800	2591		003	\$50.05	
		101	40800	2180			\$125.55	
WEGLEITNER, MATT	AQUATICS - LEVEL 4	220	22040				\$73.00	\$73.00
WURST, ANDREW	PARKING REIMBRSMNT-FACILITY/EQUIP. VISIT	101	43400	3270			\$12.00	\$12.00
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140			\$14,342.59	\$28,246.17
		220	43800	3610			\$13,903.58	
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610			\$13,647.64	
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610			\$2,056.76	\$4,619.05

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		701	46500	2140			\$2,562.29	
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610			\$614.72	
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610			\$185.97	\$185.97
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$114.63	\$114.63
XCEL ENERGY	STORM SEWER LIFT STATIONS: ELECTRIC	603	45850	4890		003	\$84.33	\$84.33
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610			\$60.88	\$60.88
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$46.27	\$46.27
ZIMNY, SHARON	CHURCH BASEMENT LADI	220	22040				\$66.00	\$66.00
							Total of all invoices:	\$191,768.11

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ABLE HOSE & RUBBER INC.	VAC HOSE FOR Z-MOWERS	701	46500	2220		002		\$318.60	\$318.60
ABLE HOSE & RUBBER INC.	HOSE FOR S-1 SWEEPER	701	46500	2220		002		\$55.80	\$55.80
ABM EQUIPMENT & SUPPLY INC	PTO SHAFT FOR MV-2	701	46500	2220		002		\$761.08	\$761.08
ALLEN, DEANNE	MINUTES - 4/7 CC, 3/25 PC	101	40200	3190		001		\$200.00	\$350.00
		101	44100	3190				\$150.00	
ALLEN, DEANNE	MINUTES - EDA 4/7	240	44400	3190				\$200.00	
ALLIANCE BENEFIT GROUP INC	COBRA/NOTIFICATIONS	101	40210	3190		003		\$20.00	\$20.00
AMERICAN ENGINEERING TESTING,	HANSON RD. CP#14-01 SOILS TESTING	576	47000	5910				\$687.60	\$687.60
AMSAN BRISSMAN KENNEDY	HAND SOAP AND BATHROOM CLEANER	101	43710	2110				\$333.74	\$333.74
AMSAN BRISSMAN KENNEDY	RESTROOM AND SHOWER CLEANING MACHINE	220	43800	2400				\$5,122.35	\$5,122.35
AMSAN BRISSMAN KENNEDY	WAX FOR PARK BUILDING FLOORS	101	43710	2110				\$200.02	\$200.02
APPLIED MAINTENANCE SUPPLIES	SHOP SUPPLIES	701	46500	2180		001		\$136.37	\$136.37
AUTO NATION FORD WHITE BEAR LA	SERVICE & REPAIR OF UNIT 310	701	46500	2220		001		\$199.42	\$394.42
		701	46500	3190		001		\$195.00	
BAUER BUILT TIRE AND BATTERY I	INS CLAIM PC0030539: UNIT 207	260	47400	4340				\$400.57	\$400.57
BAY, SHERRY	MAIL BOX REIMBURSEMENT (PLOWING)	101	42200	2181		003		\$50.00	\$50.00
BEISSWENGERS HARDWARE	TOOLS	701	46500	2400		002		\$42.69	
BEISSWENGERS HARDWARE	ROPE FOR WINDANCER AT RICE CREEK FIELDS	101	43710	2240				\$2.39	\$2.39
BEISSWENGERS HARDWARE	HARDWARE TO REPAIR WINDANCER BRACKETS	101	43710	2240				\$5.50	\$5.50
BEISSWENGERS HARDWARE	SAW BLADES AND PHILLIPS BIT	101	43710	2400				\$34.47	\$34.47
BRADLEY & DEIKE, PA	GENERAL TIF	240	44400	3190				\$340.00	\$340.00
BRADLEY & DEIKE, PA	MIDLAND PLAZA TIF CONSULTING	101	22020					\$442.00	\$442.00
BWBR ARCHITECTS	COMMUNITY CENTER REMODEL	439	43800	5910				\$1,454.18	\$1,454.18
BWBR ARCHITECTS	ARCHITECTS FEES CARPET REPLACEMENT	405	43800	3810				\$5,499.29	\$5,499.29
C & E HARDWARE	MOP AND MOP REFILL	101	43710	2110				\$27.98	\$27.98
C & E HARDWARE	SHOP SUPPLIES	701	46500	2180		001		\$1.80	\$1.80
C & E HARDWARE	MISC. SUPPLIES	701	46500	2180		001		\$12.52	\$12.52
CIY OF COON RAPIDS	NEO GOV MILEAGE/TRAINER	101	40210	4890				\$78.96	\$78.96
COMPLETE HEALTH, ENVIRONMENTAL	MTCE PLAN - MARCH	101	40210	3190		007		\$610.00	\$610.00
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINTENANCE	101	40550	3860		004		\$162.58	\$162.58
CRYSTEEL MANUFACTURING INC.	PLOW BLADE FOR UNIT 602	701	46500	2220		001		\$155.00	\$155.00
DISCOUNT STEEL, INC	PIPE FOR CURB BOX REPAIRS	601	45050	2280		004		\$420.00	\$420.00
DLT SOLUTIONS INC	AUTODESK MAP SERVER SUBSCRIPTION	101	40550	3860		002		\$163.00	\$163.00
EMERGENCY AUTOMOTIVE	STROBE FOR UNIT 215	701	46500	2220		001		\$305.86	\$305.86
EMERGENCY AUTOMOTIVE	STROBE LIGHT PARTS	701	46500	2220		001		\$362.80	\$362.80
FACTORY MOTOR PARTS COMPANY	BATTERIES FOR EQUIPMENT	701	46500	2220		002		\$84.24	\$84.24
FERGUSON WATERWORKS #2516	HYDRANT AND CURB BOX PARTS	601	45050	2280		004		\$409.85	\$1,000.51
		601	45050	2280		003		\$590.66	
FLEETPRIDE INC	PARTS FOR WACKER ROLLER	701	46500	2220		002		\$175.33	\$175.33
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$33.19	\$132.75
		602	45550	3190		001		\$33.19	
		603	45850	3190		001		\$33.19	
		604	42600	3190				\$33.18	
GRAINGER, INC.	DISPOSABLE NITRILE GLOVES	101	43710	2110				\$231.20	
HAWKINS, INC.	FLUORIDE FOR BOOSTER	601	45050	2160		001		\$1,560.56	\$1,560.56
HOISINGTON KOEGLER GROUP INC	TIF 1 SERVICES	307	44100	4890				\$10,985.72	\$10,985.72
HOISINGTON KOEGLER GROUP INC	TIF 1 SERVICES	307	44100	4890				\$6,213.78	\$6,213.78
HOISINGTON KOEGLER GROUP INC	TIF DISTRICT 1	307	44100	4890				\$3,090.00	\$3,090.00
HUGO EQUIPMENT COMPANY	MOWER PARTS/REMAINDER OF INVOICE	701	46500	2220		002		\$132.51	\$132.51
I-STATE TRUCK CENTER	INS CLAIM PC0030539: UNIT 207	260	47400	4340				\$44.51	
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190		004		\$225.00	\$225.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
JENSEN, MATT	MAIL BOX REIMBURSEMNT	101	42200	2181		003		\$41.82	\$41.82
KELLY & LEMMONS, P.A.	MARCH 2014 LEGAL FEES	101	40600	3020				\$3,849.56	\$11,572.73
		101	40600	3030				\$7,663.17	
		576	47000	5930				\$60.00	
L T G POWER EQUIPMENT	PARTS FOR WEED WHIPS	701	46500	2220		002		\$11.90	\$11.90
L T G POWER EQUIPMENT	MOWER PARTS	701	46500	2220		002		\$11.28	
L T G POWER EQUIPMENT	PARTS FOR BEARCAT BLOWER	701	46500	2220		002		\$65.64	\$65.64
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$363.13	\$363.13
LUBRICATION TECHNOLOGIES, INC	MOTOR OIL	701	46500	2130		001		\$996.00	\$996.00
MAC QUEEN EQUIPMENT INC.	PARTS FOR S-1 SWEEPER	701	46500	2220		002		\$33.15	\$33.15
MAC QUEEN EQUIPMENT INC.	SERVICE & PARTS FOR S-2 SWEEPER	701	46500	2220		002		\$944.75	\$2,842.25
		701	46500	3190		002		\$1,897.50	
MFFD INC	FUEL ENHANCER	701	46500	2130		001		\$752.25	\$752.25
MINNESOTA SPRING AND SUSPENSIO	INS CLAIM PC0030539: UNIT 207	260	47400	4340				\$54.00	\$54.00
MTI DISTRIBUTING, INC	PARTS FOR TORO #1	701	46500	2220		002		\$41.34	\$41.34
MTI DISTRIBUTING, INC	PARTS FOR MOWER DECKS	701	46500	2220		002		\$117.70	\$117.70
MTI DISTRIBUTING, INC	PARTS FOR TORO 1	701	46500	2220		002		\$79.30	\$79.30
MTI DISTRIBUTING, INC	PARTS FOR TORO BLOWER	701	46500	2220		002		\$123.44	
NATIONAL STRATEGIES INC	2014 LEGISLATIVE SESSION CONSULTING FEE	307	44100	4890				\$5,000.00	\$5,000.00
NORTH SUBURBAN ACCESS CORPORAT	FIRST QUARTER WEBSTREAMING	230	40900	3190		004		\$951.36	\$951.36
NORTHERN ELECTRICAL CONTRACTOR	REPLACE TIME CLOCKS WITH PHOTO CELLS	101	43710	3190				\$1,168.68	\$1,168.68
OFFICE DEPOT	GENERAL OFFICE SUPPLIES - CITY HALL	101	40200	2010		002		\$65.06	\$82.80
		101	40500	2010		008		\$17.74	
PACE ANALYTICAL SERVICES, INC	AMMONIA AND TOC SAMPLES OF WELLS	601	45050	3190		003		\$400.00	\$400.00
PIONEER RIM & WHEEL CO.	INS CLAIM PC0030539: UNIT 207	260	47400	4340				\$90.35	\$90.35
POWER MUSIC, INC	SPRING 2014 GROUP FITNESS CLASS MUSIC	225	43530	2170		003		\$119.70	\$119.70
RAMSEY COUNTY	LAW ENFORCEMENT-APRIL 2014	101	41100	3190		001		\$160,469.99	\$160,469.99
ST. PAUL, CITY OF	ASPHALT FOR POTHOLE	101	42200	2180		002		\$74.60	\$74.60
ST. PAUL, CITY OF	ASPHALT FOR POTHOLE	101	42200	2180		002		\$74.60	\$74.60
ST. PAUL, CITY OF	ASPHALT FOR POTHOLE	101	42200	2180		002		\$74.60	\$74.60
ST. PAUL, CITY OF	ASPHALT FOR POTHOLE	101	42200	2180		002		\$74.60	\$74.60
ST. PAUL, CITY OF	ASPHALT FOR POTHOLE	101	42200	2180		002		\$74.60	\$74.60
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$74.60	\$74.60
TOWMASTER	INS CLAIM PC0030539: UNIT 207	260	47400	4340				\$824.09	\$824.09
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006		\$40.82	\$40.82
TRI STATE BOBCAT, INC.	PARTS FOR BOBCAT	701	46500	2220		002		\$41.55	\$41.55
TRI STATE BOBCAT, INC.	BOOM ARM FOR TOOL-CAT	701	46500	2220		002		\$1,543.39	\$1,543.39
TRI STATE BOBCAT, INC.	PARTS FOR TOOL-CAT	701	46500	2220		002		\$27.65	\$27.65
TWIN SOURCE SUPPLY	HAND TOWELS	701	46500	2183		004		\$241.78	\$241.78
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$48.15	\$192.59
		601	45050	3970		001		\$48.15	
		602	45550	3970		001		\$48.15	
		603	45850	3970		001		\$24.07	
		701	46500	3970		001		\$24.07	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.41	
		601	45050	3970		001		\$38.41	
		602	45550	3970		001		\$38.41	
		603	45850	3970		001		\$19.20	
		701	46500	3970		001		\$19.20	\$153.63
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.41	\$153.63
		601	45050	3970		001		\$38.41	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		602	45550	3970		001		\$38.41	
		603	45850	3970		001		\$19.20	
		701	46500	3970		001		\$19.20	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$64.50	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.46	\$49.46
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$63.10	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.46	\$49.46
VERUS CORPORATION	WATCHGUARD FIREWALL REPLACEMENT	422	40550	5800		017		\$3,995.00	\$3,995.00
VICTORY CORPS	FLAG POLES FOR RICE CREEK FIELDS	101	43710	2240				\$276.47	\$276.47
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR STOCK	701	46500	2180		001		\$41.35	\$41.35
WSB & ASSOCIATES, INC.	DESIGN SERVICES COUNTY ROAD D CP13-01A	573	47000	5910				\$73.50	\$73.50
YOCUM OIL COMPANY INC.	ON ROAD DIESEL	701	46500	2120		002		\$3,122.00	\$3,122.00
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120		001		\$2,970.72	\$2,970.72
YOCUM OIL COMPANY INC.	OFF ROAD DIESEL	701	46500	2120		003		\$527.00	\$527.00
Total of all invoices:								\$243,315.78	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	41,027	Please Return Check to Glen
Vendor number	00054 1	2014
Vendor name	ARNT CONSTRUCTION CO INC	
Address	PO BOX 549 HUGO, MN 55038	

Date	Comment line on check	Invoice number	Amount
04-04-14	CO. RD. D-COTTAGE CP 13-01A,B PYMNT NO 6	1	\$158,540.16

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
573 47000 5900	\$129,772.17
574 47000 5900	\$28,767.99

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

Reviewed by: *Glen Hoffard*
 (signature required) Glen Hoffard

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	41,001
Vendor number	00416 1 2014
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
04-02-14	SEWER SERVICE-MAY 2014	1031859	\$150,952.26

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
602 45550 3670	\$150,952.26

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

Reviewed by: Debbie Engblom
 (signature required) Debbie Engblom

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	41,154
Vendor number	00416 1 2014
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
02-03-14	SEWER SERVICE - MARCH 2014	1030345	\$150,952.26

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
602 45550 3670	\$150,952.26

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

Reviewed by: Debbie Engblom
(signature required) Debbie Engblom

Approved by: Tom Simonson
(signature required) Tom Simonson, Acting City Mgr

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	41,152	please return to Mike
Vendor number	02581 1	2014
Vendor name	C.S. MCCROSSAN, INC.	
Address	7865 JEFFERSON HIGHWAY BOX 1240 MAPLE GROVE, MN 55311-6240	

Date	Comment line on check	Invoice number	Amount
04-10-14	RED FOX RD PAYMENT 7 12-04	7	\$118,244.88

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
572 47000 5900	\$118,244.88

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	<i>Mike Shaughnessy</i>
(signature required) Mike Shaughnessy	
Approved by:	<i>Terry Schwarm</i>
(signature required) Terry Schwarm	<i>Tom Simonson</i> Acting City Manager

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	41,061
Vendor number	01337 2 2014
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
04-07-14	LAW ENFORCEMENT-APRIL 2014	SHRFL-001311	\$160,469.99

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41100 3190 001	\$160,469.99

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated April 21, 2014.

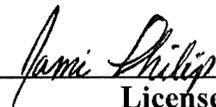
ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

April 21, 2014
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
April 21, 2014

LICENSE #	BUSINESS NAME	TYPE
2014-C24	4 Season's Tree Care Inc	Tree Trimmer
2014-C25	Metro Tree & Stump Services	Tree Trimmer
2014-C26	True Tree Solutions	Tree Trimmer
2014-C27	J&S Tree Service Inc	Tree Trimmer
2014-C28	Upper Cut Tree Services	Tree Trimmer

The above licenses are recommended for approval:



License/Permit Clerk

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L HAMMITT
SENIOR ENGINEERING TECHNICIAN

DATE: APRIL 16, 2014

SUBJ: AUTHORIZE PURCHASE OF STREET LIGHT MATERIALS
2014 STREET LIGHT REPLACEMENTS, PROJECT NO. 14-03
HANSON/OAKRIDGE RECONSTRUCTION, PROJECT NO. 14-01

INTRODUCTION

Our Consultant has solicited quotes on behalf of the City for the purchase of street light materials for this year's construction projects. Staff has reviewed the quotes and asks the City Council to accept the low quote.

BACKGROUND

Shoreview's Infrastructure Replacement Plan and Capital Improvement Program include replacing our aging street lights. Many of the City owned lights were installed in the development boom years of the 1970's and 80's are now at the end of their useful life. City staff has entered into a professional service agreement with Signature Lighting to provide expertise in street light improvements, street lighting options, acquiring quotes, assisting with project management and inspections for compliance with contract documents and installation.

2014 Street Light Replacement Project 14-03

This year's replacement project consists of three different areas:

- Area 1 – Bucher/Daniel/Kitkerry
- Area 2 – Pascal/Knoll/Arona/Lois
- Area 3 – Debra/Maple Pond

The City's contractor will be replacing the old 175 Watt Mercury Vapor lights and wood poles with 40 watt LED Fixtures and Aluminum poles. These fixtures are similar in design to the traditional cobra-head style. All areas are single family neighborhoods. Attached is a map showing the project areas for both projects.

The City purchases the fixtures and poles for the installer. The installation of the poles and fixtures will go out for quotes later this month and a report will be presented to Council for that portion of the projects. The funding for material is from the City's street light utility.

Hanson/Oakridge Reconstruction Project 14-01

As part of the neighborhood reconstruction, existing XCEL lights will be removed and City owned LED lights will be installed. Our consultant will solicit quotes for the installation of the new lights later.

The following quotes were received and reviewed by City staff:

<u>SUPPLIER</u>	<u>TOTAL</u>
Combination bid – Hapco pole, LEOTEK LED fixture	\$ 79,800.00
Combination bid – Mountain States pole, Hadco LED fixture	\$ 92,820.00

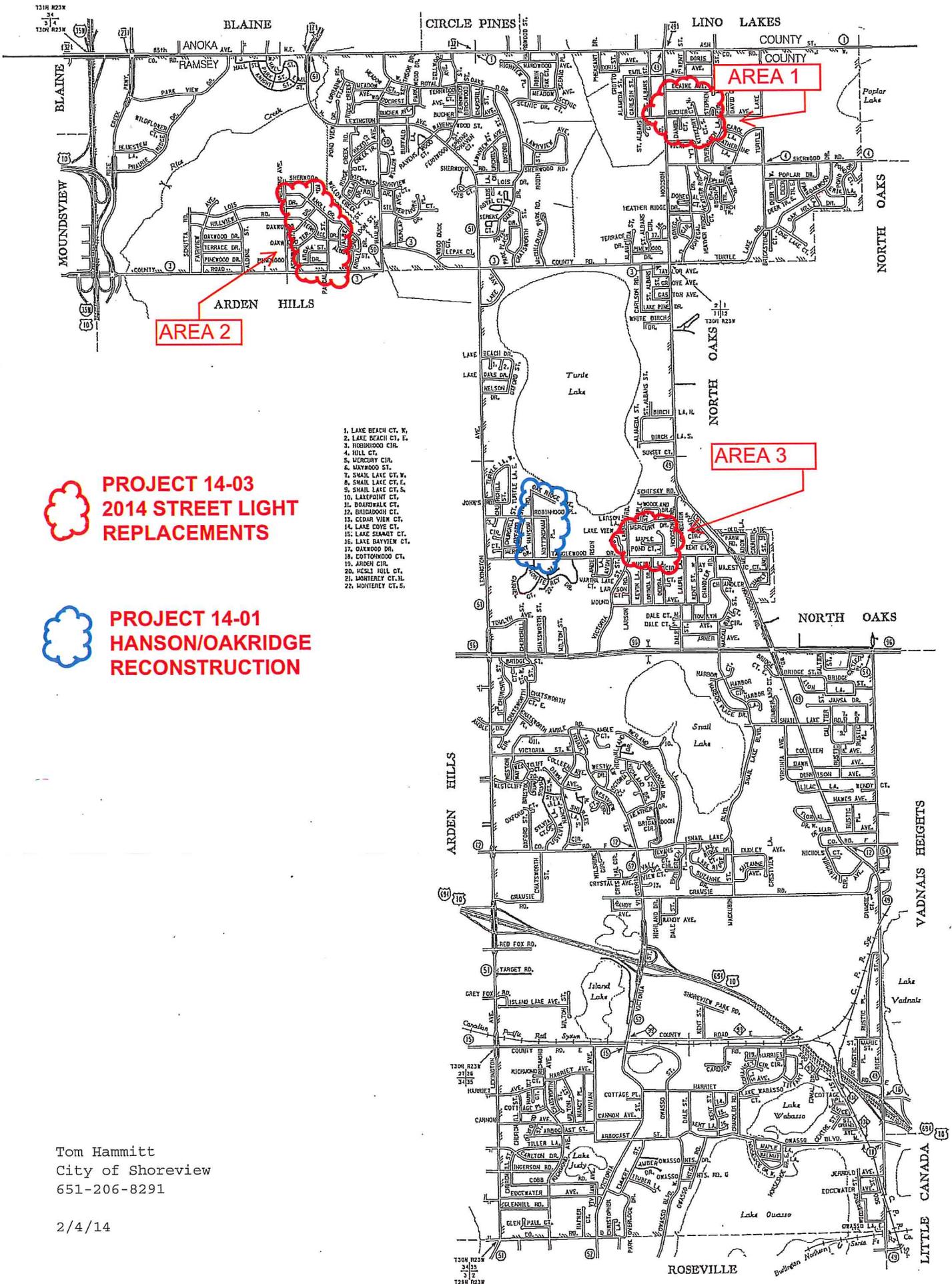
RECOMMENDATION

It is recommended that the City accept the quote from Signature Lighting for the purchase of street light materials combination quote - Hapco pole, LEOTEK LED fixture - in the amount of \$79,800.00.

tlh

#14-03, 14-01

t:/projects/2014/14-03streetlightreplacements/council/accept street light material quotes2014
t:/projects/2014/14-01hanson oakridge/council/accept street light material quotes2014



AREA 2

AREA 1

AREA 3



**PROJECT 14-03
2014 STREET LIGHT
REPLACEMENTS**



**PROJECT 14-01
HANSON/OAKRIDGE
RECONSTRUCTION**

1. LAKE BEACH CT. W.
2. LAKE BEACH CT. E.
3. HOBBSWOOD CIR.
4. HILL CT.
5. WENDBY CIR.
6. WAINWOOD ST.
7. SWAIN LAKE CT. W.
8. SWAIN LAKE CT. E.
9. SWAIN LAKE CT. S.
10. LAKEPOINT CT.
11. DOARDSWALK CT.
12. BRIDGWOOD CT.
13. CEDAR VIEW CT.
14. LAKE COVE CT.
15. LAKE SMART CT.
16. LAKE BAYVIEW CT.
17. OAKWOOD DR.
18. COTTONWOOD CT.
19. ANSON CIR.
20. HESLI HILL CT.
21. MONTEREY CT. N.
22. MONTEREY CT. S.

Tom Hammitt
City of Shoreview
651-206-8291

2/4/14

Signature Lighting, Inc
 18430 Krypton Street NW
 Anoka, MN 55303

Quote

Date	Quote #
4/16/2014	005-2732

Name / Address
City of Shoreview Tom Hammitt 4600 North Victoria Street Shoreview, MN 55126

Rep	Project
	2014 Reconstruction...

Description	Qty	Total
LED Fixtures by Leotek - LEOT-GC1-40E-MV-NW-3-DB-700MH-SC	42	16,590.00
Round Tapered Aluminum Pole by Hapco - HAPCO-20-373BAP31X Wtih 4' Mast Arm	42	63,210.00
tax		0.00
Supply Material Only Quote. Thank you!		Total \$79,800.00

Signature Lighting, Inc

18430 Krypton Street NW
Anoka, MN 55303

Quote

Date	Quote #
4/15/2014	005-2733

Name / Address
City of Shoreview Tom Hammitt 4600 North Victoria Street Shoreview, MN 55126

Rep	Project
	2014 Reconstruction...

Description	Qty	Total
LED fixtures by Hadco - HADC-RX132-H3-NA-RNSN	42	28,140.00
Round Tapered Aluminum Pole by MSL - 280H/23' AG/25' MH-8/4-ARM 4'	42	64,680.00
tax		0.00
Supply Material Only Quote. Thank you!		Total \$92,820.00

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution 14-21 approving the Shoreview Environmental Preferred Purchasing Policy.

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

REGULAR COUNCIL MEETING

APRIL 21, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: JESSICA SCHAUM, ENVIRONMENTAL OFFICER

DATE: APRIL 21st, 2014

SUBJECT: APPROVE RESOLUTION 14-21 ADOPTING AN ENVIRONMENTAL
PREFERRED PURCHASING POLICY

INTRODUCTION

Staff is recommending that the City Council approve Resolution 14-21 adopting an Environmental Preferred Purchasing Policy to combine several environmental certifications and guidelines directing future City purchases. For several years the City has been purchasing EnergyStar equipment and high efficiency appliances when necessary for replacements.

BACKGROUND

To help save energy and water, the Environmental Preferred Purchasing Policy would require that all city purchases of water-using products would meet the Environmental Protection Agency's WaterSense certification and EnergyStar certified equipment and appliances. These rating systems ensure that energy efficient products are purchased for our needs.

Other policy components include purchasing paper containing at least 30% post-consumer recycled content and reusable or refillable office supplies when available. The City has already been purchasing these items and using these guidelines for some time. A policy would formalize our ongoing sustainability efforts and demonstrate to others that Shoreview is a leader in our sustainability efforts and environmental initiatives.

Approving the policy also meets requirements needed for several action items in the GreenStep Cities program, which the City has been participating in since January 2013.

GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. The public-private partnership is guided by the Minnesota Department of Commerce and Pollution Control Agency. The City reached Step 2 of the GreenStep Cities program in 2013 and was recognized at the League of Minnesota Cities conference in June. Approving the policy will help move Shoreview toward a Step 3 designation, which is currently the highest attainable level.

RECOMMENDATION

It is recommended that the City Council approve Resolution 14-21 adopting an Environmental Preferred Purchasing Policy.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 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 April 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. 14-21

ADOPTING AN ENVIRONMENTAL PREFERRED PURCHASING POLICY

WHEREAS, the City of Shoreview has been proactive in pursuing sustainable practices; and increasing the use and availability of environmentally preferable products, services and distribution systems that protect human health and the environment; and

WHEREAS, local governments have the unique opportunity to achieve both energy and water use reductions and cost savings through building and facilities management; and

WHEREAS, efforts to address energy and climate issues provide an opportunity to move toward energy self-reliance and greater community resiliency and quality of life; provide environmentally healthy and energy efficient public buildings;

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

Does hereby approve the Shoreview Environmental Preferred Purchasing Policy.

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: .

CITY OF SHOREVIEW

Environmental Preferred Purchasing Policy

The City of Shoreview believes that it is in the best interest of the residents for the City to use energy and water efficient equipment and appliances, as well as recycled and recyclable items to limit environmental impacts. This policy is further adopted to encourage purchasing that reflects the City's commitment to sustainability in order to:

- purchase products that include recycled content in order to support strong recycling markets,
- institute practices that reduce waste by increasing product efficiency and effectiveness, use products that are durable and long-lasting, and reduce materials that are land-filled,
- purchase products and institute practices that conserve energy and water, reduce greenhouse gas emissions,
- purchase energy from renewable or green sources in preference to fossil fuels,
- increase the use and availability of environmentally preferable products, services and distribution systems that protect human health and the environment,
- create a model for successfully purchasing environmentally preferable products and services that encourages other buyers and consumers in our community to adopt similar goals.

As new construction, replacements or repairs are necessary the City will continue to purchase:

- A. Products that are durable, long lasting, reusable, refillable, recyclable, or otherwise create less waste shall be selected whenever practical
- A. Require purchase of U.S. EPA WaterSense-certified products
- B. EnergyStar certified equipment and appliances. All products purchased by the City of Shoreview and for which the U.S. EPA EnergyStar rating is available shall be EnergyStar qualified, when practical.
- C. Paper containing at least 30% post-consumer recycled content.

Nothing contained in this policy shall be construed as requiring a department, buyer or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the request for a temporary on-sale intoxicating liquor license for Festa Italiana Minnesota to be held on August 1-3, 2014 at Island Lake Park.

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____

QUIGLEY _____

WICKSTROM _____

WITHHART _____

MARTIN _____

Regular Council Meeting
April 21, 2014

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: APRIL 17, 2014

SUBJECT: SPECIAL EVENT LIQUOR LICENSE

Attached is a request for a temporary on-sale liquor license for Festa Italiana Minnesota (FIN) for a celebration of Italian culture to be held at Island Lake Park on August 1-3, 2014.

They are requesting a temporary intoxicating liquor license so they can sell strong beer during their event. This annual event historically draws approximately 25,000 people over a 2-day period. This year, an additional day has been added and they potentially could draw 30,000 people. FIN is an all-volunteer, non-profit 507c(3) corporation, which uses all of the proceeds from this event to fund Festa and contribute to charities. This permit also needs to be approved by the Minnesota Department of Public Safety.

It is recommended that the City Council approve this request from Festa Italiana Minnesota for a temporary intoxicating liquor license and that the investigation fee be waived.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 444 Cedar Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization FESTA ITALIANA MINNESOTA		Date organized 08/2010	Tax exempt number 45-5551860
Address 157 BRIDGE STREET		City SHOREVIEW	State Minnesota
		Zip Code 55120	
Name of person making application EDWARD BOVA		Business phone 651.338.7485	Home phone 651.338.7485
Date(s) of event AUGUST 1, 2, 3, 2014		Type of organization <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit	
Organization officer's name EDWARD BOVA		City MAPLEWOOD	State Minnesota
		Zip 55119	
<input checked="" type="checkbox"/> Add New Officer			

Location where permit will be used. If an outdoor area, describe.

**ISLAND LAKE PARK, SHOREVIEW, MN
 (RANSBY COURSE PARK)**

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

RISK PLACEMENT SERVICES, INC # NBP01430660 PENDING

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.



Festa Italiana Minnesota (FIM) is a celebration of the state's Italian heritage. Our first Festas in September 2011 and 2012 were 2-day events that enjoyed wonderful receptions -- each drew 25,000 attendees. People still rave about the good time they had: seeing old friends, the Italian singers and dancers, the outdoor Mass, the great food, bocce games, and joyful tears in viewing the history and family genealogy displays. FIM is truly a unique, family-oriented event.

Festa Italiana MN 2014 will be held at **Island Lake Park, in Shoreview, August 1st – 3rd**. The park is an attractive setting with a lake, tree-lined walkways, and a great view of the setting sun. Expanding the festival to three days in mid-summer means that it will be our biggest Festa yet, with the **potential of drawing 30,000 people**.

Festa 2014 will build on the earlier ones by adding more photos and displays on Italian communities, an art fair, and presentations by storytellers and artists, including State Senator David Tomassoni, playwright Celeste Raspanti, and poet Emilio De Grazia. We now have working relationships with over 20 educational, history, and cultural institutions. Local businesses helped us to hold four successful fundraisers, and the Italian American Club has given a donation to sponsor "The Minneapolis Italian Experience" display. FIM is an all-volunteer, non-profit 501(c)(3) corporation, which uses all proceeds to fund Festa and contribute to charities.

This year Festa Italiana offers a quality summer event that best exemplifies the history and culture of Italy and Minnesota Italians (and our kin in western Wisconsin). Your donation is an investment in the future and rich heritage of the Italian community, as well as a way of increasing the brand recognition of your company, or honoring your family or organization.

There are several ways in which you can contribute: (see attached sheet for details)

- a general cash or in-kind donation
- a donation for a specific display, and be listed as the sponsor, or have naming rights
- purchase a display banner -- 4 feet wide and either 3.5 or 10.5 feet high -- to advertise a business, or honor your family members or an organization.

The names of all donors will appear on various Festa signs and brochures, our Wall of Honor, and social media that reaches 2600 persons. Make checks out to Festa Italiana MN, and mail to: Festa Italiana MN, P O Box 130664, Roseville, MN 55113.

I am eager to speak with you about these opportunities and will call you within a week. Contact me or Festa at 651-765-1813, johnandreoizzi@aol.com. www.festaitalianmn.com.

Sincerely,

John Andreozzi, President

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the request from Greyhound Pets of America - Minnesota to conduct a raffle at Turtle Lake Park on June 7, 2014.

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

Regular City Council Meeting
April 21, 2014

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: APRIL 17, 2014

**SUBJECT: REQUEST TO CONDUCT A RAFFLE—GREYHOUND PETS OF
AMERICA - MINNESOTA**

Attached is an application from Greyhound Pets of America - Minnesota to conduct a raffle at Turtle Lake Park on June 7, 2014. Greyhound Pets of America – Minnesota (GPA-MN) is a registered 501c(3) non-profit organization dedicated to finding homes for retired greyhound racing dogs and educating the public about the suitability of greyhounds as pets. They are run exclusively by volunteers and their funding relies solely on donations. They would like to hold a raffle in conjunction with Greyfest, their annual summer get together. The proceeds from the raffle would go to help pay for veterinarian bills, dog food, and marketing efforts.

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

It is recommended that the City Council approve this request from the Greyhound Pets of America - Minnesota to conduct a raffle at Turtle Lake Park on June 7, 2014.

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.</p>	<p>Application fee (non refundable) If application is postmarked or received 30 days or more before the event \$50; otherwise \$100.</p>
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ORGANIZATION INFORMATION

<p>Organization name Greyhound Pets of America - Minnesota</p>	<p>Previous gambling permit number</p>
---	--

<p>Minnesota tax ID number, if any</p>	<p>Federal employer ID number (FEIN), if any</p>
--	--

Type of nonprofit organization. Check one.

Fraternal
 Religious
 Veterans
 Other nonprofit organization

<p>Mailing address PO Box 18312</p>	<p>City Minneapolis</p>	<p>State MN</p>	<p>Zip code 55418</p>	<p>County Hennepin</p>
--	--	--------------------------------------	--	---

<p>Name of chief executive officer [CEO] Curt Carter</p>	<p>Daytime phone number 612-532-3333</p>	<p>E-mail address clcarter66@gmail.com</p>
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NONPROFIT STATUS

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

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
 Turtle Lake County Park

<p>Address [do not use PO box] 4979 Hodgson Road</p>	<p>City or township Shoreview</p>	<p>Zip code 55126</p>	<p>County Ramsey</p>
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Date[s] of activity. For raffles, indicate the date of the drawing.
 June 7, 2014

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle [total value of raffle prizes awarded for year \$_____] Paddlewheels* Pull-tabs* Tipboards*

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

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

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

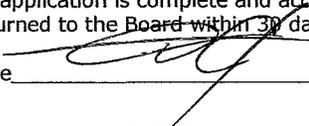
Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature  Date 9/14/14

Print name Curt Carter

REQUIREMENTS

Complete a separate application for:

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

Send application with:

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

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

Financial report and recordkeeping required

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

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

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

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

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

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

PROPOSED MOTION

Moved by Councilmember _____

Seconded by _____

To approve the inter-fund transfers and inter-fund loans outlined in the attached report for the year ended December 31, 2013.

ROLL CALL:	Ayes	Nays
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Fred Espe
Finance Director
City Council Meeting
April 21, 2014

TO: Terry Schwerm, City Manager
 FROM: Fred Espe, Finance Director
 DATE: April 16, 2014
 RE: 2013 Year-end Summary, Inter-fund Transfers and Loans

Introduction

Each year, prior to issuance of the comprehensive annual financial report, the finance department requests final Council approval for transfers between funds, and for the inter-fund loans necessary to offset temporary deficit cash balances. Since transfers between funds, and inter-fund loans require Council approval, this summary precedes issuance of the financial report.

General Fund Operating Fund Results

The table at right provides a summary of 2013 General fund activity.

Overall, revenues exceeded the budget allowances by 8.8%, and expenditures were 1.3% over budget.

Primary variances for 2013 are discussed below and on the next page.

Revenue variances include:

- Property tax collections exceeded 99%. General Fund collections were \$15,844 below budget.
- License and permit revenue exceeded the budget by \$334,256 due to building, heating, electrical and plumbing permits, as well as rental licensing fees.
- Intergovernmental revenue exceeded the budget by \$208,811 due to the State of MN requiring the City to report the Lake Johanna Fire Department State Aid (\$206,815) as revenue in the City's financial statements, this over budget amount will be offset by public safety expenditures exceeding budget by an equal amount.

General Fund	Amended Budget	Actual	Variance
Revenues:			
Property taxes	\$ 6,639,567	\$6,623,723	\$ (15,844)
Licenses and permits	314,050	648,306	334,256
Intergovernmental	185,622	395,433	209,811
Charges for services	1,284,970	1,619,489	334,519
Fines and forfeits	62,500	52,440	(10,060)
Earnings on investments	45,000	(118,405)	(163,405)
Other	24,040	31,532	7,492
Total Revenues	\$ 8,555,749	\$9,252,518	\$ 696,769
Expenditures:			
Operating			
General government	\$ 2,134,062	\$2,092,838	\$ (41,224)
Public safety	2,882,693	3,069,177	186,484
Public works	1,475,820	1,437,557	(38,263)
Parks and recreation	1,611,293	1,576,576	(34,717)
Community development	558,381	577,796	19,415
Capital Outlay			
General government	-	20,014	20,014
Total Expenditures	\$ 8,662,249	\$8,773,958	\$ 111,709
Transfers in	519,000	519,000	-
Transfers out	(412,500)	(829,963)	(417,463)
Change in fund balance	\$ -	\$ 167,597	167,597
Beginning fund balance		4,136,009	
Ending fund balance		<u>\$4,303,606</u>	

- Charges for services exceeded the budget by \$334,519 due to plan check and engineering fees and capital project administrative charges.
- Fines and forfeit revenue was below budget by \$10,060 due primarily to a decrease in Administrative citations by the Sheriff's Department.
- Earnings on investments were negative and \$163,405 below budget due to accounting principles that require the City to adjust investments held to market value at year-end.

Expenditure variances include:

- General government operating and capital outlay expenditures are \$21,210 below budget (1.0% below) due primarily to lower spending in human resources (contractual, training, supplies and other), and in information systems (personal services, contractual).
- Public safety exceeded the budget by \$186,484 due to the requirement that the City report State Fire Aid as a revenue and expenditure (see earlier comment). If the State Fire Aid payment were removed expenditures are \$20,331 below budget (.7% below) due primarily to the police contract.
- Public works is \$38,263 below budget (2.6% below) due to costs below budget in all activities except administration and engineering which is a result of increased personal costs related to construction of City infrastructure. Savings include lower supply and contractual costs.
- Parks and recreation is \$34,717 below the budget (2.2% below) due to park maintenance personal and contractual services.
- Community development exceeded the budget by \$19,415 (3.5%) due primarily to higher contracted electrical inspection costs, which were offset by higher permit revenue.

Fund Balance Policy - The City's fund balance policy, as revised in 2009, sets a minimum and maximum fund balance for the City's General fund. Fund balances above the maximum are considered a one-time source (non-recurring), to be transferred out of the fund for non-recurring uses, or to reduce future debt levies.

- The minimum fund balance is designed accommodate cash flow needs, to accommodate the timing of property tax receipts (typically received in June and December). This allocation is equal to 50% of the 2014 General Fund property tax levy.
- An unanticipated event allocation (designed to create a cushion for unanticipated costs and/or revenue declines) is established up to a maximum of 10% of the 2014 General Fund expenditures.
- Special allocations are established on occasion to accommodate anticipated costs or to anticipate lost revenue in the near future. No special allocations are recommended for 2013.
- The maximum General fund balance is equal to the combined cash flow designation, unanticipated event allocation, and special designations. The General surplus at the end of 2013 is \$417,963 above the maximum fund balance, and therefore a transfer out in the same amount will require City Council approval before staff may issue the financial report.

	2011	2012	2013
Fund balance designations:			
Cash flow allocation	\$3,183,530	\$3,269,784	\$3,393,577
Unanticipated event allocation	792,882	866,225	910,029
Total General Fund Balance	\$3,976,412	\$4,136,009	\$4,303,606

Transfers and Inter-fund Loans Between Funds

All transfers between funds require Council approval, either through the budget document or separate action. Although planning for inter-fund transfers occurs as a routine part of the City's budget document, we do expect changes due to project delays, changes in funding sources, changes in project costs, or the timing of outside revenues. It is important to note that all transfers outlined in this report were anticipated and are consistent with the City's funding plans and the Five-year Operating Plan.

The inter-fund transfers shown on the attached summary are grouped into the following five categories. Transfers which exceed the budget authorization are described below and require Council approval.

1. Fund closings
2. Debt funding (no changes)
3. Capital funding
4. Operating transfers (no changes)
5. General Fund Balance Policy transfers

Fund Closings – The following transfers close funds in 2013.

- \$414,589.84 – Transfer the remaining balance in the Capital Improvement Fund to the Community Investment Fund in accordance with the City's Community Investment Fund Policy adopted by the City Council September 16, 2013.

Capital Funding – The following transfers provide support for capital costs.

- \$1,940.73 – Transfer from the Cable TV Fund to the Capital Acquisition Fund for costs associated with computer system replacements.
- \$225,000.00 – Transfer from the MSA Fund to the Red Fox Road Reconstruction project to cover project costs.
- \$700,851.34 – Transfer from the MSA Fund to the County Road D Reconstruction Fund to cover project costs.
- \$38,823.59 – Transfer from the Street Renewal Fund to the County Road F, Demar, Floral Reconstruction Fund to cover project costs.
- \$380,000.00 – Transfer from the Street Renewal Fund to the Red Fox Road Reconstruction Fund to cover project costs (this amount is \$120,000 lower than the revised project estimate due to an increased contributions from TIF #1).
- \$181,257.95 – Transfer from the Street Renewal Fund to the Cottage Place Reconstruction Fund to cover project costs.
- \$11,578.72 – Transfer from the Capital Improvement Fund to the Capital Acquisition Fund for costs associated with computer system replacements.
- \$557.42 – Transfer from the Water Fund to the Capital Acquisition Fund for costs associated with computer system replacements.
- \$4,066.84 – Transfer from the Sewer Fund to the Capital Acquisition Fund for costs associated with computer system replacements.
- \$4,801.52 – Transfer from the Central Garage Fund to the Capital Acquisition Fund for costs associated with computer system replacements.

General Fund Balance Policy Transfer – The City’s fund balance policy requires that excess General Fund balances be transferred and used for a one-time expense or to reduce future debt levies.

- \$417,963.00 – Transfer from the General fund to the Street Renewal Fund to improve fund balance, and assist in funding 2013 construction costs that were higher than anticipated due to the Red Fox Road project, and to insure that we can fully fund future street construction costs including (Hanson Oakridge Neighborhood; Grand Avenue Redevelopment). Without this transfer the Street Renewal Fund is currently projected to fall below the \$2,000,000 minimum fund balance in 2015. This transfer allows the Street Renewal fund balance to be maintained slightly above the projected levels in the 2014-2019 Capital Improvement Program.

Inter-fund Loans

Pursuant to Governmental Accounting and Financial Reporting Standards, any temporary cash deficit within a fund must be reclassified as a loan from another fund. Since inter-fund transactions require Council approval, the inter-fund loans that satisfy this guideline are presented for Council consideration.

- \$1,147,829.20 – Inter-fund loan from TIF District #1 (non-Deluxe parcels) to the Owasso Street Realignment project, to cover project costs. The loan is to be repaid with interest through tax increment receipts generated from the new TIF district.
- \$369,131.31 – Inter-fund loan from the MSA Fund to the County Road D Reconstruction Fund to cover a temporary cash deficit at December 31, 2013.

Typically loans between funds are intended to address temporary cash deficits that will be supported by future revenues. In these instances the average rate of return on the City’s total investment portfolio is charged and the loan is repaid as quickly as cash flow allows.

Recommendation

Staff recommends approval of the inter-fund transfers outlined in this report for the year ended December 31, 2013.

Changes in 2013 Transfers Between Funds

From Fund	To Fund	Budgeted Transfer	Actual Transfer	Transfers That Increased	Description
INTERFUND TRANSFERS					
Fund Closings					
459*	401	\$ -	\$ 414,589.84	\$ 414,589.84	Close Capital Impr Fund to Community Investment Fund
		-	414,589.84	414,589.84	
Debt Funding					
101	318	100,000.00	100,000.00	-	General Fund contribution, Community Center expansion debt payments
351	320	116,000.00	50,000.00	-	Closed Debt Fund contribution to 2013 Street Bond debt payment
351	377	10,000.00	-	-	Closed Debt Fund contribution to 2006 Improvement Bond debt payment
364	314	378,286.00	375,108.68	-	TIF #2 contribution, 2004 TIF Refunding bond payment
364	319	298,000.00	298,000.00	-	TIF #2 contribution, 2007 TIF Refunding bond payment
405	318	180,000.00	180,000.00	-	General Fixed Asset contribution, Community Center expansion debt payments
459	318	165,000.00	165,000.00	-	Capital Impr Fund contribution, Community Center expansion debt payments
		1,247,286.00	1,168,108.68	-	
Capital Funding					
101	422	500.00	-	-	General Fund contribution, computer acquisition costs
230	422	1,920.00	1,940.73	1,940.73	Cable TV contribution, cable share of computer acquisition costs
307	571	1,087,450.00	-	-	TIF #1 transfer to Owasso Street Realignment construction fund
402	572	-	225,000.00	225,000.00	MSA contribution, Red Fox Road Reconstruction project
402	573	640,500.00	700,851.34	700,851.34	MSA contribution, County Road D Reconstruction project
402	575	700,000.00	531,805.55	-	MSA contribution, 2013 Street Rehabilitation collector street improvements
404	570	-	38,823.59	38,823.59	Street Renewal contribution, County Road F, Demar, Floral project costs
404	572	346,800.00	380,000.00	380,000.00	Street Renewal contribution, Red Fox Road project costs
404	574	128,625.00	181,257.95	181,257.95	Street Renewal contribution, Cottage Place project costs
405	422	106,000.00	89,602.99	-	General Fixed Asset contribution, computer acquisition costs
405	459	140,000.00	-	-	General Fixed Asset contribution to Capital Impr Fund Bucher Park rehab
459	422	-	11,578.72	11,578.72	Capital Impr Fund contribution, computer acquisition costs
601	422	-	557.42	557.42	Water contribution, computer acquisition costs
602	422	-	4,066.84	4,066.84	Sewer contribution, computer acquisition costs
701	422	-	4,801.52	4,801.52	Central Garage Fund contribution, computer acquisition costs
		3,151,795.00	2,170,286.65	1,548,878.11	
Operating Transfers					
101	220	232,000.00	232,000.00	-	General Fund contribution, Community Center operating costs
101	225	70,000.00	70,000.00	-	General Fund contribution, Recreation Program operating costs
101	270	10,000.00	10,000.00	-	General Fund contribution, Slice of Shoreview event
225	220	80,000.00	80,000.00	-	Recreation Programs contribution, Community Center operating costs
230	101	115,000.00	115,000.00	-	Cable TV contribution, General Fund communication costs
601	101	190,000.00	190,000.00	-	Water contribution, General Fund operating costs
601	701	72,500.00	72,500.00	-	Water contribution, maint center debt payments
602	101	124,000.00	124,000.00	-	Sewer contribution, General Fund operating costs
602	701	72,500.00	72,500.00	-	Sewer contribution, maint center debt payments
603	101	75,000.00	75,000.00	-	Surface Water contribution, General Fund operating costs
603	701	51,900.00	51,900.00	-	Surface Water contribution, maint center debt payments
604	101	15,000.00	15,000.00	-	Street Lighting contribution, General Fund operating costs
604	701	4,000.00	4,000.00	-	Street Lighting contribution, maintenance center debt payments
		1,111,900.00	1,111,900.00	-	
General Fund Balance Policy					
101	404	-	417,963.00	417,963.00	Final transfer out/per General Fund balance policy to Street Renewal Fund
		\$ -	\$ 417,963.00	\$ 417,963.00	
Total		\$ 5,510,981.00	\$ 5,282,848.17	\$ 2,381,430.95	
INTERFUND LOANS AND LIABILITIES					
307	571			\$ 1,147,829.20	Loan from TIF #1/Deluxe District to Owasso Realignment project
402	573			\$ 369,131.31	Interfund Receivable/Payable to cover temporary year-end cash overdraft
				<u>\$ 1,516,960.51</u>	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To award the bid for the resurfacing of the tennis courts and conversion to pickleball courts at Bobby Theisen Park to Lee Sports Surfacing in the amount of \$52,000.

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

City Council Meeting
April 21, 2014

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: APRIL 17, 2014

**SUBJECT: AWARD OF QUOTE—COURT RESURFACING AND PICKLEBALL CONVERSION AT
BOBBY THEISEN PARK**

INTRODUCTION

At its December 9, 2013 workshop meeting, the City Council met with members of the Shoreview Area Pickleball Club and supported a request to convert existing tennis courts at Bobby Theisen Park to pickleball only courts. The Council is now being asked to award the quote for the resurfacing and conversion of the courts at Bobby Theisen Park for this use.

BACKGROUND

At its December 9th workshop meeting John Malmgren and other representatives from the Shoreview Area Pickleball Club presented a request to the City Council to convert some existing tennis courts into pickleball only courts for the outdoor season. Mr. Malmgren indicated that they have appreciated the City's willingness to stripe existing tennis courts at Commons and Shamrock Parks for dual pickleball/tennis use, however, the number of people interested in pickleball has grown tremendously and only having two courts available at each site is limiting. Two courts are only able to accommodate 8 players at a time. He noted that there are routinely 20-25 players now at the Community Center for pickleball, which results in 10-12 players waiting to play on the three indoor courts. Malmgren indicated that pickleball is a social sport where many people arrive to play at the same time and then rotate into the court after each game concludes. There are now more than 100 players registered in the Shoreview Area Pickleball Club.

Malmgren also noted that two standard tennis courts can generally be converted into six pickleball courts, which would allow up to 24 people playing at one time. He said that this request has also been presented to the Parks and Recreation Commission and it had been recommended that the pickleball only courts be constructed at Bobby Theisen Park. He noted that even with the construction of the six pickleball courts, there would still be two tennis courts available for community use at this site. Currently, there are four courts at Bobby Theisen Park, with one of the courts used for roller hockey. It is proposed that two interior courts be used for pickleball and the current roller hockey court be resurfaced for tennis.

The City's Capital Improvement Program includes a \$50,000 project in 2015 that would mill and overlay the two interior courts at Bobby Theisen Park. These two courts have severe cracks and are in need of some major maintenance. Staff is proposing that the Bobby Theisen project be moved to 2014 and that the court resurfacing planned in 2014 be pushed back one year. This will allow the conversion of the two interior courts into six pickleball only courts, while maintaining the two end courts for tennis.

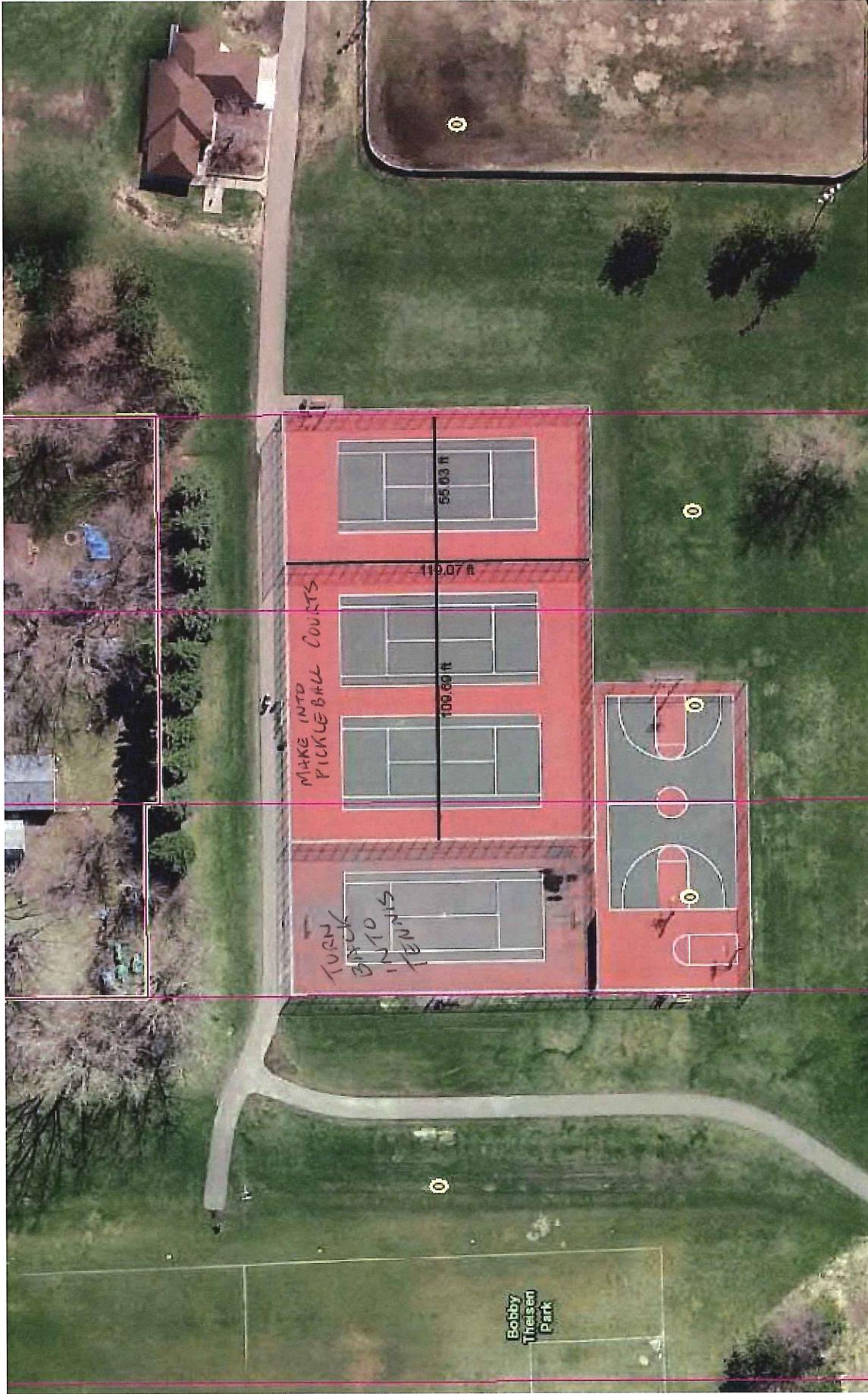
Staff solicited quotes for the work from two firms that do court resurfacing and repair. Both of the base quotes included resurfacing the courts combined with using the Armor crack repair sealant that has worked well at other courts in the City. One firm, Lee Sports Surfacing, did include an alternate to include a full mill and overlay of the two interior courts. The quotes are summarized below:

<u>Company</u>	<u>Resurfacing and Crack Repair</u>	<u>Resurfacing with Mill and Overlay</u>
Finley Bros. Inc. (Tennis West)	\$40,910	----
Lee Sports Surfacing	\$43,500	\$52,000

Given the condition of the pavement surface on the two interior courts, staff is strongly recommending that we select the option of the full mill and overlay on these two courts. This will provide a surface with a longer useful life. The CIP had included \$50,000 for this overlay and resurfacing project. The \$52,000 is a reasonable price, particularly considering that they will also be resurfacing the tennis court area currently used for roller hockey.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council award the bid for the resurfacing of the tennis courts and conversion to pickleball courts at Bobby Theisen Park to Lee Sports Surfacing in the amount of \$52,000.



108.9

54.44

108.9 Feet

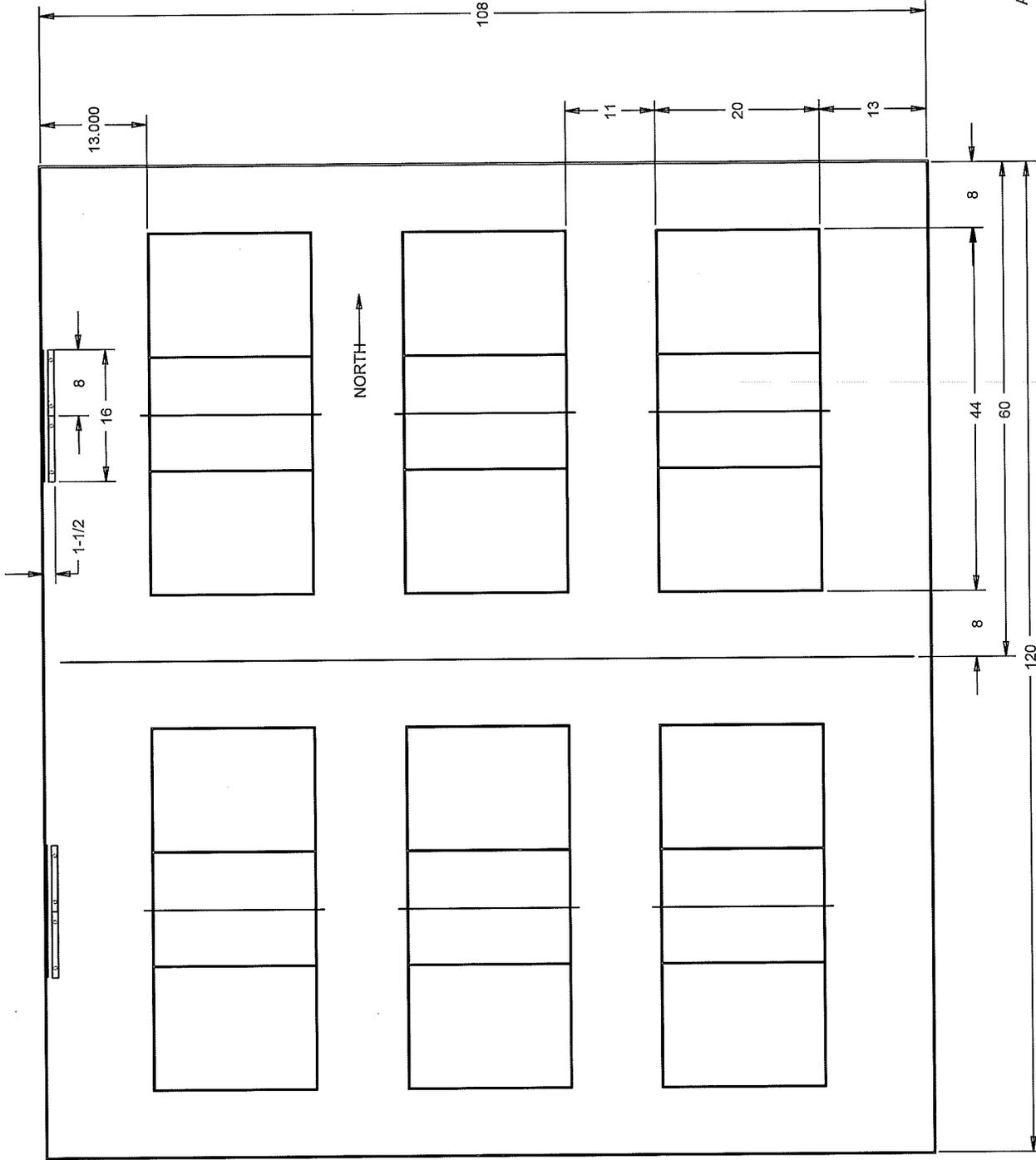


NAD_1983_HARN_Acj_MIN_Ramsey_Feet
© Ramsey County Enterprise GIS

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

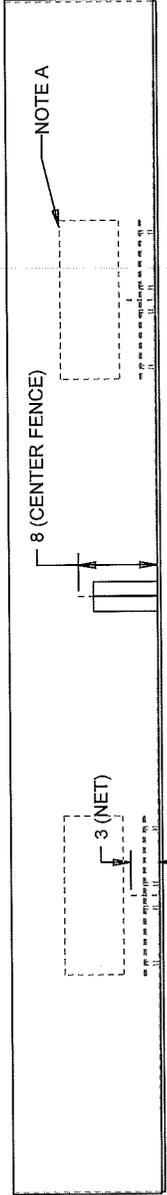
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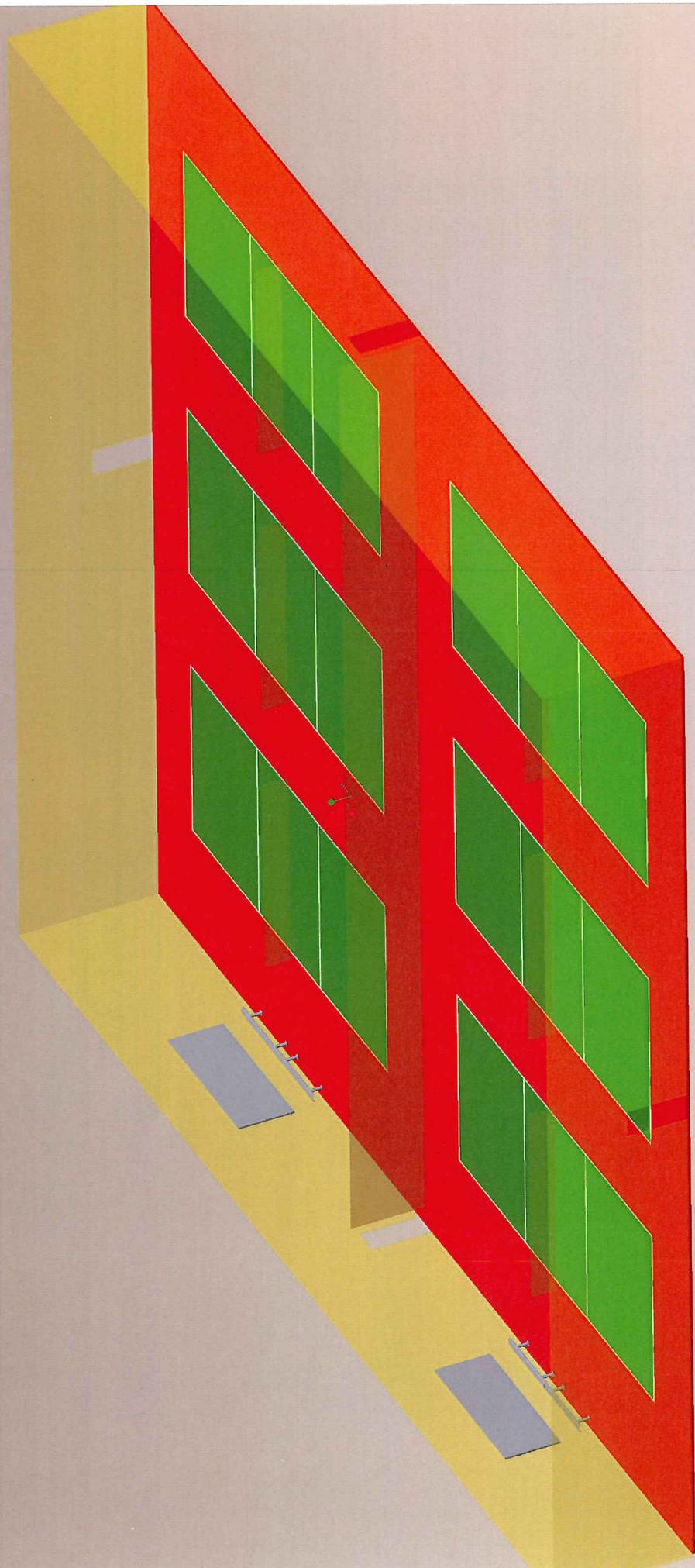




ALL DIMS IN FEET

NOTE A: MATERIAL FOR SHADE
ON EAST SIDE ONLY





Quotation

To: City of Shoreview
4600 Victoria St. No.
Shoreview, Mn. 55126

From: **Finley Bros. Inc.**
d.b.a. **Tennis West**
P O Box 677
Hopkins, Mn. 55343
o.) 952-933-8272
fx.) 952-933-6164

Attn: Gary Chapman
O.) 651-490-4756
e.) gchapman@shoreviewmn.gov

Scope: convert an in-line area and two tennis courts to a (1) tennis court and six (6) dedicated pickleball courts.

Area: 108' x 120' and 60' x 120' +/- .

Description of work (under base bid):

By others: fence system, net posts system, shade screens, benches, etc.
No Surfacing work on Basketball Area or East Tennis Court.

Contractor to:

Pressure wash and treat for mold, mildew, and moss.
(Owner to provide water source, std. hose bib pressure.)
Manually scrape and remove delaminating surfacing materials.
Router, treat with defoliant and fill structural cracks.
Approx. 800 In. ft. with proprietary crack filler. (Std. system)
Note: do to the nature of structural cracks, there permanent repair
Can not be guaranteed. i.e. structural cracks will reflect.
Also Note: reflective cracks at heaved net post & fence footings
are not structural cracks.
Further Note: Add Alt. Crack treatment for 800 In. ft. of cracks,
See (www.armorcrackrepair.com) *****
Patch and level "bird baths" max. three (3) applications.
Apply tack coat ss-1h to improve adhesion.
Install a Nova USA color surface system for existing acrylic/
asphalt construction.
2) filler coats.; 1) texture coat; 1) finish coat. (See f. & g. of owners spec.)
Color(s): to be selected by owner.
Stripe: 2" white playing lines per USTA rules. For doubles tennis.
And 2" white for pickleball (six courts.)

page 1 of 2

Estimate accepted: _____

Date: _____

Bobby Theisen Park
2014 Pickle Balls Courts

Total Base Bid: with standard crack maintenance system ... \$ 24,730.00

Add Alt. Armor Crack System (800 ft.) add to base bid \$ 12,000.00

*****Recommend additional two coats of acrylic resurfacer to mask the Armor System. (On battery of Two courts) Will also, improve the texture of the rough in-line surface.

Respectfully submitted, Ray Finley
(4-12-14) c.) 612-363-3004

Estimate accepted: _____

Date: _____



Gary Chapman <gchapman@shoreviewmn.gov>

RE: Theisen courts: Add for Acrylic Resurfacer coats (2)

2 messages

Ray Finley <rayfinley@qwestoffice.net>
To: Gary Chapman <gchapman@shoreviewmn.gov>

Tue, Apr 15, 2014 at 8:14 AM

Good Morning Gary,

Re: Theisen Park Pickleball Courts 2014

Adding two (2) coats of acrylic resurfacer to the
In-line rink 800 s.y. & battery of two (2) tennis courts
(converting to pickleball) 1,440 s.y.

Total area: 2,240 s.y. labor & materials installed

Add \$4,180.00 to Base Bid

Respectfully yours,

Ray Finley

President

E-Mail: rayfinley@qwestoffice.net

Office: (952) 933-8272

Mobile: (612) 363-3004

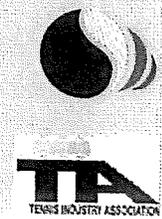
Fax: (952-933-6164)

Finley Bros. Inc.

dba TENNIS WEST

P.O. Box 677

To: Gary Chapman
Company: City of Shoreview
Re: Bobby Theisen Park
Date: April 7, 2014



Dear Gary,

Lee Sports quotes the following prices for the repairs and resurfacing as specified for the Bobby Theisen Pickleball project. I have included a price to remove the two center courts and replace with new bituminous. I feel this is better choice in the long run over that much lineal feet of Armor. In my opinion the maximum is up to 300 feet before reconstruction is the better option.

One Tennis Court and Six Pickleball Courts

- Pressure wash court surface (5000psi) removing loose and delaminated material, scrub all spots and stains with a special cleaning solution (bleach and TSP) removing moss and mildew.
- Flood courts and locate any areas holding more then 1/8" standing water.
- Patch low areas with acrylic deep patching material.
- Completely sand court surface with high powered orbital sander blending in patching and crack filling.
- Apply approximately 1200 lineal feet of Armor Crack Repair.
- Apply two coats of acrylic leveling material.
- Apply two texture coat of acrylic tennis court paint.
- Line stripe tennis courts to USTA specifications and Pickleball courts to USAPA specifications.

Price: \$43,500.00

Option 2

- Remove existing asphalt on the two existing courts for Pickleball and replace with three inches new asphalt.

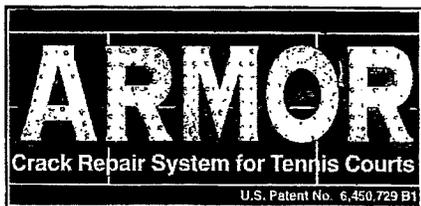
Add: \$8,500.00

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

Sincerely,

Nat Lee,
President





the Original... and still the Best!

A.S.T., LLC
5050 Industrial Road
Farmingdale, NJ 07727
www.armorcrackrepair.com

877-99-ARMOR Toll Free
732-751-1212 Phone
732-751-0383 Fax

CONTRACTOR WARRANTY

Using fiberglass, crack filler, liquid asphalt, infrared, or a saw cut & patch to repair tennis court cracks will not get you a warranty against re-cracking from any contractor. In fact, most contractors will guarantee that any one of those repairs will fail within one year. Even if your court is totally replaced or repaved, most contractors will not give more than a one year warranty against cracking.

However, by using the **ARMOR® Crack Repair System** to repair your structural tennis court cracks, your contractor includes an unprecedented two year guarantee. It covers only those cracks repaired with the **ARMOR® Crack Repair System**. It does not include new cracks that develop in the court. And it does not cover the extension of a repaired crack where it grows in length out beyond the repair.

MANUFACTURER WARRANTY

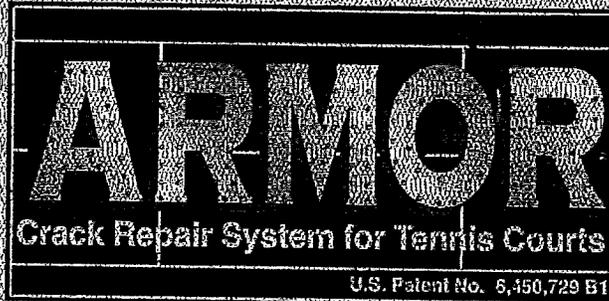
The methods and techniques represented in the **ARMOR® Crack Repair System** literature have been used successfully to achieve the results described based on our experience. The decision to use any of these methods or techniques, or to use this product, is solely the choice of the contractor and his customer. The **ARMOR® Crack Repair System** warrants our products to be of merchantable quality. There are no other warranties either expressed or implied or which extend beyond the description of the face hereof.

We do not have control of the installer, the application process, the ingredients used, or the weather in which our product is installed. In other words, we can not be responsible for job conditions nor quality of workmanship and, therefore, we can not warranty the completed **ARMOR® Crack Repair System**. This product is not designed to repair all types of cracks. Before using, the contractor and his customer shall determine the suitability of this product for the intended use and they assume all risk in connection therewith. This warranty gives you specific legal rights which may vary from state to state.

*If you have any questions or problems, please call us immediately
TOLL FREE at 1.877.99.ARMOR (1-877-992-7667).*

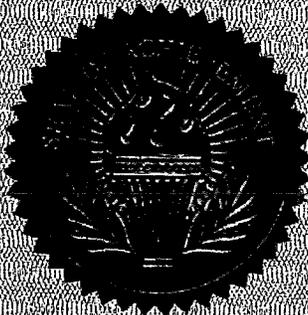
Certificate of Achievement

By successfully completing our
On-Site Training Program
for the



Lee Sports Surfacing

has earned the distinction of
Certified Installer



Dan Gapp, President
A.S.T., LLC

June 9, 2009

date

The contractor above now has the necessary information to properly recommend and install our product. A.S.T., LLC does not have control over the installer, the application methods, the weather, the job site conditions, or the quality of workmanship. Thus, A.S.T., LLC cannot warrant the completed installation. All warranties are written and honored by the contractor. Before using, the contractor and his customers shall determine the suitability of this product and they shall assume all risk in connection therewith.

P.O. Box 182 • Fair Haven, NJ 07704 USA
(732) 751-1212 • 877-99-ARMOR • Fax: (732) 751-0383



Pickleball Courts Theisen Park

1. Location

Bobby Theisen Park 3575 Vivian Ave.

2. Scope of Work

- a. Change center two courts from tennis to pickleball
- b. Change far west court from roller hockey back to tennis
- c. Pressure wash all three courts
- d. Locate and fill all bird baths
- e. Repair all cracks using Armor Crack Repair System
- f. Apply two coats of Acrylic resurfacer
- g. Apply two coats of Acrylic tennis court paint, of each color (red & green)
- h. Apply white lines for six pickleball courts on large area and one tennis court on far west court.
- i. Net posts will be removed and installed by other contractors

3. Payments

Payments can be made either with partial down payment or entire amount at the end of the project. Final payment can only be made if invoice includes an IC-134 form from the Minnesota Department of Revenue.

4. Nets and Signage

The city will be responsible for removing nets and posts and installing any signs for closing of courts

5. Timing

Work can start once City Council has approved. The city would like work to be completed as early as possible in May or June at the very latest.