

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
January 5, 2015
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OATH OF OFFICE

STATE OF THE CITY ADDRESS

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

A. Recognition of City Attorney – Jerry Filla

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

COUNCIL COMMENTS

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

1. December 8, 2014 City Council Workshop Meeting Minutes
2. December 15, 2014 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes

A. Human Rights Commission – December 17, 2014

4. Verified Claims
5. Purchases
6. License Applications
7. Developer Escrow Reductions
8. Storage Area Network Equipment Upgrade
9. Authorization to Purchase Replacements for units 210, 603 and 610
10. Lease Renewal with the Greater Metropolitan Housing Corporation – Housing Resource Center, 1170 Lepak Court
11. Renewal of Legal Contract with Kelly & Lemmons

PUBLIC HEARING

12. Resolution 15-02, Assessment Hearing – 1648 Lois Drive

GENERAL BUSINESS

13. Resolution 15-01, Authorizing Agreements for Turtle Lake Feasibility Study
14. Designation of Legal Newspaper for 2015
15. Committee/Commission Reappointments
16. Appointment of Planning Commission Chair
17. Council Appointments for 2015

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

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

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
December 8, 2014**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 7:00 p.m. on December 8, 2014.

ROLL CALL

The following attended the meeting:

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

Staff: Terry Schwerm, City Manager
Rebecca Olson, Assistant to City Manager
Mark Maloney, Public Works Director
Fred Espe, Finance Director
Debbie Maloney, Assistant Finance Director

State Legislators: State Representative Jason Isaacson
State Representative Barb Yarusso
State Senator Beverly Scalze

DISCUSSION WITH LEGISLATORS ON WATER SUPPLY SOURCES

Within the Twin City area there is a mosaic of water providers. Many cities receive water from Minneapolis or St. Paul. Others, like Shoreview, are stand-alone water utilities for their own communities. The DNR Settlement Agreement with the Restoration Association for White Bear Lake was announced last week. The Agreement puts a moratorium on that lawsuit for three years as long as progress to address the lake level is being made. The legislature will be asked to review and fund possible changes to water supply sources for several northeast metro cities.

Representative Isaacson asked the reason for the lawsuit and whether it was just to raise the lake level of White Bear Lake. Mr. Maloney responded that the lawsuit is extensive. The plaintiffs are asking for judicial control over water sources that affect 6 to 13 communities outside of White Bear Lake. The lawsuit was between the DNR and the Homeowners Association and Restoration Association. The cities of White Bear Lake and White Bear Township became interested parties. The White Bear Township Board has adopted a resolution to support the Settlement Agreement. The White Bear City Council will consider it at their next meeting.

The Settlement Agreement states that the DNR will not impede the water supply. The DNR admits that there is no scientific agreement that changing the water supply in this area will impact the water level of White Bear Lake.

Councilmember Wickstrom noted that the lawsuit states that pumping water into White Bear Lake by pipe will not impact aquifers, but the comprehensive study reviewing the aquifers will not be completed until 2016.

Councilmember Quigley stated that the seepage through the geology of the area is uncharted. He does not see how any conclusion can be definitive.

Councilmember Withhart stated that the Settlement calls for Mississippi River water to be pumped through the St. Paul Water Utility and somehow connected to cities that are currently using groundwater wells. Municipal wells would then be shut down and the lake level will rise. This is being proposed instead of pumping water directly into the lake.

Mayor Martin stated that Shoreview has been budgeting for a water treatment plant for many years. It is a project of \$11 million. It is planned to begin in 2015, and decisions will have to be made soon. Mr. Maloney explained that the Shoreview water system has been in place since the 1960s. The amount of iron and manganese that is now present in the water is at a level that is creating operational and water quality problems. Under the Federal Safe Drinking Water Act, iron and manganese are listed as secondary contaminants, not health risks. The water pumped from the ground has chlorine and fluoride added before it is distributed.

Senator Scalze asked if consideration was given to connecting to the St. Paul Water Utility to address these problems rather than building a new water treatment plant. Mr. Schwerm answered that has not been considered because of the extensive modifications that would be necessary and the higher cost of the water. Mr. Maloney stated water sources are often discussed casually as if only a valve has to be switched to change the source. That is very frustrating because there are huge complexities in mixing ground waters with surface waters. To affect all the changes necessary with new infrastructure for a new water source would be very complex and very costly.

Councilmember Withhart noted that the City has tracked its water usage over a decade. Usage has decreased. Shoreview was one of the first cities to create a rate structure that is now a model and mandated by the state for other cities.

Mayor Martin stated that one of the elements of the DNR Settlement Agreement is that the parties have all agreed to pursue water conservation measures. Shoreview has done that with its water rate structure for some time. Even though the number of consumers has increased, usage has decreased. However, the cost of providing the water remains the same or increases, which means rates have to increase. The City has six wells that must be routed to the water treatment plant. Almost \$500,000 has already been invested in design work and extensive planning has been done. She wants to be sure the City can move forward with this plan. She cannot understand retrofitting cities like Shoreview to the St. Paul Water Utility at the cost of hundreds

of millions of dollars. All of these issues have arisen as a result of how to raise the water level on White Bear Lake.

Representative Isaacson asked how much water use in Shoreview is part of the aquifer that is used by White Bear Lake. Mr. Schwerm responded that the majority of communities in the metro area use water from the Jordan Aquifer, including Shoreview and White Bear Lake. The USGS hypothesized that there is a connection between the lake water level and ground water being used by the city in White Bear Lake. A study done in White Bear Lake confirmed that theory. The USGS then conducted the same study in Shoreview for Turtle Lake but did not find a similar correlation.

Mr. Maloney referred to a map from the Metropolitan Council showing population projections for the Twin City area. A ground water model using data points scattered throughout the region shows water levels. This model projects an impact to the aquifer by 2030. The projected population growth is not in this area, but the hot spot is White Bear Lake because of the lake level litigation. There seems to be a disconnect between the Metropolitan Council advancing water policy changes and how they impact Shoreview's decision to build a water treatment plant.

Representative Isaacson stated that according to Representative Peter Fisher, whom he consults with, 85% of the water is going to the bottom of White Bear Lake and is decreasing at a certain rate per day. There is no doubt it is going into the aquifer.

Representative Yarusso asked the depth of Shoreview and Woodbury wells. Mr. Maloney answered that Shoreview wells are 400 feet deep to reach the Jordan Aquifer. Woodbury wells are approximately 85 feet. Representative Yarusso noted that the lack of correlation between ground water and lake level at Turtle Lake may only be because of the particular time frame the study was done. The question not answered is whether pumping the wells is causing a more significant impact or the diversion of runoff from seeping back into the ground water through storm water systems.

Mayor Martin stated that it is still unknown what effect the drought had on lake levels. Even though this summer was rainy, there were several years of drought prior to this year. It may take that long for recovery of White Bear Lake, although Turtle Lake came all the way back this year.

Senator Scalze recalled that about 15 or 20 years ago the level of White Bear Lake was similar to what it is now, but the issue was never taken to the level of suing the DNR. She noted that White Bear Lake city staff remember those drought years and are not as supportive of the lawsuit as the homeowners. In response to the question of whether a change in the system will be required, she does not see that there would be money for it.

Representative Isaacson agreed and stated that he cannot believe money would be available without a definitive understanding of what would be a solution.

Councilmember Wickstrom stated that in regard to water issues there are things that need to be done. One is to change the plumbing code so gray water can be used. The second is to impose more conservation measures. It is premature to develop routing and infrastructure improvements

without all the answers from the aquifer study, which will not be done for another two years. She asked if well water levels in the City are known for the last 20 years. Mr. Maloney stated that levels are known and no problems have been determined.

Representative Yarusso explained that the aquifer is spread out and needs a lot more study. Water could be taken from one location and never see a change in another location because of topography. The DNR is working on a geology map for the whole state, but it is not yet available. The fact that there is an increase in iron and manganese in Shoreview suggests the water level is being drawn down somewhat. That is the mechanism by which those levels would increase. Mr. Maloney responded that is the reason it is so difficult to comprehend an expenditure of over \$200 million to change everyone's water system without experts agreeing on the desired outcome.

Councilmember Withhart asked if the USGS has the scientific expertise to chart the aquifer. Representative Yarusso stated that the problem is that in order to be accurate, a very high number of data points must be used. One thing that could be done is to obtain data from every source, every well that exists and bring that data together. That is not being done. It is a matter of time and money to get the data. The chief problem in charting is the water cannot be seen because it is deep underground. The only way to chart is to drill wells. Then there are local issues to address. If materials are discharged in one place and someone else 100 miles away turns on a pump that sucks water, this may cause water movement on a local basis that may be different from the actual big scheme of water movement.

Mayor Martin stated that it is important to understand that Shoreview has its own system and the City will move forward with a water treatment plant. The City should not wait for three years to do this important infrastructure improvement.

Senator Scalze stated that there will be a presentation on Thursday, December 11, 2014. She invited someone to attend and present another side of the story.

Representative Yarusso stated that this is a long-term issue that will need some fixes. The communities singled out, like Shoreview, are because they would be easier to hook up to the St. Paul system and are fully developed. However, taking that action does not solve the gray water issue and it does not encourage conservation.

Councilmember Wickstrom stated that she would like to see efforts for alternative systems in areas that are projected for development. Shoreview is fully developed, and there would be no efficiency to changing the water system.

Representative Isaacson asked if the City is losing money on water revenue. City Manager Schwerm explained that the City has had to restructure rates to eliminate deficits as a result of declining water usage. The City is now holding its own and not running deficits. The Settlement, which could mandate Shoreview being switched to St. Paul Water, came at a time when the City's water treatment plant is just in the process of being designed. The City is investing \$11 million for the water treatment plant. It is important to talk about this so there is a clear understanding of Shoreview's situation at the legislative level.

Representative Isaacson expressed his appreciation for knowing about this situation. It will help him when he has to talk about these issues. He again stated that he would be shocked if this is on anyone's radar because the budget will be almost exactly the same because the surplus is being drained with tax cuts.

Councilmember Quigley stated that the DNR has one focus, but the Metropolitan Council has indicated a plan for 18 communities that has drawn crossfire between different perspectives. He would like to see an overall, broad policy adopted by the legislature as a coherent way to approach these issues.

Representative Yarusso stated that a broad policy that also addresses other parts of the state that are agricultural and also have ground water problems would be very difficult. Changing ground water policy would be a big problem. She agreed a policy is needed because those communities are in greater danger of having water level issues in a shorter time frame than Shoreview. While manganese and iron are an inconvenience, the Clean Water Council is finding that some wells in other areas of the state are hitting arsenic and nitrate, which are significant health issues that must be fixed. That is not a choice.

Senator Scalze noted that the nitrate problem in Park Rapids is being fixed with local funding. However, in Lake Elmo the legislature did provide funding to address the 3M contamination. Wells cannot be drilled because the pollution is sucked into the well. A long pipe is needed from another part of the city in order to not suck pollution into the water. That is a much more extreme issue than the White Bear Lake level.

Other Legislative Issues

Councilmember Withhart noted that Land 'O Lakes is one of the City's biggest supporters and has now taken space in the old Deluxe Campus. One of the biggest disconnects for them is the separation of their company by Lexington Avenue. A bridge or tunnel is too expensive for the City to handle. He asked if the state could help with a pedestrian bridge.

Senator Scalze noted that the only thing that helped get the new bridge at Rice Street and Highway 36 was St. Jude Medical hired a lobbyist who was in the Governor's office daily. Land 'O Lakes and Boston Scientific must hire a lobbyist to get in the Governor's office. She added that when the Mayor goes to the Governor's office it always helps, and it is different because the Mayor is elected by the people.

City Manager Schwerm commended legislators for all their help in the last session, which was successful in getting the I-694 improvements, quiet rail zones, and special TIF authority for Shoreview. The legislative response to working with Shoreview on these issues was wonderful to see. He raised an upcoming issue of impending changes to the way cities are required to report budgets. This is a result of an initiative being pushed by the National Association of Industrial and Office Parks. The City has no problem providing transparency but to change reporting is a lot of busy work to provide the information in the requested format.

Mayor Martin suggested that the Municipal Legislative Commission (MLC) cities form a caucus of all the legislators representing those cities. It would be an example of crossing the aisle and working with people representing the same goals. Senator Scalze responded that she has chaired the Suburban Caucus in the House and served on that same body in the Senate. Unfortunately, the suburbs do not agree on many issues. There is no coalition as with the Iron Range.

Councilmember Wickstrom added that while MLC legislators represent cities that agree on certain issues, they also represent neighboring communities that may not agree.

Mayor Martin expressed great appreciation State Representatives Isaacson and Yarusso and Senator Scalze for attending this meeting on short notice and for the fact that they have listened well over the years to Shoreview's concerns. She noted the Municipal Legislative Commission Breakfast on February 13, 2014, at the Minnesota League of Cities Building, at 8:00 a.m. to which they will all be invited.

Councilmember Quigley asked the response to the resident who questions the expense of \$11 million on water treatment plant when the City will eventually have to change over to the St. Paul Water Utility. Mr. Maloney responded that he does not see any legislative agreement to make this mandate. Mr. Schwerm added that even if there were such a mandate at some time in the future, he would guess that the St. Paul Water Utility would not want all the wells and water treatment plant to shut down. Unfortunately, there are more questions than answers at this time.

It was the consensus of the Council to move forward with construction of a new water treatment plant.

DISCUSSION AND REVIEW OF UTILITY RATES

Finance Director Fred Espe summarized a report on requested utility rates for 2015.

Water: Water usage is trending downward. The average from 2000 to 2004 was 22,635 gallons. The average now is down 14.8% to 18,400 gallons. The majority of costs are fixed so there is not a lot of flexibility for savings. The largest variable cost is electricity, which is only 6% of all water costs. Meeting revenue projections with the decline of water usage has been possible with the use of the two-tier rate system. The rate increase for 2015 was projected at 4% and 12% in 2016. It was decided that it would be better for the increase to be 7% for both years rather than a big jump in 2016. The reason for the planned increase is the cost of the water treatment plant.

Sewer: The Metropolitan Council processes the City's sewage. Both sewage flow and the cost per million gallons decreased this year. The cost increase to consumers is recommended at 3%.

Surface Water: The Five-Year Operating Plan shows a 10% rate increase, which is staff's recommendation. Mr. Schwerm explained that one of the things driving costs with surface water management is that it is becoming an ever increasing part of the City's capital projects. It is almost as expensive as the street improvement portion of the project and, in fact, was about 50%

of the cost to the Red Fox Road improvements. There will also be a need for dredging a number of ponds in the next few years.

Councilmember Withhart noted that he has never received a complaint on utility rates in all his years on the Council. He asked the number of complaint calls the City receives after rate increases.

Depending on the year, Mr. Schwerm estimated about 30 to 40 calls are received. He explained that Therese Roesler, the staff member who handles these calls, does an outstanding job of explaining and walking residents through the reasons for the rate increases.

Councilmember Johnson asked if there should be a certain policy response from the City given that there is an uptick on water issues as a result of White Bear Lake and Turtle Lake. Mr. Schwerm explained that the years when there are complaints is when a wet summer is followed by a dry fall and residents are sprinkling into the fall. He noted that last year some adjustments were made to sewer rates because residents were encouraged to run water to prevent frozen pipes. Credit was given, not for the water used, but for winter consumption, so rates were based on a year when they were not encouraged to run water due to water pipe freezing.

It was the consensus of the Council to adopt the proposed utility rate report.

OTHER ISSUES

Cable TV Update

Mr. Schwerm stated that a second negotiation session with Comcast went well. There is still disagreement on the PEG fee. The two-year extension agreement with the North Suburban Communication Commission (NSCC) continues with a PEG fee at \$4. The City proposed a \$2 PEG fee. Corporate Comcast agreed to the two-year extension in order to get the merger through. Local Comcast is reluctant to negotiate PEG fee changes because they are waiting to see what happens with the new merger. A spending plan is being developed to show how the funds will be used. The goal is to have a new franchise agreement to the Council by January. The Council needs to decide whether a lesser agreement than what the North Suburban Cable Commission has for the next two years is acceptable. There will be some concerns from local programmers whose programs will no longer be produced by CTV.

Mayor Martin stated that one concern all along has been that negotiating alone the City would have less negotiating power.

Mr. Schwerm stated that the City could go back into the NSCC. That decision would have to be made at the next Council meeting, December 15, 2014. One benefit of the City staying out of the NSCC is that the City will retain all PEG fees and franchise fees. The equipment should be in place for playback of City meetings in January. He has asked CTV what the fee would be to continue running the public access channel.

Mayor Martin asked if there would be an offsetting grant from Comcast. Mr. Schwerm stated that it is still being negotiated as part of the franchise agreement.

Rainbow Foods Site

Staff met with Joe Ryan of Oppidan Development who originally developed the Rainbow Foods store on the site. He is an experienced commercial developer and indicated that he will be working with the owner on a new development plan for the site. He expected to have something for the City to review in the first quarter of the year.

Economic Development Authority Vacancy

The Economic Development Authority (EDA) will have an opening with Councilmember Withhart retiring. It was the consensus of the Council to appoint Mayor Martin to the open position.

The meeting adjourned at 9:30 p.m.

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
December 15, 2014**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on December 15, 2014.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF AGENDA

Mayor Martin noted the revised motion sheet for item No. 20 on the agenda.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to approve the December 15, 2014 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

Mayor Martin recognized Councilmember Ben Withhart who is retiring from the City Council. Mayor Martin stated that Councilmember Withhart's public service record is remarkable. It began with serving on the Mound City Council. When he came to Shoreview, he became involved in the following:

- Shoreview City Council 1990 to 1996
- Served on the Planning Commission
- Appointed to the City Council in 2007, then re-elected in 2008 and 2010
- Executive Director and CEO of Senior and Community Services since 1981
- Member of Shoreview Community Foundation Board
- Co-Chaired the Vote Yes Committee for building the City trail system, Community Center and upgrading neighborhood parks.
- Ramsey County Parks and Trails Council
- Minnesota Master Plan Committee for the State Park System
- United Way Board
- President of the Council of Agency Executives

Chairman of the Board of Elder Care Partners
621 Foundation
Board of Directors for the Gillespie Center
North Metro Football Coach
Assistant Scout Master
Minnesota Leadership Council
Metropolitan Area Agency on Aging
Board of Directors for Management Assistance for Non-Profits
Served as the only non-Mayor Chair of the Municipal Legislative Commission
Lake Johanna Fire Department Board
Metropolitan Meals on Wheels as Treasurer of the Board of Directors

Mayor Martin stated that every decision Councilmember Withhart has made has been because he believed it was good for the community. Those are the kind of leaders we need.

Councilmember Withhart thanked Mayor Martin. He stated that he admired the courage of the Mayor of Mound and then had the joy to work with Dick Wedell who was one of the most visionary Mayors he has known. Then he served with Jim Chalmers and now Sandy Martin. Mayor Martin embodies all the qualities of all the mayors he has had the privilege to work with. He has also worked with two County Commissioners--Dick Wedell and Blake Huffman. He introduced Commissioner Blake Huffman, Peg Wedell and Barb Wegleitner, a good friend and neighbor.

There are two major accomplishments he is proud of from working on the Council. One is hiring City Manager Terry Schwerm who has done a marvelous job of hiring excellent staff. It has been fun to be part of this Council and work with City staff who continue to be forward thinking and put Shoreview on the map with the AAA bond rating, and 5-year budget plan. These achievements are unheard of at the local government level. Secondly, Shoreview also has one of the premier trail systems in the state. He is very proud to be part of Shoreview.

Councilmember Wickstrom stated that she is always amazed at Councilmember Withhart's understanding of public policy and the reasons he gives to be for or against different issues. She thanked him for all he has done for Shoreview.

Councilmember Quigley stated that as President of the Economic Development Authority (EDA), Councilmember Withhart has faced difficult issues of redevelopment. He has had the vision to look at areas the EDA should be involved in, and there have been significant successes. He has been a good leader in finding financing for redevelopment.

Councilmember Johnson thanked Councilmember Withhart for being so welcoming to her as a new Councilmember. She has appreciated working with him on the Council, EDA and Shoreview Community Foundation. She thanked him personally and professionally for his great investment in this community.

Presentation by North Oaks Mayor John Schaff

Mayor Martin recognized Mayor John Schaff from North Oaks who was present at the meeting.

Mayor Schaff stated that he is also retiring and introduced his successor, Mayor-Elect Mike Egelston.

Mayor Schaff recognized the City of Shoreview for its neighborly friendship, collegial respect and dedication to the communities surrounding Shoreview. Specifically, he thanked the Council and staff for the friendship extended to himself, the North Oaks City Council, City Administrator Mike Robertson and residents of North Oaks. Although the Shoreview Council and staff are committed to the City, there is an impact from the many seamless gifts given to the communities around Shoreview. The City is a gift in kindness and assistance to neighboring communities. When he thinks of City government that represents residents' best interests, he thinks of Shoreview. When he thinks of City government in broad terms, also focused on neighbors and their best interests, he also thinks of Shoreview. Shoreview is a shining example of local government to admire and follow. To the citizens of Shoreview, their government officials, elected and career, actively participate to provide leadership by working with other cities and counties in areas of police protection, fire service and municipal services, environmental protection, zoning, cable TV, emergency services and human resources. To the City Council and appointed Commissioners, he suspects residents do not know that the volunteer job is 24 hours a day, 7 days a week, 365 days a year. He has participated with Shoreview officials in late meetings, weekend events, fire scenes, traffic accidents, flag raisings and civic celebrations. City officials are 24/7/365 for the community of Shoreview. He has also noted the pain when unfounded negative comments have been pointed at Shoreview. The unacceptable is quietly accepted with dignity. You manage the personal hurt by taking a collective deep breath and then pressing on. For all of you are truly focused on the greater good of the community of Shoreview.

He thanked Mayor Martin for her friendship, help and guidance over the years, stating that she is truly a mayor's mayor. He wished Councilmember Withhart the best in the years ahead and thanked him for all he has done over the years. Perhaps in retirement they can get together and chase all the pesky deer back to Lino Lakes. He thanked Councilmembers Quigley, Johnson and Wickstrom for their friendship, guidance and help. They are devoted public servants and examples for all to follow. To City staff, Terry, Tom, Rebecca, Teri, Kathleen, Rob, Mark, Tom W., Kevin Mike and Dan and to all City staff, thank you for being great neighbors.

City Manager, Terry Schwerm has always been there to help when help was requested. He is a tireless public servant who represents the best in his career field. Thank you for being there. He stated his personal wish for each this holiday season is that moving throughout Shoreview each take a moment to reflect the many contributions that each has made to make Shoreview the great community that it is. Thank you from all of us, your grateful neighbors in North Oaks. We wish you a very very happy holiday and Merry Christmas.

Mayor Martin stated when Mayor Schaff was elected, he ushered in a new era of collaboration and partnership with the city of North Oaks. The things he stated are a tribute to Mayor Schaff as well. He has brought a new era of working together and solving problems for both communities. It has made all the difference in the world. She thanked Mayor Egelston for

attending and stated that she looks forward to working with him in the future. While the two cities are very different, both have wonderful people.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Wickstrom:

Because of inclement weather, ice rinks are closed. A re-evaluation will take place Friday to determine when they will re-open.

The Community Center is looking for volunteers (high school or college students) to help with the family New Year's Eve party from 5:30 to 8:00 p.m. Anyone interested should call 490-4734.

Wishing everyone a happy season's greetings to everyone.

Councilmember Withhart:

Wishing all Councilmembers, Mayor and City staff and everyone a very Happy Solstice and Merry Christmas and the best in the coming years.

CONSENT AGENDA

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adopt the Consent Agenda for December 15, 2014, and all relevant resolutions for item Nos. 1 through 17:

1. December 1, 2014 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes:
 - Parks and Recreation Commission, October 23, 2014
 - Planning Commission, November 18, 2014
 - Bikeways and Trails Committee, December 4, 2014
3. Monthly Reports:
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Parks and Recreation
4. Verified Claims in the Amount of \$1,368,941.15
5. Purchases
6. License Applications

Minnesota Statute 161.164 requires municipal consent through a public hearing. An Informational Open House was held on December 4, 2014, with 30 residents and business representatives in attendance. Questions focused on noise walls and the construction schedule.

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

Mayor Martin opened the public hearing.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to close the public hearing at 7:37 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin stated that businesses, residents and the City's legislative delegation have all worked hard to bring this project forward.

Councilmember Withhart noted that at Lexington, I-694 will go down to two lanes again until I-35W. He asked if the congestion is just being moved. **Mr. Mark Lindeberg**, Mn/DOT, responded that based on current traffic volume projections, a third lane is not warranted between Highway 10 and I-35W, due to the large amount of traffic that diverts to Highway 10. A third lane could be put in, but projection volumes do not warrant that work at this time.

Mayor Martin requested that if there is any way the Rice Street bridge could be included in this project, it would make sense rather than having to tear up the area again to do the bridge.

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to adopt Resolution No. 14-130 approving final layout No. 1A for State Project 6285-143, I-694 3rd Lane Improvements from Lexington Avenue to Rice Street.

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

GENERAL BUSINESS

ITEMS RELATED TO THE BUDGET AND 2015 TAX LEVY

- A. AMEND 2015 DEBT LEVIES**
- B. ADOPT 2015 TAX LEVY (CITY, HRA, AND EDA)**
- C. AMEND 2015 BUDGET**
- D. AMEND CAPITAL IMPROVEMENT PROGRAM FOR 2015 THROUGH 2019**
- E. ADOPT ORDINANCE ESTABLISHING 2015 UTILITY RATES**

Presentation by Finance Director Fred Espe

Amend 2015 Debt Levies: Levies are established with the issuance of debt and recorded at Ramsey County. Changes can only be made by Council approval. The levies are adjusted each year according to the needs of each separate debt issue. This year staff is recommending a debt

levy of \$752,000, which is \$756,974 less than the scheduled levies filed at the county. Adoption of the resolution is necessary to reduce the debt levies to the recommended amount.

Adopt Tax Levy: Staff is recommending a tax levy of \$10,267,918 for the City and \$95,000 for HRA in 2015. These levies are the same as presented at the public hearing on December 1, 2015.

Ramsey County shows a 10.2% increase in value to the median valued home in Shoreview, from \$224,500 in 2014 to \$247,500 in 2015. That would result in an increase in City tax of \$31.71 for a median valued home. The HRA increase would be \$0.33.

Adopt 2015 Budget Amendments: This is the second year of the City's biennial budget. State law requires the City to legally adopt budgets for the General Fund and Special Revenue Funds. The City also adopts budgets for debt service, internal service and proprietary funds, which are monitoring tools. Part of the budget includes benefit adjustments. A wage increase for staff is recommended at 2% for the first half of the year and a 0.5% increase the second half of the year. Job title changes are recommended to better reflect duties. Also a \$20 increase in the City's contribution to health insurance is recommended.

Interfund transfers are part of the budget amendments and are used when resources are accumulated in one fund and support costs in another fund. Transfers are a routine part of the budget process and are reviewed as part of the year-end audit process.

Amend Capital Improvement Program (CIP): The CIP is a planning document that establishes capital improvement projects for five years. Approval of the amendments do not authorize projects; separate Council approval is required for any capital cost over \$25,000.

Adopt Ordinance Establishing 2015 Utility Rates: The proposed rates are to maintain sufficient cash balances in the utility funds (water, sewer, surface water and street light) for supporting operating costs, debt payments and providing for repairs and replacements. Rates are calculated using a base year of usage rather than letting rates jump up and down depending on one year of high or low usage. Proposed water rates range from an increase of 5.1% for average use to an increase of 6% for high usage. The average customer will see an increase of \$8.38 on a residential utility bill for all utilities.

Minnesota law requires adoption of the budget and tax levy by December 29, 2014, with certification to the County by that date. Staff recommends approval of the resolutions presented.

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to adopt resolution number 14-120 reducing debt levies for fiscal year 2015 per Minnesota Statutes.

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

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt proposed resolution number 14-121 adopting a City tax levy of \$10,267,918 and an HRA tax levy of \$95,000 for taxes payable in 2015.

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

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt resolution number 14-122 approving the 2015 budget amendments, transfers between funds, job classification and pay plan and benefit changes as detailed on the attached pages.

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

MOTION: by Councilmember Quigley, seconded by Withhart to adopt resolution number 14-123 amending the capital improvement program for the years 2015 through 2019 as detailed on the attached pages.

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

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt the attached ordinance number 925 establishing a utility fee schedule effective January 1, 2015.

ROLL CALL: Ayes: Quigley, Wickstrom, Withhart, Johnson, Martin

**MINOR SUBDIVISION - 444 LAKE WABASSO COURT/3244 CHANDLER ROAD,
SANDRA MARTIN/DONALD ZIBELL**

Mayor Martin recused herself from taking part in this action and turned the meeting over to Acting Mayor Wickstrom.

Presentation by City Planner Kathleen Castle

This request for a minor subdivision is to adjust the common lot line between the two properties, which are both lake lots on Lake Wabasso. The portion of land affected is upland area consisting of approximately 9,600 square feet. The properties are zoned R1, Detached Residential and Shoreland Overlay for Lake Wabasso. There is a tennis accessory structure on the property impacted. A minimum setback of 5 feet is required from the side property line for any accessory structure. Drainage and utility easements are required along property lines and over drainage ways.

Both parcels exceed the minimum parcel size standards for the R1 District and the Shoreland District. Both are improved with single-family homes, driveways and accessory structures. The topography of the properties slopes west to east. Vegetation varies from open lawn to woodland. The tennis court is located in the proposed subdivision area as well as drainage and utility infrastructure. The utility easement is associated with the Wabasso Shores Plat. The properties are surrounded by single-family development to the north, west and south and Lake Wabasso to the east.

The existing homes will remain. As the subdivision would bisect the tennis court, the tennis court must be removed to comply with Code. As a result of the subdivision, there must be a reduction of accessory structures on the Zibell property. Removal of the tennis court and accessory structures is addressed in the Subdivision Agreement. A grading permit is required for the tennis court removal, and additional drainage easement is needed in the area of the tennis court. Shoreland mitigation is required and addressed in the Subdivision Agreement.

Property owners within 350 feet were notified of the proposal. One written comment was received with no concerns. One phone call was received inquiring about further subdivision potential. One written comment was received opposing the proposal due to public road frontage. Both parcels have required public road frontage. Subdivided Parcel B will be combined with 3422 Chandler Road.

The Planning Commission reviewed the proposal and recommend approval on a 6 to 0 vote. Discussion focused on removal of accessory structures, placement of future homes if further subdivided, and storm water management. Two residents spoke about storm water concerns. Staff is recommending approval, as the subdivision complies with the Development and Subdivision Code. A revised motion is presented with an amended condition No. 6.

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to approve the minor subdivision request submitted by Donald Zibell on behalf of Sandra Martin to divide the property at 444 Lake Wabasso Court into two parcels, and to authorize execution of the Subdivision Agreement, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. The applicant shall enter into a Subdivision Agreement with the City. This agreement shall be executed before the City will endorse deeds for recording.
4. Resulting Parcel B shall be combined with the existing property at 3422 Chandler Road for tax purposes, creating a single lot.
5. Removal of the tennis court and accessory structures shall be addressed in the Subdivision Agreement provided however that removal must occur within one year of City approval of the minor subdivision. This work is also subject to the permitting requirements of the Ramsey Washington Metro Watershed District (RWMWD).

6. An erosion control and grading plan shall be submitted and approved by the City Engineer prior to issuance of a grading permit application for removal of the tennis court. City staff will further review drainage needs in the area, and, if needed, additional drainage easements shall be conveyed by the owners of 444 Lake Wabasso Court and 3422 Chandler Road prior to the City endorsing deeds for recording with Ramsey County.
7. A Mitigation Affidavit is required for both parcels. These Affidavits shall be executed prior to the City's release of the deed for recording.
8. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings:

1. The subdivision is consistent with the policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted City standards for the R-1 and Shoreland Overlay Districts.

Discussion:

Councilmember Wickstrom noted that there is no park dedication fee. Should Mr. Zibell further subdivide property, a park dedication fee shall be required.

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

Mayor Martin returned to the meeting.

ACCEPT BASE BID AND AUTHORIZE MAYOR AND CITY MANAGER TO EXECUTE CONSTRUCTION CONTRACT FOR SANITARY SEWER IMPROVEMENTS - HIGHWAY 96 LIFT STATION, CP 14-07

Presentation by Public Works Director Mark Maloney

When Ramsey County did paving work on Highway 96 last year, the City looked at sewer infrastructure in the area just east of Dale Street because of a long history of sewage backups. The soils in this area were so bad when sewer was installed, it was placed on piling. The piling has eroded and settled. It was determined that it would not be feasible to replace the piling on its original alignment. The cost just to replace the piling would be in excess of \$250,000. A new lift station is proposed that would have capacity to handle current needs as well as any future redevelopment.

Bids were opened on December 11, 2014. Bids ranged from \$183,800 to \$415,500. The low bidder at \$183,800 is Forest Lake Contracting, Inc. This is significantly below the Engineer's Estimate of \$300,000. Forest Lake Contracting has performed a significant amount of work for the City in the past and worked last summer to inspect this portion of sanitary sewer. The funding source for the project is from the Sewer Fund.

Staff is recommending acceptance of the base bid from Forest Lake Contracting, Inc. for the sanitary sewer improvements, Highway 96 Lift Station, CP 14-07 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$183,800.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to adopt Resolution No. 14-128, which accepts the base bid from Forest Lake Contracting, Inc., for the Sanitary System Improvements - Highway 96 Lift Station, City Project 14-07 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$183,800.

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

APPOINTMENTS/REAPPOINTMENTS OF PLANNING COMMISSION MEMBERS

City Manager Schwerm stated that the City's policy with respect to appointments to the Planning Commission is that members who have served two full three-year terms must re-apply. Members who have served only one term may indicate their interest and be reappointed. One motion is to reappoint two Commissioners who have served one term. Interviews were conducted for a third vacancy.

MOTION: by Councilmember Johnson, seconded by Councilmember Withhart to reappoint Elizabeth Thompson and Brian McCool to the Planning Commission for terms expiring January 31, 2018.

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

Ballots were distributed to vote on the appointment from the interviews. City Manager Schwerm reported that the candidate with the most votes is John Doan.

Mayor Martin stated that three excellent candidates applied for the position. One was current Commissioner Proud who has served on the Commission the last 17 years and done an excellent job. This process of reapplication was instituted after two terms in order to provide some turnover on the Planning Commission.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to appoint John Doan to the Planning Commission for a term expiring January 31, 2018.

Discussion:

Councilmember Wickstrom expressed her appreciation to Commissioner Curt Proud for his wonderful service on the Planning Commission. Her only concern regarding reappointment is his attendance due to his job.

Councilmember Withhart echoed Councilmember Wickstrom's appreciation for Commissioner Proud and also stated that John Doan is an impressive newcomer to the Planning Commissioner.

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

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adjourn the meeting at 8:20 p.m.

Mayor Martin again expressed her appreciation to Councilmember Withhart and wished everyone a Happy Holiday.

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

**HUMAN RIGHTS COMMISSION
DRAFT MEETING MINUTES
December 17, 2014
DRAFT**

CALL TO ORDER

Co-Chair Springhorn called the meeting to order at 7:06 pm with the following members present:

Cory Springhorn
Richard Bokovoy
Mary Yee Johnson
Bob Minton
Julie B. Williams
Lisa Wedell Ueki
Sunny Chen
Sabrina Chu

Excused:

Elaine Carnahan
Samuel Abdullai
Mark Hodgkinson

Also present was Rebecca Olson, Assistant to the City Manager

APPROVAL OF MINUTES

Commissioner Williams moved the Minutes of November 19, 2014. Commissioner Bokovoy seconded the motion. The motion was adopted unanimously and the minutes were approved.

POSTER CONTEST

a. Deadlines

Ms. Olson indicated that letters regarding the poster contest have gone out to the local schools and so far she has received responses from all but one school that they will be participating in the event. She will be delivering the posters and flyers at the end of this week. Ms. Olson stated that she will be picking up the posters the day after the MLK Jr. holiday – January 20th. She mentioned that she has reserved the Community Room on Wednesday, January 21st beginning at 6:00 p.m. for the HRC to judge the posters. She wanted to point out that this is the 3rd Wednesday of the month which is not the regular schedule to meet, however based on room availability it was the best option. The January meeting details are below:

- Meeting day: Wednesday, January 21st – **NOTE** this is the 3rd Wednesday of the month
- Meeting time: 6:00 pm. – **NOTE** this is an earlier start time
- Dinner (pizza) will be served at this meeting given the earlier start time

b. Prizes

Commissioner Williams gave an overview of how prizes for the poster contest had been handled in the past. She stated that it had been getting more difficult to get local businesses to donate items and finally last year, the City included an appropriation in their budget for prizes for this contest. The Commission stated that there were some new businesses in the area and it may be an opportunity to ask them if they would like to donate. The Commission directed Ms. Olson to talk with the City Manager to find out whether or not the Council would be in favor of allowing the HRC to ask local businesses to donate, as well as to check to see if money was in the budget for prizes, and what was done last year.

Ms. Olson indicated that the poster contest winners would be invited to the February 17th Council meeting which begins at 7:00 p.m.

ESSAY CONTEST

a. Deadlines

Ms. Olson indicated that the deadline for the State League of Human Rights Commission essay contest is February 28th. Each local human rights commission may choose one essay to submit. Therefore the deadline for submission for Shoreview's essay contest will be February 18th in order to allow the Commission to review and choose the winning essay at their regularly scheduled monthly meeting on February 25th and submit it by the deadline.

The Commission discussed which local area schools to send the essay contest information to. It was decided to send the essay guidelines to the following schools:

- Chippewa Middle School
- St. Odilia
- Edgewood
- St. John's

b. Prizes

As with the poster contest, Ms. Olson will check to see what was done last year, as well as what the budget may allow.

2015 Meeting Calendar

Commissioner Williams moved the preliminary draft of the meeting agenda. Commissioner Bokovoy seconded the motion. The motion was approved unanimously.

The topics listed under each month's meeting are subject to change, but the dates of the meetings for 2015 are established as follows:

2015

January 21 – 6 pm * Note this is the 3rd Wednesday

February 25 – 7 pm

*Note: HRC members are encouraged to attend the February 17 Council meeting where the poster contest winners will be presented.

March 25 – 7 pm

April 23 – 7 pm

May 27 – 7 pm
June 24 – 7 pm
July – No meeting (Slice Parade)
August 26 – 7 pm
September 23 – 7 pm
October 28 – 7 pm
November 18 – 7 pm * Note this is the 3rd Wednesday
December 16 – 7 pm * Note this is the 3rd Wednesday

Commissioner Minton indicated that he would like to see us hold the Community Dialogue in the spring of 2015. He stated that the Immigration Interview project has been completed. Originally he had wanted to obtain 50 interviews, but that appeared to be a difficult task to complete. He said that 25 interviews had been completed and that he would be working on writing up a final report which he would forward to the Commission in January. He would like to have students present this final report at a Council meeting, and then follow it up with a Community Dialogue on the topic of immigration in the spring.

GOAL SETTING

The Commission reviewed the Mission Statement of the group as well as the charge given to them by the Council. They then reviewed the draft 2015 Work Plan and discussed the goals listed. Ms. Olson stated that her intent in developing the goals was to tie them back to the Mission Statement and charge.

The Commission discussed the overall goals and objectives as listed in the draft work plan. The Commission began initial discussion relating to the action items listed below each goal. It was agreed that these items may change throughout the year. Some of the topics discussed included:

- Writing a short, educational article for the Shoreviews publication twice a year focusing on different human rights topics.
- Reaching out and making connections with local school districts
- Inviting community stakeholders to participate in regularly scheduled HRC meetings.
- Revisiting the Community Dialogue and how to improve it.

Commissioner Minton made a motion to approve the 2015 draft work plan in principle with the details subject to change. Commissioner Bokovoy seconded the motion. The motion was approved unanimously.

OTHER

Ms. Olson indicated that she would try to schedule a joint meeting with the City Council sometime in March where they could share the work plan as well as present the annual report to the Council.

Ms. Olson also mentioned that the City would be advertising for Commissioner Springhorn's position as this would be his last meeting since being elected to the City Council. She stated

that at the January meeting the Commission would need to elect new chairs/ co-chairs for 2015.

ADJOURNMENT

There being no further business before the Commission, Commissioner Bokovoy moved, seconded by Minton, that the meeting be adjourned at 8:27 pm.

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	
12/15/14	Accounts payable	\$64,012.67
12/16/14	Accounts payable	\$10,385.75
12/18/14	Accounts payable	\$236,782.29
12/22/14	Accounts payable	\$21,578.88
12/29/14	Accounts payable	\$141,896.30
12/30/14	Accounts payable	\$25,330.09
12/31/14	Accounts payable	\$58,166.43
Sub-total Accounts Payable		
12/26/14	Payroll 127554 to 127602 970343 to 970542	\$156,496.06
Sub-total Payroll		
TOTAL		\$ 714,648.47

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

01/05/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BAUER BUILT TIRE AND BATTERY I	TIRES	701	46500	2230		001		\$1,246.60	\$1,747.80
		701	46500	2230		002		\$501.20	
BEISSWENGERS HARDWARE	UNIT 607 AUX HEATER FITTINGS	701	46500	2220		001		\$5.56	
BOYER TRUCK PARTS INC.	UNIT 215 RADIATOR OVERFLOW TANK PLUMBING	701	46500	2220		001		\$30.10	\$30.10
C & E HARDWARE	COPPER FITTING FOR WELL 3	601	45050	2280		005		\$1.69	\$1.69
CHMIELESKI, CLAUDETTE R	FRONT DESK/PHONE COVERAGE 12/17/14	101	40500	3190				\$45.00	\$45.00
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER MAINTENANCE: DEC 14	101	40550	3860		004		\$130.50	\$130.50
CORNERSTONE PRIVATE ASSET	REFUND CLOSING OVRPYMT - 160 EDGEWATER	601	36190			003		\$184.71	\$184.71
FLEET FARM/GE CAPITAL RETAIL B	SCREWS	101	42200	2180		003		\$17.97	\$17.97
FLEET FARM/GE CAPITAL RETAIL B	CUTTING BLADES FOR ICE AUGER	603	45850	2180		002		\$59.98	\$59.98
FLEET FARM/GE CAPITAL RETAIL B	OIL ROOM SHELVING	701	46500	2183		001		\$70.90	\$70.90
FLEET FARM/GE CAPITAL RETAIL B	OIL AND PROPANE	701	46500	2130		001		\$65.23	\$65.23
FRANK, MILDRED	REFUND CLOSING OVRPYMT - 3473 OWASSO ST	601	36190			003		\$45.40	\$45.40
HEALTH PARTNERS	HEALTH INSURANCE: JANUARY 2015	101	20410					\$56,207.48	\$56,207.48
HEALTH PARTNERS	HEALTH INSURANCE: JAN 2015	101	20411					\$523.42	\$523.42
HOFELD, DONNELL	REFUND CLOSING OVRPYMT - 1357 VIEWCREST	601	36190			003		\$18.25	\$18.25
MENARDS CASHWAY LUMBER **FRIDL	LIME AWAY FOR PAINTING	601	45050	2280		005		\$4.69	\$4.69
NAPA AUTO PARTS	TORO 1 FUEL FILTER	701	46500	2220		002		\$21.49	
NUGENT, VERNETTE	REFUND CLOSING OVERPYMT - 367 FLORAL DR	601	36190			003		\$39.17	\$39.17
O'BRIEN, MARK	REFUND CLOSING OVRPYMT - 933 SCENIC DR	601	36190			003		\$181.55	\$181.55
PARSONS, HOLLY	REFUND CLOSING OVRPYMT-1410 RICE CR TRL	601	36190			003		\$79.61	
PLAISTED COMPANIES, INCORPORAT	FILL SAND FOR WATER MAINS	601	45050	2280		002		\$1,037.45	\$1,037.45
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001		\$500.00	\$1,000.00
		601	45050	3220		001		\$500.00	
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 12/21-1/20/15	101	40200	3930		002		\$1,947.00	\$1,947.00
S B RENTAL OF EAU CLAIRE, LLC	REFUND CLOSING OVRPYMT-3425 VICTORIA ST	601	36190			003		\$13.21	\$13.21
SEETHARAMAN, SANTHOSH	REFUND CLOSING OVRPYMT-5752 WILLOW TRAIL	601	36190			003		\$140.56	\$140.56
US BANK	2014 SERVICE AWARDS	101	40210	4890		004		\$353.95	\$353.95
WELD & SONS PLUMBING	PERMIT REFUND 2014-02306	101	32620					\$35.00	\$40.00
		101	20802					\$5.00	

Total of all invoices: \$64,012.67

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMSAN BRISSMAN KENNEDY	EXTENSION POLE/URINAL COVER/FLOOR CLNR	220	43800	2110				\$51.24	\$51.24
BMI (BROADCAST MUSIC INC.)	BMI MUSIC LICENSE	225	43530	3190				\$311.00	\$311.00
CLASSIC CATERING/PICNIC PLEASE	HOLIDAY LUNCHEON CATERING	101	40210	4890		003		\$1,177.78	\$1,177.78
COMCAST	CABLE FOR CC	220	43800	3190		001		\$153.17	\$153.17
CREATIVE WATER SOLUTIONS, LLC	POOL MOSS/LARGE WATER HEATER	220	43800	2240		001		\$168.00	\$168.00
GIFTS 'N THINGS INC	KIDS HOLIDAY SHOPPING SPREE 12/13/2014	225	43580	3172		001		\$1,968.50	\$1,968.50
GRANDMA'S BAKERY	CONTINENTAL BREAKFAST FOR RESALE	220	43800	2591		003		\$84.60	\$84.60
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$70.13	\$70.13
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		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
HAMERNICK DECORATING CENTER	PAINT	220	43800	2240		001		\$44.56	\$44.56
INTERNATIONAL CODE COUNCIL INC	SEMINAR/NELSON	101	44300	4500				\$266.00	\$266.00
LIFEGUARD STORE, THE	HEAD IMMOBILIZERS	220	43800	2200		002		\$133.50	\$133.50
ORIENTAL TRADING COMPANY	NYE PARTY DECORATIONS	225	43580	2172		002		\$271.50	\$271.50
ORIENTAL TRADING COMPANY	SANTA WORKSHOP/NYE/SWIM	220	43800	2200		002		\$5.25	\$504.22
		225	43520	2170		002		\$26.50	
		225	43580	2172		001		\$152.23	
		225	43580	2172		002		\$320.24	
PLUMMASTER, INC	DELTA WATER EFFICIENT SHOWERHEAD	220	43800	2240		001		\$149.97	
PLUMMASTER, INC	DELTA WATER EFFICIENT SHOWERHEAD	220	43800	2240		001		\$49.99	\$49.99
PLUMMASTER, INC	SLOAN PERFORMANCE DROP-IN KIT	220	43800	2240		001		\$119.94	\$119.94
POWER MUSIC, INC	GROUP FITNESS MUSIC	225	43530	3190				\$188.87	\$188.87
PRECISION DYNAMICS CORPORATION	WRISTBANDS	220	43800	3390		001		\$1,710.00	\$1,710.00
PRECISION DYNAMICS CORPORATION	WRISTBANDS	220	43800	3390		001		\$137.48	
SAM'S CLUB DIRECT	HOLIDAY LUNCH BEVERAGES/CANDY	101	40210	4890		003		\$133.84	\$133.84
SAM'S CLUB DIRECT	SANTAS WORKSHOP REFRESHMENTS	225	43580	2172		001		\$297.30	\$297.30
SIMPLEXGRINNELL LP	INSP. 2 KITCHEN HOODS AND FUSIBLE LINKS	220	43800	3810		003		\$235.22	\$235.22
SMYTHE ELECTRICAL	PERMIT REFUND 2014-01068	101	32580					\$120.00	\$125.00
		101	20802					\$5.00	
SUMMIT FACILITIES AND KITCHEN	SOFT SERV REPAIR	220	43800	2590		002		\$161.28	\$161.28
SUMMIT FACILITIES AND KITCHEN	SOFT SERV REPAIR	220	43800	2590		002		\$1,233.27	\$1,233.27
TARGET COMMERCIAL INVOICE	SANTA/SENIOR BINGO/NYE	225	43580	2172		001		\$6.00	
		225	43580	2172		002		\$6.66	\$14.66
		225	43590	2174		003		\$2.00	
TARGET COMMERCIAL INVOICE	PRESCHOOL SUPPLIES/PICTURE DEVELOPMENT	225	43555	2170				\$28.93	
TARGET COMMERCIAL INVOICE	KIDS CARE STAFF MEETING SUPPLIES	225	43560	2170				\$108.01	\$108.01
TARGET COMMERCIAL INVOICE	EMPLOYEE SERVICE LUNCHEON SUPPLIES	101	40210	4890		003		\$16.34	\$16.34
THE HOARDING PROJECT	FRAN GLOVER - 791 CRYSTAL	241	44500	3190				\$324.00	\$324.00

Total of all invoices: \$10,385.75
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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ADVANCED ENGINEERING AND	WTP DESIGN CP14-02	454	47000	5910				\$121,200.00	
ADVANTAGE SIGNS & GRAPHICS INC	SIGN SHEETING	101	42200	2180		003		\$870.00	\$870.00
ALL AMERICAN BALLOONS	NEW YEARS EVE BALLOON DROP NETS	225	43580	2172		002		\$127.00	\$127.00
AMAZON.COM	IPAD STYLUS FOR PUB WORKS	101	40550	2010		001		\$64.99	\$64.99
AMAZON.COM	ANALOG TO SDI CONVERTOR-CABLE TV	230	40900	3190		004		\$280.25	\$280.25
AMAZON.COM	PRESCHOOL SUPPLIES	225	43555	2170				\$67.35	\$67.35
AMAZON.COM	PRESCHOOL SUPPLIES	225	43555	2170				\$66.88	\$66.88
AMERICAN RED CROSS-HEALTH & SA	CPR/AED: ANDREA KRIST	225	43580	2171				\$19.00	\$19.00
AMERICAN RED CROSS-HEALTH & SA	LIFEGUARDING/FIRST AID/CPR/AED: D. BUCK	220	43800	2200		002		\$27.00	\$27.00
AMERICAN RED CROSS-HEALTH & SA	CBRF FIRSTAID/CHOKING: TURNQUIST/KNUDSON	225	43580	2171				\$27.00	\$54.00
		225	43520	2170		001		\$27.00	
AMSAN BRISSMAN KENNEDY	CAN LINERS	220	43800	2110				\$48.48	\$48.48
AMSAN BRISSMAN KENNEDY	FOAM FLOOR CLEANER	220	43800	2110				\$56.68	\$56.68
AMSAN BRISSMAN KENNEDY	FLOOR CLEANER	220	43800	2110				\$100.68	\$100.68
AMSAN BRISSMAN KENNEDY	PAPER TOWELS/FEBREEZE	220	43800	2110				\$1,387.85	\$1,387.85
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINER/FOAM SOAP	220	43800	2110				\$441.88	\$441.88
AMSAN BRISSMAN KENNEDY	WASHERS/SLEEVES/SCREW PAN	220	43800	3890				\$152.50	\$152.50
AMSAN BRISSMAN KENNEDY	SPRING/PADDLE BACK/WASHER	220	43800	3890				\$80.40	\$80.40
AMSAN BRISSMAN KENNEDY	FOAM SOAP/TISSUES/CAN LINER/SANITIZER	220	43800	2110				\$1,422.37	\$1,422.37
BEARENCE MANAGEMENT GROUP	2014/15 AGENT FEE	101	40500	3410				\$3,820.43	\$11,000.00
		101	40800	3410				\$132.55	
		101	41200	3410				\$93.52	
		101	41500	3410				\$73.13	
		101	43450	3410				\$91.85	
		101	43710	3410				\$1,740.29	
		210	42750	3410				\$32.94	
		220	43800	3410				\$787.73	
		225	43400	3410				\$95.63	
		230	40900	3410				\$11.48	
		601	45050	3410				\$430.20	
		602	45550	3410				\$1,716.41	
		603	45850	3410				\$62.60	
		603	45900	3410				\$92.43	
		604	42600	3410				\$17.60	
		701	46500	3410				\$1,801.21	
BOLTON & MENK, INC	DESIGN HWY 96 LIFT STATION CP 14-07	473	47000	5910				\$6,302.00	\$6,302.00
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002		\$132.85	
COMCAST.COM	MODEM 2 INTERNET CHARGE	230	40900	3190		002		\$132.85	\$132.85
DALBERG, JACKIE	SMART DRIVER (1/13)	220	22040					\$28.00	\$28.00
DAVANNI'S	KIDS CARE STAFF MEETING SUPPLIES	225	43560	2170				\$104.73	\$104.73
DEJANA CARGO & VAN INC	UNIT 305 TOOL TRAY SLIDE	701	46500	2220		001		\$60.62	\$60.62
DIANE L RAINS	NEPTUNE'S KEEP - NYE PARTY	225	43580	3172		002		\$225.00	\$225.00
DOLLAR TREE STORES INC.	RECREATION SUPPLIES	225	43580	2172		001		\$38.00	\$42.00
		101	40210	4890		003		\$4.00	
DYNAMEX	DELIVERY TO EAGAN POST OFFICE - 12/01/14	601	45050	3220		001		\$17.20	\$34.40
		602	45550	3220		001		\$17.20	
FETTER, ELIZABETH	FACILITY REFUND	220	22040					\$78.56	\$78.56
FTD.COM	FUNERAL ARRANGEMENT: WEGLEITNER	101	40200	4890		001		\$84.98	
GOODPOINTE TECHNOLOGY INC	ICON SUPPORT AGREEMENT	404	42200	3190				\$4,470.00	\$4,470.00
GRAINGER, INC.	LAMPS/BATTERIES/EXIT SIGN	220	43800	2240		001		\$322.22	\$322.22
GRANDMA'S BAKERY	CAKE/WITHHART	101	40100	4890		003		\$79.50	\$79.50

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
GREEN MILL PIZZA	VOLUNTEER DINNER SUPPLIES (SODA)	101	40100	4890				\$17.50	\$17.50
GREENHAVEN PRINTING	BUSINESS MATTERS NEWSLETTER	240	44400	3390				\$669.86	
GTS EDUCATIONAL EVENTS	MNGTS SYMPOSIUM FOR IT STAFF	101	40550	4500		001		\$1,290.00	\$1,290.00
HARMON, LEE	IT SYMPOSIUM	101	40550	3270		002		\$67.04	\$67.04
IDC AUTOMATIC	INSURANCE CLAIM: GARAGE DOOR REPAIR	260	47400	4340				\$432.00	\$432.00
IMAGINE PUBLISHING.COM	WEB DESIGNER MAGAZINE SUBSCRIPTION	101	40550	4330		004		\$129.10	\$129.10
JOANN CRAFTS	HOLIDAY LUNCHEON SUPPLIES	101	40210	4890		003		\$7.98	\$7.98
KAETER, BRAD	6 WEEK FITNESS CHALL	220	22040					\$250.00	\$250.00
LARSON COMPANIES	FUEL FILTERS	701	46500	2220		002		\$10.42	\$10.42
LARSON COMPANIES	AIR AND OIL FILTERS	701	46500	2220		001		\$48.14	\$48.14
LEAGUE OF MN CITIES INS TRUST	INSURANCE CLAIM: SCHOELLER, KATHLEEN	260	47400	4340				\$2,500.00	\$2,500.00
LEE, WANDA	FACILITY REFUND	220	22040					\$25.00	\$25.00
LEEANN CHIN.COM	EDA WORKSHOP MEETING SUPPLIES	240	44400	2180		001		\$171.13	\$171.13
LITTLE FALLS MACHINE INC.	BIG PLOW BOLTS AND PINS	701	46500	2220		001		\$371.04	\$371.04
LUBRICATION TECHNOLOGIES, INC	GREASE	701	46500	2130		001		\$796.45	\$796.45
LUBRICATION TECHNOLOGIES, INC	HYDRAULIC FLUID	701	46500	2130		001		\$90.41	\$90.41
LUBRICATION TECHNOLOGIES, INC	KEROSENE	701	46500	2130		001		\$322.32	\$322.32
MANSETTI'S PIZZA.COM	SAPC PARTY-FOOD ORDER	225	43510	2170		020		\$403.86	\$403.86
MASTER-LINK SPORTS INC	FC EQUIPMENT REPIAR	220	43800	3890				\$768.00	\$768.00
MCCOMB GROUP LTD	RAINBOW STORE SITE ANALYSIS	307	44100	4890				\$8,472.75	\$8,472.75
MCCOMB GROUP LTD	SHOREVIEW RESTUARANT MARKET ANALYSIS	307	44100	4890				\$10,426.75	\$10,426.75
MENARDS CASHWAY LUMBER **FRIDL	VALVES AND SHOVELS	601	45050	2280		001		\$122.76	\$122.76
MEYER, JAMIE	TUTION REIMBURSTMENT	601	45050	4500		003		\$563.26	\$1,126.52
		602	45550	4500		003		\$563.26	
MICHAELS - ARTS AND CRAFTS	RECREATION SUPPLIES	225	43580	2172		001		\$9.37	\$43.51
		225	43580	2172		001		\$13.98	
		101	40210	4890		003		\$20.16	
MIDWEST SPECIAL SERVICES, INC	CC CLEANING	220	43800	3190		002		\$217.50	\$217.50
MINNESOTA GFOA.COM	MN GFOA MEETING: ENGBLOM	101	40500	4500		003		\$15.00	
MTI DISTRIBUTING, INC	TORO 1 BLOWER PARTS	701	46500	2220		002		\$199.57	\$199.57
MURRAY, TOM	PT JOE 3 SESSIONS	220	22040					\$110.00	\$110.00
NATIONAL STUDENT CLEARING HOUS	DEGREE VERIFICATION	101	40210	4890		006		\$9.95	\$9.95
NATIONAL STUDENT CLEARING HOUS	DEGREE VERIFICATION	101	40210	4890		006		\$22.95	\$22.95
NEOFUNDS BY NEOPOST	POSTAGE/INVOICE 11208152	101	40200	3220				\$3,000.00	\$3,000.00
NORTHERN RADIATOR	TANK TRUCK HEATER	701	46500	2220		001		\$156.74	\$156.74
NORTHERN TOOL AND EQUIPMENT CO	TOOLS	701	46500	2400		006		\$26.60	\$26.60
NORTHERN TOOL/BLUE TARP FINANC	SHOP TOOLS	701	46500	2400		006		\$31.54	\$31.54
OCONNELL, PAT	EROSION RED 3244 OWASSO HTS RES 14-129	101	22030					\$2,000.00	\$2,000.00
OUSDIGIAN, KEVIN	EROS & GARAGE 5107 ALAMEDA RES 14-129	101	22030					\$2,000.00	\$4,000.00
		101	22020					\$2,000.00	
PICKLEBALLPADDLESPLUS.COM	PORTABLE PICKLEBALL NETS	225	43510	2170		019		\$1,284.40	\$1,284.40
PMA FINANCIAL NETWORK, INC	OCTOBER 2014 BANK FEES	101	40500	4890		004		\$158.43	
REMOTE SITE PRODUCTS	ELECTRIC HEATERS	602	45550	2282		001		\$555.33	\$555.33
SIMPLEXGRINNELL LP	EXTINGUISHER HYDRO TEST	220	43800	3810		003		\$60.00	\$60.00
STATE OF MINNESOTA, SECRETARY	NOTARY COMMISSION: ELLIOTT	101	40210	4330				\$120.00	\$120.00
STATE OF MINNESOTA, SECRETARY	NOTARY COMMISSION: HAMMITT	101	42050	4330				\$120.00	\$120.00
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003		\$1,106.06	\$1,386.06
		101	43710	3210				\$245.75	
		601	45050	3210				\$34.25	
TWIN SOURCE SUPPLY	PAPER TOWELS FOR RESTROOMS	701	46500	2183		004		\$230.43	
U.S. BANK	2009A GO IMP BDS PAYING AGENT FEES	379	48200	6200				\$74.75	\$450.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
U.S. BANK	2008A GO IMP BDS PAYING AGENT FEES	603	48300	6200			\$375.25		
		378	48200	6200			\$42.39		
		601	48300	6200			\$303.61	\$450.00	
		602	48300	6200			\$74.48		
		603	48300	6200			\$29.52		
UNITED STATES POST OFFICE	POSTAGE FOR RESALE AT FRONT DESK	101	40200	3220			\$1.85	\$393.85	
		101	11800				\$392.00		
VANCO SERVICES	NOV/FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$156.00		
WATSON COMPANY	SERVICE DESK UNIFORMS	220	43800	2180		005	\$200.00	\$200.00	
WEIGHT VEST.COM	FITNESS CENTER WEIGHT VEST	225	43530	2170		002	-\$132.95		
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610			\$13,571.88	\$13,571.88	
XCEL ENERGY	STORM SEWER LIFT STATION: ELECTRIC	603	45850	4890		003	\$174.72	\$174.72	
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140			\$13,375.88	\$28,204.93	
		220	43800	3610			\$14,829.05		
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610			\$13.82		
YALE MECHANICAL INC	1-1/2" COPPER LINE REPAIR	220	43800	3810		007	\$1,467.98	\$1,467.98	
Total of all invoices:								\$236,782.29	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
NORTHERN TOOL/BLUE TARP FINANC	SHOP TOOLS	701	46500	2400		006		-\$31.54	-\$31.54
AARP C/O TOY, BOY	AARP SMART DRIVER CLASS 12/16/2014	225	43590	3174		003		\$170.00	\$170.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$362.41	\$362.41
CUB FOODS	EMPLOYEE SERVICE LUNCHEON FRUIT	101	40210	4890		003		\$54.49	\$54.49
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 12-19-14	101	20431					\$201.91	\$201.91
GOPHER	PICKLEBALL/VINYL TAPE (ISLAND LAKE)	225	43510	2170		019		\$83.77	\$83.77
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$42.50	\$42.50
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
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	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.14	\$17.14
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.14	\$17.14
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$522.10	\$522.10
HORIZON COMMERCIAL POOL SUPPLY	REPLACEMENT OF REDUCER ON SPA	220	43800	2200		003		\$136.56	
JEFF ELLIS & ASSOCIATES, INC	ANNUAL RETAINER	220	43800	3190		007		\$850.00	\$850.00
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002		\$95.73	\$95.73
METERING & TECHNOLOGY SOLUTION	1" PIG TAILS FOR METERS	601	45050	2510		001		\$384.03	\$384.03
METERING & TECHNOLOGY SOLUTION	PIG TAILS FOR METERS	601	45050	2510		002		\$425.00	\$425.00
MINNESOTA RECREATION & PARK AS	EMERGING LEADERS RILEY/SOLA	220	43800	4500				\$249.00	
		225	43400	4500				\$249.00	
NORTHERN TOOL/BLUE TARP FINANC	SHOP TOOLS	701	46500	2400		006		\$31.54	
PRECISION LANDSCAPE & TREE, IN	4355 VICTORIA STREET WO 14-47	101	43900	3190		002		\$1,234.62	\$1,234.62
SHOREVIEW NORTHERN LIGHTS BAND	HOLIDAY TICKET SALES	101	22079		301			\$1,860.00	\$1,860.00
WATER CONSERVATION SERVICE, IN	HARRIET & VIVIAN/VIVIAN & COBB	601	45050	3190		004		\$538.08	\$538.08
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$781.30	\$781.30
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$245.15	\$245.15
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$6.98	\$6.98
XCEL ENERGY	TRAFFIC SIGNALS SHARED W/ARDEN HILLS	101	42200	3610				\$45.70	\$45.70
XCEL ENERGY	WATER TOWER: ELECTRIC	601	45050	3610				\$70.81	\$70.81
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610				\$622.55	\$622.55
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610				\$2,415.99	\$5,454.35
		701	46500	2140				\$3,038.36	

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Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610			\$60.08	
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$104.73	\$104.73
XCEL ENERGY	WELLS ELECTRIC/GAS	601	45050	3610			\$5,660.82	\$6,282.68
		601	45050	2140			\$621.86	
Total of all invoices:								\$21,578.88

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMERICAN LIBERTY CONSTRUCTION	EROSION RED 5959 LEXINGTON RES 13-95	101	22030					-\$7,500.00	-\$7,500.00
AMERICAN LIBERTY CONSTRUCTION	EROSION RED 5959 LEXINGTON RES 13-95	101	22030					\$7,500.00	\$7,500.00
ANDERSON, CHERYL	MILEAGE/EXPENSE REIMBURSEMENT:SEMINARS	101	40200	3270				\$145.76	\$145.76
ARMOUR, CINDY	FACE PAINTER FOR NYE	225	43580	3172		002		\$330.00	
BADGER, MAREN	FACILITY REFUND	220	22040					\$25.00	\$25.00
CITY OF SHOREVIEW	REPLENISH PETTY CASH/CITY HALL	101	44300	4890				\$9.00	\$21.97
		573	47000	5950				\$12.97	
CITY OF SHOREVIEW	PETTY CASH FOR PARK & RECREATION	101	40210	4890		003		\$12.00	
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX/PAYDATE 12-26-14	101	21720					\$8,969.01	\$8,969.01
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 12-26-14	101	20420					\$134.75	\$134.75
CORPORATE CONNECTION	UNIFORMS FOR CREWS	601	45050	3970		001		\$90.49	\$90.49
CORPORATE CONNECTION	UNIFORMS CREW	101	42200	3970		001		\$105.63	\$105.63
CULHANE, MARIE	AQUATICS - LEVEL 4	220	22040					\$69.00	\$69.00
DOEGE, TANYA	FACILITY REFUND	220	22040					\$25.00	\$25.00
DORNSEIF, TERESA	FACILITY REFUND	220	22040					\$100.00	\$100.00
FRAIJ, DUA	BASKETBALL - TURTLE	220	22040					\$20.00	\$20.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS: 12-26-14	101	20418					\$5,595.00	\$5,595.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 12-26-14	101	20431					\$73.62	\$73.62
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	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.14	\$17.14
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.13	\$17.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.17	\$16.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$257.70	\$257.70
HENNUM, SARAH	FACILITY REFUND	220	22040					\$25.00	\$25.00
HERMAN, KAREN	FACILITY REFUND	220	22040					\$25.00	\$25.00
HESSE, SUE	FACILITY REFUND	220	22040					\$500.00	\$500.00
HOLMBERG, KATHERINE	FACILITY REFUND	220	22040					\$25.00	\$25.00
HOYEZ-OHL, AMY	FACILITY REFUND	220	22040					\$25.00	\$25.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 12-26-14	101	21750					\$6,475.62	\$6,475.62
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 12-26-14	101	20430					\$590.00	\$590.00
INTERMEDIATE SCHOOL, WESTWOOD	FACILITY REFUND	220	22040					\$198.72	\$198.72
JUDKINS, STEFEN	FACILITY REFUND	220	22040					\$25.00	\$25.00
KELLY & LEMMONS, P.A.	NOVEMBER 2014 LEGAL FEES	101	40600	3020				\$5,382.12	\$10,868.67
		101	40600	3030				\$5,241.55	
		101	40600	3040				\$245.00	
KUMAR, ANJALI	FACILITY REFUND	220	22040					\$25.00	\$25.00
LITANIA SPORTS GROUP, INC	CC REPLACEMENT VOLLEYBALL NET	220	43800	2180		003		\$285.36	\$285.36
MARCHIONE, KRISTINE	FACE PAINTER FOR NYE	225	43580	3172		002		\$320.00	\$320.00
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 12-26-14	101	20435					\$137.00	\$137.00
MINNESOTA DEPARTMENT OF HEALTH	FOOD MANAGER RECERT FEE	220	43800	4500				\$35.00	\$35.00
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 12-26-14	101	20420					\$35.00	\$35.00
MINNESOTA METRO NORTH TOURISM	NOV 2014 HOTEL/MOTEL TAX	101	22079					\$15,509.95	\$14,734.45
		101	38420					-\$775.50	
MOUNDS VIEW PUBLIC SCHOOLS	POOL RENTAL 11/15/2014	225	43520	3190		005		\$41.25	\$41.25
MPELRA C/O DIANE DELANO	WINTER CONFERENCE	101	40210	4500		001		\$75.00	
ORKIN EXTERMINATING CO INC.	PEST CONTROL SERVICES	101	40800	3190				\$162.66	\$162.66

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PACK #8, CUB SCOUT	FACILITY REFUND	220	22040					\$100.00	\$100.00
PLAYWORKS	FACILITY REFUND	220	22040					\$62.80	\$62.80
PLUG'N PAY TECHNOLOGIES INC.	NOV/RETAIL/CC FEES	220	43800	4890		002		\$243.05	\$281.77
		225	43400	4890				\$38.72	
PLUG'N PAY TECHNOLOGIES INC.	NOV/ECOMM/CC FEES	220	43800	4890		002		\$9.15	
		225	43400	4890				\$5.85	\$15.00
PLUMBMASTER, INC	CERAMIC STEM LOW LEAD PARTS	220	43800	2240		001		\$397.12	\$397.12
PRIMOUS, REBECCA	FACILITY REFUND	220	22040					\$25.00	\$25.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 12-26-14	101	21740					\$28,795.52	
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION: 12-26-14	101	21740					\$246.10	\$246.10
RICOH USA INC.	MAINTENANCE: RICOH COPIERS	101	40200	3850		002		\$175.26	\$175.26
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-HAMLINE & BUCHER	604	42600	3810		002		\$738.92	\$738.92
SIGNATURE LIGHTING INC	INSURANCE CLAIM: NELSON/UTILITY BOX	260	47400	4340				\$155.26	\$155.26
THAYUMANAVAN, SURESH KUMAR	AQUATICS - LEVEL 2.5	220	22040					\$64.00	\$64.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 12-26-14	101	21710					\$21,611.06	\$54,376.16
		101	21730					\$26,203.76	
		101	21735					\$6,561.34	
TROOP #494, BOY SCOUT	FACILITY REFUND	220	22040					\$17.75	\$17.75
U S BANK CREDIT CARD FEES	NOV 2014 CREDIT CARD FEES	220	43800	4890		002		\$3,492.98	
		225	43400	4890				\$619.12	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 12-26-14	101	20420					\$58.00	
VANDERBURG, NANCY	FACILITY REFUND	220	22040					\$25.00	\$25.00
VERIZON WIRELESS	CELL PHONE SERVICE-12/11/14-1/10/15	101	44300	3190				\$35.00	\$816.51
		601	45050	3190				\$366.00	
		101	40200	3210		002		\$415.51	
WALTER, KRISTEN	FACILITY REFUND	220	22040					\$25.00	\$25.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$612.68	\$612.68
YANG, DAVID	FACILITY REFUND	220	22040					\$25.00	\$25.00
YANG, GAO	FACILITY REFUND	220	22040					\$25.00	\$25.00
Total of all invoices:								\$141,896.30	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PRECISION LANDSCAPE & TREE, IN	4355 VICTORIA STREET WO 14-47	101	43900	3190		002		-\$1,234.62	-\$1,234.62
ALLEN, DEANNE	MINUTES - 12/1 CC, 12/8 WORKSHOP	101	40200	3190				\$400.00	\$400.00
AMBO ATTN LISA VIEAU	MEMBERSHIP/NELSON	101	44300	4330				\$100.00	\$100.00
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINERS/FOAM SOAP	220	43800	2110				\$144.33	\$144.33
AMSAN BRISSMAN KENNEDY	SQUEEGEE/PLATE	220	43800	3890				\$102.88	\$102.88
C & E HARDWARE	FLASHLIGHT BATTERIES	701	46500	2180		001		\$17.98	\$17.98
C W HOULE INC.	STORM SEWER PIPE REPAIR	603	45850	3190		001		\$705.00	\$705.00
CHRISTIAN FELLOWSHIP, BETHEL	FACILITY REFUND	220	22040					\$100.00	\$100.00
DAYCARE, BECKY'S	FACILITY REFUND	220	22040					\$25.00	\$25.00
DIXON, JOE	FACILITY REFUND	220	22040					\$25.00	\$25.00
DOMSTRAND, MELISSA	FACILITY REFUND	220	22040					\$25.00	\$25.00
FAHIM, HODA	FACILITY REFUND	220	22040					\$100.00	\$100.00
FITZSIMONS, JOSH	FACILITY REFUND	220	22040					\$25.00	\$25.00
FLAHERTY'S ARDEN BOWL	LITTLE STRIKERS(DEC 29 & 30;4 KIDS)	225	43510	3190		012		\$98.00	
FLEWELLEN, JARED	FACILITY REFUND	220	22040					\$25.00	\$25.00
GARELICK STEEL COMPANY	MISC. STEEL SHOP SUPPLIES	701	46500	2180		001		\$110.00	\$110.00
GRAINGER, INC.	3 WALL MOUNT FANS	220	43800	2240		002		\$112.08	\$112.08
IDENTITY STORES, LLC	VOLLEYBALL SHIRTS	225	43510	2170		010		\$692.00	\$692.00
KHAN, FATIMA	FACILITY REFUND	220	22040					\$25.00	\$25.00
KINNEY, FRITZ	FACILITY REFUND	220	22040					\$100.00	\$100.00
KOLKIND, CHRISTOPHER	TUITION REIMBURSEMENT	101	43710	4500				\$660.32	
LANG, KAREN	FROZEN SERVICE COST	601	45050	4890				\$400.00	\$400.00
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002		\$95.73	\$95.73
MINNESOTA SOCIETY OF PROF ENGI	NSPE ANNUAL DUES 2015/MALONEY	101	42050	4330				\$361.00	\$361.00
NAPA AUTO PARTS	UNIT 304 TOOLBOX STRUT	701	46500	2220		001		\$19.99	\$19.99
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE-DECEMBER 2014	220	43800	3960		005		\$1,388.62	\$1,388.62
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES	101	44300	3190				\$292.50	\$292.50
PRECISION LANDSCAPE & TREE, IN	4355 VICTORIA STREET WO 14-47	101	43900	3190		002		\$1,152.50	\$1,152.50
PRECISION LANDSCAPE & TREE, IN	WO# 14-18 - 1690 TERRACE DRIVE	101	43900	3190		003		\$489.03	\$489.03
PRECISION LANDSCAPE & TREE, IN	WO#14-49 - 242 NICHOLS COURT	101	43900	3190		003		\$2,645.99	\$2,645.99
PRECISION LANDSCAPE & TREE, IN	WO#14-35 - 3654 RUSTIC PLACE	101	43900	3190		003		\$2,548.50	\$2,548.50
PRECISION LANDSCAPE & TREE, IN	PUBLIC STUMP REMOVAL	101	43900	3190		002		\$403.75	\$403.75
PRECISION LANDSCAPE & TREE, IN	PUBLIC STUMP REMOVAL	101	43900	3190		002		\$123.25	\$123.25
SCHELEN-GRAY AUTO ELECTRIC	UNIT 303 HOSE REEL BLOWER MOTOR	701	46500	2220		001		\$78.99	\$78.99
SHORT ELLIOTT HENDRICKSON, INC	RR QUIET ZONE STUDY	101	42050	3190				\$1,082.76	\$1,082.76
SRF CONSULTING GROUP INC	WATER TREATMENT PLANT TOPOGRAPHIC SURVEY	454	47000	5950				\$6,959.85	\$6,959.85
STONEBROOKE EQUIPMENT INC	UNIT 311 LIGHTING HARNESS REPAIR KIT	701	46500	2220		001		\$52.02	\$52.02
TRUONG, KIM	FACILITY REFUND	220	22040					\$25.00	\$25.00
TRUSKINOVSKY, TAKAKO	FACILITY REFUND	220	22040					\$100.00	\$100.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$195.78	\$195.78
WIDJIWAGAN, CAMP	FACILITY REFUND	220	22040					\$300.00	\$300.00
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610				\$1,180.09	\$2,579.21
		101	43710	2140				\$1,399.12	
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610				\$733.03	
YALE MECHANICAL INC	URINAL REPAIR	220	43800	3810		003		\$319.62	\$319.62
YANG, GRACE	FACILITY REFUND	220	22040					\$100.00	\$100.00
YOUNG, GREG	FACILITY REFUND	220	22040					\$500.00	\$500.00
ZEWERS, MARIA	FACILITY REFUND	220	22040					\$25.00	\$25.00

Total of all invoices: \$25,330.09

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
CLASSIC CATERING/PICNIC PLEASE	FINAL PAYMENT FOR HOLIDAY LUNCHEON	101	40210	4890		003		-\$1,108.32	
PRESS PUBLICATIONS	BULLET LIST	101	40210	3360		001		-\$592.00	-\$592.00
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2240				-\$77.56	-\$77.56
AID ELECTRIC CORPORATION	THERMAL GRAMSIE AND N & S LEXINGTON	602	45550	3190		003		\$364.80	\$364.80
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$151.21	\$151.21
AWARDS BY HAMMOND INC	PLAQUES-FILLA/JOHNSON/NAMEPLATES	101	40200	4890		001		\$253.60	\$253.60
BARNESS, KIRSTIN	TIF CONSULTING	240	44400	3190				\$2,143.75	\$2,143.75
BEDNAR, THOMAS	REFUND CLOSING OVRPYMT/715 ARBOGAST ST	601	36190			003		\$7.06	\$7.06
BEISSWENGERS HARDWARE	SHOVELS	101	43710	2400				\$58.98	\$58.98
BEISSWENGERS HARDWARE	SAND FOR EMPLOYEE EVENT	101	43710	2240				\$8.18	\$8.18
BORNETUN, BRIAN	REFUND CLOSING OVRPYNT/692 CO RD J W	601	36190			003		\$66.10	\$66.10
CDW GOVERNMENT, INC	HP MONITOR	422	40550	5800		011		\$189.02	\$189.02
CDW GOVERNMENT, INC	HP SPEAKER BAR	422	40550	5800		011		\$33.42	\$33.42
CDW GOVERNMENT, INC	HP MONITORS	422	40550	5800		011		\$378.04	\$378.04
CHENG, LIANGSHENG	REFUND CLOSING OVRPYMT/675 DORIS AVENUE	601	36190			003		\$3.49	\$3.49
COMMERCIAL FURNITURE SERVICES	ADJUSTABLE DESK/OLSON	101	40200	5700				\$1,201.15	\$1,201.15
ELLIOTT, LAURIE	BENEFITS FAIR SUPPLIES/SEMINAR PARKING	101	40210	4500		001		\$42.85	
		101	40210	4890		008		\$20.00	
FLEXIBLE PIPE TOOL COMPANY	RODS FOR SEWER CLEANING	602	45550	2280		001		\$2,465.50	\$2,465.50
GREENHAVEN PRINTING	NEWSLETTERS NOV/DEC	101	40400	3390				\$22,930.90	\$22,930.90
H & L MESABI, INC.	PLOW BLADE PARTS	701	46500	2220		001		\$1,160.50	\$1,160.50
HELGESON, KRIS	VOLLEYBALL GRADE 6-8	220	22040					\$58.00	\$58.00
HEWLETT-PACKARD COMPANY	LAPTOP FOR COUNCIL BRAODCAST PROJECT	230	40900	5800				\$1,389.00	\$1,389.00
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL - NOVEMBER 2014	101	41100	3190				\$235.11	
HOFFMAN, DAVID	REFUND CLOSING OVRPYMT/4430 CHURCHILL ST	601	36190			003		\$5.21	\$5.21
HUGO EQUIPMENT COMPANY	CHAIN SAW PARTS	701	46500	2400		001		\$8.99	\$8.99
HUMMINGBIRD FLORAL/FLORATIF	SYMPATHY PLANT-BLESENER/LITTLE CANADA	101	40200	4890		001		\$65.34	\$65.34
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		001		\$248.00	\$248.00
JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD LICENSES	220	43800	3190		007		\$1,042.00	\$1,042.00
KENNEDY & GRAVEN, CHARTERED	FRANCHISE RENEWAL	230	40900	3190				\$87.50	\$87.50
KOFTOHRYZ, DONALD	FACILITY REFUND	220	22040					\$104.17	\$104.17
KORF, GREGORY	REFUND CLOSING OVRPYT/1326 ROYAL OAKS DR	601	36190			003		\$7.13	\$7.13
L T G POWER EQUIPMENT	STIHL MS 251 CHAINSAW	101	43710	2400				\$355.91	\$355.91
LAKE JOHANNA FIRE DEPT	ENCLOSED TRAILER/60.7% OF COST	405	41200	3190				\$2,333.75	\$2,333.75
LOCKE, EUGENE OR JANE	REFUND CLOSING OVRPYMT/5643 HEATHER RDG	601	36190			003		\$6.56	\$6.56
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001		\$2,953.11	\$2,953.11
MENARDS CASHWAY LUMBER **FRIDL	SMALL TOOLS FOR PARKS DEPARTMENT	101	43710	2400				\$134.74	\$134.74
MINNESOTA DEPARTMENT OF AGRICU	PESTICIDE APPLICATOR LICENSE RENEWAL	101	43710	4500				\$45.00	\$45.00
MINNESOTA PIPE & EQUIPMENT CO	BANDAID FOR WATER	601	45050	2280		002		\$177.58	\$177.58
MOTOROLA SOLUTIONS INC	PERMANENT MOUNT RADIOS FOR TRUCKS	701	46500	5800				\$11,418.40	\$11,418.40
NCPERS MINNESOTA	PERA LIFE INSURANCE: JAN 2015	101	20413					\$208.00	
NORTH SUBURBAN ACCESS CORPORAT	4TH QTR WEBSTREAMING	230	40900	3190				\$951.36	\$951.36
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	220	43800	2010		001		\$7.62	\$71.94
		101	40200	2010		002		\$64.32	
OFFICE DEPOT	BATTERIES	101	40200	2010		002		\$11.01	
OFFICE DEPOT	GENERAL SUPPLIES	220	43800	2010		001		\$68.58	\$173.24
		101	40200	2010		002		\$104.66	
OFFICE DEPOT	POSTER CONTEST SUPPLIES	101	40100	4890		004		\$23.09	\$23.09
OFFICE DEPOT	PAYROLL FOLDERS	101	40500	2010		008		\$13.88	\$13.88
OFFICE DEPOT	REPORT COVERS	101	40200	2010		002		\$58.75	\$58.75
ON SITE SANITATION INC	PORTABLE TOILET FOR BUCHER PARK	101	43710	3950				\$58.93	\$58.93

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ON SITE SANITATION INC	PORTABLE TOILET FOR MCCULLOUGH PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET FOR SHAMROCK PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET FOR SITZER PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET FOR BOBBY THEISEN PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET FOR WILSON PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET/BUCHER PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET/MCCULLOUGH PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET/SHAMROCK PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET/SITZER PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET/THEISEN PARK	101	43710	3950				\$58.93	\$58.93
ON SITE SANITATION INC	PORTABLE TOILET/WILSON PARK	101	43710	3950				\$58.93	\$58.93
PARTY AMERICA CORPORATE OFFICE	COUNCIL SUPPLIES	101	40100	4890		003		\$5.98	\$5.98
PETERSON, ROBERT	PASS REFUND	220	22040					\$207.81	\$207.81
PLANT & FLANGED EQUIPMENT COMP	SEATS/BACK FLOW IN WELLS	601	45050	2280		005		\$112.00	\$112.00
PRAIRIE EQUIPMENT COMPANY LLC	INVERTERS FOR UTILITIES	601	45050	2280		001		\$508.00	\$508.00
PRO-TEC DESIGN	CAMERAS FOR TOWER SURVEILLANCE	472	47000	5900				\$2,600.54	\$2,600.54
SAFE-FAST INC	JACKET	101	43710	3970				\$52.95	
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190				\$327.11	\$327.11
STEPHENS' ART & FRAME INC	POSTER FRAME/FILLA	101	40200	2010		006		\$165.20	\$165.20
TARGET COMMERCIAL INVOICE	NYE DECORATION SUPPLIES/REFRESHMENTS	225	43580	2172		002		\$83.46	\$83.46
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.26	\$157.05
		601	45050	3970		001		\$39.26	
		602	45550	3970		001		\$39.26	
		603	45850	3970		001		\$19.64	
		701	46500	3970		001		\$19.63	
UNIFIRST CORPORATION	PARK MAINT. UNIFORM RENTAL	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	CC UNIFORM RENTAL	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.96	\$155.84
		601	45050	3970		001		\$38.96	
		602	45550	3970		001		\$38.96	
		603	45850	3970		001		\$19.48	
		701	46500	3970		001		\$19.48	
UNIFIRST CORPORATION	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.96	\$155.84
		601	45050	3970		001		\$38.96	
		602	45550	3970		001		\$38.96	
		603	45850	3970		001		\$19.48	
		701	46500	3970		001		\$19.48	
UNIFIRST CORPORATION	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.96	\$155.84
		601	45050	3970		001		\$38.96	
		602	45550	3970		001		\$38.96	
		603	45850	3970		001		\$19.48	
		701	46500	3970		001		\$19.48	
VINING, JOHN OR ARDUS	REFUND CLOSING OVRPYMT/1711 TERRACE DR	601	36190			003		\$5.46	\$5.46
WHITE, SHARON	PASS REFUND	220	22040					\$60.00	\$60.00
WSB & ASSOCIATES, INC.	SURVEY FOR CP15-01 TURTLE LANE/SCHIFSKY	577	47000	5910				\$119.00	\$119.00
WSB & ASSOCIATES, INC.	AUTUMN MEADOWS CONSTRUCTION SERVICES	448	47000	5910				\$212.00	\$212.00
YU, MIKE	ICE SKATING PRIVATE	220	22040					\$166.00	\$166.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	\$58,166.43

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	46,187
Vendor number	01095 1 2014
Vendor name	ADVANCED ENGINEERING AND
Address	ENVIRONMENTAL SERVICES INC 4050 GARDEN VIEW DRIVE SUITE 200 GRAND FORKS ND 58201

Date	Comment line on check	Invoice number	Amount
11-30-14	WTP DESIGN CP14-02	41323	\$121,200.00

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

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

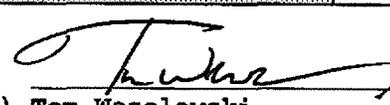
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5910	\$121,200.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Tom Wesolowski	<i>11/16/14</i> 
Approved by: (signature required) Terry Schwerm	

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	46,369
Vendor number	00260 1 2014
Vendor name	GREENHAVEN PRINTING
Address	4575 CHATSWORTH STREET N SHOREVIEW, MN 55126

Date	Comment line on check	Invoice number	Amount
12-23-14	NOV/DEC NEWSLETTERS	143618	\$22,930.90

Account Coding	Amount
101 40400 3390	\$22,930.90

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Rebecca Olson</u> (signature required) Rebecca Olson	
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 January 05, 2015.

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

January 05, 2015
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
January 05, 2015

LICENSE #	BUSINESS NAME	TYPE
2015-00025	Terra's Canopies Tree Service	Tree Trimmer
2015-00026	Morgan's Tree Service	Tree Trimmer
2015-00027	Three Trees Horticulture LLC	Tree Trimmer
2015-00028	Precision Landscapes & Tree Inc	Tree Trimmer
2015-00007	North Suburban BP	Filling Station
2015-00008	Automotive Ventures	Filling Station
2015-00009	Shoreview Quick Stop	Filling Station
15-T10	Bacchus Wine and Spirits	Tobacco
15-T11	Shoreview Quik Stop	Tobacco
	Carol Gilligan	Massage Establishment
	Cynthia Madson	Massage Therapy
	Renee Lorrain	Massage Therapy
	Kevin Burke	Massage Therapy
	Shawn Lessard	Massage Therapy
	Heidi Schaum	Massage Therapy
	Rachel Fritz	Massage Therapy
	Michael Barrett	Massage Therapy
	Paula Petersen	Massage Therapy
	Linda Mezzenga	Massage Therapy
	Sara Kilmer	Massage Therapy
	Julie O'Brien	Massage Therapy
	Julie O'Brien	Massage Establishment
	Jason Douglas	Massage Therapy
	Victoria Babashov	Massage Therapy
	Jason Douglas	Massage Therapy
	Angela Fern	Massage Therapy
	Ka Yang	Massage Therapy
	Vita Day Spa	Massage Establishment

The above licenses are recommended for approval: *Jami Philip*
License/Permit Clerk

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: DECEMBER 30, 2014
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

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

BACKGROUND

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

5809 Turtle Lake Rd	Erosion Control completed
4133 Reiland Ln	Erosion Control completed
5101 Alameda St	Erosion Control completed

RECOMMENDATION

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

5809 Turtle Lake Rd	Curt's Custom Decks	\$ 500.00
4133 Reiland Ln	Wonderful Home Bldrs	\$ 1,000.00
5101 Alameda St	Kevin Ousdigian/RR Const.	\$ 2,000.00

PROPOSED

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

HELD JANUARY 5, 2015

* * * * *

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 December 15, 2014 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-2

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

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

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

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

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

5809 Turtle Lake Rd	Curt's Custom Decks	\$ 500.00
4133 Reiland Ln	Wonderful Home Bldrs	\$ 1,000.00
5101 Alameda St	Kevin Ousdigian/RR Const.	\$ 2,000.00

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 5th day of January, 2015.

PROPOSED MOTION

MOVED BY COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To approve the upgrade of the city storage area networking equipment in the amount of \$ 78,000.00 from XIOSS.

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

TO: Mayor and City Council

FROM: Dick Crumb, I.S. Manager
Tim Cooney, Assistant I.S. Manager

DATE: Jan 5, 2015

SUBJECT: Storage Area Network upgrade

INTRODUCTION

The city installed a Storage Area Network six years ago as part of the infrastructure conversion to server virtualization. This equipment is now old enough that a large percentage of the hardware will no longer be vendor supported by early 2015. City Information Technology (IT) staff is recommending upgrading this equipment to more current vendor supplied storage area network hardware/software.

BACKGROUND

When the city started converting to virtualized servers back in 2009, staff purchased storage area network (SAN) hardware to store the server images and associated city work files and documents. These servers provide staff everything from access to Word and Excel files, to Permitting, and Parks and Recreation program data. Server virtualization and associated storage area networks have become a standard model for how the Information Technology division provides computing resources for staff. Since then IT staff has expanded virtualization to individual desktops as well as servers. This expansion has placed an increasing workload on the storage infrastructure purchased almost six years ago, and has continued to take up total available storage space. The IT staff is working to provide a good user experience as employees use their virtual desktops. This requires fast and responsive storage resources. The current storage network hardware has reached an age where it cannot provide the speed needed in a virtual environment. Two other key factors in this proposal are the fact that storage resource space is becoming insufficient, and that the storage hardware vendor will no longer be providing support for our current product beginning in early 2015.

PROPOSAL

Because storage hardware is a crucial part of the city network resources, IT staff spent a considerable amount of time researching, vetting, and interviewing storage network equipment vendors. As part of the interview process, staff obtained five quotes for storage area network equipment. Staff interviewed vendors regarding resources needed, network environment, future needs and plans, desired features, possible disaster recovery site, and ease of use. Staff also interviewed appropriate vendor supplied references.

Proposals are as follows:

CDWG/AMI StorTrends	\$80,377.20	Storage hardware and software
	14,706.00	3 yr warranty
	0	Installation
	\$ 95,083.20	Total Proposal
CyberAdvisors/Dell	\$62,267.44	Storage hardware and software
	13,950.04	3 yr warranty
	0	Installation
	\$ 76,217.48	Total Proposal
Highpoint/Nimble	\$66,635.29	Storage hardware and software
	15,351.53	3 yr warranty
	2000.00	Installation
	\$ 83,986.82	Total proposal
Xiooss/Tegile	\$58,000.00	Storage hardware and software
	25,500.00	3 yr warranty
	6,500.00	Installation
	\$ 90,000.00	Total proposal
Xiooss/Tintri	\$55,000.00	Storage hardware and software
	23,000.00	3 yr warranty
	0	Installation
	\$ 78,000.00	Total proposal

RECOMMENDATION

The storage vendors were all very interested in working with Shoreview. Staff was impressed by the thoroughness and desire demonstrated by the vendors in explaining their product, the benefits of their product, and important product differentiators. All of the equipment proposed by the various vendors utilized the current "hybrid" technology of mixing solid state drives with traditional spinning disks to maximize performance but still keep costs down. While staff felt that all of the proposals would likely work in our environment, some key differences made the distinction in deciding the best vendor for our environment. Xiooss/Tintri designs and manufactures storage equipment specifically aimed at and configured for total or near total virtualized environments such as ours. This vendor also has a product that is designed for customers with limited staff which can't afford to spend significant portions of their time managing storage. The product is also extremely easy to setup, such that the vendor doesn't even charge for "installation", and can often assist with the install from a remote location. It is for this reason that staff recommends the proposal from XIOSS for Tintri equipment. The CIP for 2015 contains \$90,000 for the information systems storage upgrade project which sufficiently covers the recommended quote.



600 Twelve Oaks Center Dr.
Suite 648A
Wayzata, MN 55391
612-367-4194

Account Executive: Rob Schmidt
Voice:612-710-2890 Fax: 612-367-4445
rob.schmidt@xioss.com

Quote Created: 12/26/2014
Quote Expiration Date: 1/25/2015
Company Name: City of Shoreview
Contact Name: Dick Crumb
Email: rcrumb@shoreviewmn.gov
Terms: NET 30

Quote Number: CityShoreview1226-Tintri3

Item	Part Number	Description	Qty	Unit Price (USD)	Extended Price
1	SYS-T820	T820, Base SW license & 1 yr HW warranty. 1.7TB SSD/20TB SATA. 750VM support. 23TB	1	\$ 50,000.00	\$ 50,000.00
2	SUP-T820-PLAT-3YR	Platinum Support, T820, HW+Base SW-3YR. 7x24 Phone, 7x24x4HR HW	1	\$ 23,000.00	\$ 23,000.00
3	OPT-10GBE-SFP+SR	Option, dual-port 10GbE, SFP+ SR NIC	2	\$ 2,500.00	\$ 5,000.00
Total Price (excl tax & shipping)					\$ 78,000.00

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the purchase of replacements for Units 210, 603, and 610 from the approved State of Minnesota Cooperative Purchasing Venture Contract, for a total estimated cost of \$405,226.27, pursuant to the adopted Capital Improvements Program and approved 2015 Annual Budget.

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

REGULAR COUNCIL MEETING
JANUARY 5, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: JANUARY 5, 2015
SUBJ: AUTHORIZATION TO PURCHASE REPLACEMENTS
FOR UNITS 210, 603 AND 610.

INTRODUCTION

Shoreview's adopted Capital Improvements Program for 2015 includes the scheduled replacement of units 210, 603, and 610. City Council approval is necessary at this time for the authorization to purchase their replacements from the State of Minnesota Cooperative Purchasing Venture Contract numbers #74463, #84882 #77950 and #80228.

DISCUSSION

Unit 210 is a 2002 single-axle dump truck with plow equipment and accessories. It is used by the Street Department throughout the year in conjunction with street sweeping, asphalt patching and miscellaneous hauling activities. It is relied upon for snow removal from heavier traffic routes in the City. Its wear is consistent with a 12-year-old vehicle used for commercial use. This vehicle will be replaced by a single-axle dump/plow truck of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2015.

Unit 603 is a 2004 one-ton 4x4 pickup. It is used regularly by park maintenance personnel in conjunction with park and athletic field and irrigation maintenance, parking lot plowing and when needed a "back up plow" for plowing cul-de-sacs. This unit is eleven years old and has approximately 69,800 miles on it. Its wear is consistent with a vehicle used for commercial purposes. It is proposed to replace this vehicle with one of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2015.

Unit 610 is a 2005 single axle dump truck with plow equipment and accessories. Parks Maintenance personnel use the existing vehicle in conjunction with park and athletic field maintenance and the ice control and plowing of park, fire station and Community Center parking lots. This vehicle is also a "back up plow" used for plowing streets if a truck is down and in need of repair. Its wear is consistent with a vehicle used for commercial purposes. This vehicle will be replaced by a single-axle dump/plow truck of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2015.

RECOMMENDATION

The 2015 Capital Improvement Program includes an estimate of \$397,000 for the replacement of these three vehicles. Under the State of Minnesota Cooperative Purchasing Venture, the City of Shoreview can acquire the new replacement vehicles for approximately \$405,226 including tax on the trucks. Staff recommends consideration of the attached motion authorizing the purchase of these vehicles from the State of Minnesota Cooperative Purchasing Venture Contract.

PROPOSED MOTION

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the one-year lease renewal for 2015 with Greater Metropolitan Housing Corporation for the Housing *Resource* Center located in the historic Lepak-Larson House at 1170 Lepak Court.

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

Regular City Council Meeting
January 5, 2015

TO: Mayor, City Council and City Manager
FROM: Kathleen Castle, City Planner
DATE: January 2, 2015
SUBJECT: 2015 Lease Renewal – Greater Metropolitan Housing Corporation

BACKGROUND

The City of Shoreview leases the historic Lepak-Larson house, 1170 Lepak Court to the Greater Metropolitan Housing Corporation who operates the North and East Metro Housing *Resource* Center on the property. The City also contracts with the Greater Metropolitan Housing Corporation (GMHC) for services related to the City’s housing programs, including administration of the Shoreview Home Energy Improvement Loan Program, through the Housing *Resource* Center. This lease is an annual agreement which needs to be renewed each year by both parties. The Lease for 2015 is being presented to the City Council for review and approval.

LEASE AGREEMENT

The proposed lease is similar to the previous lease agreements executed with GMHC for this property. The proposed annual rent of \$13,246 is a slight increase over the existing annual rent of \$13,058 due to the consumer price index increase. This lease is for the 2015 calendar year. The other terms of the lease will remain the same.

RECOMMENDATION

Staff recommends the Council approve the 2015 renewal of the annual Lease Agreement with GMHC to occupy the historic Lepak-Larson house, 1170 Lepak Court for the Housing *Resource* Center.

Attachments

- 1) Lease Renewal Letter to GMHC
- 2) Consumer Price Index

January 6, 2015

Ms. Suzanne Snyder
Greater Metropolitan Housing Corporation
15 South Fifth Street, suite 710
Minneapolis, MN 55402

Re: Lease Agreement – Housing Resource Center, 1170 Lepak Court

Dear Ms. Snyder:

The City has renewed the option to the Premises Lease Agreement executed with the City of Shoreview for the rental of the property at 1170 Lepak Court. The option enables GMHC to renew the lease for an additional one year period commencing on January 1, 2015. The base rent for each year of the Option Term is an amount equal to the base rent of the previous year multiplied by a fraction, the numerator of which is the CPIU (Consumer Price Index for Urban Consumers/Twin Cities Region) The rent, commencing on January 1 is \$13,246 annually with a monthly payment of \$1,104.

Please acknowledge your agreement to renew the lease agreement by exercising the Option to Renew, including the rent, by providing Ms. Olson's signature below. I would appreciate it if you could return this letter with her signature by January 26th. Please contact me at 651-490-4682 or via email kcastle@shoreviewmn.gov, if you have any questions.

Sincerely,

Kathleen Castle
City Planner

Carolyn Olson, President – GMHC

Date

Housing Resource Center
Larson House Lease

101-38900

	Current Rent	2004 CPI 1st Half	2003 CPI 1st Half	Revised Rent	
Annual	\$ 12,000	186.6	181.7	\$ 12,324	2.7% increase
Monthly	\$ 1,000			\$ 1,027	

	Current Rent	2007 CPI 1st Half	2006 CPI 1st Half	Revised Rent	
Annual	\$ 12,324	200.627	195.100	\$ 12,673	2.8% increase
Monthly	\$ 1,027			\$ 1,056	

	Current Rent	2011 CPI 1st Half	2010 CPI 1st Half	Revised Rent	
Annual	\$ 12,673	217.374	210.965	\$ 13,058	3.0% increase
Monthly	\$ 1,056			\$ 1,088	

	Current Rent	2014 CPI 1st Half	2013 CPI 1st Half	Revised Rent	
Annual	\$ 13,058	231.764	228.473	\$ 13,246	1.4% increase
Monthly	\$ 1,088			\$ 1,104	

t\data\excel\bud\Larson House lease

	1st Half CPI	Monthly Rent	
2002		\$ 1,000	
2003	181.7	1,000	
2004	186.6	1,000	
2005		1,027	<-Effective May 2005
2006	195.1	1,027	
2007	200.627	1,027	
2008		1,056	<-Effective May 2008
2009		1,056	
2010	210.965	1,056	
2011	217.374	1,056	
2012		1,088	<-Effective May 2012
2013	228.473	1,088	
2014	231.764	1,088	
2015		1,104	<-Effective [REDACTED] 2015

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the attached letter agreement for City Attorney services for 2015 with Kelly and Lemmons, P.A.

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

City Council Meeting
January 5, 2015

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: DECEMBER 30, 2014

SUBJECT: AGREEMENT FOR LEGAL SERVICES

INTRODUCTION

Since September 2012, the City has contracted with the Kelly and Lemmons law firm for both civil and criminal prosecution services. The City Council is being asked to approve an engagement letter to continue this arrangement for 2015.

BACKGROUND

In September of 2012, the City Council approved an engagement letter for City Attorney services, including both civil and criminal prosecution services, with the Kelly and Lemmons law firm. This change was prompted when long-time City Attorney Jerry Filla moved his practice to the Kelly and Lemmons firm. For the past several months, Pat Kelly or another lawyer at the firm has attended both City Council and Planning Commission meetings.

During the past few years, staff believes that Kelly and Lemmons firm has been responsive to a variety of civil and criminal issues that we deal with on an ongoing basis. We have also received positive feedback from the Ramsey County Sheriff's personnel who deal with the prosecuting attorneys on the criminal prosecution matters.

Based on this positive feedback, it is being recommended that the City Council approve an updated engagement letter for City Attorney Services with Kelly and Lemmons through 2015.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council approve the attached letter agreement for City Attorney services for 2014 with Kelly and Lemmons, P.A.

Kelly & Lemmons, P.A.

A T T O R N E Y S A T L A W

Joseph A. Kelly
jkelly@kellyandlemmons.com

December 15, 2014

Mr. Terry Schwerm, City Manager
City of Shoreview
4600 North Victoria Street
Shoreview, MN 55126

SENT VIA U.S. MAIL

RE: Engagement Letter – City Attorney Services

Dear Mr. Schwerm:

I write this letter to confirm our acceptance of the City's selection of our firm as its City Attorney, and the terms of our engagement with Shoreview.

1. Services, Term.

Our firm will provide the following services as City Attorney for Shoreview from the date of execution of this Agreement to December 31, 2015, unless otherwise terminated by the City:

Civil Law Services

1. Attend City Council meetings and other City Board, Authority, Commission or Committee meetings as requested by the City Council or City Manager.
2. Draft and/or review ordinances, resolutions, and correspondence, as requested. Review City Council agendas and meeting minutes as requested.
3. Advise the Mayor, Council Members, City Manager, Department Heads and other staff on city legal matters when requested or when it appears actions may not be appropriate.
4. Prepare and/or review municipal contracts, such as contracts for public improvements, joint powers agreements, construction, and purchase of equipment as requested.
5. Maintain Codification of City ordinances on a regular basis.

Mr. Terry Schwerm
December 15, 2014
Shoreview Engagement Letter
Page 2

6. Represent City in matters related to the enforcement of City building, zoning, subdivision codes and related codes.
7. Research and submit legal opinions on municipal or other legal matters, as requested by City Council or City Manager.
8. Meet with the City Council, Economic Development Authority, City Manager, Department Heads and City Staff as needed to review Council agenda items, the status of all legal matters before the City.
9. Provide legal briefings as requested to City Council and Staff regarding new or proposed legislation affecting municipal operations and activities.
10. Provide written updates on new State or Federal legislation or judicial decisions impacting the City; including suggested action or changes in operations or procedures to assure compliance.
11. Provide advice on open meeting law, data practices issues, and records retention.
12. Represent the City in employment related issues including administrative hearings and in litigation involving same.
13. Interpret and advise with respect to municipal employment matters including, but not limited to, PERA, labor agreements, personnel policy, FLSA, Veterans' Preference, and unemployment compensation.
14. Defend City in litigation (except in those cases where insurance companies are required to provide defense) including, but not limited to, 1) human rights claims; 2) condemnation; 3) permits and administrative actions; and 4) labor and employment matters.
15. Defend City in uninsured claims and other insurance matters.
16. In coordination with Bond Counsel, review of financing, special assessments, bonds and insurance requirements required by or for City contracts or activities.
17. Assist the City in the acquisition of properties for public improvements, easements, economic development, and parks.
18. Represent City in condemnation proceedings for land acquisition associated with various public improvement projects.
19. Represent City in workers' compensation matters; except as addressed by the City's insurance carrier.

20. Initiate litigation on behalf of City as requested by City Council.
21. Interpret and advise regarding State land use statutes and the City Code.
22. Interpret and advise regarding laws relating to Comprehensive Plans and Metropolitan Council approvals.
23. Interpret and advise regarding impact fees and legal uses.
24. Advise and represent the City on environmental matters.
25. Advise the City/review the following:
 - a. Conditional Use Permits and Variance Requests including the adequacy of “findings of fact” used to support the action taken.
 - b. Vacation of Rights-of-way
 - c. Special Assessments
 - d. Planned Unit Developments
 - e. Development Agreements
 - f. Subdivision and Zoning Requests
26. City Council/City Manager, Interpret and advise regarding TIF laws and their application.
27. Perform any other services, at the direction of the City Council, that are appropriate for the City Attorney to aid in the efficient operation of the City.

Prosecution Services

1. Represent and prosecute all criminal law matters within the City’s jurisdiction that are not the responsibility of the County Attorney, includes but not limited to attendance at arraignments as scheduled by the Ramsey County District Court, scheduling and coordinating of officer appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the City’s law enforcement agency in the development of criminal cases, and provide training sessions for law enforcement staff as needed.
2. Timely pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.

3. Subject to the development of a policy for forfeitures to be approved by the City Council, process and present forfeiture cases on behalf of the City's law enforcement agency pursuant to said policy.
4. Provide an annual report to the City Council on prosecution activities conducted in the name of the City.

2. Compensation.

(a) Kelly & Lemmons, P.A. will submit monthly billing statements for the services it provides to Shoreview under this Agreement. Our firm tracks and bills its time in quarter-hour increments. We will send detailed billing statements which reflect the date, time billed, person performing the work, description of the work performed, and the line item amount. Our compensation for the above services will be as follows:

Civil Services

Generally, for work on civil matters, Kelly & Lemmons, P.A. will charge an hourly rate of **\$120.00** per hour for non-civil litigation work performed by attorneys; **\$140.00** per hour for civil litigation work performed by attorneys; and **\$60.00** per hour for work performed by law clerks or paralegals. The monthly retainer is **\$1250.00** per month.

Prosecution Services

For work on prosecution matters, including civil property forfeitures under the criminal codes, Kelly & Lemmons, P.A. will charge an hourly rate of **\$90.00** per hour for work performed by attorneys, and a rate of **\$50.00** per hour for work performed by law clerks or paralegals.

(b) Kelly & Lemmons, P.A. may incur various expenses in providing services on behalf of Shoreview. The City shall reimburse Kelly & Lemmons, P.A. for all out-of-pocket expenses. We have agreed to the following rates for common reimbursable expenses:

Photocopies:	\$.20 per page.
Facsimile:	\$1.00 per page.
Postage:	current postage rates.
Long Distance:	As incurred.

Other costs incurred in providing services (e.g. service of process, subpoena fees) will be submitted for reimbursement with each month's billing statement without markup.

(c) Kelly & Lemmons, P.A. agrees to keep its billing rates stable for the next year following the execution of this agreement (calendar year 2014).

3. At Will Agreement. The parties acknowledge that this is an At Will Agreement. Upon termination of representation, all files and records relevant to this representation will be made available to Shoreview for removal. In the event Shoreview does remove said records and files, Kelly & Lemmons, P.A. shall have the right to copy the file in its entirety with the cost of said copying to be borne by Shoreview. Shoreview also agrees to compensate Kelly & Lemmons, P.A. for up to thirty (30) days following termination of the agreement for reasonable time and reimbursable expenses incurred in transitioning work in progress to a successor counsel.

4. Storage. Kelly & Lemmons, P.A. reserves the right to store file materials in a professional manner and for a professionally acceptable period of time. Such storage may include the use of commercial storage facilities. Shoreview further agrees to pay any reasonable cost incurred by Kelly & Lemmons, P.A. in the recovery and refiling of said file materials, should that be necessary. Such costs may include, but are not limited to, service fees charged by commercial storage vendors.

5. Miscellaneous. No modification of this Agreement shall be valid unless it is in writing and signed by both parties. The representatives of Shoreview signing below have read this Agreement and have had an opportunity to ask questions regarding any portions of this Agreement which they do not understand.

Once again, we would like to thank the City for selecting us, and we look forward to continuing to build a strong working relationship with Shoreview.

If you have any questions regarding the proposed terms of this Agreement, please do not hesitate to contact me.

Respectfully yours,

KELLY & LEMMONS, P.A.



Joseph A. Kelly

Accepted on behalf of Shoreview:

Mayor

City Manager

**PROPOSED MOTION
ASSESSMENT FOR COSTS ASSOCIATED WITH THE
ABATEMENT OF NUISANCE**

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Resolution No. 15-03 for 1648 Lois Drive adopting the assessment roll for costs associated with the abatement of nuisance conditions.

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

Regular City Council Meeting
January 5, 2015

TO: Mayor, City Council, City Manager
FROM: Kathleen Castle, City Planner
DATE: January 2, 2015
SUBJECT: Nuisance Abatement Assessment – 1648 Lois Drive

INTRODUCTION

This past year, the City abated nuisance conditions on the property at 1648 Lois which is owned by Mike Morse. The City Council is required to hold a public hearing and must adopt a resolution to allow the County to assess the costs of the abatement measures to the property.

DISCUSSION – NUISANCE ABATEMENT ASSESSMENTS

Pursuant to a Court Order, the City removed a detached accessory structure that was illegally constructed without obtaining the required building permit. In addition, this structure did not comply with the City's standards for detached accessory structures related to the size and setback from the side property line. The above ground portion of the structure was removed. The concrete slab remains in place and may be removed at a later date pursuant to the Court Order. The Court Order also provided for the City to assess the cost of removal against the property.

The cost for the removal was \$5,280.00. While the contractor's bid included the removal of the western 2.7 feet of the concrete slab which now remains, the property owner was billed the full cost since the demolition was delayed at the request of Mr. Morse. This delay permitted Mr. Morse time to remove personal property and garage doors. Please note that Mr. Morse had been informed that demolition would occur per the Contractor's schedule and he was advised to remove all personal property and allow clear access to the structure. Demolition took longer than expected due to this delay. Mr. Morse had also been informed that costs associated with the structure's removal will be billed to him and if unpaid assessed to the property, as directed by the Court Order.

Mr. Morse was billed for the costs of the abatement on October 3, 2014 and has not paid the bill.

PUBLIC HEARING

Although the Court Order allows the City to assess the cost, a public hearing is required pursuant to Minnesota Statutes, Chapter 429. Notice of the hearing was published in the City's Legal Newspaper on December 17th. Notice was mailed to the property owner on December 15th.

In response to the Mailed Notice, Mr. Morse requested information regarding the bids received from contractors for the garage removal and clarification as to what the assessment was related to. Staff provided him with this information.

RECOMMENDATION

Costs in the amount of \$5,280.00 were incurred for the nuisance abatement related to the garage removal on the property. Pursuant to the Court Order, the City has the right to assess the costs

related to the removal. It is recommended that the City Council approve Resolution 15-03 adopting the assessments for nuisance abatement on the property at 1648 Lois Drive.

Attachments:

- 1) Motion
- 2) Location Map
- 3) Invoice
- 4) Resolution No. 15-03



1648 Lois Drive



Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Boundaries
- Lakes - Neighboring Counties
- Airports

Notes

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



NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division



CITY OF SHOREVIEW

4600 Victoria Street North
Shoreview, MN 55126-5817

Invoice

Invoice Number	5411
Account Number	102878
Webstore ID	029431710967
Due Date	10-03-14
Amount Due	\$5,280.00

MORSE, MICHAEL
1648 LOIS DRIVE
SHOREVIEW, MN 55126

00005411000000528000

Charges for goods and/or services as follows:

Reimbursement to the City of Shoreview for costs associated with removal of garage structure and debris, per court file No. 62-CV-12-1687
All Metro Excavating: \$4,500.00 / Kelly and Lemmons - attorney: \$780.00

Billing Charge 5,280.00

TOTAL DUE: \$5,280.00

Please make check payable to: City of Shoreview

Questions may be directed to (651)490-4629.

Please Retain This Portion For Your Records

Invoice Number	5411
Account Number	102878
Webstore ID	029431710967
Due Date	10-03-14
Amount Due	\$5,280.00

--Pay by this date to avoid late fees

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

HELD JANUARY 5, 2015

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 5, 2015, at 7:00 p.m.

The following members were present:

and the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-03

**RESOLUTION ADOPTING THE ASSESSMENT
FOR THE COST OF NUISANCE ABATEMENT**

WHEREAS, the City Council of the City of Shoreview, Minnesota, pursuant to Ramsey County Court File No. 62-CV-12-1687, and the Amended Findings of Fact, Conclusions of Law, Order for Judgement dated July 1, 2014, the City of Shoreview is assessing the costs for the nuisance abatement; and

WHEREAS, certain nuisance abatement charges are now, and have been delinquent and are owing to the City of Shoreview; and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of this delinquent account; and

Resolution 15-03
 Assessment for Abatement Costs

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of the delinquent account as a special assessment to be collected against the property located at:

ADDRESS	PID #	COUNTY ASSESMENT. #	AMOUNT
1648 Lois Drive	PID #04-30-23-41-0027	83150038	\$5,280.00

Said assessment for the cost of nuisance abatement on the property is to be paid during the 2015 calendar year. If, however, said assessment cannot be assessed for 2015, said assessment shall be applied in the ensuing year, 2016.

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

and the following voted against the same:

WHEREUPON, said Resolution was declared duly passed and adopted this 5th day of January, 2015.

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 5th day of January, 2015 with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to adopting the Assessment for the cost of nuisance and/or vegetative growth abatement.

Resolution 15-03
Assessment for Abatement Costs

WITNESS MY HAND officially as such Manager and the corporate seal of the
City of Shoreview, Minnesota, this 5th day of January, 2015.

Terry C. Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 15-01 authorizing execution of agreements with SEH, Inc., the Turtle Lake Homeowners Association and the Metropolitan Council for the Turtle Lake Feasibility Study.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR

DATE: DECEMBER 29, 2014

SUBJECT: FEASIBILITY STUDY FOR TURTLE LAKE AUGMENTATION
-PROFESSIONAL SERVICES AGREEMENT WITH SEH, INC.
-TURTLE LAKE HOMEOWNERS ASSOCIATION ESCROW AGREEMENT
-METROPOLITAN COUNCIL GRANT AGREEMENT NO. 141069

INTRODUCTION

Acting on a request from the Turtle Lake Homeowner's Association (TLHA) the Shoreview City Council in June of 2014 ordered the preparation of a feasibility study for augmenting Turtle Lake. Agreements relating to the professional services and funding for the study have been finalized and are now presented for City Council consideration.

DISCUSSION

The Shoreview City Council and the Turtle Lake Homeowners Association (TLHA) have been in discussions since 2010 regarding concerns for periodic low lake levels. A preliminary study that was completed in 2011 indicated that Turtle Lake had been augmented by various water sources from 1923-1989. From 1950 through 1989, the augmentation occurred through the pumping of groundwater wells directly into the lake. During the 1950-1989 timeframe, the lake level was generally maintained between elevation 891 and 892 feet. The Department of Natural Resources banned the use of ground water wells for lake augmentation in 1989 and the pumping operations (by Ramsey County) were discontinued.

Since that time, the lake level at Turtle Lake has fluctuated quite a bit. Turtle Lake is particularly susceptible to natural lake level fluctuations due to its small watershed. The lake level was low during the early 1990's, but rebounded to be at relatively high levels through the mid to late 1990's. It was low again in 2000 and rebounded quickly and was at high levels until 2006. Since 2007, the lake levels have generally remained below the 891.00 level, dropping as low as 889 late in 2009. The lake level rebounded and stayed relatively high in 2014 and was recorded at 891.5 in November.

Citing Shoreview's experience with the 1991 Snail Lake augmentation study/project, in June of 2014 the City Council stressed the essential role of the City as being responsible for the preparation of the Turtle Lake study and administering the process as typical of a public improvement project. The City Council formally ordered the preparation of the Turtle Lake feasibility study. The City Council also stipulated the funding responsibilities (and limitations) for both the City and the TLHA assuming a total estimated study cost of \$100,000 which would be largely offset by the receipt of \$75,000 of State money as directed by the 2014 Legislature.

City staff has been working to develop the three agreements necessary to allow for the preparation of the Turtle Lake feasibility study.

Professional Services Agreement

City staff has negotiated a proposal for the necessary professional services to prepare a feasibility study for Turtle Lake Augmentation. The proposal from SEH, Inc. (copy attached) describes a scope of services that includes all necessary analysis of potential augmentation sources and determines the financial feasibility of a potential project. The City sought a proposal from SEH exclusively given the very specialized nature of this work and that they have direct experience with the City on a prior lake augmentation study (Snail Lake) and construction project as well as with North Oaks for Gilfillan Lake. Perhaps more importantly, SEH has been working under contract with the Metropolitan Council for the past year on development of water supply options for the North East Metro Area including one for the potential augmentation of White Bear Lake. It is felt that by working with SEH the City would be leveraging a great deal of background on the topic as well as a head start on the many agency relationships necessary for the feasibility study to be meaningful.

The services include significant interaction with environmental permitting (and advisory) agencies in an effort to determine agency support for proposed improvements. The scope of services and resulting work plan is staged with interim milestones/deliverables to allow for meetings with the TLHA and City Council (if necessary) in the event that the agency/environmental permitting requires reevaluation of source water alternatives. The proposal and scope of services therein has been reviewed with the TLHA leadership to ensure it includes information they will need to make a decision on a potential future project. The proposal from SEH reflects a total estimated cost of \$100,000.

TLHA Escrow Agreement

The City Council previously stipulated that Shoreview would provide 25% of the funding necessary for the preparation of the feasibility study, up to a maximum City participation of \$6,250 (Res. No. 14-25). The Council further indicated that the remainder of the costs for the report would need to be provided by the TLHA or others, and placed in escrow prior to the beginning of the work. City staff has developed the necessary escrow agreement (copy attached) that identifies the terms and conditions associated with the requirements for the TLHA portion of the funding. The TLHA Board has reviewed and approved these terms and has identified funding (\$18,750) to be placed in escrow upon execution of the Agreement.

Metropolitan Council Grant Agreement

This past session the Minnesota State Legislature provided State funding to assist with the cost of preparing a feasibility study for Turtle Lake. HF3172 identifies a one-time \$75,000 grant to the City of Shoreview which is to be made available to the City through the Metropolitan Council. City staff has been working with the Metropolitan Council staff to develop Grant Agreement No. 141069 (copy attached) which is necessary to

administer the State funds. Metropolitan Council staff have reviewed the scope of services for the City's proposed consultant for the Study (SEH) and recommended that their proposal be utilized as both Exhibits A and B as referenced in the Grant Agreement.

A detailed schedule for the development of the feasibility study is included in the scope of services of SEH's proposal. It estimates that a complete feasibility study could be presented in September, 2015 with a potential Lake Improvement District process occurring in 2016. Assuming that the process led to a public improvement, it is possible that construction of lake augmentation infrastructure could occur in 2017. It is noted that the timeline for construction is highly speculative; the current environment for discussion of water related topics is complicated to say the least, and the City Council would be required to take many more specific actions to move from a feasibility study toward construction of infrastructure.

The funding necessary for the Turtle Lake feasibility study (est. \$100,000) is proposed to be provided according to the agreements being presented for consideration; i.e. \$75,000 State of Minnesota, \$18,750 TLHA, and \$6,250 City of Shoreview. The City's share of the feasibility study costs would be funded by Shoreview's Surface Water Utility.

RECOMMENDATION

It is recommended that the City Council consider Resolution 15-01 authorizing execution of agreements relating to the Turtle Lake Feasibility Study.

draft

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 5, 2015**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on January 5, 2015 at 7:00 p.m. The following members were present:

and the following members were absent: .

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-01

**AUTHORIZING EXECUTION OF AGREEMENTS RELATING TO
THE TURTLE LAKE FEASIBILITY STUDY**

WHEREAS, the Shoreview City Council previously ordered the preparation of a feasibility study to examine potential alternatives for augmenting Turtle Lake, including analysis of potential source water options, their expected environmental impacts and the financial feasibility of any proposed lake augmentation infrastructure; and

WHEREAS, the proposed funding for Turtle Lake feasibility study includes participation from the State of Minnesota and the Turtle Lake Homeowners Association; and

WHEREAS, the City has negotiated agreements for the preparation of the feasibility study and to provide for the financial participation of the State of Minnesota and the Turtle Lake Homeowners Association.

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

1. The Mayor and City Manager are hereby authorized to execute a Professional Services Agreement with the firm SEH, Inc. for the provision of the necessary engineering services for the Turtle Lake Feasibility Study for an estimated cost of \$100,000.



Building a Better World
for All of Us®

December 29, 2014

RE: City of Shoreview
Feasibility Report for Turtle Lake
Augmentation System

Mr. Mark Maloney, PE
Public Works Director
City of Shoreview
4600 Victoria Street N.
Shoreview, MN

Dear Mr. Maloney:

Short Elliott Hendrickson Inc. (SEH®) appreciates the opportunity to help the City explore augmentation options for Turtle Lake. The purpose of the feasibility report for Turtle Lake Augmentation is to quantify potential augmentation alternatives, identify agency issues, establish an opinion of cost, identify the approach, schedule and budget for proceeding to design and construction, confirm all agency permits, and assist the City and the Home Owners Association (HOA) in exploring the formation of a Lake Improvement District (LID).

BACKGROUND

The Preliminary Concept for Turtle Lake Augmentation was developed in the spring and summer of 2011. The Preliminary Concept included a water budget to quantify augmentation volumes, water quality impact analysis to predict impacts to lake water quality and coordination with the Homeowners Association and regional/state agencies. The effort culminated with a well-attended public meeting to discuss the findings. The project has been on hold since the fall of 2011. During that time the United States Geological Survey (USGS) continued with ground water studies initiated around the White Bear Lake water level issues and regional groundwater interactions. In 2013, the Metropolitan Council began its Northeast Metro Water Supply Study. The draft report was released in July and included a high level review of augmentation. The 2014 Minnesota Legislative Session ended with the appropriation of \$75,000 from the Metropolitan Council to the City of Shoreview to further explore the alternatives for augmenting Turtle Lake.

Our recent work with the Northeast Metro Water Supply Report and the Turtle Lake Preliminary Concept plan as well as augmentation projects for Lake Gilfillan in North Oaks and the Snail Lake Augmentation

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

project will stream line elements of this study including permits, agreements, capital costs and O&M as the project progresses. This familiarity will ensure that Turtle Lake project is fully explored to the satisfaction of all stakeholders.

SCOPE OF WORK

Our proposed scope of services is as follows:

I. Collect Initial background information

Assemble past work on the Northeast Metro Water Supply Report, USGS Studies, and the Turtle Lake, Snail Lake and Lake Gilfillan lake augmentation projects.

II. Kick-off Meeting

Attendees to include City staff, SEH staff, Homeowners Association (HOA) representative(s) and Metropolitan Council (as granting agency). Collect additional information from the City. Clarify work scope, deliverables and schedule. Identify applicable agencies to participate in roundtable (Task IV).

III. Agency Coordination

Send out letters to inform applicable agencies of the project, request information and invite agency representatives to Round Table Meeting (Task IV).

IV. Agency Round Table Meeting

Attendees to include:

- City
- SEH staff
- HOA Representative(s)
- St. Paul Regional Water Services
- Minnesota Department of Natural Resources
- Rice Creek Watershed District
- Ramsey County Environmental Services
- Minnesota Pollution Control Agency
- Metropolitan Council
- USGS
- US Army Corps of Engineers
- Ramsey County Parks

Discuss approach, source alternatives, applicable models, anticipated permits and approvals, etc. Discuss water quality parameters and existing and potential invasive species issues for Turtle Lake. Discuss impaired waters issues (mercury) and status of TMDL. Finalize details of investigation.

V. Re-confirm Scope of Services and Schedule

Based on Agency Round Table meeting, confirm the appropriateness of the scope with City staff and HOA representative(s). Finalize scope of services.

VI. Update Water Budget

Assume lake levels to reflect pre-1989 historic averages as a target “normal” water level. Review existing water budgets for Turtle Lake from 2011 study. Update to incorporate new information including recent water level data and USGS investigations.

VII. Investigate Source Locations and Water Quality

Investigate up to three source locations and obtain readily available water quality information from the applicable agencies. Preliminary alternatives include SPRWS Aqueduct along County Road I and Sucker Lake.

VIII. Water Quality and Invasive Species Review

Document existing water quality parameters (both in-lake and source water) and existing and potential invasive species issues for Turtle Lake. Summarize impaired waters issues (mercury) and status of TMDL.

IX. Develop Lake Water Quality Model

Based on the water budget, key water quality parameters, identified source alternatives and agency input, develop lake response model. Lake response model will expand on the 2011 evaluation to evaluate the response to untreated source water for each alternative and to identify potential source water treatments (if necessary) to achieve overall in-lake water quality objectives.

X. Capital Improvements Alternatives Analysis and Opinion of Probable Cost

Based on the identified source locations and the water quality of each source, develop preliminary designs and cost estimates for delivering water to Turtle Lake. This analysis will expand on the 2011 study which included a cursory review of the County Road I source and related infrastructure. Up to three alternatives will be evaluated based on a feasibility-level preliminary design. Cost estimates to include pumps, controls, piping, electrical service, easements, and purchase water purchase agreements related to each alternative, as well as the cost of water quality treatment and invasive species control elements necessary to achieve overall in-lake water quality objectives.

XI. Operations and Maintenance

City staff to provide O&M elements and cost estimates based on Snail Lake augmentation experience.

XII. Permits and Approval

Define all applicable permits and approvals for the project including but not limited to City, Ramsey County, MPCA, MnDNR and the Rice Creek Watershed District.

XIII. Saint Paul Regional Water Agreement

Define the elements of a proposed agreement with the St. Paul Regional Water Services including purchase parameters.

XIV. Lake Improvement District Formation Options

Outline options for establishment of Lake Improvement District. Mimic Snail Lake LID boundaries to apply to riparian properties only. Consider expansion to the contributing watershed. Coordinate with City Attorney.

XV. Prepare Draft Feasibility Report

Summarize analysis and develop recommended next steps. Review with City staff and modify based on comments.

XVI. Finalize Report and Present to Council

Assume one Council Presentation

SCHEDULE

The proposed project schedule includes the following milestones:

- | | |
|---|--------------------|
| • Council Authorization | January 5, 2015 |
| • Kickoff Meeting | January 19, 2015 |
| • Agency Round Table Meeting | January 27, 2015 |
| • 33% Completion | April 3, 2015 |
| • 67% Completion | July 3, 2015 |
| • Council Presentation (Work Session) – 100% Complete | September 21, 2015 |
| • Commence LID Proceedings | October 2015 |

DESIGN TEAM

Mark Lobermeier, PE Project Manager

Mark will be responsible for all project deliverables. He has 31 years of experience in watershed management. He developed Shoreview's first comprehensive Surface Water Management Plan in the late 1980's. He was the project manager for the original Snail Lake Augmentation project in 1991 and led the Preliminary Concept study for Turtle Lake in 2011.

Don Lutch, PE – Senior Engineer – Augmentation System

Don was responsible for assisting Shoreview to revise the Snail Lake Augmentation pumps and screen. He worked closely with City staff and the agencies to minimize threats related to invasive species including zebra mussels. Don most recently completed a project to use St. Paul Regional Water supply to augment Lake Gilfillan.

Ron Leaf, PE – Senior Water Resources Engineer

Ron prepared an update to the City's Surface Water Management Plan in 2005. Ron will assist the project team to insure that planned improvements will be consistent with current regulations.

Kate Waring, – Graduate Engineer

Kate will support the project team with data analysis, preliminary system layouts, quantity takeoffs, cost estimates and permit documentation. Kate was part of SEH's Northeast metro Water Supply Report Team.

Jake Macholl, – Project Scientist

Jake will develop lake response models based on the water budget and source alternatives identified for the project.

Emily Davis, EI – Technician

Emily will support the project team with data collection. She completed technical analysis for the Turtle Lake Preliminary Concept report in 2011 and was part of the Lake Gilfillan Lake team.

Chris Larson, PE, – Senior Water Engineer

Chris led SEH's Northeast Metro Water Supply Report Team. His role on the Turtle Lake project will involve coordination with the technical team to capitalize on recent work with the Metropolitan Council and ensure consistency with those on-going efforts. He will also evaluate impacts and influences augmentation may have on the City's potable water system and proposed treatment plant as necessary.

Susan Mason, PE – Municipal Infrastructure

Sue will assist the team in developing preliminary designs and cost estimates for municipal infrastructure for each of the identified alternatives for bring water to Turtle Lake.

Mr. Mark Maloney
December 29, 2014
Page 6

BASIS OF COMPENSATION

Our estimated fee for the scope of services is \$100,000. Compensation shall be on an hourly basis, based on the actual hours worked for SEH personnel assigned to the project, plus reimbursable expenses. The cost estimate is based on the project scope and schedule identified herein. Should the scope of services or the project schedule change substantially, we would expect to be compensated for additional services. The total estimated fee will not be exceeded without prior authorization from the City.

SUMMARY

This supplemental Letter Agreement shall be the basis of work by SEH on the project described in this letter. If you are in agreement with the terms, please execute this Supplemental Letter Agreement with proper signatures and return one original to our offices.

We look forward to continuing our work with the City of Shoreview.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Mark Lobermeier, PE
Senior Principal
Client Service Manager

Accepted this _____ day of _____, 2015

City of Shoreview

By: _____

Title: _____

**Shoreview, Minnesota
Turtle Lake Augmentation
December 29, 2014**

**Exhibit A
Project Cost**

Our estimated cost for completing the project is as follows:

Task	Estimated Cost
I. Collect Initial background information	\$2,000
II. Kick-off Meeting	\$2,000
III. Agency Coordination	\$1,000
IV. Agency Round Table Meeting	\$6,000
V. Re-confirm Scope of Services and Schedule	\$1,500
VI. Update Water Budget	\$3,000
VII. Identify Source Locations and Water Quality	\$3,000
VIII. Water Quality and Invasive Species Review	\$2,000
IX. Develop Lake water Quality Model	\$30,000
X. Capital Improvements Alternatives Analysis and Opinion of Probable Cost	\$25,000
XI. Operations and Maintenance	\$1,500
XII. Permits and Approval	\$3,500
XIII. Saint Paul Regional Water Agreement	\$1,000
XIV. Lake Improvement District Formation Options	\$1,500
XV. Prepare Draft Feasibility Report	\$15,500
XVI. Finalize Report and Present to Council	\$1,500
TOTAL	\$100,000

FULL PROJECT SCHEDULE

Updated December 29, 2014

The proposed project schedule includes the following milestones:

- Council Authorization January 5, 2015
- Kickoff Meeting January 19, 2015
- Agency Round Table Meeting January 27, 2015
- 33% Completion April 3, 2015
- 67% Completion July 3, 2015
- Council Presentation (Work Session) – 100% Complete September 21, 2015
- Commence LID Proceedings
 - Pre-petition meeting October 7, 2015
 - Draft Petition COMPLETE October 16, 2015
 - Signed petition filed with County November 6, 2015
 - Notification to DNR/MPCA November 11, 2015
 - Signatures verified, County Board notified December 4, 2015
 - Notice of Public Hearing published December 15, 2015
 - Public Hearing January 5, 2016
 - Notice of Decision Date noticed to DNR January 19, 2016
 - Decision February 2, 2016
 - Publish Decision – Effective March 31, 2016 February 18, 2016
 - Deadline for Petition for Referendum March 30, 2016
 - Referendum Vote July 26, 2016
 - Submit names/Parcel ID for 2017 taxes November 30, 2016
- Commence Final Design August 1, 2016
- Advertise for Bids January 2017
- Award Contract March 6, 2017
- Commence Construction May 2017
- Substantial Completion November 30, 2017

Turtle Lake Feasibility Study
City of Shoreview
Turtle Lake Homeowners Association

SECTION 1. **Parties.** This Agreement is entered into by and between the City of Shoreview, a Minnesota municipal corporation (herein "Shoreview") and the Turtle Lake Homeowners Association, Minnesota non-profit corporation (herein "Association").

SECTION 2. **Recitals.** The Association has requested that a Feasibility Study examining alternatives for augmenting Turtle Lake be Prepared. The estimated cost of the study is \$100,000. In 2014, the Minnesota State Legislature made an appropriation of \$75,000 in HF 3172 to the City of Shoreview through the Metropolitan Council to apply towards the cost of the preparation of a Feasibility Study for Turtle Lake. Shoreview and the Association have agreed to fund the remaining cost, estimated at \$25,000, with the Association providing 75% (est. \$18,750) and Shoreview providing 25%, up to a maximum of City participation of \$6,250.

SECTION 3. **Terms and Conditions.** Now, therefore, in consideration of the undertaking herein expressed, the parties agree as follows:

- A. **Association Deposit.** The Association agrees to deposit with Shoreview the sum of \$18,750 prior to Shoreview's authority to prepare the Feasibility Study.
- B. **Feasibility Study.** Shoreview agrees to contract for the preparation of the feasibility study which will explore various alternative public improvement projects designed to manage the lake level of Turtle Lake and provide an estimate of cost for such alternative improvement projects. The estimated cost of the preparation of the Study is \$100,000; Shoreview will not authorize work or payments for work in excess of \$100,000 without prior authorization from the Association. In the event the cost of the preparation of the Study is less than \$100,000, the Shoreview will return to the Association the unused portion previously deposited in accordance with the previously established participation ratio.
- C. **Updates.** Shoreview agrees to provide periodic updates to the Association concerning the progress of the study and associated expenditures.

IN WITNESS WHEREOF the parties have hereunto set their hands.

Pursuant to Authority granted by the City Council on the ____ day of _____, 2015.

City of Shoreview

TURTLE LAKE HOMEOWNERS ASSOCIATION

Sandy Martin, Mayor

Terry Schwerm, City Manager

GRANT AGREEMENT

This Grant Agreement (“Agreement”) is made and entered into by and between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota (“Council”) and the City of Shoreview, a Minnesota municipal corporation (“Grantee”), and is effective as of the date of signature of the last signatory to this Agreement.

RECITALS

1. The Council has been given funds by the legislature to distribute to the City of Shoreview for the purposes of conducting a feasibility study regarding the water levels of Turtle Lake, Minnesota Laws 2014 Chapter 312 Article 12 Section 7.
2. The Grantee represents that it is duly authorized to receive the grant for all work described in this Agreement to the satisfaction of the Council.

NOW, THEREFORE, The Council and the Grantee agree as follows:

I. GRANT PROJECT; APPROVED BUDGET AND MATERIAL REPRESENTATIONS

1.01 Grant Project. The Grantee agrees to perform and complete in a satisfactory and proper manner the Grant Project (hereinafter “Project”) specified in **Exhibit A** in accordance with the terms and conditions of this Agreement. The Project details the activities to be completed by the Grantee and a proposed schedule for the completion of the Project. All Project activities must be consistent with the scope of work and the budget detailed in Exhibit B. Any proposed change in the scope of work must be submitted to the Council for written approval. A change in the scope of work will not be funded by the Council unless the Grantee receives written approval from the Council.

1.02 Approved Budget. The Grantee agrees to complete the Project in accordance with the approved budget specified on **Exhibit B**. The Approved Budget details the costs associated with each scope of work activity.

1.03 Use of Contractors. The Grantee may engage qualified consultants and contractors to perform Project activities. However, the Grantee retains total responsibility to the Council for completion of the Project consistent with the terms of the agreement and the use of such contractors does not relieve the Grantee from any of its obligations under this agreement.

1.04 Progress Reports. The Grantee will use its best efforts to submit monthly Progress Reports to the Council. The Progress Reports will contain the most current data and information that Grantee has available. The contents of the Progress Reports will be decided on by the contact persons designated by the two parties.

1.05 Final Report. The Grantee will use its best efforts to submit a Final report to the Council within seven days of the completion of the Grant Project. The contents of the Final Reports will be decided on by the contact persons designated by the two parties.

II. MAXIMUM GRANT AMOUNT AND DISTRIBUTION

2.01 Maximum Grant Amount. The Council agrees to make available to the Grantee a grant of up to \$75,000 ("Maximum Grant Amount") for the Project. In no event will the Council's obligation under this agreement exceed the Maximum Grant Amount. The Council shall bear no responsibility to the Grantee or any other entity for cost overruns that may be incurred by the Grantee in performance of the Project.

2.02 Distribution of Grant Funds. Grant funds will be distributed by the Council as follows:

- A. Payment to Grantee will occur upon the completion of the Grant Project.
- B. The Grantee will use its best efforts to complete the Grant Project by June 30, 2015.
- C. To obtain reimbursement under this agreement, the Grantee must submit a Grantee Invoice.
- D. The reimbursement request must also include a description of the activities undertaken in connection with the Project and an itemization of expenditures for which reimbursement is requested that identifies the corresponding grant activity line. The request must also include supporting documentation for all non-reoccurring expenditures. The Grantee must also submit any additional information or documentation requested by the Council to explain and support the Grantee's reimbursement request.
- E. Upon review and approval of the invoice, the Council will distribute to the Grantee the approved reimbursement amount. The Council may deny part or all of any reimbursement request if it finds that it is not warranted or justified under the terms of this agreement.
- F. No reimbursement will be paid which would cause distribution of grant funds to exceed, cumulatively through such payment, the Maximum Grant Amount.
- G. Distribution of any funds or approval of any report is not to be construed as a waiver by the Council of any term or condition imposed on the Grantee under this agreement.

2.03 Repayment of Unauthorized Use of Grant Funds. Upon a determination by the Council that the Grantee has made an unauthorized or undocumented use of grant funds, and upon a subsequent demand by the Council for repayment of such amount, the Grantee agrees to promptly repay such amounts to the Council.

III. ACCOUNTING AND RECORDKEEPING REQUIREMENTS

3.01 Documentation of Project Costs. All costs charged to the Project must be supported by proper documentation, including properly executed invoices, contracts, receipts for expenses, or vouchers, evidencing in detail the nature and propriety of the charges.

3.02 Establishment and Maintenance of Project Information. The Grantee agrees to establish and maintain accurate, detailed, and complete separate books, accounts, financial records, documentation, and other evidence relating to: i) Grantee's performance under this agreement, and ii) the receipt and expenditure of all grant funds under this agreement. The Grantee shall establish and maintain all such information in accordance with generally accepted accounting principles and practices and shall retain intact all Project information until the latest of:

- A. complete performance of this agreement; or
- B. six (6) years following the term of this agreement; or
- C. if any litigation, claim, or audit is commenced during either such period, when all such litigation, claims or audits have been resolved.

If the Grantee engages any consultants or contractors to perform any part of the Project activities, the Grantee agrees that the contracts for such services shall include provisions requiring the contractor to establish and maintain Project information in accordance with the provisions of this paragraph and to allow audit of such information in accordance with paragraph 4.03.

3.03 Audit. During the time of maintenance of information under paragraph 3.02, authorized representatives of the Council, and the Legislative Auditor and/or State Auditor in accordance with Minnesota Statutes, section 16C.05, subdivision 5, will have access to all such books, records, documents, accounting practices and procedures, and other information for the purpose of inspection, audit, and copying during normal business hours. The Grantee will provide proper facilities for such access and inspection.

IV. PROJECT ACTIVITY PERIOD; TERM; TERMINATION

4.01 Project Activity Period. The Grantee agrees to use its best efforts to complete all Project activities by June 30, 2015 ("Project Activity Period").

4.02 Term. The term of this agreement shall extend from the effective date of this agreement to a date sixty (60) calendar days following the end of the Project Activity Period, to permit closeout of this agreement.

4.03 Termination by Council for Noncompliance. If the Council finds that the Grantee has failed to comply with the provisions of this agreement, the Council may terminate the agreement at any time following seven (7) calendar days written notice to the Grantee and upon failure of the Grantee to cure the noncompliance within the seven-day period. Noncompliance includes, but is not limited to, failure to make reasonable progress toward

completion of the Project. At the Council's option, the Council may cease payment of invoices during any period in which the Grantee is not in compliance with this agreement. If the Council finds that the Grantee's noncompliance is willful and unreasonable, the Council may terminate or rescind this agreement and require the Grantee to repay the grant funds in full or in a portion determined by the Council. Nothing herein shall be construed so as to limit the Council's legal remedies to recover grant funds.

4.04 Effect of Grant Project Closeout or Termination. The Grantee agrees that Project closeout or termination of this agreement does not invalidate continuing obligations imposed on the Grantee by this agreement. Project closeout or termination of this agreement does not alter the Council's authority to disallow costs and recover funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any funds due to the Council as a result of later refunds, corrections, or other transactions.

V. CONTACT PERSONS

5.01 Contact Persons. The authorized contact persons for receipt of notices, reports, invoices, and approvals under this agreement are the following:

COUNCIL:

Ali Elhassan, Ph.D., P.E.
Manager, Water Supply Planning
390 Robert Street North
St. Paul, MN 55101

GRANTEE:

Mark Maloney
Director of Public Works
4600 Victoria Street North
Shoreview, MN 55126

or such other person as may be designated in writing for itself by either party.

VI. GENERAL CONDITIONS

6.01 Amendments. The terms of this agreement may be changed only by mutual agreement of the parties. Such changes shall be effective only upon the execution of written amendments signed by authorized officers of the parties to this agreement.

6.02 Assignment Prohibited. Except as provided in paragraph 1.02, the Grantee shall not assign, contract out, sublet, subgrant, or transfer any Project activities without receiving the express written consent of the Council. The Council may condition such consent on compliance by the Grantee with terms and conditions specified by the Council.

6.03 Indemnification. Grantee shall indemnify, defend, and hold harmless the Council, its officers, employees, and agents from and against any and all liabilities, claims, losses, costs or expenses to the person or property of another, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by the Grantee or any of its officers or employees, which may occur during or which may arise out of the performance of this Agreement

6.04 Nondiscrimination. The parties agree to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Grantee agrees not to discriminate against any employee, applicant for employment, or participant in this Project because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation, or age; and further agrees to take action to ensure that applicants and employees are treated equally with respect to all aspects of employment, including selection for training, rates of pay, and other forms of compensation. In undertaking the Project activities, the Grantee agrees to comply with Minnesota Statutes, section 363.03, subdivision 4, regarding non-discrimination in the provision of public services.

6.05 Compliance with Law; Obtaining Permits, Licenses, and Authorizations. The Grantee agrees to conduct the Project in compliance with all applicable provisions of state, and local laws, ordinances, or regulations. The Grantee is responsible for obtaining and complying with all state, or local permits, licenses, and authorizations necessary for performing the Project.

6.06 Workers Compensation; Tax Withholding. The Grantee represents that it is compliance with the workers compensation coverage requirements of Minnesota Statutes, section 176.181, subdivision 2, and that it, and any of its contractors or material suppliers, if any, under this contract, are in compliance with the tax withholding on wages requirements of Minnesota Statutes, section 290.92.

6.07 Jurisdiction, Venue, and Applicable Law. Venue for all legal proceedings arising out of this agreement, or breach of this agreement, shall be in the state court with competent jurisdiction in Ramsey County, Minnesota. All matters relating to the performance of this agreement shall be controlled by and determined in accordance with the laws of the State of Minnesota.

6.08 Record-keeping. Seller agrees to keep and maintain during the performance of this contract and a period of six (6) years following, records and files relating to the final financial aspects of this contract, and further agrees to allow the Council or designated federal or state personnel to enter on Seller's premises after reasonable advance notice and to inspect, copy and audit the above records, files, and premises.

6.09 Complete Contract. It is understood and agreed that the entire Agreement between parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

6.10 Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to the parties. One or more waivers by said party of any provision term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the persons thereunto duly authorized as of the day and year first written above.

CITY OF SHOREVIEW

METROPOLITAN COUNCIL

By: _____

By: _____

Print Name: _____

Leisa Thompson

Title: _____

Title: General Manager

Date: _____

Date: _____

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the City of Shoreview for the 2015 calendar year.

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

Regular City Council Meeting
January 5, 2015

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 20, 2014

**SUBJECT: DESIGNATION OF LEGAL NEWSPAPER FOR THE 2015
CALENDAR YEAR**

INTRODUCTION

The City Council is being asked to designate a legal newspaper for the 2015 calendar year.

BACKGROUND

Minnesota Statute 412.831 states that “the council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.”

Last year, the Shoreview-Arden Hills Bulletin was designated by the City Council as the city’s legal newspaper.

DISCUSSION

Two quotes were submitted for the City Council’s consideration:

	<u>2014 rate</u>	<u>2015 rate</u>
Shoreview-Arden Hills Bulletin*	\$3.50 per column inch	\$4.00 per column inch
Shoreview Press	\$4.69 per column inch	\$4.78 per column inch

* 2014 legal newspaper

In 2014, the city spent approximately \$2,000 for the cost of publishing legal notices.

The Shoreview Press is now published on a bi-weekly schedule while the Shoreview-Arden Hills Bulletin is published weekly. Staff feels that the Shoreview-Arden Hills Bulletin better suits the needs of the City regarding the placement of timely legal notices.

During the last eight years, the Shoreview-Arden Hills Bulletin was selected as the City’s legal newspaper in 2009, 2012, 2013, and 2014 and the Shoreview Press was selected as the City’s legal newspaper for 2007, 2008, 2010 and 2011.

RECOMMENDATION

Staff is recommending that the City Council designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the 2015 calendar year.



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 3, 2014

Ms. Terri Hoffard
City of Shoreview
4600 North Victoria Street
Shoreview, MN 55126

Dear Ms. Hoffard:

The *Shoreview Press* wishes to be considered as your official newspaper for 2015.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We prefer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail your notices to legals@presspubs.com - clearly labeling them as "Legal Notices."

There will be a slight increase in the rate for our legal notices this year due to increased material costs. We are asking for \$4.78 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices for the *Shoreview Press* is every other Wednesday by 5:00 p.m. for the following Tuesday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink that reads "Lisa Graber".

Lisa Graber
Legal Notice Coordinator

LG:mp

December 22, 2014

Terry Schwerm
City Manager
Shoreview City Hall
4600 Victoria St. N.
Shoreview, MN 55126-5817

Dear Mr. Schwerm:

Thank you for the opportunity to bid on public notice publication services for the City of Shoreview. The *Bulletin* has been serving the needs of the Shoreview area for 39 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Shoreview area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Shoreview area residents look to the *Shoreview-Arden Hills Bulletin* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Bulletin* has the official designation of the neighboring communities of Arden Hills and New Brighton, along with Mounds View School District 621.

3 P.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Kitty Sundberg, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$4.00 per column inch for a one-time publication
\$3.85 per column inch for each additional publication

Thank you for considering the *Shoreview-Arden Hills Bulletin* as the official legal newspaper for the City of Shoreview for 2015. If you have any further questions, don't hesitate to call us.

Sincerely,

Jeffery Enright

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to reappoint the following individuals to their respective committees/commissions for terms expiring January 31, 2018:

Bikeways and Trails Committee Craig Francisco

Economic Development Commission Jason Schaller
 Jonathan Weinhagen

Environmental Quality Committee Tim Pratt
 Susan Rengstorf
 John Suzukida

Human Rights Commission Richard Bokovoy
 Samuel Abdullai

Parks and Recreation Commission Linda Larson
 Sarah Bohnen
 Catherine Jo Healy
 Carol Jauch

Public Safety Committee Gil Schroepfer

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

Regular Council Meeting
January 5, 2015

TO: MAYOR AND COUNCIL

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 23, 2014

**SUBJECT: REAPPOINTMENTS TO CITIZEN ADVISORY COMMITTEES
AND COMMISSIONS**

BACKGROUND

In January of each year, the City Council reappoints members to citizen advisory committees and commissions. It has been past practice to reappoint members that wish to continue serving on their respective committee or commission except for the Planning Commission. Planning Commission members need to reapply for their positions. When a member resigns or does not want to be reappointed, the vacancy is then advertised in the local newspapers.

DISCUSSION

The following is a summary of the committee and commission members that are seeking reappointment.

Bikeways and Trails Committee

The terms of Craig Francisco and Judd Zandstra are expiring. Craig Francisco has expressed an interest in being reappointed, however Judd Zandstra is not seeking reappointment.

Economic Development Commission

The terms of Jason Schaller and Jonathan Weinhagen are expiring on January 31, 2015. Both have expressed interest in being reappointed.

Environmental Quality Committee

The terms of Tim Pratt, Susan Rengstorf and John Suzukida are expiring on January 31, 2015. All three members are seeking reappointment. However, two other members who are mid-term are both resigning – Mike Prouty and Katrina Edenfeld.

Human Rights Commission

The terms of Cory Springhorn, Samuel Abdullai and Richard Bokovoy are expiring on January 31, 2015. Both Richard Bokovoy and Samuel Abdullai would like to be reappointed, however, Cory Springhorn is not seeking reappointment due to his election to the City Council

Parks and Recreation Commission

The terms of Linda Larson, Sarah Bohnen and Catherine Jo Healy and Carol Jauch are expiring on January 31, 2015. They have all expressed an interest in serving another term.

Public Safety Committee

The terms of Gil Schroepfer and Justine Greene are expiring on January 31, 2015. Gil Schroepfer has expressed his desire to be reappointed, however, Justine Greene does not wish to be reappointed.

RECOMMENDATION

It is recommended that the City Council consider the reappointments of the individuals listed on the motion sheet.

**PROPOSED MOTION
APPOINTMENT OF CHAIR AND VICE CHAIR**

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To appoint _____ as the Chair and _____ as the Vice Chair for the Planning Commission for a one-year term beginning February 1, 2015.

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

Regular City Council Meeting
January 5, 2015

TO: Mayor, City Council, and City Manager
FROM: Kathleen Castle, City Planner
DATE: January 2, 2015
SUBJECT: Planning Commission Appointments for Chair and Vice Chair

INTRODUCTION

As required by the City Code, the Council is being asked to appoint the Chair and Vice Chair for the Planning Commission.

BACKGROUND

Commission Members who expressed interest in these positions include the following:

Steve Solomonson

Mr. Solomonson was appointed to the Planning Commission in February of 2004 and has served as Chair since 2012. He has indicated that he is interested in serving as Chair or Vice Chair but also believes it is important to give all Commission members the opportunity to serve in these capacities.

Brian McCool

Mr. McCool has served on the Planning Commission since February of 2012. Mr. McCool has expressed interest in serving as Vice-Chair in order to gain some experience prior to being considered as Chair. In addition, he has stated that he does have some concern regarding the time-commitment the Chair position requires for this coming year due to other commitments.

Deb Ferrington

Ms. Ferrington was appointed to the Planning Commission in April of 2006. While she has expressed some interest, she is concerned about the additional time commitment due to her work schedule.

RECOMMENDATION

Staff is recommending the Council appoint two of the applicants for the Chair and Vice Chair positions with the Planning Commission.

Attachments:

- 1) Motion
- 2) Email Excerpts

EMAIL EXCERPTS

Steve Solomonson

Please include me for consideration by the city council for the planning commission chair or vice chair.

City staff does a great job, which makes our job very easy. I'm hopeful that the city council will ask for input from you or Rob for the chair and vice chair. I feel the planning commission has been working well together and that everyone should have an opportunity to be chair or vice chair as it brings a different perspective to the planning commission and improves leadership, communication and team building skills.

Thank you again for you and Robs hard work that makes the planning commission function smoothly.

Brian McCool

I am interested in being considered for Vice Chair of the Planning Commission.

In case the City Council is interested, please let them know that I am very much interested in being considered as Chair at some point in the future. However, I have some concerns regarding how serving as Chair and focusing on running the meeting efficiently and effectively would impact my ability to listen critically and interact as much as I would like during the meeting. Serving as Vice Chair would hopefully provide me the opportunity on a couple of occasions to 'run' the meeting and to see how I perform in that role. Also, I know there are some additional demands placed on the Chair with respect to preparing for the meeting, interacting with Staff, attending events, etc. and given my schedule during the upcoming year (my wife is due on January 8 with a new baby), I am concerned about taking on any additional commitments at this point.

Thank you,

Brian

Deb Ferrington

Hi Kathleen: I sent an email to Steve Solomonson to see if he can switch meeting times with me for the month of March. I am out of town on March 2- will keep you posted about his reply.

With regards to the Chair/vice chair position, as per our conversation earlier, I would be willing to do either position. However, if there is strong interest by others, please put them ahead of me. My work schedule is extremely intense right now and I don't want to take on too many additional responsibilities.

Happy Thanksgiving!
Deb

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To appoint the following individuals to represent the City of Shoreview on various organizations for the year 2015:

Fire Department Board of Directors

Shoreview Board Members: _____

Fire Department Benefit Association

Delegate: _____
Alternate: _____

League of Minnesota Cities

Delegate: _____
Alternate: _____

Municipal Legislative Commission

Delegate: _____
Alternate: _____

Northeast Youth and Family Services

Delegate: _____
Alternate: _____

Ramsey County League of Local Governments

Delegate: _____
Alternate: _____

Suburban Rate Authority

Delegate: _____

Alternate: _____

Metro Cities (Association of Metropolitan Municipalities)

Delegate: _____

Alternate: _____

Acting Mayor

Delegate: _____

ROLL CALL: AYES _____ NAYS _____

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 22, 2014

SUBJECT: 2015 CITY COUNCIL APPOINTMENTS

Each year, the City Council appoints representatives to serve as delegates to various organizations. While the City Council has typically designated Councilmembers as representatives, sometimes a staff member has been chosen.

Attached is a summary of each organization and the City Council's designated representatives during 2014. Also attached is the Council's policy regarding the election of the Acting Mayor.

2014 COUNCIL APPOINTMENTS

Lake Johanna Fire Department Board of Directors

The seven-member Board of Directors is the governing body for the Lake Johanna Fire Department. The Board is responsible for hiring the fire chief, approving contracts, approving bills, and adoption of certain policies and procedures for the Department. The City of Shoreview has two members on the Board and Arden Hills and North Oaks have one member on the Board. Three members of the Board are elected by the membership of the Fire Department.

Shoreview Board Members: Ben Withhart
Terry Schwerm

Fire Department Benefit Association

The Association meets a few times each year to oversee fire pension business matters and review and approve any changes in pension rules or benefits.

Delegate: Ben Withhart
Alternate: Terry Quigley

League of Minnesota Cities

Provides lobbying, training, staff support, insurance, investment, research, and benefit programs. Annual conference is usually in June and legislative policies are adopted in November.

Delegate: Ady Wickstrom
Alternate: None Designated

Municipal Legislative Commission

The Municipal Legislative Commission is a group of larger suburbs organized to lobby the Legislature on state aid, property taxes, and other legislative issues. In most cities, the Mayor serves as the representative to this organization. The City Manager serves on the MLC's operating committee and also attends all Board meetings. They normally meet three or four times per year.

Delegate: Sandy Martin
Alternate: Terry Schwerm

Northeast Youth and Family Services

This is a private non-profit agency that provides counseling and employment programs for youth and their families. This Board generally meets once a month.

Delegate: Emy Johnson
Alternate: Sandy Martin

Ramsey County League of Local Governments

This organization consists of each of the local governments (city, county, and school district) in Ramsey County. They meet on a monthly basis. The meetings cover a variety of topics of interest to local governments.

Delegate: Terry Quigley
Alternate: Emy Johnson

Suburban Rate Authority

This organization represents a large number of suburbs in utility rate and franchise issues including electric, gas, and telephone utilities. The Suburban Rate Authority meets quarterly. Since many of the issues involve items related to street lighting and water pumping utility rates, Public Works Director Mark Maloney has been attending the meetings.

Delegate: Mark Maloney
Alternate: None Designated

Metro Cities (Association of Metropolitan Municipalities)

This organization is a service and lobbying organization for cities in the metropolitan area. They are officed in the same building as the League of Minnesota Cities but the primary difference between the two is Metro Cities' involvement with the Metropolitan Council and the focus on metro issues.

Delegate: Ady Wickstrom
Alternate: None Designated

Acting Mayor

In accordance with State law, this must be done at the first meeting of the year. A member of the Council is chosen to serve as Acting Mayor to preside at meetings and otherwise act as Mayor when the Mayor is absent or unable to perform the duties of Mayor. The Council adopted a policy regarding the election of the Acting Mayor and according to those guidelines and the order of the rotation, it is Councilmember Johnson's turn to be Acting Mayor.

Acting Mayor: Ady Wickstrom

COUNCIL POLICY REGARDING THE ELECTION OF THE ACTING MAYOR

Requirements and Purpose

At its first meeting of the year, the City Council is required by State law to elect an Acting Mayor who shall perform the duties of the Mayor in the event of disability or the absence of the Mayor. The Acting Mayor will also serve in the role of the Mayor if there is a vacancy in the position, until a successor is appointed.

The purpose of this policy is to establish guidelines for the election of the Acting Mayor. It is the intent of the Shoreview City Council to establish a rotation for the Acting Mayor position to allow all Council members to serve in this role.

General Guidelines

1. Council members being considered for Acting Mayor should have at least two years of experience on the Shoreview City Council.
2. The Acting Mayor shall be appointed by the City Council at the first Council meeting in January as required by State law.
3. Council members shall rotate the position of Acting Mayor on an annual basis.
4. The order of the rotation shall generally begin with the Council member who has the longest tenure (total years) on the City Council, followed by the Council member with the second longest tenure, etc. In the event that two council members have served the same amount of time on the Council, a coin flip will determine who initially will serve as Acting Mayor.