

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
January 20, 2015  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

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

**COUNCIL COMMENTS**

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

1. January 5, 2015 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes
  - a. Economic Development Commission – November 18, 2014
  - b. Economic Development Authority – December 1, 2014
  - c. Planning Commission – December 16, 2014
  - d. Economic Development Authority – January 5, 2015
  - e. Park and Recreation Commission – December 11, 2014
3. Monthly Reports
  - a. Administration

- b. Community Development
  - c. Finance
  - d. Public Works
  - e. Park and Recreation
4. Verified Claims
  5. Purchases
  6. License Applications
  7. Developer Escrow Reductions
  8. Resolution 15-04 - Limited Use Permit with MNDoT for City Trail Located in MNDoT Right-of-way in Ramsey County Lexington Avenue/County Road F Project 15-02
  9. Approval of 2015 Insurance Coverage

#### **PUBLIC HEARING**

#### **GENERAL BUSINESS**

10. Approve Open Appointment Policy and Policy on Attendance for Committee and Commissions
11. Revised Advantage Shoreview BRE Business Loan Policy Guidelines

#### **STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

#### **SPECIAL ORDER OF BUSINESS**

#### **ADJOURNMENT**

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

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
January 5, 2015**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on January 5, 2015.

**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.

**OATH OF OFFICE**

City Attorney Jerry Filla administered the Oath of Office to re-elected Mayor Sandy Martin, re-elected Councilmember Terry Quigley and newly elected Councilmember Cory Springhorn.

Councilmember Quigley stated that he has lived in the City for 45 years. He has been involved with the Planning Commission and now 14 years on the City Council. It is a pleasure to work with tremendous staff that makes work on the Council so easy. Actions taken by prior City Councilmembers continue to be worked on to this day, which is why he is so pleased to be a part of the Council.

Councilmember Springhorn thanked his family and friends for attending this occasion and making it possible for him to be here. He thanked Mayor Martin and Councilmembers Johnson, Quigley and Wickstrom for the warm welcome extended to him. He also thanked City Manager Schwerm, Ms. Hoffard, Ms. Olson and Department Heads for their help in getting him up to speed with the work of the Council. He echoed the recognition given to former Councilmember Withhart and the great work he did for the City. Also Councilmembers Larry Morrisette, Tom Landwehr, Marsha Soucheray and earlier Tom McGraw have held this seat. It is an awesome legacy to uphold. He looks forward to working hard for the people of Shoreview. He plans to work to keep the City working for residents. He plans to stay in contact with the many people he met during the campaign and encouraged anyone who wishes to contact him on the City website as well as his own website. He acknowledged that in the next four years inevitably he will cast a vote someone does not agree with. When that happens, he will be open to talk to anyone to get new information.

Mayor Martin stated she has worked with Jerry Filla for 40 years. He has been a knowledgeable City Attorney who has given very practical advice. He served the City during a time when there

was a lot of fast growth. He was always a great source of wisdom and guidance. He was not afraid to tell the Council on occasion when the Council's position was not defensible. At one time he represented the cities of Arden Hills, Shoreview and Lake Elmo. He served five mayors and over 20 Councilmembers in the City. The City has been very fortunate to have him as City Attorney. She then presented Jerry with a framed Shoreview photo collage to recognize him for his years of service with the City.

City Attorney Filla introduced his wife Debbie, his partner of 47 years. He stated that he has been blessed to work with the City for many years. The Councilmembers have been wonderful and are dedicated people who are concerned about the City. They have done the work to make the City what it is. City staff is also very dedicated and has been wonderful to work with. There were some long night Council meetings, but the people have always treated him very well. He thanked everyone in the City for all they have done for him.

## **STATE OF THE CITY ADDRESS**

### **Presented by Mayor Sandy Martin**

In preparation for the annual State of the City Address, it has been rewarding to take a look back at the accomplishments of the past year and recognize all that has been achieved. 2014 was a very good year for our City and it is worthwhile to take a few minutes to reflect on why we are considered one of the premiere communities in the Twin Cities Metropolitan Area. It is also a good time to look forward and anticipate some of the upcoming, planned, projects for 2015.

The outstanding reputation that we have earned is largely because of past elected officials throughout our 58 year history who understood the importance of long-range planning and had a vision for a community that would set the standard for exceptional livability. That vision includes quality facilities like our parks, the trail system, our one-of-a-kind Community Center and Indoor Water Park, and services and programs that are consistently ranked among the best in the metro area. These attributes, along with top-rated school districts, and citizens who actively participate in giving back to their community, have created this remarkable atmosphere and quality of life. It is a community that I have been proud to call my home for my entire life.

Before I review some of the highlights of the past year and identify some of the major projects we have planned for future years, I would like to welcome our newest Council member, Cory Springhorn. Cory will bring his enthusiasm and commitment to service to the City Council. He has worked in Human Resources in both the non-profit and private sectors, and has served as a member of our Human Rights Commission for the past 4 years. He is joining Council member Terry Quigley, who was re-elected to another four year term, along with continuing Council members Ady Wickstrom and Emy Johnson. All of these Council members give a tremendous amount of their time, energy and talent to help make Shoreview an excellent place to live, work and play.

## **Economic Development**

Economic development in Shoreview has remained strong in 2014 with more than 1000 building permits issued totaling more than \$36 million in new valuation. Leading the way was the construction of Lakeview Terrace, a high-quality apartment project, at the intersection of County Road E and Victoria Street. This is the first market rate apartment project in Shoreview since the 1970s. It also served as a public/private redevelopment partnership with the owners of Midland Terrace who have invested more than \$20 million into this project. There was substantial public investment required to realign Owasso Street and County Road E that improved both motorist and pedestrian safety at that intersection.

Another housing development, Applewood Pointe, is a 77-unit senior cooperative project currently under construction at the southwest corner of Hodgson Road and Tanglewood Drive. This project is expected to be completed by late summer of 2015. In addition, 25 single family homes are being constructed off Lexington Avenue near the City's north water tower. This development, called Autumn Meadows, has already sold two-thirds of the lots, demonstrating the strong demand for housing in Shoreview.

On the commercial side, renovations to convert the Hampton Inn to a Best Western Plus and to remodel the Green Mill Restaurant are underway. The hotel will receive upgrades to interior spaces including guest rooms and expanded banquet space, while the Green Mill will be completely redesigned and will feature a much larger outdoor patio space. Improvements should be complete sometime in the spring of 2015. A new branch of the City/County Credit Union located along Red Fox Road is scheduled to open within the next few weeks. This building is the third and final phase of the retail development that includes the Trader Joe's and a retail center along Red Fox Road. At the intersection of Hodgson Road and Gramsie Road, a vacant retail/office building was renovated and has become the new home for Hummingbird Floral, a popular and successful local florist in need of additional space to expand.

The city has also been actively involved with the owner of the former Rainbow Foods property since it closed in 2014. The city has a strong interest in retaining a grocery store presence on the site, if possible. Our Economic Development Authority recently hired a retail consultant to assist in analyzing the commercial market and attracting quality retail uses that will be a benefit to our city.

## **Projects**

One of the big issues to emerge in 2014 involved the increase in train traffic throughout southern Shoreview. One of the major impacts of the increased train traffic involved the sounding of train horns at four crossings from as many as 10-14 trains at all hours of the day and evening. This greatly impacted the quality of life of many Shoreview residents and generated the largest number of phone calls and emails that I have received on a city issue during my tenure as Mayor. The City worked diligently to engage Canadian Pacific in conversations that have led to improvements in the area, particularly at Cardigan Junction. The City was able to make the necessary improvements to the crossings at Victoria Street and Lexington Avenue in order to establish 24 hour quiet zones this past summer. We also worked closely with our State

Legislative delegation that were able to secure \$500,000 in funding for Shoreview and another \$1.25 million for Little Canada to establish quiet zones at the other train crossings that run close to Rice Street. Since being awarded this funding, the cities of Shoreview and Little Canada have been working collaboratively to design the necessary improvements and seek State approvals that are necessary to utilize the funds. We are hopeful that the quiet zone improvements at North Owasso Boulevard and Jerrold Avenue will be completed in 2015.

For several years, our City has been actively lobbying the legislature for improvements to the I-694 highway section between Rice St. and Lexington Avenue. Finally, funds have been allocated to create a third general purpose lane for both eastbound and westbound traffic. This much needed project should relieve congestion and bottlenecks in the area and construction is currently scheduled to begin in 2016. Ramsey County is also scheduled to improve Lexington Avenue between County Road F and I-694 in 2015. This project will improve both motorist and pedestrian safety by creating better intersections with dedicated turn lanes at both County Road F and at Gramsie Road.

In the City's plans for many years is a major infrastructure improvement, a water treatment plant that will reduce the levels of iron and manganese in the city's drinking water. Shoreview is currently one of the largest municipal water producers which does not provide water treatment for these minerals that are considered secondary contaminants in our water supply. Although this is a very expensive project, the water treatment plant will provide improved operational efficiencies and a more consistent drinking water quality throughout our entire water system. The new water treatment plant is expected to be operational in 2016.

### **Parks, Recreation and Trails**

Although it is hard to believe, the Shoreview Community Center will be celebrating its 25<sup>th</sup> anniversary in 2015. As a result of the expansion that occurred about 13 years ago and continuous updating and maintenance, the Community Center is an even more vibrant and exciting facility than it was when it opened 25 years ago. Our City Council and Park and Recreation Commission are currently exploring another expansion of the Center that would likely include a larger indoor playground area, as well as more space to continue to expand and grow our recreation program offerings in the area of fitness, youth programming and possibly the arts. We will be planning a "special celebration" to recognize the Community Center's 25<sup>th</sup> anniversary sometime next fall.

The Shoreview Community Center and Shoreview Commons area will also continue to host our weekly Farmer's markets from mid-June through mid-October and our very popular weekly "Concert in the Commons" summer music series which begins in mid-June. Our annual Slice of Shoreview Days festival will take place at Island Lake Park in July.

We also anticipate that the Shoreview Ramsey County library will be reconstructed and converted into a "regional library" just south of the current library. The regional library will be much larger than the current library with expanded children and teen areas, more community space and longer operating hours. The City is working with Ramsey County on the repurposing

of the current library to ensure that it remains compatible with the Shoreview Commons campus. This project is expected to begin later in 2015, with a projected opening late in 2016. An exciting new feature in our park system in 2014 was the addition of six dedicated pickleball courts at Bobby Thiesen Park. Pickleball, which is described as a combination of tennis, badminton and ping pong, is the fastest growing recreational sport in the country. The courts were heavily used by the Shoreview Area Pickleball Club, with a current membership of more than 200 members, and we expect continued growth in the use of the courts in 2015.

The City also expanded the trail system in 2014 by constructing a trail along the east and north sides of Lexington Avenue between Royal Oaks Drive and the Rice Creek underpass. This new trail link now provides a continual trail connection from the city's southern border at County Road D to its northern border at County Road J.

### **Financial Condition**

The City continues to maintain its excellent financial condition primarily through its focus on long range financial planning. As a result of this planning, the City has maintained its AAA bond rating from Standard & Poor's, which is the highest bond rating available. This bond rating was reaffirmed when the City refunded two sets of bonds, which resulted in a lower interest rate and approximately \$360,000 in savings to Shoreview taxpayers.

The City has also maintained its ranking as one of the lowest taxing cities of our size in the metropolitan area. The City's share of property taxes on a median valued home in 2014 ranked 6<sup>th</sup> lowest of 28 other cities in our comparison group. Shoreview's tax on a median priced home is \$778, about 19% below the average of \$963.

### **Conclusion**

As I conclude this address, I want to reiterate Shoreview's commitment to an open and accessible government. We strive to communicate with our residents through our ShoreViews newsletter, our updated website, and through other social media outlets like Facebook. We will also continue to broadcast and replay our City Council and Planning Commission meetings on Channel 16 and stream them on our website. I will continue to maintain regular office hours on Tuesdays from 3pm to 5pm for residents to stop by and communicate any concerns they might have. This has been a great opportunity for me to visit personally with many of you and I look forward to meeting more of you in the future.

I know that Shoreview's staff prides itself on providing high quality services, programs and facilities that our residents have come to expect. They strive to make the "extra effort" so that your experience with the city is positive and I would like to personally thank all of them for their outstanding service.

On behalf of the City Council I would also like to thank our many committee and commission volunteers who provide the Council with sound recommendation and advice. Our community organizations such as the Shoreview Historical Society, Gallery 96, Shoreview Einhausen Sister

City Association, the Northern Lights Variety Band, Slice of Shoreview, and Shoreview Community Foundation help build civic pride and make our community stronger.

It is truly an honor and privilege to serve as Mayor of our great city, and I look forward to working with you during 2015. Thank you and Happy New Year to everyone!

**APPROVAL OF AGENDA**

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the January 5, 2015 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

There were none.

**COUNCIL COMMENTS**

**Mayor Martin:**

The ice rinks are now open and operating every day from 4:30 p.m. to 8:30 p.m. and weekends from 12:00 noon until 8:00 p.m.

Due to the Martin Luther King holiday on January 19th, the next Council meeting will be Tuesday, January 20, 2015.

The Shoreview Community Center’s fitness center is very well equipped and Community Center memberships are very affordable. She encouraged anyone whose goal is improved health and fitness in the New Year to consider joining the Community Center

**Councilmember Wickstrom:**

The Environmental Quality Committee (EQC) will begin their Speaker Series this month on January 21, 2015, about Organics Recycling. The program will be taped and broadcast on Channel 16. This year the Series will focus on neighborhoods and our environment.

**Councilmember Springhorn:**

Noted that there are vacancies on the Shoreview Human Rights Committee, EQC, Public Safety Committee and the Bike and Trails Committee and encouraged residents that may be interested to apply.. Applications are being accepted until January 30, 2015 and are available on the City website.

**Councilmember Quigley:**

Requested an update on the New Year’s Eve party. City Manager Schwerm reported that in addition to the 360 advance reservations, there were more than 500 walk-ins with a total estimated attendance of about 900. This is a record attendance at our New Year’s Eve event and everyone had a great time.

**Councilmember Johnson:**

Commended City Public Works staff and expressed her appreciation for all the work being done to make the streets safe during this winter cold.

**CONSENT AGENDA**

Item Nos. 1 and 2 were pulled for separate consideration.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt the Consent Agenda for January 5, 2015, and all relevant resolutions for item Nos. 3 through 11:

- 3. Receipt of Committee/Commission Minutes  
- Human Rights Commission - December 17, 2014
- 4. Verified Claims in the Amount of \$714,648.47
- 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

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve item Nos. 1 and 2:

- 1. December 8, 2014 City Council Workshop Meeting Minutes
- 2. December 15, 2014 City Council Meeting Minutes

VOTE: Ayes - 4 Nays - 0 Abstain - 1 (Springhorn)

**PUBLIC HEARING**

**RESOLUTION 15-02, ASSESSMENT HEARING - 1648 LOIS DRIVE**

City Attorney Kelly stated that proper notice has been published.

## **Presentation by City Planner Kathleen Castle**

The assessment is in regard to abatement of nuisance conditions on the property relating to a garage removal. In accordance with a court order received by the City, an illegal detached accessory structure was removed. The reasons for removal are: 1) no building permit was issued; and 2) the structure did not comply with Code standards related to the size and setback from the side property line. The above-ground portion of the structure was removed. The concrete slab remains but may be removed later pursuant to the Court Order. The cost for the removal totaled \$5,280.

The property owner, Mr. Morse, was notified that the City would take action to remove the structure if he did not remove it himself. He was also informed that all costs associated with the removal would be billed to him.

The City contracted with the lower of two bids received, which included removal of a small portion of the slab to bring the slab into compliance with the minimum 5-foot side yard setback. However, no portion of the slab was removed at Mr. Morse's request. The cost of the work was billed October 3, 2014 and remains unpaid.

Staff recommends the public hearing and adoption of Resolution 15-03 authorizing the assessment pursuant to the Court Order. The assessment will be payable over a one-year period and assessed with taxes payable in 2015 or 2016.

Mayor Martin opened the public hearing.

**Mr. Michael Morse**, 1648 Lois Drive, stated that he has paid property taxes since January 2003. He stated that this tax assessment is unfair, unreasonable, biased and unconstitutional. He presented a background of the actions that have occurred in his case.

He removed an outdated garage that no longer served his current day needs in May, 2011. At the time he was unaware of the requirement that he needed to apply for a demolition permit. In June 2011, he spoke with a neighbor, Mr. James Martin, 1656 Lois Drive, who said he did not get permit for his garage constructed in 2000, as he testified under oath in court. Shortly afterward he began construction on a garage that does meet his current needs. On July 8, 2011, a notice of Stop Work Order was posted on his garage by Building Inspector Brent Marshal. On that same day, he went to City Hall and spoke with City Planner Castle. Ms. Castle explained that the garage was larger than allowed and would not be approved for a permit. However, the City has approved and granted permits for garages larger than allowed countless times and continues to do so.

On November 2, 2011, he received notice from City Planner Castle garage must be brought into compliance with the Development Code, or there would be an abatement hearing before the City Council to abate a public nuisance on November 21, 2011. On November 21st, an abatement hearing was held. The City Public Nuisance Code, Chapter 210 was cited by Ms. Castle at that hearing. Ms. Castle never proved the garage to be a public nuisance and unfairly used the Code

to convince the City Council to tear down a garage that was not a public nuisance. The garage was not a public nuisance but merely a code violation. After February 28, 2012 and before April 11, 2013, the City Attorney Filla, apparently without City Council permission, dismissed the public nuisance claim against me in District Court. It was never proved in court that the garage was a public nuisance and subject to abatement.]

On July 1, 2014, Ramsey County District Court Judge Margaret Marinen issued an Order stating, Defendant shall remove this structure which is subject of this action no later than 45 days from the date this Order is filed with the Court Administrator of Ramsey County. If the Defendant fails to remove the structure in the 45-day period, the City of Shoreview shall remove the structure and assess the cost of removal to the Defendant. Minnesota Rules of Civil Procedure, 58.01 states the judgment in all cases shall be entered and signed by the Court Administrator in the judgment roll. This entry constitutes the entry of judgment, and the judgment is not effective before such entry. On October 3, 2014, he received an invoice from the City in the amount of \$5,280.00. The breakdown is as follows: \$4500 for Metro Excavating for removal of the structure and 2.7 feet of concrete slab. However, 2.7 feet of concrete slab was not removed, which raises the question of why he is being charged for work not performed. Additionally, if that portion of the concrete were removed, it would destroy the structural integrity of the entire slab and the City would be liable for the portion of concrete slab that is legal. The City contracts for legal services with Kelly and Lemmons. Attorney Patrick J. Kelly is the President of the law firm. On the day the City came to demolish the garage, City Planner Castle, four Ramsey County deputies, and Attorney Patrick Kelly's son, Attorney Joseph Kelly was present. A court order was issued. Attorney Kelly remained the entire day and now is attempting to charge him \$780.00, when he is already being paid by the City. It is not written in the Court Order that the City has any right to cut a portion of the slab to bring it into compliance. The City is manipulating the Court Order to act without proper authority. From the date of the Court Administrator's Entry of Judgment, July 8, 2014, to the date the City came to demolish the structure on August 19, 2014, is only 42 days. The City has violated my rights to due process because the City removed the structure prematurely. The City lacked authority to remove the structure. Therefore, the City does not have the authority to assess for the removal costs. He had arrangements with family and friends to begin removal on August 21, 2014, giving him the opportunity to salvage materials. He does not agree to pay or owe any assessments on his property and gives due notice and claim of \$1,078.84 for construction materials.

The 45-day period began July 9, 2014 as the Entry of Judgment was made on July 8, 2014, not July 2, 2014; the day after the Order was issued. The 45-day Court Order period did not expire until Friday, August 22, 2014. The City came on Tuesday, August 19, 2014, thus violating the Court Order.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to close the public hearing at 7:50 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin stated that all of the issues have been resolved in Court. The question is who will pay for the work for the demolition of the garage. The costs associated with litigation are not being discussed.

The City's Attorney Joe Kelly explained that there is a difference between the filing of a Court Order and an Entry of Judgment. The Court Order states that the garage needed to be removed from the date the Order was filed, not from the date judgment is entered. In addition, it is important to note that Judge Marinen found the garage to be a public nuisance.

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

## **GENERAL BUSINESS**

### **RESOLUTION 15-01, AUTHORIZING AGREEMENTS FOR TURTLE LAKE FEASIBILITY STUDY**

#### **Presentation by Public Works Director Mark Maloney**

The Council is being asked to consider three agreements that are necessary to move forward with a feasibility study for the augmentation of Turtle Lake. The three agreements include:

1. Professional Services Agreement with SEH, Inc. to do the feasibility study at an estimated cost of \$100,000
2. TLHA Escrow Agreement with cost-share amount placed escrow of \$18,750, which has been approved by the TLHA Board
3. Metropolitan Council Grant Agreement, grant to Shoreview in the amount of \$75,000 to be administered by the Metropolitan Council

The preparation of the feasibility study will build on a concept study that was prepared by SEH a few years ago. It feasibility study will examine different approaches to augment Turtle Lake in much greater detail than the concept study. The study will be staged to allow input and discussion at key decision points as the study moves forward, which is important given the focus on water related issues that is currently occurring in the northeast metro area. The city was awarded a \$75,000 grant by the State Legislature to assist in the cost of this study. The grant will be administered through the Metropolitan Council.

The cost to the City will be \$6,250. The cost-share approach is as directed by the City Council specifically for this feasibility study. A final report of the feasibility study is anticipated to be completed by September 2015.

Councilmember Quigley asked for clarification of what issues are included in the feasibility study.

Mr. Maloney stated that the feasibility study will address where water would come from to augment Turtle Lake, what are the best alternatives for getting water into the lake, what water quality concerns need to be addressed, and what treatment options are available. The feasibility study budget is significantly less than the cost for any improvement project.

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adopt Resolution No. 15-01 authorizing execution of agreements with SEH, Inc.; Turtle Lake Homeowners Association; and the Metropolitan Council for the Turtle Lake Feasibility Study

Discussion:

Councilmember Wickstrom stated that she cannot support this motion because there are a lot of issues with water. Her priority concern is with drinking water. She does not believe this kind of money should be spent on the natural process of lake levels.

Mayor Martin stated that she will support the study even though she is not sure if it will ultimately lead to a public improvement project. However, the study will provide the information needed to make a decision on any future project. Also, the City's share of cost is minimal.

ROLL CALL: Ayes: Quigley, Springhorn, Johnson, Martin  
Nays: Wickstrom

## **DESIGNATION OF LEGAL NEWSPAPER**

### **Presentation by City Manager Schwerm**

The City is required to designate a legal newspaper at its first meeting of the year. Quotes were received from the two Shoreview newspapers. The quote from the *Shoreview-Arden Hills Bulletin* is \$4.00 per column inch; the quote from the *Shoreview Press* at \$4.78 per column inch. The City spends approximately \$2,000 per year on legal notices. The City used to rotate between the two papers. However, the *Shoreview Press* is now published bi-weekly making publishing deadlines for required notices more difficult. Staff is recommending designation of the *Shoreview-Arden Hills Bulletin*.

Councilmember Johnson asked what online presence there is with the *Shoreview-Arden Hills Bulletin* and how online presence would coincide with City notice needs. Mr. Schwerm stated that there is a strong online presence. However, the City is legally required to publish notices in the newspaper. Online notices are not allowed.

Councilmember Wickstrom stated that the League of Minnesota Cities is working on the issue of allowing online notices. Should the *Shoreview-Arden Hills Bulletin* be published bi-weekly, the

City would probably have to use the *St. Paul Pioneer Press* or the *Minneapolis Star and Tribune* in order to be sure legal notice deadlines can be met.

Mayor Martin noted that the cost difference is minimal. She also stated that the *Shoreview Press* would like to go back to weekly publication. That is her hope, too, as the *Shoreview Press* provides excellent coverage of the City.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to designate the Shoreview-Arden Hills as the legal newspaper for the City of Shoreview for the 2015 calendar year.

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

**COMMITTEE/COMMISSION REAPPOINTMENTS**

City Manager Schwerm stated that the Council typically considers reappointments to committees and commissions at this time every year. He recommended approval of the names presented for reappointment.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson 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<br>Jonathan Weinhagen                              |
| Environmental Quality Committee | Tim Pratt<br>Susan Rengstorf<br>John Suzukida                     |
| Human Rights Commission         | Richard Bokovoy<br>Samuel Abdullai                                |
| Parks and Recreation Commission | Linda Larson<br>Sarah Bohnen<br>Catherine Jo Healy<br>Carol Jauch |
| Public Safety Committee         | Gil Schroepfer  |

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

## APPOINTMENT OF PLANNING COMMISSION CHAIR

City Planner Castle stated that three Commissioners expressed interest in the position of Chair. While Commissioner Solomonson would like to continue as Chair, he recognizes that it is good for others to have the opportunity. Commissioner McCool has expressed interest in serving as Vice Chair in order to gain experience and possibly serve as Chair. Commissioner Ferrington expressed some interest serving as Chair or Vice Chair but has some concerns about the time commitment due to her schedule.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to appoint Steve Solomonson as Chair and Brian McCool as the Vice Chair for the Planning Commission for a one-year term beginning February, 2015.

Discussion:

Councilmember Quigley stated that Commissioner Ferrington has been a good Commissioner, but he would honor her reservations because of the time commitment.

Councilmember Wickstrom noted that both Commissioners Ferrington and McCool expressed concern about time commitment, although Commissioner McCool is more concerned about being Chair rather than Vice Chair.

Mayor Martin stated that Chair Solomonson's attendance record and commitment is excellent and the Vice Chair time commitment will not be excessive. She noted that Commissioner Ferrington was appointed in 2006 and has longevity over Commissioner McCool.

Councilmember Johnson stated that she would support Commissioner McCool who expressed an interest in being able to shadow the current Chair to learn the responsibilities.

Councilmember Springhorn stated that as he read the applications, he felt Commissioner Ferrington had more reservations about a time commitment but would serve if needed.

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

## COUNCIL APPOINTMENTS FOR 2015

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to appoint the following individuals to represent the City of Shoreview on various organizations for the year 2015:

**Fire Department Board of Directors**  
**Delegates:**

Councilmember Johnson  
City Manager Terry Schwerm

**Fire Department Benefit Association**

**Delegate:** Councilmember Johnson  
**Alternate:** City Manager Terry Schwerm

**League of Minnesota Cities**

**Delegate:** Councilmember Wickstrom  
**Alternate:** Councilmember Springhorn

**Municipal Legislative Commission**

**Delegate:** Mayor Martin  
**Alternate:** City Manager Terry Schwerm

**Northeast Youth and Family Services**

**Delegate:** Councilmember Springhorn  
**Alternate:** Councilmember Johnson

**Ramsey County League of Local Governments**

**Delegate:** Councilmember Quigley  
**Alternate:** Councilmember Springhorn

**Suburban Rate Authority**

**Delegate:** Mark Maloney  
Public Works Director

**Metro Cities (Association of Metropolitan Municipalities)**

**Delegate:** Councilmember Wickstrom

**Acting Mayor:** Councilmember Johnson

**ROLL CALL:** Ayes: Quigley, Springhorn, Wickstrom, Johnson, Martin  
Nays: None

**ADJOURNMENT**

**MOTION:** by Councilmember Springhorn, seconded by Councilmember Wickstrom to adjourn the meeting at 8:42 p.m.

**VOTE:** Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_\_ 2015.

\_\_\_\_\_  
Terry Schwerm, City Manager

## **SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION**

### **Meeting Minutes November 18, 2014**

#### **ROLL CALL**

Acting Chair Jonathan Weinhagen called the meeting to order at 7:30 a.m. with the following members present: Jim Gardner, Dave Kroona, Mike Tarvin, Jeff Washburn, and Kirk VanBlaircom. Jason Schaller arrived later. Members Sue Denkinger and Josh Wing had excused absences.

Also attending was Assistant City Manager/Community Development Director Tom Simonson.

#### **ACCEPTANCE OF AGENDA**

Commissioner Gardner, seconded by Commissioner Kroona, moved to accept the agenda, as presented.

**Vote: 5 AYES      0 NAYS**

**(Commissioner Schaller arrived at the meeting.)**

#### **APPROVAL OF MINUTES**

Commissioner Schaller, seconded by Commissioner Gardner, moved to approve the minutes of October 21, 2014, as written.

**Vote: 6 AYES      0 NAYS**

#### **INFORMATION EXCHANGE**

##### **A. MEMBER SHARING**

Chair Wing noted that there is still a lot of interest in the Rainbow site and adding a grocery store back in the community. The most recent rumors are around HyVee coming to the area. He has been contacted by residents asking about it. Jonathan stated he has also been contacted to see if the rumors were true. Simonson stated that he has also been contacted and his response is that HyVee has some interest but there are challenges to that location. HyVee has been here to look at the site and at this point we do not have any solid updates on the site nor have we heard anything from developers.

Chair Wing said the other thing he has heard from residents is that “they do not want it to be a big secret like Trader Joes was.” Commissioner Weinhagen said many times companies do not want information they may be exploring a site or community out in the public. Simonson added that it was specifically requested by both the developer and Trader Joe’s not be identified until they were ready to formally pursue a development. The group did reach the consensus that Trader Joes was not a “big secret” from a City standpoint, with their approvals going on the normal track.

Commissioner Weinhagen stated that the Lakeview Terrace ribbon cutting went very well. He has also received a lot of good feedback from people. Commissioner Tarvin asked about the protesters/sign in front of the building. Simonson stated it is relating to the contractor and owners using some non-union laborers. This is similar to the protest after TCF Bank was opened and the demonstrators are on public property and have not caused any issues. Weinhagen stated that the one thing he has heard is that Lakeview Terrace has had to get the word out that they are not a senior housing project.

## **B. STAFF INFORMATION**

### ***Economic Gardening***

Simonson stated that Ramsey County is soliciting for the next round of Economic Gardening. The City has sent out a flyer to the key businesses which we believe would qualify for the program and it is also featured in the Fall issue of our Business Matters newsletter. Simonson did ask the County if a business could participate twice in the program and the answer was no but they are looking at creating some type of on-going alumni program for business leaders to still get together, and they are also holding a CEO-Roundtable session for past participants so they could continue. Commissioner Tarvin stated that he had been informed about the roundtable but there was a cost to participate.

### ***Recent City Council and Planning Commission Action***

Simonson stated that the recent City Council and Planning Commission actions were mostly residential in nature and there was nothing new to report on business related issues.

### ***Business Matters***

Simonson stated that the Fall Issue of Business Matters had been sent out. The cover story promotes Economic Gardening and the Business Spotlight features Promet International. Commissioner Washburn asked how to choose a business to be spotlighted. Simonson stated that we encourage businesses to sign up to be spotlighted but we also are sensitive to featuring a certain type of business over another as we do not want to seem like we are favoring or promoting a specific business, especially in the retail area. He noted that when the City welcomed some new restaurants on Facebook we were criticized by an existing local business.

### ***Small Business Workshop***

Simonson stated that the first EDC-hosted Small Business Workshop is scheduled for November 6<sup>th</sup> from 7:30 a.m. to 9:00 a.m. Deluxe Corporation marketing representatives will be putting on the presentation. They have changed their focus from just check printing to a focus on small business media and marketing. They have worked with the Chamber before and have had good results.

### ***EDA Update***

The special authority granted under our TIF legislation for the BRE fund lends the question of where the seed money will be coming from. There are the different choices of TIF 1, TIF 2, the MIF funds, etc. Staff and the City's consultant are drafting proposed guidelines. If TIF funds are re-directed then they

cannot be moved back to the TIF fund where they originated. The Rainbow property (TIF #2) has \$400,000 in it that we can use for the new BRE fund, but there may be to defer that transfer until the Rainbow site use can be determined.

Chair Wing asked what kind of overhead would be needed. Simonson stated that there would be little administrative resources need to manage the business loan program since the City would be in a secondary position of providing gap financing. A bank or other financial institution would be the main financing authority for conducting due diligence, while the City will have some restrictions on loan amounts and percentage of the overall project cost.

Commissioner VanBlaircom asked how many TIF districts in Shoreview? Simonson stated that the City has created a total of 9 overall, with 2 having expired and 2 more expiring in the next year. They City has always had a policy of using “pay as you go” tax increment financing to limit the risk of issuing bonds and providing upfront money to developers.

Hill noted that at a recent visit to Trader Joe’s, the Shoreview store was celebrating their first anniversary on October 15<sup>th</sup>. Simonson noted that the City and County Credit Union is still under construction and Raising Cane’s will likely start construction in early spring.

## **GENERAL BUSINESS**

### ***HyVee / Rainbow Site***

The HyVee store to the Rainbow site is still on the table. Simonson said the company remains very interested in the site but it does provide some challenges. He is aware that HyVee is exploring other sites in the north metro area including the TCAAP development, but that may not be a good fit for the retail area in the concept plan given the amount of acreage needed (10 -15 acres) and a 90,000 square foot building footprint.

Chair Wing asked what “Plan B” would be if the HyVee does not come to fruition. It seems like there are a lot of challenges involved with this site. Simonson replied that he has been told by the property owner of the Rainbow site, Sidal Realty, they want to pursue the HyVee prospect before they turn their attention back to other potential grocers. He added that the City’s position for now is that there appears to be considerable interest in the community for another grocer and that should be the first priority if a quality grocer can be secured. If not, then the City has also expressed concerns about the big box building being re-purposed for discount retail or other less desirable uses. The City has already explored several concepts for a full redevelopment of the site, and has indicated a willingness to assist financially in getting a quality grocer or supporting a quality redevelopment.

Commissioner Gardner talked about how a grocer would still be a preferred tenant for the space. Wing asked if we have looked at the possibility of multi-level store for HyVee. Simonson stated that we had looked at the possibility of a mixed-use multi-level in the concepts that were drawn up but a grocer is still preferred. He is not aware if a two-story design would be considered by HyVee, although there are other retailers that use that design for restricted site layouts.

***Shoreview Corporate Center***

We have been working with CBRE on a tenant for potential lease of 60,000 square feet at the 4000 Lexington Avenue building. Parking is a challenge in the business park as it was originally built specifically for the needs of Deluxe. A significant amount of the parking has been directed for Land O' Lakes and Hill-Rom, which further reduces parking availability for the buildings along Gramsie Road. The City did work with the property managers recently and agreed to allow for informal business permitted parking along the east side of the campus on Chatsworth Street during Monday-Friday business hours. A similar request was sought last year for permitted parking on Gramsie, but the City did not support since the hotels and restaurants use Gramsie for overflow parking. It has been our observation that there is very little public parking along Chatsworth so this should not be an issue and will allow for the property to lease out empty space in their buildings. The company looking to relocate is Ally Financial, with a need for about 350 parking spaces for up to 400 employees being moved from Tampa, Wichita, Bloomington, and Roseville.

The negative to the business campus is that the 1050 Gramsie building is still vacant and requires significant improvements or tear-down. The City has also heard that Land O'Lakes could be looking for a brand new corporate campus, which would have a huge impact on the Shoreview Corporate Center as they have about 850 employees in Shoreview. It appears they are considering a new upscale campus to consolidate their operations to one location and to better position them to attract and recruit talent in the competitive job market. Member Gardner asked if the Children's Hospital Property was an option. Simonson replied that the Children's Hospital Property is likely too small of a site – 18 acres – when they are looking for 30-35 acres. Member Denkinger asked if they have looked into buying their existing Shoreview buildings. Simonson stated that yes, they have been offered before from the property owners but felt the price is too high. He said staff will continue to monitor this matter and continue efforts to explore options with Land O' Lakes.

**ADJOURNMENT**

Commissioner Weinhagen, seconded by Commissioner Denkinger, moved to adjourn at 8:00 a.m.

**Vote: 7 AYES      0 NAYS**

(Upon adjournment of the regular business meeting, the EDC met with the owner and operator of Hummingbird Floral and Gifts, Lugene Olson, and was provided a tour of their new store in Shoreview.)

SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
December 1, 2014

CALL TO ORDER

President Ben Withhart called the meeting to order on December 1, 2014, at 5:00 p.m.

ROLL CALL

The following members were present: President Ben Withhart and Board Members Sue Denkinger, Emy Johnson, Shelly Myrland and Terry Quigley.

Also attending this meeting:

Tom Simonson	Asst. City Manager/Community Development Director
Niki Hill	Economic Development and Planning Tech
Kirstin Barsness	Barsness Consulting Services
Jim McComb	President, McComb Group Ltd.

APPROVAL OF AGENDA

MOTION: by Quigley, seconded by Johnson, to approve the December 1, 2014 agenda as submitted.

VOTE:                      Ayes - 5                      Nays - 0

President Withhart changed the agenda to consider the first item under General Business.

GENERAL BUSINESS

RETAIL, GROCERY, AND RESTAURANT MARKET ANALYSIS

Simonson introduced Mr. Jim McComb, McComb Group, Ltd., who has been contracted by the City to provide a retail market analysis for the vacant Rainbow site. Mr. McComb was present to discuss potential retail development for the site. Simonson also reported that the property owner of the Rainbow site is partnering with Oppidan Development to find new tenants. Staff has scheduled a meeting with Mr. Joe Ryan of Oppidan Development.

Simonson stated that the community has long desired more sit-down restaurants in the City. It is mentioned on almost every community survey. Staff has asked Mr. McComb to include in his detailed analysis an evaluation of the current market and how the City might attract good restaurants.

Quigley stated that the definition of restaurant is becoming broader. How does the City define the right type of restaurant to attract. Mr. McComb stated that four locations have been identified that would make sense for a restaurant: 1) the Rainbow site; 2) the Shoreview Mall; 3)

Rice and I-694; and 4) Lexington and I-694. Restaurants look for attractive intersections. Some restaurants want free-standing sites; some prefer to be in a strip mall setting. The process is to identify the sites available, then target what is preferred--a national chain, regional chain or a good chef who can run a good restaurant. These components will be sorted out in the process of the study. The city has a nice trade area to support a good restaurant. It is a matter of matching a location with the right operator.

Simonson stated that a second consideration is to determine what has to be done to make a site attractive. Mr. McComb stated that the data on the Rainbow store is that it was doing approximately \$14 million or \$15 million a year in business. That was not enough to support a 65,000 square foot store. It is enough to support a store half that size. The people who are now coming to grocery market operation are opening stores that are 20,000 to 40,000 square feet. The existing building is too big for the people who are looking at the market. One question is whether the owner will break the store into smaller spaces, which is expensive. If there is a 40,000 square foot grocery, then what would be done with the remaining space? Yet another issue is that most grocers would like to have "their" store rather than a used building.

Quigley asked if the role of the EDA is to define specifically what would work with this 65,000 square foot building. Mr. McComb stated that he would only indicate that there is a site available with a building on it. It becomes an economic analysis on the part of the property owner and potential tenant as to whether the building can be reused. The Twin Cities are over-stored overstored with buildings that retailers do not want, and they are under-stored with buildings that retailers would like. Research that was done between 1997 and 2012 shows that the grocery category has dropped 28% in market share, but the stores are still there. Rainbow and Cub volumes have dropped. Of that shift in shopping, 90% have gone to warehouse clubs and super stores.

Johnson stated that Shoreview has both those who want restaurants in order to eat out more and an aging population that wants a grocery store but also wants to eat out at a restaurant with white linen tablecloth. As an EDA, it is important to determine what consumers will look like in Shoreview in the next 5, 10 and 20 years. It is not an easy solution. Her fear is that what is done on the site will be a short-term solution, not a long-term solution.

Councilmember Withhart asked what other cities do and if there is a role for the EDA to work with the property owner to achieve a particular goal. Mr. McComb stated that other cities are very cautiously looking at how they can have a role in redevelopment.

Withhart stated that he does not want to see a Dollar Store with other small retailers. He would like the development to be on a higher plane, which means the City being more active in what happens.

Quigley stated that the restaurant idea muddies the waters. The focus should be on a retail store for the Rainbow site. He asked if HyVee has decided not to locate on the site.

Simonson stated that it does not appear that the site works for HyVee. Nor has HyVee expressed interest in the TCAAP property because of the limited retail development allowed in the Master Plan. He would not discount a restaurant on the Rainbow site and is hoping that the market

analysis study that Mr. McComb provides will compliment what a developer envisions. If the right conditions exist, a restaurant could be attracted to the location. The City has been proactive and aggressive when needed to protect the interests of the City. That is why there is a Trader Joe's on Red Fox Road instead of an Aldi's with a Tires Plus, which was the original proposal. The City worked with Trader Joe's to get them excited about this market, and that can be done again.

Withhart asked if there would be enough room for HyVee on the Rainbow site if the gas station and car wash were acquired as part of the site. Simonson answered that would be enough property, but it would be a costly acquisition. Mr. McComb stated that he has talked to the broker who represents HyVee. Their sales objective works out to over \$1 million a week. It takes a bigger trade area to support that size store. The Aldi's, Trader Joe's and fresh markets are taking their share out of the grocery market which is part of the decline in the large grocery store market.

Withhart noted that the strip mall in North Oaks has long been successful. The parking lot there is always full. He asked if it would make sense to replicate something like that. Mr. McComb stated that concept could be expanded on the Shoreview side. He gave an example of a developer left with large stores who successfully split one of them into two. The cost, however, was approximately \$45 a square foot just to change the electrical, the HVAC system and other mechanical systems. It is not simple to split a store for redevelopment. A 25-year old store building is obsolete given what has happened in the market. Supermarkets have been able to develop large stores because other than automobiles and gasoline, food is the largest segment of the consumer buying.

Simonson asked why HyVee is interested in the Twin Cities if there are already too many supermarkets available. Mr. McComb responded that he believes they see an opportunity to bring in a brand new store that is current and will attract customers.

Quigley stated that HyVee has multi-purpose stores with groceries, hardware, and other services. Mr. McComb stated that is part of their story. He noted further that HyVee is employee owned. It is non-union, which helps with operating costs which in turn helps with pricing.

Johnson stated that her fear is that this site will attract a CVS or Walgreen's. She would like to see something more innovative. She noted an experimental Target Express that is a small Target concept plan with a limited food supply.

Simonson asked the square footage used for smaller grocery stores. Mr. McComb stated that 40,000 square feet is the high side for a small store; 15,000 square feet is the low side. He defined grocery stores as 5-7 bag stores, where consumers shop for staples, or 1-2 bag stores that people go to every week for fresh produce. The Rainbow site is oriented for a 1-2 bag store.

Denkinger stated that the Costcos and Sam's Club are destination stores, but she does not see that type of store on this site and does not believe that is what residents would want there. She would prefer the smaller store to stop in once or twice a week.

Simonson stated that if the site is oriented for a 1-2 bag site, he would not want to see CVS or Aldi's. He would like the redevelopment to be more upscale and be unique in some way. He stated that Mr. McComb will be working on the studies and will report to the EDA in January.

Mr. McComb expressed his appreciation for the discussion. He noted that one of the challenges in Shoreview is that there is a relatively small number of households for the geography because of the lakes. However, the community is affluent.

Johnson stated that it is important that the business that locates on this site not move there as a test run and hope to thrive but moves there and does thrive. The City does not want to see a turnover of businesses.

Myrland asked if the property owner is interested in selling the property. Mr. McComb responded that the owner is working with a developer, which means he is interested in doing something with the property but probably not selling it.

### APPROVAL OF MINUTES

**MOTION:** by Quigley, seconded by Denkinger, to approve the November 3, 2014 meeting minutes as submitted.

**VOTE:**                      Ayes - 5                      Nays - 0

### FINANCES AND BUDGET

#### Monthly Financial Reports/Approval Claims and Purchases

Simonson noted reports on the three funds through October and seven bills to approve for payment:

**MOTION:** by Quigley, seconded by Myrland to accept the monthly EDA Financial Reports through October 31, 2014 and approve the following payment of claims and purchases:

1.	Community Reinvestment Fund - September 2014 (Date Paid: 10/24/14)	\$90.00	Fund 307
2.	Community Reinvestment Fund - October 2014 (Date Paid: 10/30/14)	\$90.00	Fund 307
3.	Allen, Deanne - EDA Minutes 10/6/14 (Date Paid: 10/16/14)	\$200.00	Fund 240
4.	Hill, Nicole - Mileage Reimbursement (Date Paid: 10/16/14)	\$40.54	Fund 240
5.	Hill, Nicole - Reimbursement EDA Meeting Supplies (Date Paid: 10/23/14)	\$52.00	Fund 240
6.	Saint Paul Stampworks - EDA/EDC Name Badges (Date Paid: 10/23/14)	\$39.16	Fund 240

7. Finance and Commerce - Subscription Renewal \$249.00 Fund 240  
(Date Paid: 10/20/14)

**VOTE: Ayes - 5 Nays - 0**

**BRE BUSINESS LOAN POLICY GUIDELINES AND APPLICATION**

Simonson noted that using the guidelines and application form from a previous City program, Advantage Shoreview Business Loan Program, revisions have been made to make those guidelines relevant to the BRE Fund Loan as discussed at previous EDA meetings.

Barsness summarized changes in the application form. One is that the minimum loan amount is \$10,000. Any amount under \$10,000 would be considered a micro loan. The interest rate would be negotiated on a project by project basis. This gives the EDA full flexibility to look at various alternatives--whether to defer interest payment, negotiate a future rebate on interest, forgive the interest, or whatever terms the EDA would wish to use.

Quigley asked what the range of interest would be. Barsness responded that the interest could range from being forgiven to use of the market rate. The original program was 3%. The factors to consider would be the type of project, the interest rate obtained from the primary lender, what type of asset is being financed--real estate would be different from equipment. It is very flexible, and staff would make a recommendation based on project findings.

Withhart asked if an applicant can be turned down, even if all the guidelines are met. Barsness answered that the policy statement gives authority to deny an application.

Myrland asked for clarification regarding eligible borrowers and requiring written permission from a building owner regarding proposed improvements. Sometimes a bank will get a loan security and landlord lien waiver. Myrland also asked regarding loan security asked if the City would file a lien. Barsness answered that if the City loans \$500,000, it would definitely be secured. If \$50,000 is loaned for equipment a waiver would be required.

**MOTION:** by Quigley, seconded by Denkinger, to approve the BRE Fund Policy Guidelines, adopting the revisions made to the Advantage Shoreview Business Retention and Expansion Loan Program and to adopt the application format as presented.

Discussion:

Denkinger asked if more language is needed to address Myrland's question regarding the landlord waiver. Simonson stated that appropriate language will be added.

Quigley accepted this as a friendly amendment to the motion.

**VOTE: Ayes - 5 Nays - 0**

## BRE TARGETED INVESTMENT STRATEGY UPDATE

Barsness reported that she is working on a framework and timeline for the BRE Fund program.

### UPDATES AND REPORTS

#### Rainbow Foods Property

Staff is meeting with the developer Thursday, December 4, 2014.

#### Shoreview Corporate Center

Staff has been working with CBRE, the broker manager for this campus, on lease documents with Allied Financial for approximately 60,000 square feet of the 90,000 square feet in the building at 4000 Lexington. Allied will bring 350 to 400 employees. He noted limited parking on the property. A lot of the available parking has been dedicated to businesses in other buildings on the campus. The proposed arrangement is for business permit parking on Chatsworth for Allied employees. Allied would prefer a formal parking agreement. Staff has recommended that property owners make a formal request to the City Council regarding parking designation for the campus. Business parking would only be Monday through Friday.

Withhart suggested striping on Chatsworth to maximize use of parking space.

#### Economic Development Commission (EDC)

The Small Business Workshop, hosted by the EDC, was a success. The topic was social media marketing. Approximately 25 people attended, and there has been good feedback.

The Holiday Business Exchange will be held on December 11, 2014, from 5:00 to 7:00 p.m. at the Hilton Garden Inn.

President Withhart announced that as this was his last EDA meeting, he wants to express his appreciation and that it has been his pleasure at being able to work with each of the EDA Board members. He wished everyone well and continued success for the City.

Mayor Martin (who had arrived early along with Councilmember Wickstrom for the City Council meeting) added that it has been her great appreciation working with Councilmember Withhart over the last 30 years that he has given public service to the City. He will be greatly missed. Councilmember Wickstrom also thanked Councilmember Withhart for his long and great service to the community.

### ADJOURNMENT

**MOTION:** by Quigley, seconded by Myrland, to adjourn the meeting at 6:30 p.m.

**VOTE:**

**Ayes - 5**

**Nays - 0**

**DRAFT**

**SHOREVIEW PLANNING COMMISSION  
MEETING MINUTES  
December 16, 2014**

**CALL TO ORDER**

Chair Solomonson called the December 16, 2014 Shoreview Planning Commission meeting to order at 7:00 p.m.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to approve the December 16, 2014 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 7 Nays - 0

**APPROVAL OF MINUTES**

Commissioner Schumer requested the correction of the spelling of his name under *Approval of Agenda*.

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to approve the November 18, 2014 Planning Commission meeting minutes, as amended.

VOTE: Ayes - 6 Nays - 0 Abstain - 1 (Peterson)

**NEW BUSINESS**

**VARIANCE / RESIDENTIAL DESIGN REVIEW**

**FILE NO.:** 2556-14-46  
**APPLICANT:** JAMES & LINDA BUDNICKI  
**LOCATION:** 5280 OXFORD STREET NORTH

**Presentation by Senior Planner Rob Warwick**

The proposal is to tear down the existing home and rebuild a new one. The property is a substandard riparian lot on the west side of Turtle Lake. The property to the south is a vacant lot used by a Homeowners Association for lake access. Three variances are requested: 1) to

increase the front setback; 2) to increase the area of a detached structure; and 3) to increase the total floor area of all accessory structures--attached and detached.

The area of the property is approximately 27,000 square feet with a lot width of 85 feet, which is less than the 100-foot width required for a standard riparian lot. The project was first proposed with a large pervious surfaced driveway. Upon receiving comments from the DNR on impervious surface coverage, the plan has been revised to be in compliance with the 30% maximum permitted. Staff would suggest a further revision to add an approach to the detached garage with reductions elsewhere. The applicants have agreed. The proposed impervious surface is 29.6%.

The proposed new house would be one story with a walk-out on the lakeside of the lower level. An attached garage of 950 square feet is proposed as well as a detached garage of 600 square feet. The maximum area permitted for the detached garage is 250 square feet. The front setback for the house is 165.7 feet; the maximum allowed is 97.3 feet. The total floor area of all accessory structures would be 1550 square feet; the Code allows 1200 square feet or 90% of the dwelling foundation. This is to keep the dwelling the dominant feature of the property. The total house area is 2178 square feet. The total accessory structure area is 71.2% of the dwelling foundation.

The setbacks from the Ordinary High Water (OHW) of Turtle Lake and the front lot line are calculated on the basis of setbacks of the adjacent properties. The property to the south is undeveloped and used for a beach access. The setback minimums for the front lot line and OHW are used for this lot in the calculation.

There is a sanitary sewer line that runs diagonally across the subject property.

Detached accessory structures are permitted to be located in front yards with a minimum 20-foot setback. The setback proposed is 42 feet with a 5-foot setback from the south lot line. Exterior materials will be the same as the dwelling. The topography has been used to submerge the garage by approximately 3 feet, which lessens its visual impact from the street. The large attached garage space is partly due to ramps and an elevator for use by a handicapped family member. The space for those accommodations cannot be used for storage.

Staff finds that the project complies with all standards of lot coverage, building height and foundation area. The exceptions are the front setback and accessory structure standards. Practical difficulty is present with the location of the sanitary sewer and the vacant lot to the south. The property is a large wooded lot that requires extensive maintenance. The property owners also participate in maintaining the beach access lot to the south. The garages provide storage for the necessary maintenance equipment.

Notices were sent to appropriate agencies and property owners within 150 feet of the subject property. As was noted, the DNR commented on impervious surface and the plan was revised. A total of five comments were received from neighbors. All express support for the project.

Staff agrees that practical difficulty exists for the front setback variance request, as the vacant lot to the south impacts the front setback calculation. Staff also agrees that the detached garage will not alter the character of the neighborhood, since there are others on nearby lake lots. A resolution approving the setback variance has been prepared.

The circumstances for a large detached garage are less evident. The attached garage and smaller 250 square foot detached structure may be sufficient for storage needs of yard equipment. Staff believes that unique circumstances do not exist for the variances needed for the detached garage. If the Commission is also unable to make findings for the garage, staff recommends tabling all requests to give the applicants time to consider changes. If findings of unique circumstances are made, the Resolution 14-125 should be revised to reflect those findings.

Commissioner Ferrington asked the approximate amount of space used by the ramp in the garage. Mr. Warwick estimated 225 to 250 square feet for the ramp, the landing outside the elevator and the stairs. Commissioner Ferrington stated that she is trying to determine the square footage being used for multi-generational living.

Commissioner McCool asked if there has been any discussion moving the house further west for better alignment with neighboring homes. Mr. Warwick noted that on the survey it shows that the house to the north is 88 feet from the OHW. The applicant's proposed home is 86 feet from the OHW. Optically, it will jut out from 5256 and 5264 on the lake side. Commissioner McCool asked if there is a restriction on the vacant lot for lake access. Mr. Warwick answered, no. The lot is owned by the Homeowners Association.

Chair Solomonson asked what codes regulate handicap access and if that affects impervious coverage. Mr. Warwick stated that generally ramps for front entry access are like decks, constructed over soil. They are not counted as pervious surface.

Commissioner Proud noted that the ramp and elevator serve to provide inside access and protect the handicapped from inclement weather.

**Mr. James Bundicki and Linda Bundicki** appeared before the Commission. **Mr. Bundicki** thanked staff and the Planning Commission for reviewing their plan. The house is designed in order to have flexibility that would accommodate handicapped accessibility. While not living in the home, the Bundickis are the caregivers for Mr. Bundicki's mother. The ramp is actually a walking path. The pathway is approximately 80 to 100 square feet. The area of the staircase is approximately another 120 square feet. Because of the topography he estimated a dozen stairs to reach the house. If the garage were on the same level as the home, only one or two steps would be needed.

**Ms. Bundicki** stated when transporting the elderly, it is important that there is enough room for the car door to open all the way for an oxygen tank, walker and eventually a wheelchair. The car door does open across the pathway.

**Mr. Bundicki** stated that when they talked to the neighbors about what they would want to see in this development, the major thing is to be able to see the lake. They purposefully chose a low

pitch roof, embed the garage into the topography with landscaping to screen it. The garage does not face the street. The driveway was located so that headlights do not shine in windows across the street but between homes. The lot is approximately the size of half a football field. Big equipment is needed for maintenance--a tractor, bagger, snowblower, weights, chains. The topography is low with about 5 to 6 feet dropping from the street to the house and another 3 to 4 feet to the lake.

**Mr. Bundicki** noted that the Minnesota Pollution Control Agency has stated that 87 of 120 lakes studied did not meet water quality standards because of excess nutrients. One of the biggest culprits is leaves. They want to be sure to have the equipment to properly maintain the property and the lake. **Mrs. Bundicki** stated that it was a shock to them to find out how much storage space is needed for the equipment they have and need.

Commissioner Ferrington asked the nature of the maintenance work for the vacant lot. **Mrs. Bundicki** explained that there are kids who bid for summer lawn mowing. However, they do not have the leaf-removing equipment for spring and fall or tree trimming equipment. Commissioner Ferrington stated she does support the project and the unique circumstance is the handicapped accessibility.

Chair Solomonson stated that handicapped accessibility is a unique circumstance. The Code does not have a tiered range of sizes for accessory structures. This particular property that is long and thin can fit a larger garage. He would support the proposal.

Commissioner Peterson stated that although he is troubled by the size of the detached garage, he does like the plan. He likes the way the home is tucked away and keeps views of the lake. He identified the following unique circumstances: 1) handicapped accessibility; 2) support of the homeowners association with the vacant lot immediately next door; 3) the large trees that would require a lot of leaf maintenance. With these unique factors, he would support the variance.

Commissioner Thompson stated that she likes the plan. Her concern is finding a unique circumstance of handicapped accessibility, that putting in an elevator is unique enough so as not to set a precedent. She does not believe others will include an elevator to get approval for a larger space.

Commissioner Schumer stated that he supports the project and believes it is forward thinking. The handicapped accessibility is a unique circumstance.

Commissioner Ferrington stated that the allowance under code compliance is 250 square feet plus 250 square feet to provide the handicapped access features is 500 square feet. That is close enough in regard to the circumstances presented.

Commissioner McCool stated that the application is generally reasonable and he likes the plan, but he believes the detached garage is too large. He accepts the elevator is a unique circumstance but does not justify 600 square feet. The elevator is not 225 square feet but 100 or 125 square feet. The stairs adds another 100 square feet and has nothing to do with the elevator.

Commissioner Proud suggested the possibility of tabling action in order to give the applicant time to present a more detailed plan of how the space is to be used.

Commissioner McCool stated that the planned use of the space is not a problem. There will be a 950 square foot 3-car garage. It is not a situation where there is a one-car garage. His concern is not how the space is used but the size of the detached garage requested.

MOTION: by Commissioner Proud, seconded by Commissioner Schumer to adopt Resolution No. 14-125, approving the variance requests to increase the front setback; to increase the maximum area of a detached accessory structure from 250 sq. ft. to 600 sq. ft., and to increase the total floor area of all accessory structures from 1200 sq. ft. to 1550 sq. ft., all submitted by James and Linda Budnicki for the property located at 5280 Oxford Street.

This approval is subject to the following conditions:

1. The project must be completed in accordance with the plans submitted as part of the Variance application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The applicant shall execute a mitigation affidavit prior to issuance of a building permit for the project.
3. Impervious surface coverage shall not exceed 30% of lot area.
4. The project is subject to the permitting requirements of the Rice Creek Watershed District (RCWD). No City permits shall be issued prior to satisfaction of these requirements.
5. This approval is subject to a 5-day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.
6. This approval will expire after one year if a building permit has not been issued and construction commenced.

This approval is based on the first four findings:

1. The proposed improvements are consistent with the Housing and Land Use Chapters of the Comprehensive Plan.
2. The proposed detached single-family residence, detached accessory structure, and the total floor area of all accessory structures represent a reasonable use of the property which is located in the R-1 Detached Residential District and Shoreland Overlay District.
3. The front setback is based on the setback of the dwellings on the adjacent properties. Since the lot to the south is vacant, the setback calculation is affected and reduced. The intent of the Code is that dwellings roughly align, and the proposed location is similar to the orientation of the dwelling on nearby riparian lots. This location also avoids interference with the sanitary sewer located on the property.
4. The property can be developed with a maximum total floor area for all accessory structures of 1200 sq. ft., which does not allow for sufficient storage area for power equipment needed to maintain a large lake lot.

5. Unique circumstances exist because of the handicapped access and related all-weather access to the structure, the maintenance requirements on this property and the need for this property to support the Homeowners Association's efforts on the access lot to the south.
6. Unique circumstances that pertain to the detached accessory structure and total floor area of all accessory structures include the handicapped-accessible design used for the house, including the elevator located in the attached garage, where the garage provides access sheltered from the elements, the large and long riparian lot which necessitates maintenance equipment, the adjoining Association owned access lot which the applicants assist in maintaining, so increasing the need for equipment and equipment storage for the applicants' property.
7. Nearby riparian properties are developed with the dwellings oriented towards the lake and detached accessory structures, and so the variances should not affect the essential character of the neighborhood.

Discussion:

Commissioner Schumer offered a change to approve the first four findings as listed and then seconded the motion.

Chair Solomonson asked for clarification of the findings included in the motion. Commissioner Proud responded that there are four findings on the motion sheet that are included and four findings for denial.

Ms. Castle expressed concern about including the denial finding No. 3, which states that the property can be developed up to 1200 square feet, when the applicants have requested more. Commissioner Proud agreed that the denial finding No. 3 be deleted.

Mr. Warwick suggested that the findings be included with the Resolution in order to be sure that the factors discussed regarding accessibility and maintenance of two lots are stated.

Commissioner McCool offered an amendment to the denial finding No. 3 to state that the 1200 square feet does not allow for sufficient storage given the circumstances identified.

Commissioner Proud and Commissioner Schumer accepted this amendment as well as the comments from Mr. Warwick.

VOTE:                      Ayes - 6                      Nays - 1 (McCool)

**MISCELLANEOUS**

**Council Meeting Assignments**

Commissioners Peterson and Thompson will respectively attend the City Council meetings on January 5th and 20th.

**Planning Commission Workshop**

The Planning Commission will meet in a workshop meeting immediately following this regular meeting.

**ADJOURNMENT**

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to adjourn the meeting at 8:29 p.m.

VOTE: Ayes - 7 Nays - 0

ATTEST:

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Kathleen Castle  
City Planner

SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
January 5, 2015

CALL TO ORDER

Vice President Emy Johnson called the meeting to order on January 5, 2015 at 4:30 p.m.

ROLL CALL

The following members were present: Vice President Emy Johnson and Board Members Sue Denkinger, Mayor Martin, Shelly Myrland and Terry Quigley.

Also attending this meeting:

Tom Simonson	Asst. City Manager/Community Development Director
Niki Hill	Economic Development and Planning Associate
Kirstin Barsness	Barsness Consulting Services
Jim McComb	President, McComb Group, Ltd.

APPROVAL OF AGENDA

MOTION: by Quigley, seconded by Myrland, to approve the January 5, 2015 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

ELECTION OF OFFICERS FOR 2015

Simonson indicated that the EDA must elect officers each year at the annual meeting in accordance with the adopted by-laws. Two positions are currently open, President and Treasurer, with the departures of Ben Withhart and Gene Marsh. All positions will be voted on for the upcoming year.

MOTION: by Quigley, seconded by Martin, to nominate Emy Johnson as President, Sue Denkinger Vice President, and Shelly Myrland as Treasurer.

VOTE: Ayes - 5 Nays - 0

APPROVAL OF MINUTES

MOTION: by Quigley, seconded by Myrland, to approve the December 1, 2014 meeting minutes as submitted.

VOTE: Ayes - 4 Nays - 0 Abstain - 1 (Martin)

Mayor Martin abstained, as she was not a member of the Board for the December 1, 2014 meeting.

**FINANCES AND BUDGET**

Simonson noted that the City Council approved the EDA budget for 2015. There are eight invoices for payment. The Domestic Engineering invoice is in regard to assistance given for a hoarding property in accordance with the adopted response policy.

MOTION: by Quigley, seconded by Denkinger, to accept the monthly EDA Financial Reports through November 30, 2014 and approve the following payment of claims and purchases:

1. Community Reinvestment Fund - November 2014 (Date Paid: 11/14/14)	\$90.00	Fund 307
2. Allen, Deanne (EDA Minutes - 11/3/2014) (Date Paid: 11/13/14)	\$200.00	Fund 240
3. Green Mill (Small Business Workshop Breakfast) (Date Paid: 11/12/14)	\$457.65	Fund 240
4. Panino's (EDA Meeting Supplies) (Date Paid: 11/20/14)	\$138.23	Fund 240
5. Red Robin (EDA Meeting Supplies) (Date Paid: 11/20/14)	\$82.57	Fund 240
6. Hill, Nicole (Mileage Reimbursement) (Date Paid: 11/20/14)	\$38.03	Fund 240
7. Barsness, Kirstin (ED Consulting - November 2014) (Date Paid: 11/24/14)	\$2800.00	Fund 240
8. Domestic Engineering (Cleanout 791 Crystal Circle) (Date Paid: 11/24/14)	\$600.00	Fund 241

VOTE: Ayes - 5 Nays - 0

**FEBRUARY MEETING**

Due to scheduling conflicts, there was consensus to move the EDA meeting from February 2, 2015 to February 9, 2015, at 5:00 p.m.

**RENEWAL OF LEASE AGREEMENT WITH HOUSING RESOURCE CENTER**

Simonson stated that the lease is for one year for continued use of the Larson/Lepak House by the Housing Resource Center.

It was the consensus of the Board to recommend the Council approve the 2015 Lease Agreement with Housing Resource Center.

**GENERAL BUSINESS**

Item A. under General Business was postponed until the arrival of Consultant Jim McComb.

## REVIEW PRELIMINARY DRAFT - HIGHWAY CORRIDORS TRANSITION STUDY

Simonson noted receipt of the final report for the Highway Corridors Transition Study. The EDA is seeing this report prior to its release to the Planning Commission and City Council. It is an internal document which may lead to changes in the City's Comprehensive Plan.

Quigley stated that there are many dimensions of potential and consequences of the contents of this report that will impact many people. His first question is how this information would be shared with people involved. Simonson responded that some areas like the Rainbow property and Rice Street and I-694 are already shifting in use, which may lead to some land use changes. Other items that may be included in the new updated Comprehensive Plan in 2018 will be part of a public process.

Martin asked if there are areas identified in the report that show a significant departure from previous understanding of potential redevelopment. Simonson stated that the report is a long-range vision. There may be specific smaller areas of focus depending on what properties become available and the market at that time.

It was the consensus of the Board to forward the report to the Planning Commission and City Council.

## UPDATE - RETAIL, GROCERY, AND RESTAURANT MARKET ANALYSIS

Consultant Jim McComb of The McComb Group, Ltd., stated that two reports have been prepared--one regarding a supermarket on the Rainbow Foods site and one regarding a possible site for a restaurant.

The supermarket report shows why Rainbow did not succeed and whether a grocer could succeed. One factor impacting the grocery industry is the growth of the supercenters and warehouse clubs. Since 1997, supercenter and warehouse club sales have increased from \$109 million to \$1.7 billion. This is almost 25% of the market share. There has also been a further division in the market with the smaller specialty markets, such as Trader Joe's and Whole Foods. Supercenters and specialty markets have caused the retail sales of supermarkets to drop significantly.

Denkinger asked the reason Rainbow closed rather than Cub. Mr. McComb stated that Cub has more stores, and Super Value is more powerful financially. Cub is a warehouse store format but not in terms of sales volume. The same issue is occurring with Festival.

Mr. McComb explained that the competition for a grocer in this area includes Festival, Cub, Trader Joe's, Fresh 'n Natural, and Super Target. However, a supermarket on Hodgson Road would draw from North Oaks. Approximately 35 % of the population in this area has income over \$100,000, which makes it a lucrative trading area, but the population is low density due to wetlands and lakes. The potential for a grocer depends on two calculations: 1) the sales of

groceries per capita per week, which is approximately \$50.50, and 2) the trade area times the population is approximately \$3.2 million per week or \$172 million per year. The industry shows that the Rainbow on this site was not having enough sales to support the square footage of the store. The issue for a grocer on this site is not the market but the size of the store that can be supported, which is approximately 35,000 square feet.

Simonson reported a meeting he and Mr. McComb attended with Joe Ryan, the developer consultant for the owner of the Rainbow site. Some of this information was presented. At this time there is discussion about a Fresh Thyme, a Farmers' Market type grocery. Acquisition of additional property in the area does not look feasible at this time. This report matches the proposal for a Fresh Thyme. The existing building would have to be removed. The new building would be closer to Highway 96. Oak Hill Montessori is interested in purchasing more property, but the price may be too high.

Quigley noted that comments he has received regarding the loss of Rainbow seems to mean that people would like to see a similar grocery on that site. He asked if a 35,000 square foot store would compare favorably to Rainbow. Ms. Hill responded that it would be larger than Trader Joe's. Fresh Thyme focuses on meats, deli offerings and produce.

Johnson stated that she believes residents want to be able to get grocery staples and produce, which Fresh Thyme would offer.

Mr. McComb stated that the last part of the report looks at the 23 retail stores and restaurants located at the Village Mall at Highway 96 and Hodgson. The question is what other retail service could be provided an opportunity on the Rainbow site.

Denkinger asked what impact there might be to the Fresh 'N Natural Foods at Highway 96 and Lexington, if a Fresh Thyme store were to come in. Mr. McComb acknowledged that there could be some impact.

Simonson stated that it appears that Fresh Thyme would be a nice fit. If Oak Hill Montessori is unable to purchase more property, there would be opportunity for other retail services. The site plan orients the grocery to the east which builds momentum for possible changes with the gas station and car wash.

Mr. McComb distributed a second report regarding the viability of four possible restaurant locations. He noted five categories of restaurants: 1) fine dining; 2) casual dining; 3) casual quick service; 4) family; and 5) fast food. Part of the challenge in Shoreview is the smaller retail areas, neighborhood centers and community center retail. There is no one large concentration of retail like Rosedale.

The size trade area determines the types of restaurants that can be supported. A community center such as at Lexington and I-694 can support a restaurant. The question is what size and what style of restaurant would be successful.

Site criteria for a number of restaurants breaks down to demographic data. Some restaurants look at a trade area within a three to five-mile range, or 5-minute, 10-minute and 15-minute

drive times. The largest trade areas are I-694 and Lexington; Rice Street and I-694 and Lexington and Highway 96. Full service restaurants for trade area purchasing power at Lexington and I-694 is \$123 million. If a restaurant were to capture 1.5% market share representing 70% of their sales, the restaurant sales would be at \$2.6 million. National restaurants will gravitate to Lexington and I-694 because that is the largest trade area. It also has the most competition.

Mayor Martin asked how Aqua in White Bear Lake and Tria in North Oaks capture a market, when they do not meet these criteria. Mr. McComb stated that there are exceptions. Both those restaurants have a strong destination character.

Mayor Martin asked how to attract a destination restaurant in Shoreview. Mr. McComb stated that the first thing is to find a location and develop a strategy. It is necessary to determine what type of restaurant will work in a particular location.

Simonson stated that the City has met with the developer for properties north of Taco Bell on the Vadnais Heights side of Rice Street and I-694. They are looking at a housing development of four or five stories. There was discussion of taking down the small retail center on the Shoreview side. Mr. McComb stated that would also be a good location.

#### REVIEW/UPDATE EDA WORK PLAN FOR 2015-2016

Simonson stated that staff will show revised actions and further descriptions on the Work Plan for discussion at the next meeting. He asked Board members to review the document and let staff know if they have any further changes.

#### UPDATES AND REPORTS

Simonson noted that at the December 15, 2014 City Council meeting, the Council approved the concept of special business permit parking to help with Ally Financial moving into the Shoreview Corporate Center. Ally could bring nearly 400 jobs to the community.

Johnson noted the open house for newly elected Councilmember Cory Springhorn will take place at 6:00 p.m. this evening after the EDA meeting. All are welcome to attend.

#### ADJOURNMENT

**MOTION:** by Martin, seconded by Myrland, to adjourn the meeting at 6:02 p.m.

**VOTE:**                      **Ayes - 5**                      **Nays - 0**

**PARKS AND RECREATION COMMISSION  
MINUTES  
DECEMBER 11, 2014**

**CALL TO ORDER**

Parks and Recreation Commission Chair Desaree Crane called the December 11, 2014 meeting of the Parks and Recreation Commission to order at 6:50 PM.

**ROLL CALL**

Commission Members Present: Desaree Crane, Catherine Jo Healy, Charlie Oltman, Linda Larson, Athrea Hedrick, Craig John, Tom Lemke and Sarah Bohnen.

Members absent: Carol Jauch.

Others Present: Terry Schwerm, City Manager

**APPROVAL OF MINUTES**

Bohnen moved, seconded by John, approval of the October 23, 2014 minutes. Motion was unanimously adopted.

**REVIEW OF SHOREVIEW COMMONS MASTER PLAN**

Schwerm reviewed the lengthy history of developing a Master Plan for the Shoreview Commons area. He handed out a small site plan of a Master Plan that had been developed in the late 1990's by the firm of SRF. He pointed out a number of things that had occurred since the development of that original Master Plan including an expansion of the Community Center, development of a pavilion/ampitheatre area. One unique feature of that Master Plan was the development of a one way road system in front of the Community Center.

Following the expansion of the Community Center in 2002, an updated Commons Master Plan was developed that generally focused on the area located behind the Community Center. This Master Plan included the development of an open pond skating area, a new entryway to the area, a sculpture garden and pond overlook. Other elements of the plan included a playground area, rock climbing feature and a garden/art sculpture area. He showed the Commission a site plan, as well as some renderings of the area. He recommended that the Commission consider updating this plan and taking a look at not just the area behind the Community Center, but also to the west toward the softball field. Many communities are doing innovative things such as Veteran's memorials, plaza style skateparks, and refrigerated outdoor ice rinks.

The Commission asked some questions about the previous plans and noted that it is important for any updated plan to look at how the outdoor area will integrate with the planned expansion of the Community Center.

### **STAFF REPORTS**

Schwerm reported that Fitness Supervisor Drew Wurst had recently resigned and that the staff was moving quickly to fill this position. He also noted that beginning in January, the City planned to offer drop in pickleball at Island Lake School on Wednesday evenings rather than open basketball. Staff felt that the pickleball would serve more Shoreview residents than the drop in basketball.

He also briefly discussed a potential community wide health initiative. He explained that several communities in Minnesota including New Ulm, Albert Lea, and St. Louis Park had started a community wide health initiative. He indicated that a Shoreview resident recently met with the Mayor and was interested in helping investigate and implement a community wide health initiative. Staff was asked to work with this individual and would also like to get 2-3 volunteers from the Commission to form a mini-task force to help investigate this possibility. Commission members Sarah Bohnen, Desaree Crane, and Cathy Healy volunteered to work on this.

Schwerm also discussed the planned reconstruction and upgrade to the Shoreview Library with the Commission. He indicated that Ramsey County plans to upgrade the library to a regional facility with more square footage, a larger circulation, and expanded hours. The County is now anticipating complete reconstruction of the Library building and then repurposing existing space. A benefit of complete reconstruction is that the library would not need to close during the construction period. The Library is exploring different site plans for the library now that the two homes along Highway 96 have been purchased. He discussed the potential for the Library entrance to face the Community Center and access off the Community Center drive.

The Commission briefly discussed the library expansion and also identified some needs for community groups like the historical society and community band.

### **COMMISSION REPORTS**

None.

### **ADJOURNMENT**

There being no further business before the Commission, Healy moved, and seconded by Lemke, that the meeting be adjourned at 7:50 PM. Motion adopted unanimously.

# Memorandum

**To:** Mayor and City Council Members  
**Cc:** City Manager  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** January 15, 2015  
**Re:** Monthly Report  
– Administration Department  
– Community Development Department

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## **Human Resources Update**

The Human Resources Director reports that the City is in the process of filling three full-time positions - the Natural Resources Coordinator and Sr. Engineering Tech/GIS in the Public Works Department, and the Accountant position in the Finance Department.

Human Resources has also kicked off the *Lose Weight in 8 Challenge*, which encourages employees to join teams and set a goal of losing one pound per week for eight weeks. The winning team wins a healthy lunch with the City Manager.

## **Shoreview Photo Contest**

The City of Shoreview is sponsoring a new photo contest called *New Views of Shoreview* that began in January. The photo contest aims to attract defining images of the City and the quality of life that it offers its residents. The photos submitted will be used for future publications and other communications and marketing efforts. Submissions in the following categories are being accepted until May 11, 2015:

- People and Families
- Wildlife and Nature
- Activities and Events
- City Landmarks

More details on the photo contest can be found on our website.

## **Planning Commission**

The Planning Commission will hold their regular meeting on January 27<sup>th</sup>, with the primary item being review of a text amendment that better addresses abatements for tall grass and weeds. A workshop will also be held to continue discussions regarding a potential text amendment addressing building height for multi-family residential, commercial and industrial projects.

Planning staff is also proposing a joint meeting of the Planning Commission and City Council on February 9<sup>th</sup> to discuss a review of existing regulations pertaining to accessory structures. Over the past few years, there has been an increase in applications for Conditional Use Permits and Variances to allow accessory structures larger than the maximum area permitted. The Planning Commission has asked that the planning staff to review the current code requirements and develop some potential options that may allow larger accessory structures in certain situations. Prior to commencing work on a possible code amendment, staff is seeking the input of the City Council.

### **Economic Development Authority**

At their annual business meeting and in accordance with the governing by-laws, the EDA elected the following officers for 2015:

Emy Johnson – President

Sue Denkinger – Vice President

Shelly Myrland – Treasurer

### **Projects and Studies**

**Retail. Grocery and Restaurant Market Analysis.** The EDA engaged the services of a prominent retail market firm, the McComb Group Ltd., to prepare two separate but related studies to identify current market conditions and actions the City could take to attract more quality sit-down restaurants to the community, and a new grocer or other desired uses for the Rainbow Foods property.

James (Jim) McComb, President of the McComb Group Ltd., is leading the market analysis to identify market demand for retail stores that could be potential tenants for the vacant Rainbow store or a redeveloped site. Staff and Mr. McComb have met with the property ownership and development group for the Rainbow property and have shared the City's redevelopment goals in bringing a new quality use or redevelopment to this key commercial corner and market/demographic information to assist in pursuing high-end grocers and/or other preferred retail tenants.

The other analysis underway by the McComb Group is evaluating the potential for sit-down dining establishments in the community, determining location criteria and trade area demographics, identify specific potentially desirable for restaurants, and recommend what actions the City could take to influence the interest in bringing more restaurants to Shoreview including possible redevelopment to make sites more attractive. A demand for sit-down quality restaurants has long been identified in our community surveys as one of the highest ranked services desired by our residents.

**On-Street Permit Parking Zones.** Community Development and Public Works staff is continuing to work on an amendment to the Municipal Code establishing permitted parking zones. The City Council endorsed this concept at the December 15<sup>th</sup> meeting to assist and support the request for permitted parking on Chatsworth Street adjacent to the Shoreview Corporate Center. Management of the business campus is trying to secure a lease agreement with Ally Financial to locate to the 4000 Lexington Avenue building, but the company needs more parking than available on site. Ally Financial

would bring almost 400 jobs to the community. The process would involve the designation of a permit-only parking zone and licensing to specific stakeholders upon determination based on specific criteria. Staff anticipates an amendment will be presented to the City Council in February.

**Highway Corridors Transition Study.** The planning consulting firm HKGI has finalized the draft study report and submitted to the City staff for review. The Economic Development Authority reviewed the draft report at their January meeting and gave the approval to release the document to the Planning Commission, City Council and Economic Development Commission for review and acceptance. This report is the culmination of several meetings with the City Council, EDA, Planning Commission, and identifies residential and commercial areas along arterials in the City that are in either in transition or require additional measures to preserve the existing land uses. Implementation strategies, financial tools and the City's preferred role in any redevelopment opportunities will be identified for each of the study areas. Recommendations from the study could eventually lead to updated or new land use policies in the Comprehensive Plan and will involve a public review process.

**Rice Street/I-694 Redevelopment.** City staff met with the administrator and community development director from the City of Vadnais Heights to discuss the potential redevelopment of the Rice Street/Interstate 694 area north of the interchange. A developer has approached Vadnais Heights and has expressed interest in redeveloping a portion of this area with high-density senior housing. Information was shared regarding the recommendations of the Highway Corridors Transition Study for this area. Other issues addressed included traffic, roadway improvements, the potential for a transition of land uses along Rice Street and impact on the existing low density residential development. If the development moves forward, Shoreview would have the opportunity to provide formal comments during the review process. The developer of the Vadnais Heights property has also expressed an interest in exploring upgrades or redevelopment of the old retail center across Rice Street in Shoreview. City staff will continue to communicate with the developer and Vadnais Heights if this moves forward.

### **BRE Fund – Loan Guidelines**

The City received legislative approval for a "Shoreview Tax Increment Pilot Project", which allows for the establishment of up to three special Economic Development Districts for an extended period of 12 years and create a special business retention and expansion fund from both existing and future tax increment resources that can be used to assist with grants and loans to existing local businesses with expansion needs that will create good quality jobs. The City will have this special authority to develop and implement a pilot program for a period of 5 years.

As part of the special legislation for a new Business Retention and Expansion (BRE) Tax Increment Financing (TIF) District, the City of Shoreview has the ability to create a new BRE Fund. This fund is a separate entity from the BRE Tax Increment District. Under the Special Legislation Statute, the City can create up to three (3) BRE Tax Increment Districts where 20% of the increment collected (pooled) can be receipted in the BRE Fund.

The BRE Fund would be used to provide loans to qualifying businesses looking to expand and create jobs. The EDA unanimously adopted an amended and updated business loan policy called *Advantage Shoreview Business Loan Program* consistent with the special legislation. The new BRE Loan guidelines and policy is being presented to the Council for formal adoption. The City will then start promoting the special BRE TIF Districts and BRE Fund to local companies looking to expand and add jobs in the next few years.

**BRE-Targeted Investment Strategy**

The 2014-2015 work plans of both the Economic Development Authority (EDA) and Economic Development Commission (EDC) include a new action item to the economic development program that would study the linkages between the objectives of the Business Retention and Expansion Program (BRE) and the current types/availability of commercial properties and potential redevelopment areas to accommodate the growth needs of our key businesses to retain in the community. The basis of this study is to develop a comprehensive and focused strategy for supporting the retention and expansion of our BRE companies in cases where additional building space may only be attainable through redevelopment of certain older industrial areas. Both the EDA and EDC have endorsed the scope of the study presented by City staff, which will be undertaken over the next several months and reported back to these groups and the City Council as a whole.

**Housing and Code Enforcement Activity**

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

<b>Code Enforcement Activity</b>			
<b>Year</b>	<b>Total Cases</b>	<b>Cases Open</b>	<b>Cases Closed</b>
2015	2	2	0
2014	173	97	76

**Hoarding Cases** – City Staff handled a total of 6 major hoarding cases in 2014 and continues to monitor five property owners that have signed Abatement and Assessment Agreements with the City. Ramsey County Sheriff informed the City of another home where hoarding conditions were present. An inspection was completed by staff from the City and Lake Johanna Fire Department. The family is helping to clean out the home and bring it into compliance with the City’s Housing Codes.

The Hoarding Project holds support groups here at City Hall generally on the 3<sup>rd</sup> and 4<sup>th</sup> Thursdays of every month. Residents who have entered into an agreement with the City have been encouraged to attend. There is also a separate support group meeting for family and friends of hoarders.

**Rental Licensing** – A total of 565 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses have been applied for the 2015 license year. There were a total of 604 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses were issued for the 2014 license year.

The following table shows the increase in Rental Licenses over the past 5 years:

Rental Licenses Issued				
2010	2011	2012	2013	2014
357	448	550	572	604

Inspections of all nine MFU complexes will be conducted in the fall this year to allow for GDU inspections to be completed first. Approximately 1/3 of the dwelling units within each of the MFU complexes are inspected for compliance with the City's housing and property maintenance code. Interior common areas will also be inspected based on recent changes to our Housing Maintenance Code. These MFU inspections are coordinated with the Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

Inspections for GDU units will begin earlier this year starting in February and are geographically scheduled by neighborhood throughout the City. Staff will complete all of the required 255 inspections for 2015 by the end of the year.

**Other News and Information**

- City planning staff is participating in two sub-groups with the Metropolitan Council relating to GIS (Niki Hill) and Housing (Kathleen Castle).
- Attached is the year-end monthly building permit activity report from the Building Official, showing another strong year for investment in the community with building permit valuation reaching \$40.3 million in construction in 2014.
- Attached is the monthly summary of services for the HousingResource Center for all of 2014.
- Mayor Martin helped celebrate the grand opening of the City and County Credit Union at a ribbon-cutting ceremony on January 15<sup>th</sup>. The new facility is located at 1011 Red Fox Road.



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

	DECEMBER 2014		TO DATE 2014		DECEMBER 2013		TO DATE 2013	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	10	\$3,111,000	28	\$8,218,650	6	\$2,780,000	6	\$2,780,000
TOWNHOMES			0	\$0	0	\$0	0	\$0
ADDITIONS	1	\$200,000	26	\$2,897,300	33	\$1,451,700	33	\$1,451,700
GARAGES			9	\$217,500	8	\$151,000	8	\$151,000
MISCELLANEOUS	44	\$339,529	927	\$5,583,868	30	\$233,963	1195	\$8,267,017
APARTMENTS			1	\$16,705,000	2	\$20,999,750	2	\$20,999,750
OFFICES			1	\$1,500,000	0	\$0	0	\$0
RETAIL			0	\$0	1	\$1,285,000	1	\$1,285,000
INDUSTRIAL/WAREHOUSE			1	\$80,000	0	\$0	0	\$0
PUBLIC BUILDINGS			0	\$0	5	\$131,000	5	\$131,000
COMMERCIAL ADDITIONS	1	\$90,000	1	\$90,000	4	\$3,450,000	4	\$3,450,000
COMMERCIAL ALTER	3	\$356,750	59	\$5,024,304	2	\$22,129	58	\$3,840,546
<b>TOTAL</b>	<b>59</b>	<b>\$4,097,279</b>	<b>1053</b>	<b>\$40,316,622</b>	<b>32</b>	<b>\$256,092</b>	<b>1312</b>	<b>\$42,356,013</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR



TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: January 14, 2015

RE: Monthly Finance Report

**Utility Revenue**

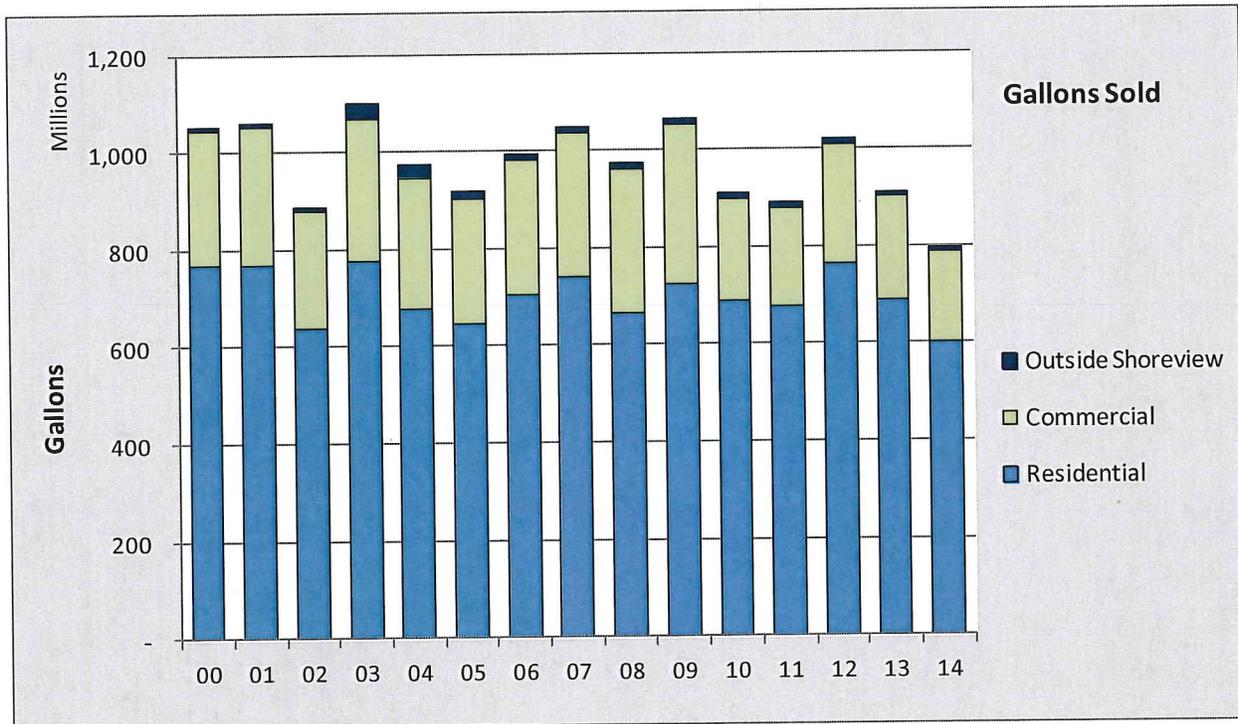
The table below provides a two-year comparison of utility revenue and gallons of water sold, and shows the variance to the adopted budget (the last two lines of the table). Water revenue for the year is 10.1% below budget (\$266,763 below). The variance is due to gallons sold being below projected levels.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-13	62,297,860	\$ 174,206	\$ 299,606	\$ 92,504	\$ 38,398	\$ 604,714
Feb-13	44,797,164	\$ 124,224	\$ 264,624	\$ 77,633	\$ 32,462	\$ 498,943
Mar-13	54,940,432	\$ 156,958	\$ 346,264	\$ 120,588	\$ 47,384	\$ 671,194
Apr-13	49,351,908	\$ 143,930	\$ 303,253	\$ 93,584	\$ 38,564	\$ 579,331
May-13	38,798,780	\$ 112,653	\$ 256,175	\$ 77,604	\$ 32,573	\$ 479,005
Jun-13	61,595,560	\$ 174,812	\$ 360,743	\$ 120,465	\$ 47,601	\$ 703,621
Jul-13	63,616,909	\$ 183,954	\$ 302,398	\$ 93,583	\$ 38,612	\$ 618,547
Aug-13	78,031,818	\$ 223,795	\$ 276,535	\$ 77,515	\$ 32,545	\$ 610,390
Sep-13	126,546,529	\$ 365,281	\$ 374,152	\$ 120,467	\$ 47,617	\$ 907,517
Oct-13	158,302,256	\$ 474,384	\$ 307,896	\$ 93,759	\$ 38,616	\$ 914,655
Nov-13	92,217,352	\$ 268,788	\$ 276,518	\$ 77,800	\$ 32,716	\$ 655,822
Dec-13	80,581,125	\$ 220,102	\$ 369,436	\$ 129,907	\$ 47,576	\$ 767,021
<b>Total 2013</b>	<b>911,077,693</b>	<b>\$ 2,623,087</b>	<b>\$ 3,737,600</b>	<b>\$ 1,175,409</b>	<b>\$ 474,664</b>	<b>\$ 8,010,760</b>
Jan-14	55,636,049	\$ 166,227	\$ 312,543	\$ 102,646	\$ 40,041	\$ 621,457
Feb-14	44,039,262	\$ 128,095	\$ 272,862	\$ 84,370	\$ 33,566	\$ 518,893
Mar-14	56,513,396	\$ 168,162	\$ 358,946	\$ 132,767	\$ 49,445	\$ 709,320
Apr-14	46,777,269	\$ 144,159	\$ 306,819	\$ 103,032	\$ 40,123	\$ 594,133
May-14	41,232,903	\$ 123,676	\$ 274,453	\$ 85,308	\$ 33,898	\$ 517,335
Jun-14	64,580,690	\$ 190,415	\$ 365,347	\$ 132,895	\$ 49,548	\$ 738,205
Jul-14	73,954,448	\$ 218,213	\$ 309,626	\$ 103,344	\$ 40,289	\$ 671,472
Aug-14	71,707,947	\$ 208,605	\$ 280,451	\$ 85,004	\$ 33,887	\$ 607,947
Sep-14	101,629,480	\$ 303,666	\$ 374,813	\$ 132,422	\$ 49,563	\$ 860,464
Oct-14	107,944,416	\$ 319,651	\$ 311,306	\$ 103,267	\$ 40,330	\$ 774,554
Nov-14	63,125,000	\$ 185,601	\$ 277,721	\$ 85,360	\$ 33,994	\$ 582,676
Dec-14	69,403,694	\$ 206,767	\$ 372,050	\$ 132,899	\$ 50,261	\$ 761,977
<b>Total 2014</b>	<b>796,544,554</b>	<b>\$ 2,363,237</b>	<b>\$ 3,816,937</b>	<b>\$ 1,283,314</b>	<b>\$ 494,945</b>	<b>\$ 7,958,433</b>
Change	-12.6%	-9.9%	2.1%	9.2%	4.3%	-0.7%
2014 rate increase		4.2%	3.0%	10.0%	4.0%	
Budget (2014)		\$ 2,630,000	\$ 3,816,000	\$ 1,277,000	\$ 493,000	\$ 8,216,000
Variance to budget in \$		\$ (266,763)	\$ 937	\$ 6,314	\$ 1,945	\$ (257,567)
Variance to budget in %		-10.1%	0.0%	0.5%	0.4%	-3.1%

The utility revenue shown on the previous page includes revenue from late fees. To illustrate the impact of late fees on total revenue, the table below provides a 5-year history of these fees, as well as the percent of total utility revenue. For 2014, late fees account for 1.7% of utility revenue

Year	Water	Sewer	Surface Water	Street Lighting	Total	Percent of Revenue
2010	\$ 42,255	\$ 69,985	\$ 14,913	\$ 6,955	\$ 134,108	2.1%
2011	\$ 39,192	\$ 72,054	\$ 16,250	\$ 6,862	\$ 134,358	1.9%
2012	\$ 45,780	\$ 72,949	\$ 17,422	\$ 7,879	\$ 144,030	1.8%
2013	\$ 45,772	\$ 66,762	\$ 18,842	\$ 8,579	\$ 139,955	1.7%
2014	\$ 43,217	\$ 67,830	\$ 19,512	\$ 8,655	\$ 139,214	1.7%

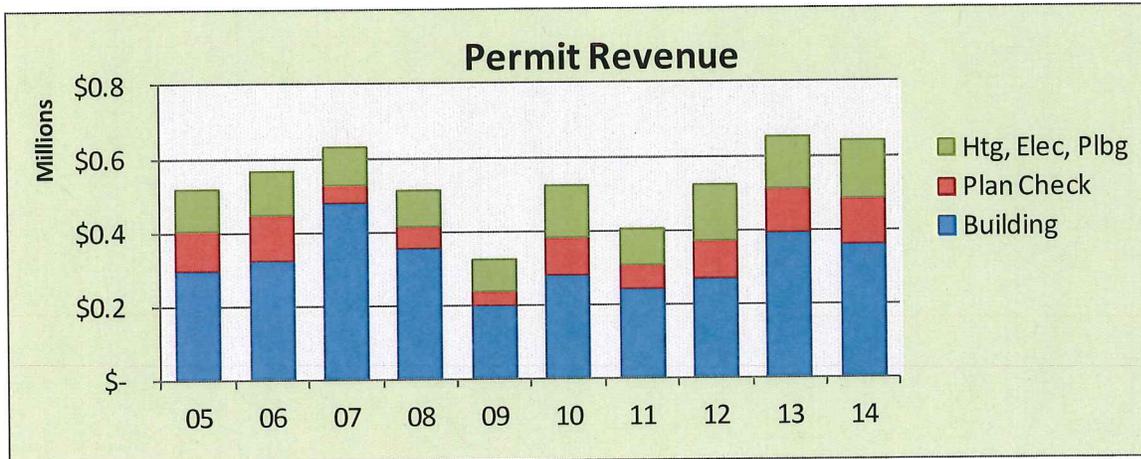
The graph that follows shows the gallons billed over a 15-year period. The year 2014 is lowest, followed by 2002 at second lowest. The year 2003 had the highest consumption, followed by 2009.



**Permit Revenue**

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

	2010	2011	2012	2013	2014
<b>Revenue Received</b>					
Building permits	\$ 278,163	\$ 240,730	\$ 270,420	\$ 391,867	\$ 359,025
Plan check	101,839	67,204	99,800	121,547	127,567
Heating/electric/plumbing	140,903	97,325	151,369	139,291	153,886
<b>Total Revenue</b>	<b>\$ 520,905</b>	<b>\$ 405,259</b>	<b>\$ 521,589</b>	<b>\$ 652,705</b>	<b>\$ 640,478</b>
<b>Percent of budget allowance</b>	<b>208.4%</b>	<b>168.2%</b>	<b>202.2%</b>	<b>240.0%</b>	<b>227.9%</b>
<b>Budget allowance:</b>					
Building permits	\$ 150,000	\$ 149,000	\$ 150,000	\$ 150,000	\$ 162,000
Plan check	40,000	35,000	45,000	50,000	46,000
Heating/electric/plumbing	60,000	57,000	63,000	72,000	73,000
<b>Total Budget</b>	<b>\$ 250,000</b>	<b>\$ 241,000</b>	<b>\$ 258,000</b>	<b>\$ 272,000</b>	<b>\$ 281,000</b>



**Monthly Report**

Attached is the monthly report for December of 2014. The balances in this report are preliminary, and do not include year-end adjustments, accruals, or the allocation of interest income for the year.

**General Fund**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	6,837,154	6,689,577	147,577	97.84	97.84
Licenses & Permits	324,500	628,108	-303,608	193.56	193.56
Intergovernmental	188,622	574,419	-385,797	304.53	304.53
Charges for Services	1,303,110	1,268,180	34,930	97.32	97.32
Fines & Forfeits	52,800	34,496	18,304	65.33	65.33
Interest Earnings	45,000		45,000		
Miscellaneous	26,108	27,436	-1,328	105.09	105.09
<b>TOTAL REVENUES</b>	<b>8,777,294</b>	<b>9,222,216</b>	<b>-444,922</b>	<b>105.07</b>	<b>105.07</b>
<b>EXPENDITURES</b>					
General Government					
Administration	539,688	489,461	50,227	90.69	90.69
Communications	209,370	193,308	16,062	92.33	92.33
Council & commiss	145,385	136,554	8,831	93.93	93.93
Elections	39,559	34,332	5,227	86.79	86.79
Finance/accounting	559,990	497,345	62,645	88.81	88.81
Human Resources	278,161	240,014	38,147	86.29	86.29
Information systems	334,900	316,944	17,956	94.64	94.64
Legal	120,000	118,990	1,010	99.16	99.16
<b>Total General Government</b>	<b>2,227,053</b>	<b>2,026,948</b>	<b>200,105</b>	<b>91.01</b>	<b>91.01</b>
Public Safety					
Emergency services	7,973	2,881	5,092	36.14	36.14
Fire	1,023,220	1,344,157	-320,937	131.37	131.37
Police	1,969,030	1,970,246	-1,216	100.06	100.06
<b>Total Public Safety</b>	<b>3,000,223</b>	<b>3,317,284</b>	<b>-317,061</b>	<b>110.57</b>	<b>110.57</b>
Public Works					
Forestry/nursery	132,243	125,459	6,784	94.87	94.87
Pub Works Adm/Engin	460,442	448,437	12,005	97.39	97.39
Streets	837,694	755,171	82,523	90.15	90.15
Trail mgmt	126,347	115,970	10,377	91.79	91.79
<b>Total Public Works</b>	<b>1,556,726</b>	<b>1,445,038</b>	<b>111,688</b>	<b>92.83</b>	<b>92.83</b>
Parks and Recreation					
Municipal buildings	127,775	124,639	3,136	97.55	97.55
Park Maintenance	1,200,912	1,163,183	37,729	96.86	96.86
Park/Recreation Adm	397,368	359,661	37,707	90.51	90.51
<b>Total Parks and Recreation</b>	<b>1,726,055</b>	<b>1,647,482</b>	<b>78,573</b>	<b>95.45</b>	<b>95.45</b>
Community Develop					
Building Inspection	155,715	159,579	-3,864	102.48	102.48
Planning/zoning adm	434,522	414,538	19,984	95.40	95.40
<b>Total Community Develop</b>	<b>590,237</b>	<b>574,117</b>	<b>16,121</b>	<b>97.27</b>	<b>97.27</b>

**General Fund**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
Capital Outlay					
Administration		9,557	-9,557		
Total Capital Outlay		9,557	-9,557		
<b>TOTAL EXPENDITURES</b>	<b>9,100,294</b>	<b>9,020,426</b>	<b>79,868</b>	<b>99.12</b>	<b>99.12</b>
<b>OTHER</b>					
Sale of Asset		39	-39		
Transfers In	692,000	692,000		100.00	100.00
Transfers Out	-369,000	-369,000		100.00	100.00
<b>TOTAL OTHER</b>	<b>323,000</b>	<b>323,039</b>	<b>-39</b>	<b>100.01</b>	<b>100.01</b>
Net change in fund equity		524,829	-524,829		
Fund equity, beginning		4,303,604			
Fund equity, ending		4,828,433			
Less invested in capital assets					
Net available fund equity		4,828,433			

**Recycling**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	66,000	67,528	-1,528	102.32	102.32
Charges for Services	493,500	494,871	-1,371	100.28	100.28
<b>TOTAL REVENUES</b>	<b>559,500</b>	<b>562,399</b>	<b>-2,899</b>	<b>100.52</b>	<b>100.52</b>
<b>EXPENDITURES</b>					
Public Works					
Recycling	529,569	483,862	45,707	91.37	91.37
Total Public Works	529,569	483,862	45,707	91.37	91.37
<b>TOTAL EXPENDITURES</b>	<b>529,569</b>	<b>483,862</b>	<b>45,707</b>	<b>91.37</b>	<b>91.37</b>
Net change in fund equity	29,931	78,537	-48,606		
Fund equity, beginning		204,983			
Fund equity, ending		283,520			
Less invested in capital assets					
Net available fund equity		283,520			

**STD Self Insurance**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	7,604	-104	101.39	101.39
Interest Earnings	450		450		
<b>TOTAL REVENUES</b>	<b>7,950</b>	<b>7,604</b>	<b>346</b>	<b>95.65</b>	<b>95.65</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	8,000	8,072	-72	100.90	100.90
<b>Total Miscellaneous</b>	<b>8,000</b>	<b>8,072</b>	<b>-72</b>	<b>100.90</b>	<b>100.90</b>
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>	<b>8,072</b>	<b>-72</b>	<b>100.90</b>	<b>100.90</b>
Net change in fund equity	-50	-468	418		
Fund equity, beginning		41,257			
Fund equity, ending		40,789			
Less invested in capital assets					
Net available fund equity		40,789			

**Community Center**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,431,850	2,385,652	46,198	98.10	98.10
Interest Earnings	8,000		8,000		
Miscellaneous	13,000	687	12,313	5.28	5.28
<b>TOTAL REVENUES</b>	<b>2,452,850</b>	<b>2,386,339</b>	<b>66,511</b>	<b>97.29</b>	<b>97.29</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,667,676	2,584,231	83,445	96.87	96.87
<b>Total Parks and Recreation</b>	<b>2,667,676</b>	<b>2,584,231</b>	<b>83,445</b>	<b>96.87</b>	<b>96.87</b>
<b>TOTAL EXPENDITURES</b>	<b>2,667,676</b>	<b>2,584,231</b>	<b>83,445</b>	<b>96.87</b>	<b>96.87</b>
<b>OTHER</b>					
Sale of Asset		457	-457		
Transfers In	339,000	339,000		100.00	100.00
<b>TOTAL OTHER</b>	<b>339,000</b>	<b>339,457</b>	<b>-457</b>	<b>100.13</b>	<b>100.13</b>
Net change in fund equity	124,174	141,566	-17,392		
Fund equity, beginning		1,048,539			
Fund equity, ending		1,190,105			
Less invested in capital assets					
Net available fund equity		1,190,105			

**Recreation Programs**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,460,213	1,418,680	41,533	97.16	97.16
Interest Earnings	4,200		4,200		
Miscellaneous		48	-48		
<b>TOTAL REVENUES</b>	<b>1,464,413</b>	<b>1,418,728</b>	<b>45,685</b>	<b>96.88</b>	<b>96.88</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	96,256	104,082	-7,826	108.13	108.13
Aquatics	151,242	117,026	34,216	77.38	77.38
Community programs	102,662	92,109	10,553	89.72	89.72
Drop-in Child Care	61,751	54,119	7,632	87.64	87.64
Fitness Programs	209,023	184,709	24,314	88.37	88.37
Park/Recreation Adm	387,969	331,835	56,134	85.53	85.53
Preschool Programs	113,540	82,370	31,170	72.55	72.55
Summer Discovery	206,689	209,206	-2,517	101.22	101.22
Youth/Teen	36,621	29,397	7,224	80.27	80.27
<b>Total Parks and Recreation</b>	<b>1,365,753</b>	<b>1,204,853</b>	<b>160,900</b>	<b>88.22</b>	<b>88.22</b>
<b>TOTAL EXPENDITURES</b>	<b>1,365,753</b>	<b>1,204,853</b>	<b>160,900</b>	<b>88.22</b>	<b>88.22</b>
<b>OTHER</b>					
Transfers In	70,000	70,000		100.00	100.00
Transfers Out	-100,000	-100,000		100.00	100.00
<b>TOTAL OTHER</b>	<b>-30,000</b>	<b>-30,000</b>		<b>100.00</b>	<b>100.00</b>
Net change in fund equity	68,660	183,875	-115,215		
Fund equity, beginning		761,736			
Fund equity, ending		945,611			
Less invested in capital assets					
Net available fund equity		945,611			

**Cable Television**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	314,000	249,154	64,846	79.35	79.35
Interest Earnings	1,600		1,600		
Miscellaneous	1,200	1,100	100	91.67	91.67
<b>TOTAL REVENUES</b>	<b>316,800</b>	<b>250,254</b>	<b>66,546</b>	<b>78.99</b>	<b>78.99</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	149,587	148,929	658	99.56	99.56
<b>Total General Government</b>	<b>149,587</b>	<b>148,929</b>	<b>658</b>	<b>99.56</b>	<b>99.56</b>
Capital Outlay					
Cable television		6,511	-6,511		
<b>Total Capital Outlay</b>		<b>6,511</b>	<b>-6,511</b>		
<b>TOTAL EXPENDITURES</b>	<b>149,587</b>	<b>155,440</b>	<b>-5,853</b>	<b>103.91</b>	<b>103.91</b>
<b>OTHER</b>					
Transfers Out	-160,000	-160,000		100.00	100.00
<b>TOTAL OTHER</b>	<b>-160,000</b>	<b>-160,000</b>		<b>100.00</b>	<b>100.00</b>
Net change in fund equity	7,213	-65,186	72,399		
Fund equity, beginning		178,180			
Fund equity, ending		112,994			
Less invested in capital assets					
Net available fund equity		112,994			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	80,000	78,181	1,819	97.73	97.73
TOTAL REVENUES	80,000	78,181	1,819	97.73	97.73
EXPENDITURES					
Community Develop					
Econ Development-EDA	71,007	72,263	-1,256	101.77	101.77
Total Community Develop	71,007	72,263	-1,256	101.77	101.77
TOTAL EXPENDITURES	71,007	72,263	-1,256	101.77	101.77
Net change in fund equity	8,993	5,918	3,075		
Fund equity, beginning		194,964			
Fund equity, ending		200,882			
Less invested in capital assets					
Net available fund equity		200,882			

**HRA Programs of EDA**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000	87,670	2,330	97.41	97.41
TOTAL REVENUES	90,000	87,670	2,330	97.41	97.41
EXPENDITURES					
Community Develop Housing Programs-HRA	81,371	75,508	5,863	92.79	92.79
Total Community Develop	81,371	75,508	5,863	92.79	92.79
TOTAL EXPENDITURES	81,371	75,508	5,863	92.79	92.79
Net change in fund equity	8,629	12,162	-3,533		
Fund equity, beginning		74,197			
Fund equity, ending		86,359			
Less invested in capital assets					
Net available fund equity		86,359			

**Liability Claims**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Interest Earnings	2,100		2,100		
Miscellaneous	30,000	151,456	-121,456	504.85	504.85
<b>TOTAL REVENUES</b>	<b>32,100</b>	<b>151,456</b>	<b>-119,356</b>	<b>471.83</b>	<b>471.83</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	184,215	-152,215	575.67	575.67
<b>Total Miscellaneous</b>	<b>32,000</b>	<b>184,215</b>	<b>-152,215</b>	<b>575.67</b>	<b>575.67</b>
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>184,215</b>	<b>-152,215</b>	<b>575.67</b>	<b>575.67</b>
Net change in fund equity	100	-32,760	32,860		
Fund equity, beginning		227,879			
Fund equity, ending		195,119			
Less invested in capital assets					
Net available fund equity		195,119			

**Slice SV Event**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	26,000	24,836	1,164	95.52	95.52
Miscellaneous	32,000	33,155	-1,155	103.61	103.61
TOTAL REVENUES	58,000	57,991	9	99.99	99.99
EXPENDITURES					
General Government					
Slice of Shoreview	65,735	65,325	410	99.38	99.38
Total General Government	65,735	65,325	410	99.38	99.38
TOTAL EXPENDITURES	65,735	65,325	410	99.38	99.38
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	2,265	2,666	-401		
Fund equity, beginning		65,817			
Fund equity, ending		68,483			
Less invested in capital assets					
Net available fund equity		68,483			

**Water Fund**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		3,209	-3,209		
Intergovernmental	12,620	11,831	789	93.75	93.75
Utility Charges	2,637,000	2,371,437	265,563	89.93	89.93
Late fees		43,217	-43,217		
Water meters	5,500	12,507	-7,007	227.40	227.40
Other prop charges	11,000	11,562	-562	105.11	105.11
Interest Earnings	34,000	-52	34,052	-.15	-.15
<b>TOTAL REVENUES</b>	<b>2,700,120</b>	<b>2,453,711</b>	<b>246,409</b>	<b>90.87</b>	<b>90.87</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,503,536	1,385,312	118,224	92.14	92.14
<b>Total Proprietary</b>	<b>1,503,536</b>	<b>1,385,312</b>	<b>118,224</b>	<b>92.14</b>	<b>92.14</b>
<b>TOTAL EXPENDITURES</b>	<b>1,503,536</b>	<b>1,385,312</b>	<b>118,224</b>	<b>92.14</b>	<b>92.14</b>
<b>OTHER</b>					
Sale of Asset		189	-189		
Depreciation	-639,000	-639,000		100.00	100.00
Transfers Out	-303,000	-303,000		100.00	100.00
GO Revenue Bonds	-160,623	-202,686	42,063	126.19	126.19
<b>TOTAL OTHER</b>	<b>-1,102,623</b>	<b>-1,144,498</b>	<b>41,875</b>	<b>103.80</b>	<b>103.80</b>
Net change in fund equity	93,961	-76,099	170,060		
Fund equity, beginning		13,327,864			
Fund equity, ending		13,251,765			
Less invested in capital assets		9,427,325			
Net available fund equity		3,824,440			

**Sewer Fund**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
<b>REVENUES</b>					
Special Assessments		2,568	-2,568		
Intergovernmental	10,050	9,426	624	93.79	93.79
Charges for Services	1,000	1,715	-715	171.47	171.47
Utility Charges	3,816,000	3,749,107	66,893	98.25	98.25
Late fees		67,830	-67,830		
Facility/area chgs	4,000	31,185	-27,185	779.63	779.63
Other prop charges	2,500	48,500	-46,000	1,940.0	1,940.0
Interest Earnings	24,000	-17	24,017	-.07	-.07
<b>TOTAL REVENUES</b>	<b>3,857,550</b>	<b>3,910,314</b>	<b>-52,764</b>	<b>101.37</b>	<b>101.37</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,219,590	3,142,557	77,033	97.61	97.61
<b>Total Proprietary</b>	<b>3,219,590</b>	<b>3,142,557</b>	<b>77,033</b>	<b>97.61</b>	<b>97.61</b>
Capital Outlay					
Capital Projects		47	-47		
<b>Total Capital Outlay</b>		<b>47</b>	<b>-47</b>		
<b>TOTAL EXPENDITURES</b>	<b>3,219,590</b>	<b>3,142,604</b>	<b>76,986</b>	<b>97.61</b>	<b>97.61</b>
<b>OTHER</b>					
Sale of Asset		189	-189		
Depreciation	-330,000	-330,000		100.00	100.00
Transfers Out	-181,000	-181,000		100.00	100.00
GO Revenue Bonds	-58,177	-79,142	20,965	136.04	136.04
<b>TOTAL OTHER</b>	<b>-569,177</b>	<b>-589,954</b>	<b>20,777</b>	<b>103.65</b>	<b>103.65</b>
Net change in fund equity	68,783	177,756	-108,973		
Fund equity, beginning		7,478,199			
Fund equity, ending		7,655,955			
Less invested in capital assets		4,725,848			
Net available fund equity		2,930,107			

**Surface Water Mgmt**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		533	-533		
Intergovernmental	3,660	3,429	231	93.68	93.68
Utility Charges	1,277,000	1,263,802	13,198	98.97	98.97
Late fees		19,512	-19,512		
Lake Impr Dist chgs	43,577	34,309	9,268	78.73	78.73
Other prop charges	5,000	15,040	-10,040	300.80	300.80
Interest Earnings	8,000		8,000		
<b>TOTAL REVENUES</b>	<b>1,337,237</b>	<b>1,336,626</b>	<b>611</b>	<b>99.95</b>	<b>99.95</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	27,277	59,432	-32,155	217.88	217.88
Surface Water Oper	799,318	626,612	172,706	78.39	78.39
<b>Total Proprietary</b>	<b>826,595</b>	<b>686,044</b>	<b>140,551</b>	<b>83.00</b>	<b>83.00</b>
Capital Outlay					
Surface Water Oper		168	-168		
<b>Total Capital Outlay</b>		<b>168</b>	<b>-168</b>		
<b>TOTAL EXPENDITURES</b>	<b>826,595</b>	<b>686,212</b>	<b>140,383</b>	<b>83.02</b>	<b>83.02</b>
<b>OTHER</b>					
Depreciation	-248,000	-248,000		100.00	100.00
Transfers Out	-147,000	-147,000		100.00	100.00
GO Revenue Bonds	-82,116	-98,793	16,677	120.31	120.31
<b>TOTAL OTHER</b>	<b>-477,116</b>	<b>-493,793</b>	<b>16,677</b>	<b>103.50</b>	<b>103.50</b>
Net change in fund equity	33,526	156,621	-123,095		
Fund equity, beginning		8,072,695			
Fund equity, ending		8,229,316			
Less invested in capital assets		6,135,855			
Net available fund equity		2,093,461			

**Street Light Utility**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		243	-243		
Utility Charges	493,000	486,290	6,710	98.64	98.64
Late fees		8,655	-8,655		
Interest Earnings	2,200		2,200		
Miscellaneous	500	120	380	24.01	24.01
<b>TOTAL REVENUES</b>	<b>495,700</b>	<b>495,308</b>	<b>392</b>	<b>99.92</b>	<b>99.92</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	267,491	236,840	30,651	88.54	88.54
<b>Total Proprietary</b>	<b>267,491</b>	<b>236,840</b>	<b>30,651</b>	<b>88.54</b>	<b>88.54</b>
Capital Outlay					
Street lighting		152,441	-152,441		
<b>Total Capital Outlay</b>		<b>152,441</b>	<b>-152,441</b>		
Capital Outlay					
Capital Projects		5,031	-5,031		
<b>Total Capital Outlay</b>		<b>5,031</b>	<b>-5,031</b>		
<b>TOTAL EXPENDITURES</b>	<b>267,491</b>	<b>394,313</b>	<b>-126,822</b>	<b>147.41</b>	<b>147.41</b>
<b>OTHER</b>					
Depreciation	-58,000	-58,000		100.00	100.00
Transfers Out	-20,400	-20,400		100.00	100.00
<b>TOTAL OTHER</b>	<b>-78,400</b>	<b>-78,400</b>		<b>100.00</b>	<b>100.00</b>
Net change in fund equity	149,809	22,596	127,213		
Fund equity, beginning		1,163,796			
Fund equity, ending		1,186,392			
Less invested in capital assets		432,561			
Net available fund equity		753,831			

**Central Garage Fund**  
For Year 2014 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	184,000	179,473	4,527	97.54	97.54
Intergovernmental	83,170	77,837	5,333	93.59	93.59
Cent Garage chgs	1,242,855	1,240,253	2,602	99.79	99.79
Interest Earnings	9,500		9,500		
Miscellaneous		150	-150		
<b>TOTAL REVENUES</b>	<b>1,519,525</b>	<b>1,497,713</b>	<b>21,812</b>	<b>98.56</b>	<b>98.56</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	599,799	598,372	1,427	99.76	99.76
<b>Total Proprietary</b>	<b>599,799</b>	<b>598,372</b>	<b>1,427</b>	<b>99.76</b>	<b>99.76</b>
Capital Outlay					
Central Garage Oper		502,997	-502,997		
<b>Total Capital Outlay</b>		<b>502,997</b>	<b>-502,997</b>		
<b>TOTAL EXPENDITURES</b>	<b>599,799</b>	<b>1,101,369</b>	<b>-501,570</b>	<b>183.62</b>	<b>183.62</b>
<b>OTHER</b>					
Sale of Asset	29,000	91,828	-62,828	316.65	316.65
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-660,000	-660,000		100.00	100.00
GO CIP Bonds	-238,054	-311,747	73,693	130.96	130.96
<b>TOTAL OTHER</b>	<b>-749,654</b>	<b>-760,519</b>	<b>10,865</b>	<b>101.45</b>	<b>101.45</b>
Net change in fund equity	170,072	-364,175	534,247		
Fund equity, beginning		4,203,945			
Fund equity, ending		3,839,770			
Less invested in capital assets		3,228,575			
Net available fund equity		611,195			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 12-31-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
1,141	Morgan Stanley Smith Barney LLC	CD	1,097	02-08-12	02-09-15	150,000.00	1.000000
1,208	Morgan Stanley Smith Barney LLC	CD	546	09-06-13	03-06-15	249,000.00	.700000
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,169	Morgan Stanley Smith Barney LLC	CD	1,826	07-25-12	07-25-17	248,000.00	1.550000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.150000
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 20						4,700,000.00	

FEDERAL HOME LN BK

1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,159	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	605,000.00	2.956500
1,160	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	400,000.00	2.956500
1,171	Morgan Stanley Smith Barney LLC	FH	3,652	07-26-12	07-26-2022	600,000.00	2.761000
1,184	Morgan Stanley Smith Barney LLC	FH	3,652	09-28-12	09-28-2022	500,000.00	2.273700
1,209	Dain Rauscher Investment Services	FH	3,288	12-23-13	10-24-2022	485,000.00	3.506300
1,215	Dain Rauscher Investment Services	FH	31,93	12-30-14	12-30-2022	500,000.00	3.122900
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 8						4,073,125.00	

FEDERAL NATL MTG

1,158	Dain Rauscher Investment Services	FN	5,478	06-28-12	06-28-2027	600,000.00	3.664700
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 12-31-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,173	Dain Rauscher Investment Services	FN	5,478	07-30-12	07-30-2027	600,000.00	3.498100
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,207	Dain Rauscher Investment Services	FN	-31,0	07-25-13	06-27-2028	496,500.00	4.419400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 8						5,378,847.00	

FED HM MORTG POOL

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

TAX EXMPT MNCPL BOND

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

TAXABLE MUNCPL BONDS

1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
Total Number Of Investments: 8						2,930,934.45	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 12-31-14

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					18,357,677.20	
					1,398,800.02	
					10,538,985.39	
					8,440.39	
					170,953.95	
					15,374.20	
					30,490,231.15	
					30,490,231.15	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: JANUARY 20, 2015  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **Administrative Activities**

The Public Works Department administers the on-street overnight or special event parking requests. This typically involves resident requests to waive to the city-wide overnight parking prohibitions (City Code 901.030) or permission for short-term parking in posted No Parking areas along public streets under City jurisdiction. Since formalizing the process in 2006, and subsequently allowing requests to be made via the City's webpage, the process has generally worked smoothly and has accommodated a consistently growing number of home improvement projects, celebrations and other special events. The process that the Department uses to receive and analyze these requests attempts to balance residents' needs with the long standing position of the City to not have the public streets used for long term/permanent parking. In the vast majority of the cases, City staff is able to accommodate requests but occasionally is not able to due to traffic safety concerns. In a number of those cases staff works with the applicant to find parking solutions.

In 2014, the City processed 208 individual requests for permission for overnight parking and were able to accommodate 197 of them (95%). In addition, in 2014 the City processed 51 individual requests for temporary parking in posted No Parking areas and were able to accommodate 44 of them (87%).

### **Maintenance Activities**

Street and utility crews worked together on two full crew plowing events. There were three separate events where snow fall amounts were lighter and crews cleaned up the streets and trails during normal work hours. Street crews also responded on four occasions by applying salt as an ice control measure. Typically after snow fall events, streets are cleared, crews will then clear sidewalks and trails. All trucks and equipment are cleaned, inspected and repaired as necessary after each snow event.

When street crews are not dealing with snow fall events they continue with boulevard tree trimming. They have worked along with the DOC crew removing trees on City property around ponds and along easements. In extreme cold weather they have been cleaning the maintenance center yard and hauling out scrap metal and rubble. Street crews also continue with sign, repairs and general maintenance and inventory of signs and materials. Crews have also been repairing storm sewer pipes and inlets and outlets to ponds as time and weather allows.

Each day utility crews inspect all 6 wells and all 17 lift stations as well as the booster station and the water towers. Preventative maintenance and repairs and general maintenance is performed as needed. Water samples are collected daily and analyzed or sent in as required by the Minnesota Department of

Health. Crews have also been repairing hydrants and inspecting manholes as time and the weather permits. In the extremely cold temperatures they have been reviewing asbuilt drawings for the 2015 project areas, filing records into Laserfiche and changing light bulbs in the water towers. During the cold spell crews have also completed general repairs and maintenance around the maintenance center. As the weather allows, crews continue with the general cleaning and maintenance of the sanitary sewer system. This type of maintenance consists of flushing, rodding and jetting the sanitary sewer pipes throughout the system. Location requests also continue to come in and crews respond by marking underground utilities throughout proposed excavation areas.

**Department of Corrections Crew** – The DOC crews start each day by cleaning the maintenance center lunchroom, bathrooms, offices and other common areas. They also perform general and light maintenance at the maintenance center and the grounds. They have been working with our crews during snow removal. They complete the manual snow removal (shovels and snow blowers) along boardwalks and bus stops and tight areas along trails that equipment can't get to. So far this winter there has not been a need to clear snow around most hydrants but there are a few problem areas in cul-de-sacs and DOC crews shovel around hydrants as needed. They have also been working closely with our crews on tree removal and trimming along easements.

### **Project Updates**

**Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01** – City staff is currently collecting data and preparing the feasibility report. City staff presented general information about the reconstruction project and feasibility study process to residents in the Turtle Lane and Schifsky road neighborhoods. The meetings were well attended and the comments from the residents about the project were positive. It is expected the feasibility report will be presented to the Council in February.

**Hanson/Oakridge Neighborhood Reconstruction – Project 14-01** – Construction work has been suspended during the winter season. The new City LED Street Lights were installed and energized for the whole neighborhood. XCEL has removed their lights. Installation of the final wear course of asphalt and final restoration will be completed in the spring of 2015.

**Water Treatment Plant – Project 14-02** – The AE2S design team presented design elements for the Water Treatment Plant (WTP) to the City Council at their January 12<sup>th</sup> workshop and received feedback from the Council. The design of the WTP is approximately 30% complete.

**Trail Extension and Rehabilitation – Project 14-05** – Construction work has been suspended during the winter season. Final restoration of the areas disturbed during the trail work will be completed in the spring of 2015.

**Autumn Meadows Development – Project 14-06** – All of the public infrastructure has been constructed for the development except the final wear course of asphalt, which will likely be installed in 2015. New home construction continues in the development. Approximately half of the lots have either completed homes or are currently under construction.

**Highway 96 Lift Station – Project 14-07** – The project was awarded to the low bidder at the December 15<sup>th</sup> Council meeting. A preconstruction conference for the project will be scheduled in January. It is expected construction of the project will begin in the spring of 2015.

**Turtle Lake Feasibility Report** – All necessary agreements were authorized by the City Council earlier this month and the Turtle Lake Homeowners Association forwarded a check to placed in escrow as per their agreement with the City. City staff and consultant are currently scheduling the first meeting with the agencies with potential jurisdiction and/or permitting authority that may impact the feasibility study.

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: JANUARY 16, 2015**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

**DEPARTMENT ACTIVITY**

The Community Center had another record year for total revenue totaling more than \$2.7 million which includes the building charge and transfers in from the Recreation Programs fund and General Fund. Membership, daily admission and rental revenue were all very close to all time highs for the Community Center. Expenses in both the contractual area and supplies were slightly higher than anticipated due to some of the expenses associated with the fire that occurred at the Community Center and the purchase of some replacement fitness equipment. We still anticipate that the Center will add slightly to their fund balance when all 2014 bills are processed.

The annual Family New Year's Eve party was a tremendous success this year with record attendance. There were nearly 400 people that were preregistered for the event, and more than 400 walk in participants, bringing the total number of people to almost 900. One of the new features of this year's event was a swimming mermaid who was a hit with the children. The balloon drop in the gymnasium was held earlier in the evening, and staff received many positive comments from parents who appreciated the change in time for this activity.

The outdoor ice rinks opened a bit later than we anticipated due to a mid December thaw and rain that resulted in most of rinks deteriorating into ponding areas. Park maintenance crews worked hard immediately following the Christmas holiday to get the rinks open for the last few days of the holiday break period.

**COMMUNITY CENTER**

The Richard Wedell banquet room hosted more than ten corporate events this month. This banquet room continues to increase in popularity due to the new audio visual equipment. Some corporate rentals appreciate the flexibility of having a large group in the entire room with one power point on both screens and then the opportunity of breaking the event into two groups with two entirely different presentations. Rental revenue in the Wedell Community room increased nearly 10% the month of December. Meeting Room revenue increased over 15% with corporate rentals and birthday parties frequenting these three rooms. Two new corporate groups that utilized these rooms were Taymark and Allina Health.

Birthday parties in the themed poolside rooms remained popular during the month of December, which is typically not the case during the month. There were 15 birthday party packages held in these rooms during the weekends throughout December which is a 50% increase compared to last year. We ended 2014 with nearly 300 parties being celebrated in the birthday party rooms. The new poolside party package continues to attract more customers. This package has increased 20% since last year. Pool groups enjoyed using these rooms when preschool was not utilizing these rooms. There were 18 large pool groups that visited the waterpark during December.

The Tropical Adventure Indoor Playground remained active with young members and daily visitors during the school break period. The indoor playground had some monthly maintenance repairs which included some new netting and fasteners. It has been a challenge keeping the structure clean during high use time periods. Additional staff is being used to help keep the structure in clean and proper order.

The Fitness Center is always busy during the month of December. This was particularly true this year with the cold weather bringing fitness enthusiasts to work out indoors. A new treadmill was ordered to replace an older LifeFitness treadmill that required continuous repair. Many college students utilized the Fitness Center while home for the holidays. There were 75 Personal Training sessions redeemed this month and many more scheduled for participants in January. This year during the winter break, several specialty classes were added for a nominal fee instead of the usual free classes. These classes were well attended with more than 200 participants registered for these classes, a 100% increase compared to last winter break.

Annual memberships sold this December were very similar to last year. There were nearly 3000 memberships sold in 2014, which is a 2% increase in memberships sold. The one month annual membership promotion in December was once again extremely popular. There were 170 of these special memberships sold which is the exact same number as 2013.

## **RECREATION PROGRAMS**

We have had 2,766 program participants registered for the upcoming winter session. About 40% of these registrations were done in person during business hours while nearly 60% were completed online. There are nearly 1200 registrations processed for participants in group fitness classes and Aquatic Programs have more than 600 registrations for swimming lessons during the winter session.

Kids Corner Preschool will be hosting their Open House and Registration for the 2015-16 school year on Thursday, January 29<sup>th</sup>. Preschool classes are offered for children ranging in age from one and a half years to five years old. During the open house families can meet with teachers, tour the classrooms, and register for classes. We will continue to offer traditional 2 and 3 day per week half day classes, as well as one day per week specialty classes this year. There are

currently twelve classes a week being offered in the preschool rooms and themed birthday party rooms. Lunch bunch will be offered again this year, which will provide the opportunity to extend the day in Kids Corner similar to all day kindergarten. This option will allow participants to enroll in both a morning and afternoon class, or just enjoy an extension of their half day classes.

The winter Ice Skating session is off to a great start with more than 80 youth and adults enrolled in this session of classes. We continue to offer classes at the Ramsey County Ice Arena. Staff will be evaluating the number of classes that are offered and reviewing ways to cut ice costs by decreasing our rental times in future years and maximizing ice space with offering more classes at each lesson time.

Kids Care child care had another busy year with over 8,000 children using the program while the majority of parents/guardians are participating in group fitness classes or working out in the fitness center. The program had over 10,000 hours of use and we anticipate that it will continue to be well used through the start of the New Year.

AARP Tax Aid begins Wednesday, February 4<sup>th</sup> and runs through April 15<sup>th</sup> for seniors that need assistance with filing their income taxes. This program is very well used and reservations are required.

Applications for the 2015 Farmers market season will be sent out the week of Jan. 20<sup>th</sup>. A new Farmers Market logo will be featured this year. The Market has scheduled a few days with special events and entertainment. Staff has been exploring new marketing ideas and potential new vendors for the market this season.

The drop-in Pickleball program continues to grow in popularity. The Shoreview Community Center regularly has 25-30 players attend on many mornings. To help with the demand, we have added a fourth court to reduce wait times. In addition, we have added a new evening option to our drop-in Pickleball program. Players can enjoy games on six courts at Island Lake School on Wednesday nights from 6:15-9:00 p.m. The cost to participate is \$3 per person each night.

### **PARKS MAINTENANCE CREW**

During the winter months, the parks maintenance crew is primarily focused on flooding the seven outdoor hockey rinks and seven pleasure rinks in the park system. As has typically been the case most years, this is always challenging due to changing weather conditions. The rinks have all been open since late December. The crew has a daily routine of equipment maintenance that they do before and after cleaning rinks.

The crew has replaced lamps in parking lot lights at the Community Center, Bucher and McCullough Parks. A contractor was hired to replace some inside building lights that had shorted out in the mechanical room at Sitzer Park. We also had to have a contractor repair the furnace at The Larson House.

The crew continues to pick up trash on a daily basis at the Community Center, the Library and the Parks. The trash receptacles are dumped on an as needed basis. The crew is also cleaning the restrooms at the Pavilion on a daily basis now that ice rinks are open.

### **COMMUNITY CENTER CREW**

The crew has been busy trying to keep the building on its cleaning schedule. That has been a challenge due to the amount of traffic in the building during December and early January, particularly being short one member of the crew since November. The building maintenance crew did have spot clean some of the carpeting and have also been working on getting some dust removed from the ductwork in the fitness center.

We finished the year with 5,428 work orders. This is 1,200 more than the previous year, which was a record year. The record number of building work orders was likely the result of the clean up and restoration following the fire in the entryway of the Community Center. In addition there were a much larger number of building projects this year in the Community Center.

## MOTION SHEET

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

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

Date	Description	
01/05/15	Accounts payable	\$21,430.65
01/08/15	Accounts payable	\$1,048,410.32
01/12/15	Accounts payable	\$8,113.60
01/15/15	Accounts payable	\$127,286.91
01/20/15	Accounts payable	\$413,781.60
<b>Sub-total Accounts Payable</b>		
01/09/15	Payroll 127603 to 127654 970543 to 970719	\$152,479.24
<b>Sub-total Payroll</b>		
<b>TOTAL</b>		<b>\$ 1,771,502.32</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

01/20/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
AMERICAN MESSAGING	LOCKBOX PAYMENT	101	40210	3190		009	\$3.99	\$3.99	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$1,035.43	\$1,035.43	
DELTA DENTAL	DENTAL COVERAGE: JAN 2015	101	20415				\$6,717.59	\$7,034.44	
		101	20411				\$316.85		
DOSSIER SYSTEMS INC	FLEET MANAGEMENT SERVICES/2015	701	46500	4330		002	\$1,908.00		
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.13		
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	
HILTON GARDEN INN	HOLIDAY BUSINESS EXCHANGE	240	44400	4890			\$769.40	\$769.40	
LILLIE SUBURBAN NEWSPAPERS INC	\$35 MEMBERSHIP SPECIAL AD-HOLIDAY WRAP	220	43800	2201		001	\$749.00	\$749.00	
LILLIE SUBURBAN NEWSPAPERS INC	\$35 MEMBERSHIP SPECIAL-ONLINE AD	220	43800	2201		001	\$25.00	\$25.00	
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES/JANUARY	220	43800	3190		007	\$1,196.00	\$1,196.00	
MOUNDS VIEW HIGH SCHOOL	\$35 MEMBERSHIP SPECIAL-ADS IN VIEWER	220	43800	2201		001	\$585.00		
PRESS PUBLICATIONS	MEMBERSHIP SPECIAL-HOLIDAY BAND PROGRAM	220	43800	2201		001	\$510.00	\$510.00	
SESAC	SESAC ANNUAL MUSIC LICENSE	101	43400	4330			\$360.00	\$360.00	
SHORT ELLIOTT HENDRICKSON, INC	SHOREVIEW ANTENNAS	601	22015				\$1,364.38	\$1,364.38	
SHORT ELLIOTT HENDRICKSON, INC	SHOREVIEW ANTENNAS	601	22015				\$685.41	\$685.41	
SPRINGSTED, INCORPORATED	GO 2002B BONDS ARBITRAGE CALC	375	48200	6205			\$591.20	\$1,650.00	
		601	48300	6205			\$405.57		
		603	48300	6205			\$653.23		
ST. PAUL STAMP WORKS, INCORPORATED	EDC/EDA/STAFF NAME BADGES	101	40200	4890			\$82.96	\$82.96	
TREASURY, DEPARTMENT OF	2014 CITY PRT FICA/MED DEP LIFE ERROR	101	21730				\$8.04	\$9.92	
		101	21735				\$1.88		
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$74.35	\$74.35	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,972.95	\$1,972.95	
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$233.63	\$233.63	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,081.85	\$1,081.85	
Total of all invoices:								\$21,430.65	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ACE SOLID WASTE	DUMPSTER SERVICE CC & PARKS	220	43800	3640			\$1,100.29	
		101	43710	3950			\$158.03	\$1,258.32
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$250.46	\$250.46
AGGARWAL, RITU	PASS REFUND	220	22040				\$400.00	\$400.00
ANDERSON, DENNIS	FACILITY REFUND	220	22040				\$25.00	\$25.00
AUDETTE, TERESA	FACILITY REFUND	220	22040				\$132.12	\$132.12
BAUER BUILT TIRE AND BATTERY I	UNIT 215 TIRE REPAIR	701	46500	3190		001	\$40.00	\$40.00
BEISSWENGERS HARDWARE	UNIT 607 REAR WATER PUMP MOTOR	701	46500	2220		001	\$6.18	\$6.18
BENNETT, TONY	FACILITY REFUND	220	22040				\$50.00	\$50.00
BROWN, JAY	FACILITY REFUND	220	22040				\$25.00	\$25.00
BUCHANAN, MEGAN	OCEANS	220	22040				\$56.00	\$56.00
BWBR ARCHITECTS	DESIGN FEES GYM ROOF	405	43800	3810			\$511.98	\$511.98
C & E HARDWARE	UTILITY KNIFE BLADES	701	46500	2400		002	\$26.97	
C & E HARDWARE	LATEX GLOVES/DISH DETERGENT	701	46500	2183		002	\$21.58	\$21.58
C & E HARDWARE	FUSE	601	45050	2280		004	\$1.29	\$1.29
CAPRA'S UTILITIES INC	REPLACE SERVICE LINE 4620 MILTON	601	45050	3190		004	\$4,500.00	\$4,500.00
CASSELL, ROSHAWNDA	FACILITY REFUND	220	22040				\$25.00	\$25.00
CERTIFIED LABORATORIES	FREE FLOW STRIPS	220	43800	2240		001	\$273.92	\$273.92
CHESS	DECEMBER 2014 MTCE PLAN	101	40210	3190		007	\$610.00	\$610.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX/PAYDATE 01-09-15	101	21720				\$8,933.19	\$8,933.19
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 01-09-15	101	20420				\$197.00	\$197.00
CORDOVA, ROBERT	PASS REFUND	220	22040				\$20.00	\$20.00
CURT'S CUSTOM DECKS	EROS RED 5809 TURTLE LK RD RES 15-02	101	22030				\$500.00	\$500.00
DAYCARE, BECKY'S	FACILITY REFUND	220	22040				\$25.00	\$25.00
DEALER AUTOMOTIVE SERVICES, IN	UNIT 607 TANK HEATER	701	46500	2220		001	\$237.61	\$237.61
DEMPSEY, MARC	FACILITY REFUND	220	22040				\$25.00	\$25.00
DENNY, AMANDA	FACILITY REFUND	220	22040				\$25.00	\$25.00
DOOLEY, NICOLE	FACILITY REFUND	220	22040				\$25.00	\$25.00
ESPE, FRED	AIRFARE/ESPE/GFOA NATIONAL CONFERENCE	101	40500	4500		015	\$404.20	\$404.20
EWELL, JASON	TUTION REIMBURSEMENT	601	45050	4500		003	\$330.16	\$660.32
		602	45550	4500		003	\$330.16	
FACTORY MOTOR PARTS COMPANY	UNIT 402 BATTERY/LESS CORE CREDIT	701	46500	2220		001	\$89.48	\$89.48
GALUSH, BERNICE	MIND/BODY YOGA	220	22040				\$51.03	\$51.03
GARELICK STEEL COMPANY	PLOW REPAIR STEEL	701	46500	2180		001	\$25.00	\$25.00
GASB	GASB SUBSCRIPTION TO FEB 2016	101	40500	4330		003	\$225.00	\$225.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:01-09-15	101	20418				\$5,670.00	\$5,670.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE	101	20431				\$1,208.99	\$1,208.99
GOPHER	VOLLEYBALLS	225	43510	2170		010	\$441.67	
GRAINGER, INC.	LAMPS	220	43800	2240		001	\$126.80	\$126.80
GRAINGER, INC.	LAMPS	220	43800	2240		001	\$258.00	\$258.00
GREENHAVEN PRINTING	BUSINESS EXCHANGE INVITE	240	44400	3390			\$611.42	\$611.42
GREER, STEVEN	INDOOR GROUP CYCLING	220	22040				\$48.30	\$48.30
GROVE, GINGER	OLD LOG THEATER	220	22040				\$79.00	\$79.00
HANSEN, JOANN	PASS REFUND	220	22040				\$40.00	\$40.00
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001	\$1,003.00	\$1,003.00
HEISLER, BRITTANY	FACILITY REFUND	220	22040				\$25.00	\$25.00
HEWLETT-PACKARD COMPANY	MOUSE FOR LAPTOP	422	40550	5800		011	\$30.99	\$30.99
HRONSKI, MARK	FACILITY REFUND	220	22040				\$25.00	\$25.00
HUGO EQUIPMENT COMPANY	CHAIN SAW	701	46500	2400		002	\$574.34	\$574.34
HUTCHINSON, SAMANTHA	FACILITY REFUND	220	22040				\$25.00	\$25.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:01-09-15	101	21750				\$15,189.46	\$15,189.46

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:01-09-15	101	20430					\$590.00	\$590.00
KINGSON, MICHAELA	FACILITY REFUND	220	22040					\$300.00	\$300.00
KRENGEL, KAITY	INDOOR GROUP CYCLING	220	22040					\$75.00	\$75.00
LAKE JOHANNA FIRE DEPT	1ST HALF PYMT FOR SERVICES	101	41200	3190				\$567,058.00	\$567,058.00
LASTER, BIANCA	FACILITY REFUND	220	22040					\$25.00	\$25.00
LEAF, YVONNE	FACILITY REFUND	220	22040					\$25.00	\$25.00
LOUWAGIE, DEBRA	FACILITY REFUND	220	22040					\$25.00	\$25.00
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002		\$95.73	\$95.73
MENARDS CASHWAY LUMBER **FRIDL	LIGHTS FOR SOUTH TOWER	601	45050	2280		005		\$83.88	\$83.88
METROPOLITAN COUNCIL	SEWER SERVICE-JANUARY 2015	602	45550	3670				\$141,751.67	\$141,751.67
METROPOLITAN COUNCIL	SEWER SERVICE-FEBRUARY 2015	602	45550	3670				\$141,751.67	\$141,751.67
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: DECEMBER 2014	101	40500	4890		001		\$93.75	\$375.00
		220	43800	4890		001		\$93.75	
		601	45050	4890		001		\$93.75	
		602	45550	4890		001		\$93.75	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:01-09-15	101	20435					\$137.00	\$137.00
MINNESOTA DEPARTMENT OF REVENU	Sales Use Tax: DECEMBER 2014	101	40100	4890		002		\$7.33	\$20,245.00
		101	40210	4890		003		-\$3.41	
		101	40550	2180		003		-\$35.56	
		220	43800	2140				\$10.67	
		220	43800	3610				\$3.43	
		225	43560	2170				\$6.17	
		225	43580	2172		002		-\$ .69	
		225	43590	3173		004		-\$1.48	
		240	44400	2180		001		-\$ .40	
		422	40550	5800		011		-\$1.99	
		701	46500	2130		001		-\$ .07	
		220	21810					\$17,900.00	
		701	46500	2120		003		\$40.00	
		601	21810					\$2,321.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 01-09-15	101	20420					\$35.00	
MINNESOTA SAFETY COUNCIL	TRENCHING CLASS/EWELL/KESSE/FRANDRUP	601	45050	4500		003		\$360.00	
		602	45550	4500		003		\$360.00	
MOHARE, SAGAR	FACILITY REFUND	220	22040					\$25.00	\$25.00
MRPA	MRPA AGENCY MEMBERSHIP RENEWAL	101	43400	4330				\$2,125.00	
NIHCA	ANNUAL MEMBERSHIP	220	43800	4330				\$272.35	\$272.35
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO POOL LIGHT	220	43800	3810		007		\$390.00	\$390.00
NORTHERN TOOL/BLUE TARP FINAN	CASTERS FOR SHOP	701	46500	2180		001		\$131.48	\$131.48
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC	220	43800	3190		004		\$166.89	\$166.89
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC	220	43800	3190		004		\$166.89	\$166.89
ORTTEL KLUZ, REBECCA	BASKETBALL - ISLAND	220	22040					\$70.00	\$70.00
OUSDIGIAN, KEVIN	ST & UTILITY RED 5101 ALAMEDA RES 15-02	101	22020					\$2,000.00	\$2,000.00
PAULY, RUTH	BALLET FITNESS	220	22040					\$69.00	\$69.00
PLUMBMASTER, INC	DELTA WHITE HAND SHOWER	220	43800	2240		001		\$191.88	\$191.88
PROLA, RENEE	FACILITY REFUND	220	22040					\$300.00	\$300.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:01-09-15	101	21740					\$29,667.74	\$29,667.74
RAMSEY COUNTY PARKS & REC.	ICE SKATING ICE RENTAL FEES	225	43580	3171				\$1,665.00	\$1,665.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: JANUARY 2015	101	20414					\$2,721.27	\$2,921.27
		101	20417					\$200.00	
RICOH USA INC.	RICOH MPW3601 ANNUAL BASE CHARGE 2015	101	40200	3850		002		\$136.08	\$136.08
RIESCHL, MARY CLARE	FACILITY REFUND	220	22040					\$50.00	\$50.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ROSE, MICHELLE	FACILITY REFUND	220	22040				\$25.00	\$25.00
RUDEBUSCH, DEANNA	OLD LOG THEATER	220	22040				\$79.00	\$79.00
RUFENACHT, JULIE	FACILITY REFUND	220	22040				\$300.00	\$300.00
SARRACCO, MARY	FACILITY REFUND	220	22040				\$25.00	\$25.00
SCARRELLA, RACHEL	FACILITY REFUND	220	22040				\$25.00	\$25.00
SCHENDEL, WYNNE	KETTLEBELL	220	22040				\$69.00	\$69.00
SHANTILAL, KAMALESHKUMAR	ACTIVITY REFUND	220	22040				\$59.50	\$59.50
SHARMA, SHAILESH	TENNIS - PEEWEES	220	22040				\$53.00	\$53.00
SOYETT, MARYLAND	OLD LOG THEATER	220	22040				\$79.00	\$79.00
SPANGLER, LORI	PASS REFUND	220	22040				\$368.20	\$368.20
ST. PAUL, CITY OF	RIVERPRINT: BUSINESS CARDS:WESOLOWSKI	101	42050	2010			\$34.00	\$34.00
ST. PAUL, CITY OF	RIVERPRINT: BUSINESS CARDS:SPRINGHORN	101	40100	2180		001	\$34.00	\$34.00
ST. PAUL, CITY OF	RIVERPRINT: WATER SHUT OFF NOTICES	601	45050	2280			\$189.95	\$189.95
STILWELL, EUGENE	OLD LOG THEATER	220	22040				\$158.00	\$158.00
SUNNY BUNNY EASTER EGGS	EASTER EGGS FOR EGG HUNT	225	43580	2172		001	\$292.04	\$292.04
TERMINAL SUPPLY CO	TRUCK B/U ALARMS AND SMALL TOOLS	701	46500	2220		001	\$66.04	\$135.18
		701	46500	2400		006	\$26.52	
		701	46500	2180		001	\$42.62	
TOKLE INSPECTIONS INC	INSPECTION SRVICES JAN 2015	101	44300	3090			\$11,124.00	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 01-09-15	101	21710				\$22,296.22	\$57,935.34
		101	21730				\$28,883.84	
		101	21735				\$6,755.28	
TRI TECH DISPENSING	REPAIRS TO WAVE ICE MACHINE	220	43800	3810		005	\$398.58	
TROVEHL DIVISION 10 LLC	REPAIRS TO RESTROOM STALL DOORS CC	220	43800	3810		003	\$534.00	\$534.00
UNIDESK CORPORATION	50 USER LICENSE CO-TERM TO AUG 2016	101	40550	3860		011	\$1,613.33	\$1,613.33
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 01-09-15	101	20420				\$78.00	\$78.00
UNIVERSITY OF MINNESOTA	TERRA PAVEMENT CONF/MM/DC/MS/TW	101	42050	4500			\$600.00	\$600.00
VIZECKY, KAREN	AQUATICS - LEVEL 2	220	22040				\$152.00	\$152.00
WONDERFUL HOME BUILDERS	EROS RED 4133 REILAND LN RES 15-05	101	22030				\$1,000.00	
WONDERWARE MIDWEST INC	LONGWATCH SOFTWARE FOR SCADE CAMERA	472	47000	5900			\$7,235.00	\$7,235.00
WOOD FROM THE HOOD	WOOD CUTTING BOARDS FOR EQC SPEAKERS	101	42050	2010			\$96.00	\$96.00
YALE MECHANICAL INC	RHC REPAIRED	220	43800	3810		007	\$5,835.31	\$5,835.31
YALE MECHANICAL INC	AHU 2 TRIPPED OUT/REPAIRED	220	43800	3810		003	\$627.74	\$627.74
YANG, XEE "XEENA"	FACILITY REFUND	220	22040				\$100.00	\$100.00
ZEULI, JULIE ANN	PASS REFUND	220	22040				\$500.00	\$500.00
							Total of all invoices: \$1,048,410.32	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ABM EQUIPMENT & SUPPLY INC	HYD HOSE GUARD/UNIT 605	701	46500	2220		001		\$282.63	
AMSAN BRISSMAN KENNEDY	FOAM SOAP	220	43800	2110				\$214.60	\$214.60
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINER/FOAM SOAP/LSS CRDT	220	43800	2110				\$233.06	\$233.06
AMSAN BRISSMAN KENNEDY	FOAM SOAP	220	43800	2110				\$85.84	\$85.84
AMSAN BRISSMAN KENNEDY	SDS BINDER	220	43800	2110				\$63.88	\$63.88
AMSAN BRISSMAN KENNEDY	PAPER TOWELS/DEODORIZER/SKIN CLEANSER	220	43800	2110				\$1,212.83	\$1,212.83
AMSAN BRISSMAN KENNEDY	CART MOUNT BRACKET/LINER DISPENSER	220	43800	2110				\$192.75	\$192.75
AMSAN BRISSMAN KENNEDY	PAPER TOWELS/KLEENEX/CAN LINER/DEFOAMER	220	43800	2110				\$1,067.99	\$1,067.99
AMSAN BRISSMAN KENNEDY	PAPER TOWELS	220	43800	2110				\$318.36	\$318.36
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINER/FOAM SOAP	220	43800	2110				\$423.20	\$423.20
AMSAN BRISSMAN KENNEDY	CREDIT#325863173	220	43800	2110				\$1,344.52	\$1,344.52
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINER/FOAM SOAP	220	43800	2110				\$423.20	\$423.20
ANOKA COUNTY GOVERNMENT CENTER	NOTARY SIGNATURE REGISTRATION:KUSCHEL	101	40500	4330	011			\$20.00	\$20.00
BEISSWENGERS HARDWARE	SMALL TOOLS/LESS CREDITS 528674/532133	701	46500	2400		006		\$44.09	\$14.31
		701	46500	2183		001		-\$20.78	
		701	46500	2220		002		-\$9.00	
BEISSWENGERS HARDWARE	JETTER NOZZLES/UNIT 306A	701	46500	2220		001		\$7.77	
C & E HARDWARE	BRUSH CLEANER	701	46500	2180		001		\$17.99	\$17.99
C & E HARDWARE	COUPLINGS/UNIT 306	701	46500	2220		001		\$7.38	\$7.38
C&J ENTERTAINMENT LLC	DIVE IN MOVIE	225	43590	3173				\$800.00	\$800.00
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER MAINTENANCE	101	40550	3860		004		\$145.26	\$145.26
CULLIGAN	IRON FILTER FEE/JANUARY 2015	220	43800	3190		007		\$88.00	\$88.00
EHLERS	MN PUBLIC FINANCE SEMINAR/HILL N	240	44400	4500				\$275.00	\$275.00
GOVERNMENT FINANCE OFFICERS AS	2015 GFOA MEMBERSHIP FEE-D.MALONEY	101	40500	4330		004		\$150.00	\$150.00
I-STATE TRUCK CENTER	DASH FRAME/UNIT 605	701	46500	2220		001		\$139.92	\$139.92
MENARDS CASHWAY LUMBER *MAPLEW	LADDER/SIGN SHOP	701	46500	2183		001		\$54.00	\$54.00
MENARDS CASHWAY LUMBER *MAPLEW	SMALL TOOLS AND SHOP SUPPLIES	701	46500	2400		006		\$19.97	\$29.45
		701	46500	2180		001		\$9.48	
MENARDS CASHWAY LUMBER *MAPLEW	WOOD FRAME MATERIAL/IRON WORKER MACHINE	701	46500	2180		001		\$7.57	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: DECEMBER 2014	701	46500	2120				\$149.63	\$149.63
MINNESOTA WASTE WATER ASSOCIAT	METRO SECTION MEETING MWVA/CHMIELEWSKI	602	45550	4500		002		\$20.00	\$20.00
NAPA AUTO PARTS	TOGGLE SWITCH/UNIT 605	701	46500	2220		001		\$5.49	\$5.49
PMA FINANCIAL NETWORK, INC	NOVEMBER 2014 BANK FEES	101	40500	4890		004		\$145.35	\$145.35
TERMINAL SUPPLY CO	TANK DUMP SWITCH/UNIT 303	701	46500	2220		001		\$24.12	\$24.12
VANCO SERVICES	DEC FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$149.50	\$149.50

Total of all invoices: \$8,113.60

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLEN, DEANNE	CITY COUNCIL MINUTES 1-5-15	101	40200	3190		001		\$200.00	\$200.00
ALLEN, DEANNE	PLANNING COMMISSION MINUTES 12-16-14	101	40200	3190		001		\$150.00	\$150.00
ALLEN, DEANNE	EDA MINUTES 1-5-15	240	44400	3190				\$200.00	\$200.00
ASSURANT ADMINISTRATIVE OFFICE	LONG TERM DISABILITY: JAN 2015	101	20412					\$1,904.34	\$1,904.34
AUTONATION FORD WHITE BEAR LAK	DIAGNOSIS/UNIT 307	701	46500	3190		001		\$67.86	
BARRETT WIIK, KATHERINE	FACILITY REFUND	220	22040					\$25.00	\$25.00
BROWN, KELSEY	FACILITY REFUND	220	22040					\$25.00	\$25.00
BROWNIE TROOP #55418, GIRL SCO	FACILITY REFUND	220	22040					\$25.00	\$25.00
BULK, PETER	FACILITY REFUND	220	22040					\$25.00	\$25.00
CANVAS SOLUTIONS INC	ANNUAL FEE FOR CANVAS	601	45050	4500				\$525.00	\$1,050.00
		602	45550	4500				\$525.00	
CHARLES, LAURA	FACILITY REFUND	220	22040					\$25.00	\$25.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$596.59	\$596.59
COMCAST	CC CABLE	220	43800	3190		001		\$153.17	\$153.17
COMPASS MINERALS AMERICA INC	SALT	101	42200	2181		001		\$1,575.93	\$1,575.93
COMPASS MINERALS AMERICA INC	SALT	101	42200	2181		001		\$15,126.50	\$15,126.50
COMPASS MINERALS AMERICA INC	SALT	101	42200	2181		001		\$12,030.60	\$12,030.60
CRYSTEEL TRUCK EQUIPMENT INC	V-PLOW REPLACEMENT PARTS	701	46500	2220		001		\$148.62	
CUMMINGS, DEAN	ZUMBAÜ	220	22040					\$48.30	\$48.30
DYNAMEX	DELIVERY TO EAGAN POST OFFICE-12/31/14	601	45050	3220		001		\$19.61	\$39.23
		602	45550	3220		001		\$19.62	
EMERGENCY AUTOMOTIVE	DOMO BULBS/UNIT 302	701	46500	2220		001		\$13.98	\$13.98
FLOORS BY BECKERS INC	FINAL INVOICE FOR 2014 CARPET PROJECT	405	43800	3810				\$5,295.00	\$5,295.00
FULTON, KYLE	DJ FOR SWEETHEART DANCE	225	43580	3172		001		\$300.00	\$300.00
GRAINGER, INC.	LAMPS/ELECTRICAL CAP/MOLDED HOOK	220	43800	2240		001		\$189.14	\$189.14
GRAINGER, INC.	CASTER WHEEL	220	43800	2240		001		\$31.64	\$31.64
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	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.12	\$17.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.12	\$17.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.16	\$16.16
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.16	\$16.16
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.16	\$16.16
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.16	\$16.16
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$248.40	\$248.40
HILL, NICOLE	MILEAGE REIUMBURSEMENT ED CERTIFICATE	240	44400	3270				\$41.64	\$41.64
HOWARD, ANGELA	FACILITY REFUND	220	22040					\$25.00	\$25.00
HUGO EQUIPMENT COMPANY	TORO BLOWER BELT-DRIVE	701	46500	2220		002		\$12.99	\$12.99
INTERNATIONAL CODE COUNCIL INC	HVAC CODE BOOKS/NELSON	101	44300	4350				\$92.00	\$92.00
JOHNSON, DANIELLE	FACILITY REFUND	220	22040					\$25.00	\$25.00
KORTE, DERRICK	FACILITY REFUND	220	22040					\$25.00	\$25.00
LOADBALANCER.ORG INC	SOFTWARE MAINTENANCE FOR 2015	101	40550	3860		011		\$795.00	\$795.00
LY, PAJTSHIAB	FACILITY REFUND	220	22040					\$25.00	\$25.00
MALANG, MAJID	FACILITY REFUND	220	22040					\$500.00	\$500.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICE/JANUARY	220	43800	3190		007		\$1,196.00	\$1,196.00
MCCOMB GROUP LTD	SHOREVIEW RESTAURANT MARKET POTENTIAL	307	44100	4890				\$1,577.52	\$1,577.52
MCCOMB GROUP LTD	RAINBOW STORE SITE ANALYSIS	307	44100	4890				\$6,332.83	\$6,332.83
MENARDS CASHWAY LUMBER *MAPLEW	LIGHTS/NORTH TOWER	601	45050	2280		005		\$335.52	\$335.52
MINNESOTA DEPARTMENT OF HEALTH	STATE CONNECTION FEE 10/1/14 TO 12/31/14	801	21820					\$13,543.00	\$13,543.00
MINNESOTA DEPARTMENT OF HEALTH	EXAM FEES/KIFFE/EWELL/FRANDRUP	601	45050	4500		003		\$96.00	\$96.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MINNESOTA POLLUTION CONTROL AG	DAY PUMP SCHOOL/KEDING/MEYER/FRANDRUP	602	45550	4500		003		\$180.00	\$180.00
MINNESOTA POLLUTION CONTROL AG	SEWER SCHOOL/KNEEFE/JOSLIN/ADAM R/KEDING	602	45550	4500		003		\$1,200.00	\$1,200.00
MINNESOTA POLLUTION CONTROL AG	SEWER SCHOOL/THURY	602	45550	4500		003		\$300.00	\$300.00
MINNESOTA RURAL WATER ASSOCIAT	EXAM REFRESHER/EWELL/FRANDRUP/KIFFE	601	45050	4500		003		\$360.00	\$360.00
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 4TH QTR 2014	220	43800	1420				\$241.03	\$241.03
MN FESTIVALS & EVENTS ASSOC	MEMBERSHIP TO FESTIVALS AND EVENTS ASSOC	270	40250	4890		005		\$75.00	\$75.00
MOIDEEN, YASMINE	FACILITY REFUND	220	22040					\$100.00	\$100.00
PLUMBMASTER, INC	H2O EFF SHOWER HEAD/FILTER CARTRIDGE	220	43800	2240		001		\$610.96	\$610.96
PORTHAN, AMY	ACTIVITY REFUND	220	22040					\$66.50	\$66.50
POSTMASTER	FIRST CLASS PRESORT PERMIT FEE - #5606	602	45550	3220		001		\$110.00	\$220.00
		601	45050	3220		001		\$110.00	
RAMSEY COUNTY PARKS & REC.	ISLAND LAKE RENTAL FOR SLICE	270	40250	3950		002		\$2,055.00	
REPUBLIC SERVICES INC #899	DEC ALLIED WASTE SERVICES	210	42750	3190				\$30,534.08	
SAH, SHAILESH	FACILITY REFUND	220	22040					\$25.00	\$25.00
SCHELEN-GRAY AUTO ELECTRIC	TORO BLOWER CHUTE MOTOR	701	46500	2220		002		\$119.00	\$119.00
ST. PAUL, CITY OF	UTILITY ENVELOPES-40,000 #9 RETURN	601	45050	2010		001		\$692.15	\$1,384.30
		602	45550	2010		001		\$692.15	
SUSA	ANNUAL FEE/CURLEY/CHMIELEWSKI	601	45050	4500		002		\$250.00	
SYSCO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$441.02	\$441.02
TKE CORP	PLATINUM MAINT FOR ELEVATOR	220	43800	3190		004		\$1,099.94	\$1,099.94
TRENCH, MEGAN	MIND/BODY YOGA	220	22040					\$81.00	\$81.00
TWIN SOURCE SUPPLY	NITRILE GLOVES/BATH TISSUE	701	46500	2183		002		\$155.41	\$155.41
WATER CONSERVATION SERVICE, IN	LOCATE WATERMAIN LEAK CHANDLER 12/1/14	601	45050	3190		004		\$269.60	\$269.60
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,452.01	\$1,452.01
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$164.57	\$348.01
		101	40800	2180				\$183.44	
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610				\$2,611.65	\$6,250.14
		701	46500	2140				\$3,638.49	
XCEL ENERGY	WATER TOWERS/BOOSTER: ELECTRIC	601	45050	3610				\$210.29	
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610				\$59.92	\$59.92
XCEL ENERGY	SURFACE WATER FUND: ELECTRIC	603	45900	3610				\$103.99	\$103.99
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610				\$14,677.99	\$14,677.99
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS	101	42200	3610				\$46.39	\$46.39
ZIEGLER, INCORPORATED	TAIL LIGHT PARTS/CAT924 LOADER	701	46500	2220		002		\$58.40	\$58.40
ZUKANOFF, LAURA	FACILITY REFUND	220	22040					\$25.00	\$25.00
Total of all invoices:								\$127,286.91	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ADMINS, INCORPORATED	ADMINS DB CONNECTION ANNUAL MAINT FEE	101	40550	3860		001		\$700.00	\$700.00
ADMINS, INCORPORATED	ADMINS ANNUAL MAINTENENACE FEE	101	40550	3860		001		\$17,640.00	\$17,640.00
ALLIANCE BENEFIT GROUP INC	COBRA/QUALIFYING EVENT/ADMIN FEE	101	40210	3190		003		\$12.00	\$12.00
AUTOMATIC SYSTEMS CO, INC	INTERFACE TERMINALS FOR BOOSTER/WELL	601	45050	2280		005		\$5,435.66	\$5,435.66
BEISSWENGERS HARDWARE	SNOW SHOVELS	101	43710	2400				\$101.97	\$101.97
BEISSWENGERS HARDWARE	FUSE WELL 4	601	45050	2280		005		\$3.49	\$3.49
BURNSVILLE, CITY OF	2015 MLC ANNUAL DUES	101	40100	4330		004		\$6,407.50	\$6,407.50
DUSTY'S DRAIN CLEANING	VIDEO 3456 MILTON ST	602	45550	3190		002		\$200.00	\$200.00
ESS BROTHERS & SONS INC.	MANHOLE COVERS	602	45550	2280		003		\$3,569.00	\$3,569.00
FERGUSON WATERWORKS #2516	BACK FLOW FOR WELLS	601	45050	2280		005		\$18.75	\$18.75
FRESHWATER SOCIETY	ROAD SALT SYMPOSIUM/SHAUGHNESSY/CURLEY	603	45850	4500		002		\$270.00	\$270.00
FRONTIER AG & TURF INC	BUFFALO KB4 TURBINE BLOWER	701	46500	5800				\$6,495.00	\$6,495.00
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$50.10	\$200.40
		602	45550	3190		001		\$50.10	
		603	45850	3190		001		\$50.10	
		604	42600	3190				\$50.10	
GRAINGER, INC.	SAFETY GAS CANS AND FUNNELS	101	43710	2400				\$158.10	\$158.10
GRANDMA'S BAKERY	CAKE - SPRINGHORN WELCOME	101	40100	4890		003		\$79.50	\$79.50
GTS EDUCATIONAL EVENTS	HSEM GOVERNORS CONFERENCE/CURLEY	101	42050	4500				\$325.00	\$325.00
HIGH POINT NETWORKS, LLC	10 GIG CONNECTIONS FOR EXTREME SWITCH	422	40550	5800		007		\$15,307.90	\$15,307.90
HIGH POINT NETWORKS, LLC	EXTREME SWITCH MAINTENANCE CONTRACT	101	40550	3860		011		\$10,510.00	\$10,510.00
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL 11/6-12/31/14	101	41100	3190				\$516.11	\$516.11
IDENTISYS	OVERLAY PRINTER RIBBON-ACCESS CARDS	220	43800	2180		002		\$120.82	\$120.82
INSTRUMENTAL RESEARCH INC	SAMPLES/2014 DECEMBER	601	45050	3190		004		\$240.00	\$240.00
KELLY & LEMMONS, P.A.	DECEMBER 2014 LEGAL FEES	101	40600	3020				\$4,607.52	\$9,897.98
		101	40600	3030				\$4,635.46	
		101	40600	3040				\$595.00	
		601	22015					\$60.00	
LAKE JOHANNA FIRE DEPT	MOBILE COMPUTERS FOR SHIFT TRUCKS	405	41200	3190				\$12,140.00	\$12,140.00
LAKE JOHANNA FIRE DEPT	TRUCK REPLACEMENT	405	41200	3190				\$77,696.00	\$77,696.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$99.25	\$99.25
MANSFIELD OIL COMPANY	ON AND OFF ROAD DIESEL FUEL	701	46500	2120		002		\$6,319.11	\$6,319.11
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001		\$2,954.08	
MENARDS CASHWAY LUMBER **FRIDL	BULBS FOR SOUTH TOWER	601	45050	2280		005		\$111.80	\$111.80
METRO CITIES	2015 MEMBERSHIP DUES	101	40100	4330				\$8,228.00	\$8,228.00
MRPA	PLAYGROUND SAFETY INSPECTOR COURSE	101	43710	4500				\$1,350.00	
MUNICI-PALS ATTN ROXY NOWICKI	2015 DUES	101	40200	4330		005		\$25.00	\$25.00
NORTHEAST YOUTH & FAMILY SERVI	2015 CITY PARTICIPATION	101	40100	3200		003		\$43,896.00	\$43,896.00
OFFICE DEPOT	LUNCHROOM SUPPLIES	101	40800	2180				\$72.84	\$72.84
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$431.55	\$455.19
		101	40800	2180				\$23.64	
OFFICE DEPOT	DEPOSIT BAGS	220	43800	2010		001		\$21.50	
		101	43400	2010				\$21.49	\$85.98
		101	40500	2010		008		\$21.49	
		601	45050	2010		001		\$21.50	
ON SITE SANITATION INC	TOILET RENTAL-BUCHER PARK	101	43710	3950				\$75.00	
ON SITE SANITATION INC	TOILET RENTAL-MCCULLOUGH PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL-SHAMROCK PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL-SITZER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL-BOBBY THEISEN PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL-WILSON PARK	101	43710	3950				\$75.00	\$75.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PLAISTED COMPANIES, INCORPORAT	FILL SAND	601	45050	2280		004		\$517.29	\$517.29
PLANT & FLANGED EQUIPMENT COMP	GASKETS/O-RINGS FOR CHECK VALVES	601	45050	2280		005		\$108.90	\$108.90
PLUNKETT'S PEST CONTROL, INC	PEST CONTROL FOR MAINTENANCE CENTER	701	46500	3196		001		\$1,001.24	\$1,001.24
RAMSEY COUNTY	911 DISPATCH FOR DECEMBER 2014	101	41100	3190				\$8,250.37	\$8,250.37
RAMSEY COUNTY	CAD SERVICES - DECEMBER 2014	101	41100	3190				\$601.95	\$601.95
RAMSEY COUNTY	FLEET SUPPORT FEE - DECEMBER 2014	101	41100	3190				\$24.96	\$24.96
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES JANUARY 2015	101	41100	3190		001		\$168,576.78	\$168,576.78
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$134.16	\$134.16
T-MOBILE	WATER TOWER CARD 11/27/14-12/26/14	601	45050	3190				\$58.28	\$58.28
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.23	\$157.05
		601	45050	3970		001		\$39.23	
		602	45550	3970		001		\$39.23	
		603	45850	3970		001		\$19.68	
		701	46500	3970		001		\$19.68	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$61.00	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$46.25	\$46.25
WSB & ASSOCIATES, INC.	BUCHER PARK PROF.SVC. 11/1-11/30/14	401	43710	5300				\$563.00	\$563.00
YALE MECHANICAL INC	REPAIRS TO HEAT PUMP CC	220	43800	3810		003		\$1,095.49	\$1,095.49
YALE MECHANICAL INC	POOL AHU MAINTENANCE	220	43800	3810		007		\$446.20	\$446.20
Total of all invoices:								\$413,781.60	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,584
Vendor number	00374 1 <span style="float: right;">2015</span>
Vendor name	LAKE JOHANNA FIRE DEPT
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
01-01-15	1ST HALF PYMT FOR SVCS FOR 2015	487	\$567,058.00

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
101 41200 3190	\$567,058.00

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

Reviewed by: Rebecca Olson  
 (signature required) Rebecca Olson

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,500
Vendor number	00416 1 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">2015</span>
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
12-02-14	SEWER SERVICE-JANUARY 2015	1039247	\$141,751.67

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
602 45550 3670	\$141,751.67

Is sales <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">tax</span> included on invoice?	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Not</span> Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Debbie Engblom 1-5-2015  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,591
Vendor number	00416 1 <span style="float: right;">2015</span>
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
01-07-15	SEWER SERVICE-FEBRUARY 2015	1039878	\$141,751.67

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
602 45550 3670	\$141,751.67

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

Reviewed by: Debbie Engblom 1-7-15  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,555
Vendor number	01262 1 <span style="float: right;">2015</span>
Vendor name	NORTHEAST YOUTH & FAMILY SERVICES
Address	3490 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
12-18-14	2015 CITY PARTICIPATION	12-18-2014	\$43,896.00

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 40100 3200 003	\$43,896.00

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

Reviewed by: Rebecca Olson  
 (signature required) Rebecca Olson

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,583
Vendor number	01337 2 <span style="float: right;">2015</span>
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
01-01-15	LAW ENFORCEMENT SRVS. JANUARY 2015	SHRFL-001374	\$168,576.78

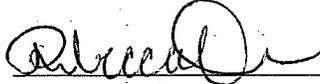
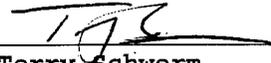
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41100 3190 001	\$168,576.78

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To approve the License applications as listed on the attached report dated January 19, 2015.

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

Regular Council Meeting  
January 19, 2015

**CITY OF SHOREVIEW – LICENSE APPLICATIONS**  
**January 19, 2015**

<b>LICENSE #</b>	<b>BUSINESS NAME</b>	<b>TYPE</b>
	Preferred Chiropractic Associates, Inc.	Massage Therapist Enterprise

**The above licenses are recommended for approval:**

\_\_\_\_\_  
**License/Permit Clerk**



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: JANUARY 15, 2015  
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.

5696 Lois Ln	Erosion Control completed
5878 Lexington Ave	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:

5696 Lois Ln	Rossbach Construction	\$ 500.00
5878 Lexington Ave	Advanced Wall Structures	\$ 500.00

**\*PROPOSED\***

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

**HELD JANUARY 20, 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 20, 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. 15-7**

**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:

5696 Lois Ln	Rossbach Construction	\$ 500.00
5878 Lexington Ave	Advanced Wall Structures	\$ 500.00

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 20<sup>th</sup> day of January, 2015.





TO: MAYOR, CITY COUNCIL, AND CITY MANAGER  
FROM: TOM WESOLOWSKI, CITY ENGINEER  
DATE: JANUARY 14, 2015  
SUBJECT: LIMITED USE PERMIT WITH MNDOT FOR TRAIL LOCATED WITHIN  
I-694 RIGHT-OF-WAY AT LEXINGTON AVENUE

### INTRODUCTION

The City of Shoreview currently maintains a pedestrian trail that is located along the east side of Lexington Avenue within Ramsey County right-of-way. At the point where Lexington Avenue crosses I-694 the City trail is located within the right-of-way of I-694. The Minnesota Department of Transportation (MNDOT) requires the City enter into a Limited Use Permit with MNDOT for the portion of the trail located within the highway right-of-way.

### DISCUSSION

As part of the Lexington Avenue/County Road F Reconstruction project that will be completed by Ramsey County in 2015, a right hand turn lane will be constructed on northbound Lexington Avenue to the east bound I-694 on ramp, as shown on the attached plan. The installation of the turn lane will require the trail along Lexington to be reconstructed. A portion of that trail is located within the highway right-of-way. The City is required to enter into a Limited Use Permit with MNDOT stating that the City will operate and maintain the portion of the trail that is located within the I-694 right-of-way. This permit will also cover the existing trail that is located within the right-of-way that will not be affected by the reconstruction project.

### RECOMMENDATION

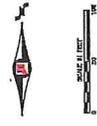
It is recommended that the City Council authorize the execution of the Limited Use Permit with MNDOT for the pedestrian trail located within the I-694 right-of-way.

# LEXINGTON AVENUE AND COUNTY ROAD F

**PROJECT INFORMATION**  
 LEXINGTON AVENUE, 1000 FT. SOUTH OF I694 TO 700 FT. NORTH OF COUNTY ROAD F  
 ROW S.A.P. No. 062-651-047  
 CONSTRUCTION S.A.P. No. 062-651-048  
 PROJECT NUMBER P-3305

## LEGEND

-  CURB AND GUTTER
-  PROPOSED STRIPING
-  PROPOSED WALK AND TRAIL
-  PROPOSED WALL
-  EXISTING RIGHT-OF-WAY / PROPERTY LINE



*Existing Trail  
 in I 694  
 right-of-way*

*Reconstructed Trail  
 in I 694 right-of-way*



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

**HELD JANUARY 20, 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 20, 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. 15-04  
EXECUTING A LIMITED USE PERMIT  
WITH THE STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
FOR A PEDESTRIAN TRAIL IN THE RIGHT-OF-WAY OF  
INTERSTATE HIGHWAY 694 AT LEXINGTON AVENUE (CSAH 51)**

WHEREAS, the City of Shoreview is a political subdivision, organized and existing under the laws of the State of Minnesota, and,

WHEREAS, the City of Shoreview supports the reconstruction of a pedestrian trail by Ramsey County located in the right-of-way of Interstate Highway 694 to promote the orderly and safe crossing of the highway, and,

WHEREAS, the State of Minnesota, Department of Transportation requires a Limited Use Permit for the construction and utilization of said pedestrian trail.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Shoreview, Minnesota hereby enters into a Limited Use Permit with the State of Minnesota, Department of Transportation for the following purposes:

To operate and maintain a pedestrian trail within the right-of-way of Interstate Highway 694 of the State of Minnesota along Lexington Avenue (CSAH 51). The City of



**PROPOSED MOTION**

MOVED BY COUNCILMEMBER \_\_\_\_\_

SUPPORTED BY COUNCILMEMBER \_\_\_\_\_

To award the 2015 City insurance policies for Property, Mobile Property, Municipal Liability, Automobile, Crime, Open Meeting Law, Employee Dishonesty Bond, Equipment Breakdown, Volunteer Accident and Workers' Compensation coverage to the LMCIT.

To award the 2015 Shoreview EDA insurance policies for Municipal Liability, Automobile, Crime, Open Meeting Law and Employee Dishonesty Bond to the LMCIT.

ROLL CALL:

AYES

NAYS

Johnson

\_\_\_\_\_

\_\_\_\_\_

Quigley

\_\_\_\_\_

\_\_\_\_\_

Springhorn

\_\_\_\_\_

\_\_\_\_\_

Wickstrom

\_\_\_\_\_

\_\_\_\_\_

Martin

\_\_\_\_\_

\_\_\_\_\_

TO: City Manager, Terry Schwerm  
Acting Mayor Johnson and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: January 20, 2015

SUBJECT: Award of 2015 Insurance Coverage

**INTRODUCTION**

Annually the City Council considers approval of the City's insurance coverage, as well as coverage for the EDA. The policy period runs from December 1 to December 1 of each year, and insurance coverage is bound from December 1, 2014 until new policies are delivered to the City in 2015.

**DISCUSSION**

A breakdown of premiums by policy for the City, including a comparison to prior years, is provided in the table below. Overall, the City's insurance premiums will increase \$30,089 for the policy period 2015, an 11.85% increase for the year.

City of Shoreview				
Coverage	Carrier	Premium		Increase (Decrease)
		2013/2014	2014/2015	
Property	LMCIT	\$ 45,353	\$ 43,573	\$ (1,780)
Mobile Property	LMCIT	6,677	6,473	(204)
Municipal Liability	LMCIT	59,417	60,637	1,220
Automobile	LMCIT	10,337	10,266	(71)
Crime - Money & Securities	LMCIT	Included	Included	-
Open Meeting Law	LMCIT	Included	Included	-
Employee Dishonesty Bond	LMCIT	1,425	1,425	-
Equipment Breakdown	LMCIT	8,485	8,157	(328)
Volunteer Accident	LMCIT	1,450	1,233	(217)
Workers' Compensation	LMCIT	120,822	152,291	31,469
Total		<u>\$ 253,966</u>	<u>\$ 284,055</u>	<u>\$ 30,089</u>

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

City of Shoreview EDA				
Coverage	Carrier	Premium		Increase (Decrease)
		2013/2014	2014/2015	
Municipal Liability	LMCIT	765	765	-
Automobile	LMCIT	67	68	1
Crime - Money & Securities	LMCIT	Included	Included	-
Open Meeting Law	LMCIT	Included	Included	-
Employee Dishonesty Bond	LMCIT	320	320	-
Total		<u>\$ 1,152</u>	<u>\$ 1,153</u>	<u>\$ 1</u>

An explanation of significant fluctuations is as follows:

Property Casualty/Liability: The 2015 property casualty/liability premiums decreased by \$1,163 (.88%). The LMCIT Board of Trustees approved a number of changes to property casualty/liability coverage for the coming year. Many of these changes are relatively minor modifications and have little impact on the City of Shoreview's coverage.

Workers' Compensation: The City's workers' compensation premium increased \$31,469 (26.05%). This was a combination of a significant increase in the City's experience modification factor from .81% to 1.01% and an average overall premium rate increase of 10%. The experience modification factor adjustment is a result of increased workers' compensation claims in previous years. This increase was anticipated and reflected in the 2015 budget amendment.

**Other Insurance issues:**

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

Large deductible savings: The City's insurance policies are subject to a \$25,000 deductible for each occurrence, with an annual aggregate limit of \$75,000. Selecting the \$75,000 optional large deductible option results in premium savings of \$74,090 over the standard \$1,000 deductible. Based on past claim history staff is recommending the \$25,000/\$75,000 large deductible option.

**OPTIONAL EXCESS LIABILITY COVERAGE**

The City's tort liability coverage is \$1,500,000 per occurrence and \$500,000 per claimant. This liability limit applies in all claims to which the state statutory tort limits apply. However, should a case be filed in Federal court, such as a discrimination suit,

the immunity law does not apply. Excess liability coverage of \$1,000,000 is available. If the City elects to carry the coverage, we would have \$2,500,000 of total coverage.

If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. This premium for the excess liability coverage is \$20,757 for the City and \$810 for the EDA. The City's insurance agent has indicated that most of the cities that they insure through the LMCIT do not carry this insurance and depend on the immunity law to protect them.

After considering the premium cost compared with the likelihood of the City's need for additional coverage, staff does not recommend waiving statutory tort limits or purchasing excess liability coverage for 2015. The City council has concurred with this recommendation for the past several years and elected not to waive statutory tort limits or purchase this additional coverage.

#### **SUMMARY AND RECOMMENDATION**

The City's total insurance package of \$284,055 (including the Large Deductible Option) is a \$30,089 increase over last year. If the City dropped the \$25,000/\$75,000 deductible option, and chose the standard \$1,000 deductible, premiums would increase an additional \$74,090. The EDA's total insurance package of \$1,153 is a \$1 increase over last year, which includes a \$1,000 deductible option.

It should be noted that one advantage of participating in the LMCIT plan for insurance is the potential for an annual dividend. During 2014, the City and EDA's property/casualty dividend was \$30,186 and \$75 respectively and, as in the past, was deposited into the Liability Claims fund to cover losses less than the City's \$75,000 annual aggregate deductible.

The attached motion approves existing insurance coverage for the period December 1, 2014 through December 1, 2015. Staff recommends approval of the motion.

PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To Adopt Resolution 15-05, Open Appointment Policy for Committees and Commissions.

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

PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To Adopt Resolution 15-06, Attendance Policy for Committees and Commissions.

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

TO: Mayor and Councilmembers

FROM: Rebecca Olson, Assistant to the City Manager

DATE: January 14, 2015

SUBJECT: Committee/Commission Policy Updates

### **Introduction**

Staff and Council have been working on developing a Committee/Commission handbook to be used as a reference for members that are appointed to serve on a City Committee or Commission. The handbook incorporates several policies, procedures and expectations that apply to the City's advisory bodies. The Council is being asked to adopt Resolution 15-05 – Open Appointment Policy and Resolution 15-06, Attendance Policy to update these two policies as they relate to the City's Committees/Commissions.

### **Background**

The Council initially reviewed the draft handbook at its workshop in September, 2014. This discussion focused on the key policy issues within the handbook relating to the City's Open Appointment Policy and Attendance Policy. Previously, a Policy on Attendance was adopted by resolution in 1988. Based on Council discussion, staff revised the handbook to incorporate the revisions to the Open Appointment Policy and Attendance Policy and at the January 12 Workshop, Council reviewed this revised draft.

### **Discussion**

The Open Appointment Policy was updated to reflect that any person who has served two full terms on the Planning Commission or has served at least one full term on the Economic Development Authority and reaches the end of their term must reapply and be considered along with any new applicants.

The Attendance Policy was updated to reflect the Council's understanding that members are volunteers, and as such, have many obligations to juggle. The intention was give more flexibility to members encouraging them to attend all meetings of their respective body, but requesting that they maintain an annual

attendance record of 67%. It also includes the provision that if a member fails to attend three consecutive meetings, without notice to staff, it will be considered a resignation from the advisory body.

**Recommendation**

Based on the foregoing information, it is recommended that the Council adopt Resolution 15-05 – Open Appointment Policy and Resolution 15-06 – Attendance Policy which update these two policies for the City's various Committees and Commissions.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 19, 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 19, 2015, at 7:00 p.m. The following members were present:

and the following members were absent: None.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-05**

**OPEN APPOINTMENT POLICY FOR CITY COMMITTEES AND COMMISSIONS**

**WHEREAS**, the purpose of this policy is to provide an open, accessible and fair appointment process which provides opportunity for interested citizens to become involved in city government through services on various Committees and Commission; and,

**WHEREAS**, it is the City Council's goal to have active citizen participation in the development and implementation of the policies of the City of Shoreview; and,

**WHEREAS**, it is the City's policy that membership on various committees and commission are open to all residents of the City;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shoreview that the following policies be adopted regarding appointments for City Commissions and Committees:

General Guidelines to Committee/Commission Appointment

1. Announcement of vacancies on Committees and Commissions will be advertised in the city's local newspapers, on the city website and other usual sources at least once per year, typically during the fall, unless a Committee/Commission membership falls below quorum requirements.
2. A minimum application period of four weeks will be provided and a deadline date will be specified. The City Council may consider applications received after the deadline date as long as they are received prior to review by the City Council.

3. The City will maintain a central file of Committee/Commission applicants.
4. Applications from all candidates will be provided to the City Council prior to the consideration of appointments. Except in unusual circumstances, appointments will be made only from individuals who have submitted an application for a specific Committee/Commission.
5. Individuals may only serve on one Committee/Commission at a time. The exception is the Economic Development Authority that has three Council members and at least one member of the Economic Development Commission.

#### Appointment Process

1. All appointments are made by the City Council. However, applications will be forwarded to the respective Committee/Commission for a review and recommendation following the close of the application period. Prior to making a recommendation to the Council, Committees/Commissions may either interview applicants or review the applications. The exception to this is the Planning Commission and the Economic Development Authority where the City Council will review, interview and appoint applicants directly.
2. Applications will be considered in a timely manner and scheduled for appointment by the City Council after the following:
  - a. Scheduled interviews with the applicants, or a review of the applicants by the Committee/Commission; and
  - b. Committee/Commission provides a recommendation to the City Council.

#### Reappointment

Any person who has served two full terms on the Planning Commission or has served at least 1 full term on the Economic Development Authority and reaches the end of their term must reapply and will be considered along with any new applicants. If the member has not yet served the time frame noted above, the staff will check to see if they wish to be reappointed and convey their interest in being reappointed to the City Council.

For all other Committees/Commissions, any person who has served three full terms must submit an application and will be considered for reappointment and review with all applicants.

#### Resignation

In the event a member is unable to continue serving because of change in residence, health, business requirements or personal reasons, a formal letter or e-mail of resignation shall be submitted to the staff liaison and City Manager. Upon completion of service to the community, members are required to return any City-owned equipment acquired during the term. Examples include: computers, copies of Shoreview's city code and key cards.

Removal

The City Council may consider the attendance records, behaviors and actions of Committee/Commission members and may take action to remove any member in violation of the code of conduct or attendance requirements at any time. The City Council is responsible for appointment to all City Committees/Commissions and reserves the right to appoint, reappoint or remove any individual from a Committee/Commission at any time.

Adopted by the City of Shoreview this 19<sup>th</sup> day of January, 2015.

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

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 19<sup>th</sup> day of January, 2015 with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the Open Appointment Policy.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 19<sup>th</sup> day of January, 2015.

---

Terry Schwerm  
City Manager

SEAL

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 19, 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 19, 2015, at 7:00 p.m. The following members were present:

and the following members were absent: None.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-06**

**ATTENDANCE POLICY FOR CITY COMMITTEES AND COMMISSIONS**

**WHEREAS**, the City Council of the City of Shoreview wishes to have effective Committees and Commissions composed of citizens of the community; and,

**WHEREAS**, regular attendance of members is necessary for the most effective performance of the Committees and Commissions; and,

**WHEREAS**, interested citizens should be afforded the opportunity to serve on a City Committee or Commission in the event a member is unable to attend meetings regularly;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shoreview that the following policies be adopted regarding attendance for City Commissions and Committees:

1. Members of City Committees and Commissions should endeavor to maintain an annual attendance record for all regular meetings of at least 67 percent.
2. Any Committee or Commission member who anticipates being absent for a meeting shall contact the staff liaison prior to the meeting.
3. Any Committee or Commission member who anticipates being absent from a number of meetings due to health issues, employment changes, travel or other factors shall notify the staff liaison.
4. It shall be considered a resignation of duties if any Committee/Commission member misses three consecutive meetings without notice to the staff liaison.

5. The City Manager shall report to the City Council on the attendance of all members of Committees/Commissions annually before the appointment or reappointment of members.
6. The City Council will consider the attendance records and may take action to remove any member in violation of these standards from the Committee or Commission.

Adopted by the City of Shoreview this 19<sup>th</sup> day of January, 2015.

---

Terry Schwerm  
City Manager

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

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 19<sup>th</sup> day of January, 2015 with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the Attendance Policy for Committees and Commissions.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 19<sup>th</sup> day of January, 2015.

---

Terry Schwerm  
City Manager

SEAL

# Proposed Motion

MOVED COUNCIL MEMBER \_\_\_\_\_

SECONDED BY COUNCIL MEMBER \_\_\_\_\_

To approve the revised and updated *Advantage Shoreview* BRE Loan Fund Policy and *Advantage Shoreview* Loan Guidelines/Loan Application, as recommended by the Economic Development Authority.

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

# Memorandum

**To:** Mayor and City Council Members  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** January 15, 2015  
**Re:** Revised *Advantage Shoreview* BRE Business Loan Guidelines

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## **Introduction**

The City Council is being asked to formally adopt revised business loan fund policy guidelines for the *Advantage Shoreview* Loan Program as recommended by the Economic Development Authority that reflects the special provisions granted to the City by the State Legislature in 2014 for business retention and expansion efforts.

## **Background**

The City received legislative approval for a “Shoreview Tax Increment Pilot Project”, which allows for the establishment of up to three special Economic Development Districts for an extended period of 12 years (instead of the current maximum of 8 years), for the purpose of supporting business retention and expansion (BRE). Shoreview is also allowed to create a special business retention and expansion fund from both existing and future tax increment resources that can be used to assist with grants and loans to existing local businesses with expansion needs that will create good quality jobs. The City will have this special authority to develop and implement a pilot program for a period of 5 years.

As part of the Special Legislation for a new BRE Tax Increment District, the City of Shoreview has the ability to create a new BRE Fund. This fund is a separate entity from the BRE Tax Increment District. Under the Special Legislation Statute, the City can create up to three (3) BRE Tax Increment Districts where 20% of the increment collected (pooled) can be receipted in the BRE Fund.

The advantages of the BRE Fund are significant. Unlike when a City uses tax increment, the revenues in the BRE Fund can be used for costs that are not limited to “TIF eligible” expenditures and reimbursements. TIF proceeds can only be used for public infrastructure, site improvements, and land acquisition; whereas, the BRE Fund revenues are considered non-TIF dollars and can be used for building construction, private improvements and other private capital expenditures. Also under TIF law, cities are not allowed to use TIF revenues to make loans to private enterprise, but with the BRE Fund this would not be restricted. In other words, the City could provide negotiated loans to local businesses in support of retention, expansion and job growth.

Shoreview is not limited as to how it seeds or capitalizes the BRE Fund. Under the Special Legislation Statute, any un-obligated TIF funds from a pre-1990 TIF District can be deposited into the BRE Fund in addition to the 20% pooling provision from new BRE TIF Districts.

In considering funding options available to build the BRE Fund, the EDA considered the following potential resources:

- BRE TIF provision (20% pooling from future BRE districts)
- Previous Twin Cities Community Capital Fund reimbursement (Past MIF funds)
- Future MIF (Minnesota Investment Fund)
- Repayment of TIF No. 1 Note from Lakeview Terrace project
- A set contribution from existing unobligated funds from TIF Districts No. 1 or No. 2

The EDA has discussed the framework for establishing a BRE Fund, including the pros and cons of this fund option as an additional financing tool to assist with business retention and expansion versus retaining existing tax increment fund resources.

There was general EDA support in establishing a special BRE Fund, as allowed through the special legislation, and a discussion of options to seed the fund through existing and future tax increment as well as other potential resources. There was consensus among the EDA Board to have a balanced approach of providing some seed funding to the BRE Fund but also retain resources in the TIF Fund(s) to provide the greatest flexibility to meeting objectives.

The level of funding for the program directly relates to the overall purpose and guidelines of the BRE Fund, as there will be limited resources available to businesses for qualified loans though the program is being set-up as a revolving fund. As such, there was support from the EDA Board to establish the loan program guidelines but defer transferring tax increment funds until a specific business expansion project is identified for City support.

### **Revised BRE Business Loan Guidelines**

In general, the BRE Fund would be used to provide loans to qualifying businesses looking to expand and create jobs. The EDA reviewed and provided comments to staff at several meetings on the key parameters of the proposed business loan program. City staff and economic development consultant have revised and updated the previously adopted *Advantage Shoreview* Business Loan Program in accordance with the direction of the EDA. The framework for the *Advantage Shoreview* Business Loan Program was originally developed in 2010 in response to temporary special authority the State granted to cities as part of the economic recovery efforts. No loans were issued through the *Advantage Shoreview* program, but the previously adopted policy guidelines serve as the template for this proposed BRE Business Loan Program.

To assist the EDA Board with revising and updating guidelines for a new BRE Loan Program, development consultant Kirstin Barsness researched other similar business loan programs from metropolitan area communities. A separate memorandum from the consultant is also included that identified some key policy questions/issues that were discussed by the EDA during their consideration of the BRE Loan Program. Also included is a table summarizing the business loan

programs of several cities, as well as the guidelines of the State DEED-Minnesota Investment Fund (MIF), which include job creation requirements for qualified projects.

Included for City Council review and consideration is the proposed *Advantage Shoreview* BRE Loan Fund Policy and draft *Advantage Shoreview* Business Retention and Expansion Loan Program Summary/Application. Key guidelines and criteria of qualifying/eligibility of a business loan include:

**Program Overview**

The City of Shoreview, through the Economic Development Authority (EDA), is making funds available to provide low-interest rate loans to Shoreview business owners for the purposes of building expansion and renovation that result in the retention or creation of new employment with the City.

**Loan Amount**

The EDA will loan up to 30% of the total project cost with a minimum loan amount of \$50,000 and maximum of \$500,000.

**Interest Rate**

The interest rate for the term of the loan is negotiated and determine on an individual project basis.

**Term**

The maximum term for building construction and structural renovations is 15 years.

The maximum term for machinery, equipment, and fixtures is 10 years.

**Eligible Projects**

- Operate at a location in the city of Shoreview;
- Does not have substantial operations in Minnesota; or
- The assistance is provided for relocation of a portion of the business's operation from another state;
- The expansion or location of the operations of the business in the city, as provided in the business subsidy agreement under Minnesota Statutes, sections 116J.993 to 116J.995, will result in an increase in manufacturing, research, service, or professional jobs, at least 75 percent of which pay an average wage or salary that is equal to or greater than 25 percent of the median wage or salary for all jobs within the metropolitan area.

**Recommendation**

The Economic Development Authority unanimously approved, and is recommending the City Council formally adopt, the revised and updated *Advantage Shoreview* BRE Loan Fund Policy and *Advantage Shoreview* Loan Guidelines/Loan Application. Upon adoption, EDA staff will begin to market the loan program and special TIF District authority to our key businesses identified in the BRE Program.



## City of Shoreview

### BRE Fund Policy

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## Advantage Shoreview

### Business Retention and Expansion Loan Program

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#### Loan Program Authority

The Minnesota Legislature passed the special provision from Minnesota Laws 2014, Chapter 308 Section 13 allowing the City of Shoreview to establish a Business Retention and Expansion Fund thru the Tax Increment Financing Pilot Project.

#### Program Funding

Funding is provided by Legislative Authority and includes, but is not limited to:

- The city or development authority may elect to deposit up to 20 percent of the increments from the BRE TIF pilot Program in the fund.
- Increments from a district for which the request for certification of the district was made prior to April 30, 1990, if the amount necessary to meet all of the debt and other obligations incurred for that district has been received by the city.

#### Purpose and Goals

The Advantage Shoreview Program is created to increase new employment opportunities or to maintain existing employment for local start-ups, expansions and certain relocations. New investment in building and equipment are the predominant mechanisms for generating employment growth within the community. These goals may be accomplished thru the following means:

- Creation or retention of permanent private sector jobs, in order to create above average economic growth which includes investment in technology and equipment that increases productivity and provide for higher wages;
- Stimulation or leverage of private investment to ensure economic renewal and competitiveness;
- Increase local tax base, founded on demonstrated measurable outcomes, to guarantee a diversified economy;

## **Eligible Projects**

The Projects eligible for funding are determined by the special legislation which specifies the following definition of “qualified business.”

- Operate at a location in the city of Shoreview;
- Does not have substantial operations in Minnesota; or
- The assistance is provided for relocation of a portion of the business's operation from another state;
- The expansion or location of the operations of the business in the city, as provided in the business subsidy agreement under Minnesota Statutes, sections 116J.993 to 116J.995, will result in an increase in manufacturing, research, service, or professional jobs, at least 75 percent of which pay an average wage or salary that is equal to or greater than 25 percent of the median wage or salary for all jobs within the metropolitan area; and
- The business is not engaged in making retail sales or in providing other services, such as legal, medical, accounting, financial, entertainment, or similar services, to third parties at the location receiving assistance.
- Criteria used for funding selection include:
  - Projects must generate new sustainable employment opportunities
  - Project that provide for job retention, where job loss is demonstrable.
  - Projects which are part of an overall expansion and/or renovation project.
  - Projects which allow for diversification and introduction of a new product or service.
  - Projects that encourage private (re)investment in the community.
  - Projects that accomplish other public purposes as determined by the EDA and City Council.
  - The EDA and City Council have the authority to amend the criteria as they deem fit.

## **Loan Considerations**

The Program has been designed as a gap financing tool. The Borrower must have a private sector commitment for at least 70% of the total project cost. Due diligence and loan review will be completed by the primary lender and not be the responsibility of the City of Shoreview.

Loan review and administration may be contracted out to a third party organization. The Borrower will be responsible for all fees associated with the closing and servicing of the loan for the life of the obligation.

Loan terms are based on the specific asset being financed. The maximum term for building construction and structural renovations is 15 years. The maximum term for machinery, equipment, and fixtures is 10 years. Collateral and the need for personal and/or corporate guarantees will be decided on a case by case basis at the discretion of the Shoreview EDA.

Interest rate is negotiated and determined on an individual project basis. The EDA can recommend a variety of interest configurations based on project scope and level of private investment. Options may include:

- Setting a reduced interest rate, including a rate as low as 0%
- Forgiving the interest (rebating) at the end of the term if the Borrower meets and sustains its employment and investment goals.
- In unique instances, principal repayment reduction.

### **Other Compliance Issues**

- Municipal rights, powers, duties (MS 471.87-471.88): A public officer of the City may not have a personal financial interest or personally benefit financially from the business being assisted.
- Government Data Practices (MS 13): Information contained in the application for assistance will become a matter of public record with the exception of those items protected under the Minnesota Government Data Practices Act.
- Business Subsidies (MS 116J.993-116J.995): A business subsidy greater than \$25,000 provided by a state or local government agency must follow the requirements of these sections. These sections pertain to the public purpose of the subsidy, subsidy agreements, wage and job goals, timing of project, public notice and hearing requirements, failure to meet goals, and reporting of information regarding outcomes of the subsidy to DEED.

### **EDA and City Council Authority**

The City of Shoreview EDA and City Council have the authority to determine which businesses receiving funding and the conditions of the loans on an individual basis.

The EDA has the ability to recommend to the City Council amendments to this Policy and corresponding Loan Application as needed and warranted.



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## Advantage Shoreview

### Business Retention and Expansion Loan Program

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#### **Program Overview**

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#### **Term**

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#### **Eligible Projects**

- Operate at a location in the city of Shoreview;
- Does not have substantial operations in Minnesota; or
- The assistance is provided for relocation of a portion of the business's operation from another state;
- The expansion or location of the operations of the business in the city, as provided in the business subsidy agreement under Minnesota Statutes, sections 116J.993 to 116J.995, will result in an increase in manufacturing, research, service, or professional jobs, at least 75 percent of which pay an average wage or salary that is equal to or greater than 25 percent of the median wage or salary for all jobs within the metropolitan area; and
- The business is not engaged in making retail sales or in providing other services, such as legal, medical, accounting, financial, entertainment, or similar services, to third parties at the location receiving assistance.

### **Eligible Borrowers**

Owners of the property being improved are eligible to apply for funding. Businesses that lease space must have written permission from the building owner for the proposed tenant improvements.

### **Eligible Activities**

Loans for land, infrastructure, utilities, building construction or renovation, machinery, equipment and leasehold improvements

### **Ineligible Activities**

Funds may not be used for refinancing existing indebtedness, personal property items, working capital, and previously completed projects.

### **Loan Security**

Personal and/or Corporate Guaranty(s) may be required. In order to assist local business with meeting equity requirements and securing private financing, the City will subordinate a lien and/or mortgage to the primary lender.

### **Total Project Cost**

It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. In the event the final bill exceeds the original loan amount, the recipient must obtain the additional funds.

### **Application Processing**

Applications will be considered on an on-going basis. Applications will be reviewed by City staff and the EDA with the level of funding and corresponding terms determined using the following criteria:

#### **Selection Criteria:**

- Projects must generate new sustainable employment opportunities
- Project that provide for job retention, where job loss is demonstrable.
- Projects which are part of an overall expansion project.
- Projects which allow for diversification and introduction of a new product or service.
- Projects that encourage private (re)investment in the community.
- Projects that accomplish other public purposes as determined by the EDA and City Council.

#### **Application Fee:**

- A 1.5% loan packaging/processing fee will be charged to all borrowers.
- Borrowers will be required to pay all legal and other closing costs

Upon completion of the due diligence process the EDA will approve the businesses to be funded. Loans are considered a Business Subsidy under Minnesota Statutes (MS 116J.993-.116J.935) and subject to a public hearing. All loans will be subjected to underwriting criteria. Loans will be expected to close simultaneously with the permanent financing source.

**Disbursement Process**

Payment to the contractor and/or borrower will be made upon completion of work. An inspection will be performed by the City to verify the completion of the work. The following items must be received prior to final disbursement of funds:

- Final proposal or invoice from contractor (or materials list from supplier)
- Final inspection verification by the City
- Completion certificate(s) signed by borrower and contractor
- Lien waiver for entire cost of work
- Verification that contractor has been paid for any matching portion of improvement

**For more information**

**Tom Simonson  
Assistant City Manager and  
Community Development Director  
4600 Victoria Street North  
Shoreview, MN 55126**

651-490-4612

[tsimonson@shoreviewmn.gov](mailto:tsimonson@shoreviewmn.gov)

**City of Shoreview**  
**Economic Development Authority**  
 4600 Victoria Street North  
 Shoreview, MN 55126  
[www.shoreviewmn.gov](http://www.shoreviewmn.gov)  
 651.490.4600



## APPLICATION

### Advantage Shoreview Business Retention and Expansion Loan Program

Company Information			
Borrower's Name	Authorized Signature		Email Address
Company Name	Date Established	NAICS Code	Website URL
Street Address	City	State	Zip
Type of Business	Type of Entity <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> LLC		

Company Ownership		
Owner Name	Title	Ownership
		%
		%
		%

References		
Bank Name	Account Officer	Phone
Accountant	Firm Name	Phone



**ADDITIONAL DOCUMENTATION AND CHECKLIST**

Applicants are required to provide the following documentation.

Any private financial information will be kept confidential.

- Articles of Organization and Operating Agreement (if applicable)
- Partnership Agreement (if applicable)
- Copy of Sworn Construction Statement including construction bids and/or equipment list
- Commitment letters and loan documentation from other sources of financing, stating terms and conditions of their participation
- Personal and Corporate Guarantees

**SIGNATURES**

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned’s knowledge. The undersigned authorizes the City of Shoreview to verify financial and other information as needed and agrees to provide any additional information as may be requested by the City after the filing of this application.

Applicant Name: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**REMITTANCE**

Submit completed application to:

**Tom Simonson**  
**Assistant City Manager and**  
**Community Development Director**  
**4600 Victoria Street North**  
**Shoreview, MN 55126**

651-490-4612  
[tsimonson@shoreviewmn.gov](mailto:tsimonson@shoreviewmn.gov)

# Memorandum

To: Tom Simonson, City of Shoreview  
From: Kirstin Barsness, Development Consultant  
Date: October 29, 2014  
Re: BRE Fund Framework

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Shoreview has the opportunity to create a new business loan fund that will set a new standard in the Twin Cities. In researching existing city sponsored business loans programs, it became apparent that few communities utilize this tool to assist with investment. The majority use tax increment financing as the mechanism to assist with business attraction and expansion. I examined the websites of 25 cities and found only three that list business loans as a local financial option: Coon Rapids, Brooklyn Park and Woodbury. For a list of all the cities researched, please refer to the end of this report.

A matrix depicting the loan program criteria for the three cities is attached. The programs were consistent with the type of activities that are funded. Eligible activities focus on fixed asset financing land, building, machinery and equipment. The terms for all programs were consistent with the life of the asset; however, the interest rates vary within the cities.

All the cities have used an outside consultant to both process the loan application and provide on-going loan management. The City of Woodbury did bring this service in-house, but has not processed a loan since 2006. Central Minnesota Development Corporation (CMDC), located in Andover, has serviced all three cities. Their service is fee based and each contract is negotiated and enacted by resolution. Copies of executed contracts can be provided, if Shoreview is interested in CMCD as a service provider.

Key questions for the Shoreview EDA to consider:

- (1) Does the EDA wish to keep the 30% contribution to the total project cost? What about the minimum and maximum loan amounts?*

The 30% is a conservative participation. The other three cities provide up to 50% participation. All require a financial institution to provide the first mortgage, while the cities loan is considered as gap financing.

The EDA may want to consider a loan minimum. The time, energy and serving of a loan may make smaller loan amounts inefficient to process. A minimum of \$50,000 to \$100,000 would be workable. Smaller loans fall into a micro loan category.

- (2) *Change in the interest from a set rate to flexible based on project need.*

The EDA may want to set a sliding scale interest rate based on job creation and/or level of investment, tax base generation, public purpose or other criteria. Language can be developed to provide for a flexible, negotiable rate while having some broader criteria establishes parameters and makes the process less arbitrary.

- (3) *Incorporation of language permitting deferral of payment; reduction or forgiveness of loan based on longevity in the community after loan is made?*

None of the programs researched had this component, although Coon Rapids does have a loan guarantee option within their program. The EDA could use this as an additional inducement in rare occasions where the amount of investment by the private sector in either jobs or tax base off sets the potential loss revenue returned thru the loan repayment. Flexible language in the loan guidelines can be incorporated. The EDA will need to balance the consideration of making a forgivable loan against the longevity and sustainability of the Loan Fund.

- (4) *The use of an outside service to process loan applications and manage loan portfolio.*

Similarly to the housing loan program, the EDA may want to contract the management of the business loans to a qualified entity. I would recommend investigating Central Minnesota Development Corporation, as well as talking with local financial institutions about their interest in partnering.

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Cities Reviewed –

Oakdale • Woodbury • Edina • St. Louis Park • Coon Rapids • Maple Grove • Brooklyn Park • Hopkins • West St. Paul • Minnetonka • St. Cloud • Rochester • Burnsville • Apple Valley • Lakeville • Roseville • St. Paul Port Authority • Eagan • Rosemount • Eden Prairie • Shakopee • Prior Lake • Savage • Mounds View • Elk River

## Twin Cities Business Loan Programs

City	Loan Purpose	Loan Amount	Other Funds Required	Term/Interest Rate	Fund Application & Management
<b>Woodbury:</b>  <b>Woodbury Growth Fund</b>	Land Acquisition, Building Construction, Leasehold Improvements, Machinery & Equipment  Excludes retail, retail service, passive investment and real estate development	Maximum \$250,000  No Minimum Stated	50% must be privately financed. Most applications approved have 70% private funds	Term: Real Estate =15 years Machinery =10 years  Interest Rate: Negotiable	Application reviewed by outside consultant  Loan management completed by City Finance Department
<b>Coon Rapids:</b>  <b>Commercial Industrial Loan Fund</b>	Infrastructure, Land Acquisition, Machinery & Equipment, Leasehold Improvements, Utilities  Targeted to Industrial and High Tech Companies that are for profit and have a positive net worth	No Maximum or Minimum Stated  Loans, Loan Guarantees and Interest Buy Down options	50% must be privately financed  10% Equity Requirement	Term: Real Estate =20 years Machinery =10 years  Interest Rate: 4%	Application review contracted to Central Minnesota Development Corporation  \$3,000 Fee for Application
<b>Brooklyn Park:</b>  <b>Fixed Asset Loan Fund</b>	Land Acquisition, Building Construction, Machinery & Equipment  No working capital	Maximum \$250,000 Minimum \$100,000	50% must be privately financed  Equity required	Term: Life of the Asset  Interest Rate: Fixed rate determined by market conditions at loan closing	All aspects contracted to Central Minnesota Development Corporation <ul style="list-style-type: none"> <li>• 1.5% Loan Processing Fee</li> <li>• 0.5% of the loan balance for loan management as long as the loan is outstanding</li> <li>• Borrowers responsible to pay all closing and legal costs</li> </ul>
<b>Shoreview:</b>  <b>Advantage Shoreview (previous adopted version)</b>	Land Acquisition, Building Construction, Machinery & Equipment and Leasehold Improvements  Ineligible refinancing, personal property items, working capital and previous completed projects	Maximum \$500,000 Minimum \$30,000	70% must be privately financed or non- city funds	Term: Real Estate =15 years Machinery =10 years  Interest Rate: 3%	Application Review completed by Bank and City Staff  Loan Management by lead financial institution
<b>DEED:</b>  <b>Minnesota Investment Fund</b>	The Minnesota Investment Fund provides financing to help add new workers and retain high-quality jobs on a statewide basis  The focus is on industrial, manufacturing, and technology-related industries to increase the local and state tax base and improve economic vitality statewide	Maximum of \$500,000 based on number of jobs created	All projects must meet minimum criteria for private investment, number of jobs created or retained, and wages paid  At least 50 percent of total project costs must be privately financed through owner equity and other lending sources (most applications selected for funding have at least 70 percent private financing)	Terms are for a maximum of 20 years for real estate and a maximum of 10 years for machinery and equipment  Interest rates are negotiated	Funds are awarded to local units of government who provide loans to assist expanding businesses. Cities, counties, townships and recognized Indian tribal governments are eligible for this fund.