

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
February 2, 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 20, 2015 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes
  - Public Safety Committee, November 20, 2014
  - Environmental Quality Committee, November 24, 2014
  - Environmental Quality Committee, January 26, 2015
3. Verified Claims
4. Purchases
5. License Applications

6. Deconstruction/Demolition Contract with Better Futures Minnesota—795 W. Highway 96
7. Application for Exempt Permit—Men’s Club Benefit, Church of St. Odilia
8. Developer Escrow Reduction
9. Authorize Replacement Purchase of Crack Filling Equipment

**PUBLIC HEARING**

**GENERAL BUSINESS**

10. Items Related to the Establishment of an On-Street Permit Parking Zone
11. Text Amendment—Sections 210, Nuisance and 211, Property Maintenance

**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 20, 2015**

**CALL TO ORDER**

Acting Mayor Johnson called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on January 20, 2015.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

The following members were present: Acting Mayor Johnson; Councilmembers Quigley, Springhorn, and Wickstrom.

Mayor Martin was absent.

**APPROVAL OF AGENDA**

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the January 20, 2015 agenda as submitted.

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

**Mr. Jerry Logajohn**, 5990 St. Albans Street, expressed his concern about the increased traffic on County Road J, especially trucks using engine brakes at night. He asked if a sign could be posted to prohibit use of engine brakes at night. He is especially concerned that in 2016, traffic will increase even more with the I-694 closure for reconstruction.

City Manager Schwerm explained that County Road J is a county road under county jurisdiction, but staff will contact appropriate officials to find out if there is anything that can be done.

Councilmember Wickstrom noted that an ordinance would be required to enforce any posted sign. Enforcement of a sign would mean working with bordering cities.

## **COUNCIL COMMENTS**

### **Councilmember Wickstrom:**

The Environmental Quality Committee (EQC) will begin its 2015 Environmental Speaker Series on January 21, 2015, at 7:00 p.m. in the City Council Chambers. The program focus is *Organics Recycling: The Next Frontier for Reducing Your Waste*. Future programs will be on the third Wednesday for the next four months. All are encouraged to attend.

### **Councilmember Springhorn**

Announced a meeting about the Snail Lake Marsh Area on January 28, 2015.

Information on the Human Rights Commission Middle School Essay Contest will be posted on the website within the next week. Sixth, seventh and eighth graders are invited to write an essay. He noted that in the last couple of years the local Shoreview essay winner was also recognized at the Minnesota League of Human Rights Commission.

All are encouraged to attend the “Rockin’ Road Variety Night” of the Rotary Club to be held at the Community Center on January 31, 2015. Information is on the City website. Tickets are \$15 or \$20 at the door.

### **Acting Mayor Johnson:**

On February 19, 2015, the *Taste of Shoreview* will be held sponsored by the *Slice of Shoreview*. Tickets are available on the *Slice of Shoreview* website and at City Hall. All are invited.

## **CONSENT AGENDA**

The following items were pulled for discussion:

**Item No. 1:** January 5, City Council Meeting Minutes were corrected on page 1 to reflect that Councilmember Springhorn was in attendance, not Councilmember Withhart.

**Item No. 2.a.:** Economic Development Commission (EDC) Meeting Minutes, November 18, 2014: Councilmember Wickstrom stated that she found it confusing to read that the Chair had an excused absence but had several comments during the meeting. Mr. Simonson responded that the EDC met earlier that day and made the necessary corrections.

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Quigley to adopt the Consent Agenda for January 20, 2015, and all relevant resolutions for item Nos. 1 through 9, with the correction to the January 5, 2015 City Council Meeting Minutes:

1. January 5, 2015 City Council Meeting Minutes, as corrected
2. Receipt of Committee/Commission Minutes:

- Economic Development Commission - November 18, 2014
  - Economic Development Authority - December 1, 2014
  - Planning Commission - December 16, 2014
  - Economic Development Authority - January 5, 2015
  - Park and Recreation Commission - December 11, 2014
3. Monthly Reports:
    - Administration
    - Community Development
    - Finance
    - Public Works
    - Park and Recreation
  4. Verified Claims in the Amount of \$1,771,502.32
  5. Purchases
  6. License Applications
  7. Developer Escrow Reductions
  8. Resolution 15-04 - Limited Use Permit with MN/DOT for City Trail Located in MN/DOT Right-of-way in Ramsey County Lexington Avenue/County Road F Project
  9. Approval of 2015 Insurance Coverage

VOTE:                      Ayes - 4                      Nays - 0

## **PUBLIC HEARINGS**

There were none.

## **GENERAL BUSINESS**

### **APPROVE OPEN APPOINTMENT POLICY AND POLICY ON ATTENDANCE FOR COMMITTEES AND COMMISSIONS**

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

City Manager Schwerm stated that as part of the process to update the Committee/Commission Handbook, two key policies are being reviewed--the Open Appointment policy and the Attendance policy. As a result of recent Council discussions, both policies have been revised. The Open Appointment policy has been changed to reflect that members of the Planning Commission who complete two full terms (6 years) and members of the Economic Development Authority who complete one full term (a statutory 6 years) must reapply and be considered with other applicants in order to be reappointed.

The Attendance Policy was adopted in the 1980s with a goal for 80% attendance by appointees of commissions and committees. That requirement is proposed to be changed to 67%, attending at least 4 of 6 meetings, to address absences because of busy schedules. Also, if a committee/commission member is absent 3 consecutive meetings without notifying staff that will be considered a resignation. After missing 2 meetings, staff automatically sends an email notice to find out the reason for the absences.

Councilmember Quigley stated that it is important to maintain flexibility as people have obligations that come and go.

Councilmember Wickstrom stated that it is important for a quorum to be present at committee and commission meetings. If an appointee has a problem attending meetings, it is only fair to give up the position and allow someone else the opportunity of being appointed.

Acting Mayor Johnson expressed appreciation for all the volunteers who serve on committees and commissions.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt Resolution 15-05, Open Appointment Policy for Committees and Commissions.

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

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt Resolution 15-06, Attendance Policy for Committees and Commissions.

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

### **REVISED ADVANTAGE SHOREVIEW BRE BUSINESS LOAN POLICY GUIDELINES**

#### **Presentation by Asst. City Manager/Community Development Director Tom Simonson**

The City was granted legislative approval for the “Shoreview Tax Increment Financing Pilot Project” in 2014. This allows the City to establish up to three special Economic Development TIF Districts for business retention and expansion for a period of 12 years rather than the typical time frame of 8 years. The legislation also allows creation of a special Business Retention and Expansion (BRE) Fund that provides for special pooling provisions to utilize TIF revenues to support business growth and jobs. Special authority was granted to the City to develop and implement this pilot program for 5 years and will expire June 30, 2019.

For the past five years, a priority of the City has been a Business Retention and Expansion Program. The City has adopted a comprehensive plan for retaining key businesses and fostering their growth rather than trying to attract new businesses because of the lack of available land. The BRE Program identifies key businesses thought to be “landmark” or “emerging” companies in the City that are essential to the City’s tax base, experiencing growth or companies in high tech.

BRE Visit Teams have been established and consist of Councilmembers, EDC members and staff to visit businesses regularly. Approximately 30 BRE visits have been conducted to date. These visits have resulted in discussions that have led to business expansions. In 2013, the City was awarded the 2013 Business Retention and Expansion Project of the Year by the Economic

Development Association of Minnesota (EDAM). The award was partly for the City's work with TSI Incorporated and PaR Systems expansions.

The BRE Fund to be established must be for the purpose of business retention, expansion and job creation. The Economic Development Authority (EDA) has discussed at length a number of options on how to fund the BRE Fund. A BRE Fund Policy is proposed consistent with the terms of the Special Legislative Authority.

A second part to this process is to establish the Advantage Shoreview BRE Business Loan Fund & Program. The Advantage Shoreview guidelines established in 2010 have been revised and updated to comply with the new Special Legislative Authority. The loans would supplement TIF opportunities to support economic development. Loans cannot be provided directly through TIF. Loans can be in conjunction with or separate from TIF assistance. The EDA recommends a balanced approach between TIF assistance and BRE fund loans to maximize flexibility. The BRE fund would not be fully funded because once funds have been put into the BRE fund, they can only be used within that Fund's guidelines and cannot be accessed for other purposes.

The loan criteria include loans of up to 30% of total project cost that would be subordinate to a primary lender and subject to bank due diligence. The maximum loan amount would be \$500,000; the minimum \$50,000. The Fund is set up as a revolving fund. The City may only be able to make two or three loans in the five-year period depending on resources available. Interest rates would be negotiable. Loan terms would be 15 years for building construction and 10 years for machinery/equipment purchase. Job creation is required as part of the loan program. The City is not able to use BRE fund loans for an existing business from another community or relocation of a business from outside Minnesota.

The EDA unanimously recommends City Council approval for the BRE Loan Fund Policy and the Advantage Shoreview Business Loan Guidelines.

Councilmember Wickstrom asked if there are restrictions on who the primary lender could be. Mr. Simonson responded that the primary lender must be an accredited financial institution.

Councilmember Quigley noted that the EDA has discussed not being in competition with primary lenders. The amount available is capped. He commended the EDC, which has built the BRE Program by notifying businesses of the possible assistance programs available through the City. There has been good discussion that resulted in this new financial tool for the City.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Springhorn 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.

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

**ADJOURNMENT**

MOTION: by Councilmember Springhorn, seconded by Councilmember Quigley to adjourn the meeting at 8:32 p.m.

VOTE: Ayes - 4 Nays - 0

Mayor Martin declared the meeting adjourned.

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

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Terry Schwerm  
City Manager

**PUBLIC SAFETY COMMITTEE  
NOVEMBER 20, 2014**

**CALL TO ORDER**

The Public Safety meeting was called to order by Chairperson Jorgen Nelson at 7:00 p.m.

**ROLL CALL**

Those in attendance were Treverse Guess, Nicole Hertel, Jorgen Nelsen, Henry Halvorson, Marc Pelletier, Edward Powlinski, Gil Schroepfer, Terry Schwerm, Brent Baker (Allina); Watch Commander Jay Maher; Fire Chief Tim Boehlke (Lake Johanna Fire Department).

Members Absent: Justine Greene

Others Present: City Manager Terry Schwerm

**APPROVAL OF MINUTES**

Pelletier moved, seconded by Schroepfer, approval of the September 18, 2014 Public Safety Committee minutes. Motion was unanimously adopted.

**CITIZENS' COMMENTS**

None

**NEW BUSINESS**

- Allina – Brent Baker from Allina reported that the average response time to emergency medical calls in Shoreview is 6 minutes and 33 seconds; and that from mid-August through mid November that they had responded to 96.2% of calls within 10:59, which is well above their goal of 90%. He also noted that Allina had responded to 263 emergency medical calls in Shoreview from August 1<sup>st</sup> through today.

Baker indicated that the lease for the new substation that will be located along County Road E, east of Victoria Street is currently being reviewed and is expected to be executed soon. He also noted that their staff participated in active shooter event training at both the Mall of America and Burnsville Center.

- Lake Johanna Fire Department – Fire Chief Boehlke talked briefly about some recent training that seven firefighters attended that was sponsored by Canadian

Pacific Rail. The 3-day training that included both classroom and live fire training was held in Colorado. CP Rail paid for the travel to Colorado. He also noted that they had recently revamped the hiring process and were nearing the end of a recruitment process that was expected to add 6-8 new firefighters. Chief Boehlke needed to leave the meeting due to a fire call.

Schwerm reported that a new rescue truck was nearing completion and would be delivered in early December. The truck is used to respond to medical calls, but also carries 200 gallons of water and a fire pump. Schwerm also reported on the growing number of homes in Shoreview where hoarding conditions have been discovered. He credited the Fire Department for their active assistance in helping the City address these issues through the fire code.

- Sheriff's Department – Watch Commander Maher reported that the County and the Sheriff's Department would be implementing a new Computer Aided Dispatch (CAD) system along with a new records and report writing system. He also noted that the Department is in the process of replacing two canine officers who had recently retired. He also discussed the new blue light technology that has been installed on traffic signals throughout Ramsey County. The system was obtained through a safety grant and is designed to make it easier for law enforcement personnel to issue citations for running red lights.

## **NEW BUSINESS**

Jorgen Nelson raised a concern related to the election being held at Turtle Lake School and the issue of school safety. Schwerm indicated that there are very few places in northwest Shoreview that can be used as a polling place; therefore we have used the school. He indicated that City staff has worked very closely with the Principal at Turtle Lake School on issues related to traffic and student safety. The Principal thought that this year's election went very smoothly and that the amount of planning helped tremendously. Schwerm also stated that the City may need to hire off duty officers to work on Election Day when schools are in session. Currently, there are three polling places at schools including Turtle Lake, Emmett D. Williams and St. Odelia.

## **LIAISON REPORT**

Schwerm reported that Committee member Justine Greene had chosen not to be reappointed to the Committee. He also indicated that the Committee could meet with the City Council at the workshop meeting on January 12, 2015 at 7:00 pm and suggested that the Committee meet one hour earlier as their regular meeting for the month of January.

## **ADJOURNMENT**

There being no further business before the Commission, Pelletier moved, seconded by Schroefer that the meeting be adjourned at 8:10 pm. Motion unanimously adopted.

**Minutes**  
**ENVIRONMENTAL QUALITY COMMITTEE**  
**November 24<sup>th</sup>, 2014 7:00 PM**

**1. CALL TO ORDER**

The meeting was called to order at 7:00pm.

**2. ROLL CALL**

Members present: Tim Pratt, Lisa Shaffer-Schrieber, Susan Rengstorf, Lynn Holt, Dan Paige Ahlborg, John Suzukida

Members absent: Dan Westerman

Staff present: Tom Wesolowski

**3. APPROVAL OF AGENDA**

The agenda was approved with the addition of item 5A.d – Review 2015-16 EQC Workplan.

**4. APPROVAL OF MEETING MINUTES – October 27<sup>th</sup>, 2014**

The minutes were approved with no changes.

**5. BUSINESS**

**A. Workplan Tasks**

a. 2015 Spring Speaker Series planning

a. Jan 21<sup>st</sup> – Jean Buckley, Ramsey County Environmental Health – Organics recycling – the next frontier on reducing your waste

b. Feb 18<sup>th</sup> – Marc Sloom, Sala Architects – Improve your home through green remodeling

c. March 18<sup>th</sup> – Carole Gernes, Ramsey County Cooperative Weed Management Area – invasive species

d. April 15<sup>th</sup> – Heather Holm, Author – What you can do for pollinators

The Committee reviewed the speaker topics and color posters with information on the speakers were supplied. The Committee has presented the speakers with cutting boards from Wood from the Hood in the past and would like to continue using the cutting boards. Tom will get the cutting boards ordered.

b. Create yearly calendar for 2015 ShoreViews – The Committee would like a yearly calendar with dates of when articles are due for the ShoreViews and also the publishing dates. Tom will check on that and see if there is one available.

c. Assign articles – The Committee would like to review the yearly ShoreViews publishing calendar before assigning articles, so will discuss at their January 26<sup>th</sup> meeting.

d. 2015-16 EQC Workplan – The Committee reviewed the workplan and discussed the annual report the EQC puts together for the City Council. Tim explained that the report is due in February and lists the accomplishments of the EQC, includes the workplan, and three topics the Committee would like to cover in more detail. The Committee decided the three more detailed topics should be community solar, what can be done to help pollinators, and water use reduction. John and Tim will work on community solar, Sue on the pollinators, and Paige and Lisa on water use reduction. The first drafts for the detail topics will be reviewed at the January meeting.

B. Newsletter Topics

- a. March/April 2015 issue: Deadline would be January 15th – Tim will talk with Mark Sloom (Green Remodeling Speaker) about writing an article. Tim will also work on an article for the Green Community Awards. Tom will contact Heather Holm (Pollinator Speaker) to see if she has any articles.

C. Public Works Update

Tom provided an update on the Hanson/Oakridge Neighborhood reconstruction project and the design of the new water treatment plant. Tom also provided an overview of the road reconstruction project for 2015, which includes the Turtle Lane Neighborhood and Schifsky Road.

Tom also mentioned that he was contacted by Blake Hoffman (Ramsey County Commissioner). Blake would like to meet with the EQC and provide information on the energy efficiency initiatives that will be incorporated into the development of the TCAPP site.

D. Other

- a. Next regular meeting – **January 26<sup>th</sup>, 2015**

E. Adjournment

- a. The Committee adjourned at approximately 8:30pm.

**DRAFT**

**Minutes  
ENVIRONMENTAL QUALITY COMMITTEE  
January 26<sup>th</sup>, 2015 7:00 PM**

**1. CALL TO ORDER**

The meeting was called to order at 7:05pm.

**2. ROLL CALL**

Members present: Tim Pratt, Lisa Shaffer-Schrieber, Susan Rengstorf, Lynn Holt, Dan Paige Ahlborg, John Suzukida

Members absent: Dan Westerman

Staff present: Tom Wesolowski

**3. APPROVAL OF AGENDA**

The agenda was approved with no changes or additions.

**4. APPROVAL OF MEETING MINUTES – November 24th, 2014**

The minutes were approved with no changes.

**5. BUSINESS**

**A. Review Jan 21<sup>st</sup> Speaker**

The speaker series was well attended and the EQC members that were there thought it was very informative. The presentation was not televised or taped, because the individual that would operate the equipment was not able to attend. The remaining presentations are scheduled to be televised and taped.

**B. Workplan Tasks**

A quick review of the future speakers was provided:

- a. Feb 18<sup>th</sup> – Marc Sloom, Sala Architects – Improve your home through green remodeling
- b. March 18<sup>th</sup> – Carole Gernes, Ramsey County Cooperative Weed Management Area – invasive species
- c. April 15<sup>th</sup> – Heather Holm, Author – What you can do for pollinators

The EQC would like to meet with the City Council to discuss the ideas in the Workplan and provide recommendations to the Council. Tom will check the City Manager to schedule the meeting.

Community Solar

John provided a write-up with information on Community Solar programs that is attached to the minutes. There were miscellaneous discussions about what the Committee would like to recommend to the Council and also discussion about the PACE program. The Clean Energy Resource Teams (CERTS) does have an individual on staff, Peter Lindstrom, that works with local governments to provide information about PACE and Community Solar. The EQC would like to invite Peter to present at the March meeting. The EQC will use the information to determine what recommendations to present to the Council.

### Helping Pollinators

Suzan provided an information sheet on neonicotinoid pesticides and how they affect bees and recommends Shoreview become a Bee Friendly City. After some discussion it was decided that the EQC members will contact local retailers, nurseries, landscapers, and home improvements stores to determine if they sell plants that have been sprayed with pesticides that contain neonicotinoids or sell pesticides that contain neonicotinoids. Tom will check with the City Parks Department to see if the City is buying plants or using pesticides with neonicotinoids. Suzan will come up with a list of action steps to determine what the City would have to do to become a Bee Friendly City, which will be discussed at the February meeting.

### Water Quantity/Quality

Paige provided a write-up with information on water use and ideas on how residents and the City could reduce water usage that is attached to the minutes. The EQC members will review the information and provide comments and discuss again at the February meeting.

### C. Newsletter Topics

The next Shoreviews is the May/June edition and will be delivered in early April. Articles are due to Tom by February 5<sup>th</sup>. The EQC will work on the following articles:

Cost share programs from watershed district – Paige

Organics recycling – Tom will contact Jean Buckley at Ramsey County

Rainbarrel/Compost bin sale – Tim will check on and get Tom info

Native Plant sale – Tom will check on

Look at clean-up day ad and see if information can be added on where donations can be taken – Tom will check on

July/August issue that will be delivered in early July:

Water conservation – Paige

Help pollinators – Tom will contact speaker Heather Holm for article info

### D. Clean Air Minnesota

Tim informed the EQC that a former member of the EQC, Chris Nelson, had contacted him to see if the EQC would be interested in working with the Clean Air Minnesota Coalition on consensus activities to reduce pollution. The EQC would like Chris to come to the February meeting and provide information. Tim will check with Chris.

### E. Invasive Plant Program

Carol Gernes, Ramsey Conservation Invasive Species, contacted Tom about hosting an invasive plant identification training program at Shoreview for volunteers and City staff. The Committee thought that would be a great opportunity. Tom will work with Carol to set-up a meeting date and time and advertise for volunteers.

### F. Public Works Update

Tom informed the Committee that staff is working in the feasibility report for the reconstruction of the Turtle Lane neighborhood and Schifsky Road. For stormwater management underground infiltration chambers will be used on Turtle Lane, but Schifsky Road is located within the City's wellhead protection area so infiltration cannot be used. Tom is currently looking at options to treat the stormwater runoff from Schifsky Road and will provide more information at the February meeting.

### G. Other

Tim informed the Committee that there are two vacancies on the Committee. The City did advertise for various openings on all the City Committees and did not receive many applicants for the Committees including the EQC. Tim asked the members that if they know anyone that may be interested in serving on the Committee to contact the City for an application.

### H. Adjournment

- a. The Committee adjourned at approximately 8:45pm.

# Community Solar

## What is it?

Centrally located solar PV systems that provide electricity to participating subscribers

## How does it work?

Solar Photo Voltaic (PV) panels are installed in “solar gardens”--sunny locations to produce renewable electricity—on top of commercial or government buildings for example, or in an open field of land. Individual entities can subscribe to enough solar to cover up to 120% of their annual electricity usage. Each subscriber’s utility bill is credited with the electricity created by their share of the solar garden.

- A. A utility such as Xcel contracts with a developer to set up the solar garden and the utility operates the garden and handles all aspects of relationship with subscribers.
- B. 3<sup>rd</sup> party operator develops, runs garden and maintains relationship with subscribers for payment. The utility provides subscriber with credit on their bill.

## What options are there for financing?

- A. Pay up front/pre-pay model: Subscriber purchases a subscription for a onetime fee that covers the life of the agreement. Could be a 20 year project timeline
- B. Pay as you go model: Subscriber pays in installments over time. Subscriber receives bill credit for their share of output on their energy bill the following month.

## How much energy does a typical MN home use?

800 kWh/month or 9,600 kWh/year

4kW of solar panels could provide half the electricity used by the typical home in MN. John Suzukida’s personal experience is that 2.8 kW →3,500 kWh/year so that 4kW→4,965kWh/year which substantiates that number

## Where do we stand in MN?

Dec 12, 2014, Xcel opens solar garden program after Legislature and Public Utilities Commission prior approvals. Xcel started accepting applications on Dec 12 and in 12 days, had receive 427 proposals for solar gardens.

## How could we move forward?

Clean Energy Resource Teams (CERTS) is a resource whose mission is:  
Connect individuals and their communities to the resources they need to identify and implement community-based clean energy projects.

## What are your goals in becoming a subscriber?

## Host Site considerations:

What are your goals in becoming a subscriber?	Do you have a good site? <a href="http://solar.maps.umn.edu/app/">http://solar.maps.umn.edu/app/</a>
Which model is right for you?	Term of lease – 25 years or longer
How MUCH do you want to subscribe to?	Form of payment - \$ / month? \$ / year? In form of a subscription?
What can your market power get you?	How much do you need to be paid to make it worth it?
What factors are most important to you-- Location? Cost?Local jobs?	What costs might you incur for site prep, maintenance or restoration?
Project viability – site control, interconnection, terms and conditions of subscriber agreement	Roof or ground mount?

1<sup>st</sup> draft to EQC at 1/26 meeting

## 1. Water Quantity/Quality

The City of Shoreview is lucky to have access to an abundance of beautiful, clean lakes which are a critical component to the City's quality of life. Our lakes are important for recreation, wildlife habitat, and drinking water. Although it seems like water quantity and quality are two separate issues, they are connected, and improvements in quantity can drive improvements in quality.

The EQC commends the City for instituting water conservation improvements including odd/even watering days and tiered water rates. The City has also taken a proactive approach of installing innovative water quality best management practices including porous concrete and pave drain roadways. Additional changes must be implemented to reduce water consumption.

The EQC recognizes the need to balance between groundwater and surface water use and reduction. Water use goes up at least 3 times in the summer due to landscape applications. We recommend more information be provided to Shoreview residents about how to take a water conscious effort towards lawn care and how individuals can reduce their water consumption. Reducing summer peak demand may include several approaches such as more effective watering habits, use of landscaping that requires less water, and use of rain or soil-moisture sensors on irrigation systems.

Further restrictions in residential water use should be implemented such as allowing watering only twice a week. Watering could be allowed only on garbage pickup day and three days after from May through September. This schedule spreads out the demand of water use. Another approach would be to implement seasonal water pricing or conservation pricing. This method raises water use rates during peak months when a majority of water use goes to lawn watering.

The EQC also recognizes the benefits of the City offering incentives to those who reduce water consumption. This can be in the form of offering incentives or grants for installing low flow shower heads and toilets and for installing soil/moisture sensors on irrigation systems. The City could offer rain barrel sales at a discounted price to promote rainwater harvesting. The City could implement a stormwater utility fee reduction to those who install BMPs to reduce stormwater runoff.

Another way the City can reduce water consumption is by requiring permits on the installation of irrigation systems (maybe only commercial scale at this point) and require that moisture sensors be installed on these systems.

City Council should always recommend to developers the installation of stormwater management and point them towards watershed district cost share programs if they are going above and beyond permit requirements.

## MOTION SHEET

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

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

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

Date	Description	
01/21/15	Accounts payable	\$69,546.55
01/22/15	Accounts payable	\$47,562.18
01/26/15	Accounts payable	\$225,192.92
01/30/15	Accounts payable	\$77,398.97
02/02/15	Accounts payable	\$104,242.25
<b>Sub-total Accounts Payable</b>		
01/23/15	Payroll 127655 to 127703 970543 to 970746	\$160,315.78
<b>Sub-total Payroll</b>		
<b>TOTAL</b>		<b>\$ 684,258.65</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

02/02/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ADVANCE WALL STRUCTURES	EROSION RED 5878 LEXINGTON RES 15-07	101	22030					\$500.00	\$500.00
AMERICAN ENGINEERING TESTING,	SOIL BORINGS WTP SITE	454	47000	5910				\$5,550.00	\$5,550.00
ANOKA COUNTY GOVERNMENT CENTER	NOTARY SIGNATURE RENEWAL/HOFFARD	101	40200	4330		010		\$20.00	\$20.00
AVI SYSTEMS INC	CITY HALL CABLECAST MATERIALS	230	40900	5800				\$6,275.00	\$6,275.00
BEISSWENGENERS HARDWARE	CHAIN SAW BLADES	101	42200	2180		001		\$31.98	\$31.98
BOLTON & MENK, INC	LIFT STATION IMPROVEMENTS	441	47000	5910				\$5,825.33	\$5,825.33
CRYSTEEL TRUCK EQUIPMENT INC	GAUGE FOR HYD TANK UNIT 204	701	46500	2220		001		\$12.06	\$12.06
GENESIS EMPLOYEE BENEFITS, INC	FLEX-MED/DEPENDENT CARE 01-16-15	101	20431					\$200.00	\$200.00
LEAGUE OF MN CITIES INS TRUST	WORKERS' COMP 1ST INSTALLMENT 14/15	101	40100	1510				\$34.94	\$41,334.75
		101	40200	1510				\$509.11	
		101	40210	1510				\$297.00	
		101	40400	1510				\$121.31	
		101	40500	1510				\$561.77	
		101	40550	1510				\$243.36	
		101	40800	1510				\$138.78	
		101	42050	1510				\$792.09	
		101	42200	1510				\$6,071.99	
		101	43400	1510				\$1,688.26	
		101	43450	1510				\$361.22	
		101	43710	1510				\$4,911.24	
		101	43900	1510				\$110.73	
		101	44100	1510				\$547.74	
		101	44300	1510				\$142.96	
		210	42750	1510				\$35.92	
		220	43800	1510				\$4,684.37	
		225	43400	1510				\$1,564.49	
		225	43510	1510				\$108.76	
		225	43520	1510				\$1,145.19	
		225	43530	1510				\$1,434.82	
		225	43535	1510				\$1,203.02	
		225	43555	1510				\$647.89	
		225	43560	1510				\$486.96	
		225	43580	1510				\$125.00	
		225	43590	1510				\$441.44	
		230	40900	1510				\$45.77	
		240	44400	1510				\$63.98	
		241	44500	1510				\$83.17	
		601	45050	1510				\$4,469.55	
		602	45550	1510				\$3,650.64	
		603	45850	1510				\$2,851.91	
		603	45900	1510				\$34.20	
		604	42600	1510				\$63.98	
		701	46500	1510				\$1,661.19	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: DECEMBER 2014	101	20802					\$2,716.40	
		101	34060					-\$54.33	\$2,662.07
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001		\$600.00	
		601	45050	3220		001		\$600.00	\$1,200.00
ROSSBACH CONSTRUCTION	EROSION RED 5696 LOIS LN RES 15-07	101	22030					\$500.00	
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190				\$4,329.36	\$4,329.36
STEPP MANUFACTURING CO INC	CONTROL PANEL FOR CRACK FILL TRAILER	701	46500	2220		002		\$770.00	\$770.00
WOOD FROM THE HOOD	EQC SPEAKER SERIES GIFTS	101	42050	2010				\$336.00	\$336.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	\$69,546.55

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
4-H, ANOKA COUNTY	FACILITY REFUND	220	22040					\$100.00	\$100.00
ABREHAM, EYOB	FACILITY REFUND	220	22040					\$751.89	\$751.89
AGGARWAL, RITU	LET'S MAKE MUSIC	220	22040					\$83.00	\$83.00
AHARTZ, BRANDY	FACILITY REFUND	220	22040					\$25.00	\$25.00
ANDERSON, CAROL	FACILITY REFUND	220	22040					\$100.00	\$100.00
ATHLETIC OUTFITTERS	EMBROIDERY/JOSLIN/MEYER/SCHEIER/PAULNO	601	45050	2280		001		\$43.20	\$43.20
BARTOLIC, DAVINA	FACILITY REFUND	220	22040					\$25.00	\$25.00
BRANSON, CAROLINA	FACILITY REFUND	220	22040					\$25.00	\$25.00
BURK, ASHLEY	FACILITY REFUND	220	22040					\$25.00	\$25.00
CARR, DAVID	FACILITY REFUND	220	22040					\$25.00	\$25.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 01-23-15	101	21720					\$8,822.62	\$8,822.62
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:01-23-15	101	20420					\$367.00	\$367.00
DE MALDONADO, CLAUDIA	FACILITY REFUND	220	22040					\$25.00	\$25.00
DUNN, KELLY	SPORTS GAMES- ISLAND	220	22040					\$35.00	\$35.00
EHLERS	2015 PUBLIC FINANCE SEMINAR/OLSON	101	40200	4330				\$275.00	\$275.00
ELIFEGUARD, INC	NEW LIFEGUARD TUBES	220	43800	2200		002		\$673.40	\$673.40
ENGLISH, COREY	FACILITY REFUND	220	22040					\$25.00	\$25.00
ERICKSON, JON	ACTIVITY REFUND	220	22040					\$32.00	\$32.00
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS:01-23-15	101	20418					\$5,670.00	\$5,670.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 01-23-15	101	20431					\$2,289.34	\$2,289.34
HAACK, MELISSA	AQUATICS PRESCHOOL	220	22040					\$61.50	\$61.50
HAMILTON, MAHIN	FACILITY REFUND	220	22040					\$25.00	\$25.00
HASLACH, ALLISON	FACILITY REFUND	220	22040					\$25.00	\$25.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:01-23-15	101	21750					\$6,504.00	\$6,504.00
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:01-23-15	101	20430					\$580.00	\$580.00
KAISER, ESTHER	FACILITY REFUND	220	22040					\$25.00	\$25.00
LARSON COMPANIES	1 TON TRUCK AIR FILTER	701	46500	2220		001		\$26.08	\$26.08
LARSON COMPANIES	I TON TRUCK OIL FILTERS	701	46500	2220		001		\$50.82	\$50.82
LARSON, STEVEN	MIND/BODY YOGA	220	22040					\$145.80	\$145.80
MATHESON TRI-GAS INC	OXYGEN AND CO2	220	43800	2200		001		\$28.86	\$124.59
		220	43800	2160		002		\$95.73	
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR DECEMBER 2014	602	20840					\$19,880.00	\$19,681.20
		602	34060					-\$198.80	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:01-23-15	101	20435					\$137.00	\$137.00
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:01-23-15	101	20420					\$35.00	\$35.00
MSSA	MEMBERSHIP RENEWAL/SHAUGHNESSY/CURLEY	101	42200	4330		001		\$100.00	\$100.00
NAPA AUTO PARTS	FILTER UNTI 607	701	46500	2220		001		\$18.69	\$18.69
NATH, RAVINDER	FACILITY REFUND	220	22040					\$100.00	\$100.00
OLSON, ADRIENNE	FACILITY REFUND	220	22040					\$25.00	\$25.00
PERRY, KERRY	FACILITY REFUND	220	22040					\$25.00	\$25.00
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION:01-23-15	101	21740					\$246.10	\$246.10
RAM, AMY	FACILITY REFUND	220	22040					\$25.00	\$25.00
TOTAL TOOL SUPPLY INC	SMALL TOOLS	701	46500	2400		006		\$19.48	\$19.48
TWIN SOURCE SUPPLY	TRASH BAGS	701	46500	2183		002		\$86.47	\$86.47
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:01-23-15	101	20420					\$78.00	

Total of all invoices: \$47,562.18

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AARP C/O TOY, BOY	AARP SMART DRIVER CLASS ON 1/13/2015	225	43590	3174		003	\$225.00	\$225.00
ADOLPH KIEFER	KICKBOARDS/PADDLERS	225	43520	2170		002	\$378.80	\$378.80
AMAZON.COM	BOOT TRACTION AIDS	101	43710	2400			\$79.92	\$79.92
ANCHOR PAPER COMPANY	COPY/COLOR PAPER/LESS CM#10423096-00	101	40200	2010		001	\$567.07	
AUTOMATIC SYSTEMS CO, INC	INSURANCE CLAIM: WELLHOUSE #5	260	47400	4340			\$1,229.70	\$1,229.70
BARSNESS, KIRSTIN	JANUARY ECONOMIC DEVELOPMENT CONSULTING	240	44400	3190			\$3,150.00	\$3,150.00
BAUDVILLE.COM	SERVICE AWARD SUPPLIES	101	40200	2010		006	\$17.45	\$17.45
CARR, BRANDON	REFUND CLOSING OVRPYMT-736 GRAMSIE ROAD	601	36190			003	\$14.84	\$14.84
CITY SIGNS	PLAQUE/PC MEMBER DOAN J	101	44100	2010			\$40.00	\$40.00
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002	\$132.85	\$132.85
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002	\$132.85	\$132.85
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$294.65	\$294.65
DOLLAR TREE STORES INC.	RECREATION SUPPLIES	225	43580	2172		001	\$18.00	\$40.00
		225	43590	2174		003	\$22.00	
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	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
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.16	\$16.16
HAMMOND, CECILIA	VOLLEYBALL REF JAN 13 & 20	225	43510	3190		010	\$68.00	\$68.00
HEALTH PARTNERS	HEALTH INSURANCE: FEBRUARY 2015	101	20410				\$57,764.20	\$57,764.20
HEALTH PARTNERS	HEALTH INSURANCE: FEBRUARY 2015 COBRA	101	20411				\$523.42	\$523.42
HORIZON COMMERCIAL POOL SUPPLY	UV SYSTEM REPAIRS	220	43800	2200		003	\$1,040.77	\$1,040.77
JEFF SMITH LLC	TKD WINTER SESSION A	225	43530	3190			\$1,821.30	\$1,821.30
JOANN CRAFTS	EMPLOYEE EVENT SUPPLIES	101	40210	4890		003	\$30.96	
MAYER ARTS, INC	WISH UPON A BALLET	225	43580	3170			\$660.00	\$660.00
MBPTA	2015 MEMBERSHIP/NELSON-LUKOSKIE	101	44300	4330			\$100.00	\$100.00
MICHAELS - ARTS AND CRAFTS	EMPLOYEE EVENT SUPPLIES	101	40210	4890		003	\$20.33	\$20.33
MICROSOFT STORE.COM	VISUAL STUDIO PROFESSIONAL	101	40550	2180		003	\$534.55	\$534.55
MN DNR ECO-WATERS	WATER USE FEE SUCKER LAKE	603	45900	3190		001	\$140.00	\$140.00
MN DNR ECO-WATERS	WATER APPROPRIATION PERMIT FEE	601	45050	3190		006	\$11,977.76	\$11,977.76
NCO INC	GLOW NECKLACES FOR RESALE	220	43800	2591		002	\$116.43	\$116.43
NEOFUNDS BY NEOPOST	BRUSH HEAD/INVOICE 14448965 SO14184914	101	40200	3220			\$48.99	\$48.99
NEOPOST USA INC.	METER RENTAL/MAINTENANCE POSTAGE MACHINE	101	40200	3850			\$1,146.12	\$1,146.12
NEW BRIGHTON PARKS & RECREATIO	NEW BRIGHTON SCHOLARSHIP/ANGELA BLAGEO	225	43590	2175		005	\$107.00	\$107.00
PICKLEBALLPADDLESPLUS.COM	INDOOR PICKLEBALLS	225	43510	2170		019	\$238.50	\$238.50
PLUG'N PAY TECHNOLOGIES INC.	DEC 2014/ECOMM/CC FEES	220	43800	4890		002	\$13.62	\$59.92
		225	43400	4890			\$46.30	
PLUG'N PAY TECHNOLOGIES INC.	DEC 2014/RETAIL/CC FEES	220	43800	4890		002	\$248.27	
		225	43400	4890			\$64.41	\$312.68
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:01-23-15	101	21740				\$30,159.80	\$30,159.80
SIGNCAD SYSTEMS, INC.	SIGNCAD/DESIGNCAD MAINTENANCE	101	40550	3860		002	\$1,805.00	\$1,805.00
SPRINT.COM	CELLULAR PHONE SERVICE	101	40200	3210		002	\$37.55	\$37.55
SUBWAY	NEW YEAR EVE SUPPLIES	225	43580	2172		002	\$294.59	\$294.59
SWEENEY, BRIANA	VOLLEYBALL REF JAN 13	225	43510	3190		010	\$51.00	\$51.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SWEENEY, FALLON	VOLLEYBALL REF JAN 20	225	43510	3190		010	\$51.00	\$51.00
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003	\$1,107.01	
		101	43710	3210			\$246.03	\$1,387.33
		601	45050	3210			\$34.29	
THE SAINT PAUL HOTEL	SENIOR DAY TRIP 12/18/2014	225	43590	3173		004	\$247.61	\$247.61
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 01-23-15	101	21710				\$21,857.00	\$57,352.78
		101	21730				\$28,767.82	
		101	21735				\$6,727.96	
U S BANK CREDIT CARD FEES	DECEMBER 2014 CREDIT CARD FEES	220	43800	4890		002	\$4,647.06	
		225	43400	4890			\$2,418.90	
VERIZON WIRELESS	CELL PHONE SERVICE 12/11/14-1/10/15	101	44300	3190			\$35.00	
		601	45050	3190			\$366.00	\$843.71
		101	40200	3210			\$442.71	
XCEL ENERGY	COMMUNITY CENTER:ELECTRIC/GAS	220	43800	2140			\$15,161.18	\$31,584.45
		220	43800	3610			\$16,423.27	
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610			\$672.57	
XCEL ENERGY	TRAFFIC SIGNAL-SHARED W/ARDEN HILLS:ELEC	101	42200	3610			\$48.65	\$48.65
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610			\$9,228.05	\$10,158.65
		601	45050	2140			\$930.60	
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610			\$80.28	
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610			\$13.78	\$13.78
XCEL ENERGY	STORM SEWER LIFT STATIONS: ELECTRIC	603	45850	4890		003	\$125.39	\$125.39
							Total of all invoices:	\$225,192.92
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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
THAYUMANAVAN, SURESH KUMAR	AQUATICS - LEVEL 2.5	220	22040					-\$64.00	-\$64.00
ALLEN, DEANNE	MINUTES - 1/12 CC, 1/20 CC	101	40200	3190		001		\$400.00	\$400.00
BERGQUIST, JILL	FACILITY REFUND	220	22040					\$205.00	\$205.00
BOESE, AMI	PASS REFUND	220	22040					\$20.00	\$20.00
C & E HARDWARE	ROPE FOR RODDER	602	45550	2280		001		\$26.99	\$26.99
COLE, SHEILA	FACILITY REFUND	220	22040					\$25.00	\$25.00
CUMMINS NPOWER LLC	INSURANCE CLAIM: WELL #5	260	47400	4340				\$3,411.77	\$3,411.77
CUMMINS NPOWER LLC	INSURANCE CLAIM: WELL #5	260	47400	4340				\$767.13	\$767.13
DELTA DENTAL	DENTAL COVERAGE:FEB 2015	101	20415					\$6,943.07	\$7,259.92
		101	20411					\$316.85	
DITTEL, BRANDON	FACILITY REFUND	220	22040					\$25.00	\$25.00
ELSMORE SWIM SHOP	GOGGLES FOR RESALE	220	43800	2591		002		\$1,080.00	\$1,080.00
FREE CHURCH, CONSTANCE	FACILITY REFUND	220	22040					\$164.50	\$164.50
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 01-30-15	101	20431					\$1,289.71	
GOMEZ, HEIDI	FACILITY REFUND	220	22040					\$25.00	\$25.00
GRANDY, NICHOLE	FACILITY REFUND	220	22040					\$50.00	\$50.00
HERRERA-MARKWALD, DANIELLE	FACILITY REFUND	220	22040					\$25.00	\$25.00
HUTCHISON, BILL	FACILITY REFUND	220	22040					\$25.00	\$25.00
JACKSON, SHERRY	SAFETY - LIFEGUARD T	220	22040					\$281.00	\$281.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/JANUARY 2015	220	43800	3960		003		\$1,089.00	\$1,089.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/JANUARY 2015	220	43800	3960		004		\$1,320.00	\$1,320.00
KASHMARK, JEROME	FACILITY REFUND	220	22040					\$25.00	\$25.00
LEAGUE OF MN CITIES INS TRUST	PROPERTY/LIABILITY INS-1ST INSTALLMENT	101	40500	3410				\$11,570.51	\$32,632.75
		101	40800	3410				\$382.50	
		101	41200	3410				\$270.50	
		101	41500	3410				\$212.00	
		101	43450	3410				\$266.25	
		101	43710	3410				\$4,983.25	
		210	42750	3410				\$103.55	
		220	43800	3410				\$2,310.64	
		225	43400	3410				\$289.65	
		230	40900	3410				\$35.36	
		601	45050	3410				\$1,245.59	
		602	45550	3410				\$5,170.93	
		603	45850	3410				\$187.53	
		603	45900	3410				\$268.25	
		604	42600	3410				\$49.49	
		701	46500	3410				\$5,286.75	
LEAGUE OF MN CITIES INS TRUST	ANNUAL INSTALL PROP/LIA INSURANCE	240	44400	3410				\$1,153.00	\$1,153.00
LILLIE SUBURBAN NEWSPAPERS INC	AQUATICS JOBS	101	40210	3360		001		\$688.00	
MICHAEL, LEANN	FACILITY REFUND	220	22040					\$25.00	\$25.00
MINNESOTA METRO NORTH TOURISM	DEC 2014 HOTEL/MOTEL TAX	101	22079					\$13,902.80	\$13,207.66
		101	38420					-\$695.14	
MINNESOTANS FOR WILD, NORTHEAS	FACILITY REFUND	220	22040					\$100.00	\$100.00
MOSBY, PAUL	PASS REFUND	220	22040					\$20.00	\$20.00
NCPERS MINNESOTA	PERA LIFE INSURANCE:FEB 2015	101	20413					\$240.00	
NIETERS, JED	FACILITY REFUND	220	22040					\$25.00	\$25.00
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE-JANUARY 2015	220	43800	3960		005		\$1,388.62	\$1,388.62
PRESS PUBLICATIONS	KIDS CORNER PRESCHOOL OPEN HOUSE ADS	225	43555	2170				\$156.90	\$313.80
		225	43400	3390				\$156.90	
RAMSEY COUNTY PROPERTY RECORDS	TNT NOTICE REIMBURSEMENT/PAY 2015	101	40500	4890		011		\$2,326.93	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
REINDERS, INC.	ICEMELT FOR SIDEWALKS	101	43710	2260				\$508.71	\$508.71
RESTORATION, PAUL DAVIS	FACILITY REFUND	220	22040					\$25.00	\$25.00
SCHENDEL, WYNNE	YOGA STRENGTH	220	22040					\$64.80	\$64.80
SPRINGSTED, INCORPORATED	2013 CONTINUING DISCLOSURE	101	40500	4890		006		\$2,200.00	\$2,200.00
STEPPAT, CINDY	FACILITY REFUND	220	22040					\$25.00	\$25.00
THAYUMANAVAN, SURESH KUMAR	AQUATICS - LEVEL 2.5	220	22040					\$64.00	
TIGER OAK PUBLICATIONS INC	MN BRIDE WEDDING PLANNER 2015	220	43800	2201		004		\$695.00	\$695.00
VALENTO, CAMEO	FACILITY REFUND	220	22040					\$25.00	\$25.00
WIMACTEL INC.	PAYPHONE	101	40200	3210		001		\$60.00	\$60.00
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610				\$791.65	\$791.65
XCEL ENERGY	PARKS: GAS/ELECTRIC	101	43710	3610				\$1,630.50	\$3,343.03
		101	43710	2140				\$1,712.53	
ZAMORA, JULIE	FACILITY REFUND	220	22040					\$25.00	\$25.00
Total of all invoices:									\$77,398.97

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ARAMARK REFRESHMENT SERVICES	COFFEE/SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$361.41	\$361.41
BATTERIES PLUS	BATTERIES FOR FIRE PANEL AND SUPPLIES	701	46500	2183		001		\$39.90	
		601	45050	2280		001		\$15.98	
CBIZ FINANCIAL SOLUTIONS, INC	BENEFITS/RETIREMENT PROGRAMS/4TH QUARTER	101	40210	3190		013		\$86.36	
CONTINENTAL RESEARCH CORPORATI	MIGHTY FOAM/BUCKETS	602	45550	2280		001		\$576.46	
		602	45550	2282		001		\$205.00	
		601	45050	2280		005		\$147.42	
COORDINATED BUSINESS SYSTEMS	POSTAGE MACHINE: INK REFILL	101	40200	3220				\$105.00	\$105.00
FLEXIBLE PIPE TOOL COMPANY	ROOT SAW BLADE	602	45550	2280		001		\$300.00	\$300.00
GOPHER	JUMP ROPES FOR FITNESS CENTER	220	43800	2180		001		\$65.40	\$65.40
GOPHER STATE ONE-CALL	ANNUAL FEE	601	45050	3190		001		\$50.00	\$100.00
		602	45550	3190		001		\$50.00	
HAWKINS, INC.	CHLORINE	601	45050	2160		001		\$700.00	\$700.00
HAWKINS, INC.	FLUORIDE FOR BOOSTER	601	45050	2160		001		\$2,746.59	\$2,746.59
IPMA-HR	ANNUAL MEMBERSHIP DUES/ELLIOTT	101	40210	4330				\$149.00	
JDI SIGNS AND GRAPHICS	LOGO SIGN FOR TRUCKS	701	46500	2180		001		\$366.00	\$366.00
MINNESOTA DEPT OF PUBLIC SAFET	HAZARDOUS CHEMICAL INVENTORY FEE WELL 6	601	45050	2160				\$100.00	\$100.00
MINNESOTA DEPT OF PUBLIC SAFET	CHEMICAL INVENTORY FEE/BOOSTER STATION	601	45050	2160		001		\$100.00	\$100.00
OFFICE DEPOT	CATALOG ENVELOPES	101	40200	2010		005		\$74.36	\$74.36
OFFICE DEPOT	TYVEK ENVELOPES	101	40200	2010		005		\$53.38	\$53.38
OFFICE DEPOT	SUPPLIES	225	43555	2170				\$89.78	\$96.52
		101	40500	2010		008		\$4.11	
		101	40200	2010		002		\$2.63	
OFFICE DEPOT	PRINthead CARTRIDGE	101	40550	2010		002		\$323.98	
PERMITWORKS	PERMITWORKS SOFTWARE ANNUAL MAINT	101	40550	3860		014		\$4,485.00	\$4,485.00
PRO-TEC DESIGN	MILESTONE SOFTWARE SUPPORT	101	40550	3860		008		\$2,175.44	\$2,175.44
PRO-TEC DESIGN	REPAIR DOOR READERS AT MAINT CENTER	101	40550	3860		008		\$776.56	\$776.56
RICOH USA, INC.	LEASE 3003 COPIERS 1-23-15 TO 2-22-15	101	40200	3930				\$273.62	\$273.62
RICOH USA, INC.	LEASE 3 MAIN COPIERS 1-21-15 TO 2-20-15	101	40200	3930		002		\$1,947.00	\$1,947.00
SOLBREKK	VEEAM SOFTWARE UPGRADE TO ENTERPRISE	422	40550	5800		007		\$5,000.00	\$5,000.00
SOLBREKK	VEEAM SOFTWARE SUPPORT RENEWAL	101	40550	3860		011		\$1,760.00	\$1,760.00
SWANK MOTION PICTURES, INC.	FRIDAY NIGHT FLIX MOVIE LICENSE	225	43590	3173		001		\$1,411.00	\$1,411.00
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.08	\$156.34
		601	45050	3970		001		\$39.08	
		602	45550	3970		001		\$39.08	
		603	45850	3970		001		\$19.55	
		701	46500	3970		001		\$19.55	
UNIFIRST CORPORATION	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$85.00	\$85.00
UNIFIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.96	\$155.84
		601	45050	3970		001		\$38.96	
		602	45550	3970		001		\$38.96	
		603	45850	3970		001		\$19.48	
		701	46500	3970		001		\$19.48	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.96	\$155.84
		601	45050	3970		001		\$38.96	
		602	45550	3970		001		\$38.96	
		603	45850	3970		001		\$19.48	
		701	46500	3970		001		\$19.48	
UNIFIRST CORPORATION	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$61.00	\$61.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
UNIFIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970			\$76.50	\$76.50
VIKING ELECTRIC SUPPLY INC	FUSES FOR WELLS	601	45050	2280		005	\$43.98	
WEBER & TROSETH INC	HOSES FOR FLOODING ICE RINKS	101	43710	2400			\$639.12	\$639.12
XIOSS INC	NETWORK STORAGE UPGRADE	422	40550	5800		007	\$78,220.00	\$78,220.00
Total of all invoices:								\$104,242.25

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,785
Vendor number	00373 3 <span style="float: right;">2015</span>
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

Date	Comment line on check	Invoice number	Amount
01-21-15	WORKERS' COMP 1ST INSTALLMENT 14/15	28774	\$41,334.75

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

Return to:	
------------	--

Account Coding	Amount
101 40100 1510	\$34.94
101 40200 1510	\$509.11
101 40210 1510	\$297.00
101 40400 1510	\$121.31
101 40500 1510	\$561.77
101 40550 1510	\$243.36
101 40800 1510	\$138.78
101 42050 1510	\$792.09
101 42200 1510	\$6,071.99
101 43400 1510	\$1,688.26

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

Reviewed by: Deborah Maloney  
 (signature required) Deborah Maloney

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,812
Vendor number	01276 1 <span style="float: right;">2015</span>
Vendor name	HEALTH PARTNERS
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600

Date	Comment line on check	Invoice number	Amount
01-12-15	HEALTH INSURANCE: FEBRUARY 2015	55495616	\$57,764.20

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 20410	\$57,764.20
101 20411	

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

Reviewed by: J. Kuschel  
 (signature required) Jodee Kuschel

Approved by: T. 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	46,772
Vendor number	10206 1 <span style="float: right;">2014</span>
Vendor name	XCEL ENERGY
Address	PO BOX 9477 MINNEAPOLIS MN 55484-9477

Date	Comment line on check	Invoice number	Amount
01-13-15	COMMUNITY CENTER: ELECTRIC/GAS	5148429483	\$31,584.45

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
220 43800 2140	\$15,161.18
220 43800 3610	\$16,423.27

Xcel Energy Gas and electric services  
 Total invoice \$31,584.45 Total taxable \$5814.65  
 Total applicable to sales tax (1%) \$58.15  
 Pay sales use tax = \$4.00  
 Split electric meter 3466335 and gas meter 574760 between cc/city hall.  
 Community center 1%  
 1% of 220-43800-3610 and 220-43800-2140 coding per Chapman

Xcel Energy Gas and electric services  
 Total invoice \$31,584.45 Total taxable \$16,423.27  
 Total applicable to sales tax (1%) \$164.23  
 Pay sales use tax = \$11.29  
 Split electric meter 3466335 and gas meter 574760 between cc/city hall.  
 Community center 1%  
 1% of 220-43800-3610 and 220-43800-2140 coding per Chapman

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

Reviewed by: J Kuschel  
 (signature required) Jodie Kuschel

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	46,914
Vendor number	00373 3 <span style="float: right;">2015</span>
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

*WAC*  
*paid*  
*WLP*  
*JUL 13 2015*

Date	Comment line on check	Invoice number	Amount
12-31-14	PROPERTY/LIABILITY INS-1ST INSTALLMENT	48572	32,632.75

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

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

Account Coding	Amount
101 40500 3410	\$11,570.51
101 40800 3410	\$382.50
101 41200 3410	\$270.50
101 41500 3410	\$212.00
101 43450 3410	\$266.25
101 43710 3410	\$4,983.25
210 42750 3410	\$103.55
220 43800 3410	\$2,310.64
225 43400 3410	\$289.65
230 40900 3410	\$35.36

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

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

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	46,783		
Vendor number	01665 1	2015	
Vendor name	XIOSS INC		
Address	1118 WEST WESLEY ROAD W ATLANTA GA 30327		

Date	Comment line on check	Invoice number	Amount
01-12-15	NETWORK STORAGE UPGRADE	2130	\$78,220.00

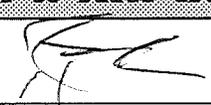
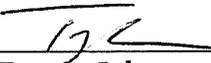
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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
422 40550 5800 007	\$78,220.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required)  Dick Crumb	
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	

**LICENSE APPLICATIONS**

Moved by Councilmember

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Seconded by Councilmember

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To approve the License Applications as listed on the attached report dated February 02, 2015.

<b>ROLL CALL:</b>	<b>AYES</b>	<b>NAYS</b>
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Springhorn	_____	_____
Martin	_____	_____

February 02, 2015  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**February 02, 2015**

<b><u>LICENSE #</u></b>	<b><u>BUSINESS NAME</u></b>	<b><u>TYPE</u></b>
2015-00031	Mark Primeau Tree & Lawn LLC	Tree Trimmer

The above licenses are recommended for approval: \_\_\_\_\_  
License/Permit Clerk

# Proposed Motion

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

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

To approve an agreement with Better Futures Minnesota for deconstruction/demolition services for the City-owned property at 795 Highway 96 West in the amount of \$29,000 and in accordance with the terms outlined.

VOTE:    AYES: \_\_\_\_\_                      NAYS: \_\_\_\_\_

Johnson                      \_\_\_\_\_                      \_\_\_\_\_

Quigley                      \_\_\_\_\_                      \_\_\_\_\_

Springhorn                      \_\_\_\_\_                      \_\_\_\_\_

Wickstrom                      \_\_\_\_\_                      \_\_\_\_\_

Martin                      \_\_\_\_\_                      \_\_\_\_\_

# Memorandum

**To:** Mayor and City Council  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** January 29, 2015  
**Re:** Approval of Contract with Better Futures Minnesota for  
Deconstruction/Demolition Services for 795 Highway 96 West

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## Introduction

In 2014, the City purchased the single-family house and property at 795 Highway 96 West. The property adjacent to the Shoreview Commons area is expected to be incorporated into the the planned construction of a new Shoreview Library by Ramsey County. In anticipation of the public improvements, the City Council is being asked to approve a contract for the demolition/deconstruction of the house and accessory structures.

## Background

The Ramsey County Library Board has endorsed a plan to construct a new regional-sized library just to the south of the existing facility. The County is in negotiations with the Mounds View School District on a potential sale of the current library building for the relocation of the district administrative offices.



In order to build a new library south of the existing building, two residential properties needed to be acquired to create a sufficient building site. The County purchased the single-family residential property at 805 Highway 96 West, and cleared the site last year. The City is

proposing to hire the same contractor to remove the house at 795 Highway 96 West the County had previously utilized and recommended.

### **Discussion**

Included with this report is a proposal from Better Futures Minnesota outlining the scope of services and cost for “deconstructing” the house at 795 Highway 96 West. Better Futures is a non-profit social services organization that focuses on providing an array of support and work experience for high-risk persons who are seeking better lives and making positive contributions to the community. For more information, please visit their website at <http://betterfuturesenterprises.com>.

One of many services Better Futures offers is providing work crews for deconstruction of houses. Deconstruction is an environmentally-friendly alternative to standard demolition. The trained deconstruction crews will carefully deconstruct the building to salvage as many of the reusable materials as possible, diverting them from local landfills. Salvaged items typically include doors, windows, cabinets, lighting and plumbing fixtures, framing lumber, roofing materials, and flooring.



Ramsey County is a strong supporter of Better Futures and recommends their services. Better Futures has reviewed the environmental report the City had prepared and inspected the house (and accessory structures) to develop their proposal for deconstruction services. Better Futures estimates that the total price for removing all structures, foundations, and restoring the property is \$29,000. They also estimate that approximately 75% of all materials will be salvaged, recycled or reused.

Through discussions with Ramsey County, it is anticipated that the City will be reimbursed for the costs of this deconstruction and site clearing work. This will be more specifically outlined through a future agreement on the City’s transfer of ownership of the property to the County for the library project.

### **Recommendation**

Staff believes it would be in the City’s best interest for public safety purposes to move ahead with the removal of the vacant house as soon as possible. Therefore, staff is recommending City Council approval of an agreement with Better Futures Minnesota for deconstruction/demolition services for the City-owned property at 795 Highway 96 West in the amount of \$29,000 and in accordance with the terms outlined. Upon execution of the agreement, it is expected that the deconstruction work would commence sometime in February and take about 15 days to complete.



**Better Futures Minnesota**  
A Project of Better Futures Enterprises

Date: January 27, 2015

Revised Bid Proposal for: City of Shoreview, MN

Start Date: TBD                      End Date: TBD

Better Futures Bid Contact: Steve Thomas 612-325-7856; Terry Carlson 612-865-2731

Project Site: 795 Highway 96, Shoreview, MN

Bid Submitted to:     Niki Hill  
                                 Economic Development and Planning Associate  
                                 City of Shoreview  
                                 Community Development Department  
                                 651.490.4658  
                                 [nhill@shoreviewmn.gov](mailto:nhill@shoreviewmn.gov)

Total Bid Price: \$29,000

Proposed Payment Terms: 20% of the Bid Price (\$5,800) is due and payable upon Better Futures mobilizing to the Project Site. The remainder (\$23,200) is due and payable upon completion of Better Futures' work.

**This Bid is valid for twenty business days**

The scope of work includes the following:

Better Futures Minnesota's deconstruction team will take down in a methodical manner the structure, maximizing the harvest of salvageable, reusable, and recyclable materials. The remaining debris and foundation will be removed by a qualified local demolition contractor. This sub-contractor will also truck in backfill and grade the site.

This bid price includes the following items:

- Labor
- Equipment and dumpsters
- Demolition permits, fees, license and notifications

1017 Olson Memorial Highway, Minneapolis, MN 55405-1360  
Warehouse: 6100 Olson Memorial Highway, Golden Valley, MN 55422  
Phone: 612-455-6133 • Fax: 612-455-6138 • [www.betterfuturesenterprises.com](http://www.betterfuturesenterprises.com)

We are an equal opportunity employer

- Disconnect of electric, gas, telephone, and cable.
- Sewer and Water disconnects at the property line.
- Removal of existing concrete/asphalt slabs, walks and drives.
- An Asbestos and Contaminated Materials Survey
- Backfill, seed, and topsoil

This bid price does not include:

- Any abatement of asbestos or other contaminated materials that may be required
- A survey; Bonds; Restoration, street patching; MDH submittals; Soil corrections; Traffic control; Dust control.

**Note:** BFM and its subcontractor plan to be on site for about 15 days, 8-hour workdays. Typically, 7:30 am to 4:30 pm.

**Note:** BFM on-site crew will consist of 1 crew chief and 7 deconstruction workers

**Note:** This bid price includes all supervision and labor related to performing the deconstruction work, transporting the recyclable and reusable materials away from the site, and accounting for the type, weight and expected disposition of all materials taken from the site. An initial assessment of the property indicates that about 75% of the property will be diverted from the landfill through the reuse or recycling of the building's materials.

### **ENVIRONMENTAL AND ECONOMIC IMPACT OF OUR WORK**

Better Futures' deconstruction methods will divert a significant amount of materials from the landfill (an estimated 75%). The environmental benefits/impact of this project will be documented and presented to the customer. In addition, this project will provide much-needed employment for 7 men who are committed to pursuing a better life. Wages paid on this job will enable the men to support their families and further develop marketable skills.

### **QUALITY WORK STANDARDS**

Insurance documents provided on request.

All work is guaranteed and will be performed to the specifications and standards outlined above.

Better Futures is a safety-first organization, and conforms to OSHA job site standards.

### **SITE CONDITIONS**

We will maintain a safe jobsite. The Better Futures safety manual and appropriate safety equipment will always be on site. All workers will wear uniforms, hard hats, safety vests, safety glasses, and steel toe boots with steel inserts at all times.

### **CHANGE ORDERS**

Any change orders must be in writing and signed by authorized personnel prior to execution of the change

Customer \_\_\_\_\_ Date \_\_\_\_\_

Better Futures Minnesota \_\_\_\_\_ Date \_\_\_\_\_

Please provide billing information:

Contact Name

Address

Phone

*Thank you for the opportunity to bid on this project.*

Payments due within 30 days upon completion of work

Please see below for important terms and conditions

1. Services. Contractor shall provide the services specified in the "Scope of Services" described on the face of this agreement which services may be referred to herein as the "Services" or the "Project." Any change in the Services after this Agreement has been signed will be effective only if described in a written change order signed by Client and Contractor.

2. Term. The Services to be provided under this Agreement shall begin on the Start Date and be completed no later than the Completion Date set forth on page 1 of this Agreement (the "Completion Date"). Contractor shall be entitled to an extension of time for all causes beyond the Contractor's control, including changes to the Project ordered by the Client, labor disputes, fire, and unusual delay in deliveries, abnormal weather conditions, or unavoidable casualties.

3. Compensation. Client must pay Contractor the amount stated on the face of this agreement, (the "Contract Sum"), at the times stated on the face of this agreement.

4. Right to Stop Work. If Client fails to make payment when due, Contractor shall have the right to stop performance of the Project until Contractor has been paid all amounts due it, in which case a Change Order shall be issued to increase the Contract Sum and extend the Completion Date as compensation to Contractor for the costs (including reasonable markup for overhead and profit) and delays attributable to the stoppage of the Project.

5. Relationship of Parties. Contractor and each of its employees and agents are at all times performing as an independent contractor and not as an employee of Client.

6. Subcontractors. Contractor may in its discretion engage subcontractors to perform some or all of the Services, provided that each subcontractor will be bound by the terms of this Agreement, and Contractor assumes responsibility for the actions and omissions of the subcontractor

7. Licenses, Permits, Fees and Assessments. Client shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the Services required by this Agreement. Client shall have the sole obligation to pay for any

fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the Services required by this Agreement, and shall indemnify, defend and hold harmless Contractor against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against Contractor hereunder.

8. Asbestos and Other Hazardous Materials. Client acknowledges that Contractor is not qualified or licensed to identify, remove, or abate hazardous materials. Client represents that to the best of its knowledge, there is no asbestos or other hazardous materials to which Contractor or its employees or agents will be exposed in performing the Services at the Client's work site. In the event that provision of the Services are likely to expose Contractor or its employees or agents to any such hazardous materials, Contractor may at its option elect to terminate this Agreement immediately upon written notice to Client.

9. Equipment and Supplies. Contractor agrees to furnish all equipment, materials, labor and supplies necessary to perform work to be completed by Contractor under this Agreement.

10. Condition of Work Site. Contractor shall at the end of each work day establish an orderly work area, keeping the work area free from accumulation of waste materials. Upon completion of the work, Contractor shall remove all of the Contractor's equipment and surplus materials.

11. Waste. Unless otherwise specified on the face of this agreement, Client will be solely responsible for the proper disposal of waste resulting from the Services, in compliance with all federal, state, county, city, and municipal laws, orders, ordinances, rules and regulations.

12. Insurance. Contractor shall procure and maintain workers' compensation insurance as required by law and commercial general liability in reasonable amounts.

13. Claims for Concealed or Unknown Conditions. If conditions are encountered at the Project which are concealed physical conditions which differ materially from those indicated in the bid or unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in activities of the character provided for in the Agreement, and if such conditions cause an increase in the Contractor's cost of, or time required for, performance, then there shall be an equitable adjustment in the compensation paid to Contractor and the Completion Date.

14. Termination. This Agreement may be terminated at any time under the following circumstances:

(a) In the event of a breach of any material provision of this Agreement, on 10 days' written notice by the non-breaching party to the other party, but only if such breach is not cured within 10 days after such notice is given. The notice shall specify the nature of the breach.

(b) By either party without the requirement of notice if a petition for relief under the laws of bankruptcy is filed by or against the other party, the other party makes an

assignment for the benefit of creditors, or the other party is the subject of the appointment of a receiver, and such petition, assignment or appointment is not dismissed or vacated within thirty days.

15. Effect of Termination or Expiration. In the event this Agreement is terminated for any reason, Contractor shall be entitled to compensation for its services based on the Project's percentage of completion, and for the cost of materials that were utilized through the termination date.

16. Assignment. Neither party shall assign the rights nor delegate the duties arising hereunder, whether by operation of law or otherwise, without the prior written consent of the other. Any attempted assignment or delegation without such prior written consent shall be null and void.

17. Force Majeure. Neither party shall be liable, nor be deemed to be in default hereunder, for any delay or failure in performance, or interruption of services, resulting directly or indirectly from acts beyond the control of such party, including but not limited to acts of God, labor disputes, acts of a public enemy, accidents, acts of war, governmental regulations, equipment breakdown, or any cause beyond the control of the parties hereto.

18. Promotional Displays and Photographs: Client hereby grants Contractor the right to post the Contractor's promotional sign on Client's property during the time of construction and to allow the Contractor to photograph the Work and to use such photographs in Contractor's promotions.

19. **NOTICE TO MINNESOTA OWNERS OF LIEN RIGHTS: ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

20. Entire Agreement. This Agreement, including all Exhibits, constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings between the parties, whether written or oral. This Agreement does not confer any rights or remedies upon any person or entity not a party hereto.

21. Amendment. No amendment or modification to this Agreement will be effective unless it is in writing and signed by duly authorized representatives of both parties.

22. Notices. Whenever notice is required or permitted to be given to a party under this Agreement, such notice must given in writing and sent by certified mail, postage prepaid, to the appropriate party at the address set forth on page 1 of this Agreement.

**PROPOSED MOTION**

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

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

to approve the attached Application for Exempt Permit from the St. Odilia Men's Club for a ham bingo at St. Odilia Church on March 27, 2015.

<b>ROLL CALL:</b>	<b>AYES</b>	_____	<b>NAYS</b>	_____
Johnson		_____		_____
Quigley		_____		_____
Springhorn		_____		_____
Wickstrom		_____		_____
Martin		_____		_____

Regular City Council Meeting  
February 2, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD**  
**DEPUTY CLERK**

**DATE: JANUARY 28, 2015**

**SUBJECT: APPLICATION FOR EXEMPT PERMIT**

St. Odilia Men's Club has submitted the attached application for a ham bingo event to be held on March 27, 2015.

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

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

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

**Application fee (nonrefundable)**

If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.

**Organization Information**

Organization Name: Church of St. Odilia	Previous Gambling Permit Number: X-62107
Minnesota Tax ID Number, if any: 24942	Federal Employer ID Number (FEIN), if any: 41-0837655

**Type of Nonprofit Organization (check one):**

Fraternal       Religious       Veterans       Other Nonprofit Organization

Mailing Address: 3495 Victoria St. N	City: Shoreview	State and Zip: MN 55126	County: Ramsey
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Name of Chief Executive Officer (CEO): Fr. Phillip J. Rask	Daytime Phone: 651-484-6681	Email: rask@stodilia.org
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**Nonprofit Status**

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

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
Don't have a copy? This certificate must be obtained each year from:
- Minnesota Secretary of State  
Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Phone: 651-296-2803
- IRS income tax exemption (501(c)) letter in your organization's name.**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**  
If your organization falls under a parent organization, attach copies of **both** of the following:
- an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
  - the charter or letter from your parent organization recognizing your organization as a subordinate.

**Gambling Premises Information**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

The Church of St. Odilia

Address (do not use PO box): 3495 Victoria St. N	City or Township: Shoreview, MN	Zip Code: 55126	County: Ramsey
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Date(s) of activity (for raffles, indicate the date of the drawing):

3/27/15

Check each type of gambling activity that your organization will conduct:

Bingo\*       Paddlewheels\*       Pull-Tabs\*       Tipboards\*  
 Raffle (total value of raffle prizes awarded for the year: \$ \_\_\_\_\_)

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

To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

**Local Unit of Government Acknowledgment**

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p><b>Local unit of government must sign.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county).</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**Chief Executive Officer's Signature**

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

Chief Executive Officer's Signature: *Phillip J. Park* Date: 01/21/2015

Print Name: Phillip J. Park

**Requirements**

<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Send application with:</b></p> <p><input checked="" type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input checked="" type="checkbox"/> application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p><b>Financial report and recordkeeping required.</b> A financial report form and instructions will be sent with your permit, or use the online fill-in form available at <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a>.</p> <p>Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: JANUARY 29, 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.

5860 Hamline Ave	Landscape completed
163 Bridge St	Erosion Control completed
171 Bridge St	Erosion Control completed

RECOMMENDATION

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

5860 Hamline Ave	Century Link/Qwest	\$ 1,593.75
163 Bridge St	Bald Eagle Builders	\$ 2,000.00
171 Bridge St	Bald Eagle Builders	\$ 1,000.00

**\*PROPOSED\***

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

**HELD FEBRUARY 2, 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 February 2, 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. 15-9**

**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:

5860 Hamline Ave	Century Link/Qwest	\$ 1,593.75
163 Bridge St	Bald Eagle Builders	\$ 2,000.00
171 Bridge St	Bald Eagle Builders	\$ 1,000.00

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 2<sup>nd</sup> day of February, 2015.



PROPOSED MOTION

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

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

to authorize the replacement purchase of crack filling equipment from the approved State of Minnesota Contract, for \$48,250.00, pursuant to the Capital Improvements Program and approved 2015 Annual Budget.

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

REGULAR COUNCIL MEETING  
FEBRUARY 2, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: FEBRUARY 2, 2015  
SUBJ: AUTHORIZE THE REPLACEMENT PURCHASE OF CRACK FILLING  
EQUIPMENT

### INTRODUCTION

Shoreview's adopted 2015 Capital Improvements Program includes the scheduled replacement of the disposed of crack filling equipment. City Council approval is necessary at this time for authorization to purchase this replacement equipment from the State of Minnesota Contract No. P-961(5).

### DISCUSSION

This equipment is used by street maintenance personnel to fill cracks in streets, trails and parking lots in conjunction with preparation for seal coating of streets and parking lots and slurry sealing of the trails. The disposed of crack filling equipment was consistently in need of costly repairs. Crews were regularly delayed as the equipment failed to run and distribute oil properly. In the three years this equipment was in use two maintenance personnel suffered minor injuries due to equipment failure. After three years of service it was clear this equipment could be considered a "lemon" and it was disposed of through the State auction in 2014.

The 2015 Capital Improvement Program includes an estimate of \$50,000 for the replacement of the crack filling equipment. Under the State of Minnesota Cooperative Purchasing Venture, the City of Shoreview can acquire equipment of similar size and capabilities for \$48,250.

### RECOMMENDATION

Staff recommends approval of the attached motion that authorizes the replacement purchase of street maintenance crack filling equipment from the State Contract in the amount of \$48,250. The equipment will be financed from the Central Garage Fund.

**PROPOSED MOTION**

**MOVED BY COUNCIL MEMBER** \_\_\_\_\_

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

To adopt Ordinance No. 927 approving the text amendment to Chapter 900, Traffic establishing On-Street Parking Permit Zones on local streets within the City.

**ROLL CALL:    AYES** \_\_\_\_\_ **NAYS** \_\_\_\_\_

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

Regular City Council Meeting  
February 2, 2015

**PROPOSED MOTION**

**MOVED BY COUNCIL MEMBER** \_\_\_\_\_

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

To adopt Resolution No. 15-08 establishing an On-Street Parking Permit Zone for Chatsworth Street, on both sides of the street, between County Road F and Gramsie Road.

**ROLL CALL:    AYES** \_\_\_\_\_ **NAYS** \_\_\_\_\_

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

Regular City Council Meeting  
February 2, 2015

**To:** Mayor, City Council and City Manager  
**From:** Kathleen Castle, City Planner  
**Re:** Text Amendment – Chapter 900, Traffic, On-Street Parking Permit Zone;  
Resolution establishing an On-Street Parking Permit Zone  
**Date:** January 30, 2015

### **INTRODUCTION**

Staff is proposing an amendment to Chapter 900, Traffic, which would allow the City to establish on-street permit parking zones on local streets. In addition, a Resolution is being presented to the Council that would create an on-street parking permit zone on Chatsworth Street, south of County Road F and north of Gramsie Road.

At the December 15<sup>th</sup> meeting, the Council considered a request for an on-street parking permit zone for the Shoreview Corporate Center located east of Lexington Avenue and north of Gramsie Road. The property management firm acting, on behalf of the ownership group, is seeking City assistance in addressing a parking space deficiency with the Corporate Center site. The establishment of an on-street parking permit zone adjacent to the Corporate Center would aid in their leasing efforts.

### **PROPOSED TEXT AMENDMENT**

Chapter 900, Traffic, establishes the City role as a local road authority and identifies regulations pertaining to the use and management of the local road network. To establish an on-street permit parking zone Section 901.030, Parking Regulations, needs to be amended. The following language is proposed and would allow the City to establish on-street parking permit zones on the local road network.

- E) On-Street Parking Permit Zones. The City Council may, by Resolution, designate parking permit zones on the local city street system and permitted parking times and the fee for the permit. The Director of Public Works shall mark each area with the appropriate signage and/or pavement markings. It is unlawful for any vehicle to be parked in a parking permit zone during restricted hours without an authorized parking permit tag displayed and visible in the front window.

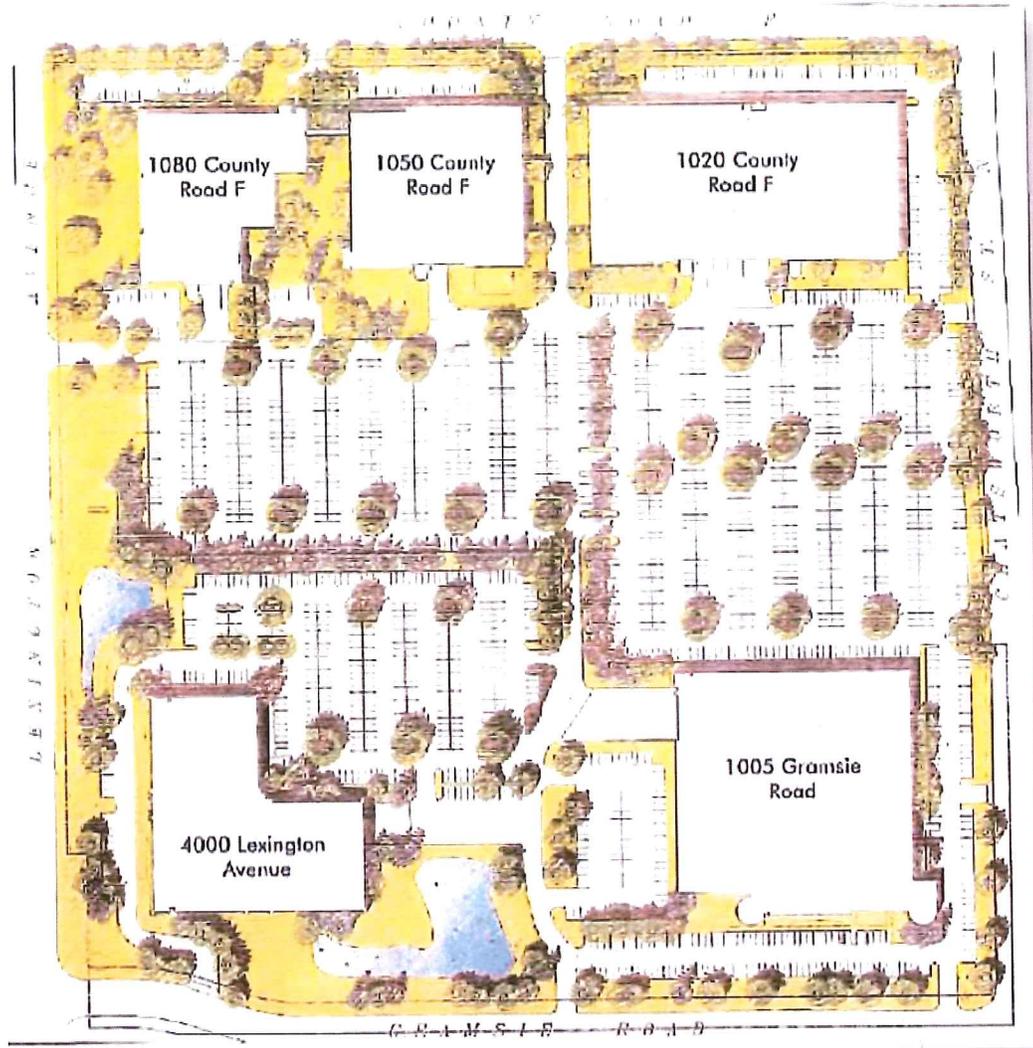
### **PARKING PERMIT ZONE – SHOREVIEW CORPORATE CENTER**

Included with this memorandum is a letter from CBRE, the property manager summarizing the parking and leasing issues at the Shoreview Corporate Center. As the letter states, the property was the original campus for Deluxe Corporation and over the years has transition to more intense office uses, requiring a higher number of spaces than the site currently provides.

**Shoreview Corporate Center**

CAMPUS MAP

CBRE  
COMMERCIAL REAL ESTATE



While several options to expand parking have been discussed, the establishment of an on-street parking zone adjacent to the site appears to be the most practical and could be created within a short time-frame. In accordance to the proposed amendment to Chapter 900, the City Council will have the authority to designate a permit parking zone through the adoption of a resolution.

Staff reviewed the request by CBRE and believes the establishment of a parking permit zone on Chatsworth Street is feasible. This zone would provide an additional 90 stalls for the Corporate Center. It is the City staff's observation that while Gramsie Road is used quite regularly for overflow on-street parking for the adjoining hotel and restaurant uses, there is very limited use of on-street parking along Chatsworth Street. Therefore, establishing a parking permit zone on Chatsworth Street would not have any impact on businesses outside of the Corporate Center.

City of Shoreview  
Text Amendment/Resolution On-Street Parking Permit Zone

The Public Works Department would install the necessary traffic signage to identify this area as a parking permit zone.

A single permit would be issued to the Shoreview Corporate Center for this parking zone since it is commonly owned and managed by one entity. In doing so, the Permittee would then be responsible for distributing and managing the permit tags issued to the businesses. These tags must then be displayed and visible in the vehicle's front window during the established permit parking hours of 6:00 am and 6:00 pm, Monday through Friday. An application fee of \$1,200 is proposed and will satisfy costs related to the establishment of the zone, including signage and permit tags. To ensure that permit tags are returned to the City in the event that the permit is not longer needed, a \$500 escrow is proposed and would be held until the tags are returned. These terms are outlined in Resolution No. 15-08, which is being presented to the Council for review and discussion.

**RECOMMENDATION**

Establishing a parking permit zone on Chatsworth Street for the Shoreview Corporate Center will assist with the leasing efforts for this struggling business campus. Staff is recommending the City Council adopt Ordinance No. 927 amending Chapter 900 to establish on-street parking permit zones. If said amendment is approved, Council approval of Resolution No. 15-08 is recommended, creating an on-street parking permit zone for Chatsworth Street, south of County Road F and north of Gramsie Road.

Attachments

1. Ordinance No. 927
2. Resolution No. 15-08
3. Letter dated December 10, 2014 from CBRE
4. Aerial Photo
5. Motion – Ordinance
6. Motion - Resolution

Underlined text is proposed for addition

Stricken text is proposed for deletion

## ORDINANCE NO. 927

### AN ORDINANCE TO AMEND CHAPTER 900 OF THE MUNICIPAL CODE

The Shoreview City Council ordains that Chapter 900 of the Municipal Code is hereby amended as follows: Section 901, Local Road Authority. The intent of the amendment is to provide the City with the authority to establish on-street permit parking zones.

The amendment hereby follows:

#### CHAPTER 900 - SHOREVIEW MUNICIPAL CODE

**901.030 Parking Regulations.** Except as herein provided, the following parking regulations shall apply to all public streets and properties in the City.

- E) On-Street Parking Permit Zones. The City Council may, by Resolution, designate parking permit zones on the local city street system and permitted parking times and the fee for the permit. The Director of Public Works shall mark each area with the appropriate signage and/or pavement markings. It is unlawful for any vehicle to be parked in a parking permit zone during restricted hours without an authorized parking permit tag displayed and visible in the front window.

Effective Date. This ordinance shall become effective the day following its publication in the City's official newspaper.

Publication Date. Published on or after February 11, 2014.

SEAL

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Sandra C Martin, Mayor

**RESOLUTION NO. 15-08**

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD FEBRUARY 2, 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 at 7:00 PM.

The following members were present:  
And the following members were absent:

Member introduced the following Resolution and moved its adoption.

**RESOLUTION NO. 15-08  
ESTABLISHING AN ON-STREET PARKING PERMIT ZONE**

**WHEREAS**, the City of Shoreview, as a road authority, is responsible for traffic control on local city streets; and

**WHEREAS**, pursuant to Section 901 of the Municipal Code, the City has the authority to establish a Parking Permit Zone on local city streets; and

**WHEREAS**, the City has received a request to establish an On-Street Parking Permit Zone for Chatsworth Street, on both sides of the street between County Road F and Gramsie Road; and

**WHEREAS**, Chatsworth Street is a public street under City jurisdiction; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREVIEW, MINNESOTA THAT:**

1. An On-Street Parking Permit Zone is hereby established on both sides of the street for that portion of Chatsworth Street between County Road F and Gramsie Road (see attached map).
2. A permit tag for on-street parking is required between the hours of 6:00 am and 6:00 pm, Monday through Friday. A permit tag shall be displayed in vehicles parked in this zone during these hours and be visible in the front window. A permit tag is not required to park in this area outside of these hours.



MAP



ON-STREET PERMIT PARKING ZONE HIGHLIGHTED IN RED

**PROPOSED MOTION**

**MOVED BY COUNCIL MEMBER** \_\_\_\_\_

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

To adopt Ordinance No. 926 approving the text amendment to Chapter 200, Development Code, including Section 210, Nuisances and Section 211, Property Maintenance, related to tall grass and weeds.

**ROLL CALL:    AYES** \_\_\_\_\_ **NAYS** \_\_\_\_\_

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

Regular City Council Meeting  
February 2, 2015

**To:** Mayor, City Council and City Manager  
**From:** Kathleen Castle, City Planner  
**Re:** Text Amendment – Section 210, Nuisance and Section 211, Property Maintenance Standards  
**Date:** January 30, 2015

## **INTRODUCTION**

Staff is proposing an amendment to Section 210, Nuisance to clarify the process regarding tall grass and weed abatements. An amendment is also proposed to Section 211, Property Maintenance regarding the definition of noxious weeds.

A previous text amendment approved in 2006 established an expedited enforcement process for tall grass and weed violations and enabled the City to abate these conditions and assess the costs if the bill remained unpaid. This Section was amended again in 2009 to include emergency abatements and immediate abatements. Changes made in 2009 expedited the review process but has caused some confusion regarding tall grass and weed abatements. An amendment is being proposed to clarify the enforcement.

## **PROPOSED TEXT AMENDMENT**

### **Section 211, Property Maintenance**

Section 211 of the Municipal Code establishes the minimum requirements and standards regarding the maintenance of properties. The following excerpt addresses noxious weeds and tall grass. Staff is proposing the specific section from Minnesota Rules be deleted as the referred section can change from time to time. The current reference is no longer valid. Note, underlined text is proposed for addition and stricken text is proposed for deletion.

#### **211.060 General Property Maintenance.**

(C) Exterior property areas shall be kept free from species of weeds or plant growth which are noxious or a detriment to public health. Noxious weeds are those defined in Minnesota Rules. ~~identified in Minnesota Rules 1505.0730 and 1505.0740.~~ Grass plots and lawn areas, including any contiguously abutting street boulevard areas, shall not exceed nine inches in ~~growth~~ height. Non-woody vegetation on vacant properties shall not exceed eighteen inches in ~~growth~~ height. Native grasses indigenous to Minnesota, planted and maintained on any occupied lot or parcel of land as part of a garden or landscape treatment are exempt from the ~~growth height~~ maximum height limitation, provided the native landscaping does not interfere with traffic or pedestrian safety. Wetlands and other drainage features, pastures, and undisturbed land are exempt from this provision.

### **Section 210, Nuisance**

This Section defines acts that constitute a public nuisance, abatement procedures and assessment methods. The following amendments are being proposed to better address tall grass and weed violations.

210.010 (B) The following are hereby declared to be public nuisances affecting health and safety:

(4) ~~Of~~ ~~noxious~~ weeds as defined in Minnesota Rules ~~parts 1505.0730, 1505.0732, and 1505.~~, and other rank growth of vegetation upon private or public property including grass and weeds over nine inches in height and non-woody vegetation over 18 inches in height on vacant properties.

#### **210.020 Abatement Procedure.**

(A) Procedure. Except as otherwise provided in Section 210.020 (C) or 210.020 (D), whenever the officer charged with enforcement determines a public nuisance is being maintained or exists on a premise in the City, the officer shall notify in writing the owner of record or occupant of the premises of such fact and order that the nuisance be terminated and abated. The notice of violation shall specify the steps to be taken to abate the nuisance and the time within which the nuisance is to be abated. If the notice of violation is not complied with within the specified time, the ~~official~~ officer shall report that fact to the City Council. Thereafter, the City Council may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the notice of violation is a nuisance and order that if the nuisance is not abated within the time prescribed by the City Council, the City may seek injunctive relief by serving a copy of the Council Order and a Notice of Motion for Summary Enforcement or, obtain an administrative search warrant for access to the premises or property has been denied, and abate the nuisance. In those cases where the nuisance pertains to noxious weeds, rank growth and grass and weeds as defined in Section 210.010 (B)(4), the City Council after notice and hearing may cause the nuisance to be abated immediately by the City. In those cases where the nuisance has been recurring and can be abated by reasonable maintenance procedures, the City Council's order to abate shall be effective for up to two (2) years.

#### **Planning Commission Review**

The Planning Commission held a public hearing at their January 27<sup>th</sup> meeting and considered the text amendment. A Commission member recommended a minor change to the ordinance replacing the phrase "growth height" with "height" to prevent any ambiguity in the Code's

interpretation. This change was supported by the Commission and the Commission recommended the City Council approve the ordinance.

**Recommendation**

The Staff believes the proposed changes related to tall grass and weeds address how these code violations are treated as a public nuisance. The changes clarify the abatement procedure for this type of nuisance. Staff is recommending the City Council adopt Ordinance No. 926 approving the text amendment.

Attachments

1. Section 210, Nuisance
2. Ordinance No. 926

**210 Nuisance****210.010      Nuisance.**

(A) Public Nuisance Prohibition. A person must not act, or fail to act, in a manner that is or causes a public nuisance. For purpose of this ordinance, a person that does any of the following is guilty of maintaining a public nuisance:

Rev. Date 5/4/09 Ord. #849 Entire Section
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- (1) Annoys, offends, injures, or endangers the health, comfort, repose, morals, decency, peace, or safety of any considerable number of members of the public; or
- (2) Unlawfully interferes with, obstructs, or renders dangerous for passage a public waterway, park, square, street, alley, highway, or any other public property or right of way; or
- (3) Maintains property conditions that constitute a fire hazard or a physical risk to the property or persons or otherwise dangerous to human life, public safety personnel or the public welfare.
- (4) Depreciates the value of the property of a considerable number of members of the public; or
- (5) Is declared to be a nuisance by any provision of this code, any statute, or regulation.

Rev. Date 4/16/14 Ord. 920
----------------------------------

(B) The following are hereby declared to be public nuisances affecting health and safety:

- (1) Certain ponds, pools and accumulation of stagnant water.
- (2) Accumulation of refuse or debris.
- (3) The pollution or contamination of any well or cistern, stream, lake, canal, or body of water by sewage, or industrial waste or other substance.
- (4) Of noxious weeds as defined in Minnesota Rules, parts 1505.0730, 1505.0732, and 1505.0740.
- (5) Accumulation in the open of discarded or disused machinery, household appliances, and furnishings, automobile bodies, or other material, in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from such accumulations.

- (6) All dangerous unguarded machinery, in any public place, or so situated or operated on private property as to attract the public.
- (7) Ice, snow, or rainwater to fall from any building or structure upon any public street or sidewalk, or to direct any rainwater or water from ice melt or snow melt so as to flow across any public sidewalk.
- (8) Any well, hole or excavation left uncovered or in such other condition as to constitute a hazard to a child or other person, being or coming upon the premises where the same is located.
- (9) Hazardous buildings, subject to the provision of State Statute 463.16.
- (10) Privy vaults and garbage cans which are not rodent-free or fly tight, or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors.
- (11) Dense smoke, noxious fumes, gas, soot or cinders in unreasonable quantities.
- (12) Any offensive trade or business as defined by statute not operating under local license.
- (13) All trees, hedges, billboards, or other obstructions, which prevent people from having a clear view of all traffic approaching an intersection.
- (14) All wires and limbs of trees, or other objects that are so close to the surface of a sidewalk, trail or street as to constitute a danger to pedestrians or vehicles.
- (15) Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, trails or public grounds, except under conditions permitted by this ordinance or other applicable law.
- (16) Any barbed wire fence located less than six (6) feet above the ground and within three (3) feet of a public sidewalk or way.
- (17) Wastewater cast upon or permitted to flow upon streets or other public property.
- (18) Obstruction to the free flow of water in a natural waterway or public stormwater system, gutter or ditch with trash or other materials.

(19) The depositing of garbage or refuse on a public right-of-way or on adjacent private property.

(20) Shade Tree Nuisances.

Rev. Date  
3/19/12  
Ord. #890

- a. Any living or standing tree(s) to any degree with a shade tree disease or Plant Pest.
- b. Any logs, branches, stumps, or other parts of any dead or dying tree so infected unless such parts have been fully burned or treated under the direction of the City Manager.
- c. Any standing dead trees or limbs on public or private property which may threaten human health or property.

(21) Illicit discharges or connections to the MS4 or storm drainage system.

(22) The overcrowding of a room or portion of a dwelling with long-term storage of items, goods, or any combustible materials so as to prevent upkeep, maintenance, or regular housekeeping. A room may be considered overcrowded when: interior storage covers an excessive amount of the floor area of a room, constitutes a potential excessive fire load, prevents access to windows or doors, prevents access to or obstructs mechanical systems or air movement, effectively eliminates use and access to required electrical devices, impedes access and movement of emergency personnel, blocks hallways, limits the operation of doors or provides pest harborage.

Rev. Date  
4/16/14  
Ord. 920

(23) Any other health or safety nuisance as declared by the City Council.

(C) Enforcement. The provisions of this regulation shall be enforced by the City's law enforcement agency or by such other officers, employees, or agents as designated by the City Council. Such officers, employees, or agents shall have the power to inspect private premises in accordance with law, and take all reasonable precautions to prevent the commission or maintenance of public nuisances. The provisions of this regulation for the abatement of nuisances shall be in addition to any other penalty or remedy provided by this code, by county ordinance, or by state statute or regulation.

#### **210.020 Abatement Procedure.**

(A) Procedure. Except as otherwise provided in Section 210.020 (C) or 210.020 (D), whenever the officer charged with enforcement determines a public nuisance is being maintained or exists on a premise in the City,

the officer shall notify in writing the owner of record or occupant of the premises of such fact and order that the nuisance be terminated and abated. The notice of violation shall specify the steps to be taken to abate the nuisance and the time within which the nuisance is to be abated. If the notice of violation is not complied with within the specified time, the official shall report that fact to the City Council. Thereafter, the City Council may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the notice of violation is a nuisance and order that if the nuisance is not abated within the time prescribed by the City Council, the City may seek injunctive relief by serving a copy of the Council Order and a Notice of Motion for Summary Enforcement or, obtain an administrative search warrant for access to the premises or property has been denied, and abate the nuisance. In those cases where the nuisance has been recurring and can be abated by reasonable maintenance procedures, the City Council's order to abate shall be effective for up to two (2) years.

- (B) Notice. Written notice of the violation, notice of the time, date, place and subject of any hearing before the City Council; notice of the City Council Order; and Notice of Motion for Summary Enforcement hearing shall be served by a peace officer or a designated official on the owner of record or occupant of the premises, either in person or by certified or registered mail. If the premise is not occupied, the owner of record is unknown, or if the owner of record or occupant refuses to accept notice, notice of the violation shall be served by posting it on the premises.
- (C) Emergency Procedure/Summary Enforcement. In cases of an emergency where delay will permit a continuing nuisance to unreasonably endanger public health, safety or welfare, the City may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the officer or designated official shall determine that a public nuisance exists or is being maintained on the premise in the City and that the delay in abatement will unreasonable endanger public health, safety or welfare. The officer or designated official shall make a reasonable attempt to notify in writing the occupant or owner of the premises of the nature of the nuisance, whether public health, safety or welfare will be unreasonably endangered by delay in abatement required to complete the procedures set forth in subdivision 210.020(A) and may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City may order summary enforcement and abate the nuisance.
- (D) Immediate Abatement. Nothing in this section shall prevent the City, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

- (E) Judicial Remedy. Nothing in this section shall prevent the City from seeking a judicial remedy when no other adequate administrative remedy exists.

**210.030**      **Recovery of Cost.**

- (A) Record of Abatement Cost. The City Manager or his/her designee shall keep a record of the costs of abatements, including administrative costs, done under this ordinance and shall report monthly all work done to the appropriate officer for which assessments are to be made, stating and certifying the description of the land, lots, parcels involved and the amount assessable to each.
- (B) Personal Liability. The owner of premises on which a nuisance has been abated by the City, or a person who has caused a public nuisance on property not owned by that person shall be personally liable for the cost of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Clerk or other City official shall prepare a bill for the cost and mail it to the owner. Thereupon, the amount shall be immediately due and payable at the City's administrative office.
- (C) Assessment. After notice and hearing as provided in Minnesota Statutes Section 429.061, as it may be amended from time to time, if a nuisance is a public health or safety hazard on private or public the City Clerk shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429.101 against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against the property under the provisions of Minnesota statutes Section 429 and any other pertinent Statutes for certification to the County Auditor and collection along with current taxes the following year or in annual installments, not exceeding ten, as the City Council may determine in each case.

*Underlined text is proposed for addition*  
*Stricken text is proposed for deletion*

## ORDINANCE NO. 926

### AN ORDINANCE TO AMEND CHAPTER 200 OF THE MUNICIPAL CODE

The Shoreview City Council ordains that Chapter 200, Development Code is hereby amended as follows: Section 210, Nuisance and Section 211, Property Maintenance. The intent of the proposed amendment is to better define tall grass and weeds as a public nuisance and the abatement process.

The amendment hereby follows:

#### CHAPTER 200 - SHOREVIEW DEVELOPMENT CODE

##### **210.010 Nuisance**

(B) The following are hereby declared to be public nuisances affecting health and safety:

(4) Of ~~noxious weeds as defined in Minnesota Rules parts 1505.0730, 1505.0732, and 1505.,~~ and other rank growth of vegetation upon private or public property including grass and weeds over nine inches in height and non-woody vegetation over 18 inches in height on vacant properties.

##### **210.020 Abatement Procedure.**

(A) Procedure. Except as otherwise provided in Section 210.020 (C) or 210.020 (D), whenever the officer charged with enforcement determines a public nuisance is being maintained or exists on a premise in the City, the officer shall notify in writing the owner of record or occupant of the premises of such fact and order that the nuisance be terminated and abated. The notice of violation shall specify the steps to be taken to abate the nuisance and the time within which the nuisance is to be abated. If the notice of violation is not complied with within the specified time, the ~~official~~ officer shall report that fact to the City Council. Thereafter, the City Council may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the notice of violation is a nuisance and order that if the nuisance is not abated within the time prescribed by the City Council, the City may seek injunctive relief by serving a copy of the Council Order and a Notice of Motion for Summary Enforcement or, obtain an administrative search warrant for access to the premises or property has been denied, and abate the nuisance. In those cases where the nuisance pertains to noxious weeds, rank growth and grass and weeds as defined in Section 210.010 (B)(4), the City Council after notice and hearing may cause the nuisance to be abated immediately by the City. In those cases where the nuisance has been recurring and can be abated by reasonable maintenance procedures, the City Council's order to abate shall be effective for up to two (2) years.

**211.060      General Property Maintenance.**

(C) Exterior property areas shall be kept free from species of weeds or plant growth which are noxious or a detriment to public health. Noxious weeds are those defined in Minnesota Rules. ~~identified in Minnesota Rules 1505.0730 and 1505.0740.~~ Grass plots and lawn areas, including any contiguously abutting street boulevard areas, shall not exceed nine inches in ~~growth~~ height. Non-woody vegetation on vacant properties shall not exceed eighteen inches in ~~growth~~ height. Native grasses indigenous to Minnesota, planted and maintained on any occupied lot or parcel of land as part of a garden or landscape treatment are exempt from the ~~growth height~~ maximum height limitation, provided the native landscaping does not interfere with traffic or pedestrian safety. Wetlands and other drainage features, pastures, and undisturbed land are exempt from this provision.

Effective Date. This ordinance shall become effective the day following its publication in the City's official newspaper.

Publication Date. Published on or after February 11, 2014.

SEAL

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Sandra C Martin, Mayor