

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Human Rights Commission Essay Contest Winners

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

COUNCIL COMMENTS

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

1. April 6, 2015 City Council Meeting Minutes
2. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
3. Verified Claims

4. Purchases
5. License Applications
6. Award of Quote—Fitness Bikes
7. Approve Replacement of City Server Networking Equipment
8. Developer Escrow Reductions
9. Approval of Fireworks Display for Slice of Shoreview
10. Approve Plans and Specifications and Authorize Bidding—Turtle Lane Neighborhood and Schifsky Road Reconstruction, CP 15-01

PUBLIC HEARING

GENERAL BUSINESS

11. Approval of December 31, 2014 Interfund Transfers and Loans
12. Approve Plans and Specifications and Authorize Bidding—Water System Improvements—Water Treatment Plant, CP 14-02

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
April 6, 2015**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on April 6, 2015.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wicksrom.

APPROVAL OF AGENDA

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to approve the April 6, 2015 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

Mr. Todd Sharkey, 4965 Hanson Road, stated that he has reapplied for a subdivision of his property. He was notified by staff that he would have to apply for a variance for the subdivided parcel that would front a non-public street. He would like to appeal City Manager Schwerm's decision in this regard. The notice also referenced a need for a Certificate of Survey. There are Certificates of Survey from 1960, 1978 and 2005 on file. It is an undue hardship for him to have to pay for another survey. He asked how the City intends to proceed.

Mayor Martin stated that the Council does not respond to such requests during Council meetings.

City Attorney Kelly agreed the Council meeting is not the venue to discuss this issue. Appeal steps will be explained by staff. An appeal form was sent to Mr. Sharkey earlier that day.

COUNCIL COMMENTS

Councilmember Springhorn:

The Shoreview Historical Society will honor the Heritage Family of the Year at Incarnation Church, on April 26, 2015, from 3:00 to 5:00 p.m. This year the Heritage Family of the Year is the Nord family.

Councilmember Wickstrom:

Noted that the Ramsey County waste site has expanded hours, Monday, Wednesday, Friday from 11:00 a.m. to 7:00 p.m.; Saturday from 9:00 a.m. to 5:00 p.m. and Sunday from 11:00 a.m. to 5:00 p.m. Organic waste will be accepted at the site on Sherwood Road. Detailed information is available on the County's website at www.co.ramsey.mn.us.

On Wednesday, April 15, 2015, the Environmental Quality Committee will present the final 2015 Environmental Speaker Series. The topic is *What You Can Do for Pollinators*. The program begins at 7:00 p.m. and is held in the Shoreview City Council Chambers.

Green Community Award applications are available on the City's website. The award has expanded to include not only landscaping techniques but any energy efficient measure, such as solar panels. The deadline for applications is May 31, 2015.

The Shoreview Northern Lights Variety Band will present its Spring Concert on *Movies, Musicals and Masterpieces*, at Benson Great Hall, Bethel University, April 18, 2015, at 7:00 p.m. Tickets are available at City Hall or online. Tickets may also be purchased at the door.

The Shoreview Einhausen Sister City Organization will hold its Annual Dinner at the Bavarian Gasthaus in Stillwater. Information is available on their website at sesca.org.

Garbage containers should be kept in the garage or screened from the street. She encouraged people to be aware of the ordinance and properly take care of their garbage bins.

Councilmember Johnson:

City parks, including off leash dog areas, are open except for Bucher and Wilson, which are still soft and not cleared for play.

Mayor Martin:

Announced that her Tuesday office hours this summer will not be held at city Hall. She will meet residents at a park to walk on a trail. The first Mayor Walk and Talk will be held Tuesday, May 6, 2015. She will be at the parking lot at the Community Center to walk the trail at Snail Lake Regional Park.

CONSENT AGENDA

Item No. 1, March 9, 2015 City Council Workshop Minutes, was pulled for separate consideration, as Councilmember Johnson did not attend that meeting.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt the Consent Agenda for April 6, 2015, and all relevant resolutions for item Nos. 2 through 12:

2. March 16, 2015 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
 - Public Safety Committee, January 12, 2015
 - Snail Lake Improvement District, February 2, 2015
 - Economic Development Commission, February 17, 2015
 - Planning Commission, February 24, 2015
 - Human Rights Commission, February 25, 2015
 - Economic Development Authority, March 2, 2015
 - Snail Lake Improvement District, March 3, 2015
 - Economic Development Commission, March 17, 2015
 - Environmental Quality Committee, March 23, 2015
 - Planning Commission, March 24, 2015
 - Human Rights Commission, March 25, 2015
 - Bikeways and Trails Committee, April 2, 2015
4. Verified Claims in the Amount of \$1,290,913.80
5. Purchases
6. License Applications
7. Developer Escrow Reduction
8. No Parking Resolution - Lexington Avenue and County Road F
9. Approval of Supplemental Water Patrol Agreement
10. Approval of Quote for Upper Level Community Center Doors
11. Resolution of Support for Minnesota Job Creation Fund Application
12. Site and Building Plan Review-Oak Hill Montessori School, 4665 Hodgson Road

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to approve the March 9, 2015 City Council Workshop Meeting Minutes as presented.

ROLL CALL: Ayes - 4 Nays - 0 Abstain - 1 (Johnson)

PUBLIC HEARING

TURTLE LANE AREA AND SCHIFSKY ROAD RECONSTRUCTION, CP 15-01

Presentation by City Engineer Tom Wesolowski

The Feasibility Study for this project was received by the Council on February 17, 2015. The Feasibility Study provided information on: 1) existing condition of Turtle Lane and Schifsky Road; 2) proposed improvements; 3) estimated project cost; 4) funding sources and proposed assessments; and 5) conclusions and recommendations.

Both roadways are rural sections of asphalt that are in poor condition with no curb and gutter. Water main and sanitary sewer serves all properties. The Turtle Lane water main is cast iron and was installed in the early 1960s. The clay sanitary sewer pipes are in poor condition on Schifsky Road but in good condition on Turtle Lane.

The storm sewer for the Turtle Lane neighborhood is an underground infiltration piping system at the north end that was installed in 2008. It overflows to Turtle Lake. At the south end, drainage flows to a collection system on Lexington, which discharges into Marsden Lake. The storm sewer system for Schifsky Road is a small collection pond at a low point on the east end that overflows to a larger pond that discharges to Turtle Lake. The pond was constructed in the 1980s and does not meet standards for volume control.

Proposed improvements to both Turtle Lane and Schifsky Road include removal of the existing road and installation of new road sections. Turtle Lane would be a 29-foot wide asphalt roadway with surmountable curb and gutter. Schifsky Road would be a 24-foot wide asphalt roadway from face to face of curb and a barrier style curb and gutter.

The cast iron water main on Turtle Lane would be replaced, including services within the right-of-way. Limited sections of the sanitary sewer would be replaced. Catch basins and underground infiltration chambers will be used for storm water management. Additional catch basins at the north end will be connected to existing chambers with any overflow going to Turtle Lake. At the south end, catch basins will be connected to new infiltration chambers with overflow to Lexington Avenue.

All of the sewer main would be replaced on Schifsky Road. Schifsky Road is within the City's Wellhead Protection Area. The Minnesota Department of Health does not recommend infiltration within a certain distance of a municipal well. Therefore, catch basins will be used to filter water before it flows to the larger pond.

Street lights are owned by Xcel and attached to power lines. The proposal includes replacement using aluminum poles, LED cobra-head fixtures and underground power.

Two informational meetings were held for both Schifsky Road and Turtle Lane residents. The meetings were well attended, and the reaction to the proposed improvements is positive. The main concern was tree removal. No trees will be removed for the street construction, however, some trees may need to be removed for utility work. In those instances, trees will be replaced according to Shoreview Code.

Estimated costs for the total project are:

Street	\$853,500
Water Main	\$342,500
Sanitary Sewer	\$234,300
Storm Sewer	\$452,700
Street Lights	<u>\$ 85,000</u>

TOTAL: \$1,968,000

Total assessments are estimated to be \$152,880, which is 8% of the total estimated project cost. Assessments break down as follows:

Turtle Lane:

Street	\$1,543 per unit
Storm sewer	\$1,120 maximum per unit
Total	\$2,663 per unit with 10-year payback

Schifsky Road:

Street	\$1,543 per unit
Storm Sewer	None because there was a previous storm water assessment

Financing for the project is proposed as follows:

Street Renewal Fund	\$750,120
Water Fund	\$342,500
Sanitary Sewer Fund	\$234,300
Surface Water Fund	\$403,200
Street Light Utility Fund	\$ 85,000
Assessments	\$152,800

Proposed Project Schedule:

Approve plans and specifications	April 20, 2015
Bid Opening	May 14, 2015
Council Award Contract	May 18, 2015
Construction Start	June 2015
Construction Complete	October 2015
Assessment Hearing	October 2016

City Attorney Kelly stated that he has reviewed the affidavits and proper notice for the public hearing has been given.

Mayor Martin opened the public hearing.

Ms. Gloria Demeireles, 625 Schifsky Road, stated that she has attended both information meetings. It is a good project. Her question is whether both projects will be done concurrently or if one neighborhood will be done first and then the other.

Mr. Virgil Sauve, 4940 Turtle Lane East, stated that the neighborhood had a petition last fall requesting the surmountable style curb. He expressed appreciation to City Engineer Wesolowski for listening to the concerns on the petition.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to close the public hearing at 7:27 p.m.

VOTE: Ayes - 5 Nays - 0

Public Works Director Mark Maloney stated that the project will be bid as one project. The contractor will likely be going back and forth between the two jobs with work being done in both areas throughout the length of the project. Construction update newsletters will be sent out regularly to residents. Contact information for City staff 24 hours a day will be made available.

Mayor Martin noted that although the total cost is nearly \$2 million, only 8% is financed with assessments, which is a unique policy of Shoreview. This project will improve home values and quality of life in these neighborhoods.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt Resolution No. 15-23 directing the preparation of plans and specifications and ordering the improvements for the Turtle Lane Neighborhood & Schifsky Road Reconstruction, City Project 15-01.

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

GENERAL BUSINESS

AWARD OF BID - LEXINGTON AVENUE/COUNTY ROAD F WATERMAIN, CP 15-06

Presentation by City Engineer Tom Wesolowski

The existing pipe is cast iron with a history of breaks. Ramsey County plans reconstruction of Lexington Avenue and County Road F in 2015. Road construction adjacent to the existing pipe will increase risks of failure. This project would replace approximately 2600 feet of water main.

Plans and specifications were approved by the Council on March 2, 2015. Bids for the project were opened April 2, 2015. The bid included two alternates to use a bursting method of installation: Alternate No. 1 with pipe bursting with HDPE pipe; and Alternate No. 2 with pipe bursting with PVC pipe. This bursting method causes less surface destruction during installation.

Four bids were received. The low bidder is C. W. Houle, Inc., who is also the low bidder for both alternatives. However, the alternative bid was 15% higher than the Engineer's Estimate. Upon further review, it was determined that the bid is competitive and accurately reflects construction costs.

The total estimated cost is \$420,000, which includes an allowance for engineering, administration and contingency costs. The project would be financed through the Water Fund, which has adequate funds. Staff is recommending acceptance of the base bid and Alternate No. 1 from C. W. Houle, Inc. for the Lexington Avenue/County Road F water main replacement in the amount of \$363,071.00.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt Resolution No. 15-22, which accepts the base bid and alternate #1 from C. W. Houle, Inc., for the Lexington Avenue/County Road F Water Main Replacement, City Project 15-06 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$363,071.00.

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

SITE AND BUILDING PLAN REVIEW - WATER TREATMENT PLANT, 881 HIGHWAY 96

Presentation by City Planner Kathleen Castle

The proposed water treatment plant is to address increasing levels of iron and manganese in the City's water supply and to comply with the Environmental Protection Agency (EPA) standards. The property is zoned R1, Detached Residential and is within the Shoreland District of Lake Martha. Quasi-public uses are allowed in the R1 District with an approved site and building plan review and if there is no conflict with adjoining property uses. Surrounding land uses include Institutional, High Density Senior Residential, Industrial and Recreation Open Space. The property is also located in Policy Development Area (PDA) #7 for the Shoreview Commons. Immediately to the west is PDA #6, which anticipates a number of mixed uses. Staff has determined that the proposal does not conflict with planned land uses.

Access to the site is off Victoria and will be reconstructed and repaved. A small 4-space parking area will be located north of the building. All existing fencing will be replaced. The exterior of the building uses materials consistent with the theme for the Shoreview Commons area. The building height is 37 feet measured to midpoint of roof. The height is 40 feet measured at the peak.

The Grading, Drainage and Stormwater Management Plan shows that the northern part of the property will not be disturbed. A Rice Creek Watershed District permit is required. A bio-filtration basin will be constructed and used for runoff from the parking and driveway areas. There are drainage swales on the east and south. Impervious surface coverage on the site will be reduced from 48.6% to 45.7%.

A variance was approved by the Planning Commission at the March 24, 2015 meeting for the building height to exceed the height standard of 35 feet and allow a height of 37 feet. The Planning Commission recommended approval to the Council on a 6 to 0 vote.

Property owners within 350 feet were notified of the proposal. No comments were received. The Lake Johanna Fire Department will require the building to be sprinklered.

Staff recommends approval based on the fact that the plan is in accordance with the Comprehensive Plan and Development Code; and use of the property is consistent with designated land uses and Code requirements except for building height.

Councilmember Wickstrom noted the driveway will be in front of the ice arena. She asked if the driveway access should be from the Maintenance Center property with a fence so the access is not public and provides more security. Mr. Maloney responded that the water treatment plant design considerations include bulk water sales. Part of the City's vulnerability as a water utility is to reduce incidents of opening hydrants for water. Therefore, the City is centralizing a location where water can be legitimately purchased by people like landscaping contractors, or those with tanks not hooked up to the City system. This will be a drive-up facility for dispensing water. Access from the Maintenance Center would be problematic because public traffic to the water treatment plant would be mixed in with internal Maintenance Center traffic and create conflict. He is confident that there is a comprehensive security system that will keep track of all traffic approaching the building. The access off Victoria is actually City property, although it serves as a joint access to City property and the ice arena.

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to approve the Site and Building Plan review application for the municipal water treatment plant at 881 Highway 96, subject to the following:

1. The property shall be developed in accordance with the plans submitted as part of this application. Minor changes to the plan may be allowed provided approval is received from the City Planner. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission and the City Council.
2. The project is subject to the permitting requirements of the Rice Creek Watershed District (RCWD), and a copy of the RCWD permit shall be submitted to the City prior to issuance of a building permit for the project.
3. Erosion and Sediment Control BMPs shall be installed prior to any site disturbance, and maintained during construction in accordance with City regulations.
4. The items identified in the email from the Fire Marshal must be addressed with the Building Permit submittal.
5. The applicant shall address the comments from the City Engineer prior to the issuance of a building permit.
6. No site access from Highway 96 is permitted.
7. All work within the Highway 96 right-of-way is subject to the permitting authority of Ramsey County.
8. Tree removal requires replacement trees per City Code. A tree replacement and landscape plan shall be submitted and approved by the City Planner prior to issuance of a building permit.
9. This approval shall expire after one year if a building permit has not been issued and work has not begun on the project.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated Institutional land use in the Comprehensive Plan.
2. The proposed development complies with the standards, with the exception of building height, City's Development Code.

3. The proposed improvements will not conflict with or impede the planned use of adjoining property.
4. Resolution 15-18 states the findings of fact for the building height variance.

Discussion:

Mayor Martin asked about the schedule for bidding the project. City Manager Schwerm responded that authorization to bid the project will be requested at the next Council meeting. Bids will be taken through April and May. A bid award is anticipated at the second Council meeting in May or the first Council meeting in June.

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

ADJOURNMENT

MOTION: by Councilmember Springhorn, seconded by Councilmember Quigley to adjourn the meeting at 7:47 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ___ DAY OF _____ 2015.

Terry Schwerm
City Manager

Memorandum

To: Mayor and City Council Members
Cc: City Manager
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: April 17, 2015
Re: Monthly Report
– Administration Department
– Community Development Department

ADMINISTRATION DEPARTMENT

City Launches Twitter Account

The City recently added Twitter to its social media toolkit for communicating with residents, businesses and visitors. Although the City has been utilizing Facebook for some time now, the use of Twitter will allow staff to reach a wider audience as well as some of the different segments of the population that may not use Facebook. Although the City's website will remain the primary channel of online communication, Twitter allows a different format of online engagement. The official City of Shoreview Twitter "handle" is @cityofshoreview. Prior to the use of Twitter, the City had set up two separate accounts and staff is currently in the process of driving our "followers" from one account to the other. Once that process is complete, the other account will be deleted.

Shoreview Library Update

Ramsey County is moving ahead with the design-build phase for the new Shoreview Regional Library. An evaluation team has been created by the County to assist with reviewing the requests for proposals from qualified construction firms in partnership with architectural firms. The five-person evaluation team consists of County staff, County Library Board members, and the Community Development Director representing the City. The site and building plans will be presented to the City for review and approval.

According to Ramsey County officials, the schedule calls the selection of the design-build group by June, 2015, with construction beginning by November, 2015. The existing library would continue to operate throughout the construction until closing in December, 2016 to move materials over to the new regional library for opening in January of 2017.

The County also continues to explore options for the sale and/or re-use of the existing Library facility, including on-going negotiations with the Mounds View School District. The City and County will need to execute an agreement for the transfer of the City-purchased residential lot along Highway 96 that will be part of the new building site.

Access E-Newsletter

Given that 65% of all emails are read on mobile devices, the Communications staff has been working on redesigning the Access E-newsletter which is emailed out to subscribers after every council meeting. With the redesign of the format, the first newsletter had the highest “Click-Through Rate” in the past 1 ½ years. A Click-Through Rate is a metric used to measure the number of people who view a link and then actually go on to click the link that is embedded in the newsletter. These clicks drive people to our website which is our primary channel of online communication. A Click-Through rate is important because it allows us to measure what types of stories or information people are interested in, allowing us to better target our resident’s communication needs.

Volunteer Page

The City has recently added an additional resource page to the website for those residents seeking volunteer opportunities. This page highlights different city-sponsored community organizations that offer opportunities to get involved in the community through volunteering. The following organizations are listed along with a description of the organization as well as links to their websites:

- Gallery 96
- Meal on Wheels of Ramsey County
- Metro Paint-a-Thon
- Northeast Youth and Family Services
- Ralph Reeder Food Shelf
- Ramsey County Sheriff’s Office
- Ramsey County
- Shoreview Library
- Shoreview Community Foundation
- Shoreview- Einhausen Sister City Association
- Slice of Shoreview
- City of Shoreview Citizen Advisory Groups

Annual Food Drive Moves to Spring

In the past, the Human Resources Department has always hosted a food drive in conjunction with the Week of Giving in October. However, staff has learned that summers are a tough time for families and food banks. During the holidays food banks receive a lot of donations because it is a “giving” season. But their supplies run low for the summer, and families have a greater need for food because the kids are home all day for three months when school is out. This year the Food Drive will be held from May 11-15.

HR Recruitment

The Human Resources Department is currently recruiting for a full-time Custodian position as well as a GIS Coordinator. In addition, staff is continuing to hire seasonal and temporary Park and Recreation positions. In 2014, there were 245 Associate hires and hiring levels for the 2015 season will be similar. Implementation of the new software system NeoGov has allowed HR staff to better communicate with applicants. In 2014, over 1,700 applications were processed via NeoGov. This software has resulted in better customer service for applicants by automating

several manual and time-consuming processes, as well as allowing applicants to receive information more expeditiously and electronically.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Zoning

Planning Commission. The Planning Commission will hold their regular meeting on Tuesday, April 28th. Four applications have been submitted, including a preliminary plat for single-family residential, a comprehensive sign plan, a text amendment, and an appeal to an administrative decision regarding an incomplete application for a minor subdivision of property.

Little Canada Development. The City received notice from the City of Little Canada regarding a public hearing for a proposed Senior Housing project located on Rice Street southeast of the intersection with Country Drive. The proposed 120 unit, four-story senior housing building requires several approvals including a preliminary plat and planned unit development. This is the same proposal by the developer who was pursuing this project in Vadnais Heights, north of the interstate but that project could not move forward due to one of the property owners backing out of the sale. The planning staff reviewed the current development proposal and provided comments regarding the proposed use to the City of Little Canada.



Development Updates

Applewood Pointe. Construction continues on Applewood Pointe of Shoreview senior housing cooperative at 4785 Hodgson Road. The exterior building frame is almost complete and the exterior finishes are being completed on the building. According to the developer United Properties, 69 of the 77 units have been sold. They are on track for completion by late summer of this year.

Autumn Meadows. Only 7 of the 25 lots are still available for purchase. Fifteen building permits for new homes within the subdivision have been issued.

Rainbow Foods Site. City staff continues to work closely with the developer/owner partnership of Oppidan Development on the vacant Rainbow Foods property. Oppidan continues to explore options that could involve either the re-use or tear-down of the existing building. They have had strong interest from a number of grocers and a plan likely will include grocery and some additional retail services. The developer is expected to submit plans for the property this summer.

Raising Canes. Parkway Construction has begun construction on the Raising Cane's restaurant at 3780 Lexington Avenue (Super Target parking outlot). Raising Cane's is planning on completing construction of the restaurant this summer and with a grand opening in August.

Economic Development

EDA/EDC Work Plans. Both the Economic Development Authority and Economic Development Commission have completed updates to their work plans for 2015-2016. Both groups have suggested a joint meeting along with the City Council to review economic development and business priorities.

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

To assist in the analysis, City staff and consultant have been gathering data on existing land uses, commercial properties and buildings, vacant properties, and are drafting a survey to businesses that seeks to receive information on future building and expansion needs and challenges. Additionally, the City has become a member of the Minnesota Commercial Association of Real Estate (MNCAR) that provides us access to the Xceligent commercial properties database.

A BRE survey has been developed that we would undertake with our key BRE businesses to better assess their growth needs and challenges as part of this study. The plan would include in-person interviews with the top 5-7 businesses that may have interest in expanding and could be potential candidates for taking advantage of the City's special BRE pilot program. The survey will also be distributed to other BRE companies in an on-line format. The BRE visits and data will be incorporated into the software database provided the City through our membership with GreaterMSP.

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

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

Small Business Workshop Series. The EDC and staff have been working on the plans for the next City-hosted Small Business Workshop, which will be held on May 14th. The workshop will focus on the recruitment and retention of employees, with a panel discussion of human resources and employment specialists. The event will be promoted through press releases, social media, the Business Matters newsletter, and direct mailing to local businesses.

Shoreview Business Exchange. The spring/summer Shoreview Business Exchange has been scheduled for Thursday, June 4th at the Hilton Garden Inn from 5 to 7 pm.

Housing and Code Enforcement Activity

Code Enforcement. There was a significant increase this past month with 19 new code enforcement cases opened. The table below summarizes the status of code enforcement activity:

Code Enforcement Activity			
Year	Total Cases	Cases Open	Cases Closed
2015	46	34	12
2014	173	83	90

Citations were issued to owners of a rental property on Owasso Boulevard North in February for failure to maintain their property in compliance with the City's Property Maintenance standards and Rental Licensing requirements. A court hearing date had been set for April 1st, but the property owners retained an attorney and a new court date has been scheduled for April 22nd.

Hoarding Cases. City staff continues to monitor five property owners that have signed Abatement and Assessment Agreements with the City. Biannual inspections are conducted in accordance with the executed agreements to ensure compliance with housing maintenance standards. Staff met again with one family this month to discuss the hoarding conditions in the home and are working with them on developing an action plan for the home to be brought into compliance and maintained per the Code standards.

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

Rental Licensing. A total of 586 General Dwelling Unit (GDU) licenses and 9 Multi-Family Dwelling Unit (MFU) licenses have been applied for the 2015 license year. Of those, 22 of these properties were new rental licenses. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses. Staff will also remain active in identifying rental properties that have not been licensed.

Inspections for GDU units began in February and are geographically scheduled by neighborhood throughout the City. Sixty-three GDU units out of the required 266 units for 2015 have been inspected. Out of those 63 GDU units inspected so far this year, 10 have required at least one re-inspection to date.

SHINE Program. Earlier this month, the City staff met with the Economic Development Authority to review the *SHINE* neighborhood inspection program. In 2003, the City established

SHINE as a program with the objective to maintain the appearance of residential neighborhoods and protect property values throughout the community. It was created by the City Council as a more proactive approach to raise the awareness of residents on the importance of maintaining homes and properties with the goal of maintaining our quality neighborhoods. Each year two neighborhoods are selected and inspected by staff, who review properties for compliance with our property and housing maintenance standards. While the program is primarily designed to be educational, when significant violations are found, staff works with the property owners to resolve the issues and enforcement action is taken when necessary.

Neighborhoods where *SHINE* has been completed are identified on the map titled “SHINE Neighborhoods”, which is included with this report. *SHINE* focuses on single-family neighborhoods, especially older areas of the community where generally more code enforcement activity occurs. Since the program began, the City has inspected approximately 61% of all residential properties. Also attached are tables that summarize the *SHINE* activity between 2010 and 2014.

With the consent of the EDA, in lieu of conducting *SHINE* in a residential neighborhood this spring, staff will focus efforts in the commercial areas and address temporary signage. The City Council, Planning Commission and Economic Development Commission have all previously discussed the appearance of commercial areas in the community and expressed concern regarding the proliferation of temporary signage. The City’s Sign Code was amended in 2013 to provide businesses more flexibility regarding temporary signage. Educational information regarding the sign regulations was previously mailed to local businesses but illegal signage still remains an issue. Staff would conduct a *SHINE* inspection again in a residential neighborhood this coming fall.

Other News and Information

- Letters were sent recently to homeowner associations in the community promoting the availability of establishing a Home Improvement Area (HIA) as a financing tool for townhome and condominium communities with significant maintenance needs and lack of funding reserves. Last year, the State Legislature extended the law allowing for the use of HIAs, which was set to expire.
- Attached is the monthly summary report from the Housing Resource Center.
- Attached is the monthly report on building permit activity from the Building Official.



April 20, 2015

Dear

The City is sending this letter to let you know about a financial tool that may be available to your Association. Prior to 1996, cities needed special legislation to establish a Housing Improvement Area (HIA). In 1996, cities were granted the authority under general law. Then general law, codified in Minnesota State Statutes 428A.11 to 428A.21, grants Cities the authority to provide financial assistance to townhome and condominium communities for certain common area improvements through the establishment of an HIA. The intent of this letter is to introduce your Association to this financial tool and determine whether or not your Association would be interested in creating an HIA. Attached you will find background information regarding HIA's.

What are Housing Improvement Areas?

A Housing Improvement Area (HIA) is a defined area within a city where housing improvements in townhouse or condominium complexes may be financed with through the assistance of the city. State law allows municipalities to provide this special funding mechanism to assist with improvements when conventional financing is not available.

What kind of improvements can be made with an HIA?

Examples of eligible improvements include roofing, siding, landscaping, walkways, driveways and parking lots, and private streets.

What is the process for creating an HIA?

Townhome and condominium associations can petition the City of Shoreview to create a Housing Improvement Area (HIA). Here's how it works:

- The petition must include at least 50% of the homeowners in the area proposed for an HIA
- The City adopts an Ordinance creating the HIA
- The Association borrows low interest money from the City;
- Permanent, common area improvements are completed; and
- Unit owners repay the loan through fees imposed on their properties, and collected with property tax payments.

What plans or reports are required?

Prior to imposing and collecting fees, the Association must develop a long-term plan to maintain the complex. The plan must address operations, maintenance and necessary capital improvements of the common elements and identify funding for the projects. A Financial Audit must also be submitted to the City annually.

To better understand the needs of your Association, information regarding the Association's financial capacity to address short term and long term maintenance obligations will be needed. The City could then evaluate this information and determine whether or not an HIA is a feasible option or if there are other agencies and programs that could assist.

If your Association is interested in learning more about this financing option or other programs that may be available, please contact me at 651-490-4682 or via email at kcastle@shoreviewmn.gov. Thank you.

Sincerely,



Kathleen Castle
City Planner

Enc. House Research – Housing Improvement Areas

P:\ECONOMIC DEVELOPMENT AUTHORITY (EDA)\HOUSING\HOUSING IMPROVEMENT AREAS\04-20-15LETTER

Housing Improvement Areas

What are housing improvement areas?

A housing improvement area (HIA) is a defined area in a city in which housing improvements in condominium or townhome complexes may be financed with the assistance of the city, or the city's economic development authority (EDA) or housing and redevelopment authority (HRA).

Prior to 1996, cities needed special legislation to establish an HIA. In 1996, cities were granted the authority under general law. The general law, codified in Minnesota Statutes, sections 428A.11 to 428A.21, sunsets June 30, 2028.

What improvements can be made in an HIA?

The improvements that may be made under this law include improvements to the common elements in a condominium complex or townhome development. Examples include roofing, siding, landscaping, roadways, and walkways.

How is an HIA established?

At property owner's request. An HIA can only be established at the request (petition) of at least 50 percent of the owners of the housing units in the proposed area. If the petition is filed, then the city prepares an ordinance that:

- describes the area specifically;
- states the basis for imposing fees and the number of years the fees will be imposed;
- makes a finding that without the HIA, the proposed improvements could not be made; and
- specifies if the city, the EDA, or HRA will implement the ordinance.

In addition, the city must fully disclose the public expenditures and financing for the projects, and determine whether the association or the implementing agency will contract for the work.

Notice, public hearing, ordinance. Before adopting the ordinance, the city must hold a public hearing at which the proposed improvements, affected housing units, and the exempt units are listed. Fees can be imposed on the basis of the tax capacity (value) of the housing unit, total square footage of the housing unit, or a method determined by the city and specified in the resolution. Before a city uses an alternative method to set fees, it must make a finding that the alternative basis is more fair and reasonable. Potentially affected property owners may testify at the hearing. Those property owners may object in writing, and if the city agrees, may be excluded from the area or fee imposed.

The ordinance may be adopted within six months after the conclusion of the public hearing. If 45 percent or more of the affected residents file an objection, the HIA is not established.

How are the improvements financed?

The city may finance the housing improvements by:

- (1) advancing funds available to the city and then recovering the costs by charging the property owners fees; or
- (2) issuing bonds and then imposing fees or assessments to repay the bonds. The bonds are not included in the city's net debt and no election is required for their issuance.

Before imposing fees, the city must provide public notice and hold a public hearing. Within six months of the conclusion of the public hearing, the city may adopt a resolution to impose the fees.

What plans or reports are required?

Before the city imposes and collects the fee, the condominium or townhome association must develop a long-term plan to maintain the complex. The plan must address operations, maintenance, and necessary capital improvements of the common elements. It must identify financing for the projects. The association must also submit its audited financial report to the city annually.

How many cities have established HIAs?

It is difficult to determine how many cities have established HIAs. Although each city with an HIA is required to submit the HIA ordinance to the Commissioner of Revenue, the commissioner is not required to do anything with the ordinances, and there is no penalty for not filing. Also, it is impossible to know how much money is collected for HIA purposes statewide because the fees imposed are reported as special assessments by the cities and not identified separately.

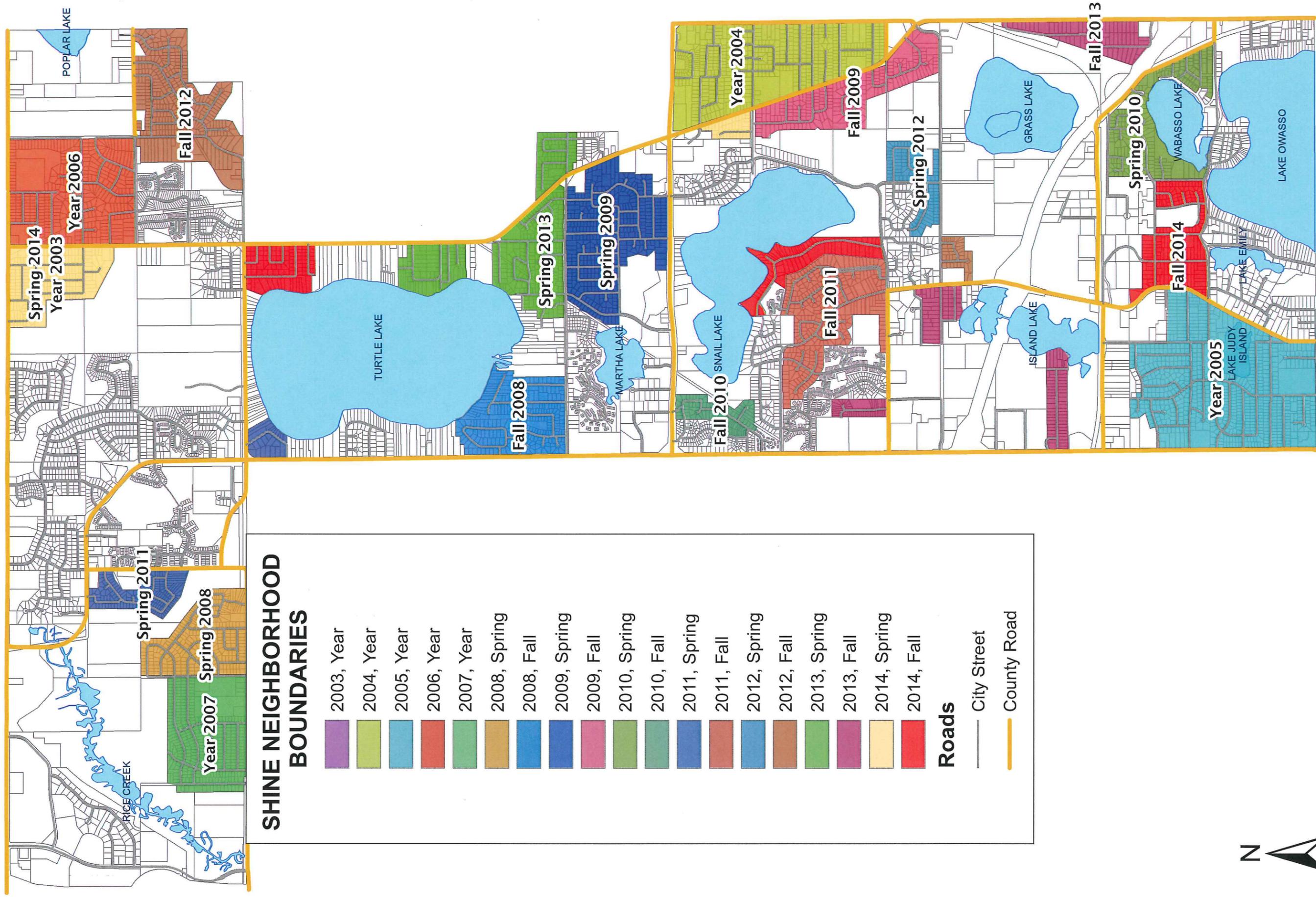
The table below provides information on 13 cities known to have established HIA districts. The data is from the ordinances, city information on the Internet, or phone interviews with city staff.

City	Year first HIA established	Year most recent HIA established	# of Districts	# of units in a district (range)	Approx cost per unit (range) ¹	City bonds or city funds advanced
Anoka	2013		1	32	\$1,338	funds advanced
Columbia Heights	2008		1	65	\$42,000	bonds
Coon Rapids	1998	2006	10	8 – 39	\$5,488 – 24,599	funds advanced
Eagan	2007	2012	3	50-220	\$6,667 – 16,000	bonds/funds advanced
Eden Prairie	2013		1	20	\$7,250	funds
Hopkins	1995	1997	3	176 – 328	\$6,905 – 8,949	bonds
Little Canada	2008	2009	3	101 – 236	\$3,798 – 20,772	bonds/funds advanced
Minneapolis	2013		1	107	\$22,155	bonds
Minnetonka	2012		1	180	\$3,744	funds advanced
New Hope	1997	2001	2	12 – 36	\$15,756 – 18,056	bonds/funds advanced
Plymouth	1999		1	219	\$7,630	bonds
Roseville	2009		1	47	\$33,178	bonds
St. Louis Park	2002	2009	5	20 – 280	\$4,879 – 16,625	bonds

For more information: Contact legislative analyst Andrew Biggerstaff at 651-296-8959 or Deborah Dyson at deborah.dyson@house.mn.

The Research Department of the Minnesota House of Representatives is a nonpartisan office providing legislative, legal, and information services to the entire House.

SHINE NEIGHBORHOODS



SHINE Neighborhood Insepction 2010-2014 Results

2010		
	No.	
	Properites	Percent
Outside Storage and/or Refuse	26	9%
Storage of Vehicles/Equipment	17	6%
Housing Maintenance	18	6%
No Violation	226	79%
Total Properties Inspected	286	

2011		
	No.	
	Properites	Percent
Outside Storage and/or Refuse	16	4%
Storage of Vehicles/Equipment	7	2%
Housing Maintenance	15	3%
No Violation	356	79%
Total Properties Inspected	449	

2012		
	No.	
	Properites	Percent
Outside Storage and/or Refuse	15	3%
Storage of Vehicles/Equipment	21	5%
Housing Maintenance	16	4%
No Violation	393	89%
Total Properties Inspected	444	

2013		
	No.	
	Properites	Percent
Outside Storage and/or Refuse	27	5%
Storage of Vehicles/Equipment	31	5%
Housing Maintenance	27	5%
No Violation	494	88%
Total Properties Inspected	564	

2014		
	No.	
	Properites	Percent
Outside Storage and/or Refuse	22	4%
Storage of Vehicles/Equipment	14	3%
Housing Maintenance	28	5%
No Violation	436	83%
Total Properties Inspected	527	

2010-2014 Totals		
	No.	
	Properties	Percent
Outside Storage and/or Refuse	106	5%
Storage of Vehicles/Equipment	90	4%
Housing Maintenance	104	5%
No Violation	1905	84%
Total Properties Inspected	2270	

* The total properties listed for each data set may not add up to the total number of violations/no violations listed. If a property had multiple violations, it could be counted more than once.

**The percentage that is displayed is calculated from the total number of properties inspected in that data-set.

**CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2015 WITH 2014**

	MARCH 2015		TO DATE 2015		MARCH 2014		TO DATE 2014	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$310,000	2	\$614,000			1	\$250,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS		\$304,000	0	\$304,000			2	\$131,000
GARAGES	1	\$9,000	1	\$9,000			0	\$0
MISCELLANEOUS	60	\$344,850	124	\$914,875	36	\$312,152	78	\$645,887
APARTMENTS			0	\$0			0	\$0
OFFICES			0	\$0			0	\$0
RETAIL	1	\$1,500,000	1	\$1,500,000			0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0			1	\$80,000
PUBLIC BUILDINGS			0	\$0			0	\$0
COMMERCIAL ADDITIONS			0	\$0			0	\$0
COMMERCIAL ALTER	2	\$25,400	8	\$64,400	4	\$337,500	11	\$692,500
TOTAL	65	\$2,493,250	136	\$3,406,275	40	\$649,652	93	\$1,799,387

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

Housing Resource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - March 31, 2015

	July-01	Jan-02	Jan-03	Dec-03	Jan-04	Dec-04	Jan-05	Dec-05	Jan-06	Dec-06	Jan-07	Dec-07	Jan-08	Dec-08	Jan-09	Dec-09	Jan-10	Dec-10	Jan-11	Dec-11	Jan-12	Dec-12	Jan-13	Dec-13	Jan-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Yr-to-Date				
Number of Calls	43	208	589	168	170	240	275	171	130	271	141	101	152	181	4	11	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39	2,879	
MHFA Fix Up Fund/Rehab																																											
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	2	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	51	
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	1	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	31	
Shoreview Home Improvement Loan																																											
Loan Applications Rec'd																																											
Loans Closed																																											
Ramsey County Deferred Loan																																											
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	4	3	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	30
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	3	2	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	21	
Construction Consultation Report																																											
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	117	114	8	4	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	1,019
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	91	80	5	3	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	734	
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	117	
Total SERVICES Provided	53	312	698	300	281	379	499	357	253	488	268	179	387	387	21	18	41	0	80	4,921																							

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

HousingResource Center - NorthMetro
Shoreview Home Improvement Loan Program
May 1, 2010 - March 31, 2015

Shoreview Home Improvement Loan									
Total Contract Amount									
\$300,000.00									
Total number of applications received:									
23									
Applications in process:									
0									
Number of loans closed to date:									
16									
Total dollar amount of projects:									
\$242,149.13									
Total dollar amount of funds used for loans closed:									
\$223,856.08									
Program Income through January, 2015									
\$83,944.61									
Total dollar amount of funds remaining in pool:									
\$160,088.53									
Last Name	First Name	Project Address	Loan Amount	GMHC Loan Fee	Total Funds Used	Project Description	Closing Date	Total Project Amount	Status
		Ashbury St.	\$ 11,179.00	\$ 1,117.90	\$ 12,296.90	water heater, windows	9/14/10	\$ 11,179.00	Complete
		Glen Paul Ct.	\$ 14,381.06	\$ 1,438.11	\$ 15,819.17	windows & doors	10/11/10	\$ 14,381.06	Complete
		Villa Dr.	\$ 7,550.00	\$ 755.00	\$ 8,305.00	furnace, AC, water heater	10/15/10	\$ 7,550.00	Complete
		Westview Dr.	\$ 15,000.00	\$ 1,500.00	\$ 16,500.00	windows	12/2/10	\$ 15,280.00	Complete
		Chatsworth St. N	\$ 12,275.15	\$ 1,227.52	\$ 13,502.67	windows, AC	12/14/10	\$ 12,275.15	Complete
		Reiland Lane	\$ 20,000.00	\$ 800.00	\$ 20,800.00	windows	5/12/11	\$ 25,545.00	Complete
		Lakeview Dr.	\$ 18,726.00	\$ 800.00	\$ 19,526.00	windows	6/11/11	\$ 18,726.00	Complete
		Viewcrest Road	\$ 2,646.00	\$ 800.00	\$ 3,446.00	AC	6/23/11	\$ 2,646.00	Complete
		Pinewood Dr.	\$ 17,222.00	\$ 800.00	\$ 18,022.00	windows, patio door	8/26/11	\$ 17,222.00	Complete
		Kent Ct.	\$ 2,632.58	\$ 800.00	\$ 3,432.58	insulation	11/4/11	\$ 2,995.00	Complete
		Grotto St. N	\$ 14,000.00	\$ 800.00	\$ 14,800.00	windows & doors	4/9/12	\$ 14,630.00	Complete
		Lion Lane	\$ 9,575.00	\$ 800.00	\$ 10,375.00	furnace, AC	1/31/13	\$ 9,575.00	Complete
		Shirlee Ln. S.	\$ 16,167.00	\$ 800.00	\$ 16,967.00	windows, insulation, AC	2/13/13	\$ 16,167.00	Complete
		Kent Dr	\$ 15,184.39	\$ 800.00	\$ 15,984.39	roof, driveway, gutters	7/8/13	\$ 15,184.39	Complete
		Ridge Creek Rd.	\$ 12,479.38	\$ 800.00	\$ 13,279.38	Windows	9/30/13	\$ 15,479.38	Complete
		Hanson Rd.	\$ 20,000.00	\$ 800.00	\$ 20,800.00	Windows doors, siding	10/3/13	\$ 43,314.15	Complete
		Total	\$ 209,017.56	\$ 14,838.52	\$ 223,856.08			\$ 242,149.13	

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

SUBURBAN RATE AUTHORITY

The Public Works Department regularly and actively represents the City on the Suburban Rate Authority (SRA), a joint powers organization consisting of twenty-nine suburban municipalities that serve a population of over 900,000 in the Twin Cities area. The SRA is authorized to intervene in and otherwise address matters affecting gas, electric and telephone services and rates charged to municipalities and their residents and businesses. It is also authorized to address sanitary sewer matters or other utility services provided by a governmental agency such as the Metropolitan Council. Related to that authority is SRA involvement in utility right-of-way use, gas and electric franchises, and wireless cell phone tower site regulation and lease agreements.

The SRA was organized in 1963, for the purpose of providing collective strength in negotiating franchises with the Minneapolis Gas Company (later Minnegasco and now CenterPoint Energy). The SRA assisted the state in defining the regulation and intervened in the early gas and electric cases to provide leadership and direction in utility regulation. Since that time, it has been active as a party in matters concerning gas, electric and telephone rate regulation and in legislation concerning the Public Utilities Commission. The activities of the SRA are funded by assessments to the member cities based on population; Shoreview's annual assessment is approximately \$2,000. In recent years, the SRA has addressed numerous issues of importance to Shoreview in utility use of right-of-way and other public ground, as well as rates paid by City ratepayers, including the City itself. The SRA responds to these matters within PUC proceedings, city ordinances, and agreements with utilities and occasionally in state legislation.

At this time the SRA is involved in two new topics that are of particular interest to Shoreview. Xcel Energy has announced a planned 5-year roll-out of LED street lighting retrofits and an associated rate structure for systems that they own. About half of the street lights in Shoreview could potentially fall into that category however no defined schedule has been proposed yet and there remain significant concerns about the preliminary cost estimates. The other half of Shoreview's street lighting system is City owned and already well into a cycle of LED retrofits. Another recent topic has to do with the logistics of the concept of converting some municipal water distribution systems into regional utility infrastructure as being inferred (at a very conceptual level) by documents being produced by the Metropolitan Council. In both of these topic areas the SRA is a very effective and organized advocate for Shoreview and the other member cities. Further information on these topics will be shared as it becomes available.

Maintenance Activities

Spring time is a prime time of year for training opportunities. Each year training hours are needed by those who hold a sewer and water operator certificate/license in order to maintain their certificates. At

one time or another all the utility crew and two people from the street crew attended a sewer and or water school offered this spring. In addition maintenance crews attended City sponsored annual safety training held at the maintenance center.

All the wells, lift stations, the booster station and the towers are inspected 7 days a week, 365 days a year. Currently the utility crew is staffed with eight men. Each one is assigned a week and they rotate throughout the year. They start their week on Monday and perform daily inspections and routine maintenance and repairs throughout the week so they are familiar with any issues that may occur over the weekend. They finish their week with inspections on Saturday and Sunday and being “on-call” for weekend duty. Emergencies and or alarms that occur Monday through Thursday go directly to one of the three public works supervisors. They determine what response is needed and will dispatch personnel as necessary. Friday through Sunday the weekend duty person, which is one of the utility crew members, will carry the phone and respond to utility alarms and will notify a supervisor if emergencies arise. Water samples continue to be collected daily and analyzed or sent in as required by the Minnesota Department of Health. Another daily activity for utility crews, which never lets up, is responding to location requests by locating and marking underground utilities throughout proposed excavation areas.



Magnetic flow meters were installed at wells 5 and 6. This type of metering is the most accurate for the application needed at these locations as well as at the interconnection to the new housing development in North Oaks. A magnetic field is applied to the metering tube, and by electromagnetic induction, water flow is measured without any moving parts or mechanisms that will eventually wear out and under-report water flow.

Crews have been painting the piping in well house five. The meters in well 5 and 6 have been replaced with a more accurate type of meter. Utility crews continue with the annual jetting and flushing the sanitary sewer system and have been working on the bi-annual cleaning of the lift stations. They began Spring flushing of the water system on April 20th and should complete the flushing within a few weeks.

As time permits they continue to repair curb boxes, gate valves and replace hydrant flags as needed. Crews replaced all the radio batteries and back up batteries at each outdoor warning siren.

Street crews completed the first two rounds of street sweeping. One round with the mechanical sweeper and the other round with the regenerative air sweeper for the smaller particulates. The street sweeper will continue sweeping the streets time permits and the weather allows. Crews finished sod repairs from the winter plowing season. Winter equipment has been cleaned up, inspected and stored for the summer.

Street crews are inspecting and cleaning ponds, inlets and outlets. They have been repairing washouts or damage to the storm sewer system from snow melt and the thawing season. Crews have been spot patching/filling pot holes. They are crack filling streets scheduled to be seal coated later this year.

Department of Corrections Crew – The DOC crews have been cleaning the maintenance center each day before they start on other projects. Now that the weather has changed they take advantage of the weather and begin their assigned projects earlier. During the growing season, we cut back on the DOC building cleaning and rely on all the crews to work together to keep the commons areas clean. We are going to try and have the building cleaned twice a week throughout the busy season and see if that will work for us this summer. Most recently the DOC crews have been busy with repairing sod along trails, trimming trees and removing brush throughout the parks. They are picking up trash along the roadways as time permits and are working on median and island maintenance throughout the City. We have scheduled two weeks in July for the DOC crew to sealcoat six miles of trails throughout the City. In the past the City has hired contractors to do the work but it still typically involves a great deal of coordination and oversight by City personnel and there have been complications created by contractor's scheduling. This year the City will purchase the trail sealant material and rent the necessary application equipment and leverage the DOC labor already on-board. We believe that this will result in overall savings to the City as well as allow for the work to be completed more coherently given that we will be more directly in charge of the scheduling.

Snail Lake Improvement District Annual Meeting

As per the requirements of state statute, the annual meeting for the Snail Lake Improvement District (SLID) was held on March 3rd. The purpose of the meeting is to elect directors to the board, provide an overview of the operations that occurred over the previous year, and review the operation and maintenance costs from the previous year.

The attendance at this year's meeting was pretty low, 3 of the 5 directors and 4 of the 72 property owners attended the meeting. Low attendance at the annual meeting has been the norm for the last several years. The last time there was a large attendance of property owners was in 2008 and 2009 when the screening facility project was proposed and constructed. The low attendance is probably reflective of general satisfaction with SLID operations.

One of the main items at the annual meeting is the election of directors for the SLID board. The SLID board consists of 5 directors that serve as an advisory board to the City Council that makes recommendations on the operation and budget associated with the augmentation of Snail Lake. The directors serve 3-year terms, which are staggered so that no more than 2 terms expire in any year. At the annual meeting SLID property owners in attendance make nominations for the director positions that are open due to expired terms and/or vacancies and then cast votes for the nominees. SLID property owners are sent an information packet, at least 10-days prior to the meeting, which includes information on the election of the directors and a proxy form if they are not able to attend.

Staff is planning to work with the SLID board to brainstorm ideas on how to increase attendance at the annual meetings.

Project Updates

Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01 – The public hearing for the project was held at the April 6th Council meeting. All questions and comments from residents were addressed at the meeting and the City Council authorized the preparation of final plans and specifications. The final plans and specifications and request to authorize bidding is being presented to the City Council for approval at their April 20th meeting.

Lexington Avenue & County Road F Water Main Replacement – Project 15-06 – The bid opening for the project was held on April 2nd and the low bidder, C.W. Houle, Inc. was awarded a construction contract at the April 6th Council meeting. A pre-construction conference was held on April 13th and the Contractor is planning to install temporary water to the affected businesses on County Road F the week of April 20th. Once the temporary water is completed the Contractor will start the replacement of the water main on County Road F.

Hanson/Oakridge Neighborhood Reconstruction – Project 14-01 – The Contractor moved on site the week of April 13th and started the restoration of the remaining disturbed areas that include the north end of Hanson Road and Oakridge Avenue. Once the restoration is complete the Contractor will install the final wear course of asphalt through the project area.

Water Treatment Plant – Project 14-02 – The design of the Water Treatment Plant is essentially complete. Final plans and specifications and request to authorize bidding will be presented to the City Council for approval at their April 20th meeting.

Trail Extension and Rehabilitation – Project 14-05 – The Contractor met with City staff the week of April 13th and reviewed the restoration work that needs to be completed. The Contractor plans to complete the restoration work in the next few weeks.

Autumn Meadows Development – Project 14-06 – All of the public infrastructure has been constructed for the development except the final wear course of asphalt, which will be installed in the summer of 2015. New home construction continues in the development and 15 of the 25 lots have either completed homes or homes under construction.

Highway 96 Lift Station – Project 14-07 – A pre-construction conference for the project was held and the Contractor plans to start construction in Mid May. The Contractor expects the project will take 2 to 3 weeks to complete.

REGULAR COUNCIL MEETING

APRIL 20, 2015

t/monthly/monthlyreport2014

TO: Terry Schwerm, City Manager
FROM: Fred Espe, Finance Director
DATE: April 17, 2015
RE: Monthly Finance Report

UTILITY FUNDS OPERATING SUMMARY

During 2014 Shoreview utility funds continued to make progress toward reversing the trend of utility losses and maintaining operating coverage. The narrative provided below and the table on the next page provides a summary of significant changes for each fund.

All Utility Funds

- Interest earnings increased significantly due to accounting rules that require the City to adjust investments to market value at year-end

Water Fund

- The Water Fund experienced a net operating gain of \$414,318 before non-operating activity, and an overall net gain of \$119,365 before contributions of \$145,430
- Gallons of water sold decreased 12.6%
- Total Water Fund operating expense was 3.5% below budget
- Months of operating coverage at year end were 15.1 in comparison to the target of 10.9

Sewer Fund

- The Sewer Fund experienced a net operating gain of \$366,980 before non-operating activity, and an overall net gain of \$264,339 before contributions of \$65,457
- Customer billings for sewer increased 2.2%, which is slightly lower than the 3% rate increase. Total residential base winter gallons decreased .9%.
- Sewer Fund operating expense was 1.6% below budget
- Months of operating coverage at year end were 7.3 in comparison to the target of 6.6

Surface Water Management Fund

- Surface Water experienced a net operating gain of \$432,493 before non-operating activity, and an overall net gain of \$239,243 before contributions of \$75,484
- Surface water billings to customers rose 11.8% as a result of a 10% increase in surface water rates, and a decrease in Snail Lake augmentation charges
- Total Surface Water Fund operating expense is 12.6% below budget
- Months of operating coverage at year end were 4.5 in comparison to the target of 3.3

Street Lighting Fund

- Street Lighting experienced a net operating gain of \$190,816 before non-operating activity, and an overall net gain of \$181,572, which was necessary to cover \$234,182 in capital costs
- Street light billings rose 4.3% as a result of a 4% increase in street light rates
- Street Lighting Fund operating expense was 6.4% below budget
- Months of operating coverage at year end were 6.8 in comparison to the target of 6.3

More information about utility funds will be provided during the update of the biennial budget and the Five-Year Operating Plan (during 2015).

Utility Funds					
Operating Summary					
	Water	Sewer	Surface Water	Street Lights	2014 Total
Operating revenues					
Customer billings	\$2,447,518	\$3,853,688	\$1,355,313	\$494,945	\$8,151,464
Water meter sales	12,507	-	-	-	12,507
Other	21,306	5,951	15,853	422	43,532
Total operating revenues	2,481,331	3,859,639	1,371,166	495,367	8,207,503
Operating expenses					
Sewage treatment (MCES)	-	1,811,427	-	-	1,811,427
Administrative charges	201,040	343,040	103,720	35,220	683,020
Personal services	642,178	555,470	268,836	16,438	1,482,922
Materials and supplies	65,447	23,308	14,625	551	103,931
Water meters	9,805	-	-	-	9,805
Contractual services	387,776	399,363	305,033	36,919	1,129,091
Utilities	120,531	8,308	1,274	163,220	293,333
Insurance	5,675	22,314	2,060	244	30,293
Depreciation	634,561	329,429	243,125	51,959	1,259,074
Total operating expenses	2,067,013	3,492,659	938,673	304,551	6,802,896
Operating income (loss)	414,318	366,980	432,493	190,816	\$1,404,607
Nonoperating activity					
Interest earnings	175,102	104,576	36,711	12,148	328,537
Gain on sale of capital asset	114	210	52	-	376
Loss on disposal of capital asset	-	-	-	(992)	(992)
Build American Bonds-fed credit	11,699	9,321	3,393	-	24,413
Interest and paying agent fees	(178,732)	(70,243)	(86,406)	-	(335,381)
Transfer from Internal Service Fund	-	34,631	-	-	34,631
Transfer to General Fund	(260,000)	(138,000)	(116,000)	(18,000)	(532,000)
Transfer to Capital Acquisition Fund	(136)	(136)	-	-	(272)
Transfer to Central Garage Fund	(43,000)	(43,000)	(31,000)	(2,400)	(119,400)
Total nonoperating activity	(294,953)	(102,641)	(193,250)	(9,244)	(600,088)
Net income or (loss) before contributed assets	\$ 119,365	\$ 264,339	\$ 239,243	\$181,572	\$804,519
Contributed capital assets	145,430	65,457	75,484	17,751	304,122
Change in net position	\$ 264,795	\$ 329,796	\$ 314,727	\$199,323	\$1,108,641

ANNUAL AUDIT

The City's auditors completed final audit fieldwork on April 16th. City staff is in the process of preparing the Comprehensive Annual Financial Report. Once the financial report is completed the report will be submitted to the auditors for review. As in past years staff expects to present the Financial Report to Council for acceptance at the June 1st Council meeting.

MONTHLY REPORT

Attached is the monthly report for March of 2015.

General Fund
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	7,023,335		7,023,335		
Licenses & Permits	330,100	71,316	258,784	21.60	18.81
Intergovernmental	455,032	120,297	334,735	26.44	58.70
Charges for Services	1,303,810	82,472	1,221,338	6.33	6.61
Fines & Forfeits	48,800	6,543	42,258	13.41	10.36
Interest Earnings	50,000		50,000		
Miscellaneous	26,227	4,754	21,473	18.13	21.28
TOTAL REVENUES	9,237,304	285,382	8,951,922	3.09	3.06
EXPENDITURES					
General Government					
Administration	553,955	113,931	440,024	20.57	19.80
Communications	215,944	26,733	189,211	12.38	10.42
Council & commiss	151,925	74,081	77,844	48.76	48.61
Elections	4,000		4,000		
Finance/accounting	545,070	107,160	437,910	19.66	23.46
Human Resources	290,010	51,867	238,143	17.88	18.59
Information systems	346,344	110,549	235,795	31.92	34.12
Legal	125,000	9,032	115,968	7.23	15.87
Total General Government	2,232,248	493,352	1,738,896	22.10	23.53
Public Safety					
Emergency services	5,130	328	4,802	6.40	15.15
Fire	1,354,780	568,324	786,456	41.95	50.19
Police	2,064,925	369,004	1,695,921	17.87	22.19
Total Public Safety	3,424,835	937,656	2,487,179	27.38	31.74
Public Works					
Forestry/nursery	125,989	6,046	119,943	4.80	6.85
Pub Works Adm/Engin	450,210	89,912	360,298	19.97	21.27
Streets	864,238	125,314	738,924	14.50	16.80
Trail mgmt	132,926	8,971	123,955	6.75	12.80
Total Public Works	1,573,363	230,243	1,343,120	14.63	16.95
Parks and Recreation					
Municipal buildings	131,725	5,582	126,143	4.24	4.27
Park Maintenance	1,247,321	169,260	1,078,061	13.57	15.07
Park/Recreation Adm	381,141	78,805	302,336	20.68	19.61
Total Parks and Recreation	1,760,187	253,647	1,506,540	14.41	15.31
Community Develop					
Building Inspection	167,224	27,465	139,759	16.42	16.96
Planning/zoning adm	449,447	91,456	357,991	20.35	20.50
Total Community Develop	616,671	118,921	497,750	19.28	19.57

General Fund
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,607,304	2,033,819	7,573,485	21.17	23.29
OTHER					
Sale of Asset		148	-148		
Transfers In	748,000	41,750	706,250	5.58	5.78
Transfers Out	-378,000	-61,500	-316,500	16.27	16.19
TOTAL OTHER	370,000	-19,602	389,602	-5.30	-6.11
Net change in fund equity		-1,768,039	1,768,039		
Fund equity, beginning		4,447,396			
Fund equity, ending		2,679,357			
Less invested in capital assets					
Net available fund equity		2,679,357			

Recycling
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	65,000		65,000		
Charges for Services	527,000		527,000		
TOTAL REVENUES	592,000		592,000		
EXPENDITURES					
Public Works					
Recycling	544,287	63,858	480,429	11.73	12.51
Total Public Works	544,287	63,858	480,429	11.73	12.51
TOTAL EXPENDITURES	544,287	63,858	480,429	11.73	12.51
Net change in fund equity	47,713	-63,858	111,571		
Fund equity, beginning		266,654			
Fund equity, ending		202,796			
Less invested in capital assets					
Net available fund equity		202,796			

STD Self Insurance
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	1,936	5,564	25.81	25.01
Interest Earnings	500		500		
TOTAL REVENUES	8,000	1,936	6,064	24.20	23.60
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	4,988	3,012	62.35	3.90
Total Miscellaneous	8,000	4,988	3,012	62.35	3.90
TOTAL EXPENDITURES	8,000	4,988	3,012	62.35	3.90
Net change in fund equity		-3,052	3,052		
Fund equity, beginning		41,948			
Fund equity, ending		38,896			
Less invested in capital assets					
Net available fund equity		38,896			

Community Center
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,443,830	692,066	1,751,764	28.32	29.10
Interest Earnings	5,000		5,000		
Miscellaneous	12,500		12,500		
TOTAL REVENUES	2,461,330	692,066	1,769,264	28.12	28.85
EXPENDITURES					
Parks and Recreation					
Community center	2,763,411	568,066	2,195,345	20.56	19.50
Total Parks and Recreation	2,763,411	568,066	2,195,345	20.56	19.50
TOTAL EXPENDITURES	2,763,411	568,066	2,195,345	20.56	19.50
OTHER					
Transfers In	366,000	91,500	274,500	25.00	25.00
TOTAL OTHER	366,000	91,500	274,500	25.00	25.00
Net change in fund equity	63,919	215,499	-151,580		
Fund equity, beginning		1,193,542			
Fund equity, ending		1,409,041			
Less invested in capital assets					
Net available fund equity		1,409,041			

Recreation Programs
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,472,088	294,265	1,177,823	19.99	23.04
Interest Earnings	2,000		2,000		
TOTAL REVENUES	1,474,088	294,265	1,179,823	19.96	22.97
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	97,923	6,379	91,544	6.51	8.29
Aquatics	153,384	25,575	127,809	16.67	14.45
Community programs	100,472	24,674	75,798	24.56	21.24
Drop-in Child Care	64,130	12,372	51,758	19.29	18.50
Fitness Programs	202,764	45,882	156,882	22.63	20.51
Park/Recreation Adm	389,800	73,359	316,441	18.82	15.05
Preschool Programs	92,433	26,125	66,308	28.26	17.27
Summer Discovery	208,991	4,685	204,306	2.24	2.11
Youth/Teen	34,287	8,330	25,957	24.30	22.18
Total Parks and Recreation	1,344,184	227,381	1,116,803	16.92	14.38
TOTAL EXPENDITURES	1,344,184	227,381	1,116,803	16.92	14.38
OTHER					
Transfers In	72,000		72,000		
Transfers Out	-120,000	-30,000	-90,000	25.00	25.00
TOTAL OTHER	-48,000	-30,000	-18,000	62.50	83.33
Net change in fund equity	81,904	36,884	45,020		
Fund equity, beginning		971,783			
Fund equity, ending		1,008,667			
Less invested in capital assets					
Net available fund equity		1,008,667			

Cable Television
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	318,000	83,412	234,588	26.23	
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	300	900	25.00	25.00
TOTAL REVENUES	320,900	83,712	237,188	26.09	.09
EXPENDITURES					
General Government					
Cable television	167,993	8,833	159,160	5.26	54.21
Total General Government	167,993	8,833	159,160	5.26	54.21
Capital Outlay					
Cable television	25,000	34,021	-9,021	136.08	
Total Capital Outlay	25,000	34,021	-9,021	136.08	
TOTAL EXPENDITURES	192,993	42,854	150,139	22.21	54.21
OTHER					
Transfers Out	-167,000	-41,750	-125,250	25.00	25.00
TOTAL OTHER	-167,000	-41,750	-125,250	25.00	25.00
Net change in fund equity	-39,093	-892	-38,201		
Fund equity, beginning		192,160			
Fund equity, ending		191,268			
Less invested in capital assets					
Net available fund equity		191,268			

Econ Devel Auth/EDA
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000		90,000		
TOTAL REVENUES	90,000		90,000		
EXPENDITURES					
Community Develop Econ Development-EDA	85,880	20,599	65,281	23.99	22.42
Total Community Develop	85,880	20,599	65,281	23.99	22.42
TOTAL EXPENDITURES	85,880	20,599	65,281	23.99	22.42
Net change in fund equity	4,120	-20,599	24,719		
Fund equity, beginning		209,176			
Fund equity, ending		188,577			
Less invested in capital assets					
Net available fund equity		188,577			

HRA Programs of EDA
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	95,000		95,000		
TOTAL REVENUES	95,000		95,000		
EXPENDITURES					
Community Develop Housing Programs-HRA	85,618	25,724	59,894	30.05	16.08
Total Community Develop	85,618	25,724	59,894	30.05	16.08
TOTAL EXPENDITURES	85,618	25,724	59,894	30.05	16.08
Net change in fund equity	9,382	-25,724	35,106		
Fund equity, beginning		87,943			
Fund equity, ending		62,219			
Less invested in capital assets					
Net available fund equity		62,219			

Liability Claims
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	5,142	24,858	17.14	
TOTAL REVENUES	32,200	5,142	27,058	15.97	
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	18,555	13,445	57.99	8.42
Total Miscellaneous	32,000	18,555	13,445	57.99	8.42
TOTAL EXPENDITURES	32,000	18,555	13,445	57.99	8.42
Net change in fund equity	200	-13,414	13,614		
Fund equity, beginning		207,885			
Fund equity, ending		194,471			
Less invested in capital assets					
Net available fund equity		194,471			

Slice SV Event
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	26,500	11,085	15,415	41.83	20.13
Miscellaneous	32,000	13,105	18,895	40.95	22.81
TOTAL REVENUES	58,500	24,190	34,310	41.35	21.61
EXPENDITURES					
General Government					
Slice of Shoreview	67,485	9,361	58,124	13.87	14.34
Total General Government	67,485	9,361	58,124	13.87	14.34
TOTAL EXPENDITURES	67,485	9,361	58,124	13.87	14.34
OTHER					
Transfers In	10,000		10,000		
TOTAL OTHER	10,000		10,000		
Net change in fund equity	1,015	14,829	-13,814		
Fund equity, beginning		76,351			
Fund equity, ending		91,180			
Less invested in capital assets					
Net available fund equity		91,180			

Water Fund
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	975	973	2	99.77	47.50
Utility Charges	2,818,000	473,091	2,344,909	16.79	17.73
Late fees		8,306	-8,306		
Water meters	4,000	1,568	2,432	39.20	4.00
Other prop charges	11,000	1,507	9,493	13.70	22.20
Interest Earnings	38,000	34	37,966	.09	-.15
TOTAL REVENUES	2,871,975	485,478	2,386,497	16.90	17.99
EXPENDITURES					
Proprietary					
Water Operations	1,538,027	208,833	1,329,194	13.58	15.71
Total Proprietary	1,538,027	208,833	1,329,194	13.58	15.71
TOTAL EXPENDITURES	1,538,027	208,833	1,329,194	13.58	15.71
OTHER					
Depreciation	-651,000	-162,750	-488,250	25.00	25.00
Transfers Out	-345,000		-345,000		
GO Revenue Bonds	-142,903	-87,484	-55,419	61.22	63.69
TOTAL OTHER	-1,138,903	-250,234	-888,669	21.97	23.77
Net change in fund equity	195,045	26,411	168,634		
Fund equity, beginning		13,592,659			
Fund equity, ending		13,619,070			
Less invested in capital assets		9,427,325			
Net available fund equity		4,191,745			

Sewer Fund
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	775	775		99.99	47.53
Charges for Services	1,000	25	975	2.49	
Utility Charges	3,939,000	948,591	2,990,409	24.08	24.39
Late fees		13,639	-13,639		
Facility/area chgs	4,000	1,491	2,510	37.26	
Other prop charges	2,500		2,500		
Interest Earnings	27,000	27	26,973	.10	-.07
TOTAL REVENUES	3,974,275	964,548	3,009,727	24.27	24.60
EXPENDITURES					
Proprietary					
Sewer Operations	3,299,094	706,997	2,592,097	21.43	18.55
Total Proprietary	3,299,094	706,997	2,592,097	21.43	18.55
TOTAL EXPENDITURES	3,299,094	706,997	2,592,097	21.43	18.55
OTHER					
Depreciation	-348,000	-87,000	-261,000	25.00	25.00
Transfers Out	-181,000		-181,000		
GO Revenue Bonds	-52,857	-30,480	-22,377	57.67	59.53
TOTAL OTHER	-581,857	-117,480	-464,377	20.19	20.58
Net change in fund equity	93,324	140,070	-46,746		
Fund equity, beginning		7,807,994			
Fund equity, ending		7,948,064			
Less invested in capital assets		4,725,848			
Net available fund equity		3,222,216			

Surface Water Mgmt
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	280	282	-2	100.79	47.42
Utility Charges	1,407,000	347,998	1,059,002	24.73	24.76
Late fees		4,213	-4,213		
Lake Impr Dist chgs	44,757	13,657	31,100	30.51	19.68
Other prop charges	5,000	1,520	3,480	30.40	15.60
Interest Earnings	9,000	10	8,990	.11	
TOTAL REVENUES	1,466,037	367,680	1,098,357	25.08	24.74
EXPENDITURES					
Proprietary					
Snail Lake Aug.	28,572	2,435	26,137	8.52	12.79
Surface Water Oper	824,564	71,126	753,438	8.63	8.60
Total Proprietary	853,136	73,561	779,575	8.62	8.74
TOTAL EXPENDITURES	853,136	73,561	779,575	8.62	8.74
OTHER					
Depreciation	-266,000	-66,500	-199,500	25.00	25.00
Transfers Out	-152,000		-152,000		
GO Revenue Bonds	-71,747	-45,966	-25,781	64.07	64.59
TOTAL OTHER	-489,747	-112,466	-377,281	22.96	24.11
Net change in fund equity	123,154	181,652	-58,498		
Fund equity, beginning		8,387,421			
Fund equity, ending		8,569,073			
Less invested in capital assets		6,135,855			
Net available fund equity		2,433,218			

Street Light Utility
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	513,000	127,798	385,202	24.91	24.62
Late fees		1,742	-1,742		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
TOTAL REVENUES	516,000	129,540	386,460	25.10	24.82
EXPENDITURES					
Proprietary					
Street lighting	271,742	40,135	231,607	14.77	12.29
Total Proprietary	271,742	40,135	231,607	14.77	12.29
Capital Outlay					
Capital Projects		172	-172		
Total Capital Outlay		172	-172		
TOTAL EXPENDITURES	271,742	40,307	231,435	14.83	12.29
OTHER					
Depreciation	-66,000	-16,500	-49,500	25.00	25.00
Transfers Out	-22,400		-22,400		
TOTAL OTHER	-88,400	-16,500	-71,900	18.67	18.49
Net change in fund equity	155,858	72,733	83,125		
Fund equity, beginning		1,363,118			
Fund equity, ending		1,435,851			
Less invested in capital assets		432,561			
Net available fund equity		1,003,290			

Central Garage Fund
For Year 2015 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	208,000		208,000		
Intergovernmental	6,410	6,413	-3	100.05	47.32
Cent Garage chgs	1,256,090	2,167	1,253,923	.17	.01
Interest Earnings	10,500	170	10,330	1.62	
TOTAL REVENUES	1,481,000	8,750	1,472,250	.59	2.60
EXPENDITURES					
Proprietary					
Central Garage Oper	621,453	118,504	502,949	19.07	25.47
Total Proprietary	621,453	118,504	502,949	19.07	25.47
Capital Outlay					
Central Garage Oper		1,600	-1,600		
Total Capital Outlay		1,600	-1,600		
TOTAL EXPENDITURES	621,453	120,103	501,350	19.33	31.84
OTHER					
Transfers In	119,400		119,400		
Depreciation	-660,000	-165,000	-495,000	25.00	25.00
Transfers Out	-14,000		-14,000		
GO CIP Bonds	-202,411	-118,600	-83,811	58.59	50.90
TOTAL OTHER	-757,011	-283,600	-473,411	37.46	36.75
Net change in fund equity	102,536	-394,953	497,489		
Fund equity, beginning		4,314,764			
Fund equity, ending		3,919,811			
Less invested in capital assets		3,228,575			
Net available fund equity		691,236			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 03-31-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 20						4,699,000.00	

FEDERAL HOME LN BK

1,217	Dain Rauscher Investment Services	FH	1,095	01-30-15	01-29-18	651,599.00	1.333300
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,219	Dain Rauscher Investment Services	FH	30,83	02-27-15	02-27-2020	500,000.00	2.748500
1,159	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	605,000.00	2.956500
1,160	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	400,000.00	2.956500
1,171	Morgan Stanley Smith Barney LLC	FH	3,652	07-26-12	07-26-2022	600,000.00	2.761000
1,184	Morgan Stanley Smith Barney LLC	FH	3,652	09-28-12	09-28-2022	500,000.00	2.273700
1,215	Dain Rauscher Investment Services	FH	31,93	12-30-14	12-30-2022	500,000.00	3.122900
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 9						4,739,724.00	

FEDERAL NATL MTG

1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
-------	-----------------------------------	----	-------	----------	------------	--------------	----------

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 03-31-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 5						3,682,347.00	

FED HM MORTG POOL

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

TAX EXMPT MNCPL BOND

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

TAXABLE MUNCPL BONDS

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

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 03-31-15

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					17,326,776.20	
					7,849,816.99	
					8,440.30	
					177,002.10	
					2,750.00	
					33,126.39	
					25,397,911.98	

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: APRIL 15, 2015

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

The more seasonable weather and lack of precipitation at the end of March and in early April allowed our Parks maintenance crews to do more work preparing the fields for the spring/summer season. The high school team started using Rice Creek fields for softball in late March, and are now on the baseball fields at McCullough Park. Other fields throughout the park system are being used for soccer and lacrosse practices.

The new park signs for Lake Judy and Ponds parks and for the Hamline Nature Preserve will likely be installed in the next week. Staff will be meeting with our sign manufacturers and ordering new park signs within the next few weeks for the four parks that do not yet have the updated design – McCullough, Shamrock, Wilson and Bobby Theisen.

COMMUNITY CENTER

In the past few years, membership sales have remained fairly consistent. In March, there was more than a 15% decrease in total membership sales. Some of this is likely due to improved weather conditions this March, however staff will continue to monitor membership sales and focus on different marketing opportunities. Membership revenue is still consistent with the years 2011-2013. This past month, marketing efforts included a birthday party advertisement in Minnesota Parent magazine and a full page glossy advertisement highlighting Tropics Waterpark and Tropical Adventure Indoor Playground in the White Bear Press, Vadnais Heights Press, The Citizen, The Shoreview Press, The Quad Press, North Oaks, St Croix and Forest Lake Lowdown. The advertisement was titled "A Tropical Vacation Day".

The month of March is typically a busy month at the Community Center since many area school districts are closed for Spring Break. There were nearly 12,000 daily admission purchases which is a slight increase compared to last year. Despite the more seasonable weather this year, the Tropical Adventure Indoor Playground had over 3000 visitors which is a significant increase compared to March, 2014. Typically 50% of the young visitors in the indoor playground are members of the Community Center.

The banquet rooms were well used this month hosting 13 parties and receptions, and 12 meetings. There were 160 meetings held in the three meeting rooms along with 29 birthday

parties and 39 events. Allina Health, Fireside Hearth and Home, University of Minnesota, Minnesota Department of Health, and Nardini Fire had seminars and trainings. The rental team has been busy preparing for the upcoming wedding season. Staff has been contacting all weddings and finalizing all event details which include room set up, equipment testing, event logistics, catering licenses, and final payments.

The Tropics Waterpark had the typical amount of additional traffic during spring break period. The recent trend continues for the indoor waterpark to remain more active when surrounding communities have their spring break week in comparison to the Mounds View School District break period. There were 35 different pool groups visiting the Community Center this past month. There were over 50 birthday party packages hosted in the themed pool side birthday party rooms. A new time slot was added on Sundays for pool party packages which allowed 5 additional pool parties to be booked this month. This new option continues to grow in popularity.

The fitness center activity was consistent with recent months. The new Life Fitness treadmill has been well received averaging 6 hours of usage per day. A new piece of equipment is being investigated to replace one of the step mills that has been requiring frequent repairs. Staff will be demonstrating a "Jacobs Ladder" in the fitness center. This particular stair climber incorporates an upper body climbing component. It has ladder-type rungs on a non motorized continuous treadmill which is self propelled. Many facilities that have added this piece of equipment have been impressed with its popularity and performance.

RECREATION PROGRAMS

Spring session has begun and many Recreation Programs are currently at capacity. Tumbling classes have increased participation. Parents have expressed many positive comments about the program and are looking forward to more class offerings. The new preschool parent and child enrichment class that is offered on Saturdays continues to grow in popularity. One trend that has been noticed is that parent/child classes offered to the very young or beginner level youth interested in learning basic skills and activities are growing in popularity.

Swimming lessons started on Sunday, March 22nd with nearly 750 participants registered during the first week. Specialty Aquatic Programs offered this month were the basics of snorkeling which introduces participants to discovering the underwater world, and the dive in movie which featured the movie "Happy Feet". There were more than 250 people who enjoyed the movie while floating in the pool. Closed captioning was offered and guests provided positive feedback on this new feature.

The Youth After School Sports Program is finishing a successful session. There were 40 participants in the six classes offered at Turtle and Island Lake Elementary. Participants learned the fundamentals in basketball, soccer, and floor hockey. The Mini Kickers Soccer Program had 34 participants which is a 30% increase compared to last year. This class is taught by John Swallen, former goalkeeper for the Minnesota Thunder.

The winter group fitness sessions concluded on March 15th. There were nearly 1000 participants registered which is very comparable with past winter sessions. Registration for spring classes started on March 2nd. A similar number of participants are registered for this session. There were 14 special classes offered during the break between sessions with an average of 10 participants in each of these classes.

The Shoreview Egg Hunt was held on Saturday, March 28th with 115 participants enjoying the event. This year, there were a few golden eggs scattered around the grounds which were redeemed for larger prizes such as kites, books, stuffed animals, toys, and games. Another special event held this month was bingo and banana splits. Nearly 20 active older adults enjoyed playing bingo, winning prizes, and a banana split sundae bar.

Staff is beginning to prepare for summer programs. The Summer Discovery K-5th Grade programs are full with nearly 260 participants registered and 14 on the waiting list. The program will once again have 8 classrooms and a staff of 45. The Adventure Quest Playground Program registration started March 2nd with 130 participants already registered for the traditional summer playground program.

PARKS MAINTENANCE CREW

The Parks maintenance crew has been preparing the parks for spring/summer use over the past month. Mounds View High School is already using two of our parks for practices and games and the youth athletic associations are just about to start up. Adult softball will be starting up in about a week.

The crew has been dragging baseball/softball fields. They have also straightened out the base anchors at Shamrock Park. The crew pulled anchors that were not being used anymore and realigned second base on the east field. The crew has cleaned all the courts and also put up all the tennis, pickleball and volleyball nets. We are in the process of getting quotes for the repair and recoating for McCullough and Shamrock Park tennis and basketball courts.

The crew installed the sunshade canopies at the Bucher Park playground. The crew is also in the process of doing the first playground inspection of the season. We sent two employees to training on certified playground inspections. The crew installed the equipment to change over Bucher, Theisen and Wilson Parks' hockey rinks to off leash dog areas. The crew also took down the "Thin Ice" signs at all the parks.

Around the Community Center, the crew took down all the holiday lights. The crew removed all the winter decorations from the pots. They have been packed up and put away until next year. They also put up the umbrellas on the lower plaza. Between the parks crew and the DOC crew, all the planting beds at the Community Center have been cleaned out of annuals and the perennials have been deadheaded. The DOC crew is in the process of deadheading all the perennials in the parks.

Now that the crew has finished stripping and waxing the floors in the park buildings, they put all the benches and tables in for the summer use. Bucher Park building has been left empty per the request of summer playground staff. The crew and a contractor repaired landscape lights on Highway 96, and building lights at Theisen and Shamrock Parks. They replaced parking lot lights at the Community Center, Larson House and Sitzer Park. We are in the process of changing outside building lights over to LED lights. We will be doing the outside lights at Sitzer and Bucher Parks this year. The City will save on the cost of electricity and have lower maintenance costs with the new LED lights.

Trash is picked up on a daily basis at the Community Center, the library and the parks. The trash receptacles are dumped on an as needed basis. Now that the ball fields are being used, the trash receptacles will need to be dumped more often. We will be turning on the water to the buildings at Rice Creek and Sitzer Park this week. Once the water is on, parks crews will need to clean the restroom at Rice Creek Fields on a daily basis.

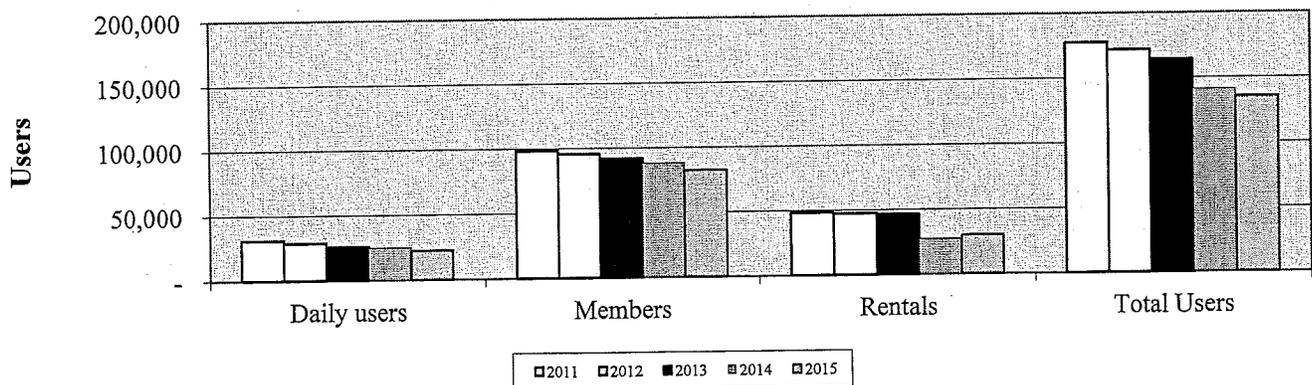
COMMUNITY CENTER CREW

The crew has been busy trying to keep the building on its cleaning schedule, which has been difficult since we have been down a crewmember since November of 2014. Despite that, they were still able to clean the carpeting in the meeting rooms. They were also able to re-finish the wood floor in studio #2. They also used the new piece of equipment that we bought at the end of last year to clean the walls in both kitchens. We are in the process of planning this year's pool shutdown projects.

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

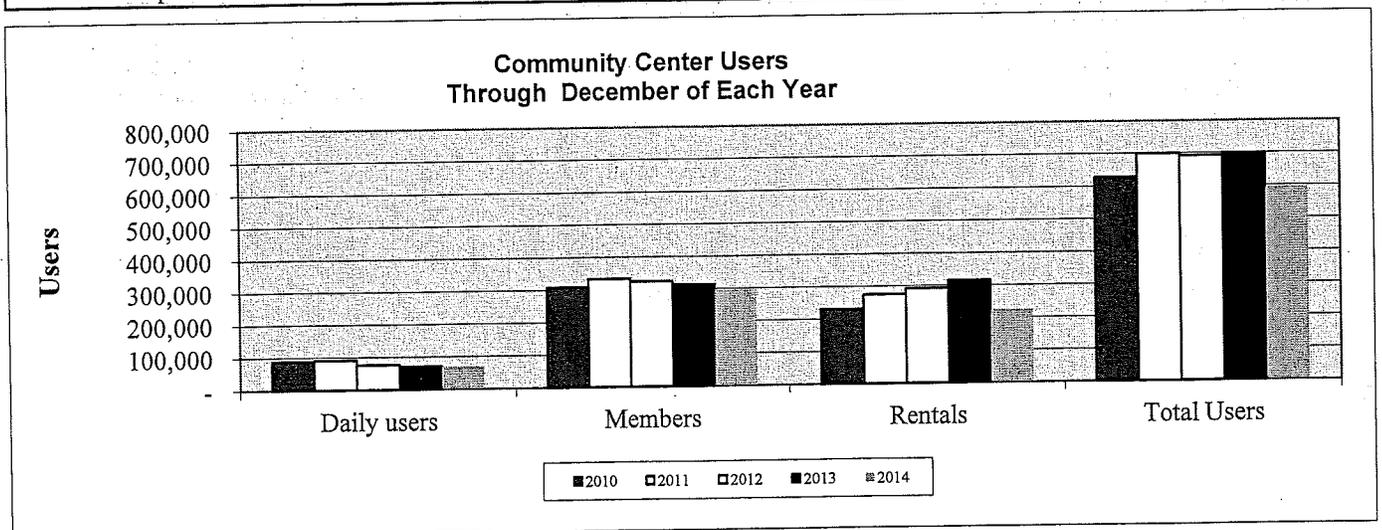
	2011	2012	2013	2014	2015
Number of Users:					
Daily users	30,860	28,747	25,905	25,278	22,660
Members	98,259	95,532	91,801	88,304	82,410
Rentals	48,276	47,324	46,618	27,378	30,059
Total Users	177,395	171,603	164,324	140,960	135,129
Revenue:					
Admissions	\$ 206,952	\$ 187,174	\$ 207,834	\$ 218,815	\$ 219,694
Memberships-annual	268,240	270,751	275,876	291,656	273,691
Memberships-seasonal	33,436	28,960	28,892	32,966	27,060
Room rentals	72,190	65,208	83,294	79,038	92,307
Wave Café	65,384	59,366	70,678	76,404	70,763
Commissions	993	1,703	882	126	784
Locker/vending/video	5,142	5,900	4,499	5,609	4,741
Merchandise	3,516	4,276	4,152	3,159	3,083
Other miscellaneous	22	94	(321)	(180)	(57)
Transfers in	74,250	75,000	78,000	84,750	91,500
Total Revenue	730,125	698,432	753,786	792,343	783,566
Expenditures:					
Personal services	294,397	306,965	315,025	303,574	331,835
Supplies	110,379	113,004	114,427	119,658	122,363
Contractual	90,695	99,629	90,111	96,969	113,364
Other	-	2,485	-	-	-
Total Expenditures	495,471	522,083	519,563	520,201	567,562
Rev less Exp Year-to-date	\$ 234,654	\$ 176,349	\$ 234,223	\$ 272,142	\$ 216,004

**Community Center Users
Through March of Each Year**



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

	2010	2011	2012	2013	2014
Number of Users:					
Daily users	88,784	91,392	76,521	70,573	69,699
Members	308,404	332,762	324,216	313,395	297,735
Rentals	230,634	274,871	291,879	314,924	225,738
Total Users	627,822	699,025	692,616	698,892	593,172
Revenue:					
Admissions	\$ 522,371	\$ 597,166	\$ 555,209	\$ 580,832	\$ 596,787
Memberships-annual	933,541	1,007,883	1,040,037	1,007,551	1,013,369
Memberships-seasonal	106,953	103,304	97,673	97,272	105,793
Room rentals	220,664	250,299	255,186	303,207	307,634
Wave Café	176,816	195,578	192,351	210,860	217,033
Commissions	10,627	14,503	14,546	12,025	13,602
Locker/vending/video	29,470	29,606	26,453	24,198	22,042
Merchandise	10,656	13,724	14,521	14,005	11,691
Other miscellaneous	1,944	1,323	672	14,604	13,346
Building charge	94,415	98,441	101,757	101,687	113,615
Interest	8,017	20,674	14,100	(42,835)	-
Transfers in	310,000	297,000	300,000	312,000	339,000
Total Revenue	2,425,474	2,629,501	2,612,505	2,635,406	2,753,912
Expenditures:					
Personal services	1,319,270	1,352,471	1,399,969	1,473,504	1,475,983
Supplies	405,540	448,853	446,077	478,444	528,352
Contractual	544,863	600,542	599,683	624,255	670,493
Other	-	-	5,727	-	-
Total Expenditures	2,269,673	2,401,866	2,451,456	2,576,203	2,674,828
Rev less Exp Year-to-date	\$ 155,801	\$ 227,635	\$ 161,049	\$ 59,203	\$ 79,084



**Community Center Monthly Activity
For the Year 2014**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,204	6,661	10,413	5,480	4,230	5,389	4,858	5,232	2,251	4,010	6,320	6,651	69,699
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	26,013	297,735
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	9,476	225,738
Total Users	49,709	41,646	49,605	43,938	44,301	72,650	68,970	70,042	31,013	37,598	41,560	42,140	593,172
Revenue:													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ 41,447	\$ 46,543	\$ 541,138
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,160	5,177	55,649
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,899	168,388	1,119,162
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	29,456	307,634
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,617	18,391	217,033
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	243	13,602
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	3,327	21,526
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	622	713	11,691
Other miscellaneous	(42)	(95)	(43)	29	1	296	56	42	18	21	366	13,154	13,803
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	-	100,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	339,000
Total Revenue	285,948	212,120	294,275	198,736	175,207	302,334	188,386	188,100	164,946	192,002	224,542	313,642	2,740,238
Expenditures:													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	113,176	160,824	1,475,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	76,904	528,352
Contractual	8,229	39,893	48,847	45,114	28,652	81,027	33,283	79,182	73,306	76,445	49,392	107,123	670,493
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	104,579	205,899	209,723	214,625	216,959	234,617	185,053	264,278	210,920	291,427	191,897	344,851	2,674,828
Rev less Exp (monthly)	\$ 181,369	\$ 6,221	\$ 84,552	\$ (15,889)	\$ (41,752)	\$ 67,717	\$ 3,333	\$ (76,178)	\$ (45,974)	\$ (99,425)	\$ 32,645	\$ (31,209)	\$ 65,410
Rev less Exp (ytd)	\$ 181,369	\$ 187,590	\$ 272,142	\$ 256,253	\$ 214,501	\$ 282,218	\$ 285,551	\$ 209,373	\$ 163,399	\$ 63,974	\$ 96,619	\$ 65,410	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	5,986	5,703	70,573
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	25,962	26,112	313,395
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	15,574	14,768	314,924
Total Users	54,559	49,185	60,580	53,877	48,164	85,038	84,255	79,725	44,037	45,367	47,522	46,583	698,892
Revenue:													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ 36,362	\$ 40,843	\$ 524,169
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	6,268	5,289	56,663
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	112,181	169,305	1,104,823
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,022	22,878	21,760	21,612	27,645	303,211
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	15,558	16,485	210,860
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	3,074	144	152	12,025
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	1,743	1,490	4,093	24,198
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	811	627	14,005
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	14,278	14,259
Building charge	-	-	-	-	-	101,687	-	-	-	-	-	-	101,687
Interest	-	-	-	-	-	-	-	-	-	-	-	(42,835)	(42,835)
Transfers in	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	312,000
Total Revenue	256,960	213,646	283,180	213,610	176,653	293,851	178,377	191,896	159,338	185,246	220,426	261,882	2,635,065
Expenditures:													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	150,736	1,473,504

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	
04/06/15	Accounts payable	\$112,764.60
04/09/15	Accounts payable	\$247,765.99
04/13/15	Accounts payable	\$20,253.66
04/16/15	Accounts payable	\$237,116.26
04/20/15	Accounts payable	\$44,086.24
Sub-total Accounts Payable		
04/17/15	Payroll 127918 to 127958 971737 to 971931	\$155,167.91
Sub-total Payroll		
TOTAL		\$ 704,390.06

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

04/20/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMERICAN MESSAGING	LOCK BOX PAYMENT	101	40210	3190		009	\$4.15	\$4.15
ANCHOR PAPER COMPANY	COPY PAPER/COLORED PAPER	101	40200	2010		001	\$546.25	\$747.65
		225	43590	2174		002	\$201.40	
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$35.30	\$35.30
C & E HARDWARE	STREET LIGHT PAINT	604	42600	2180			\$18.96	
C.S. MCCROSSAN, INC.	FINAL PAYMENT RED FOX ROAD CP12-04	404	20600				\$57,649.83	\$57,649.83
CREATIVE WATER SOLUTIONS, LLC	6 MONTHS OF MOSS MP, WP, ROCK WATERFALL	220	43800	2160		003	\$4,382.64	\$4,382.64
FOREST LAKE CONTRACTING INC.	Hwy 96 LIFT STATION PAYMENT CP-14-07	473	47000	5900			\$40,911.05	\$40,911.05
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 04-03-15	101	20431				\$493.41	\$658.41
		101	20432				\$165.00	
HAMERNICK DECORATING CENTER	PAINTING/COMMUNITY CENTER	220	43800	3810		003	\$3,549.60	
HEINZEN, RUSSELL	REFUND CLOSING OVRPYMT-848 SHERWOOD ROAD	601	36190			003	\$80.27	\$80.27
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/APRIL 2015	220	43800	3960		004	\$1,320.00	\$1,320.00
MENARDS CASHWAY LUMBER **FRIDL	COPPER PIPE AND FITTINGS FOR WELL 5	601	45050	2280		005	\$56.03	\$56.03
MENARDS CASHWAY LUMBER **FRIDL	PIPE AND FITTING FOR WELL 5	601	45050	2280		005	\$30.85	\$30.85
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: MARCH 2015	101	20802				\$1,808.15	\$1,771.99
		101	34060				-\$36.16	
MINNESOTA NAHRO	MNNAHRO SPR CONF/HILL/CASTLE/SIMONSON	240	44400	4500			\$1,000.00	\$1,000.00
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO WHIRLPOOL UV OUTLET	220	43800	3810		007	\$300.15	
RICOH USA INC.	MAINTENANCE: RICOH 2352 & 3003/2-23/3-22	101	40200	3850		002	\$187.59	
T-MOBILE	SERVICE - 2/27/15 - 3/26/15	601	45050	3190			\$60.13	\$60.13
Total of all invoices:							\$112,764.60	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
4IMPRINT	BAG GIVEAWAY/FARMER'S MARKET	225	43590	2174		001		\$669.21	\$669.21
BROCK WHITE CO LLC	SEMINAR/SHAUGHNESY/THURY	101	42200	4500		001		\$40.00	\$80.00
		101	42200	4500		002		\$40.00	
CHRISTOPHERSON, TAMMY	FACILITY REFUND	220	22040					\$25.00	\$25.00
CLASSIC CONSTRUCTION INC	LAND ESCROW RED 3525 OWASSO RES 15-21	101	22020					\$5,000.00	
COMCAST	CABLE FOR CC	220	43800	3190		001		\$152.94	\$152.94
COMMUNITY ED., ROSEVILLE	FACILITY REFUND	220	22040					\$21.60	\$21.60
COMPANY, KIDS	FACILITY REFUND	220	22040					\$90.24	\$90.24
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$273.80	\$273.80
DAVIS LOCK & SAFE	LOCKS FOR WATER AND SEWER LOCKS	601	45050	2280		001		\$351.00	\$702.00
		602	45550	2282		001		\$351.00	
DISCOUNT SCHOOL SUPPLY	KIDS CARE SUPPLIES	225	43560	2170				\$89.92	
EXPLORERS' CLUB, MINNETONKA	FACILITY REFUND	220	22040					\$37.60	\$37.60
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 04-10-15	101	20431					\$2,253.81	\$2,253.81
GRAINGER, INC.	HOOK AND LOOP FASTENER	220	43800	2240		001		\$81.09	\$81.09
GRAINGER, INC.	EAR PLUGS	220	43800	2240		001		\$40.84	\$40.84
GRAINGER, INC.	SAFETY SLEEVE	220	43800	2240		001		\$6.12	\$6.12
HALL, KRISTINA	FACILITY REFUND	220	22040					\$25.00	\$25.00
HANSEN, ABBY	TUMBLING TYKES	220	22040					\$58.00	\$58.00
JOHNSON, KAILA	FACILITY REFUND	220	22040					\$25.00	\$25.00
KIDS - LYNDALE, MINNEAPOLIS	FACILITY REFUND	220	22040					\$60.16	\$60.16
LEAGUE OF MN CITIES INS TRUST	PROPERTY/LIABILITY INS-2ND 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	
MAGADANZ, RONALD	FLOATABLE HOOKS	220	43800	2240				\$1,438.00	
MATHESON TRI-GAS INC	CO2	220	43800	2160		002		\$95.73	\$95.73
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES	220	43800	3190		007		\$1,196.00	\$1,196.00
MCMASTER CARR SUPPLY CO	REPAIR SUPPLIES CC	220	43800	2240		003		\$219.85	
METROPOLITAN COUNCIL	SEWER SERVICE-MAY 2015	602	45550	3670				\$141,751.67	\$141,751.67
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR MARCH 2015	602	20840					\$14,910.00	\$14,760.90
		602	34060					-\$149.10	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: MARCH 2015	701	46500	2120				\$276.17	\$276.17
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: MARCH 2015	220	21810					\$14,961.97	\$16,388.00
		701	46500	2120		003		\$67.32	
		601	21810					\$1,353.21	
		101	40500	2010		007		-\$7.77	
		220	43800	2140				\$4.63	
		220	43800	3610				\$9.10	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		101	40500	2010		007	-\$.28	
		220	43800	2590	002		-\$.18	
MOORE MEDICAL, LLC	GLOVES/EYE WASH/MEDICAL TAPE/LESS CREDIT	101	40210	2180		003	\$13.91	\$504.54
		220	43800	2200		001	\$490.63	
OPEL, ANGELA	FACILITY REFUND	220	22040				\$25.00	\$25.00
ORIENTAL TRADING COMPANY	PRESCHOOL/EGG HUNT SUPPLIES	225	43555	2170			\$161.45	\$265.90
		225	43580	2172		001	\$104.45	
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC	220	43800	3190		004	\$166.89	\$166.89
PVT INVESTIGATIONS, ADVANCED	FACILITY REFUND	220	22040				\$25.00	\$25.00
R J MARCO CONSTRUCTION INC	EROS & LAND RED 577 SHOREVIEW RES 15-21	101	22030				\$2,500.00	
		101	22020				\$3,000.00	\$5,500.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: APRIL 2015	101	20414				\$2,761.17	
		101	20417				\$207.50	\$2,968.67
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 4/21-5/20/15	101	40200	3930		002	\$2,044.36	
SANIGULAR, KARON	KEEPING THE CABIN	220	22040				\$25.00	\$25.00
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015				\$1,933.74	\$1,933.74
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015				\$666.85	\$666.85
SINGH, JAGDEEP	ACTIVITY REFUND	220	22040				\$60.00	\$60.00
SKJOLSVIK, KRISTIN	FACILITY REFUND	220	22040				\$25.00	\$25.00
STEINGRUEBL, SUNSHINE	FACILITY REFUND	220	22040				\$100.00	\$100.00
SUPPLYWORKS	TILE CLEANER/PAPER TOWELS/SANITIZER	220	43800	2110			\$1,978.10	\$1,978.10
SUPPLYWORKS	FOAM CLEANSER/PAPER TOWELS/DEODORANT CVR	220	43800	2110			\$714.39	\$714.39
SUPPLYWORKS	BATH TISSUE/CAN LINERS/FOAM SOAP	220	43800	2110			\$464.38	\$464.38
SUPPLYWORKS	BATH TISSUE/CAN LINER/FOAM SOAP	220	43800	2110			\$402.54	\$402.54
SUPPLYWORKS	PAPER TOWELS	220	43800	2110			\$66.82	\$66.82
SUPPLYWORKS	TILE CLEANER/PAPER TOWELS/CLEANSER	220	43800	2110			\$1,869.19	\$1,869.19
SUPPLYWORKS	HIGH VELOCITY AIR MOVER	220	43800	2110			\$740.97	\$740.97
SUPPLYWORKS	BATH TISSUE/CAN LINERS/SOAP	220	43800	2110			\$405.44	\$405.44
SUPPLYWORKS	KLEENEX	220	43800	2110			\$119.66	\$119.66
SUPPLYWORKS	KLEENEX	220	43800	2110			\$101.76	\$101.76
SUPPLYWORKS	PAPER TOWELS/FLOOR CLEANER	220	43800	2110			\$66.82	\$66.82
THAO, NOU	FACILITY REFUND	220	22040				\$25.00	\$25.00
TKE CORP	PLATINUM FULL MAINT FOR ELEVATOR	220	43800	3190		004	\$1,099.94	\$1,099.94
TROOP #56859, GIRL SCOUT	FACILITY REFUND	220	22040				\$25.00	\$25.00
VAN HOUSE, DAWN	MUSTANG GIRLS GR 6-9	220	22040				\$55.00	\$55.00
YALE MECHANICAL INC	REPLACED INSULATION	220	43800	3810		007	\$1,360.15	\$1,360.15
YALE MECHANICAL INC	AHU FOR GYM REPAIRED	220	43800	3810		004	\$1,008.07	\$1,008.07
YALE MECHANICAL INC	WHIRLPOOL BOILER REPAIR	220	43800	3810		007	\$4,430.41	\$4,430.41
YU, MIKE	SOCCER AGE 6-8	220	22040				\$70.00	\$70.00

Total of all invoices: \$247,765.99

COUNCIL REPORT

Vendor Name	Description	FF	GG	00	AA	CC	Line	Amount	Invoice Amt
4IMPRINT	100 SUPERSITTER BAGS	225	43580	2170		001		\$197.72	
ALLIANZ GLOBAL ASSISTANCE	CANCELLED TRIP INSURANCE: CASTLE, K.	101	44100	4500				-\$21.00	-\$21.00
AMAZON.COM	PROGRAMMING BOOK FOR BRIAN	101	40550	4350		002		\$27.93	\$27.93
AMAZON.COM	AUDIO CABLES FOR COMMUNITY CENTER	101	40550	2010		001		\$31.96	\$31.96
AMAZON.COM	HEADSET BATTERY	101	40550	2010		001		\$17.49	\$17.49
AMAZON.COM	PIN/CHIP CREDIT CARD READER FOR TESTING	422	40550	5800				\$315.49	\$315.49
AMAZON.COM	PRESCHOOL SUPPLIES: WIGGLY EYES	225	43555	2170				\$23.08	\$23.08
AMERICAN RED CROSS-HEALTH & SA	FIRST AID: 11 PARTICIPANTS	225	43560	2170				\$114.00	\$209.00
		225	43555	2170				\$95.00	
AMERICAN RED CROSS-HEALTH & SA	FIRST AID: 3 PARTICIPANTS	225	43555	2170				\$38.00	
		225	43560	2170				\$19.00	\$57.00
BATTERIES PLUS	BATTERY FOR SIREN	601	45050	2280		001		\$19.95	\$19.95
BEISSWENGENERS HARDWARE	CLEANING SUPPLIES CC	220	43800	2110				\$5.16	\$5.16
BEISSWENGENERS HARDWARE	REPAIR SUPPLIES SITZER PARK	101	43710	2240				\$11.93	\$11.93
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$443.78	\$443.78
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002		\$137.85	
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002		\$137.85	\$137.85
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190				\$137.85	\$137.85
DOLLARS & SENSE	CC YOUTH PASS BOGO COUPON-NORTH MARKET	220	43800	2201		002		\$3,600.00	\$3,600.00
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		003		\$124.87	\$124.87
GOVERNMENT FINANCE OFFICERS AS	WEBINAR: DEBT INSTRUMENTS-MALONEY	101	40500	4500		012		\$85.00	\$85.00
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	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
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.16	\$16.16
GROUPON.COM	ADDITIONAL REFUND DUE TO CITY	101	40500	4890		015		-\$.93	-\$.93
HAMLIN UNIVERSITY	DATA PRACTICES IN PUBLIC SECTOR: OLSON	101	40200	4500		005		\$20.00	\$20.00
HAWKINS, INC.	CL2 VACUUM REG	220	43800	2160		001		\$2,525.00	\$2,525.00
HRCI.ORG	RECERTIFICATION FEE: ELLIOTT	101	40210	4330				\$150.00	\$150.00
JEFF ELLIS & ASSOCIATES, INC	FAILED AUDIT FOLLOW UP 3/13/2015	220	43800	3190		007		\$850.00	\$850.00
LILLIE SUBURBAN NEWSPAPERS INC	CAMP GUIDE-MARCH, FARMERS MARKET AD	225	43400	3390				\$713.00	
LILLIE SUBURBAN NEWSPAPERS INC	CAMP WEB ADVERTISING	225	43400	3390				\$10.00	\$10.00
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002		\$95.73	\$95.73
MENARDS CASHWAY LUMBER **FRIDL	SOAP	701	46500	2183		001		\$16.98	\$16.98
MENARDS CASHWAY LUMBER **FRIDL	COPPER FITTING FOR WELL 7	601	45050	2280		005		\$11.46	\$11.46
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: MARCH 2015	101	40500	4890		001		\$90.00	\$360.00
		220	43800	4890		001		\$90.00	
		601	45050	4890		001		\$90.00	
		602	45550	4890		001		\$90.00	
MINNESOTA ASSOCIATION OF	NORTHERN LIGHTS CONTEST 2015	101	40200	4890		001		\$105.00	\$105.00
MINNESOTA ASSOCIATION OF	MAGC MEMBERSHIP: ANDERSON	101	40200	4330		001		\$75.00	\$75.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MINNESOTA ASSOCIATION OF	MAGC MEMBERSHIP: OLSON	101	40400	4330		001		\$75.00	\$75.00
MINNESOTA CITY/COUNTY MGMT ASS	MCMA ANNUAL CONFERENCE: SCHWERM	101	40200	4500		002		\$500.00	\$500.00
MINNESOTA TIMBERWOLVES LYNX	SUMMER DISCOVERY FIELD TRIP: 7/22/15	225	43535	3190		001		\$100.00	\$100.00
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 1ST QTR 2015	101	42200	1420				\$1,658.80	
		220	43800	1420				\$67.01	
		225	43580	1420				\$37.41	
MOTION TECHNOLOGY, INC.	CARBON GREASE REMOVER	220	43800	2590		002		\$76.02	\$76.02
MOUNDS VIEW PUBLIC SCHOOLS	CHIPPEWA POOL RENTAL 1407-0491	220	43800	3190		007		\$70.13	\$70.13
OFFICE SUPPLY.COM	EASYFLOW SHEET LIFTERS	101	40210	2180				\$36.63	\$36.63
PAY PAL.COM	MODEMS FOR WATER TOWER ALERTS	601	45050	3190		001		\$58.35	\$58.35
PICKLEBALLPADDLESPLUS.COM	SAPC-PICKLEBALL ORDER	225	43510	2170		020		\$403.65	\$403.65
RYDIN DECAL	SHOREVIEW PARKING PERMITS	101	42050	2010				\$254.00	\$254.00
SAINT PAUL PUBLIC SCHOOLS	AMERICAN SIGN LANGUAGE: STAUFF	225	43400	4500				\$58.00	\$58.00
SENSIBLE LAND USE COALITION	PROGRAM REGISTRATION: CASTLE & HILL	101	44100	4500				\$96.00	\$96.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES APRIL 2015	101	44300	3090				\$2,946.40	\$2,946.40
VALPAK OF MINNEAPOLIS/ST.PAUL	YOUTH BOGO COUPON-APRIL VALPAK	220	43800	2201		002		\$315.00	\$315.00
VICTORY CORPS	BANNERS FOR RICE CREEK FIELDS	101	43710	2240				\$447.94	\$447.94
WATER CONSERVATION SERVICE, IN	LEAK MAPLE POND CT	601	45050	3190		004		\$264.38	\$264.38
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,622.87	\$1,622.87
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$116.16	\$416.95
		101	40800	2180				\$300.79	

Total of all invoices: \$20,253.66

=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
20/20 WINDOW CLEANING	WINDOW CLEANING CC AND CITY HALL	220	43800	3810		003	\$2,000.00	\$2,000.00
ACE SOLID WASTE	DUMPSTER SERVICE CC & PARKS	220	43800	3640			\$1,100.29	
		101	43710	3950			\$571.64	
AGGARWAL, RITU	MUSHROOM IN THE RAIN	220	22040				\$28.00	\$28.00
ALLEN, DEANNE	MINUTES - 4/6 CC	101	40200	3190		001	\$200.00	\$200.00
ALLEN, DEANNE	MINUTES - 4/6 EDA	240	44400	3190		002	\$200.00	\$200.00
ANCOM COMMUNICATIONS INC	SUMMER DISCOVERY RADIOS	225	43535	2170			\$5,104.00	
ARTEAGA, LEAH	FACILITY REFUND	220	22040				\$25.00	\$25.00
AUTOMOTIVE REFLECTIONS	INS CLAIM C0038096/UNIT 304 REPAIR	260	47400	4340			\$1,436.99	\$1,436.99
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$28.45	\$28.45
BICYCLING CLUB, TWIN CITIES	FACILITY REFUND	220	22040				\$500.00	\$500.00
BOLTON & MENK, INC	ELECTRIC DESIGN LIFT STATION PROJ 14-07	473	47000	5950			\$953.45	\$953.45
BURRAGE, ANGELA	FACILITY REFUND	220	22040				\$25.00	\$25.00
BWBR ARCHITECTS	CC FABRIC REPLACEMENT	220	43800	3810		003	\$1,230.00	\$1,230.00
CHRISTIAN ATHLETES, FELLOWSHIP	FACILITY REFUND	220	22040				\$500.00	\$500.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$686.10	\$686.10
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 04-17-15	101	21720				\$8,886.60	\$8,886.60
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 04-17-15	101	20420				\$137.00	\$137.00
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER MAINTENANCE	101	40550	3860		004	\$145.26	\$145.26
CULLIGAN	IRON FILTER RENTAL SERVICE POOL	220	43800	3190		007	\$88.00	\$88.00
DAHL, ROLF	ACTIVITY REFUND	220	22040				\$24.50	\$24.50
DUPPONG, JUDY	FACILITY REFUND	220	22040				\$25.00	\$25.00
E.H.RENNER, INC	WELL 6 REHAB	601	45050	3190		003	\$5,422.00	\$5,422.00
FIRESIDE HEARTH & HOME	PERMIT REFUND 2015-00527	101	32540				\$55.00	\$60.00
		101	20802				\$5.00	
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 04-17-15	101	20418				\$5,865.00	\$5,865.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 04-17-15	101	20431				\$224.84	\$224.84
GOPHER	CC BASKETBALLS AND NETS	220	43800	2180		003	\$702.23	\$702.23
GRADEN, KAREN	ACTIVITY REFUND	220	22040				\$69.00	\$69.00
GU, HONG	FACILITY REFUND	220	22040				\$25.00	\$25.00
HAGUE, HOLLY	FACILITY REFUND	220	22040				\$25.00	\$25.00
HARRIS, LARWUO	FACILITY REFUND	220	22040				\$342.80	\$342.80
HEALTH PARTNERS	HEALTH INSURANCE: MAY 2015	101	20410				\$62,747.08	\$62,747.08
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$287.50	\$287.50
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$264.80	\$264.80
HEIM, DAWN	FACILITY REFUND	220	22040				\$25.00	\$25.00
HILL, NICOLE	MILEAGE/PARKING REIMBURSEMENT/METCOUNCIL	101	44100	3270			\$22.46	\$22.46
HLAVINKA, RHONDA	FACILITY REFUND	220	22040				\$25.00	\$25.00
HODGE, JENICE	FACILITY REFUND	220	22040				\$25.00	\$25.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 04-17-15	101	21750				\$5,636.82	\$5,636.82
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:04-17-15	101	20430				\$955.00	\$955.00
IPMA - HR	MN CHAPTER DUES/ELLIOTT	101	40210	4330			\$25.00	\$25.00
JOHNSON, ANNETTE	FACILITY REFUND	220	22040				\$25.00	\$25.00
KELLY & LEMMONS, P.A.	MARCH 2015 LEGAL FEES	101	40600	3020			\$6,132.74	\$11,061.85
		101	40600	3030			\$4,899.11	
		101	40600	3040			\$30.00	
MALLOY, MONTAGUE, KARNOWSKI,	2014 AUDIT PROGRESS BILLING THRU 3/31/15	101	40500	3190		001	\$761.20	
		601	45050	3010			\$484.40	
		602	45550	3010			\$484.40	\$1,730.00
MIDWEST TESTING	METER INSTALL WELL 5 AND 6	601	45050	3190		003	\$3,795.00	\$3,795.00
MILLER, NICOLE	TURTLE - 4TH GRADE	220	22040				\$50.00	\$50.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 04-17-15	101	20435					\$137.00	\$137.00
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 04-17-15	101	20420					\$35.00	\$35.00
MOUNDS VIEW PUBLIC SCHOOLS	BLD SUP: VBALL/DBALL/WINTER SPORTS/OPEN	225	43510	3190		015		\$936.00	
MUNICI-PALS ATTN ROXY NOWICKI	MUNICI-PALS SPRING WORKSHOP	101	40200	4500		003		\$60.00	
		101	40210	4500		002		\$60.00	
		101	40400	4500				\$60.00	\$480.00
		101	40500	4500				\$204.00	
		601	45050	4500				\$45.00	
		602	45550	4500				\$33.00	
		603	45850	4500				\$18.00	
NCO INC	BIRTHDAY PARTY TABLEWARE	220	43800	2591		001		\$1,193.72	\$1,193.72
NEOFUNDS BY NEOPOST	POSTAGE/INVOICE 11208152	101	40200	3220				\$3,000.00	
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO CC & PARKS LIGHTING	220	43800	3810		003		\$887.37	\$1,774.75
		101	43710	3190				\$887.38	
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES	101	44300	3190				\$390.00	
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$81.33	\$81.33
PLUG'N PAY TECHNOLOGIES INC.	MARCH 2015/RETAIL/CC FEES	220	43800	4890		002		\$272.80	\$376.12
		225	43400	4890				\$103.32	
PLUG'N PAY TECHNOLOGIES INC.	MARCH 2015/ECOMM/CC FEES	220	43800	4890		002		\$5.19	
		225	43400	4890				\$83.23	\$88.42
PLUG'N PAY TECHNOLOGIES INC.	FEB 2015/RETAIL/CC FEES	220	43800	4890		002		\$280.04	
		225	43400	4890				\$49.81	\$329.85
PLUG'N PAY TECHNOLOGIES INC.	FEB 2015/ECOMM/CC FEES	220	43800	4890		002		\$4.25	
		225	43400	4890				\$20.57	\$24.82
PMA FINANCIAL NETWORK, INC	FEBRUARY 2015 BANK FEES	101	40500	4890		004		\$157.86	
PRESS PUBLICATIONS	SPRING JOBS BULLET LIST	101	40210	3360		001		\$608.00	\$608.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 04-17-15	101	21740					\$29,984.97	\$29,984.97
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION: 04-17-15	101	21740					\$246.10	\$246.10
RICOH USA, INC.	LEASE: MPC3003 C84066191 4/23-5/22/15	101	40200	3930		002		\$273.62	\$273.62
RONCARI, CHRISTINE	SOCCER LEA GRADE 1-2	220	22040					\$57.00	\$57.00
SEGELSTROM, ALYSON	FACILITY REFUND	220	22040					\$25.00	\$25.00
SHELMIDINE, KACIE	FACILITY REFUND	220	22040					\$25.00	\$25.00
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-1575 OAKWOOD TER	604	42600	3810		001		\$1,614.47	\$1,614.47
SUBERA, ANGELA	FACILITY REFUND	220	22040					\$25.00	\$25.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 04-17-15	101	21710					\$22,028.18	\$56,755.86
		101	21730					\$28,145.22	
		101	21735					\$6,582.46	
TRI STATE BOBCAT, INC.	LIGHT ASSEMBLY FOR TOOLCAT	701	46500	2220		002		\$53.06	\$53.06
U S BANK CREDIT CARD FEES	FEB 2015 CREDIT CARD FEES	220	43800	4890		002		\$3,890.04	\$5,026.07
		225	43400	4890				\$1,136.03	
U S BANK CREDIT CARD FEES	MARCH 2015 CREDIT CARD FEES	220	43800	4890		002		\$4,488.72	
		225	43400	4890				\$4,000.81	\$8,489.53
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 04-17-15	101	20420					\$78.00	
VANCO SERVICES	MARCH FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$152.50	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,222.08	\$1,222.08
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$8.47	\$8.47
WIMACTEL INC.	PAYPHONE: CITY HALL	101	40200	3210				\$60.00	
YEAH	FACILITY REFUND	220	22040					\$100.00	\$100.00

Total of all invoices: \$237,116.26

=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ACE SOLID WASTE	WASTE COLLECTION FEE	701	46500	3640				\$416.39	\$416.39
ARCAS TECHNOLOGY INC	HEADSETS FOR PHONES	422	40550	5800		020		\$759.00	
AUTONATION FORD WHITE BEAR LAK	REPAIRS TO UNIT 310	701	46500	3190		001		\$301.02	\$301.02
AUTONATION FORD WHITE BEAR LAK	MIRROR UNIT 212	701	46500	2220		001		\$129.25	\$129.25
BATTERIES PLUS	MISC BATTERIES	701	46500	2180		001		\$50.64	\$50.64
BDI	REPLACEMENT BOOM FOR TOOLCAT	701	46500	2220		002		\$56.59	\$56.59
BDI	BEARING FOR TORO MOWING DECKS	701	46500	2220		002		\$66.79	\$66.79
BEACON ATHLETICS	BALLFIELD CHALK, CLAY AND DRY AGENT	101	43710	2260				\$1,520.00	\$1,520.00
BEISSWENGERS HARDWARE	NUTS AND BOLTS/BUCHER	101	43710	2240				\$2.43	\$2.43
BEISSWENGERS HARDWARE	LONG HANDLE SQUARE NOSE SHOVEL	101	43710	2400				\$42.49	\$42.49
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2180		001		\$2.99	\$2.99
BOYER TRUCK PARTS INC.	DOOR HINGES UNIT 215	701	46500	2220		001		\$426.82	\$426.82
BOYER TRUCK PARTS INC.	FRONT SPRING UNIT 302	701	46500	2220		001		\$225.20	\$225.20
BRAKE & EQUIPMENT WAREHOUSE	SUSPENSION PARTS UNIT 501	701	46500	2220		001		\$138.67	\$138.67
C & E HARDWARE	CAULK FOR CROSSWINDS SWEEPER	701	46500	2220		001		\$19.98	\$19.98
CDC DISTRIBUTING	MECHANIC GLOVES	701	46500	2180		001		\$101.98	\$101.98
CDW GOVERNMENT, INC	SPEAKER BAR FOR MONITOR	101	40550	2010		001		\$19.09	\$19.09
CDW GOVERNMENT, INC	KVM CONSOLE FOR COMPUTER ROOM	422	40550	5800		010		\$1,276.24	\$1,276.24
CDW GOVERNMENT, INC	MONITOR FOR UPPER CONFERENCE ROOM	422	40550	5800		010		\$2,901.53	\$2,901.53
CHEMSEARCH	YEILD AEROSOL	701	46500	2180		001		\$324.00	\$324.00
CHESS	MARCH MTCE PLAN	101	40210	3190		007		\$625.00	
CONTINENTAL RESEARCH CORPORATI	MIGHTY FOAM AND BLADES	602	45550	2280		001		\$590.00	\$840.85
		601	45050	2280		001		\$163.00	
		701	46500	2400		004		\$87.85	
DAVE'S SPORT SHOP	PITCHING RUBBERS FOR BALLFIELDS	101	43710	2240				\$108.00	\$108.00
DIAMOND VOGEL PAINT	FLOOR PAINT FOR STORE ROOM	701	46500	2183		001		\$126.83	\$126.83
DIAMOND VOGEL PAINT	PAINT FOR WELL 5	601	45050	2280		005		\$178.99	
DULTMEIER SALES	BAND AND BUCKLES TO REPAIR HOCKEY GOALS	101	43710	2240				\$175.97	\$175.97
ESS BROTHERS & SONS INC.	SEALER FOR MANHOLES	602	45550	2280		003		\$1,371.50	\$1,371.50
FACTORY MOTOR PARTS COMPANY	HEADLAMP SWITCH UNIT 310	701	46500	2220		001		\$33.75	\$33.75
FACTORY MOTOR PARTS COMPANY	BATTERY FOR TOOLCAT	701	46500	2220		002		\$82.28	\$82.28
FACTORY MOTOR PARTS COMPANY	BATTERIES FOR EQUIPMENT AND VEHICLES	701	46500	2220		002		\$67.28	\$422.96
		701	46500	2220		001		\$355.68	
FLEETPRIDE INC	MISC PARTS JD5220 & HARPER SWEEPER	701	46500	2220		002		\$142.56	\$142.56
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$82.73	\$330.90
		602	45550	3190		001		\$82.73	
		603	45850	3190		001		\$82.72	
		604	42600	3190				\$82.72	
GRAINGER, INC.	LIGHT BULBS FOR PARK BUILDINGS	101	43710	2240				\$258.02	\$258.02
GRAINGER, INC.	LIGHT BULBS FOR PARK BUILDINGS	101	43710	2240				\$73.72	\$73.72
GRAINGER, INC.	LIGHT BULBS FOR PARK BUILDINGS	101	43710	2240				\$36.86	
GRAINGER, INC.	LIGHT BULBS FOR PARK BUILDINGS	101	43710	2240				\$36.86	\$36.86
GRAINGER, INC.	HAND LOTION	701	46500	2180		001		\$85.78	\$85.78
GRAINGER, INC.	CONTAINERS FOR HOLIDAY LIGHT STORAGE	101	43710	2240				\$550.80	\$550.80
HACH COMPANY	FLUORIDE SAMPLE KIT	601	45050	2280		001		\$231.83	
HAWKINS, INC.	FLUORIDE FOR BOOSTER	601	45050	2160		001		\$2,746.59	\$2,746.59
HUGO EQUIPMENT COMPANY	PARTS FOR CHAIN SAWS & WEED WHIPS	701	46500	2220		002		\$235.65	\$235.65
HUGO EQUIPMENT COMPANY	CARBURETOR HUSQVARNA 325L	701	46500	2220		002		\$30.97	\$30.97
HUGO EQUIPMENT COMPANY	MISC PARTS FOR WALK BEHIND BROOM	701	46500	2220		002		\$72.98	\$72.98
HUGO FEED MILL	GRASS SEED	101	42200	2180		001		\$159.50	\$159.50
I-STATE TRUCK CENTER	REPAIRS UNIT 207/CREDIT R241046607:09	701	46500	3190		001		\$103.30	\$103.30

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
I-STATE TRUCK CENTER	TOWING FOR UNIT 207	701	46500	3190		001		\$427.53	\$427.53
IN CONTROL INC	MAGA METERS FOR WELLS 5 AND 6	601	45050	2280		005		\$6,398.00	\$6,398.00
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190		001		\$120.00	\$120.00
L T G POWER EQUIPMENT	AIR FILTER BEARCAT DEBRIS BLOWER	701	46500	2220		002		\$34.28	\$34.28
L T G POWER EQUIPMENT	MISC PARTS FOR WEED WHIPS & MOWERS	701	46500	2220		002		\$59.15	\$59.15
L T G POWER EQUIPMENT	AIR FILTER STIHL CHAINSAW	701	46500	2220		002		\$6.54	\$6.54
LARSON COMPANIES	TRUCK FILTERS	701	46500	2220		001		\$49.95	\$49.95
LARSON COMPANIES	PICK UP AND 1 TON FILTERS	701	46500	2220		001		\$28.56	\$28.56
LEAGUE OF MN CITIES INS TRUST	INS CLAIM: MADDY & HANNI SEWER CASE	260	47400	4340				\$1,000.00	\$1,000.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	577	47000	5950				\$54.95	\$150.95
		455	47000	5950				\$40.00	
		101	40200	3360		001		\$56.00	
MAC QUEEN EQUIPMENT INC.	PARTS FOR CROSSWINDS SWEEPER	701	46500	2220		001		\$550.97	\$550.97
MANSFIELD OIL COMPANY	ON ROAD DIESEL FUEL	701	46500	2120		002		\$4,491.31	\$4,491.31
MENARDS CASHWAY LUMBER **FRIDL	HOOKS FOR DOG RUN AREAS	101	43710	2240				\$6.21	\$6.21
MENARDS CASHWAY LUMBER **FRIDL	REPAIR SUPPLIES FOR PITCHING RUBBERS	101	43710	2240				\$36.93	\$36.93
MENARDS CASHWAY LUMBER **FRIDL	SUPPLIES FOR NEW TENNIS PRACTICE BOARDS	101	43710	2240				\$121.34	\$121.34
MIDWEST PLAYSCAPES, INC	NEW VOLLEYBALL NET FOR PAVILION	101	43710	2240				\$396.00	\$396.00
MINNESOTA SAFETY COUNCIL	MEMBERSHIP DUES	101	40210	4330				\$495.00	
MTI DISTRIBUTING, INC	MOWING DECK PARTS FOR TORO 3	701	46500	2220		002		\$384.77	\$384.77
MTI DISTRIBUTING, INC	MOWER DECK BELT GUARDS TORO 3	701	46500	2220		002		\$72.33	\$72.33
MTI DISTRIBUTING, INC	TORO MOWER PARTS - BALL JOINT	701	46500	2220		002		\$81.44	\$81.44
MTI DISTRIBUTING, INC	TORO MOWER PARTS - COUPLER	701	46500	2220		002		\$54.48	\$54.48
Minneosta Equipment	FRONT AXLE PARTS JD4210	701	46500	2220		002		\$59.35	\$59.35
NAPA AUTO PARTS	SMALL ENGINE OIL	701	46500	2130		001		\$49.32	\$49.32
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2180		001		\$14.57	\$14.57
NAPA AUTO PARTS	DOOR STRUTS S1 SWEEPER	701	46500	2220		001		\$71.98	\$71.98
NAPA AUTO PARTS	CARB CLEANER	701	46500	2180		001		\$19.99	\$19.99
NAPA AUTO PARTS	AIR FILTER UNIT 501	701	46500	2220		001		\$21.99	\$21.99
NAPA AUTO PARTS	FUSE FOR TRACKLESS	701	46500	2220		002		\$3.49	\$3.49
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2180		001		\$26.45	\$26.45
OFFICE DEPOT	BUSINESS CARD PAPER	101	40200	2010		003		\$28.78	\$28.78
OFFICE DEPOT	MONITOR STANDS	101	40500	2010		008		\$41.58	\$41.58
OFFICE DEPOT	PRINTER RIBBONS	101	40500	2010		008		\$5.98	\$5.98
OFFICE DEPOT	VELCRO TAPE	101	40550	2010		001		\$96.98	\$96.98
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$112.91	\$112.91
OFFICE DEPOT	BINDERS	101	40200	2010		002		\$5.26	\$5.26
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$29.12	\$155.23
		101	40200	2010		002		\$38.38	
		220	43800	2010		001		\$31.80	
		225	43520	2170		002		\$55.93	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40500	2010		008		\$246.16	
PIONEER MANUFACTURING CO	FIELD MARKING PAINT	101	43710	2260				\$1,743.75	\$1,743.75
QUALITY CONTROL & INTEGRATION,	MODEM AND REPAIR FOR TEXTING ALARMS	601	45050	3190		003		\$500.00	\$1,279.00
		602	45550	2282		001		\$180.00	
		601	45050	2280		005		\$180.00	
		602	45550	3190		003		\$419.00	
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$146.64	\$146.64
REHBEIN'S BLACK DIRT	BLACK DIRT FOR SOD REPAIRS	101	42200	2180		001		\$138.00	
RICOH USA INC.	RICOH PRINTER DRUM UNIT	101	40550	3860		004		\$176.38	\$176.38
SIMPLEXGRINNELL LP	INSPECTION FEE FIRE SYSTEM/MAINT CENTER	701	46500	3196		002		\$1,372.00	\$1,372.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ST. PAUL, CITY OF	RIVERPRINT:ORDER 6126/BUSINESS CARDS	101	40100	2180		001		\$32.66	\$98.00
		101	44100	2010				\$32.67	
		101	40500	2010		006		\$32.67	
ST. PAUL, CITY OF	RADIO MAINTENANCE	701	46500	3196		001		\$376.25	\$376.25
ST. PAUL, CITY OF	PATCH TRAILER PARTS	701	46500	2220		002		\$13.50	\$13.50
ST. PAUL, CITY OF	PARTS FOR PATCH TRAILER	701	46500	2220		002		\$192.80	\$192.80
TARGET COMMERCIAL INVOICE	GIFT CARDS FOR HRC ESSAY CONTEST WINNERS	101	40100	4890		002		\$100.00	\$100.00
TOTAL TOOL SUPPLY INC	OIL FOR THREADING MACHINE	601	45050	2280		001		\$45.40	\$45.40
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006		\$176.30	\$176.30
TRI STATE BOBCAT, INC.	BROOM BRISTLES TOOLCAT BROOM ATTACHMENT	701	46500	2220		002		\$157.70	\$157.70
TWIN SOURCE SUPPLY	NITRILE GLOVES FOR DOC	701	46500	2183		002		\$47.91	\$47.91
UNIFIRST CORPORATION	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$61.00	
UNIFIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.41	\$157.65
		601	45050	3970		001		\$39.41	
		602	45550	3970		001		\$39.41	
		603	45850	3970		001		\$19.71	
		701	46500	3970		001		\$19.71	
UNIFIRST CORPORATION	PARK MAINT UNIFORM RENTAL	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.03	\$156.15
		601	45050	3970		001		\$39.03	
		602	45550	3970		001		\$39.03	
		603	45850	3970		001		\$19.53	
		701	46500	3970		001		\$19.53	
UNIVERSITY OF MINNESOTA	APWA CONFERENCE/SHAUGHNESSY/CURLEY	601	45050	4500				\$79.00	
		602	45550	4500				\$79.00	
		101	42050	4500				\$312.00	
YALE MECHANICAL INC	REPAIRS TO MOSS FILTER IN MECHANICAL RM.	220	43800	3810		003		\$3,046.18	\$3,046.18
ZACKS INC.	SHOP SUPPLIES	701	46500	2180		001		\$208.82	\$208.82
Total of all invoices:								\$44,086.24	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	48,145
Vendor number	02581 1
Vendor name	C.S. MCCROSSAN, INC.
Address	7865 JEFFERSON HIGHWAY BOX 1240 MAPLE GROVE, MN 55311-6240

2015
 OK
 RW
 FE

Date	Comment line on check	Invoice number	Amount
04-02-15	FINAL PAYMENT RED FOX ROAD CP12-04	008	\$57,649.83

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
404 20600 ✓	\$57,649.83

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

Reviewed by: Tom Wesolowski 4/2/15
 (signature required) Tom Wesolowski

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	48,140
Vendor number	00241 1 2015 <i>DL</i>
Vendor name	FOREST LAKE CONTRACTING INC.
Address	14777 LAKE DRIVE FOREST LAKE MN 55025

Date	Comment line on check	Invoice number	Amount
04-02-15	HWY 96 LIFT STATION PAYMENT CP-14-07	001	\$40,911.05

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
473 47000 5900	\$40,911.05

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

Reviewed by: *Tom Wesolowski* 4/2/15
 (signature required) Tom Wesolowski

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	48,264
Vendor number	00373 3 2015
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
02-01-15	PROPERTY/LIABILITY INS-2ND INSTALLMENT	48792	\$: 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: 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	48,190
Vendor number	00416 1 2015
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
04-06-15	SEWER SERVICE-MAY 2015	1043137	\$141,751.67

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
602 45550 3670	\$141,751.67

Is sales tax included on invoice? **Not Taxable**

If no, amount subject to sales use tax \$ _____

Reviewed by: Debbie Engblom
 (signature required) Debbie Engblom

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	48,370
Vendor number	01276 1 2015
Vendor name	HEALTH PARTNERS
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600

Date	Comment line on check	Invoice number	Amount
04-09-15	HEALTH INSURANCE: MAY 2015	57872151	\$62,747.08

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	\$62,747.08
101 20411	

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

Reviewed by: Jodee Kuschel
 (signature required) Jodee 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	

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated April 20, 2015.

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

April 20, 2015
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
April 20, 2015

<u>LICENSE #</u>	<u>BUSINESS NAME</u>	<u>TYPE</u>
2015-00039	Gosiak Tree Service LLC	Tree Trimmer
2015-00040	Metro Tree & Stump	Tree Trimmer
2015-00041	True Tree Solutions	Tree Trimmer

The above licenses are recommended for approval:



License/Permit Clerk

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To award the quote for the fitness bikes to Core Health & Fitness and accept the proposed trade-in of 27 bikes at \$150 per bike from Core Health & Fitness for a total cost of \$29,281.09.

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

Regular Council Meeting
April 20, 2015

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: APRIL 13, 2015

SUBJECT: AWARD OF QUOTE—FITNESS BIKES

INTRODUCTION

The 2015 Capital Improvement program includes a \$50,000 allowance for the replacement of fitness equipment. The fitness cycles used in our Revving classes are scheduled for replacement as part of this allowance and the City Council is being asked to approve the quote for the replacement of 25 fitness cycles.

BACKGROUND

Shoreview’s group fitness program includes several Revving classes each session. These fitness classes are generally well attended and since September 2014, there have been a total of 27 classes with 360 participants that has resulted in more than \$22,000 in revenue. In addition to these classes, personal trainers sometimes use these bikes with their clients and other group fitness instructors will occasionally use the bikes as part of their classes.

The current bikes were purchased in 2003 and are in poor condition. We have had a growing number of service calls on the bikes and some of the bikes have needed to be taken out of service permanently due to their condition.

Over the past several months, staff has had five different demonstration bikes that have been used by our instructors and class participants. Based on their review of these various demonstration bikes, their clear preference was for the Star Trac spinners brand. People who used this bike noted the ease of set up and smoothness of the ride on the Star Trac bikes.

To insure competitive pricing, staff solicited quotes from three vendors for different models of bikes as noted below:

<u>Company</u>	<u>Brand</u>	<u>Cost</u>
Core Health & Fitness	Star Trac	\$33,331.09
Foremost Fitness	Techo-Gym	\$33,766.00
Keiser	Keiser	\$37,740.98

*These quotes do not include trade-in value of the current fitness cycles.

Based on the evaluation of the demonstration bikes as well as the bids that were submitted, staff is recommending that the City Council award the quote for the fitness bikes to Core Health & Fitness. Staff is also suggesting that the Council accept the proposed trade-in of 27 bikes at \$150 per bike from Core Health & Fitness that would reduce the total cost to \$29,281.09.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council accept the quote for the replacement of fitness cycles from Core Health & Fitness in the amount of \$29,281.09.

Core Health & Fitness, LLC



4400 NE 77th Ave
 Suite 300
 Vancouver, WA 98662
 800-529-4378

PRODUCT QUOTATION

Quote Number 00048534
 Created Date 3/18/2015

Prepared For:

Amy Ferguson

(651) 490-4790

Fitness Coordinator

aferguson@shoreviewmn.gov

Bill To Name Shoreview Community Center
 Bill To 4580 Victoria St N
 Saint Paul, Minnesota 55126
 United States

Ship To Name Shoreview Community Center
 Ship To 4580 Victoria St N
 Saint Paul, Minnesota 55126
 United States

Quantity	Product	Item Number	MSRP	Sales Price	Total Price
23.00	SPINNER, NXT BELT	9-7230-MINTP0	USD 1,995.00	USD 1,150.00	USD 26,450.00
2.00	SPINNER, NXT BELT	9-7230-MINTP0	USD 1,995.00	USD 0.00	USD 0.00
25.00	KIT, COMPUTER, GROUP CYCLING	700-0008	USD 159.00	USD 150.00	USD 3,750.00
1.00	PRODUCT DISCOUNT	PRODUCTDISCOUNT	USD 0.00	USD -4,050.00	USD -4,050.00
1.00	FREIGHT CHARGE	FREIGHT CHARGE		USD 1,135.34	USD 1,135.34
1.00	INSTALLATION CHARGE	INSTALLATION CHARGE		USD 1,995.75	USD 1,995.75

Total MSRP Price USD 53,850.00
 Less Savings USD 23,650.00
 Subtotal USD 30,200.00
 Non-Stock Items USD -918.91
 Total Price USD 29,281.09
 Grand Total USD 29,281.09

Standard Terms and Conditions

- Standard Terms and Conditions are detailed before the final page of this quote and require signature acknowledgement should this quote be accepted for order. The Standard Terms and Conditions will apply to all subsequent orders submitted by Customer until cancelled by Core Health & Fitness, LLC.

Additional Terms and Conditions

- Payment: CASH IN ADVANCE
- Shipment: Ex-Works
- Prices are quoted in USD and valid only for products whose final destination is in the United States or Canada.
- Standard and Extended Warranties for products quoted are valid in the United States and Canada only.

Contact Information

Sales Representative

Trevor Doden

Fax or Mail Signed Quotation to:

Aleshia Morse
 Account Coordinator

FOREMOST FITNESS

Your Fitness, Our Business.

FOREMOST FITNESS GROUP, LLC

704 Heatherstone Drive
High Ridge, MO 63049

Number TNJDQ1001

Date Jan 30, 2015

Sold To

Shoreview Community Center
Amy Ferguson
4580 Victoria Street North
Shoreview, MN 55126

Phone 651-490-4700
Email

Ship To

Shoreview Community Center
Amy Ferguson
4580 Victoria Street North
Shoreview, MN 55126

Phone 651-490-4700
Email

Todd Amundson
C: 651.276.2678
F: 314.689.0021
todd@foremostfitnessgroup.com

Salesperson		P. O. Number		Ship Via		Terms	
Todd						Net 30	
Line	Qty	Description	Mfg #	Unit List	Unit Price	Ext. Price	
1		TechnoGym Group Cycle					
2	24	Group Cycle Belt Drive	D91PBNE0	\$1,445.00	\$1,127.10	\$27,050.40	
3	24	Wireless Console	A0000488	\$180.00	\$140.40	\$3,369.60	
4	1	Group Cycle Belt Drive (Demo Unit Free)	D91HBNE0	\$1,445.00	\$0.00	\$0.00	
5	1	Wireless Console (Demo Unit Free)	A0000488	\$190.00	\$0.00	\$0.00	
6		SubTotal				\$30,420.00	
7							
8	1	Freight and Installation		\$4,106.00	\$3,346.00	\$3,346.00	
9	1	Trade In Value for 25 Spin Bikes		\$0.00	-\$2,000.00	-\$2,000.00	

THE UNDERSIGNED AGREES TO PURCHASE THE FOLLOWING PRODUCTS FROM FOREMOST FITNESS GROUP, LLC, FOR THE PRICE INDICATED AND ON THE TERMS AND CONDITIONS SET FORTH HEREIN. FOREMOST FITNESS GROUP, LLC RESERVES THE RIGHT TO CANCEL THIS ORDER AND GIVE CUSTOMER A FULL REFUND IN THE EVENT PRICES CHANGE. PRICES ABOVE ARE BASED ON TOTAL PACKAGE PURCHASE. FOREMOST FITNESS GROUP, LLC MAKES NO WARRANTY REGARDING HARDWARE, COMPUTER COMPONENTS, OR ANY OTHER COMPONENTS OF MERCHANDISE ORDERED, EXCEPT SUCH AS IS GIVEN BY THE MANUFACTURER. TH UNDERSIGNED DISCLAIMS AND WAIVES ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR USE OF PURPOSE. FOREMOST FITNESS GROUP, LLC MAKES NO WARRANTY EXPRESSED OR IMPLIED. THE UNDERSIGNED ACKNOWLEDGES FOREMOST FITNESS GROUP, LLC SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RELATED TO THIS AGREEMENT OR THE PRODUCT OR SERVICES PURCHASED, OR AGREED TO BE FURNISHED, HEREUNDER. IN THE EVENT THIS ORDER IS CANCELLED CUSTOMER SHALL BE ENTITLED TO A REFUND OF ANY PAYMENT MADE PURSUANT TO THIS CONTRACT PROVIDED 1) THE GOODS HAVE NOT BEEN DELIVERED TO CUSTOMER'S SITE/PLACE OF BUSINESS AND 2) FOREMOST FITNESS GROUP, LLC WILL RETAIN A 25% RESTOCKING FEE BASED UPON THE TOTAL PURCHASE PRICE (EXCLUDING SALES TAX) AND TOGETHER WITH ANY SHIPPING CHARGES ACTUALLY PAID BY FOREMOST FITNESS GROUP, LLC. \$25 FEE FOR RETURNED CHECKS.



KEISER®

THE POWER IN HUMAN PERFORMANCE

2470 S. Cherry Avenue - Fresno, California 93706
 Phone: (262)643-4167 - Fax: 559-256-8100 - Email: robw@keiser.com

Quote

Quote Number: 17307
 Date: 01/20/2015
 Sales Person: Rob Wolfe
 Valid Until: 02/20/2015
 Desired Delivery: 03/02/2015

Bill to	Ship to
Shoreview Community Center 4580 Victoria St. N Shoreview, MN 55126 U.S.A. Amy Ferguson Work: 651-255-4766	Shoreview Community Center 4580 Victoria St. N Shoreview, MN 55126 U.S.A. Amy Ferguson Work: 651-255-4766

Part Number	Product	Quantity	Unit Price	Ext. Price
005505BBC	M3+ INDOOR CYCLE-BLK-BLK-COMP-FTB HB	28	\$1,795.00	\$50,260.00
900801	M3 MARKETING KIT	1	\$0.00	\$0.00

Grand Total

Currency:	USD	Installation:	\$1,440.00
Tax Rate:	0.000%	Subtotal:	\$51,700.00
Shipping Type:	Custom	Discount:	\$15,078.00
		Tax:	\$0.00
		Shipping:	\$1,118.98
		Total:	\$37,740.98

*discount
per
bike - \$530*

PROPOSED MOTION

MOVED BY COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To approve the replacement of city server networking equipment in the amount of \$ 32,661.28.00 from CDWG.

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

TO: Mayor and City Council

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

DATE: Apr 20, 2015

SUBJECT: VMware Server Host Equipment Replacement

INTRODUCTION

City network server equipment was purchased five years ago as part of the infrastructure conversion to server and desktop virtualization. Three of these server hosts are now old enough that the hardware is comprised of outdated technology with insufficient resources for the current virtualized city infrastructure. City Information Technology (IT) staff is recommending replacing this equipment with more current technology.

BACKGROUND

When the city started converting to virtualized servers back in 2009, and virtualized desktops in 2011, the IT department purchased three (3) Hewlett Packard (HP) brand host servers to host and drive this technology. These host servers have now reached an age where they are out of warranty and lack the resources needed to support the city network infrastructure going forward. City staff has researched the current server technology for replacement possibilities. The city employs Hewlett Packard servers as its "standard" server technology and desires to replace the old HP servers with newer ones also from Hewlett Packard. The HP servers are industry standard equipment and used by many other state and local government entities as their standard.

PROPOSAL

This proposed server replacement is a fairly customary upgrade done periodically to keep the server hardware sensibly current. In addition to replacing the old server hardware, in order to save on future software licensing costs, staff is proposing to replace the three older HP servers with two (2) beefed up HP servers comprised of significantly more internal networking resources than the three current servers being replaced. The two beefed up servers would require less expensive software licensing, yet maintain the disaster recovery/business continuity characteristics desired for this crucial piece of infrastructure.

RECOMMENDATION

Staff recommends the quote from CDWG for Hewlett Packard server equipment for \$ 32, 661.28. CDWG utilizes the National IPA Technology Solutions Contract, Contract Number: 130733 for pricing its quotes. This contract is approved by the State of Minnesota and its local government affiliates for purchasing equipment using pre-negotiated contracts. The CIP for 2015 contains \$33,000 for the information systems storage upgrade project which sufficiently covers the recommended quote.



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GBRK121	1386132	4/1/2015

BILL TO:
CITY OF SHOREVIEW
4600 VICTORIA ST N

SHIP TO:
CITY OF SHOREVIEW
Attention To: RICHARD CRUMB
4600 VICTORIA ST N

Accounts Payable
SHOREVIEW, MN 55126-5899

SHOREVIEW, MN 55126-5899
Contact: RICHARD
CRUMB 651.490.4628

Customer Phone #651.490.4600

Customer P.O. # DL380S 384GB QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
GEOFF STROM 877.460.2975	DROP SHIP-GROUND	Net 30 Days-Govt State/Local	8034049

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	3468573	HP CTO ONLY DL380 GEN9 8SFF CTO SRV Mfg#: 719064-B21 Contract: National IPA Technology Solutions 130733	1,350.00	2,700.00
24	3498320	HP DL380 Gen9 8SFF CTO Server HP CTO ONLY 32GB 4RX4 PC4-2133PL KIT Mfg#: 726722-B21 Contract: National IPA Technology Solutions 130733	575.00	13,800.00
2	3468052	HP 32GB 4Rx4 PC4-2133P-L Kit HP CTO ONLY DL380 GEN9 SEC 3 SLOT Mfg#: 719073-B21 Contract: National IPA Technology Solutions 130733	97.28	194.56
2	3509389	HP DL380 Gen9 Secondary Riser HP CTO ONLY DL380 GEN9 RISER KIT Mfg#: 719076-B21 Contract: National IPA Technology Solutions 130733	77.62	155.24
2	3467042	HP DL380 Gen9 Primary Riser HP CTO ONLY SMART ARRAY P440AR CTRLR Mfg#: 749974-B21 Contract: National IPA Technology Solutions 130733	450.00	900.00
4	3341120	HP Smart Array P440ar/2G FIO Controller HP CTO ONLY ENET 10GB 2PT 561T ADAPT Mfg#: 716591-B21 Contract: National IPA Technology Solutions 130733	650.00	2,600.00
2	3510896	HP Ethernet 10Gb 2P 561T Adptr HP CTO ONLY DL380 GEN9 GRAPHICS Mfg#: 719082-B21 Contract: National IPA Technology Solutions 130733	110.06	220.12
4	3509387	HP DL380 Gen9 Graphics Enablement Kit HP CTO ONLY 1400W FS PLAT POW SUPP Mfg#: 720620-B21 Contract: National IPA Technology Solutions 130733	290.00	1,160.00
2	3507661	HP 1400W FS Plat PI Ht Plg Pwr Sppl Kit HP CTO ONLY DL380 GEN9 HI-PERF FAN Mfg#: 719079-B21 Contract: National IPA Technology Solutions 130733	234.84	469.68
1	3673109	HP DL380 Gen9 High Perf Fan Kit HP CTO ONLY NVIDIA GRID K1 QUAD MOD Mfg#: J0G94A	2,700.00	2,700.00

4	3460678	Contract: National IPA Technology Solutions 130733 HP CTO ONLY 300GB 12G SAS 15K RPM Mfg#: 759208-B21 Contract: National IPA Technology Solutions 130733	415.42	1,661.68
2	3508324	HPE 5Y NBD DL380 GEN9 FC SVC Mfg#: U7AH5E Contract: National IPA Technology Solutions 130733 Service Type: Foundation Care Duration: 5 years Response time: Next business day HW response Coverage window: Standard business hours and days Service method: HW onsite Electronic distribution - NO MEDIA	1,500.00	3,000.00
2	3513452	HP CTO ONLY DL380 GEN9 E5-2630V3 KIT Mfg#: 719050-L21 Contract: National IPA Technology Solutions 130733	775.00	1,550.00
2	3513456	HP CTO ONLY DL380 GEN9 E5-2630V3 KIT Mfg#: 719050-B21 Contract: National IPA Technology Solutions 130733	775.00	1,550.00
SUBTOTAL				32,661.28
FREIGHT				0.00
TAX				0.00

US Currency

TOTAL 32,661.28

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.881.1367

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: APRIL 14, 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.

285 Snail Lake Rd Garage removal, landscape 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:

285 Snail Lake Rd Lucas & Amanda Peterson \$ 1,250.00

PROPOSED

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

HELD APRIL 20, 2015

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on April 20, 2015 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-26

**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:

285 Snail Lake Rd Lucas & Amanda Peterson \$ 1,250.00

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 20th day of April, 2015.

M E M O

TO: MAYOR AND COUNCILMEMBERS

FROM: TERRI HOFFARD
DEPUTY CLERK

DATE: APRIL 15, 2015

SUBJECT: APPLICATION FOR FIREWORKS DISPLAY

INTRODUCTION

The Slice of Shoreview Planning Committee is requesting approval for a fireworks display to be held in conjunction with the 2015 Slice of Shoreview festival. The Slice of Shoreview will be held July 24-26 at Island Lake Park. The fireworks will be on Friday and Saturday, July 24 and 25.

DISCUSSION

The Slice of Shoreview festival includes fireworks on Friday and Saturday evenings at dusk. A \$200 application fee is required for a fireworks display permit. In the past, the City Council has approved the permit request and waived the application fee for this community event.

The request has been reviewed and approved by the Fire Chief of the Lake Johanna Fire Department.

RECOMMENDATION

It is recommended that the City Council approve the fireworks display permit for Friday, July 24 and Saturday, July 25 at the Slice of Shoreview festival.

APPLICATION FOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS

Applicant instructions:

This application must be completed and returned at least 15 days prior to date of display.

Name of applicant (Sponsoring Organization): Slice of Shoreview, Attn. Jacci Krebsbach

Address of applicant: 4600 North Victoria, Shoreview, MN 55126

Name of authorized agent of applicant: RES Specialty Pyrotechnics Inc.

Address of agent: 21595 286th Street, Belle Plaine, MN 56011

Telephone number of agent: 952-873-3113

Date of display: July 24 & 25, 2015

Time of display: Approx. 10:00 PM

Location of display: Island Lake Park

Manner and place of storage of fireworks/pyrotechnic special effects prior to display: N/A - Delivered Day of Show.

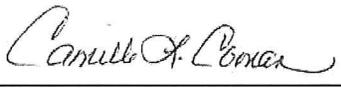
Type & number of fireworks/pyrotechnic special effects to be discharged: See attachment

Minnesota State law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: Jeff Knutson

Certificate #: B-0805

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent):  Date of application: April 14, 2015

Required attachments: The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in the amount of at least \$1,000,000.00
2. A diagram of the grounds, or facilities (for indoor displays), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained. For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: _____

Signature of fire chief/county sheriff:  Date: 4/16/15

Signature of issuing authority: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/14/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

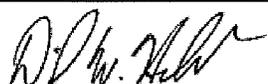
PRODUCER MCGRIFF, SEIBELS & WILLIAMS, INC. P.O. Box 10265 Birmingham, AL 35202	CONTACT NAME: PHONE (A/C, No, Ext): 800-476-2211 FAX (A/C, No): E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED R E S Specialty Pyrotechnics 21595 286th Street Belle Plaine, MN 56011	INSURER A : James River Insurance Company 12203	
	INSURER B : National Liability & Fire Insurance Company 20052	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** VMWVKMKUN **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		000376886	04/01/2015	04/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		73APS055781	04/01/2015	04/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		000376906	04/01/2015	04/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Display Date: July 24 & 25, 2015
Location: Island Lake Park, Shoreview, MN
City of Shoreview, MN; Slice of Shoreview Committee
Above listed is/are included as Additional Insured respects to the General Liability policy as required by written contract.
Certificate Holder is Additional Insured under General Liability as required by written contract.

CERTIFICATE HOLDER Slice of Shoreview Jacci Krebsbach 4600 North Victoria Shoreview, MN 55126	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Slice of Shoreview

July 24 & 25, 2015

Lead Technician

Jeff Knutson License # B-0805

Assistant

Ben Raby License # O-0839

Materials List

Friday July 24

(150) 3" shells

(88) 4" shells

(6) multishot cakes

Saturday July 25

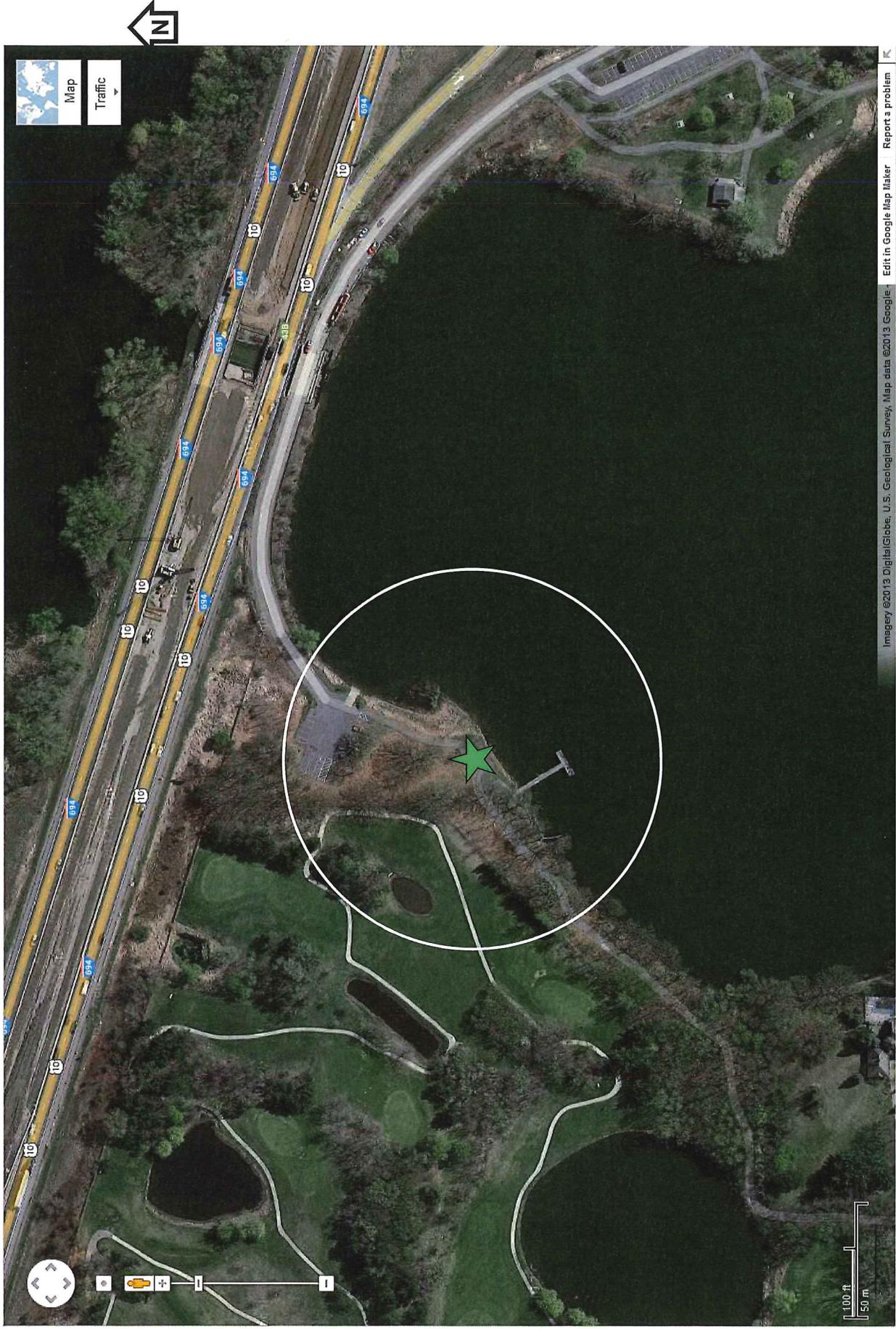
(156) 3" shells

(135) 4" shells

(10) multishot cakes

Slice of Shoreview
July 24 & 25, 2015

Max Shell Size: 4"
Fallout Radius: 280 ft



Spectators

Parking

Shoot site

Fallout zone

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 15-27 approving plans and specifications for the Turtle Lane Neighborhood & Schifsky Road Reconstruction, City Project 15-01 and ordering the taking of bids on Thursday, May 14, 2015 at 10:00a.m., at the Shoreview City Hall.

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

REGULAR COUNCIL MEETING
APRIL 20, 2015

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: APRIL 14, 2015

SUBJ: TURTLE LANE NEIGHBORHOOD & SHIFSKY ROAD
RECONSTRUCTION, CITY PROJECT 15-01
APPROVE PLANS & SPECIFICATIONS

INTRODUCTION

On April 6, 2015, the City Council of Shoreview held a public hearing for the Turtle Lane Neighborhood and Schifsky Road Reconstruction, City Project 15-01. A map showing the location of the project area is attached. After the public hearing the City Council authorized the preparation of plans and specifications and ordered the proposed project to proceed to the next step in the approval process. Plans and specifications are essentially complete and Council action is required to approve the plans and specifications and to authorize the taking of bids.

DISCUSSION

At the public hearing residents asked questions and provided comments and opinions relating to the proposed Turtle Lane Neighborhood and Schifsky Road reconstruction project. All of the issues raised at the public hearing were addressed.

Proposed improvements for the reconstruction project include the following:

- Reconstruction of Turtle Lane East and West and Johns Road to a 29-foot wide paved street measured from back of curb to back of curb with a surmountable style concrete curb and gutter.
- Reconstruction of Schifsky Road to a 24-foot wide paved street measured from face to face of curb with a barrier style curb.
- Replacing the cast iron water main and services in the Turtle Lane Neighborhood.
- Replacement of limited portions of the sanitary sewer system in the Turtle Lane Neighborhood and complete replacement of the sanitary sewer system on Schifsky Road.
- Installation of two types of storm water collection and treatment systems to meet the Rice Creek Watershed District and City stormwater standards. The first consisting of a series of catch basins, catch basin manholes, and underground infiltration chambers in the Turtle Lane Neighborhood. The second, consisting of a series of catch basins, catch basin manholes, and stormwater infiltration structures on Schifsky Road.
- Replacement of Xcel owned street lights and installation of additional lights with City owned aluminum poles, LED cobra-head light fixtures, and underground power.

PROPOSED PROJECT SCHEDULE

The proposed schedule is as follows:

<u>ITEM</u>	<u>COMPLETION DATE</u>
Council Approve Plans and Specifications	April 20, 2015
Bid Opening	May 14, 2015
Council Award Contract	May 18, 2015
Construction Start	June 2015
Construction Complete	October 2015
Assessment Hearing	September 2016

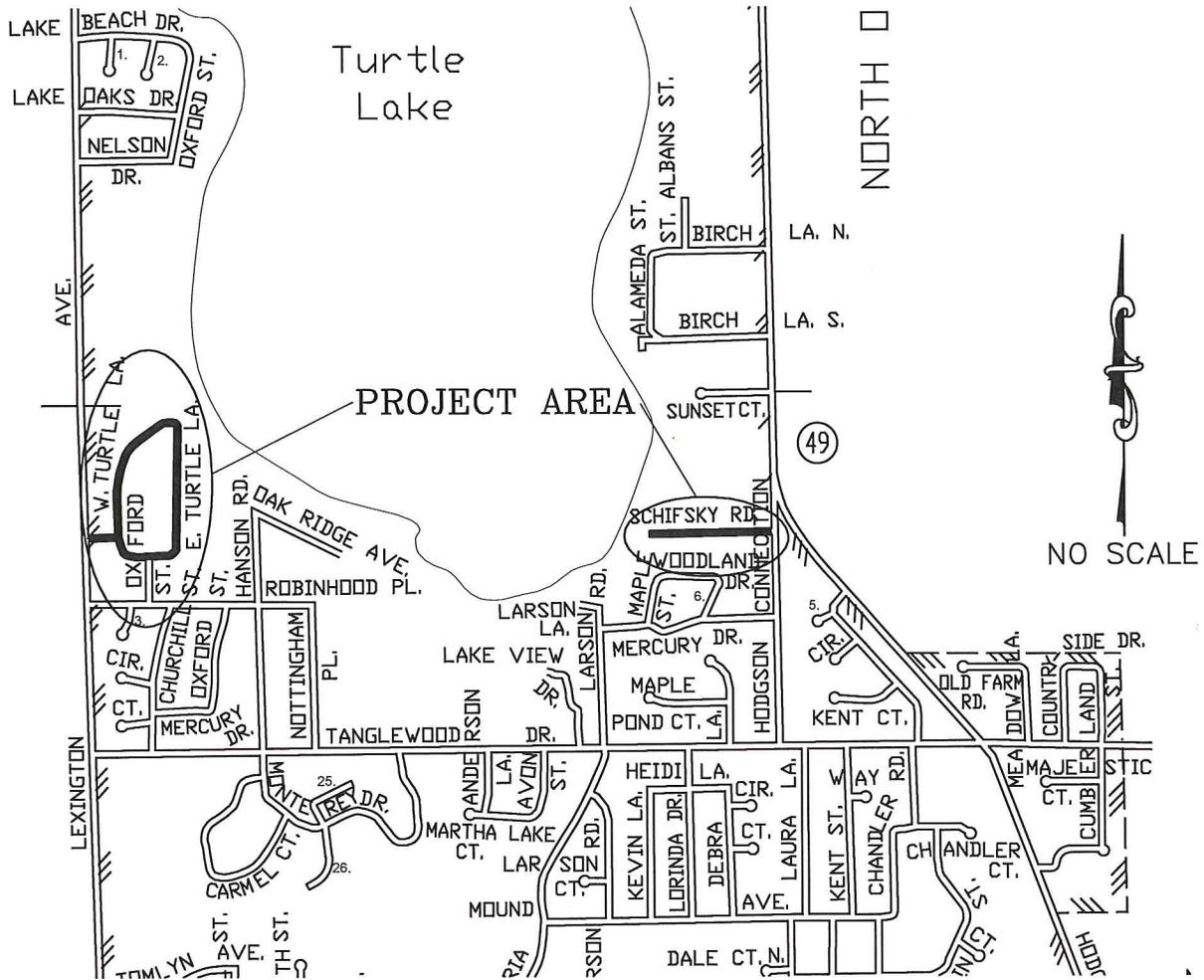
RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 15-27 approving the plans and specifications for the Turtle Lane Neighborhood and Schifsky Road Reconstruction, City Project 15-01 and authorize the taking of bids.



Shoreview

CITY OF SHOREVIEW
TURTLE LANE / SCHIFSKY ROAD
RECONSTRUCTION
CITY PROJECT 15-01



LOCATION MAP

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

HELD APRIL 20, 2015

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 20, 2015, at 7:00 p.m. The following members were present:

;

and the following members were absent:

Council member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-27
APPROVE PLANS AND SPECIFICATIONS AND ORDER THE TAKING OF BIDS
FOR THE
TURTLE LANE NEIGHBORHOOD & SCHIFSKY ROAD RECONSTRUCTION
CITY PROJECT 15-01

WHEREAS, pursuant to the resolution of the City Council of Shoreview on April 6, 2015, the City Engineer has prepared plans and specifications for the improvements of the Turtle Lane Neighborhood and Schifsky Road Reconstruction, City Project 15-01, and has presented such plans and specifications to the City Council for approval.

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

1. Such improvement is hereby ordered to proceed to the construction phase.
2. The plans and specifications for the Turtle Lane Neighborhood and Schifsky Road Reconstruction, City Project 15-01, are hereby approved.
3. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvements under such approved plans and specifications. The advertisement shall be published at least twice, at least three weeks prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder, and shall state that bids are to be received by the City until 10:00a.m., local time, on Thursday, May 14, 2015, at which time they will be publicly opened in the Council Chambers of the City Hall by two or more designated officers of the City.

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 20th day of April 2015.

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 20th day of April 2015, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to approving plans and specifications for City Project 15-01 and authorize bidding of the project.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 21st day of April 2015.

Terry Schwerm
City Manager

SEAL

PROPOSED MOTION

Moved by Councilmember _____

Seconded by _____

To approve the inter-fund transfers and inter-fund loans outlined in the attached report for the year ended December 31, 2014.

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

Fred Espe
Finance Director
City Council Meeting
April 20, 2015

TO: Terry Schwerm, City Manager
 FROM: Fred Espe, Finance Director
 DATE: April 16, 2015
 RE: 2014 Year-end Summary, Inter-fund Transfers and Loans

Introduction

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

General Fund Operating Fund Results

The table at right provides a summary of 2014 General Fund activity.

Overall, revenues exceeded the budget allowances by 8.6%, and expenditures were .8% over budget.

Primary variances for 2014 are discussed below and on the next page.

Revenue variances include:

- Current property tax collections exceeded 99%. General Fund collections were \$139,117 below budget, primarily due to delinquent tax refunds and abatements.
- License and permit revenue exceeded the budget by \$303,533 due to building, heating, electrical and plumbing permits, as well as rental licensing fees.
- Intergovernmental revenue exceeded the budget by \$385,797 due to the State of MN requiring the City to report the Lake Johanna Fire Department State Aid (\$320,917) as revenue in the City's financial statements, this over

General Fund			
	Budget	Actual	Variance
Revenues:			
Property taxes	\$ 6,837,154	\$6,698,037	\$(139,117)
Licenses and permits	324,500	628,033	303,533
Intergovernmental	188,622	574,419	385,797
Charges for services	1,303,110	1,352,056	48,946
Fines and forfeits	52,800	49,430	(3,370)
Earnings on investments	45,000	197,442	152,442
Other	26,108	29,177	3,069
Total Revenues	\$ 8,777,294	\$9,528,594	\$ 751,300
Expenditures:			
Operating			
General government	\$ 2,227,053	\$2,036,384	\$(190,669)
Public safety	3,000,223	3,326,747	326,524
Public works	1,556,726	1,473,395	(83,331)
Parks and recreation	1,726,055	1,690,438	(35,617)
Community development	590,237	598,321	8,084
Capital Outlay			
General government	-	48,768	48,768
Total Expenditures	\$ 9,100,294	\$9,174,053	\$ 73,759
Transfers in	692,000	692,000	-
Transfers out	(369,000)	(902,749)	(533,749)
Change in fund balance	\$ -	\$ 143,792	143,792
Beginning fund balance		4,303,606	
Ending fund balance		<u>\$4,447,398</u>	

budget amount will be offset by public safety expenditures exceeding budget by an equal amount.

- Charges for services exceeded the budget by \$48,946 due to plan check fees.
- Fines and forfeit revenue was below budget by \$3,370 due primarily to a decrease in Administrative citations by the Sheriff’s Department.
- Earnings on investments were over budget by \$152,442 due primarily to accounting principles that require the City to adjust investments held to market value at year-end.

Expenditure variances include:

- General government operating and capital outlay expenditures are \$141,901 below budget (6.4% below) due primarily to open positions in administration, human resources and finance.
- Public safety exceeded the budget by \$326,524 due to the requirement that the City report State Fire Aid as a revenue and expenditure (see earlier comment). If the State Fire Aid payment were removed expenditures are \$5,607 over budget (.2% over) due primarily to the police contract.
- Public works is \$83,331 below budget (5.4% below) due to costs below budget in all activities primarily as a result of open positions.
- Parks and recreation is \$35,617 below budget (2.1% below) due to personal services and supplies.
- Community development exceeded the budget by \$8,084 (1.4%) due primarily to higher contracted electrical inspection costs, which were offset by higher permit revenue.

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

- The minimum fund balance is designed accommodate cash flow needs, to accommodate the timing of property tax receipts (typically received in June and December). This allocation is equal to 50% of the 2015 General Fund property tax levy.
- An unanticipated event allocation (designed to create a cushion for unanticipated costs and/or revenue declines) is established up to a maximum of 10% of the 2015 General Fund expenditures.
- Special allocations are established on occasion to accommodate anticipated costs or to anticipate lost revenue in the near future. No special allocations are recommended for 2014.
- The maximum General fund balance is equal to the combined cash flow designation, unanticipated event allocation, and special designations. The General Fund surplus at the end of 2014 is \$533,749 above the maximum fund balance, and therefore a transfer out in the same amount will require City Council approval before staff may issue the financial report.

	2012	2013	2014
Fund balance designations:			
Cash flow allocation	\$ 3,269,784	\$ 3,393,577	\$ 3,486,668
Unanticipated event allocation	866,225	910,029	960,730
Total General Fund Balance	\$ 4,136,009	\$ 4,303,606	\$ 4,447,398

Transfers and Inter-fund Loans Between Funds

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

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

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

Fund Closings – The following transfers close fund in 2014.

- \$17,598.99 – The Closed Debt Fund contribution for the final payment of the 2002 Improvement Bond debt.
- \$14,367.57 – Transfer unused bond proceeds from the Red Fox Road improvement project to the 2013 G.O. Improvement Bond Fund (per bond requirements) and close the project fund.
- \$11,020.72 – Transfer unused bond proceeds from the County Road D improvement project to the 2013 G.O. Improvement Bond Fund (per bond requirements) and close the project fund.
- \$5,954.11 – Transfer unused bond proceeds from the Cottage Place improvement project to the 2013 G.O. Improvement Bond Fund (per bond requirements) and close the project fund.
- \$4,323.19 – Transfer unused bond proceeds from the Gaston, Grove, St. Albans improvement project to the 2013 G.O. Improvement Bond Fund (per bond requirements) and close the project fund.

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

- \$34,630.97 – Transfer from the Liability Claims Fund to the Sewer Fund for costs associated with an insurance claim on the Snail Lake Sewer Lift Station (damaged by a lightning strike).
- \$16,538.00 – Transfer from the MSA Fund to the Red Fox Road Reconstruction project to cover project costs.
- \$69,929.69 – Transfer from the MSA Fund to the County Road D Reconstruction Fund to cover project costs.
- \$4,620.34 – Transfer from the MSA Fund to the 2013 Street Rehabilitation Fund to cover project costs.
- \$78,492.00 – Transfer from the Street Renewal Fund to the Red Fox Road Reconstruction Fund to cover project costs.
- \$36,371.50 – Transfer from the Street Renewal Fund to the Cottage Place Reconstruction Fund to cover project costs.
- \$679,000.00 – Transfer from the Street Renewal Fund to the Hanson, Oakridge, Nottingham Reconstruction Fund to cover project costs.
- \$135.58 – Transfer from the Water Fund to the Capital Acquisition Fund for costs associated with computer system replacements.

- \$135.58 – Transfer from the Sewer Fund to the Capital Acquisition Fund for costs associated with computer system replacements.
- \$9,589.03 – Transfer from the Central Garage Fund to the Capital Acquisition Fund for costs associated with computer system replacements.

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

- \$533,749.00 – Transfer from the General Fund to the Closed Debt Service fund to be used for reductions to future debt service tax levies or for a future use determined by the City Council. Funds held within the Closed Debt Service fund are at the discretion of the City Council since there is no outstanding debt associated with the fund. These funds could be reallocated to other Council designated uses such as Street Renewal, General Fixed Asset Replacement or the Community Investment Fund in the future.

Inter-fund Loans

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

- \$863,737.87 – Inter-fund loan from TIF District #1 (Deluxe) to the Owasso Street Realignment project, to cover project costs. The loan is to be repaid with interest through tax increment receipts generated from the new TIF district #8 (Lakeview Terrace).

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

Recommendation

Staff recommends approval of the inter-fund transfers outlined in this report for the year ended December 31, 2014.

Changes in 2014 Transfers Between Funds *closed fund

From Fund	To Fund	Budgeted Transfer	Actual Transfer	Transfers That Increased	Description
INTERFUND TRANSFERS					
Fund Closings					
351	375*	\$ 16,610.00	\$ 17,598.99	\$ 17,598.99	Closed Debt Fund contribution to 2002 Improvement Bond final debt payment
572*	381		14,367.57	14,367.57	Red Fox Road excess bond proceeds to 2013 Improvement Bonds
573*	381		11,020.72	11,020.72	County Road D excess bond proceeds to 2013 Improvement Bonds
574*	381		5,954.11	5,954.11	Cottage Place excess bond proceeds to 2013 Improvement Bonds
440*	381		4,323.19	4,323.19	Gaston, Grove, St. Albans excess bond proceeds to 2013 Improvement Bonds
		16,610.00	53,264.58	53,264.58	
Debt Funding					
101	318	50,000.00	50,000.00	-	General Fund contribution, 2002 Community Center expansion debt payments
351	318	50,000.00	50,000.00	-	Closed Bond Fund contribution, 2002 Community Center expansion debt payments
364	319	368,000.00	368,000.00	-	TIF #2 contribution, 2007 TIF Refunding bond payment
401	318	175,000.00	175,000.00	-	Community Inv. Fund contribution, Community Center expansion debt payments
405	318	180,000.00	180,000.00	-	General Fixed Asset contribution, Community Center expansion debt payments
		823,000.00	823,000.00	-	
Capital Funding					
260	602		34,630.97	34,630.97	Liability Claims Fund insurance claim on Sewer Fund asset
401	439	100,000.00		-	Community Inv. Fund contribution, Community Center expansion
402	572		16,538.00	16,538.00	MSA contribution, Red Fox Road Reconstruction project
402	573		69,929.69	69,929.69	MSA contribution, County Road D Reconstruction project
402	575		4,620.34	4,620.34	MSA contribution, 2013 Street Rehabilitation collector street improvements
404	572		78,492.00	78,492.00	Street Renewal contribution, Red Fox Road project costs
404	574		36,371.50	36,371.50	Street Renewal contribution, Cottage Place project costs
404	576	537,000.00	679,000.00	679,000.00	Street Renewal contribution, Hanson, Oakridge, Nottingham project costs
405	422	122,000.00	83,649.34	-	General Fixed Asset contribution, computer acquisition costs
601	422		135.58	135.58	Water contribution, computer acquisition costs
602	422		135.58	135.58	Sewer contribution, computer acquisition costs
701	422		9,589.03	9,589.03	Central Garage Fund contribution, computer acquisition costs
		759,000.00	1,013,092.03	929,442.69	
Operating Transfers					
101	220	239,000.00	239,000.00	-	General Fund contribution, Community Center operating costs
101	225	70,000.00	70,000.00	-	General Fund contribution, Recreation Program operating costs
101	270	10,000.00	10,000.00	-	General Fund contribution, Slice of Shoreview event
225	220	100,000.00	100,000.00	-	Recreation Programs contribution, Community Center operating costs
230	101	160,000.00	160,000.00	-	Cable TV contribution, General Fund communication costs
601	101	260,000.00	260,000.00	-	Water contribution, General Fund operating costs
601	701	43,000.00	43,000.00	-	Water contribution, maint center debt payments
602	101	138,000.00	138,000.00	-	Sewer contribution, General Fund operating costs
602	701	43,000.00	43,000.00	-	Sewer contribution, maint center debt payments
603	101	116,000.00	116,000.00	-	Surface Water contribution, General Fund operating costs
603	701	31,000.00	31,000.00	-	Surface Water contribution, maint center debt payments
604	101	18,000.00	18,000.00	-	Street Lighting contribution, General Fund operating costs
604	701	2,400.00	2,400.00	-	Street Lighting contribution, maintenance center debt payments
		1,230,400.00	1,230,400.00	-	
General Fund Balance Policy					
101	351	-	533,749.00	533,749.00	Final transfer out/per General Fund balance policy to Closed Debt Fund
		\$ -	\$ 533,749.00	\$ 533,749.00	
Total		\$ 2,829,010.00	\$ 3,653,505.61	\$ 1,516,456.27	
INTERFUND LOANS AND LIABILITIES					
307	571			Loan Amount	
				\$ 863,737.87	Loan from TIF #1/Deluxe District to Owasso Realignment project
				<u>\$ 863,737.87</u>	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 15-24 approving plans and specifications for the Water System Improvements – Water Treatment Plant, City Project 14-02; and ordering the taking of bids on Thursday, May 21, 2015 at 10:00am, at the Shoreview City Hall.

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

REGULAR COUNCIL MEETING
APRIL 20, 2015

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: MARK J. MALONEY, DIRECTOR OF PUBLIC WORKS
TOM WESOLOWSKI, CITY ENGINEER

DATE: APRIL 16, 2015

SUBJECT: APPROVE PLANS & SPECIFICATIONS AND AUTHORIZE BIDDING FOR
WATER SYSTEM IMPROVEMENTS – WATER TREATMENT PLANT,
CITY PROJECT 14-02

INTRODUCTION

Shoreview's Capital Improvement Program (CIP) includes the design and construction of a water treatment plant (WTP) starting in 2015. The City Council previously authorized engineering design services for the WTP at their November 3, 2014 meeting. Detailed construction plans and specifications are now essentially complete and Council action is required to approve the plans and specifications and to authorize the taking of bids.

BACKGROUND

Shoreview's groundwater based municipal water is not treated and currently meets all federal and state primary drinking water standards, but like many of the water supplies in the Twin Cities it contains elevated levels of iron and manganese.

The elevated levels of iron and manganese can cause the water to be unsightly, affect its taste, and cause red and black stains on plumbing fixtures and laundry. It can also build up in the pipelines over time reducing the overall efficiency of the system and causing operation and maintenance issues related to hydrants, valves, etc. The City does flush the distribution system twice a year to reduce the amount of iron and manganese settlement in the pipes, but even with the flushing program staff does receive complaints from residents about red and/or black colored water.

To eliminate these issues, the iron and manganese levels in the City's water need to be reduced before it is pumped into the distribution system. To accomplish this goal a water treatment plant is needed to filter out the iron and manganese from the water. At the December 16, 2013 meeting, the City Council authorized Advanced Engineering and Environmental Services, Inc. (AE2S) to complete a Preliminary Design Report to evaluate water treatment alternatives and recommend a preferred alternative. The Preliminary Design Report was presented to the City Council at the September 8, 2014 workshop. Based on discussion with the Council at the workshop, City staff negotiated a proposal with AE2S for design services for the WTP and the City Council authorized design services at the November 3, 2014 meeting. At the 60% design stage of the WTP, AE2S presented an overview of the design, including an exterior design concept, to the City Council at the January 12, 2015 workshop meeting. The Council provided input and AE2S continued to the final stage of design. Through the final design stage AE2S staff and City staff met frequently to discuss alternatives that would meet both the short and long term

water treatment and supply interests of the City.

DISCUSSION

The WTP will be located on City owned property between the Ramsey County ice arena and the City's underground storage reservoir. A site plan showing the location of the WTP is attached at the end of this report. An analysis of Shoreview's future population and land use has led to the conclusion that the City's current and future water use needs would be best addressed by a WTP capable of treating 8-million gallons of water per day. The WTP includes the following design elements:

- Aeration of the raw water supply.
- Gravity filtration to remove iron and manganese.
- Addition of chlorine for aeration of the iron and manganese and disinfection.
- Addition of fluoride as required by law.
- Backwash water storage and reclamation system.
- Supervisory and control automation of WTP functions.
- Re-use and upgrades of the existing water supply infrastructure adjacent to the WTP.
 - Booster station
 - 1-million gallon reservoir
 - Well #2
- Exterior design that matches existing City buildings in the vicinity of the WTP – exterior renderings of the north, south, and west sides of the building are attached at the end of this report.

COST AND FINANCING

The estimated total project cost for the WTP breaks down as follows:

WTP Estimated Construction Costs	\$ 10,070,000
Contingencies	\$ <u>500,000</u>
Total Estimated Construction Costs	\$ 10,570,000
Engineering Design Phase Services	\$ 940,000
Engineering Construction Phase Services	\$ <u>530,000</u>
Total Estimated WTP Project Costs	\$ 12,040,000
Raw Water Pipeline from Well #6*	\$ <u>500,000</u>
Total Estimated Project Costs	\$ 12,540,000

*The raw water pipeline will be installed as a separate project.

The estimated total project cost for the final design is approximately 10% higher than the estimated project cost that was presented in the Preliminary Design Report, which was estimated at \$11,200,000.

During the final design stage it was determined that equipment in the existing booster station, underground reservoir, and well #2 infrastructure needed to be upgraded or replaced, which was not anticipated during the preliminary design. Additional architectural design elements were also needed to make sure the building would match the existing municipal buildings and be consistent with the long term goals for the image in the Shoreview Commons Area. It is estimated that these additional items increased the total project cost by approximately \$1,000,000. A memo from AE2S providing detailed information on the estimated additional cost is attached at the end of this report.

City staff worked closely with AE2S to develop the final design of the WTP and feels that the current design provides the City with the best long-term solution for water supply and treatment.

The project would be funded from the City's Water Fund. In anticipation of the WTP project water rate adjustments have been included in the current 5-year operating budget to account for the bond payment required to finance the costs associated with the design and construction of the WTP. It is anticipated the repayment length of the bond would be 20-years.

PROJECT SCHEDULE

The proposed project schedule is as follows:

<u>ITEM</u>	<u>COMPLETION DATE</u>
Council Approve Plans & Specifications	April 20, 2015
Pre-Bid Meeting	May 5, 2015
Bid Date	May 21, 2015
Council Award Contracts	June 1, 2015
Construction Start	Late June 2015
Substantial Completion/WTP Start-up	December 2016
Final Completion	March 2017

RECOMMENDATION

It is recommended that the City Council approve the plans and specifications for the Water System Improvements – Water Treatment Plant, City Project 14-02 and authorize the taking of bids.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 20, 2015**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 20, 2015, at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-24

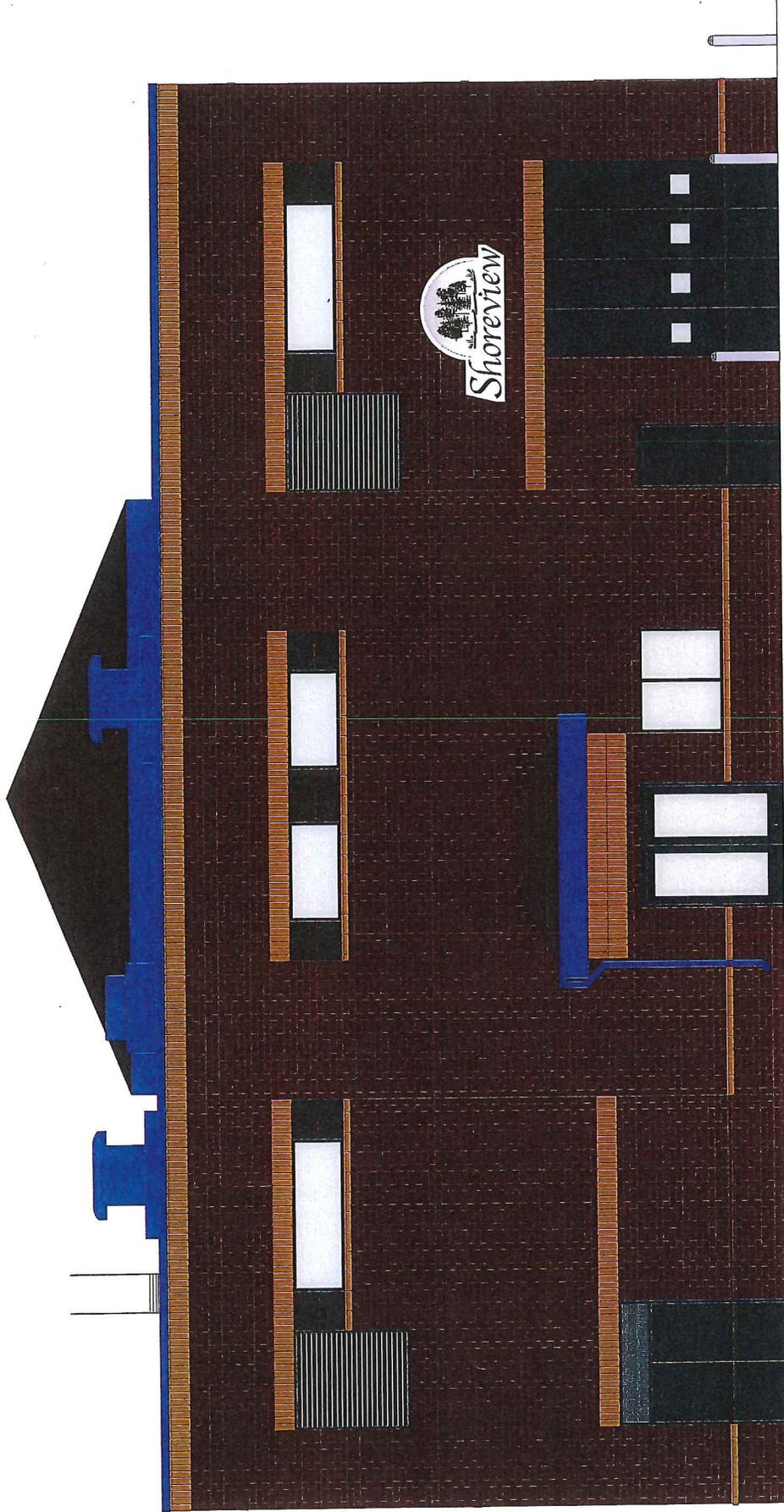
APPROVING PLANS AND SPECIFICATIONS
AND ORDERING THE TAKING OF BIDS
FOR
WATER SYSTEM IMPROVEMENTS – WATER TREATMENT PLANT
CITY PROJECT 14-02

WHEREAS, Shoreview's Capital Improvement Program identifies the construction of a water treatment plant; and

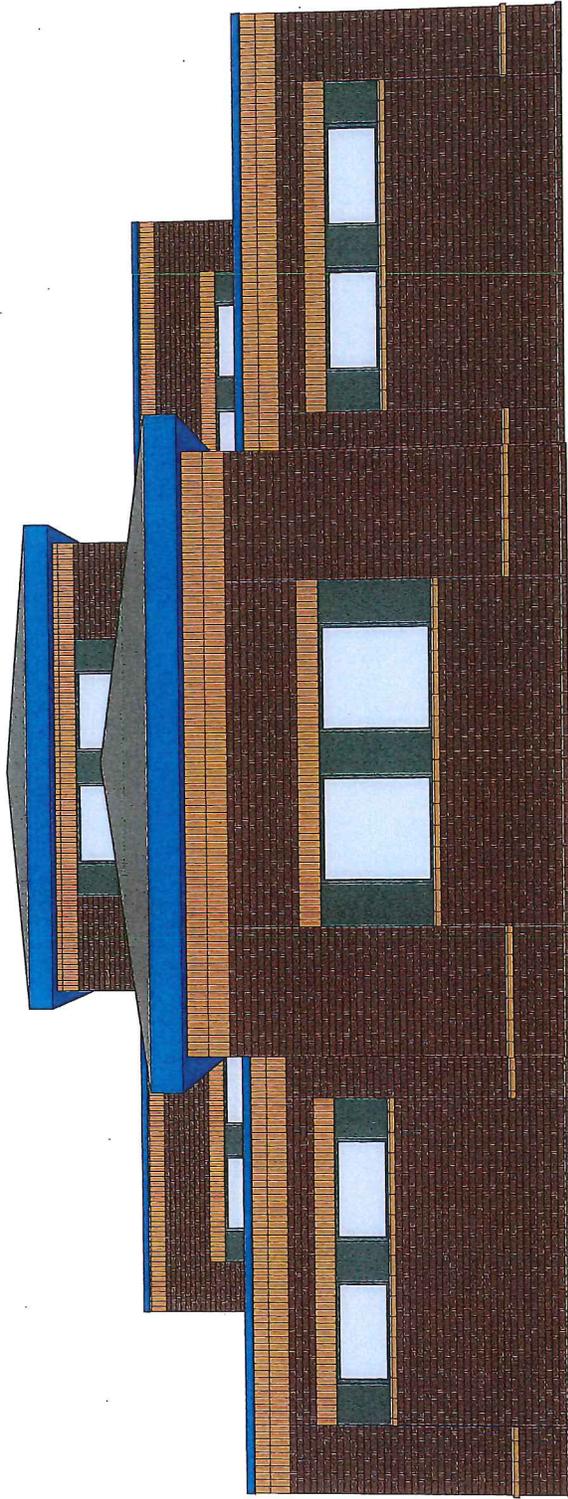
WHEREAS, detailed construction plans and specifications for the Water System Improvements – Water Treatment Plant, City Project 14-02, have been prepared and presented to the City Council for approval.

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

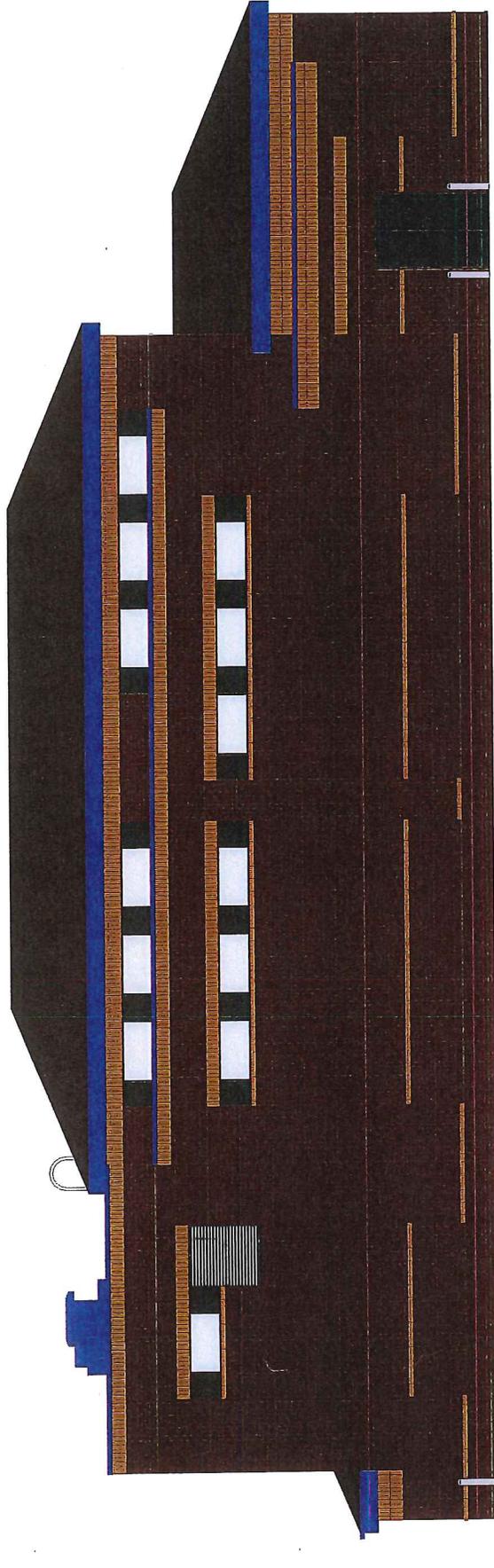
1. The plans and specifications for the Water System Improvements – Water Treatment Plant, City Project 14-02, are hereby approved.
2. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least twice, at least three weeks prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder and shall state that bids are to be received by the City until 10:00 a.m., local time, on Thursday, May 21, 2015 at which time they will be publicly opened in the Council Chambers of the City Hall by two or more designated officers of the City.



NORTH EXTERIOR ELEVATION



SOUTH EXTERIOR PERSPECTIVE



WEST EXTERIOR ELEVATION



Technical Memorandum

To: Tom Wesolowski, PE
City Engineer
City of Shoreview

From: Grant Meyer, PE – AE2S
Aaron Vollmer, PE – AE2S
Advanced Engineering & Environmental Services, Inc. (AE2S)

Re: Adjustments to the Engineer's Opinion of Probable Construction Cost

Date: April 14, 2015 **Project Number:** P05480-2007-000

I. Project Background and Scope of Memo

The City of Shoreview has retained the services of Advanced Engineering and Environmental Services Inc. (AE2S) to design a water treatment plant (WTP). Primary objectives of the WTP were to mitigate aesthetic concerns associated with iron and manganese, address concerns regarding aging infrastructure, and provide the City of Shoreview with responsible long-term approach to water treatment. The proposed facility is located on the Shoreview Maintenance Facility site, just west of the Ramsey County Ice Arena. This WTP will incorporate the existing six (6) raw water wells, 1 million gallon (MG) reservoir, and Booster Station. Ultimately all water distributed to City of Shoreview customers will be treated in the new WTP.

This project was approached by first completing a Preliminary Design Report which explored many different design alternatives. At completion of the Preliminary Design Report, the opinion of probable total project cost was estimated to be approximately \$11.2M.

Based on recommendations of the Preliminary Design Report, the AE2S Project Team initiated the detailed Final Design Phase. Through the Final Design Phase, representatives of the AE2S and City of Shoreview collaborated frequently to discuss design alternatives, discuss advantages and disadvantages, and align responsible design decisions with the City's visions for the future WTP.

During the final design of this facility the project team had the following goals in mind:

1. Address near-term finished water concerns related to "color";
2. Provide a responsible treatment strategy to address all existing and anticipated water treatment regulations;
3. Re-use existing infrastructure if possible.
4. Responsibly repair and/or replace any existing infrastructure, as necessary, if work could be completed more efficiently during construction of the WTP Project;
5. Limit routine operational requirements;

Technical Memorandum

Re: WTP Review and Engineer Cost Estimate Analysis

April 14, 2015

6. Limit long-term operation and maintenance expenses;
7. Support responsible design and construction impacts to mitigate environmental impacts and promote stewardship of all of the City's resources;
8. Maintain and reinforce the architectural concepts employed at the City facilities in the vicinity of the WTP.

Through a cooperative working relationship, these goals were achieved with the final design of a WTP that will responsibly serve the City of Shoreview for the foreseeable future. However, decisions throughout the course of the project design increased the opinion of probable total project cost to approximately \$12.5M.

This Memorandum highlights many of the design elements that are primary responsible for the increased opinion of cost. Design decisions addressed nearly every aspect of the project from incorporating inevitable replacement of electrical systems, building system improvements to minimize long-term operations and maintenance costs, implementing safety and security features, and coordinating an improved architectural plan for the WTP. The Project Team feels that each of the decisions outlined below was made in the best long-term interest to the City of Shoreview.

II. Review of Existing Infrastructure and Additional Improvements Included in the WTP Project:

The existing Booster Station and 1 MG Reservoir were constructed in the 1989. Both of these structures are in relatively good condition but will require select improvements in the near future. Well No. 2 is also present on site and is in relatively good condition but requires a few select improvements. The structural integrity of these facilities is good, which is why the decision was made in the Preliminary Design Report to reuse them to the extent possible as part of the new WTP.

A. BOOSTER STATION:

Use of the Booster Station was discussed as part of the Preliminary Design Report. The booster pumps are in good condition and its attachment to the IMG reservoir made the Booster Station ideal for re-use as an integral part of the new WTP strategy. The original intent was to re-use the Booster Station as the high service pumping portion of the WTP. Limited rehabilitation of the facility was originally envisioned. If appropriate, any rehabilitation of this facility was anticipated to be executed under a separate project.

After further development of the WTP design and review of the most efficient facility configuration the following decisions were made:

1. Electrical Room in the Booster Station

The original design envisioned that the electrical room and new Generator would be located in the new WTP. After further development of the design, it was determined that the majority of the electrical load would continue to be located at the Booster Station. Because of this, it was decided to repurpose the existing Booster Station Chlorine Room and convert it into an Electrical Room which would reduce the space requirements at the new WTP by approximately 200SF. Keeping the majority of the electrical equipment in the Booster Station and replacing the generator in its original location also reduced the size of the electrical duct bank between the WTP and the Booster Station. All of these

Technical Memorandum

Re: WTP Review and Engineer Cost Estimate Analysis

April 14, 2015

design decisions were done to better arrange the facility for its final use and were estimated to be approximately cost neutral.

2. Chlorine Storage in the Booster Station

In addition to a new Electrical Room at the Booster Station a limited volume of chlorine will continue to be stored on-site at the Booster Station (in addition to the primary chlorine storage location at the WTP) to allow for post filter chlorination and to limit chlorine piping between the WTP and the Booster Station.

These design decisions will require construction activity at the Booster Station. Because of this activity an opportunity presented itself to conduct additional improvements at the Booster Station. Those improvements included:

1. Lighting Upgrade (\$7,800)

The current Booster Station is equipped with four (4) foot fluorescent T12 lighting. This technology is old and inefficient. As part of the project, these lights will be replaced with energy efficient, longer lasting LED lighting fixtures, which will reduce ongoing electrical costs.

2. Motor Starter Replacement with VFD's (\$150,000)

The current Booster Station is equipped with two (2) variable frequency drives (VFDs) and two (2) soft start motor starters. These motor starters are approaching the end of their useful life. To prevent having to replace the aging motor starters under a separate project within the next few years and to achieve the maximum life of the existing equipment, it was decided to replace the existing soft start motor starters with new VFDs. The new VFDs should operate reliably for the next 15-20 years. This will provide increased operational flexibility and redundancy, and also allow the City of Shoreview to extend the operating life the existing VFDs without risking an emergency replacement should they suddenly fail.

3. Effluent Meter Replacement (\$14,500)

Currently the Booster Station utilizes a Venturi meter on the discharge side of the booster pumps. While this meter does still function, its accuracy is less than desirable to serve as the basis for flow proportional chemical feed equipment. It was decided to install a new 16-inch magnetic flow meter (within 0.25% accuracy). This meter will provide the City with increased metering accuracy allowing for improved control of chemical feed systems and better management of the City's drinking water resources.

4. HVAC Upgrade in Booster Station (\$54,000)

Currently the City utilizes outside air exchange in the Booster Station for cooling. This type of cooling is not recommended for use with VFD's as it is likely to bring in dust from the outside, which could compromise VFD performance and limit the useful life of the equipment. The installation of two (2) new VFDs will also generate more heat. In an effort to bring the facility up to industry standards and provide additional (clean/filtered air) cooling, three (3) new air conditioning units were installed in the Booster Station.

Technical Memorandum

Re: WTP Review and Engineer Cost Estimate Analysis

April 14, 2015

B. 1MG RESEVOIR:

In 2010, an inspection of the 1MG reservoir was conducted. As part of this inspection it was noted that the following items should be addressed. These rehabilitation items are being executed as part of the WTP project.

1. **Replacement of Overflow Pipe Hangers \$10,000**
2. **Replacement of Reservoir Access Ladders \$4,000**
3. **Replacement of Reservoir Fill Piping**

- a. The Project Team chose to install a 24-inch reservoir bypass pipe instead. This bypass pipe will allow the 1MG Reservoir/Clearwell to be completely bypassed for routine cleaning, maintenance, or in the event of reservoir failure, without disrupting the City's ability to provide treated water to systems customers. **\$120,000**

C. WELL NO. 2:

Well No. 2 is in fair condition but it lacks adequate metering and the raw water hydrant on-site leaks under pressure. As part of the site piping installation the following improvements were included in the design:

1. **Replacement of Hydrant and 12-inch Well Piping \$20,000**
2. **New Meter and Meter Manhole Structure \$25,000**

D. CIVIL SITE IMPROVEMENTS:

The current site of the WTP is located just south of the existing City's Maintenance Facility Campus. The City of Shoreview has taken great care to create a consistent well planned campus environment. The intent of the new WTP site design is to continue that City Campus environment. As part of that Site design the following items were included that were beyond the originally envisioned scope of work.

1. **Reconstruction of Existing Overflow Structure \$12,000**

The existing overflow structure for the 1MG reservoir is currently located on the south side of the 1MG reservoir directly north of Highway 96. This overflow structure does not currently meet Ten (10) States Standards requirements to protect the Reservoir/Clearwell from potential contamination from surface waters. As part of the WTP project this overflow structure will be relocated and a new structure will be installed that is compliant with Minnesota Department of Health (MDH) requirements.

2. **Pave Drain \$19,000**

The City of Shoreview is committed to sustainable design and being good stewards of the environment. As part of this commitment, the decision was made to install Pave Drain™ on site to assist with management of storm water runoff. This practice is consistent with other areas within the City that they have recently reconstructed.

Technical Memorandum

Re: WTP Review and Engineer Cost Estimate Analysis
April 14, 2015

3. Additional Filtration Basin Volume for Ice Arena Storm Water Retention \$4,000

In addition to the pave drain being utilized, the City has taken measures to treat additional storm water runoff from the adjacent ice arena roof. This additional runoff requires a slightly larger infiltration basin. Because of the slope of the ice arena roof treatment of this flow is not optional.

4. Asphalt Grading and Replacement \$15,000

Currently the City has drainage challenges on the north side of the existing Booster Station. Because of the electrical improvements to the Booster Station and the 24-inch pipeline that will be installed between the Booster Station and Well No. 2 it was necessary to replace the pavement in this area and at the same time make provisions to correct the drainage issues.

5. Continuation of Estate Style Fence \$31,500

The adjacent Maintenance Facility currently has an estate style fence. This same style fence was continued throughout most of the WTP site which will help to create a consistent Campus feel to the area.

III. Architectural and Facility Design Aspects:

As previously noted, it is important to the City that the architectural aspects of the City Campus are consistent. During the design process these items were taken into consideration and every effort was taken to make sure that the facility would be architecturally consistent and that it would "fit in" to the surrounding buildings.

1. Brick Exterior and Modified Internal Block Finishes \$40,000

The preliminary design of this facility envisioned a more simple finish to the exterior of the facility. This type of finish, while less costly, would look different than the other City buildings. The Project Team designed an aesthetically improved exterior brick finish with some additional burnished block areas on the interior of the facility to help blend this facility into the Existing City Campus.

2. Hip Roof including Glue Laminated Beams \$50,000

Similarly, the Project Team chose to design a hip roof system on a portion of the facility, instead of a flat precast hollow core roof. This type of roof, in combination with the flat hollow core roof in other areas of the WTP, balances financial implications while also improving aesthetics and complimenting other City buildings in the vicinity.

3. Concrete Cost Inflation \$170,000

Based on recently bid projects and correspondence with area contractors and concrete suppliers, it is apparent that the price of concrete has increased over the past several months. This price increase is due to many different factors, but estimates indicate a general price increase in the range of 8-9% since last fall. This accounts for an estimated \$170,000 of additional costs associated with the WTP.

4. Bathroom and Sewer Piping \$53,500

In an effort to accommodate operations staff and provide visitors with convenient restroom accommodations, it was decided to add a bathroom inside of the WTP. The United States Environmental Protection Agency (USEPA) and the MDH have special requirements for the separation of waste lines from potable water tanks. Because the bathroom is located within the WTP, provisions

Technical Memorandum

Re: WTP Review and Engineer Cost Estimate Analysis

April 14, 2015

were taken to separate these areas in accordance with the regulations. These provisions accounted for the additional costs that would not normally be required in a traditional bathroom.

5. Protec Security System \$50,000

The City is currently in the process of updating their security system which includes video surveillance of multiple infrastructure locations around the City. The Project Team included access control security and video surveillance at the WTP, which will allow Staff to efficiently and consistently monitor the facilities.

6. Duplex Sump Pump System \$35,000

As part of the Final Design Phase Services, geotechnical explorations were conducted. The results of these explorations indicated the presence of ground water at approximately 9-14 feet below grade. The MDH requires a duplex sump pumping system with drain tile for below ground basins that are installed in the water table. This pumping system was not envisioned in the original design and will incur additional facility cost.

7. Dewatering during Construction \$50,000

The discovery of ground water will also require dewatering during construction. This cost is highly variable and hard to predict as it is largely unknown until excavation is initiated. The project estimate is currently holding a line item cost of \$50,000 for dewatering.

8. Kalwall windows \$25,000

In an effort to take advantage of natural light and to create a more architecturally pleasing building, the Project Team elected to use translucent wall panels throughout the WTP. These wall panels are often used in this type of facility when natural light is important but security is a concern.

9. Water Salesman \$20,000

Many communities in the Metro area provide the convenience of a Water Salesman at their WTP. This Water Salesman allows for easy and efficient sale of bulk water to various users in the City. Providing this service at the WTP allows for improved monitoring of the systems and limits potential for cross-contamination and/or damage to other water system infrastructure components. The Water Salesman will limit the time required by WTP staff to accommodate requests for bulk water supply. Provisions have been made to provide this service to the residents.

IV. Final Estimate of Construction Cost:

Based on the final Bidding Documents (Plans and Specifications) submitted to the City of Shoreview and the MDH, the Engineer's adjusted opinion of total probable project cost is \$12,543,000. Note that \$10,573,000 of this cost opinion is for the WTP construction. The remaining \$2M provides for the construction of the raw water transmission pipeline from Well No. 6 to the new WTP, and project engineering, administrative, and legal expenses. A comprehensive detail of the cost opinion is included as an attachment to this memorandum.

This cost presented includes all of the additional items listed above, which total approximately \$980,000. Omitting the \$980,000 in additional improvements could lower the estimated total project cost to \$11,563,000, which is within 3.2% of the opinion of probable total project cost presented in the Preliminary Design Report. All of the presented costs are based on quotes from material/equipment

Technical Memorandum

Re: WTP Review and Engineer Cost Estimate Analysis

April 14, 2015

suppliers, standard industry unit prices, recent bid prices from other projects throughout the region, and professional judgment of the Project Team. However, it is imperative to remember that the costs presented are only “estimates”, and many factors can impact the Bid Prices submitted by prospective Project Contractors.

All of these items integrated into the WTP throughout the project design phases were agreed by the Project Team to be in the best long-term interest of the City of Shoreview. The project was designed to achieve the objectives highlighted at the beginning of this memorandum, to provide the City of Shoreview with a responsible compliment to the City’s water system that will serve the residents of the City of Shoreview for the foreseeable future, and be recognized as a testament to the City’s commitment to the residents of Shoreview.