

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

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

**COUNCIL COMMENTS**

**--Executive Session—Sharkey v. City of Shoreview**

**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. Receipt of Committee/Commission Minutes—
  - Human Rights Commission, May 27, 2015
  - Economic Development Authority, June 10, 2015
  - Human Rights Commission, June 24, 2015
  
2. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation

3. Verified Claims
4. Purchases
5. Establish Project and Oder Preparation of Feasibility Report for Reconstruction of Grand Avenue, CP16-02
6. Minor Subdivision—Darwin DeRosier, 899/893 Tanglewood Drive
7. Approval of Application for Exempt Permit and Special Event Liquor License—Church of St. Odilia
8. Acceptance of Gift from Oak Hill Montessori School
9. Adoption of Resolution Associated with Grant Agreements for Rail Improvements Related to Quiet Zones

#### **PUBLIC HEARING**

10. Vacation/Final Plat—Zawadski Homes, 244 Grand Avenue
11. Vacation/Minor Subdivision—Brian and Rene Maleski, 5825 Buffalo Lane

#### **GENERAL BUSINESS**

12. Nuisance Abatement—3308 Victoria Street
13. Resolution Extending Recycling Contract with Republic Services

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

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

#### **ADJOURNMENT**

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

**HUMAN RIGHTS COMMISSION  
DRAFT MEETING MINUTES  
May 27, 2015**

**CALL TO ORDER**

Co-Chair Wedell Ueki called the meeting to order at 7:03 p.m. with the following members present:

Richard Bokovoy  
Sunny Chen  
Sabrina Chu  
Mark Hodkinson  
Mary Yee Johnson  
Bob Minton  
Eugene Nichols  
Lisa Wedell Ueki

**Absent:**

Samuel Abdullai  
Julie B. Williams  
Elaine Carnahan

Also present was Rebecca Olson, Assistant to the City Manager; Madeline Lohman, Advocates for Human Rights; and Molli Slade, Roseville Human Rights Commissioner.

**APPROVAL OF MINUTES**

Commissioner Hodkinson moved that the Minutes of April 22, 2015 be approved. Commissioner Nichols seconded the motion. The motion was adopted unanimously and the minutes were approved.

**MADELINE LOHMAN – ADVOCATES FOR HUMAN RIGHTS**

Commissioner Minton introduced Madeline Lohman who works for the Advocates for Human Rights (AHR). The AHR's project on immigration was the inspiration for the Shoreview Immigration Project. Ms. Lohman is here to discuss what other communities are doing and share ideas/thoughts with the commission members.

Ms. Lohman indicated that AHR has worked with several communities in Minnesota to hold community forums to gather data that led to the interviews for their project, they have also been involved in legislative advocacy on such issues as Driver's License coalition. AHR wanted to go back to those communities in which they started the forums to talk about immigration and experiences at the local level and build on what they started with the forums. She indicated that communities are in all different stages of this process based on what is important to each community. For example, Richfield wanted to focus on participation in local government and so they have been holding more public forums; Roseville wanted to have a broad focus on civic engagement and Austin wanted to focus on education. Ms. Lohman stated that it is a process to

develop engagement through public forums, and it is important to develop an action plan and make sure there is some form of outcome after the forum. She also mentioned that they are available to help facilitate or moderate forums and they also offer free trainings to staff as well.

### **SELMA: THE BRIDGE TO THE BALLOT**

Ms. Olson started the discussion regarding the Selma event and the planning. Several topics were discussed regarding how to reach out and promote the event including:

- Contacting churches since Senator Marty's father was a Reverend there may be a tie in
- Contacting the League of Women Voters to see if they would be interested in having a voter registration table (note: Shoreview no longer has a LWV chapter).
- Handing out information during the Slice parade (ex. Bookmark, card with candy attached)

The Commission decided that the purpose of the event was to raise awareness of the Voting Rights Act and the importance of it.

Molli Slade from the Roseville Human Rights Commission was in attendance to gather information on the event and serve as the point of contact for Roseville. Ms. Olson indicated she would send a follow up email with the specific details for the event.

### **SLICE OF SHOREVIEW**

The Commission asked the student representatives to help coordinate students to walk in the parade. Ms. Olson said she would look into the cost of having bookmarks printed for the event. She also stated that a few of the poster contest winners had signed up to walk in the parade as well. Ms. Olson indicated that she would see if staff in Public Works would again be able to print a magnet for the side of the car that would commemorate the 50<sup>th</sup> anniversary of the Voting Rights Act.

### **CARING YOUTH AWARD**

Members discussed the two applications that were received for the Caring Youth Award. Discussion occurred regarding the volunteerism and the impact to Shoreview. Commissioner Minton moved to award Susie Jackson the Caring Youth Award for 2015. Commissioner Hodgkinson seconded the motion. The motion was adopted unanimously. Ms. Olson stated that she would send a congratulatory letter to the recipient notifying her.

### **OTHER**

Commissioner Nichols mentioned that he would like to place something on the agenda for next month. He would like to hold a dialogue in the community preemptively discussing the topic 'All Lives Matter'. He would like to have a dialogue that engages both the Ramsey County Sheriff as well as the Ramsey County Attorney. He has already spoken to Sheriff Bostrom who indicated he would be interested in participating, and he would be willing to speak with the County Attorney as well.

### **ADJOURNMENT**

There being no further business before the Commission, Commissioner Bokovoy moved, seconded by Commissioner Johnson, that the meeting be adjourned at 8:30 pm.



1.	Community Reinvestment Fund - February 2015 (Date Paid: 3/12/15)	\$90.00	Fund 307
2.	Community Reinvestment Fund - March 2015 (Date Paid: 3/30/15)	\$90.00	Fund 307
3.	Community Reinvestment Fund - April 2015 (Date Paid: 4/16/15)	\$90.00	Fund 307
4.	Community Reinvestment Fund - February 2015 (Date Paid: 3/12/15)	\$90.00	Fund 307
5.	Allen, Deanne (EDA Minutes - 3/2/2015) (Date Paid: 3/19/15)	\$200.00	Fund 240
6.	Hill Nicole (Reimbursement EDC Meeting Supplies) (Date Paid: 3/19/15)	\$26.83	Fund 240
7.	LeeAnn Chin.com (EDA Workshop Meeting Supplies) (Date Paid: 3/23/15)	\$131.75	Fund 240
8.	Green Mill (EDA Meeting Supplies) (Date Paid: 3/23/15)	\$106.67	Fund 240
9.	Barsness, Kirsten (ED Consulting - March) (Date Paid: 4/2/15)	\$1,852.50	Fund 240
10.	Allen, Deanne (EDA Minutes - 4/6/15) (Date Paid: 4/16/16)	\$200.00	Fund 240
11.	Barsness, Kirstin (ED Consulting - April) (Date Paid: 5/4/15)	\$4,940.00	Fund 240
12.	Green Mill (EDA Supplies) (Date Paid: 5/18/15)	\$115.33	Fund 240
13.	Green Mill (Small Business Workshop Breakfast) (Date Paid: 5/21/15)	\$617.04	Fund 240
14.	MN NAHRO (Redevelopment Symposium) (Date Paid: 4/6/15)	\$1000.00	Fund 241
15.	Maddens on Gull Lake (NAHRO Redevelopment Symposium) (Date Paid: 5/18/15)	\$449.19	Fund 241
16.	Maddens on Gull Lake (NAHRO Redevelopment Symposium) (Date Paid: 5/18/15)	\$306.66	Fund 241
17.	Maddens on Gull Lake (NAHRO Redevelopment Symposium) (Date Paid: 5/18/15)	\$306.66	Fund 241

Discussion:

Chair Johnson noted that in addition to attendance at the NAHRO Symposium, EDA Board Members also receive NAHRO materials, which is part of the expenses incurred.

**VOTE:**

**Ayes - 5**

**Nays - 0**

## GENERAL BUSINESS

### BRE TARGETED INVESTMENT STRATEGY

- BRE BUSINESS SURVEY
- DATABASE DEMONSTRATIONS:
  - o MNCAR/XCELIGENT COMMERCIAL REAL ESTATE
  - o GREATER MSP/SALESFORCE
- PROPERTY INVENTORY TEMPLATE

Simonson stated that the BRE Targeted Investment Strategy is a study of factors that link the BRE program goals to the realities of the current market and conditions of commercial property. Board members reviewed the City of Shoreview Business Retention Survey, which is will be sent to BRE businesses. The information provided will become part of the comprehensive database being developed. Face-to-face meetings with executives of the City's top BRE businesses will be scheduled. These are the BRE businesses who have expressed an interest in expansion. The purpose of the meetings would be to focus on specific needs for the planned expansions. It would also be a time the City could market the special TIF authority given to the City by the legislature for five years.

Myrland offered to be involved with attending any business meetings that are scheduled.

Chair Johnson stated that how businesses are approached for this information is as important as the information the City receives.

Quigley noted that business expansion raises the issue of public transit and how to get employees to this area. Since the City is working to improve transit services, it would be good to know transit needs and what impact transit would have.

Simonson referred to the template used to gather information for the Shoreview Corporate Center by Consultant Kirstin Barsness. The City now has access to two websites that provide detailed business information. One is Xceligent through MNCAR, the go-to site for searches regarding information about location of BRE companies. Examples of information found on this site include clusters of under-utilized properties based on either value, building-to-land ratios, jobs per square foot; highest densities; locations of available space or parcels for sale to names of tenants. This detailed template will be used to understand the positives and challenges for each business interested in expansion.

A second website access is to Greater MSP/Salesforce. It is proprietary and private information. The City is able to build a database on the website that is private to the City using the information available. An example of the type of information accessed is contacts being made by Shoreview businesses, which gives the City a better idea of Shoreview business issues and interests.

Ms. Barsness stated that she has started gathering data on 77 properties in Shoreview business areas, such as Cardigan Road, Highway 96, County Road E, Deluxe Campus, Shoreview Business Campus, Rice Creek Parkway. All the information possible is being gathered on these commercial areas. When the database is complete, analyses will be made to determine where underutilization occurs. Underutilization may mean the land value is below the overall business value, or there are four

employees on a property that has much more potential. Identifying areas of underutilization will help the City to know where to look for redevelopment potential and maximize the City's return on investment. Identifying these opportunities will be important to what the City can offer BRE businesses looking to expand. It is also important to understand what sites can be maximized to grow Shoreview's economy and tax base.

Chair Johnson asked if the goal is work with all businesses in the City. Ms. Barsness explained that the goal is to focus on the six business centers and determine how many have business retention companies and how the City can assist needs of BRE companies.

Mayor Martin asked if this information can apply to the Town Center. Simonson responded that this information will be valuable in understanding what is needed to pursue the Town Center. Having this amount of information will help make needed choices.

## UPDATES AND REPORTS

### ECONOMIC DEVELOPMENT COMMISSION (EDC)

Simonson reported that the EDC has been working on developing a small business workshop program. The workshop offered June 4, 2015 had an excellent panel. The City worked with the St. Paul Chamber. Unfortunately, attendance was low. The EDC is now considering partnering with other area cities to continue this type of program. After evaluating how to reach more people, it is hoped to plan another event in the Fall.

Quigley suggested common themes that would have a broad appeal so there could be collaboration with a number of other cities. He also suggested inviting a certain number of businesses for a lunch discussion on a topic of mutual interest. Simonson stated that a number of formats have been tried. He agreed that inviting specific businesses at certain times might be a good approach.

Myrland noted that there was an event in White Bear Lake close to the time of the one in Shoreview. Timing may have been a factor. She described similar meetings that are held by the Quad Area Chamber, which indicates a need for businesses to discuss their issues.

Martin also suggested finding out what other cities do to establish contact and communicate with local businesses.

Simonson noted the first response call to the BRE article in the Business Newsletter is from Key Medical. Key Medical is focusing on providing supplies to group homes.

### JOB CREATION FUND/ALLY FINANCIAL RELOCATION

Ally Financial has announced consolidation of its operations with a move into the 4000 Lexington building. Significant building improvements of approximately \$6.5million are already underway. Ally will occupy approximately 60,000 square feet of the building located within the Shoreview Corporate Center. It is anticipated that employees will begin moving into the building by September. The Minnesota Department of Employment and Economic Development (MnDEED) has approved Ally's

application to the Job Creation Fund for the amount of \$648,301. Ally has pledged to add approximately 250 positions in addition to the employees that will move to Shoreview. In the same area, Land O'Lakes may either expand on its current site or move to a new corporate campus. Also, Boston Scientific is renting the former Medtronic building.

#### RAINBOW FOODS PROPERTY - OPPIDAN DEVELOPMENT

The primary grocer that Oppidan was working with is holding off on a decision pending a second market study. The first market study indicated the possibility that there would not be enough revenue in the area to support the grocery. A second study is being done to confirm there would be enough of a revenue stream. The grocer is still interested, but it could be that not as much square footage would be rented. City staff will continue to work closely with Oppidan and hope to meet soon to go over details of the project.

Simonson stated that since the City does not control the site, support efforts are limited. There are major grocers who are interested, but they want to build their own building. Mr. Schwerm added that there are restrictions to the site with the presence of the gas station, car wash, and Dairy Queen.

Mayor Martin stated that she has received many calls about this site. It has become a central City issue with residents wanting to see another grocery store. She would like to provide a phone line that would allow the developer to hear what residents in the community are saying. She suggested also putting a column in the *Shoreview Press*.

It was the consensus of the Board to update the community about the Rainbow site through Facebook, the City website, the *Shoreview Press* and any other media available.

#### RICE STREET INTERCHANGE/REDEVELOPMENT POTENTIAL

Simonson reported that there are developers who are purchasing the strip mall with residential properties to the west and possibly to the north. Plans are being discussed for a mixed development that would include rental apartments, small retail with drive-through coffee shop, and a restaurant. There has been some inquiry about financial support from the City. Mr. Simonson indicated to them that there may be some financial resources. The benefit to the City is the site would be torn down, and the developer has purchased added property that squares off the site for better redevelopment.

Mayor Martin noted that with the design plan Ramsey County has for the intersection the existing Caribou Coffee could be impacted. Caribou has become a community gathering place. This site would be a good relocation site if that happens with easier access and parking.

#### SHOREVIEW BUSINESS CAMPUS

Simonson stated that when the Shoreview Business Campus was created in the 1980s, contrary to what was planned, the developer put 15 of the 25 acres into conservation. The site was to be a major office development with three buildings totaling 200,000 square feet. Only one building was built. The vacant land is now being marketed. Staff has talked to the selling brokers and connected them with possible developers.

## NEIGHBORHOOD ENERGY CONNECTION (NEC) - HOME ENERGY AUDIT

Simonson stated that the City is participating in the City Collaborative Institute. One of the programs being financed by that group is Energy Audits. Residents who invest in energy efficient systems could apply for some reimbursement. Shoreview is not participating in this program at this time, but he wanted the Board Members to be aware of this program.

## CHILDREN'S HOSPITAL PROPERTY

Martin requested a discussion of the Children's Hospital property in Rice Creek Park and possible rezoning. The property has been vacant a long time, and she would like to see it developed.

This site will be scheduled for discussion at a future meeting.

## FINE DINING

Mayor Martin met one of the owners of Crave Restaurant who has a strong connection to Shoreview. He offered to look at sites in Shoreview.

## ADJOURNMENT

**MOTION:** by Quigley, seconded by Myrland, to adjourn the meeting at 6:35 p.m.

**VOTE:**

**Ayes - 5**

**Nays - 0**

**HUMAN RIGHTS COMMISSION  
DRAFT MEETING MINUTES  
June 24, 2015**

**CALL TO ORDER**

Co-Chair Wedell Ueki called the meeting to order at 7:10 p.m. with the following members present:

Richard Bokovoy  
Elaine Carnahan  
Sunny Chen  
Bob Minton  
Eugene Nichols

Absent:

Samuel Abdullai  
Julie B. Williams  
Mark Hodkinson  
Mary Yee Johnson  
Sabrina Chu

Also present was Rebecca Olson, Assistant to the City Manager.

**APPROVAL OF MINUTES**

Commissioner Nichols moved that the Minutes of May 27, 2015 be approved. Commissioner Chen seconded the motion. The motion was adopted unanimously and the minutes were approved.

**COMMITTEE/COMMISSION HANDBOOK**

Ms. Olson stated that the City has recently updated its Committee/Commission Handbook. This handbook serves as a resource for Committee/Commission members that outlines roles and responsibilities as well as addresses other areas such as Open Meeting laws, Appointment Policy and Attendance Policy, and social media/media relations. The goal was to create a handbook that reflects the direction of the City Council and expectations on roles, conduct and interaction with advisory bodies.

Some of the highlights include:

- Message from the Mayor
- Open Meeting Law – how to handle email communications among/between members
- Roles & Responsibilities of the Chair, members and staff liaison
- Guidelines for Social Media
- Relationship with City Council
- Open Appointment Policy

- Attendance Policy

### **SLICE OF SHOREVIEW PARADE & PLANNING**

Ms. Olson stated that information was included in Commissioners' packets that indicated details of the Slice of Shoreview parade. It was agreed upon that HRC members would be at the line up at 9:00 a.m. (parade start time is 10:00 a.m.) on Saturday, July 25<sup>th</sup>. Members decided to move forward with designing a bookmark with the details of the upcoming film screening of *Selma: The Bridge to the Ballot* event to handout during the parade along with candy. HRC members will meet prior to the parade to attach the candy to the bookmarks. Commissioner Carnahan will take the lead on organizing this. It was also mentioned that Commissioners should bring some type of bucket in order to carry candy along the route.

Ms. Olson will contact the poster contest winners that indicated they would be interested in walking in the parade. She will also extend the invitation to the Caring Youth Award winner and Essay Contest winner. (Sunny will notify the Essay contest winner).

### **SELMA PLANNING DISCUSSION**

The Commission discussed who would be facilitating the *Selma* event. Commissioner Wedell Ueki spoke with Professor Peter Rachleff from Macalester College in St. Paul who specializes in labor, immigration and African American history. He indicated that he would be willing to facilitate the discussion. Professor Rachleff also gave the names of two other individuals whom we could contact to participate in the discussion – Dr. Josie Johnson and Chuck McDew. The Commission decided that it would be best to limit it to Professor Rachleff and Senator Marty in the interest of time. Commissioner Wedell Ueki will coordinate with Professor Rachleff to prepare him for facilitating this event (discussion questions, etc.)

Ms. Olson stated that she would put together marketing materials and share them with the Roseville HRC for the event.

### **ALL LIVES MATTER**

Commissioner Nichols handed out a proposal for a future event surrounding the topic of 'All Lives Matter' and partnering with the Ramsey County Sheriff and Ramsey County Attorney. His proposal is below:

**Opportunity:** We, as the Human Rights commission can take the lead in our community of Shoreview by anticipating and bridging gaps, perceived or actual, between the police community and members of any community who may feel that it's better to have a positive relationship with those who protect us each day. We are so fortunate and proud of our policemen and police women, who put their lives on the line each day to protect and serve. Rather than suffer any unfortunate incident within our city borders, it would be great for all people from all communities to get together with our law enforcement community to take proactive steps together.

**Event:** We, as a group of Commissioner, can ask our elected law enforcement leaders, our County Attorney, and many of their direct reports to hose along with the Shoreview Human Rights Commission, and any other city officials, a seminar or round table discussion on how to build a strong relationship with

our law enforcement community, opportunities for our youth that may exist as an equal opportunity employer, and current safety measures in place that strengthen our bond with the law enforcement community. This could be done via a Community Service Day, focused on attracting all members of the community. While there may be other venues for such an activity, we, as Commissioners should be resolute to ensure Shoreview does not go down the path some other American cities and communities have, but instead, create a model that can be duplicated around the country.

The Commission decided this would be a good topic to pursue. Commissioner Nichols will take the lead on inviting both the Ramsey County Attorney and Sheriff to the August meeting to discuss further.

#### **OTHER**

Ms. Olson received an email from the City of Eden Prairie Human Rights and diversity Commission liaison, Patricia Fenrick, asking if other HRC's would be interested in learning more about an opportunity to effect the art in the Capitol building. The Commission decided they would be interested in learning more about this opportunity.

Other current event topics such as the Sex Offender Program, felons voting and the LGBT community feeling welcome were discussed. Commissioner Minton stated that these are the types of things that should be discussed at the annual goal setting so that the HRC can discuss which issues they would like to focus on for the upcoming year.

#### **ADJOURNMENT**

There being no further business before the Commission, Commissioner Minton moved, seconded by Commissioner Chen, that the meeting be adjourned at 8:20 pm.

# Memorandum

**To:** Mayor and City Council Members  
**Cc:** City Manager  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** July 16, 2015  
**Re:** Monthly Report  
– Administration Department  
– Community Development Department

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## **ADMINISTRATION DEPARTMENT**

**Cable.** The City has contracted with the City of Coon Rapids to tape the 2015 Slice of Shoreview parade. Staff is working with the City of Coon Rapids and Comcast to explore whether or not there is the possibility to broadcast the event live. The event will be rebroadcast on our Shoreview cable channel GTV 16.

**Communications.** Staff will soon be sending out a press release calling for nominations for the 2015 Citizen of the Year. This will be featured in the bi-monthly Access newsletter, sent to Committee/Commission liaisons, as well as displayed on our electronic sign, website and social media. Applications will be available on our website or at City Hall. The deadline for nominations is August 31<sup>st</sup>. The Citizen of the Year will be recognized at the annual Volunteer Appreciation Dinner.

**HRC Joint Event with Roseville HRC.** The Human Rights Commission is working with the Roseville Human Rights Commission to hold a public screening of a short film titled *Selma: Bridge to the Ballot*. In honor of the 50<sup>th</sup> anniversary of the Voting Rights Act of 1955, Senator John Marty will introduce a film documentary on the story of the forgotten heroes in the fight for voting rights. The courageous students and teachers of Selma, Alabama who stood up against injustice despite facing intimidation, arrests and violence are the focus of the documentary. The event will be held at the Roseville Library on Monday, August 3<sup>rd</sup> from 7:00-8:30 pm. More information is provided on the HRC page of the City's website:

<http://www.shoreviewmn.gov/government/committees-and-commissions/human-rights-commission>

**Election Equipment.** The Deputy City Clerk, as a member of the Ramsey County Elections Task Force, has been working with others throughout Ramsey County to review a Request for Proposal (RFP) for new election equipment for Ramsey County. She has recently attended a demonstration of some of the equipment and is in the process of gathering more information from the County regarding their new proposal for a central count location for absentee ballots. It is anticipated that new election

equipment will be in place in time for it to be used for one of the School District elections this year and that the City of Shoreview will have the new equipment in place for the Primary and General Elections in 2016.

**Twin Cities Gateway – MN Traveler Program.** On Saturday, May 23<sup>rd</sup>, a production crew from *Minnesota Traveler*, a new television series was at the Shoreview Community Center to film segments that will be featured on the series. This opportunity was provided as part of our membership in the Twin Cities Gateway. In addition to the footage that was shot, they provided a few professional photos they took that are available for us to use. You can view the episode on their website at: <http://www.theminnesotatraveler.com/episodes/> and the Shoreview Community Center is featured in episode # 2 at about the 13:00 mark. The show has been aired a few times on Fox Sports North and the City will be receiving a copy to use on our cable channel.

**Shoreview Library.** Ramsey County is moving ahead with the design-build phase for the new Shoreview Regional Library. The Design-Build Team of HGA Architects with Adolfson & Peterson Construction has been hired for the project.

City staff is working closely with County officials on the planning and review for the project, including the necessary agreements for the transfer of property and the formal approval process through the Planning Commission and City Council.

The tentative schedule calls for construction to begin by October, 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.

Ramsey County representatives attended the July workshop meeting of the City Council to review the project, and hosted a public informational meeting on July 14<sup>th</sup> at City Hall to solicit comments on the project. The public meeting was very well attended and according to the County, there were many comments and suggestions on the design, as well as excitement about the project.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

**Planning Commission.** The Planning Commission will hold their regular meeting on Tuesday, July 28<sup>th</sup>, with a very full agenda. Five separate requests will be heard by the Commission, including:

- a proposed addition to the Shoreview Senior Living campus along Hodgson Road with a separate 34-unit market rate senior apartment building that would complement the existing housing choices on the property
- a Planned Unit Development concept review of a proposed redevelopment of an old retail center and several residential property for a mixed-use housing and retail redevelopment at the northwest corner of County Road E and Rice Street, that includes a multi-story market rate rental apartment building, a restaurant pad and small retail pad with drive-through near the Rice Street frontage

**Rainbow Foods Site.** City staff continues to work closely with the owner/developer partnership including Oppidan Development on the vacant Rainbow Foods property at Highway 96 and Hodgson Road. Oppidan is still trying to finalize agreements for securing a grocery anchor and other retail tenants, which will likely include the re-use of the existing building. The developer will likely seek financial assistance from the City through the EDA to support a redevelopment and upgrades to the property.



**Rice Street/I-694 Redevelopment.** Elevage Development Group has formally applied for Planned Unit Development Concept Review and Tax Increment Financing for a mixed-use housing and retail redevelopment at the northwest corner of County Road E and Rice Street. The concept includes a multi-story high end market rate rental apartment building of approximately 100 units, a restaurant pad and small retail pad with drive-through near the Rice Street frontage.



The project would involve the tear down of the old retail center property, as well as three adjacent single-family residential properties. The developer has secured purchase agreements for all the properties included in the project.

The PUD Concept (no formal approvals at this stage) will be reviewed by the Planning Commission at their July 28<sup>th</sup> meeting and then discussed by the City Council in August. The developer is holding a neighborhood open house on July 23<sup>rd</sup>.

The developer is seeking tax increment financing from the City to support the costs of property acquisition and redevelopment, and has submitted an escrow deposit and related agreement to allow the City to begin to assess the financing. The developer introduced the project to the EDA at their July 13<sup>th</sup> meeting. A formal review of the proposed financing and possible establishment of a TIF District will return to the EDA at the appropriate time.

**Shoreview Corporate Center.** The financial services company Ally Financial is consolidating and expanding their Twin Cities operations to a new location within the Shoreview Corporate Center. The company is moving 150 current employees to the facility while also creating 250 jobs by 2017. The company plans to invest \$6.5 million in building upgrades and other costs associated with the move to Shoreview. The tenant improvements are underway at the 4000 Lexington Avenue building and Ally Financial expects to begin moving employees to the facility in September of this year.

City staff has also had recent discussions regarding potential improvements to the business campus to retain existing businesses and attract new companies to vacant spaces. While there have been significant



improvements made by tenants in certain buildings over the years, there has not been much overall reinvestment in the properties and providing sufficient parking has also been a challenge. National corporations including Land O’ Lakes and Hill Rom have been long-time tenants providing hundreds of jobs, and it would be the goal to retain these companies and also attract new quality businesses such as Ally Financial Services.

**Economic Development Commission.** The Economic Development Commission will be “On the Road” for their monthly meeting on July 21<sup>st</sup> at Key Medical Supplies in the Rice Creek Corporate Park. They will be holding a short business meeting at 7:30 a.m. and then talk with CEO/President Jackie Anderson about the company and tour the facility.

**Code Enforcement.** There have been 17 new code enforcement cases opened in the last month. The table below summarizes the status of code enforcement activity:

Code Enforcement Activity			
Year	Total Cases	Cases Open	Cases Closed
2015	105	62	43
2014	173	75	98

Some highlights of recent code enforcement actions include:

- Staff is focusing on the remaining open cases from 2014 and will be following-up or closing them as necessary.
- A citation was recently issued to a homeowner on Terrace Drive for ongoing refuse and parking violations. No hearing date has been schedule as of yet.

- Two owners of an attached twin home property on Sherwood Road were issued citations on April 20<sup>th</sup> for continued failure to maintain their properties in compliance with the City's property maintenance standards. Both of these homeowners have a long history of receiving citations from the City starting in 2001. The owners appeared in court on May 22<sup>nd</sup> and pleaded guilty to the misdemeanor refuse violations, each paid a \$250 fine, and 90 days of jail time stayed with no same or similar violations for one year. The City Council authorized abatement of the nuisance conditions at these properties at the May 18<sup>th</sup> meeting. Follow-up inspections are currently being conducted and staff had connected the residents with social services from Ramsey County through their Housecalls Program, however, the assistance was rejected. Staff remains concerned about the ability of the property owners to maintain their properties in compliance with City Code and will continue to monitor the properties.
- A homeowner on Lexington Avenue was issued citations for failure to remove outside storage items from a City owned property, refuse and parking/storage of vehicles and equipment violations. An arraignment hearing was scheduled for July 14<sup>th</sup>, and staff is awaiting the results of the hearing from the City Attorney's office.

**Hoarding Cases.** City staff continues to monitor five property owners that have signed Abatement and Assessment Agreements with the City. Bi-annual inspections are conducted in accordance with the executed agreements to ensure compliance with housing maintenance standards. Staff met again with one family this past 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.

Staff has been working with a family since spring to discuss the hoarding conditions in their home and is developing an action plan so the home is brought into compliance and maintained per the Code standards, along with connecting the family with professional counseling.

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

**Rental Licensing.** A total of 596 General Dwelling Unit (GDU) and 9 Multi-Family Dwelling Unit (MFU) license applications have been submitted to date for the 2015 license year. Of those, 37 of the applications were for new rental properties. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses.

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

Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

Inspections for GDU units are geographically scheduled by neighborhood throughout the City. Of the 279 GDU units requiring inspections this year, staff has completed 180 so far this licensing year.

**SHINE Program/Temporary Business Signage.** With support of the EDA, in lieu of conducting the *SHINE* inspection program in a residential neighborhood this summer, City staff is focusing efforts in the commercial areas to address temporary signage. This effort will have a primary focus on educating our business community on the temporary sign regulations. Illegal signage continues to be an issue in some of commercial areas, creating a negative impact on the overall appearance in the community. Enforcement action may be taken for those businesses where continued non-compliance remains and violations are significant. A letter was mailed to local businesses in commercial/retail areas regarding temporary business sign regulations, along with information materials, and informing them that the City will be conducting inspections of the properties. Follow-up correspondence will be sent to businesses that are found to be displaying non-compliant temporary signage. Enforcement action may be taken for those businesses where continued non-compliance remains and violations are egregious.

#### **Other News and Information**

- Staff met last week with representatives from the Saint Paul Chamber and area cities about a proposed economic development initiative from the County called Accelerate Ramsey County. The goal of this new initiative is to promote economic growth and business development in suburban Ramsey County, and work more closely together on issues that impact economic development.
- Raising Cane's restaurant will be hosting a grand opening event on August 13<sup>th</sup> at 9:30 a.m.
- Attached is the monthly services report from the Housing Resource Center. Note that there were 3 new Shoreview Home Improvement Program loans approved in June. The City undertook new marketing efforts of the loan program through the City's newsletter, website, and social media.
- Attached is the monthly report on building permit activity from the Building Official.



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

	JUNE 2015		TO DATE 2015		JUNE 2014		TO DATE 2014	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$299,000	6	\$1,973,000	1	\$252,000	4	\$1,134,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	4	\$95,000	10	\$449,000	3	\$34,000	10	\$335,300
GARAGES	1	\$15,000	5	\$97,000			2	\$28,000
MISCELLANEOUS	157	\$863,860	507	\$3,454,589	110	\$541,761	367	\$2,309,283
APARTMENTS			0	\$0			0	\$0
OFFICES			0	\$0			1	\$1,500,000
RETAIL			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	8	\$855,256	24	\$2,799,956	2	\$39,850	27	\$2,424,089
<b>TOTAL</b>	<b>171</b>	<b>\$2,128,116</b>	<b>553</b>	<b>\$10,273,545</b>	<b>116</b>	<b>\$867,611</b>	<b>412</b>	<b>\$7,810,672</b>

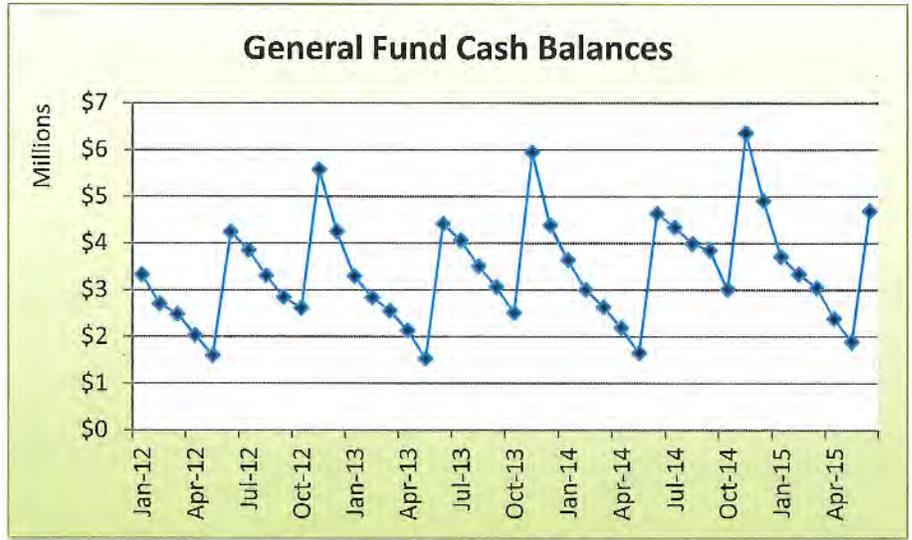
CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

TO: Terry Schwerm, City Manager  
 FROM: Fred Espe, Finance Director  
 DATE: July 15, 2015  
 RE: Monthly Finance Report

**Property Tax Advance**

On June 19 the City received a \$4,024,000 advance on the 2015 property tax and assessment collections. Since the beginning of the year, General Fund cash has dropped from \$4.91 million to about \$1.50 million (as of June 18, before receipt of the advance). This pattern occurs each year because the property tax levy provides about 76% of General Fund revenues for the year, and is received by the City in

June/July and November/December. This timing differs from expenditures, which occur throughout the year. The City's general fund, fund balance policy is designed to provide cash flow protection during the first half of the year, before tax revenues are received.



**2016 Budget**

Finance is currently reviewing departmental budget and CIP requests in anticipation of setting the preliminary tax levy in early September. Staff anticipates reviewing the preliminary Five-Year Operating Plan and tax levy with the City Council at the August workshop.

**Tax Increment Reporting**

Tax increment reporting for the year 2014 is in process and must be complete by August 1.

**Monthly Report**

The monthly report for June is attached, and a summary of permit revenue to date is provided on the next page.

The table below contains a comparison of total permit revenue through June of each year, and in comparison to the adopted budget. As shown, revenue in 2015 is at 72% of the budget.

	2011	2012	2013	2014	2015
<b>Revenue Received</b>					
Building permits	\$ 126,323	\$ 147,041	\$ 112,100	\$ 100,299	\$ 130,979
Plan check	41,828	62,162	27,123	27,650	27,096
Heating/electric/plumbing	47,333	78,760	58,638	58,781	53,360
<b>Total Revenue</b>	<b>\$ 215,484</b>	<b>\$ 287,963</b>	<b>\$ 197,861</b>	<b>\$ 186,730</b>	<b>\$ 211,435</b>
<b>Percent of budget allowance</b>	<b>89.4%</b>	<b>111.6%</b>	<b>72.7%</b>	<b>66.5%</b>	<b>72.4%</b>
<b>Budget allowance:</b>					
Building permits	\$ 149,000	\$ 150,000	\$ 150,000	\$ 162,000	\$ 170,000
Plan check	35,000	45,000	50,000	46,000	50,000
Heating/electric/plumbing	57,000	63,000	72,000	73,000	72,000
<b>Total Budget</b>	<b>\$ 241,000</b>	<b>\$ 258,000</b>	<b>\$ 272,000</b>	<b>\$ 281,000</b>	<b>\$ 292,000</b>

**General Fund**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	7,023,335		7,023,335		
Licenses & Permits	330,100	227,416	102,684	68.89	61.86
Intergovernmental	455,032	120,297	334,735	26.44	61.00
Charges for Services	1,303,810	189,712	1,114,098	14.55	16.50
Fines & Forfeits	48,800	16,133	32,667	33.06	31.11
Interest Earnings	50,000		50,000		
Miscellaneous	26,227	11,799	14,428	44.99	43.78
<b>TOTAL REVENUES</b>	<b>9,237,304</b>	<b>565,356</b>	<b>8,671,948</b>	<b>6.12</b>	<b>6.36</b>
<b>EXPENDITURES</b>					
General Government					
Administration	553,955	254,795	299,160	46.00	44.36
Communications	215,944	99,409	116,535	46.03	38.51
Council & commiss	151,925	84,730	67,195	55.77	56.92
Elections	4,000		4,000		
Finance/accounting	545,070	270,047	275,023	49.54	50.15
Human Resources	290,010	121,131	168,879	41.77	40.95
Information systems	346,344	187,461	158,883	54.13	54.79
Legal	125,000	51,126	73,874	40.90	42.73
<b>Total General Government</b>	<b>2,232,248</b>	<b>1,068,699</b>	<b>1,163,549</b>	<b>47.88</b>	<b>47.10</b>
Public Safety					
Emergency services	5,130	1,446	3,684	28.18	30.89
Fire	1,354,780	568,865	785,915	41.99	50.25
Police	2,064,925	954,356	1,110,569	46.22	48.02
<b>Total Public Safety</b>	<b>3,424,835</b>	<b>1,524,667</b>	<b>1,900,168</b>	<b>44.52</b>	<b>48.75</b>
Public Works					
Forestry/nursery	125,989	32,001	93,988	25.40	42.91
Pub Works Adm/Engin	450,210	195,290	254,920	43.38	50.40
Streets	864,238	492,608	371,630	57.00	57.01
Trail mgmt	132,926	68,512	64,414	51.54	63.34
<b>Total Public Works</b>	<b>1,573,363</b>	<b>788,411</b>	<b>784,952</b>	<b>50.11</b>	<b>54.37</b>
Parks and Recreation					
Municipal buildings	131,725	116,947	14,778	88.78	88.49
Park Maintenance	1,247,321	725,758	521,563	58.19	59.23
Park/Recreation Adm	381,141	196,261	184,880	51.49	44.90
<b>Total Parks and Recreation</b>	<b>1,760,187</b>	<b>1,038,966</b>	<b>721,221</b>	<b>59.03</b>	<b>58.10</b>
Community Develop					
Building Inspection	167,224	74,199	93,025	44.37	54.72
Planning/zoning adm	449,447	208,338	241,109	46.35	46.70
<b>Total Community Develop</b>	<b>616,671</b>	<b>282,537</b>	<b>334,134</b>	<b>45.82</b>	<b>48.82</b>

**General Fund**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,607,304	4,703,280	4,904,024	48.96	51.10
OTHER					
Sale of Asset		148	-148		
Transfers In	748,000	83,500	664,500	11.16	11.56
Transfers Out	-378,000	-123,000	-255,000	32.54	32.38
TOTAL OTHER	370,000	-39,352	409,352	-10.64	-12.23
Net change in fund equity		-4,177,277	4,177,277		
Fund equity, beginning		4,447,396			
Fund equity, ending		270,119			
Less invested in capital assets					
Net available fund equity		270,119			

**Recycling**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	65,000		65,000		
Charges for Services	527,000	5,034	521,966	.96	
<b>TOTAL REVENUES</b>	<b>592,000</b>	<b>5,034</b>	<b>586,966</b>	<b>.85</b>	
<b>EXPENDITURES</b>					
Public Works					
Recycling	544,287	171,974	372,313	31.60	33.22
Total Public Works	544,287	171,974	372,313	31.60	33.22
<b>TOTAL EXPENDITURES</b>	<b>544,287</b>	<b>171,974</b>	<b>372,313</b>	<b>31.60</b>	<b>33.22</b>
Net change in fund equity	47,713	-166,940	214,653		
Fund equity, beginning		266,654			
Fund equity, ending		99,714			
Less invested in capital assets					
Net available fund equity		99,714			

**STD Self Insurance**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	3,884	3,616	51.79	49.97
Interest Earnings	500		500		
<b>TOTAL REVENUES</b>	<b>8,000</b>	<b>3,884</b>	<b>4,116</b>	<b>48.55</b>	<b>47.14</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	8,000	4,988	3,012	62.35	90.63
<b>Total Miscellaneous</b>	<b>8,000</b>	<b>4,988</b>	<b>3,012</b>	<b>62.35</b>	<b>90.63</b>
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>	<b>4,988</b>	<b>3,012</b>	<b>62.35</b>	<b>90.63</b>
Net change in fund equity		-1,104	1,104		
Fund equity, beginning		41,948			
Fund equity, ending		40,844			
Less invested in capital assets					
Net available fund equity		40,844			

**Community Center**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,443,830	1,281,884	1,161,946	52.45	53.40
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	1,000	11,500	8.00	3.08
<b>TOTAL REVENUES</b>	<b>2,461,330</b>	<b>1,282,884</b>	<b>1,178,446</b>	<b>52.12</b>	<b>52.96</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,763,411	1,227,404	1,536,007	44.42	44.47
<b>Total Parks and Recreation</b>	<b>2,763,411</b>	<b>1,227,404</b>	<b>1,536,007</b>	<b>44.42</b>	<b>44.47</b>
<b>TOTAL EXPENDITURES</b>	<b>2,763,411</b>	<b>1,227,404</b>	<b>1,536,007</b>	<b>44.42</b>	<b>44.47</b>
<b>OTHER</b>					
Sale of Asset		610	-610		
Transfers In	366,000	183,000	183,000	50.00	50.00
<b>TOTAL OTHER</b>	<b>366,000</b>	<b>183,610</b>	<b>182,390</b>	<b>50.17</b>	<b>50.00</b>
Net change in fund equity	63,919	239,089	-175,170		
Fund equity, beginning		1,193,542			
Fund equity, ending		1,432,631			
Less invested in capital assets					
Net available fund equity		1,432,631			

**Recreation Programs**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,472,088	710,837	761,251	48.29	50.43
Interest Earnings	2,000		2,000		
<b>TOTAL REVENUES</b>	<b>1,474,088</b>	<b>710,837</b>	<b>763,251</b>	<b>48.22</b>	<b>50.29</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	97,923	56,659	41,264	57.86	57.47
Aquatics	153,384	57,978	95,406	37.80	36.41
Community programs	100,472	52,132	48,340	51.89	45.25
Drop-in Child Care	64,130	28,457	35,673	44.37	41.98
Fitness Programs	202,764	86,037	116,727	42.43	44.13
Park/Recreation Adm	389,800	192,668	197,132	49.43	38.14
Preschool Programs	92,433	50,388	42,045	54.51	36.84
Summer Discovery	208,991	66,655	142,336	31.89	27.28
Youth/Teen	34,287	11,602	22,685	33.84	29.87
<b>Total Parks and Recreation</b>	<b>1,344,184</b>	<b>602,577</b>	<b>741,607</b>	<b>44.83</b>	<b>38.96</b>
<b>TOTAL EXPENDITURES</b>	<b>1,344,184</b>	<b>602,577</b>	<b>741,607</b>	<b>44.83</b>	<b>38.96</b>
<b>OTHER</b>					
Transfers In	72,000		72,000		
Transfers Out	-120,000	-60,000	-60,000	50.00	50.00
<b>TOTAL OTHER</b>	<b>-48,000</b>	<b>-60,000</b>	<b>12,000</b>	<b>125.00</b>	<b>166.67</b>
Net change in fund equity	81,904	48,259	33,645		
Fund equity, beginning		971,783			
Fund equity, ending		1,020,042			
Less invested in capital assets					
Net available fund equity		1,020,042			

**Cable Television**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	318,000	311,476	6,524	97.95	25.17
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	22,561	-21,361	1,880.1	50.00
<b>TOTAL REVENUES</b>	<b>320,900</b>	<b>334,037</b>	<b>-13,137</b>	<b>104.09</b>	<b>25.13</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	167,993	20,771	147,222	12.36	61.47
<b>Total General Government</b>	<b>167,993</b>	<b>20,771</b>	<b>147,222</b>	<b>12.36</b>	<b>61.47</b>
Capital Outlay					
Cable television	25,000	38,285	-13,285	153.14	
<b>Total Capital Outlay</b>	<b>25,000</b>	<b>38,285</b>	<b>-13,285</b>	<b>153.14</b>	
<b>TOTAL EXPENDITURES</b>	<b>192,993</b>	<b>59,056</b>	<b>133,937</b>	<b>30.60</b>	<b>61.47</b>
<b>OTHER</b>					
Transfers Out	-167,000	-83,500	-83,500	50.00	50.00
<b>TOTAL OTHER</b>	<b>-167,000</b>	<b>-83,500</b>	<b>-83,500</b>	<b>50.00</b>	<b>50.00</b>
Net change in fund equity	-39,093	191,482	-230,575		
Fund equity, beginning		192,160			
Fund equity, ending		383,642			
Less invested in capital assets					
Net available fund equity		383,642			

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

	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	41,423	44,457	48.23	43.79
Total Community Develop	85,880	41,423	44,457	48.23	43.79
TOTAL EXPENDITURES	85,880	41,423	44,457	48.23	43.79
Net change in fund equity	4,120	-41,423	45,543		
Fund equity, beginning		209,176			
Fund equity, ending		167,753			
Less invested in capital assets					
Net available fund equity		167,753			

**HRA Programs of EDA**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	95,000		95,000		
<b>TOTAL REVENUES</b>	<b>95,000</b>		<b>95,000</b>		
<b>EXPENDITURES</b>					
Community Develop Housing Programs-HRA	85,618	45,379	40,239	53.00	36.85
Total Community Develop	85,618	45,379	40,239	53.00	36.85
<b>TOTAL EXPENDITURES</b>	<b>85,618</b>	<b>45,379</b>	<b>40,239</b>	<b>53.00</b>	<b>36.85</b>
Net change in fund equity	9,382	-45,379	54,761		
Fund equity, beginning		87,943			
Fund equity, ending		42,564			
Less invested in capital assets					
Net available fund equity		42,564			

**Liability Claims**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	5,242	24,758	17.47	5.24
<b>TOTAL REVENUES</b>	<b>32,200</b>	<b>5,242</b>	<b>26,958</b>	<b>16.28</b>	<b>4.89</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	22,434	9,566	70.11	39.96
<b>Total Miscellaneous</b>	<b>32,000</b>	<b>22,434</b>	<b>9,566</b>	<b>70.11</b>	<b>39.96</b>
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>22,434</b>	<b>9,566</b>	<b>70.11</b>	<b>39.96</b>
Net change in fund equity	200	-17,193	17,393		
Fund equity, beginning		207,885			
Fund equity, ending		190,692			
Less invested in capital assets					
Net available fund equity		190,692			

**Slice SV Event**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	26,500	23,520	2,980	88.76	85.75
Miscellaneous	32,000	20,389	11,611	63.72	82.27
<b>TOTAL REVENUES</b>	<b>58,500</b>	<b>43,910</b>	<b>14,590</b>	<b>75.06</b>	<b>83.83</b>
<b>EXPENDITURES</b>					
General Government					
Slice of Shoreview	67,485	23,349	44,136	34.60	26.82
<b>Total General Government</b>	<b>67,485</b>	<b>23,349</b>	<b>44,136</b>	<b>34.60</b>	<b>26.82</b>
<b>TOTAL EXPENDITURES</b>	<b>67,485</b>	<b>23,349</b>	<b>44,136</b>	<b>34.60</b>	<b>26.82</b>
<b>OTHER</b>					
Transfers In	10,000		10,000		
<b>TOTAL OTHER</b>	<b>10,000</b>		<b>10,000</b>		
Net change in fund equity	1,015	20,561	-19,546		
Fund equity, beginning		76,351			
Fund equity, ending		96,912			
Less invested in capital assets					
Net available fund equity		96,912			

**Water Fund**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	975	973	2	99.77	47.50
Utility Charges	2,818,000	967,252	1,850,748	34.32	34.88
Late fees		17,272	-17,272		
Water meters	4,000	2,996	1,004	74.90	35.62
Other prop charges	11,000	22,549	-11,549	204.99	53.67
Interest Earnings	38,000	34	37,966	.09	-.15
<b>TOTAL REVENUES</b>	<b>2,871,975</b>	<b>1,011,075</b>	<b>1,860,900</b>	<b>35.20</b>	<b>35.31</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,538,027	635,806	902,221	41.34	46.13
<b>Total Proprietary</b>	<b>1,538,027</b>	<b>635,806</b>	<b>902,221</b>	<b>41.34</b>	<b>46.13</b>
<b>TOTAL EXPENDITURES</b>	<b>1,538,027</b>	<b>635,806</b>	<b>902,221</b>	<b>41.34</b>	<b>46.13</b>
<b>OTHER</b>					
Depreciation	-651,000	-325,500	-325,500	50.00	50.00
Transfers Out	-345,000		-345,000		
GO Revenue Bonds	-142,903	-87,758	-55,145	61.41	63.83
<b>TOTAL OTHER</b>	<b>-1,138,903</b>	<b>-413,258</b>	<b>-725,645</b>	<b>36.29</b>	<b>38.27</b>
Net change in fund equity	195,045	-37,988	233,033		
Fund equity, beginning		13,592,659			
Fund equity, ending		13,554,671			
Less invested in capital assets		9,427,325			
Net available fund equity		4,127,346			

**Sewer Fund**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	775	775		99.99	47.53
Charges for Services	1,000	174	826	17.40	12.43
Utility Charges	3,939,000	1,904,290	2,034,710	48.34	48.76
Late fees		29,675	-29,675		
Facility/area chgs	4,000	2,316	1,685	57.89	43.73
Other prop charges	2,500		2,500		
Interest Earnings	27,000	27	26,973	.10	-.07
<b>TOTAL REVENUES</b>	<b>3,974,275</b>	<b>1,937,256</b>	<b>2,037,019</b>	<b>48.74</b>	<b>49.19</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,299,094	1,573,333	1,725,761	47.69	49.59
<b>Total Proprietary</b>	<b>3,299,094</b>	<b>1,573,333</b>	<b>1,725,761</b>	<b>47.69</b>	<b>49.59</b>
<b>TOTAL EXPENDITURES</b>	<b>3,299,094</b>	<b>1,573,333</b>	<b>1,725,761</b>	<b>47.69</b>	<b>49.59</b>
<b>OTHER</b>					
Depreciation	-348,000	-174,000	-174,000	50.00	50.00
Transfers Out	-181,000		-181,000		
GO Revenue Bonds	-52,857	-30,603	-22,254	57.90	59.64
<b>TOTAL OTHER</b>	<b>-581,857</b>	<b>-204,603</b>	<b>-377,254</b>	<b>35.16</b>	<b>35.09</b>
Net change in fund equity	93,324	159,320	-65,996		
Fund equity, beginning		7,807,994			
Fund equity, ending		7,967,314			
Less invested in capital assets		4,725,848			
Net available fund equity		3,241,466			

**Surface Water Mgmt**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	280	282	-2	100.79	47.42
Utility Charges	1,407,000	696,791	710,209	49.52	49.52
Late fees		9,601	-9,601		
Lake Impr Dist chgs	44,757	27,319	17,438	61.04	39.37
Other prop charges	5,000	3,630	1,370	72.60	66.00
Interest Earnings	9,000	10	8,990	.11	
<b>TOTAL REVENUES</b>	<b>1,466,037</b>	<b>737,632</b>	<b>728,405</b>	<b>50.31</b>	<b>49.60</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	28,572	5,617	22,955	19.66	24.22
Surface Water Oper	824,564	355,001	469,563	43.05	44.61
<b>Total Proprietary</b>	<b>853,136</b>	<b>360,618</b>	<b>492,518</b>	<b>42.27</b>	<b>43.93</b>
<b>TOTAL EXPENDITURES</b>	<b>853,136</b>	<b>360,618</b>	<b>492,518</b>	<b>42.27</b>	<b>43.93</b>
<b>OTHER</b>					
Depreciation	-266,000	-133,000	-133,000	50.00	50.00
Transfers Out	-152,000		-152,000		
GO Revenue Bonds	-71,747	-46,102	-25,645	64.26	64.78
<b>TOTAL OTHER</b>	<b>-489,747</b>	<b>-179,102</b>	<b>-310,645</b>	<b>36.57</b>	<b>37.14</b>
Net change in fund equity	123,154	197,912	-74,758		
Fund equity, beginning		8,387,421			
Fund equity, ending		8,585,333			
Less invested in capital assets		6,135,855			
Net available fund equity		2,449,478			

**Street Light Utility**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Utility Charges	513,000	255,853	257,147	49.87	49.25
Late fees		3,816	-3,816		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>516,000</b>	<b>259,669</b>	<b>256,331</b>	<b>50.32</b>	<b>49.75</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	271,742	96,895	174,847	35.66	33.82
<b>Total Proprietary</b>	<b>271,742</b>	<b>96,895</b>	<b>174,847</b>	<b>35.66</b>	<b>33.82</b>
Capital Outlay					
Capital Projects		1,960	-1,960		
<b>Total Capital Outlay</b>		<b>1,960</b>	<b>-1,960</b>		
<b>TOTAL EXPENDITURES</b>	<b>271,742</b>	<b>98,855</b>	<b>172,887</b>	<b>36.38</b>	<b>34.51</b>
<b>OTHER</b>					
Depreciation	-66,000	-33,000	-33,000	50.00	50.00
Transfers Out	-22,400		-22,400		
<b>TOTAL OTHER</b>	<b>-88,400</b>	<b>-33,000</b>	<b>-55,400</b>	<b>37.33</b>	<b>36.99</b>
Net change in fund equity	155,858	127,814	28,044		
Fund equity, beginning		1,363,118			
Fund equity, ending		1,490,932			
Less invested in capital assets		432,561			
Net available fund equity		1,058,371			

**Central Garage Fund**  
For Year 2015 Through The Month Of June

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	208,000		208,000		
Intergovernmental	6,410	6,413	-3	100.05	47.32
Cent Garage chgs	1,256,090	1,254,539	1,551	99.88	99.77
Interest Earnings	10,500	170	10,330	1.62	
<b>TOTAL REVENUES</b>	<b>1,481,000</b>	<b>1,261,123</b>	<b>219,877</b>	<b>85.15</b>	<b>84.20</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	621,453	254,594	366,859	40.97	51.74
<b>Total Proprietary</b>	<b>621,453</b>	<b>254,594</b>	<b>366,859</b>	<b>40.97</b>	<b>51.74</b>
Capital Outlay					
Central Garage Oper		143,909	-143,909		
<b>Total Capital Outlay</b>		<b>143,909</b>	<b>-143,909</b>		
<b>TOTAL EXPENDITURES</b>	<b>621,453</b>	<b>398,503</b>	<b>222,950</b>	<b>64.12</b>	<b>96.54</b>
<b>OTHER</b>					
Sale of Asset		10,673	-10,673		183.29
Transfers In	119,400		119,400		
Depreciation	-660,000	-330,000	-330,000	50.00	50.00
Transfers Out	-14,000		-14,000		
GO CIP Bonds	-202,411	-119,169	-83,242	58.87	51.09
<b>TOTAL OTHER</b>	<b>-757,011</b>	<b>-438,495</b>	<b>-318,516</b>	<b>57.92</b>	<b>53.15</b>
Net change in fund equity	102,536	424,124	-321,588		
Fund equity, beginning		4,314,764			
Fund equity, ending		4,738,888			
Less invested in capital assets		3,228,575			
Net available fund equity		1,510,313			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 06-30-15

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
1,171	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: 6

3,234,724.00

FEDERAL NATL MTG

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

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 06-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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
1,219	Dain Rauscher Investment Services	HP	30,83	02-27-15	02-27-2020	500,000.00	2.748500
Total Number Of Investments: 3						1,460,000.00	

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 06-30-15

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					16,321,776.20	
					10,488,824.56	
					420,377.65	
					183,182.20	
					402,750.36	
					45,617.83	
					27,862,528.80	
					27,862,528.80	

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

### **SHOREVIEW ASPHALT TRAIL REHABILITATION**

The City began the practice of applying a slurry seal/sealcoat to the asphalt trails in 2006 as a preventative maintenance strategy for essentially the same reason we sealcoat our streets. Each year our budget anticipates covering about 5 of the approximately 40 miles of the asphalt trail system. In previous years the City would use vendors to perform that work; however, it still required a considerable amount of city personnel resources to coordinate the activities of the vendor, traffic control, communications with residents, etc.

Unlike street seal coating, the trail sealing operation relies heavily on manual labor. To complete the work efficiently it takes a minimum of 10 people. Two or three people prepare the trails by manually edging or cleaning up the edges with shovels and rakes. Another two or three people move along behind them cleaning the trail with stiff brooms and back pack blowers. Close coordination is required because the cleaning/prep crews can't get too far ahead of the sealing crew,



**The process begins by evaluating the pavement. This is a good example of pavement that is ready for a seal coat.**



**The "Black Diamond" aggregate comes in 1.5 ton bags. The bags are held up and sieved onto the conveyor which loads the distributor tank. The distributor has an agitator which mixes the aggregate with the emulsion. The exact measurement and balance of materials is critical to getting a good application with the most superior product.**

but they need to keep moving so the sealing crew is not waiting on them. The sealing crew is made up of: one person driving the distributor trike, two people using squeegees on the edges, one person driving the oil tank distributor and one person spotting, taping off driveways and aprons for a nice straight edge, and blocking and putting signs and caution tape up to keep pedestrians off the trails. Keeping pedestrians off the trail is probably the most difficult part of the whole project; despite great effort inevitably kids, animals, bikers and even adults will walk or ride on the freshly (usually wet) trails.

For 2015 the Public Works Department developed a new model for having the necessary work performed for the asphalt portions of our sidewalk/trail system. Instead of outsourcing the work we felt we could provide a better service/product with in-house

personnel and utilizing the manpower of the Department of Corrections crew. The street department dedicated two fulltime maintenance workers to work along with the eight person DOC crew. By renting the needed specialty equipment and ordering, purchasing and mixing the raw material ourselves, we were able to schedule over six miles of trails to be seal coated. The early returns are quite promising. We were able to cover significantly more of the trail system with the same budget allowance, and the quality of work appears to be on par, if not actually better than some of the outsourced solutions we've had in the past. As things are closed out and rental equipment is returned and the bills are paid we will have a better understanding of the exact cost savings. It looks as if moving forward we will be able to add another mile onto the scheduled yearly program and still show some significant savings by performing this work in house and leveraging the Department of Corrections crew.



**The distributor trike, which has a large squeegee across the back, puts down the material and pulls it evenly along the path. Two people work the edges with squeegees and take out any excess material as needed.**

### **Environmental Services**

Shoreview was awarded \$54,000 to fund a water consumption and groundwater awareness project from the Minnesota Environment and Natural Resources Trust Fund (ENRTF) recently by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). Our proposal was one of 152 proposals requesting a total of approximately \$126.3 million – yet only 65 projects were ultimately selected totaling \$45.8 million in available funds. These projects help maintain and enhance Minnesota's environment and natural resources. The ENRTF is made up of approximately 6 cents of every dollar spent on lottery games in Minnesota. Shoreview is one of two cities that were selected.

Our proposed project is an effort to gauge the effectiveness of real time, or at least more timely, reporting of water consumption to water customers. By the time a typical customer sees the impact of their water use, as much as 3 months has passed and it is difficult to correlate their water use choices to their billing statement. The majority of our project funds (\$50,000) go to purchasing the device needed to show 400 households their water use in real time. It syncs up with the water meters the City installed several years ago. Residents can place the device on their countertops or in the laundry room. Overall we may be able to gauge if knowing the quantity of water a household uses will make a difference in groundwater conservation. The Legislature approved the funding on this project during the last session and staff is preparing to get this project initiated. The City Council will be asked to authorize the grant agreement for this project at the upcoming August meeting.

Shoreview's popular Emerald Ash Borer (EAB) Injection Program is now available to both public and private properties to preserve their significant ash trees. The City charges the cost of the chemical to the resident for this service. The injection program is in full swing with about 131 trees treated on private property and 43 trees treated on public property (city parks) so far in 2015.

Forestry inspections continue for diseased trees throughout the City - oak wilt reports are increasing as it is mid-summer when the wilting symptoms become most visible. Staff works with property owners and neighboring properties to minimize the spread.

The City was invited to be one of four cities in the Minnesota Pollution Control Agency's (MPCA) Green Step 4 Pilot Program. The Minnesota Green Step Cities Program is developing a new level of participation for Minnesota cities, Step 4—Metrics. Its intent is to provide guidance and recognition for those cities that are maintaining their Step 3 level of participation in the program and want to progress to the next stage of achieving their sustainability and quality-of-life goals, and mitigating and adapting to our rapidly changing climate. Last year Shoreview attained the Level 3, the highest level possible in the program to date. Our participation and feedback will help shape the metrics and 'ground truth' the reasonableness of the draft program.

The Environmental Quality Committee is currently reviewing the Green Community Award applications and should be announcing the winners in the upcoming month.

### **MAINTENANCE ACTIVITIES**

Street crews have been working with the DOC on the trail seal coating. They have also been repairing failing catch basins. As those catch basins are repaired another crew follows behind patching the asphalt and spot patching as needed. Street crews also continue to inspect ponds and storm pond structures. They are sweeping as time and the weather permits. Throughout the growing season maintenance strips along trails and sidewalks are mowed and city maintained boulevards are mowed and trimmed as needed.

Utility crews continue to inspect wells and lift stations daily, and routine maintenance and repairs are made as scheduled or needed. Water samples are collected and analyzed or sent in as required by the Department of Health. Crews respond to location requests daily. They mark city utilities within proposed excavation areas.

The Utility crews are working on the regularly scheduled jetting/cleaning of 1/3 of the sanitary sewer system. Crews are exercising gate valves, repairing curb stops and hydrants and replacing manhole covers in the meter shed zones that have generated excessive flow due to inflow and infiltration.

Due to the weather, water demand has been low all year. Currently, for the June and July the daily average is approximately 3.5 million gallons a day. This tracks with water consumption trends State-wide as the drought conditions have abated.

Department of Corrections crew continues to clean the Maintenance Facility twice a week. The crew has spent the last couple weeks dedicated to trail seal coating. In that stretch of time when the weather did not allow for seal coating the crew caught up on building cleaning and cleaning equipment. The rest of their time was spent working with the Parks Department on maintaining grounds, public planting areas and medians.

### **Project Updates**

**Hanson/Oakridge Neighborhood Reconstruction – Project 14-01** – All major items are complete, the contractor is currently finishing up punch list items.

**Water Treatment Plant – Project 14-02** – The contractor has completed the excavation for the storage tanks located under the building and has started to place concrete for the floors and walls. The contractor is planning to have all the underground construction completed by September.

**Trail Extension and Rehabilitation – Project 14-05** – All work is complete and staff is working with the contractor to close out the project.

**Autumn Meadows Development – Project 14-06** – The entire public infrastructure has been constructed for the development except the final wear course of asphalt, which the contractor is planning to install in the next few weeks. New home construction continues in the development and 18 of the 25 lots have either completed homes or homes that are under construction.

**Highway 96 Lift Station – Project 14-07** – All of the work is completed and staff is working with the contractor to close out the project.

**Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01** – The contractor has completed the replacement of the sanitary sewer on Schifsky Road and is starting the installation of the storm sewer. Once the storm sewer is complete the contractor will start preparing the road base for the installation of curb and gutter. After the underground utilities are completed on Schifsky the contractor will move to the Turtle Lane Neighborhood and begin installation of the underground utilities.

**2015 Street Light Replacements – Project 15-04** – Q3 was awarded the contract for installation of the street lights at the June 15<sup>th</sup> City Council meeting. Construction is scheduled to take place in late July/early August.

**2015 Street Seal Coat – Project 15-05** – Pearson Brothers was awarded the contract for the seal coat project at the June 15<sup>th</sup> Council meeting. It is anticipated to be completed in early August.

**Lexington Avenue & County Road F Water Main Replacement – Project 15-06** – The Contractor has completed the installation of the water main and is currently restoring the areas that were disturbed during construction.

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: JULY 16, 2015**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

**DEPARTMENT ACTIVITY**

All of the summer programs, activities and events are in full swing as we reach the mid-point of the summer. The Summer Discovery Program continues to be very popular with more than 250 school age children in the Community Center on a daily basis. The excellent weather this summer has also helped attendance at the Farmers' Market and Concert in the Commons Summer Music Series. Department staff are also actively involved in assisting with the planning for the Slice of Shoreview that will be held July 24-26 at Island Lake County Park.

This week, a contractor has completed the installation of the new front doors at the main entrance on the upper level of the Community Center. These doors replace the automatic sliding doors and will improve both temperature and humidity control in the building. A contractor has also completed the repair and restaining of the cedar siding at Rice Creek Fields.

The Building and Grounds Superintendent is also in the process of receiving quotes for roof replacement for the park building at Shamrock Park and Bobby Theisen Park; and for the installation of a replacement picnic shelter in the neighborhood portion of Commons Park. The picnic shelter will be similar to the new picnic shelter at Bucher Park and will be purchased from the State contract. The shelter will be relocated from its current location so it is closer to the playground area.

Aquatics and Building Staff are also preparing for the 11-day pool shutdown that will begin the day after Labor Day.

**COMMUNITY CENTER**

The weather during the month of June was much more seasonable than the weather last year which reduced the number of visits by our members. The weather is a key factor in the number of daily visitors that use the Community Center. However, the number of guests that purchased daily admissions increased this June. One of the reasons for this increase was 1400 pool group users that visited the Waterpark during the month. Staff has done a good job accommodating several last minute pool group bookings.

In general, the Tropics Waterpark has been more active than previous years with both pool groups and daily walk-in traffic. Staff has noticed a significant increase in daily walk-in activity during evenings and weekends. As usual, the beginning of June can be very challenging balancing the different activities hosted in the pool. Swimming lessons occupy many lanes during the summer months which require reduced lap lane availability. This year, an additional lap swim time is being offered on Sunday evenings.

A promotion for family daily passes was highlighted on the Living Social web application. The promotion offered a family pass and pizza for \$25.00. The promotion was sold out in a day with a total of 450 promotional family passes sold. This promotion will result in an additional \$7,000 in daily admission revenue. Marketing efforts at the end of the summer will primarily focus on memberships. Although membership sales and cancellations are comparable to last year, the number of monthly billing customers continues to decline.

The Haffeman Pavilion was rented almost every weekend during June for graduation parties. During the week, the pavilion housed Summer Discovery lunches, morning and afternoon enrichment programs, and the Concert in the Commons Summer Music Series. The first concert was held on June 17<sup>th</sup> featuring The Backyard Band. The Shoreview Community Foundation distributed nearly 350 cups of ice cream.

Both banquet rooms hosted various types of events during the month of June. There is usually a decrease in corporate rentals during the summer months because the Summer Discovery program uses the Richard Wedell Community room every weekday. Staff has needed to be creative reallocating spaces to accommodate corporate meetings and trainings during the week. There were 14 corporate meetings this past month which is the same number of corporate events held in May.

There were 4 wedding receptions and 10 other large events such as birthday parties, graduation parties, and family reunions hosted in the banquet rooms. Revenue in the Shoreview Room increased 13% compared to last year. Staff is planning on updating the Audio Visual system in the Shoreview Room in the near future to resemble the system in the Wedell Community Room. The current equipment has become outdated and has required frequent maintenance.

The annual summer membership special was once again a popular choice especially for young adults. The membership special was available for purchase May 1<sup>st</sup> through June 30<sup>th</sup>. There were more than 550 of these special memberships purchased. This promotion is a one month membership available for \$35.00 with the ability to purchase up to 3 consecutive months. This is appealing for college students returning home for the summer.

## **RECREATION PROGRAMS**

The month of June is extraordinarily busy for recreation program staff. More than 250 children enter the building participating in the Summer Discovery Program. This program includes field trips, enrichment classes, swimming lessons, music lessons, tutoring, and activities scheduled throughout the Community Center. The Waterpark is also active with swimming lessons every morning and hosting numerous pool groups in the afternoon.

The summer sports season has been well attended with 316 participants in camps, 159 in baseball, 99 in T-ball, and 334 in soccer. Most of these camps are comparable in participation to last year except for soccer which had a 20% increase. The Mustang Boys basketball camp has 133 boys enrolled and the Mustangs Girls basketball camp has over 50 participants in the program.

The Wet & Wild events were held on June 19<sup>th</sup> and July 10<sup>th</sup>. The weather was very warm making both of these events very popular. Other popular Friday events have been the Friday Field Trips. Participation has stayed consistent with last summer with nearly 100 participants. Some of the more popular trips were Waterpark of America, SeaLife Aquarium, Nickelodeon University, Valleyfair, and Cascade Bay.

The Puppet Wagon is having a successful season with more than 60 spectators attending most performances. The most popular parks for the Puppet Wagon are Commons and Sitzer. Shows will continue at all parks in Shoreview on Monday afternoons through July.

The Shoreview Farmers' Market began on June 16<sup>th</sup> with 37 vendors. At the first market, Mayor Sandy Martin was available and distributed over 600 slices of watermelon. Attendance has been favorable with most Tuesday afternoons experiencing pleasant weather conditions. The vendors have been given a handbook and registration for the Indoor Farmers' Market that will start this fall. Many vendors were excited about this new opportunity.

Group Fitness had a large number of participants in the 17 specialty classes that were held in between sessions. A Dance Fit and strength class was offered during this week and, due to the amount of positive feedback received, has been added to the fall schedule. The children's fitness classes that started the second week of June have been extremely popular. Staff is examining the possibility of adding Children's Zumba and yoga.

Summer swimming lessons started June 15<sup>th</sup>. The first morning swim lesson session had more than 100 registered participants which is comparable to last year. Ten participants were registered for a Lifeguard Training class this month. This course provides all information necessary to recognize, respond, and care for emergencies in an aquatic environment. Certificates are issued after successful completion of a written exam and skills demonstration.

### **PARKS MAINTENANCE**

It has been a very busy month for the parks maintenance crew with the youth athletic association hosting more tournaments this year. There has been extra effort and responsibility to prepare the fields for those tournaments. The crew continues to mow all turf areas at least once a week with most athletic fields being mowed twice a week. The crew recently fertilized the turf at the Community Center, Commons, Bucher, McCullough, Shamrock Parks and Rice Creek Fields. With all the rain that we have received, the turf had started to deteriorate so we decided to give it a small shot of fertilizer. The DOC crew pulled weeds and mulched all the planting beds along Highway 96 and Lexington Avenue. The summer help is now pulling weeds along Highway 96 and Lexington Avenue. Shrubs have been trimmed at the Community Center and at Rice Creek Fields. Weeds have been pulled and planting beds mulched at Rice Creek Fields also.

The crew continues to drag and line up to twelve ballfields each day. On the less busy days, the crew has been replacing Ag-lime on warning tracks and overthrow fences. The crew continues to mow and paint lines on three full sized soccer fields, ten modified sized soccer fields and one lacrosse field each week. The crew replaced the soccer net at Ponds Park and the volleyball net at Commons. The crew replaced the plywood practice boards at McCullough and Shamrock Parks with recycled plastic ones. We should be able to replace the remaining practice boards next year. The new plastic boards should be able to last over twenty years.

The crew is in the process of another round of park and playground inspections. All minor repairs are complete at this time. As the replacement parts come in, the crew will go out and make the final repairs required. Repairs were also made to the swings at Sitzer Park. A contractor replaced the outside building lights at Bucher and Sitzer Parks with new LED lighting. Parking lot lights at Bucher, Shamrock

and Theisen were also replaced. Inside building lights were replaced at McCullough Park. A contractor finished repairs to the cedar trim and stained all the cedar at Rice Creek Fields.

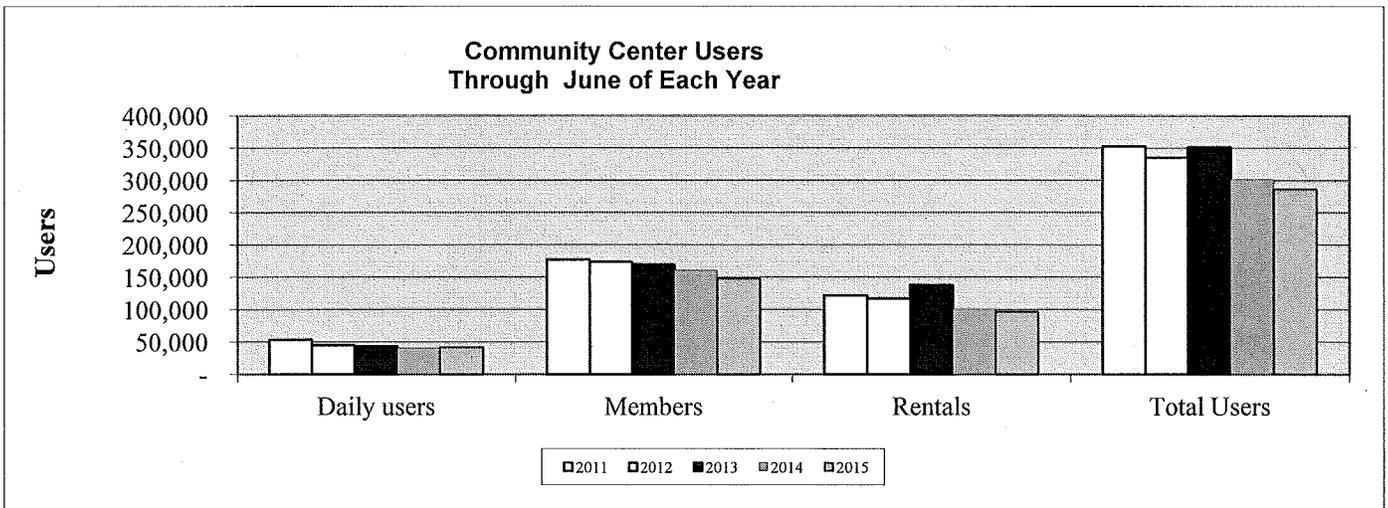
The crew continues to pick up trash on a daily basis at the Community Center, the Library and the Parks. The trash receptacles are dumped on an as needed basis, which has been twice a week with all the use going on in the parks. The crew is also emptying out the doggie pots at Bucher, Theisen and Wilson Parks where we have the off leash areas. The grills at all the parks are being cleaned out about once a week. The crew continues to clean the restrooms at Rice Creek Fields and the Pavilion on a daily basis. The restrooms at the Pavilion are cleaned twice a day, now that Summer Discovery is going on.

### **COMMUNITY CENTER MAINTENANCE**

Now that we are fully staffed, the custodial crew has been busy keeping the building on its cleaning schedule. They have been able to clean the carpet in the hallways by the Community Room and in the meeting rooms. Work orders for repairs keep increasing. We are now running close to 200 work orders ahead of last year's record number.

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

	2011	2012	2013	2014	2015
<b>Number of Users:</b>					
Daily users	53,619	44,465	43,033	40,377	41,857
Members	177,163	173,718	170,064	160,866	148,361
Rentals	122,022	117,014	138,306	100,606	96,436
<b>Total Users</b>	<b>352,804</b>	<b>335,197</b>	<b>351,403</b>	<b>301,849</b>	<b>286,654</b>
<b>Revenue:</b>					
Admissions	\$ 337,864	\$ 318,851	\$ 353,729	\$ 353,263	\$ 367,657
Memberships-annual	438,144	451,792	462,052	476,026	440,318
Memberships-seasonal	59,113	58,056	55,520	61,813	57,077
Room rentals	133,808	132,363	165,129	160,623	173,625
Wave Café	113,539	102,800	121,056	125,848	121,788
Commissions	3,057	6,069	2,292	3,948	1,909
Locker/vending/video	14,396	12,061	11,791	10,711	9,138
Merchandise	7,630	7,852	8,743	6,742	7,225
Other miscellaneous	850	174	(99)	146	1,761
Building charge	97,000	100,000	101,687	100,000	103,000
Transfers in	148,500	150,000	156,000	169,500	183,000
<b>Total Revenue</b>	<b>1,353,901</b>	<b>1,340,018</b>	<b>1,437,900</b>	<b>1,468,620</b>	<b>1,466,498</b>
<b>Expenditures:</b>					
Personal services	601,270	677,838	706,698	695,503	713,610
Supplies	220,168	213,260	250,199	239,137	250,207
Contractual	236,248	271,531	269,254	251,762	259,169
Other	-	5,727	-	-	-
<b>Total Expenditures</b>	<b>1,057,686</b>	<b>1,168,356</b>	<b>1,226,151</b>	<b>1,186,402</b>	<b>1,222,986</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 296,215</b>	<b>\$ 171,662</b>	<b>\$ 211,749</b>	<b>\$ 282,218</b>	<b>\$ 243,512</b>



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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
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
<b>Total Users</b>	<b>54,559</b>	<b>49,185</b>	<b>60,580</b>	<b>53,877</b>	<b>48,164</b>	<b>85,038</b>	<b>84,255</b>	<b>79,725</b>	<b>44,037</b>	<b>45,367</b>	<b>47,522</b>	<b>46,583</b>	<b>698,892</b>
<b>Revenue:</b>													
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
<b>Total Revenue</b>	<b>256,960</b>	<b>213,646</b>	<b>283,180</b>	<b>213,610</b>	<b>176,653</b>	<b>293,851</b>	<b>178,377</b>	<b>191,896</b>	<b>159,338</b>	<b>185,246</b>	<b>220,426</b>	<b>261,882</b>	<b>2,635,065</b>
<b>Expenditures:</b>													
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
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	67,635	478,444
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	43,524	66,349	624,145
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>105,372</b>	<b>216,031</b>	<b>198,160</b>	<b>237,287</b>	<b>265,666</b>	<b>203,635</b>	<b>208,739</b>	<b>229,772</b>	<b>192,339</b>	<b>194,000</b>	<b>240,372</b>	<b>284,720</b>	<b>2,576,093</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 151,588</b>	<b>\$ (2,385)</b>	<b>\$ 85,020</b>	<b>\$ (23,677)</b>	<b>\$ (89,013)</b>	<b>\$ 90,216</b>	<b>\$ (30,362)</b>	<b>\$ (37,876)</b>	<b>\$ (33,001)</b>	<b>\$ (8,754)</b>	<b>\$ (19,946)</b>	<b>\$ (22,838)</b>	<b>\$ 58,972</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 151,588</b>	<b>\$ 149,203</b>	<b>\$ 234,223</b>	<b>\$ 210,546</b>	<b>\$ 121,533</b>	<b>\$ 211,749</b>	<b>\$ 181,387</b>	<b>\$ 143,511</b>	<b>\$ 110,510</b>	<b>\$ 101,756</b>	<b>\$ 81,810</b>	<b>\$ 58,972</b>	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
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
<b>Total Users</b>	<b>49,709</b>	<b>41,646</b>	<b>49,605</b>	<b>43,938</b>	<b>44,301</b>	<b>72,650</b>	<b>68,970</b>	<b>70,042</b>	<b>31,013</b>	<b>37,598</b>	<b>41,560</b>	<b>42,140</b>	<b>593,172</b>
<b>Revenue:</b>													
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	3,843	22,042
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	12,697	13,346
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	13,615	113,615
Interest	-	-	-	-	-	-	-	-	-	-	-	65,924	65,924
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
<b>Total Revenue</b>	<b>285,948</b>	<b>212,120</b>	<b>294,275</b>	<b>198,736</b>	<b>175,207</b>	<b>302,334</b>	<b>188,386</b>	<b>188,100</b>	<b>164,946</b>	<b>192,002</b>	<b>224,542</b>	<b>393,240</b>	<b>2,819,836</b>
<b>Expenditures:</b>													
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	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>104,579</b>	<b>205,899</b>	<b>209,723</b>	<b>214,625</b>	<b>216,959</b>	<b>234,617</b>	<b>185,053</b>	<b>264,278</b>	<b>210,920</b>	<b>291,427</b>	<b>191,897</b>	<b>344,851</b>	<b>2,674,828</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 181,369</b>	<b>\$ 6,221</b>	<b>\$ 84,552</b>	<b>\$ (15,889)</b>	<b>\$ (41,752)</b>	<b>\$ 67,717</b>	<b>\$ 3,333</b>	<b>\$ (76,178)</b>	<b>\$ (45,974)</b>	<b>\$ (99,425)</b>	<b>\$ 32,645</b>	<b>\$ 48,389</b>	<b>\$ 145,008</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 181,369</b>	<b>\$ 187,590</b>	<b>\$ 272,142</b>	<b>\$ 256,253</b>	<b>\$ 214,501</b>	<b>\$ 282,218</b>	<b>\$ 285,551</b>	<b>\$ 209,373</b>	<b>\$ 163,399</b>	<b>\$ 63,974</b>	<b>\$ 96,619</b>	<b>\$ 145,008</b>	



## MOTION SHEET

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

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

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

Date	Description	
07/13/15	Accounts payable	\$159,750.96
07/17/15	Accounts payable	\$347,394.96
07/20/15	Accounts payable	\$23,608.58
<b>Sub-total Accounts Payable</b>		
Payroll	to	to
<b>Sub-total Payroll</b>		
<b>TOTAL</b>		<b>\$ 530,754.50</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

07/20/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMAZON.COM	PUPPET WAGON SUPPLIES	225	43590	2170		001	\$75.16	\$75.16
AMERICAN PAYROLL ASSOCIATION	MONTHLY MEETING: SECURITY/KUSCHEL	101	40500	4500		001	\$25.00	\$25.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED, FIRST AID: 8 PARTICIPANTS	225	43535	2170		002	\$216.00	\$216.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED, FIRST AID: 10 PARTICIPANTS	225	43535	2170		002	\$270.00	\$270.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED & FIRST AID: 9 PARTICIPANTS	225	43535	2170		002	\$243.00	\$243.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED & FIRST AID: 9 PARTICIPANTS	225	43535	2170		002	\$243.00	\$243.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED & FIRST AID: 6 PARTICIPANTS	225	43535	2170		002	\$162.00	\$162.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED & FIRST AID: 4 PARTICIPANTS	225	43535	2170		002	\$108.00	\$108.00
BATTERIES PLUS	BATTERY/SNAIL LAKE LIFT	602	45550	2282		001	\$19.95	\$19.95
BEISSWENGER'S HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		003	\$7.38	\$7.38
CARLSON, JIMMY R.	SOFTBALL UMPIRE JUNE 30 & JULY 7	225	43510	3190		001	\$96.00	
CKC GOOD FOOD	SUMMER DISCOVERY LUNCHES	225	43535	3190		002	\$1,487.14	\$1,487.14
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$271.06	\$271.06
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002	\$137.85	\$137.85
COOPER, KYLE W.	SOFTBALL UMPIRE JULY 8 & 9	225	43510	3190		001	\$96.00	\$96.00
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER MAINTENANCE	101	40550	3860		004	\$145.26	\$145.26
DICKS SPORTING GOODS	KICKBALLS/AIR PUMPS	225	43510	2170		004	\$99.95	\$99.95
DOLLAR TREE STORES INC.	BINGO & FARMER MARKET PRIZES	225	43590	2174		002	\$53.34	\$74.34
		225	43590	2174		001	\$21.00	
EPIC SPORTS.COM	ADVENTURE QUEST SUPPLIES	225	43590	2175		002	\$74.40	
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		003	\$211.00	\$211.00
GEISBAUER, JIM	BANG BOOM CRASH	220	22040				\$44.00	\$44.00
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GROTH, MICHAEL	SOFTBALL UMPIRE JULY 1	225	43510	3190		001	\$48.00	\$48.00
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$421.00	\$421.00
HOFMEISTER, DONALD	SOFTBALL UMPIRE JUNE 29, JULY 2,6,9	225	43510	3190		001	\$138.00	\$138.00
HUGO EQUIPMENT COMPANY	MISC LAWN MOWER PARTS	701	46500	2220		002	\$616.06	\$616.06
ICMA.COM	ANNUAL CONFERENCE: SCHWERM	101	40200	4500			\$695.00	\$695.00
IMAGINE PUBLISHING.COM	WEB DESIGNER MAGAZINE: LEE/BRIAN	101	40550	4330		004	\$124.01	\$124.01
JOANN CRAFTS	PHOTO CONTEST SUPPLIES	101	40400	4890			\$7.49	\$7.49
JOHN DEERE COMPANY	JOHN DEERE MANUALS	701	46500	2183			\$306.96	\$306.96
JRK SEED CO.	EAB INJECTION SUPPLIES	101	43900	2180			\$450.00	
LEXINGTON SHORES LLC	LEX SHORES TIF NOTE PAYMENT FIRST HALF	417	48600	6020			\$3,357.92	\$58,967.66
		417	48600	6120			\$55,609.74	
MALIKOWSKI, RODNEY P.	SOFTBALL UMPIRE JULY 2 & 9	225	43510	3190		001	\$96.00	
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICE	220	43800	3190		007	\$1,196.00	\$1,196.00
MCHUGH, DAN	VOLLEYBALL CAMP (JULY 6-9) - 8 KIDS	225	43510	3190		012	\$568.00	\$568.00
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR JUNE 2015	602	20840				\$2,460.15	\$2,460.15
MICHAELS - ARTS AND CRAFTS	GIFT FOR EINHAUSEN TRIP	101	40100	4890			\$32.13	\$32.13
MID-AMERICA SALES ASSOCIATES I	TBALL TEE REPLACEMENT TOP CONES	225	43510	2170		008	\$62.90	\$62.90
MILLSRV2 - PAYPAL.COM	AKRON VALVE	701	46500	2220		001	\$315.94	\$315.94
MINNESOTA DEPARTMENT OF HEALTH	WELL PERMIT - WOODBRIGE OBSERVATION	603	45850	4890			\$200.00	\$200.00
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: JUNE 2015	220	21810				\$11,458.06	\$13,630.00
		701	46500	2120		003	\$156.34	
		601	21810				\$2,038.20	

COUNCIL REPORT

Vendor Name	Description	FF	GG	00	AA	CC	Line	Amount	Invoice Amt
		101	40100	4890				-\$2.13	
		220	43800	2140				\$ .56	
		220	43800	3610				\$13.41	
		225	43535	2170		002		-\$10.52	
		225	43555	2170				-\$4.22	
		225	43590	2174		001		-\$6.92	
		225	43535	2170		004		-\$6.06	
		225	43535	3190		001		-\$4.32	
		240	44400	2180				-\$2.10	
		240	44400	2180		001		-\$ .30	
MN GTS	AMEM FALL TRAINING CONFERENCE: CURLEY, D	101	42050	4500				\$150.00	\$150.00
NEW HOPE CINEMA GRILL	SUMMER DISCOVERY FIELD TRIP	225	43535	3190		001		\$1,854.78	\$1,854.78
NEW HORIZONS MINNESOTA	VMWARE SOFTWARE CLASSES: COONEY, TIM	101	40550	4500		005		\$3,506.25	\$3,506.25
OFFICE DEPOT.STORE	PUPPET WAGON SUPPLIES	225	43590	2175		001		\$92.65	\$92.65
OLD LOG THEATER	SUMMER DISCOVER FIELD TRIP	225	43535	3190		001		\$2,170.00	\$2,170.00
PANINO'S	EDA MEETING SUPPLIES	240	44400	2180		001		\$143.55	\$143.55
PORTER, DANIEL	SOFTBALL UMPIRE JUNE 29, JULY 2 & 6	225	43510	3190		001		\$78.00	
PRO TECH RESTORATION	PERMIT REFUND 2015-01366	101	32500					\$265.55	\$276.95
		101	34850					\$5.00	
		101	20802					\$6.40	
REALLY GOOD STUFF.COM	PRESCHOOL SUPPLIES	225	43555	2170				\$23.89	\$23.89
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 7/21-8-20/15	101	40200	3930		002		\$1,947.00	\$1,947.00
RUGRODEN, JOHN L.	SOFTBALL UMPIRE JUNE 30, JULY 1 & 7	225	43510	3190		001		\$144.00	\$144.00
SAARION, CARL	SOFTBALL UMPIRE JUNE 30	225	43510	3190		001		\$48.00	\$48.00
SAM'S CLUB DIRECT	SUMMER DISCOVERY SNACK	225	43535	2170		004		\$786.18	\$786.18
SCHMITT MUSIC	SUMMER DISCOVERY PIANO ENRICHMENT SUPPLY	225	43535	2170		001		\$285.91	\$285.91
SCHMITT MUSIC	SUMMER DISCOVERY PIANO ENRICHMENT SUPPLY	225	43535	2170		001		\$134.32	\$134.32
SUPPLYWORKS	PAPER TOWELS/SANITIZER/DEODORANT	220	43800	2110				\$1,725.41	
SUPPLYWORKS	BATH TISSUE/CAN LINER/SOAP	220	43800	2110				\$443.04	\$443.04
SUPPLYWORKS	CONTINENTAL COMBO	220	43800	2110				\$220.04	\$220.04
TARGET STORE	SUMMER DIS/CONCERT/MOVIE SUPPLIES	225	43535	2170		003		\$1,057.31	\$1,206.35
		225	43590	2173		002		\$74.52	
		225	43590	2173		001		\$74.52	
TARGET STORE	SUMMER DISCOVERY ROOM SUPPLIES	225	43535	2170		003		\$491.55	
TARGET STORE	ADVENTURE QUEST SUPPLIES	225	43590	2175		002		\$37.02	\$37.02
TARGET STORE	SUMMER DISCOVERY SUPPLIES	225	43535	2170		001		\$81.08	\$81.08
TARGET.COM	SUMMER DISCOVERY SUPPLIES	225	43535	2170		002		\$139.53	\$139.53
TREETOP PUBLISHING - BARE BOOK	SUMMER DISCOVERY ENRICHMENT SUPPLIES	225	43535	2170		001		\$107.50	\$107.50
VANCO SERVICES	JUNE FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$123.75	\$123.75
VISR.NET	SOCKS FOR RESALE	220	43800	2591				\$650.58	\$650.58
WALMART	PUPPET WAGON SUPPLIES	225	43590	2175		001		\$73.63	\$73.63
WALMART	SUMMER DISCOVERY GENERAL SUPPLIES	225	43535	2170		002		\$171.10	\$171.10
WALMART	SAPC-PADLOCK SET	225	43510	2170		020		\$13.27	\$13.27
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$154.11	\$154.11
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$917.57	\$917.57
WELLS FARGO BANK MN, NAT'L ASS	TCCH TIF NOTE PAYMENT FIRST HALF	305	48600	6020				\$56,792.44	\$56,792.44
WINDOWS IT PRO.COM	POWERSHELL ONLINE CLASS: COONEY, TIM	101	40550	4500		005		\$199.30	\$199.30

Total of all invoices: \$159,750.96

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BOLTON & MENK, INC	HWY 96 LIFT STATION CP14-07 ENG SERVICES	473	47000	5910				\$1,982.50	\$1,982.50
E.G. RUD & SONS, INC.	HANSON/OAKRIDGE CP14-01 SET LOT CORNERS	576	47000	5950				\$1,281.00	\$1,281.00
GRAINGER, INC.	VALVE KIT FOR WELL 5	601	45050	2280		005		\$109.01	\$109.01
GRAINGER, INC.	LIGHT BULBS FOR FLAG POLE LIGHTS	101	43710	2240				\$181.68	\$181.68
MENARDS CASHWAY LUMBER **FRIDL	BUILDING SUPPLIES BAT HOUSES EAGLE PROJ	101	43710	2240				\$403.22	\$403.22
MENARDS CASHWAY LUMBER **FRIDL	HORNET AND WASP KILER	101	43710	2240				\$15.00	\$15.00
MIDWEST LOCK & SAFE INC	HANDICAP OPERATORS ON RESTROOM DOORS CC	220	43800	3810		003		\$5,578.85	\$5,578.85
ON SITE SANITATION INC	PORTABLE TOILET CLEANING-WILSON PARK	101	43710	3950				\$20.00	\$20.00
PRESS PUBLICATIONS	CUSTOMER SERVICE REP	101	40210	3360		002		\$115.00	\$115.00
RAMSEY COUNTY	911 SERVICES JUNE	101	41100	3190		002		\$8,139.50	\$8,139.50
RAMSEY COUNTY	CAD SERVICES JUNE	101	41100	3190				\$1,546.45	\$1,546.45
SAFE-FAST INC	EAR PLUGS	601	45050	2280		001		\$30.17	\$30.17
ST. PAUL, CITY OF	RIVERPRINT:CORRECTION NOTICE/ORDER 6896	101	44100	3390				\$34.50	\$34.50
TESSMAN SEED CO	INSECTICIDE AND HERBICIDE FOR PARKS	101	43710	2260				\$480.00	\$480.00
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$46.25	\$46.25
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$47.01	\$188.04
		601	45050	3970		001		\$47.01	
		602	45550	3970		001		\$47.01	
		603	45850	3970		001		\$23.50	
		701	46500	3970		001		\$23.51	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$36.85	
		601	45050	3970		001		\$36.85	
		602	45550	3970		001		\$36.85	
		603	45850	3970		001		\$18.43	
		701	46500	3970		001		\$18.43	\$147.41
VERMONT SYSTEMS, INC	WEBEX TRAINING ON RECTRAC VER 3.1 DEMO	101	40550	3190		001		\$200.00	\$200.00
WONDERWARE MIDWEST INC	LONGWATCH CAMERA SYSTEM/NORTH TOWER	472	47000	5900				\$3,049.00	
Total of all invoices:								\$23,608.58	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MURAD, NAHEED	FACILITY REFUND	220	22040				-\$500.00	-\$500.00
ALLEN, DEANNE	MINUTES - 6/23 PC	101	44100	3190			\$150.00	\$150.00
AMARO, LORA	REFUND CLOSING OVRPYMT-1056 CARMEL COURT	601	36190			003	\$70.47	\$70.47
ARDEN HILLS PARK & RECREATION	FLAHERTY'S & GRAND SLAM - REIMBURSEMENT	225	43590	3175		002	\$429.75	\$429.75
BLUE LINE ENTERPRISE INC	EROSION RED 5355 HODGSON RD RES 15-54	101	22030				\$1,000.00	\$1,000.00
BROOKLYN PARK LIONS DRUM/BUGLE	PARADE FEE FOR SLICE OF SHOREVIEW	270	40250	3190		005	\$500.00	\$500.00
CHAMPION PLUMBING	PERMIT REFUND 2015-01085	101	32620				\$35.00	\$40.00
		101	20802				\$5.00	
CHOI, JUNARM & MELISSA	EROS/GRADE/LAND/ST 745 ARBOGAST RES15-54	101	22030				\$2,000.00	\$6,250.00
		101	22025				\$1,000.00	
		101	22020				\$3,250.00	
CHUBB & SON	BUILDER'S RISK INSURANCE-WTP	454	47000	5950			\$19,060.00	
COMCAST	CABLE FOR CC	220	43800	3190		001	\$208.67	
DYNAMEX INC	DELIVERY TO EAGAN POST OFFICE/6/30/15	601	45050	3220		001	\$39.90	\$79.80
		602	45550	3220		001	\$39.90	
FIRST STUDENT, INC	JULY 1,8,10 FIELD TRIP BUS EXPENSE	225	43590	3175		002	\$497.70	\$2,596.62
		225	43535	3190		003	\$2,098.92	
FULLER, JOSEPH OR SUE ANN	REFUND CLOSING OVRPYMT-4153 SYLVIA CT	601	36190			003	\$177.64	\$177.64
GENESIS EMPLOYEE BENEFITS INC	ADMINISTRATION FEE: JUNE 2015	101	20416				\$360.80	
HALL, KEVIN	FINAL PAYMENT FOR SLICE ENTERTAINMENT	270	40250	3190		001	\$350.00	\$350.00
HINNENKAMP, AMY	REFUND CLOSING OVRPYMT-5887 HODGSON ROAD	601	36190			003	\$24.53	\$24.53
HOLY ROCKA ROLLAZ	FINAL PAYMENT FOR SLICE ENTERTAINMENT	270	40250	3190		001	\$500.00	\$500.00
HORSEMEN INC	PARADE FEE FOR SLICE OF SHOREVIEW	270	40250	3190		005	\$750.00	\$750.00
HUDSON, TIFFANY	KARAOKE FOR SLICE	270	40250	3190		001	\$500.00	\$500.00
JEFF SMITH LLC	SUMMER A SESSION OF TKD	225	43530	3190			\$989.95	\$989.95
JOAN O'BRIEN	REIMBURSEMENT/EAB TREATMENT	101	34780				\$33.60	
		220	21810				\$2.40	\$36.00
KOY, CHAREE OR PUNNARIN	REFUND CLOSING OVRPYMT-1090 LAKE OAKS DR	601	36190			003	\$195.57	\$195.57
MAREK, SHANE	REFUND CLOSING OVRPYMT-1031 BRIDGE ST	601	36190			003	\$23.87	\$23.87
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: JUNE 2015	101	20802				\$2,035.55	\$1,994.83
		101	34060				-\$40.72	
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 2ND QTR	101	42200	1420			\$1,327.04	
		225	43580	1420			-\$18.68	\$1,308.36
MORAN, MARK	FINAL PAYMENT FOR SLICE ENTERTAINMENT	270	40250	3190		001	\$1,625.00	
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC	220	43800	3190		004	\$169.39	\$169.39
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$82.54	\$82.54
PLUG'N PAY TECHNOLOGIES INC.	JUNE/RETAIL/CC FEES	220	43800	4890		002	\$133.87	\$302.70
		225	43400	4890			\$168.83	
PLUG'N PAY TECHNOLOGIES INC.	JUNE/ECOMM/CC FEES	220	43800	4890		002	\$ .69	
		225	43400	4890			\$27.66	\$28.35
PLUMBMASTER, INC	SHOWERHEAD/CONTROL ASSEMBLY	220	43800	2240		001	\$393.11	\$393.11
PLUMBMASTER, INC	TOILET REPAIR SUPPLIES	220	43800	2240		001	\$460.54	\$460.54
POESCHEL, DOUGLAS OR JENNIFER	REFUND CLOSING OVRPYMT-5538 SNELLING AVE	601	36190			003	\$29.47	\$29.47
POPTELECAN, DANIIIL	REFUND CLOSING OVRPYMT-4875 CHURCHILL ST	601	36190			003	\$9.64	\$9.64
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001	\$600.00	\$1,200.00
		601	45050	3220		001	\$600.00	
PREMIER DESIGNS JEWELRY	REFUND ON COMMERCIAL BOOTH	270	34900		307		\$150.00	\$150.00
PRESS PUBLICATIONS	FOUR SEASONS FUN GUIDE-FULL PAGE AD	220	43800	2201		003	\$656.00	\$656.00
PRESS PUBLICATIONS	RESIDENTS GUIDE FULL PAGE-SV PRESS	220	43800	2201		003	\$865.00	\$865.00
PRICE CUSTOM HOMES	EROS/GRADE/LAND/ST 689 ARBOGAST RES15-54	101	22030				\$2,000.00	\$6,000.00
		101	22025				\$1,000.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		101	22020					\$3,000.00	
PULTE HOMES	GRADE CERT RED 1182 BUCHER RES 15-54	101	22025					\$1,000.00	\$1,000.00
PULTE HOMES	GRADE CERT RED 1188 BUCHER RES 15-54	101	22025					\$1,000.00	\$1,000.00
PULTE HOMES	GRADE CERT RED 1200 BUCHER RES 15-54	101	22025					\$1,000.00	\$1,000.00
PULTE HOMES	GRADE CERT RED 1194 BUCHER RES 15-54	101	22025					\$1,000.00	\$1,000.00
PULTE HOMES	GRADE CERT RED 5941 WOODCREST RES 15-54	101	22025					\$1,000.00	\$1,000.00
PULTE HOMES	EROSION RED 5935 WOODCREST WAY RES 15-54	101	22030					\$2,000.00	\$2,000.00
PULTE HOMES	EROSION RED 5953 WOODCREST WAY RES 15-54	101	22030					\$2,000.00	\$2,000.00
PULTE HOMES	EROSION RED 1184 WOODCREST WAY RES 15-54	101	22030					\$2,000.00	\$2,000.00
PULTE HOMES	EROSION RED 1185 BUCHER AVE RES 15-54	101	22030					\$2,000.00	\$2,000.00
PULTE HOMES	EROSION RED 1217 BUCHER AVE RES 15-54	101	22030					\$2,000.00	\$2,000.00
REDSTONE CONSTRUCTION LLC	TURTLE/SCHIFSKY CP15-01 PAYMENT NO 1	577	47000	5900				\$189,183.00	\$189,183.00
REPUBLIC SERVICES INC #899	SPRING CLEAN UP DAY 2015	210	42750	3190				\$23,505.06	\$23,505.06
REWALD, ELIZABETH	REFUND CLOSING OVRPYMT-271 OAKWOOD DR	601	36190			003		\$358.56	\$358.56
RICOH USA, INC.	LEASE: MPC3003 C84066191	101	40200	3930		002		\$273.62	\$273.62
SHELLAND, JOHN OR PATRICIA	REFUND CLOSING OVRPYMT-4162 SHIRLEE LN S	601	36190			003		\$85.87	\$85.87
SIMON, FRED	REFUND CLOSING OVRPYMT-4477 CHURCHILL ST	601	36190			003		\$11.32	\$11.32
ST PAUL AREA CHAMBER OF COMMER	2015 SERVICE AGREEMENT	240	44400	3190				\$450.00	\$450.00
ST. PAUL CLOWN CLUB	PARADE FEE FOR SLICE OF SHOREVIEW	270	40250	3190		005		\$200.00	\$200.00
STOWELL, DON	SOUND FOR SLICE OF SHOREVIEW	270	40250	3190		003		\$2,800.00	\$2,800.00
SUMMIT DESIGN BUILD	EROS/GRADE/LANDS/ST 3335 EMMERT RES15-54	101	22030					\$2,000.00	\$5,250.00
		101	22025					\$1,000.00	
		101	22020					\$2,250.00	
SUPPLYWORKS	PAPER TOWELS/KLEENEX/CAN LINER	220	43800	2110				\$560.01	\$560.01
SUPPLYWORKS	44X72 SC SURETECH FR NFPA WHT	220	43800	2110				\$494.76	\$494.76
SUPPLYWORKS	BATH TISSUE/CAN LINERS/SOAP	220	43800	2110				\$467.04	\$467.04
SUPPLYWORKS	MILDEW REMOVER/MOLDSTAT	220	43800	2110				\$222.80	\$222.80
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003		\$1,066.69	\$1,347.17
		101	43710	3210				\$246.17	
		601	45050	3210				\$34.31	
TEPLER, EMILY	REFUND CLOSING OVRPYMT-4105 NANCY PLACE	601	36190			003		\$10.29	\$10.29
THE ROCKIN' HOLLYWOODS	FINAL PAYMENT FOR SLICE ENTERTAINMENT	270	40250	3190		001		\$1,925.00	
TIME MUSIC AGENCY	FINAL PAYMENT FOR SLICE ENTERTAINMENT	270	40250	3190		001		\$1,600.00	\$1,600.00
TWIN CITIES PUBLIC TELEVISION	COMMERCIAL SPOTS	220	43800	2201		003		\$1,800.00	\$1,800.00
TYCON COMPANIES	EROS & LANDS RED LAKEVIEW TER RES 15-54	101	22030					\$9,000.00	\$21,875.00
		101	22020					\$12,875.00	
U S BANK CREDIT CARD FEES	JUNE 2015CREDIT CARD FEES	220	43800	4890		002		\$2,821.16	\$7,225.35
		225	43400	4890				\$4,404.19	
ULTIMATE EVENTS	TENTS/SHOWMOBILE FOR SLICE OF SHOREVIEW	270	40250	3950		005		\$6,163.08	\$6,163.08
VALLEY, GARY	REFUND CLOSING OVRPYMT-4050 VICTORIA ST	601	36190			003		\$6.35	
XCEL ENERGY	STORM SEWER LIFT STATIONS: ELECTRIC	603	45850	4890		003		\$161.74	
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610				\$2,122.26	\$2,198.21
		701	46500	2140				\$75.95	
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610				\$60.00	
XCEL ENERGY	LIFT STATION (1): ELECTRIC	602	45550	3610				\$27.50	\$27.50
XCEL ENERGY	SIGNAL SHARED W/NORTH OAKS: ELECTRIC	101	42200	3610				\$49.97	\$49.97
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610				\$12,967.29	\$12,967.29
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610				\$211.12	\$211.12
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610				\$100.00	\$100.00
YALE MECHANICAL INC	BOILER REPAIR FOR POOL	220	43800	3810		007		\$647.25	\$647.25
YALE MECHANICAL INC	POOL HVAC REPAIR	220	43800	3810		007		\$589.00	\$589.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ZACAH	FACILITY REFUND	220	22040				\$500.00	\$500.00
							Total of all invoices:	\$347,394.96

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	50,110		
Vendor number	00328 1.	2015	
Vendor name	LEXINGTON SHORES LLC		
Address	ATTENTION: ACCOUNTS RECEIVABLE SUITE 201 233 PARK AVENUE SOUTH MINNEAPOLIS MN 55415		

Date	Comment line on check	Invoice number	Amount
07-13-15	LEX SHORES TIF NOTE PAYMENT FIRST HALF	7/13/15	\$58,967.66

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
417 48600 6020	\$3,357.92
417 48600 6120	\$55,609.74

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	50,109
Vendor number	00712 2 <span style="float: right;">2015 <i>pl</i></span>
Vendor name	WELLS FARGO BANK MN, NAT'L ASSOC
Address	ATTN: CHAD PETERSON CORPORATE TRUST - MAC N9303-110 SIXTH AND MARQUETTE MINNEAPOLIS MN 55479

Date	Comment line on check	Invoice number	Amount
07-09-15	TCCH TIF NOTE PAYMENT FIRST HALF	7/9/15	\$56,792.44

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
305 48600 6020	\$56,792.44

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	50,222	Please return check to Glen
Vendor number	01046 1	2015
Vendor name	REDSTONE CONSTRUCTION LLC	
Address	PO BOX 218 MORA MN 55051	

Date	Comment line on check	Invoice number	Amount
07-15-15	TURTLE/SCHIFSKY CP15-01 PAYMENT NO 1	1	\$189,183.00

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: Glen

Account Coding	Amount
577 47000 5900	\$189,183.00

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

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

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

to approve Resolution No. 15-57 establishing the project and ordering the preparation of a report determining the feasibility of street/infrastructure reconstruction and extension of Grand Avenue, City Project 16-02.

<b>ROLL CALL:</b>	<b>AYES</b> _____	<b>NAYS</b> _____
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
JULY 20, 2015

#16-02

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: JULY 15, 2015

SUBJECT: GRAND AVENUE RECONSTRUCTION & EXTENSION,  
CITY PROJECT #16-02 - ESTABLISH PROJECT & AUTHORIZE  
THE PREPARATION OF A FEASIBILITY REPORT

## INTRODUCTION

Street reconstruction projects are typically initiated by the City Council directing the City Engineer to prepare a feasibility report describing the proposed improvements. Pursuant to the Chapter 429 of State Statutes, and consistent with the City's past practice on roadway improvement projects, it is required that the Council authorize the preparation of a feasibility report for the Grand Avenue Reconstruction and Extension, City Project 16-02.

## DISCUSSION

The reconstruction and extension of Grand Avenue was originally included as part of the Wabasso Neighborhood Reconstruction project that is scheduled for 2019 in the City's current Capital Improvement Program. This project would include reconstructing the existing portion of Grand Avenue and extending the roadway south to the Janice Street alley and improve potential emergency vehicle access to the neighborhood as shown on the attached map.

The schedule of the reconstruction of the Grand Avenue portion was moved up to 2016 in anticipation of the proposed Owasso Beach Development of six lots that are located adjacent to the unimproved portion of Grand Avenue. The final plat for the development will be presented to the City Council in the near future. Typically the developer constructs the underground utilities and street infrastructure for the development, but because the existing portion of Grand Avenue will be reconstructed and will require assessments to the existing lots it was determined the City should complete the improvements. The developer will reimburse the City for a portion of the costs associated with the improvements.

The first step of the project development process is to authorize the preparation of a feasibility report. The feasibility report will include an evaluation of the existing street, storm sewer, sanitary sewer, and water main infrastructure. The report will also include a cost estimate of any proposed improvements and identify sources of funding. Based on this estimate and the need for improvements, the report will determine if the proposed improvements are technically and financially feasible.

## SCHEDULE

Data collection for next year's planned project will be commencing shortly. A public informational meeting to provide residents with a general overview of the design, construction,

and assessment process for the project will be scheduled in August 2015. Construction of the proposed project, if ordered, would not begin until the spring of 2016.

RECOMMENDATION

It is recommended that the City Council adopt Resolution 15-57 establishing the project and ordering the preparation of a feasibility report for the reconstruction and extension of Grand Avenue, City Project 16-02.

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

**HELD JULY 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 July 20, 2015 at 7:00 p.m. The following members were present:

;

and the following members were absent: .

Councilmember introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-57

ORDERING PREPARATION OF A FEASIBILITY REPORT  
FOR THE  
GRAND AVENUE ROAD RECONSTRUCTION AND EXTENSION,  
CITY PROJECT 16-02

WHEREAS, the City's adopted Capital Improvement Program includes a project involving the reconstruction and extension of Grand Avenue, and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to the Minnesota Statutes, Chapter 429.

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

1. The Grand Avenue Road Reconstruction and Extension is hereby established as City Project 16-02.
2. That the proposed improvement be referred to the City Engineer for study and that he is instructed to report to the Council with all convenient speed advising them in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 20<sup>th</sup> day of July 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 20<sup>th</sup> day of July 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 ordering the feasibility report for the Grand Avenue Road Reconstruction and Extension, City Project 16-02.

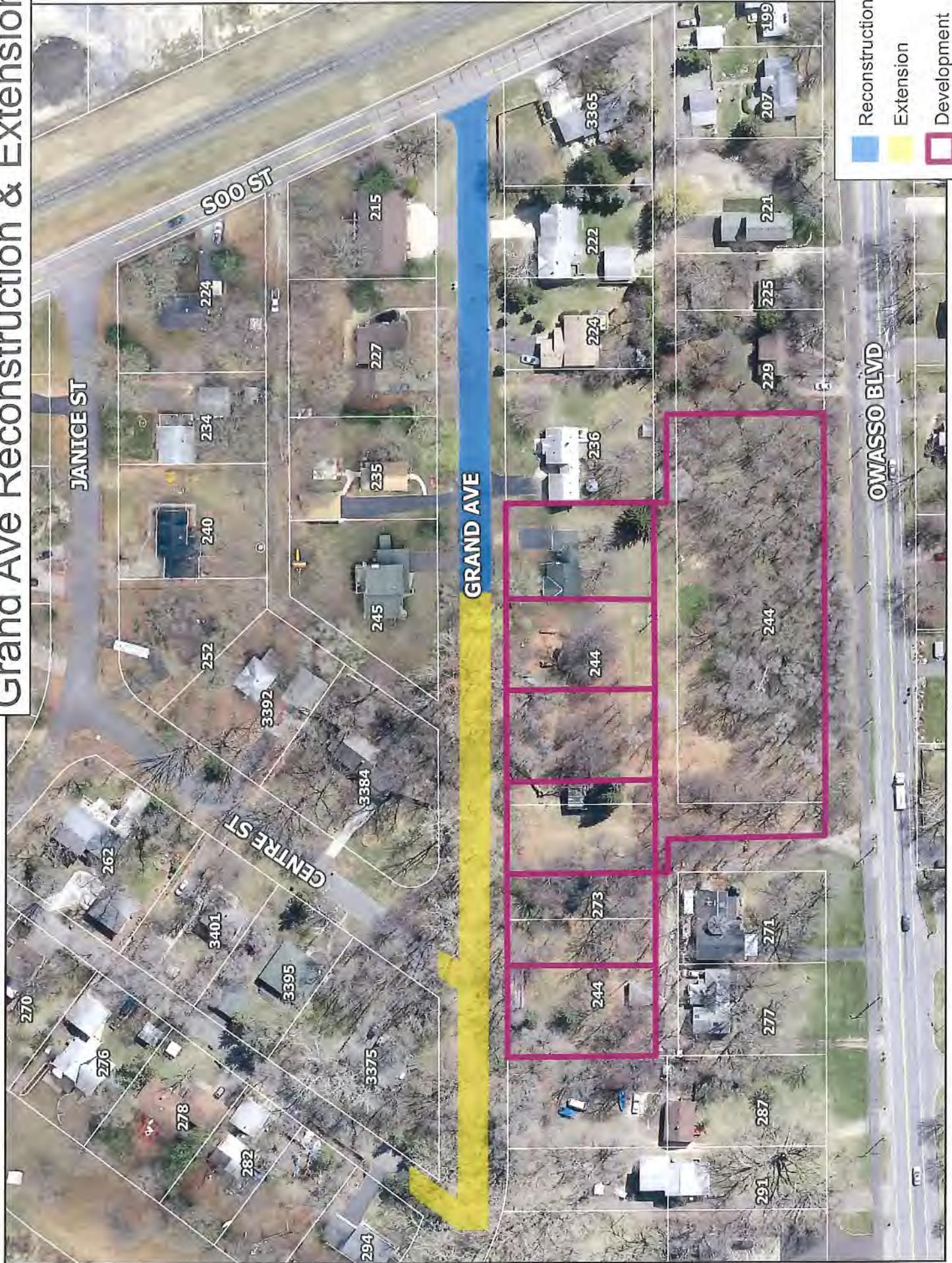
WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 21<sup>st</sup> day of July 2015.

---

Terry Schwerm  
City Manager

SEAL

# Grand Ave Reconstruction & Extension



1 inch = 110 feet

Date: 7/15/2015

## MOTION TO APPROVE MINOR SUBDIVISION

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

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

To approve the minor subdivision request submitted by Darwin DeRosier to adjust the property boundary between his property located at 899 Tanglewood Dr. and the neighboring property to the east at 893 Tanglewood Dr., owned by Michella and Thomas Bonfe, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. A private driveway easement shall be dedicated to Lot 1 for access over Lot 2. Said easement shall be submitted to the City Attorney for review and approval prior to the City's release of the deed for recording.
4. Resulting Parcel 2 shall be combined with the existing property at 893 Tanglewood Dr (Lot 2), creating a single lot.
5. A Mitigation Affidavit is required for both parcels. For 899 Tanglewood Dr, this Affidavit shall be executed prior to the City's release of the deed for recording. For 893 Tanglewood, this Affidavit has already been executed and no further action is required.
6. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This motion is based on the following findings:

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

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

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

Regular Council Meeting  
July 20, 2015

**TO:** Mayor, City Council and City Manager  
**FROM:** Niki Hill, Economic Development and Planning Associate  
**DATE:** July 16, 2015  
**SUBJECT:** File No. 2577-15-20; Darwin DeRosier, Minor Subdivision, 899 Tanglewood Drive

## **INTRODUCTION**

Darwin and Mary DeRosier have submitted a minor subdivision application to adjust the property boundary between his property located at 899 Tanglewood Dr. and the neighboring property to the east at 893 Tanglewood Dr. owned by Michella and Thomas Bonfe. The boundary adjustment will be effected by transferring the area shown as Parcel 2 on the survey. The boundary adjustment will transfer 208,141 square feet from Lot 1 (899 Tanglewood) to Lot 2 (893 Tanglewood). No additional lots will be created, no trees will be removed, no buildings will be constructed, and no private driveways will be changed.

Both of the riparian properties are developed with detached single-family uses with access off of Big Oak Road – a private road easement. This easement only serves the subject properties. 899 Tanglewood is developed with a dwelling with an attached garage. 893 Tanglewood Dr. is developed with a dwelling and attached garage.

The application was complete June 15, 2015.

## **DEVELOPMENT ORDINANCE REQUIREMENTS**

Minor subdivisions require review by the Planning Commission and approval by the City Council. Minor subdivisions must be reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

The City's subdivision standards require all lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer and water must be provided to the resulting lots. These standards also require 5-foot public drainage and 10-foot utility easements along property lines where necessary. Public drainage and utility easements are also required over infrastructure, watercourses, drainages or floodways. The lots are accessed via a private roadway easement and have no public street frontage. As such, the applicants were granted a variance at the June 23<sup>rd</sup> Planning Commission meeting to waive the public street frontage requirement.

The property is located in the RE (20), Residential Estate District, and the Shoreland Management Overlay District. In the RE (20) district, properties must be at least 20,000 square feet in size and have a minimum width of 80'. Riparian properties in the Shoreland District of Turtle Lake must be at least 15,000 square feet in size and have a width of at least 100' as measured at the front property line, building setback, and OHW.

**APPLICANTS' STATEMENTS**

The applicant states that the purpose of the subdivision request is to transfer approximately 5 acres of land from Lot 1 Block 1 Shella's Addition to Lot 2 Block 1 Shella's Addition. This request will not create any new lots. The reasons for this request are outlined below:

The applicants have occupied the property for 35 years and have reached an age whereby they find it necessary to sell their home and purchase a smaller residence. They have purchased a home in the new Applewood Pointe Community. In 2006, a minor subdivision was completed so their daughter could build a personal residence. It is the Applicant's desire to retain interest of ownership in the land being transferred so their grandchildren can enjoy what the Applicants have enjoyed. It is in the Applicants' desire to maintain the pristine appearance of the land. No new lots will be created.

The Applicant's personal residence has been on the market for several months and the inability to sell has been because of the excess land.

**STAFF REVIEW**

The proposal to transfer approximately 5 acres and adjust the lot lines of 899 Tanglewood and 893 Tanglewood increase the area of 893 Tanglewood by 208,141 square feet. The increased area will be to keep the land in the DeRosier Family as well as assist the marketability of Lot 1. No new lots or further subdivision is being proposed as this time. Any future subdivision of either lot resulting from the application now under review is subject to a new application and future public review by the City.

With the proposed lot line adjustment, the resulting parcels will be exceed the minimum lot area and width requirements for both RE(20) and Riparian Lots.

	Width	Area
899 Tanglewood Dr.	Approx. 160 feet	69,542 sq. ft.* (1.59 acre)
893 Tanglewood Dr.	304 feet	298,310.2 sq. ft.* (6.85 acre)
City Requirement Riparian	100 feet	15,000 sq. ft.*
City Requirement RE(20)	80 feet	20,000 sq. ft

\* Area is measured above the Ordinary High Water of Turtle Lake

Both of the existing homes would remain. A new private road easement will be executed for Lot 1 to have access to the existing private drive as it would have new ownership under Lot 2. New

drainage and utility easements are proposed for the new lot boundaries. The existing setbacks of structures on each existing lot are not affected by the boundary adjustment.

Municipal sanitary sewer and water service are provided to both existing parcels and both of the dwellings are connected to these municipal services.

The proposed subdivision complies with City requirements. No Public Recreation Use Dedication fee is required for this property boundary adjustment since no new homesite will be created as a result of this approval.

### **SHORELAND MITIGATION**

In accordance with the Development Code, Shoreland Mitigation is required of property owners who are seeking certain land use approvals through the City. The property owners at 893 have already completed a Shoreland Mitigation prior to the construction of their home in 2007. The applicant at 899 Tanglewood has identified two practices, Architectural Mass and Vegetation Protection. This proposal complies with the City's requirements. The use of Vegetation Protection will provide some assurance that the existing house will be screened when viewed from the lake.

### **PUBLIC COMMENT**

Property owners within 350 feet were notified of the applicant's request. Two written comments were received, one citing concerns with future development of the parcel and the second with no objections so long as they do not build or further divide this lot.

### **PLANNING COMMISSION**

The Planning Commission reviewed the application at their June 23, 2015 meeting. There was a neighboring resident who voiced concerned about any future development of the parcel(s) and impacts to their property. Commissioners acknowledged their concern and clarified that what was being decided here was different than any future development. They reiterated that any future development would have to go through separate approvals and public notification if and when any applications were received.

The Commission unanimously (6-0) recommended approval of the proposed minor subdivision to the City Council.

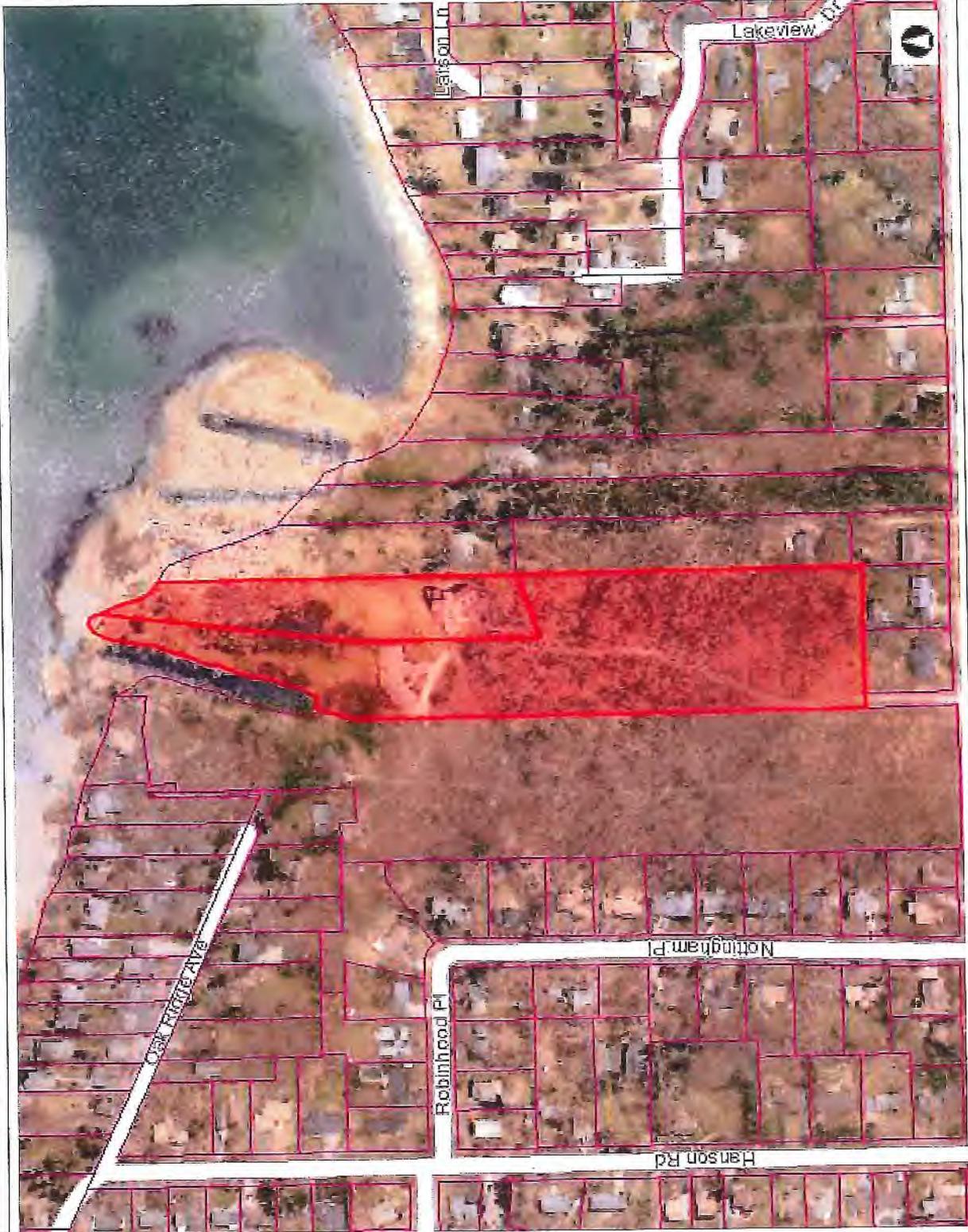
### **STAFF RECOMMENDATION**

The minor subdivision application has been reviewed in accordance with the standards of the Development Regulations and found to be in compliance with these standards. Staff and the Planning Commission recommend the City Council approve the minor subdivision, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. A private driveway easement shall be dedicated to Lot 1 for access over Lot 2. Said easement shall be submitted to the City Attorney for review and approval prior to the City's release of the deed for recording.
4. Resulting Parcel 2 shall be combined with the existing property at 893 Tanglewood Dr (Lot 2), creating a single lot.
5. A Mitigation Affidavit is required for both parcels. For 899 Tanglewood Dr, this Affidavit shall be executed prior to the City's release of the deed for recording. For 893 Tanglewood, this Affidavit has already been executed and no further action is required.
6. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

#### Attachments

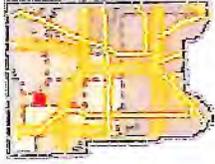
- 1) Location Map
- 2) Submitted Statement and Plans
- 3) Response to Request for Comment
- 4) Minutes from June 23, 2015 Planning Commission
- 5) Motion



NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS Division

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

## Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- County Borders
- Airports

## Notes

Enter Map Description

**DARWIN J. DEROSIER & Co.**

PACO OFFICE CENTER  
7260 UNIVERSITY AVENUE N.E. SUITE 310  
MINNEAPOLIS, MN 55432

PHONE: 763-571-1281  
FAX: 763-571-9645

May 21, 2015

**PLANNING COMMISSION**

**SUBDIVISION:** The purpose of the request for a subdivision is to transfer approximately 5 acres of land from Lot 1 Block 1 Shella's Addition to Lot 2 Block 1 Shella's Addition. This request will not create any new lots.

The reasons for this request are outlined below:

The Applicants are the owners and will be referred to as such throughout this request. The Applicants have occupied the property for 35 years. They have reached an age whereby they find it necessary to sell their home and purchase a smaller residence.

They have purchased a home in the new Applewood Pointe Community. In 2006, a minor subdivision was completed so their daughter could build a personal residence.

It is the Applicants' desire to retain incident of ownership in the land being transferred so their grandchildren can enjoy what the Applicants have enjoyed. It is the Applicants' desire to maintain the pristine appearance of the land. No new lots will be created.

The Applicants' personal residence has been on the market for several months and the inability to sell has been because of the excess land.

Enclosed are the following:

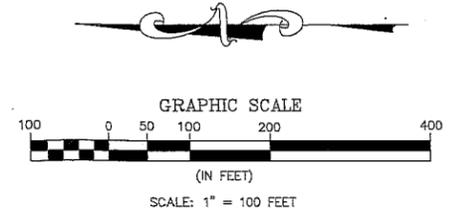
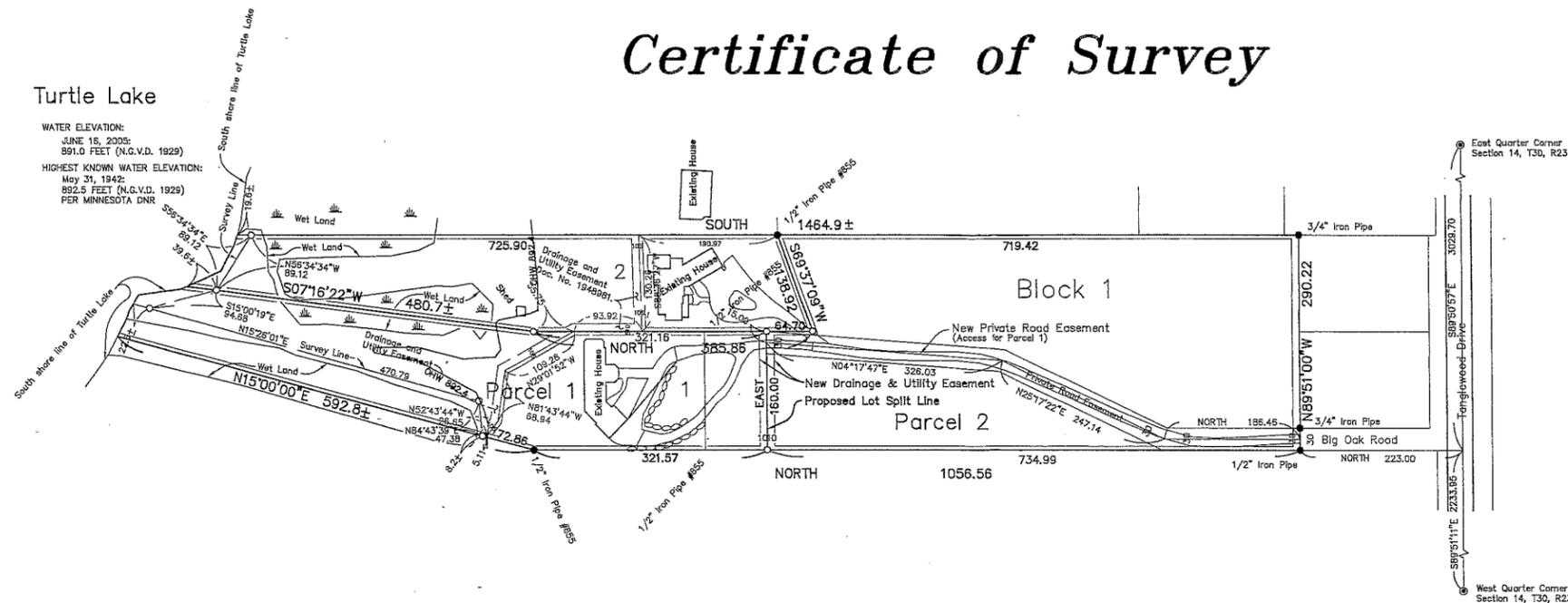
- 1) Copy of 2015 Real Estate Tax Statement for identification of ownership
- 2) Copy of Warranty Deed transferring Lot 2 Block 1 Shella's Addition to the Applicants' daughter
- 3) Copies of the property description of Shella's Addition
- 4) Plat of Shella's Addition

The Applicants cannot emphasize enough the fact that that no new lots will be created.

# Certificate of Survey

Turtle Lake

WATER ELEVATION:  
JUNE 16, 2005:  
891.0 FEET (N.G.V.D. 1929)  
HIGHEST KNOWN WATER ELEVATION:  
MAY 31, 1942:  
892.5 FEET (N.G.V.D. 1929)  
PER MINNESOTA DNR



Basis of Bearings is Assumed.

- DENOTES FOUND IRON MONUMENT
- DENOTES 1/2 INCH X 14 INCH IRON PIPE SET AND MARKED BY MINNESOTA LICENSE NO. 15612

**Parcel 1 Description:**  
Lot 1, Block 1, SHELLA'S ADDITION, Ramsey County, Minnesota, EXCEPT the following:  
beginning at the southwest corner of said Lot 1; thence North, assumed bearing, along the west line of said Lot 1 734.99 feet; thence East 160.00 feet to the west line of Lot 2, Block 1, SHELLA'S ADDITION; thence South 64.70 feet along said line to the southwest corner of said Lot 2; thence North 69 degrees 37 minutes 09 seconds East along the south line of said Lot 2 138.92 feet to the southeast corner of said Lot 2, also the east line of said Lot 1; thence South 719.42 feet along said line to the southeast corner of said Lot 1; thence North 89 degrees 51 minutes 00 seconds West 290.22 feet to the point of beginning.

**Parcel 2 Description:**  
That part of Lot 1, Block 1, SHELLA'S ADDITION, Ramsey County, Minnesota, described as follows:  
beginning at the southwest corner of said Lot 1; thence North, assumed bearing, along the west line of said Lot 1 734.99 feet; thence East 160.00 feet to the west line of Lot 2, Block 1, SHELLA'S ADDITION; thence South 64.70 feet along said line to the southwest corner of said Lot 2; thence North 69 degrees 37 minutes 09 seconds East along the south line of said Lot 2 138.92 feet to the southeast corner of said Lot 2, also the east line of said Lot 1; thence South 719.42 feet along said line to the southeast corner of said Lot 1; thence North 89 degrees 51 minutes 00 seconds West 290.22 feet to the point of beginning.

**Private Road Easement Description:**  
A 30 foot wide road easement across Lot 1, Block 1, SHELLA'S ADDITION, Ramsey County, Minnesota with its centerline described as follows:  
beginning at a point on the south line of said Lot 1 located 15.00 feet east of the southwest corner of said Lot 1 measured perpendicular to the west line of said Lot 1; thence North, assumed bearing, parallel with the west line of said Lot 1 a distance of 186.46 feet; thence North 25 degrees 17 minutes 22 seconds East 247.14 feet; thence North 04 degrees 17 minutes 47 seconds East 326.03 feet to a point on the south line of Parcel 1 located 15.00 feet west of the west line of Lot 2, Block 1, SHELLA'S ADDITION, and there terminating.

**Property Description:**  
Lots 1 & 2, Block 1, SHELLA'S ADDITION, Ramsey County, Minnesota  
**Lots Affected:**  
Lots 1 & 2, Block 1, SHELLA'S ADDITION  
**Lot Split:** Lot 1 into Parcel 1 and Parcel 2  
Parcel 2 to be added to Lot 2

**Existing Parcel (Lot 1)**  
Area (above OHW) 277,683 SF  
Minimum Setback Lines:  
Front 30'  
Rear 30'  
Side 10'

**Proposed Parcels (After Lot 1 Split)**  
Parcel 1 Area (above OHW) 69,542 SF  
Minimum Setback Lines:  
Front 30'  
Rear 30'  
Side 10'  
Parcel 2 Area (above OHW) 208,141 SF  
Minimum Setback Lines:  
Front 30'  
Rear 30'  
Side 10'

**Notes:**  
No Additional Lots will be Created.  
Parcel 2 will be combined with Lot 2.  
No Trees will be Removed.  
No Buildings will be Constructed.  
No Private Driveways will be Changed.

I hereby certify that this survey was prepared by me or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Tedd W. Matke*  
Tedd W. Matke, LS  
Date: 6/11/15 Minn. License No. 15612

Mattke Surveying & Engineering, Inc.  
599 Hawthorn Road  
Lino Lakes, MN 55014  
763-783-0300

Survey Prepared for:  
Darwin DeRosier  
899 Tanglewood Drive  
Shoreview, MN 55126  
763-571-9645

City Council:  
Sandy Martin, Mayor  
Emy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



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

June 2, 2015

REQUEST FOR COMMENT

Dear Shoreview Property Owner:

Please be advised that on **Tuesday, June 23<sup>rd</sup>** at **7:00 p.m.**, the Shoreview Planning Commission will review a Minor Subdivision and a Variance application submitted by **Darwain and Mary DeRosier**, for the property at **899 Tanglewood Dr.** The applicant is proposing to detach a 5 Acre portion of the property (see attached map) so it can be combined with the lot at the adjoining property to the East at 893 Tanglewood Dr. The applicant has requested a variance for the requirement that all parcels have frontage on a public street. No new lots will be created and the proposed lots conform to the minimum lot standards of the Residential Estate (RE) 20 and the Shoreland Overlay District. The Minor Subdivision review process enables the City to publically review the plans for consistency with the standards and criteria of the Development and Subdivision Code. Please see the attached plans.

You are encouraged to fill out the bottom portion of this form and return it if you have any comments or concerns. Comments received by **June 17th** will be distributed to the Planning Commission with the Planning Commission agenda packet. Comments received after that date but before the meeting will be distributed to the Commission that night. You are also welcome to attend the meeting. The meeting is held at 7:00 pm in the City Council Chambers at Shoreview City Hall, 4600 North Victoria Street.

If you would like more information or have any questions, please call me at 651-490-4658 between 8:00 a.m. and 4:30 p.m., Monday through Friday. You may leave a voice mail message at any time. I can also be reached via e-mail at [nhill@shoreviewmn.gov](mailto:nhill@shoreviewmn.gov).

Sincerely,

Niki Hill

Economic Development and Planning Associate

Comments:

MY CONCERNS ARE HOW ACCESS TO NEW LOTS  
THIS IS ANOTHER VARIANCE TO THIS PROPERTY  
AND WOULD LIKE TO SEE WHAT THEY HAVE  
IN TERMS OF ACCESS TO THE 5 ACRES AND THE  
HOUSES AT 893 - 899 TANGLEWOOD DR

Name: SCOTT DEMING  
Address: 821 TANGLEWOOD DR.

Comments:

I have no objections to this application  
so long as they are not planning to build  
on the lot or divide it into new lots

Name: Bill Brown  
Address: 4880 Nottingham Place

2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property. The structure shall be painted a natural color (shades of brown, gray or green).
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The accessory structure shall be screened from view of adjacent properties through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall not be used in any way for commercial purposes.
6. The structure shall be used for the personal storage of household, lawn and water-oriented equipment.

This approval is based on the following findings of fact:

1. The proposed improvement is consistent with the policies of the Comprehensive Plan, including the Land Use and Housing Chapters.
2. The Conditional Use Permit standards for accessory structures in the R1, Detached Residential District are met.
3. The standards for water oriented structures located in the Shoreland District are met.
4. Practical difficulty is present regarding the proposed 14.5-foot setback from the OHW due to the site topography, existing improvements and location of the existing water oriented structure.

**VOTE:**

**Ayes - 6**

**Nays - 0**

**MINOR SUBDIVISION / VARIANCE**

**FILE NO: 2577-15-20**

**APPLICANT: DARWIN DEROSIER**

**LOCATION: 899/893 TANGLEWOOD DRIVE**

**Presentation by Economic and Development Planning Associate Niki Hill**

This minor subdivision would adjust the side lot line between 899 Tanglewood Dr., owned by the applicant, and 893 Tanglewood Dr., owned by Michella and Thomas Bonfe. Both properties are riparian lake lots on Turtle Lake. The DeRosier property will be reduced to 1.59 acres; the Bonfe property will increase to 6.85 acres. Both properties are in the RE, Residential Estate and Shoreland Overlay Districts. Drainage and utility easements are required along property lines, over infrastructure, watercourses and wetlands, drainage ways or floodways. A variance is requested for Lot 1, 899 Tanglewood, because it would not have frontage on a public road. Frontage is on a substandard unimproved right-of-way. A private driveway easement would be dedicated over Lot 2 to provide access to Lot 1 via Big Oak Road. Access from a private driveway will not alter the character of the neighborhood.

The applicants state that the purpose of the subdivision is to transfer 5 acres of land from Lot 1, Block 1 Stella's Addition to Lot 2, Block 1 Shella's Addition. The applicants desire to sell their home and purchase a smaller residence. The property has been on the market for several months but has not sold because of the excess amount of property.

Staff finds that as no new lots are proposed with this application, any future subdivision of either lot will require a new application and future public review by the City. Both existing homes will remain. Existing setbacks are not impacted by the boundary adjustment. A new private road easement will be executed for Lot 1 to have access to the existing private drive, as ownership of the private drive will shift to Lot 2. New drainage and utility easements are proposed for the new lot boundaries. There is municipal sanitary sewer service to both lots. Each lot has a well for water.

No trees will be impacted. Shoreland Mitigation is required. The property owners at 893 completed a Shoreland Mitigation plan before their home was built in 2007. The property owner at 899 has identified two practices, Architectural Mass and Vegetation Protection, as the methods that will be used for Shoreland Mitigation.

Notices were sent to property owners within 350 feet regarding this application. Two written comments were received expressing concerns about future lots and further development.

The minor subdivision application is in compliance with City requirements. Staff believes there is practical difficulty to justify the variance. Access to the current homes is from Big Oak Road, a private road easement. That will not change with the subdivision. No public street frontage is available. It is not reasonable to require a public road at this time because of the potential for future development. This subdivision does not change the character of the neighborhood.

It is staff's recommendation that the Planning Commission approve the variance to waive the public street frontage requirement and approve the minor subdivision and variance.

Commissioner Doan asked if a future public road is planned by the City. Ms. Hill stated that the land use of the property is currently only zoned RE, Residential Estate.

Commissioner Ferrington stated that even though the issue of future development has been raised, the Planning Commission can only respond to the application presented. She asked for clarification of the need for new drainage and utility easements. Ms. Hill explained that it is standard to require those easements for the future.

Chair Solomonson opened the discussion to public comment.

**Mr. Scott Deming**, 821 Tanglewood Drive, stated that his concern is that allowing this transfer of land is without knowing where roads will be for future development. It creates a very long property narrow property. Big Oak Road is not large enough to be a street. He does not want a future road or future development to impact to his property.

Commissioner Peterson stated that the Commission needs to be neutral on future development. He does not see that this subdivision as impacting the neighborhood. He urged support on the facts available.

Commissioner McCool agreed and stated that this action will not create adverse development.

Chair Solomonson stated that the layout is not desirable, but the request is to just change ownership of property with no development.

**MOTION:** by Commissioner Ferrington, seconded by Commissioner McCool to approve the variance request submitted by Darwin and Mary DeRosier for their property at 899 Tanglewood Drive, waiving the public street frontage requirement and adopt Resolution No. 15-52 subject to the following conditions:

**Variance**

1. This approval is subject to approval of the Minor Subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.
3. The approval is subject to a 5 day appeal period.

This motion is based on the following findings:

1. The applicant is proposing to use the property in a reasonable manner through a road easement. Access to the current homes on the properties is via Big Oak Road – a private road easement – and that will not change with this subdivision. There is no public street frontage available.
2. Unique circumstances are present due to the historical and unique circumstances. Keeping access to Lot 1 via a private road easement is reasonable due to the property's characteristics of frontage on a substandard unimproved road right-of-way. It is not reasonable to require a public street at this time due to the area's characteristic and potential for future development.
3. The character of the neighborhood will not be altered at all. The existing homes and access to them will not be changed with the minor subdivision nor will any new lots be created.

**VOTE:**

**Ayes - 6**

**Nays - 0**

**MOTION:** by Commissioner Thompson, seconded by Commissioner Ferrington to recommend approval to the City Council of the Minor Subdivision request submitted by Darwin and Mary DeRosier for their property at 899 Tanglewood Drive, subject to the following conditions:

**Minor Subdivision**

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. A private driveway easement shall be dedicated to Lot 1 for access over Lot 2.

4. The applicant shall enter into a Subdivision Agreement with the City. This agreement shall be executed before the City will endorse deeds for recording.
5. Resulting Parcel 2 shall be combined with the existing property at 893 Tanglewood Dr., creating a single lot.
6. A Mitigation Affidavit is required for both parcels. For 899 Tanglewood Dr, this Affidavit shall be executed prior to the City's release of the deed for recording. For 893 Tanglewood, this Affidavit has already been executed and no further action is required.
7. Approval of the Minor Subdivision is contingent upon the approval of a variance permitting waiving public street frontage requirement Lot 1.
8. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

VOTE:

Ayes - 6

Nays - 0

**MINOR SUBDIVISION\***

**FILE NO: 2576-15-19**  
**APPLICANT: BRIAN AND RENE MALESKI**  
**ADDRESS: 5825 BUFFALO LANE**

**Presentation by City Planner Kathleen Castle**

The application is a request to divide the subject property into two parcels. The existing home would remain on Parcel A. A new single-family home would be built on Parcel B. The application includes a vacation request of an adjoining 30-foot street and utility easement immediately south of Parcel B. The vacation will be decided by the City Council and requires no action by the Planning Commission.

The property consists of 0.91 acres with a lot width of 189 feet. With the vacation, the lot width would be 219 feet. The lot depth is 211 feet. The property is currently developed with a single family home, attached garage, driveway, parking area and sport court.

The Comprehensive Plan designates this property and other seven residential properties on Buffalo Lane as Low Density Residential (0 to 4 units per acre). The property to the west is zoned RM, Residential Medium Density (4 to 8 units per acre). The new lots would be in compliance with 2 units per acre. The new lot complies with the requirements of frontage on a public street and municipal sanitary sewer, water, drainage and utility easements. Both properties comply with lot dimension requirements.

The minimum structure setback from the front lot line will be 39.5 feet to 59.5 feet and 10 feet from the south side lot line; 15 feet is proposed. There is wetland on Parcel A. Grading will direct storm water runoff to the wetland area with a drainage and utility easement over the rear portion of Parcel A. No impact to landmark trees is anticipated.

The vacation request is scheduled with a public hearing before the City Council on July 20, 2015. The request is to increase the buildable area for Parcel B and eliminate the 25-foot setback

**PROPOSED MOTION**

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

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

to approve the request for a temporary on-sale intoxicating liquor license and the application for exempt permit for their annual fundraiser, to be held on September 12 and 13, 2015 at St. Odilia Catholic Church, 3495 North Victoria Street, Shoreview.

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

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: JULY 14, 2015**

**SUBJECT: TEMPORARY ON-SALE LIQUOR LICENSE AND APPLICATION  
FOR EXEMPT PERMIT FOR ST. ODILIA MUSIC EVENT**

Attached is a request for a temporary on-sale liquor license and application for exempt permit for their annual fundraiser to be held at St. Odilia Catholic Church on September 12 and 13, 2015.

They are requesting a temporary intoxicating liquor license which would permit them to sell beer, wine and margaritas. Similar requests have been made by St. Odilia and have been approved by the City Council.

They are also requesting approval of an Application for Exempt Permit which will allow them to hold a raffle and bingo. State gambling regulations specify that such requests may be approved by the state unless the local unit of government passes a resolution prohibiting the activity. Similar requests have been reviewed and approved by the Shoreview City Council in the past.

It is recommended that the City Council approve these requests from St. Odilia for a temporary intoxicating liquor license and a gambling permit.

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: <ul style="list-style-type: none"> <li>• conducts lawful gambling on five or fewer days, and</li> <li>• awards less than \$50,000 in prizes during a calendar year.</li> </ul> If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.	<p style="text-align: center;"><b>Application fee (nonrefundable)</b></p> If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$50</b> ; otherwise the fee is <b>\$100</b> .
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## Organization Information

Organization Name: <b>Church of St. Odilia</b>	Previous Gambling Permit Number: <b>X-62107</b>
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Minnesota Tax ID Number, if any: <b>24942</b>	Federal Employer ID Number (FEIN), if any: <b>41-0837655</b>
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**Type of Nonprofit Organization (check one):**

Fraternal    
  Religious    
  Veterans    
  Other Nonprofit Organization

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

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

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

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

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

## Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):  
**The Church of St. Odilia**

Address (do not use PO box): <b>3495 Victoria St. N</b>	City or Township: <b>Shoreview, MN</b>	Zip Code: <b>55126</b>	County: <b>Ramsey</b>
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Date(s) of activity (for raffles, indicate the date of the drawing):  
**9/12/15 and 9/13/15**

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

Bingo\*    
  Paddlewheels\*    
  Pull-Tabs\*    
  Tipboards\*

Raffle (total value of raffle prizes awarded for the year: \$ \_\_\_\_\_)

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

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

**Local Unit of Government Acknowledgment**

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

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

Chief Executive Officer's Signature: Fr. Phillip J. Rask Date: 07/10/2015

Print Name: Fr. Phillip J. Rask, Pastor

**Requirements**

<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Send application with:</b></p> <p><input checked="" type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input checked="" type="checkbox"/> application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p><b>Financial report and recordkeeping required.</b> A financial report form and instructions will be sent with your permit, or use the online fill-in form available at <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a>.</p> <p>Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

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

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



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

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

Name of organization		Date organized	Tax exempt number	
Church of St. Odilia		Jan 1, 1960	41-0837655	
Address		City	State	Zip Code
3495 Victoria St. N		Shoreview	Minnesota	55126
Name of person making application		Business phone	Home phone	
Fr. Phillip J. Rask		651-484-6681		
Date(s) of event		Type of organization		
September 12 & 13, 2015		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name		City	State	Zip
<input checked="" type="checkbox"/>	Fr. Phillip J. Rask	Shoreview	Minnesota	55126
<input type="button" value="Add New Officer"/>				

Location where permit will be used. If an outdoor area, describe.  
 Church parking lot/grounds located at 3495 Victoria St. N.

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

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

**APPROVAL**

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

_____	_____
City or County approving the license	Date Approved
_____	_____
Fee Amount	Permit Date
_____	_____
Date Fee Paid	City or County E-mail Address
_____	_____
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

## CITY OF SHOREVIEW LIQUOR LICENSE APPLICATION

This license application will not be processed until the following applicable information is provided, along with the necessary attachments and fees:

1. Type(s) of Liquor License(s) for which application is submitted:

- |   |         |
|---|---------|
| <input type="checkbox"/> Intoxicating Liquor On Sale                                    | \$5,000 |
| <input type="checkbox"/> Intoxicating Liquor On Sale w/Training                         | \$4,000 |
| <input type="checkbox"/> Intoxicating Liquor On Sale Wine                               | \$1,000 |
| <input type="checkbox"/> Intoxicating On Sale Vet. Organization                         | \$ 300  |
| <input type="checkbox"/> Transfer   | \$ 200  |
| <input type="checkbox"/> Intoxicating Liquor Off Sale                                   | \$ 200  |
| <input type="checkbox"/> Intoxicating Liquor Sunday Sale                                | \$ 200  |
| <input type="checkbox"/> 3.2 Percent Liquor On Sale                                     | \$ 150  |
| <input type="checkbox"/> 3.2 Percent Liquor Off Sale                                    | \$ 50   |
| <input checked="" type="checkbox"/> Intoxicating or 3.2 Percent Liquor<br>Special Event | \$ 10   |

2. Person making application:

Name Fr. Phillip J. Rask  
 Address 3495 Victoria St. N Shoreview, MN 55126  
 Telephone 651-484-6681 Date of Birth 9-14-46

3. Partnership application (information required in addition to Number 2 where license is to be issued in the name of a Partnership).

Name of partnership \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 Date of partnership formation \_\_\_\_\_  
 MN Tax ID \_\_\_\_\_ Federal Tax ID \_\_\_\_\_  
 Name, address, telephone number, and date of birth of all partners:

Name	Address	Telephone	Date of Birth

4. Corporation application (information required in addition to Number 2 where license is to be issued in the name of a Corporation).

Name of corporation Church of St. Odilia of Shoreview MN  
 Address 3495 Victoria St. N Shoreview, MN 55126  
 Telephone number 651-484-6681  
 Date of incorporation June 1960  
 MN Tax ID 4444 24942 Federal Tax ID 41-0837655  
 Is Corporation authorized to do business in Minnesota? Yes  
 Name, address, telephone number, and date of birth of all shareholders and officers:

Name	Address	Telephone	Date of Birth
Fr. Phillip Rusk	3495 Victoria St N Shoreview, MN 55126	651-484-6681	9-14-46
Gregory Gierlach	4204 Hemlock Ln St. Paul, MN 55127	651-483-9765	2-18-58
Kathryn Boyle	6643 Sherman Lake Rd Lino Lakes, MN 55038	651-278-3463	7-18-63

5. Application for **3.2 PERCENT LIQUOR SPECIAL EVENT LICENSE**. (information is required in addition to Number 2 where application is for 3.2 Percent Liquor Special Event).

Name of organization Church of St. Odilia  
 Address 3495 Victoria St. N Shoreview, MN 55126  
 Telephone number 651-484-6681  
 Date Sept 12-13, 2015  
 Place of special event Church of St. Odilia - Parking Lot  
 General description of the special event and purpose: Annual Parish Festival

Are you requesting the City waive the investigation fee? Yes

6. **BUSINESS NAME** to be used in connection with the liquor license? Church of St. Odilia

7. Property on which **Business** will be conducted:

Post office address 3495 Victoria St. N, Shoreview, MN 55126  
 Legal description 83-03500-06-05  
83-03500-070-05

Name, address, and telephone number of legal entity which owns the premises on which the business will be conducted:

NAME	ADDRESS	TELEPHONE
Church of St. Odilia	3495 Victoria St. N Shoreview, MN 55126	651-484-6681

8. List the full name, addresses and telephone numbers of the manager(s), assistant manager(s), and any other individual with management responsibilities for the premises to be licensed:

NAME	ADDRESS	TELEPHONE
Jeanne Schauf	3495 Victoria St N Shoreview, MN 55126	651-415-3347

9. Describe, generally, the type of business to be conducted, the services to be offered, and the items to be sold on the licensed premises:

Porch Festival - Food, Games, Silent/Live Auction, Raffle

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10. State the total cost of assets acquired to start this business including the business premises, if purchased, fixtures, furniture, equipment, merchandise for resale, cash for working capital, prepaid insurance and any other assets. (If acquired from predecessor, attach purchase agreement):

N/A

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11. Of the above cost of assets acquired, state the amount that is provided by the person(s) investing in this business:
- 
- 

12. The following items must be attached and submitted with this application, along with all required fees:

Completed and verified license application form as prescribed by the Commissioner of Public Safety (for all licenses except 3.2 Percent Liquor Special Event-SV Code 801.040(B)).

Scale drawing of floor plan of premises to be licensed showing its relationship to boundaries of property on which the premises is located (for all initial license applications-SV Code 801.040(D)).

- Certificate of Insurance (for all Intoxicating Liquor On Sale, Intoxicating Liquor On Sale Wine, and Intoxicating Liquor Off Sale-SV Code 801.040(F).
- N/A* Filed copy of Articles of Incorporation (for Corporate applications only).
- N/A* Executed copy of Partnership Agreement (for Partnership applicants only).
- N/A* Copy of lease (where applicant does not own property or premises on which business will be conducted).
- N/A* \$200.00 investigation fee (for all new applications or for liquor license transfers where authorized-SV Code 801.040(A).

Dated this Thirteenth 10<sup>TH</sup> day of July, 2008 2015

I, hereby, under oath, state that the information contained in this Application is true and correct to the best of my knowledge; that I have received a copy of the Shoreview Liquor Ordinance; and that I will notify the City of Shoreview as soon as any of the facts in this Application change. I further acknowledge that the falsification of any information contained in this Application will be cause for denial of the License Application or for revocation of a license which has been issued.

Phillip J. Oak  
Individual Making Application



**TO: MAYOR AND COUNCILMEMBERS**

**FROM: STEPHANIE SCHUTTA  
RECREATION PROGRAM COORDINATOR**

**DATE: JULY 16, 2015**

**SUBJECT: ACCEPTANCE OF AND APPRECIATION FOR DONATION FOR  
THE SHOREVIEW FARMERS MARKET.**

### **INTRODUCTION**

The City of Shoreview may accept gifts for the benefit of its citizens in accordance with the terms prescribed by the donor. Minnesota Statute 465.03 requires that the City Council accept these gifts by resolution.

### **BACKGROUND**

The Shoreview Farmers Market is an annual summer event that takes place on Tuesdays from 3:00–7:00 p.m. from June through October. The Farmers Market has around 40 vendors that participate every season. The Market also hosts special event days throughout the Market season which include children activities, promotional give-a-ways, and much more.

### **ACCEPTANCE OF GIFTS/DONATIONS**

Oak Hill Montessori School has donated a gently used button maker and supplies to the Shoreview Farmers Market. The button maker will be used throughout the Market season for children activities.

### **RECOMMENDATION**

Staff recommends that the City Council adopt resolution 15-61, accepting donation for the Shoreview Farmers Market and expressing appreciation to Oak Hill Montessori School for the donation.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JULY 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 July 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. 15-61**

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR THE  
DONATION FROM OAK HILL MONTESSORI SCHOOL

**WHEREAS**, the City of Shoreview has received a donation of a button maker from the Oak Hill Montessori School to be used at the Shoreview Farmers' Market.

**WHEREAS**, the City Council is appreciative of the donation.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, acknowledges and accepts the donation of a button maker with gratitude and that the donation will be used at the Shoreview Farmers' Market.

The motion of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon a 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 the 20<sup>th</sup> day of July, 2015.

STATE OF MINNESOTA)

COUNTY OF RAMSEY )

CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 20<sup>th</sup> day of July, 2015, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the acceptance of and appreciation to Oak Hill Montessori School for the donation of a button maker.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 21<sup>st</sup> day of July, 2015.

---

Terry C. Schwerm, City Manager

**PROPOSED MOTION  
AGREEMENTS RELATED TO RAILROAD IMPROVEMENT  
NORTH-SOUTH CORRIDOR – QUIET ZONE**

**MOTION BY COUNCILMEMBER \_\_\_\_\_**

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

Adopt Resolution 15-62 authorizing the Mayor and City Manager to execute the General Obligation Bond Grant Agreement with the State of Minnesota to receive necessary funding for the railroad improvements necessary for the establishment of quiet zones on the north-south railroad corridor. Authorization is subject to any minor revisions or modifications that may be necessary to complete the agreement provided said revisions are reviewed and approved by the City Staff and City Attorney.

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

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

Regular City Council Meeting  
July 20, 2015

s\commdev\quietzone\07-20-15ccreport

**TO:** Mayor, City Council and City Manager  
**FROM:** Kathleen Castle, City Planner  
**DATE:** July 17, 2015  
**SUBJECT:** Agreements with the State of Minnesota for Rail Improvements – Quiet Zone,  
North/South Corridor

**Introduction**

The City Council previously approved an agreement between the State of Minnesota and the City that addresses the receipt of grant funds from General Obligation Bonds. The City has been awarded \$500,000.00 which will fund the needed improvements to establish quiet zones at rail crossings on both Jerrold Avenue and North Owasso Boulevard. Prior to the execution of this Agreement, the State is requesting the City adopt a Resolution that addresses some of the conditions outlined in the Agreement. These conditions relate to the City's authority to enter into the agreement, funding and future maintenance.

**Recommendation**

Staff is recommending the Council adopt Resolution 15-62 authorizing the Mayor and City Manager to execute these agreements, subject to any minor revisions or modifications that may be necessary to complete the agreement with review by the City Staff and City Attorney.

Attachments:

- 1) Resolution 15-62

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JULY 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 4600 North Victoria St. in said City at 7:00 PM.

The following members were present:

And the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-62**

**A RESOLUTION OF THE CITY COUNCIL  
AUTHORIZING THE EXECUTION OF THE GENERAL OBLIGATION BOND  
AGREEMENT WITH THE STATE OF MINNESOTA**

**WHEREAS**, pursuant to Minnesota State Statute Section 219.166, the City of Shoreview supports the establishment of a quiet zone at the North Owasso Boulevard and the Jerrold Avenue railroad crossings along the north-south corridor also known as the St. Paul subdivision; and

**WHEREAS**, the City was awarded funding in the amount of \$500,000 through the State Bonding Bill to improve the above rail crossings so they meet the standards needed to establish a quiet zone; and

**WHEREAS**, the City Council authorizes the execution of the General Obligation Bond Agreement with the State of Minnesota to receive the awarded funding; and

**WHEREAS**, said Agreement is subject to the following conditions:

1. Per Minnesota State Statute 412.211, the City has the legal authority to enter said agreement with the State Department of Transportation and Canadian Pacific Railroad (Section 5.04 (c))
2. The City has sufficient funds to fully fund the project (Section 5.04(d))
3. The City agrees to fund any maintenance requirements over the 20-year bond period if the railroad does not fulfill their commitment to perform maintenance per the City's agreement with the Canadian Pacific Railroad (Section 5.04(j))
4. The City agrees to cover any costs that exceed the amount of funds provided by the state (bond plus federal) necessary to complete the projects. (Section 5.04(p))
5. The City's insurance meets the requirement under Section 6.01

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council authorizes the execution of the above referenced Agreements subject to the conditions set forth.

The motion was duly seconded by Member and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, this resolution was declared duly passed and adopted the 20th day of July, 2015.

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 20th day of July, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the execution of the State Agreements for the City of Shoreview in Ramsey County, Minnesota.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 20<sup>th</sup> day of July, 2015.

---

Terry C. Schwerm, City Manager

SEAL

**PUBLIC HEARING AGENDA**  
**FOR 244 GRAND AVENUE AND ADJACENT VACANT LAND**

Purpose: VACATION REQUEST

Published Time: 7:00 P.M.

Published Date: JULY 1, 2015

Affidavit of Publication: JULY 1, 2015

Affidavit of Mailing: JULY 8, 2015

Review of Affidavits of Mailing and  
Publication by City Attorney: JULY 20, 2015

Open Public Hearing - Time:

Hearing Discussion: VACATION OF STREET RIGHT-OF-WAY

CLOSE THE PUBLIC HEARING at 7.45P.M.

MOVE TO CLOSE BY COUNCILMEMBER \_\_\_\_\_

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

ROLL CALL:	AYE	NAY
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
JULY 20, 2015

**MOTION TO DENY THE VACATION REQUEST**

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

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

To deny the Vacation request, submitted by the Zawadski Homes vacating the interest of the public in certain right-of-way abutting 244 Grand Ave. and adjacent vacant lands.

This denial is based on the following finding:

1. The vacation request, as submitted, would result in a small segment of alley right-of-way becoming landlocked, with no access or connectivity to any other public right-of-way.

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

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

Regular City Council Meeting - July 20, 2015

**MOTION TO TABLE THE FINAL PLAT**

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

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

To table the Final Plat application submitted by Zawadski Homes, Inc., to subdivide the property at 244 Grand Avenue and adjacent vacant land to the August 17, 2015 Council meeting.

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

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

Regular City Council Meeting – July 20, 2015

**TO:** Mayor, City Council, City Manager  
**FROM:** Rob Warwick, Senior Planner  
**DATE:** July 16, 2015  
**SUBJECT:** File 2586-15-29, Final Plat, and Vacation, Zawadski Homes, 244 Grand Avenue

**Introduction**

Zawadski Homes Inc., on behalf of Carol Osterbauer, has submitted an application for the Final Plat for the 10 lot residential subdivision to be known as Owasso Beach. The existing dwelling and associated site improvements at 244 Grand Avenue will be removed and 10 lots for detached single-family residential use will result from the subdivision. Access to the lots will be provided from the existing public streets, Grand Avenue and North Owasso Boulevard. Preliminary Plat approval for this subdivision was approved by the Council at the May 4, 2015 meeting.

The applicant has also requested the City vacate the public right-of-way abutting the proposed plat, and are joined in this request by Robert and Janet Bevins, the property owners of 236 Grand Avenue, and Brian Klassen, the owner of 271 North Owasso Boulevard. The Bevins and Klassen properties are not included in the proposed plat, but these owners also would like to adjust the right-of-way line adjacent to their property.

The applications were complete July 9, 2015.

**Project Summary**

Four of the proposed lots have frontage onto North Owasso Boulevard, and six lots have frontage on Grand Avenue. The existing home and several detached accessory structures will be removed. The site will be graded and a stormwater basin constructed on Lot 7, where the low topographic elevation is located.

The City has scheduled a 2016 street improvement project to reconstruct Grand Avenue. At that time, the pavement will be extended west to improve connectivity with other streets in the neighborhood, and stormwater management infrastructure will be built.

**Vacation**

The applicant has also requested the City vacate street and alley right-of-way (ROW) adjacent to the proposed development. They have been joined in this request by several other property owners who will benefit as a result of the vacation.

The neighborhood was platted in 1890, with the plat of Owasso. Street and alley ROW was dedicated on this plat. Portions of the platted ROW have been vacated by the City upon request by adjacent property owners. The status of the ROW in the Owasso plat is shown on an attached exhibit.

The vacation requests the City vacate Centre Street from Grand Ave. south to North Owasso Boulevard in its entirety, along with portions of the alley east of Centre Street. See the attached vacation sketch.

The property owners of 271 and 277 North Owasso Boulevard currently use a driveway located in Centre Street and the alley north of their properties for vehicular access. The owner of 271 indicates that he intends to convey a private access easement to the owner of 277 so the access remains over the west 30-feet of Centre Street, property that will accrue to 271 as a result of the vacation. As currently configured, 271 is a corner lot, and that would change with the vacation of Centre Street.

Notice of the Public Hearing regarding the vacation request was mailed to affected property owners, and published in the City's legal newspaper. No comments have been submitted.

The vacation request does not include the portion of alley north of 271 and 277 North Owasso Boulevard. As such, approval of the request will result in isolating this short segment of public alley right-of-way from any other public right-of-way eliminating access for the public. Staff does not believe creating a landlocked piece of right-of-way is good policy since the remnant alley segment provides only private access. During prior reviews, the Council indicated that the vacation should not impede use of the street and alley by the existing residents. The vacation, coupled with a subsequent private easement over the existing drive, would allow access to continue. However, the remaining portion of alley north of 271 and 277 would be inaccessible to the public, yet burden the City with the obligation that accompanies ownership. Given this circumstance, staff cannot recommend approval of the vacation request as submitted. Staff discussed with the applicant resubmitting an amended vacation request, and expects that will occur so that this can be considered at the Council meeting scheduled for August 17, 2015. That provides time to publish, and mail notice as required for a vacation hearing.

Note that a 4/5<sup>th</sup> majority of the City Council is necessary to approve a vacation of public right-of-way.

### **Final Plat**

The plat known as the Owasso Beach subdivides the property into 10 single-family residential lots, and dedicates easements which are required for drainage and utility purposes. The proposed parcels comply with the minimum dimensional standards for lot area (10,000 square feet), width (75-feet) and depth (125-feet) in the R-1, Detached Residential Zoning District. However, the plat includes areas of right-of-way that must be vacated prior to approval of plat.

### **Recommendation**

Staff recommends the Council hold the Public Hearing on the vacation and take public testimony. Staff recommends the Council deny the vacation request, and table the Final Plat. Action on the Final Plat is premature until the vacation and access issues have been resolved. This

recommended action will provide the applicant the opportunity to revise the vacation request for review by the Council at an August meeting.

A motion to table the final plat has also been prepared.

Attachments:

1. Location Map
2. Submitted Statement and Plans
3. Motion and Agenda – Public Hearing for Vacation
4. Proposed Motion

T:/2015pcf/2586-15-29 zawadski final plat vacation/July 20 ccreport

# OWASSO BEACH

KNOW ALL MEN BY THESE PRESENTS: That Owasso Beach, LLC, a Minnesota limited liability company, owner of the following described property situated in the City of Shoreview, County of Ramsey, State of Minnesota:

Lots 1, 2, 3 and 4, Block 6; Lot 10, except the East 37 feet thereof and Lots 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22, Block 7; all in Owasso Addition, Ramsey County, Minnesota.

Together with that portion of the vacated alley and Centre Street accruing thereto.

Abstract Property

Has caused the same to be surveyed and platted as OWASSO BEACH and does hereby dedicate to the public for public use forever the drainage and utility easements as shown on this plat.

In witness whereof said Owasso Beach, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Steven J. Zawadski, Chief Manager

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Steven J. Zawadski, Chief Manager of Owasso Beach, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

I, Jason E. Rud, Licensed Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey, that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Jason E. Rud, Land Surveyor  
Minnesota License No. 41578

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Jason E. Rud, a Licensed Land Surveyor.

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

City of Shoreview  
We do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Shoreview, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

Department of Property Records and Revenue  
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year \_\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfers entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Property Records and Revenue Director \_\_\_\_\_ Deputy \_\_\_\_\_

County Surveyor  
I hereby certify that this plat complies with the requirements of Minnesota Statutes, Section 505.021, and is approved pursuant to Minnesota Statutes, Section 383A.42, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Craig W. Hinzman, L.S.  
Ramsey County Surveyor

County Recorder  
County of Ramsey, State of Minnesota  
I hereby certify that this plat of OWASSO BEACH was filed in the office of the County Recorder for public record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly filed in Book \_\_\_\_\_ of Plots, Page \_\_\_\_\_, as Document Number \_\_\_\_\_.

Deputy County Recorder



(SCALE IN FEET)  
1 inch = 30 feet

For the purposes of this plat, the South line of Block 7, OWASSO ADDITION is assumed to bear South 89 degrees 35 minutes 44 seconds West.

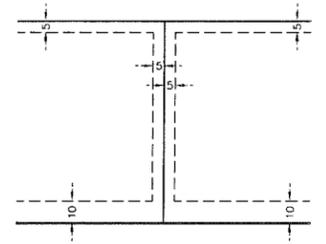
- Denotes set 1/2 inch by 18 inch iron pipe monument marked RLS 41578
- Denotes found iron monument as labeled.

No monument symbol shown indicates a monument that will be set, and which shall be in place within one year of the recording of this plat.

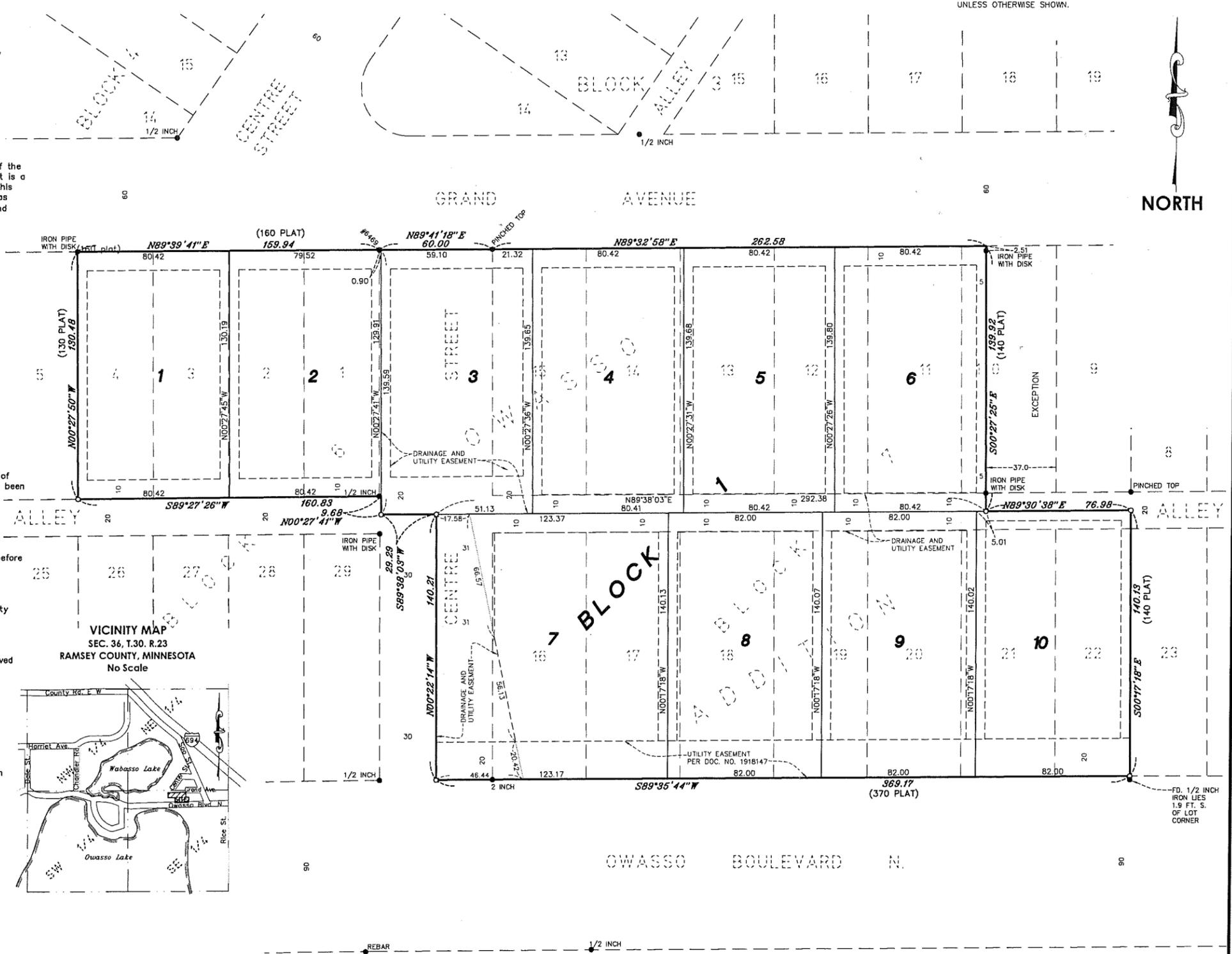
(PLAT) Denotes distance per plat of OWASSO ADDITION

## EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH ADJOINING RIGHT OF WAY LINES AND 5 FEET IN WIDTH ADJOINING LOT LINES UNLESS OTHERWISE SHOWN.





**PUBLIC HEARING AGENDA**  
**FOR MALESKI - 5825 BUFFALO LANE**

Purpose: VACATION REQUEST

Published Time: 7:00 P.M.

Published Date: JULY 1, 2015

Affidavit of Publication: JULY 1, 2015

Affidavit of Mailing: JUNE 25, 2015

Review of Affidavits of Mailing and  
Publication by City Attorney: JULY 20, 2015

Open Public Hearing - Time:

Hearing Discussion: VACATION OF STREET AND UTILITY  
EASEMENT

CLOSE THE PUBLIC HEARING at

MOVE TO CLOSE BY COUNCILMEMBER \_\_\_\_\_  
SECONDED BY COUNCILMEMBER \_\_\_\_\_

ROLL CALL:	AYE	NAY
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
JULY 20, 2015

**MOTION TO APPROVE THE VACATION**

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

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

To adopt Resolution 15-55 approving the Vacation request, submitted by the Moser Homes, Inc. vacating the interest of the public in the street and utility easement immediately south of 5825 Buffalo Lane, subject to the following:

1. Resolution 15-55 approving the vacation request shall be recorded with Ramsey County prior to the City endorsing the deed for recording.
2. A 35-foot wide drainage and utility easement shall be dedicated in place of the area being vacated.
3. The City shall retain a street easement over the east 35-feet and will include the existing hammerhead turnaround.

This approval is based on the following finding:

1. The dedicated street and utility easement proposed for vacation no longer serves the need of the public.
2. The City will obtain the easement area as needed for drainage, utility and street purposes.

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

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

Regular City Council Meeting - July 20, 2015

## MOTION TO APPROVE THE MINOR SUBDIVISION

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

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

1. Approval of the minor subdivision is contingent upon the City Council's approval of the request to vacate the 30-foot wide street and utility easement immediately south of this property.
2. The minor subdivision shall be in accordance with the plans submitted; however, revisions may be made in accordance with the City Council's action on the vacation request and conditions of the minor subdivision.
3. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
4. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
5. A street easement shall be retained over that portion of Buffalo Lane which includes the hammerhead turn-around and shall be sized in accordance with the recommendations of the City Engineer.
6. A minimum setback of 35-feet from the South side lot line is required for the dwelling and attached garage developed on Parcel B.
7. Municipal water and sanitary sewer service shall be provided to resulting Parcel B.
8. Items identified by the City Engineer in his memo shall be addressed as specified.
9. The applicants shall enter into a Development Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording.
10. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement.
11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the policies of the Comprehensive Plan, including the Land Use.
2. The proposed subdivision supports the policies of the Comprehensive Plan by providing additional housing opportunity in the City.
3. The parcels comply with the minimum standards of the R1, Detached Residential District.

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

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

Regular City Council Meeting – July 20, 2015

**TO:** Mayor, City Council and City Manager  
**FROM:** Kathleen Castle – City Planner  
**DATE:** July 17, 2015  
**SUBJECT:** File No. 2576-15-19, Minor Subdivision/Vacation, Brian and Rene Maleski, 5825 Buffalo Lane

**INTRODUCTION AND BACKGROUND**

Brian and Rene Maleski submitted a minor subdivision to divide their property at 5825 Buffalo Lane into two parcels creating one new parcel for single-family residential development. The existing house and attached garage will remain on the north lot (Parcel A), and a new lot (Parcel B) created on the south for future construction of a new house. The applicants are also proposing to vacate the adjoining street and utility easement that abuts the property to the south. This vacated area would be incorporated into Parcel B. The proposed lots conform to other requirements of the Municipal Code.

The Vacation request is considered by the City Council at a public hearing and not reviewed by the Planning Commission.

The application was complete May 21, 2015.

**SITE CHARACTERISTICS**

The property is located on Buffalo Lane, south of Lexington Avenue. Buffalo Lane is a public street that provides access to 7 parcels and was recently reconstructed. The roadway has a width of 20 feet and terminates with a hammerhead that provides a vehicle turn-around area.

The property has a lot area of .91 acres, a width of 189 feet and a depth of 211 feet. The property is developed with a single-family home, attached garage, driveway, gravel parking area and sport court.

**MINOR SUBDIVISION**

**COMPREHENSIVE PLAN**

The property is guided for Low Density Residential (0 to 4 units per acre) as are the adjoining properties on Buffalo Lane. To the west, the property is guided for Medium Density Residential (4 to 8 units per acre) and developed with townhomes.

**DEVELOPMENT ORDINANCE REQUIREMENTS**

Minor subdivisions require review by the Planning Commission and approval by the City Council, and are reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

The City's subdivision standards (Sec. 204) require all lots to have frontage on a public right-of-way. Municipal sanitary sewer and water service must be provided to the new lots. The standards also require 5-foot public drainage and utility easements alongside property lines, and 10-feet along front

and rear lines. Public drainage easements are also required over watercourses, drainages or floodways, as necessary.

The property is located in the R1, Detached Residential as are the adjoining properties on Buffalo Lane, with the exception of the property immediate to the south at 5800 Buffalo Lane which is zoned UND, Urban Underdeveloped. In the R1 district, minimum lot standards (Sec. 205.082 (D)(1)) require a lot area of 10,000 square feet, a width of 75 feet and a depth of 125 feet.

Principal structure setbacks are required to be a minimum of 25 feet from a front property line, 10-feet from a side lot line and 30-feet from a rear property line. Attached accessory structures must be setback a minimum of 5-feet from a side property line. If the adjacent home has a front yard setback that exceeds 40-feet, then the minimum front yard setback required for a new home on the vacant property is calculated using the existing setback, plus or minus 10-feet.

**STAFF REVIEW**

**Density**

The proposed density is 2 units per acre and is consistent with the RL, Low Density Residential Land Use designation.

**Minimum Lot Requirements**

As shown below, the proposed parcels exceed the R1 minimum lot requirements specified in the Development Regulations.

	<b>Requirements</b>	<b>Parcel A (north)</b>	<b>Parcel B (south)</b>
<b>Area</b>	10,000 sf	20,045 sf	26,164sf
<b>Width</b>	75 feet	95 feet	124 feet
<b>Key Lot</b>	90 feet	--	--
<b>Depth</b>	125 feet	211 feet	211 feet

**Municipal Utilities**

Municipal sanitary sewer and water are available in the Buffalo Street right-of-way. The future home on Parcel B will be required to connect to these utilities.

**Minimum Structure Setbacks**

The existing residence on Parcel A is setback more than 40-feet from the front lot line, therefore, the minimum structure setback from the front lot line for a new home on for Parcel B is determined by the setback of the home on Parcel A, then adding and subtracting 10-feet to define a permitted setback

range. The setback range for the future house on Parcel B is from the Buffalo Lane right-of-way is 39.5 feet to 59.5 feet.

The existing home on Parcel A would be setback 15 feet from the proposed side lot line, exceeding the 10-foot minimum.

### **Grading, Drainage and Stormwater Management**

The property generally drains to the west and north; however, there is a low area in the central portion of the property where it appears that water may pond before infiltrating into the ground. In addition, there is also a wetland area in the northwestern corner of Parcel A. In order for a new house to be constructed on Parcel B, the site will need to be graded to direct stormwater runoff to the wetland area on Parcel A. A drainage and utility easement will be required over this wetland area and the rear portion of Parcel A to provide a drainage route for Parcel B.

### **Vegetation and Woodlands**

The majority of the property is open lawn area with trees and other vegetation along the south west and eastern portion of the property. It appears that no landmark trees will need to be removed for the development of Parcel B. Tree removal, replacement and protection will be addressed in the Development Agreement.

### **VACATION**

Section 406 of the Municipal Code regulates the vacation of easements, rights-of-way or other publicly dedicated land. A vacation request may be initiated by the City or by a petition of a majority of property owners who own land abutting the easement. The City Council is required to hold a public hearing regarding the vacation request and may grant or deny the request based on a majority vote upon a finding that the vacation is in the public interest.

The Maleski's are requesting the existing 30-foot street and utility easement adjoining their property to the south be vacated. The intent of the vacation is to increase the buildable area by eliminating the minimum 25-foot structure setback requirement from this unimproved roadway. In exchange for the vacation of this easement, the City will require a 35-foot wide drainage and utility easement along the southern property line. A new structure could be constructed up to the easement area.

The staff is recommending the City retain a street easement over the improvement portion of Buffalo Lane and includes the hammerhead turnaround. This easement area will be large enough to provide adequate space for snow storage.

### **COMMENTS**

#### ***PUBLIC WORKS COMMENT***

Buffalo Lane was recently improved with a 20-foot wide roadway, storm sewer, sanitary sewer and water. The subject property was assessed for these improvements in accordance with the City's assessment policy. The outstanding assessments for the property must be paid prior to the City's release of the deed for recording.

The future home on Parcel B is required to connect to municipal sanitary sewer and water.

Drainage and utility easements shall also be provided as required by the City Engineer and conveyed prior to the recording of the subdivision. These include the standard 5-foot easements along the side property lines, 10 foot easement the front and rear property lines, unless otherwise required. In exchange for vacation of the street easement, the City is requiring a 35-foot wide drainage and utility easement along the south property line of Parcel B. The City does have a water main in this easement. A 40-foot wide drainage and utility easement will also be required along the rear property line of Parcel A to provide a drainage way for stormwater generated by the future development of Parcel B.

### ***LAKE JOHANNA FIRE DEPARTMENT***

The Fire Marshal also reviewed the proposed subdivision and vacation. The Fire Department has requested that the City continue to maintain the area where the hammerhead turn-around is located.

### ***PUBLIC COMMENT***

Property owners within 350 feet were notified of the request. No comments have been submitted in response as of the date of this report. One telephone call was received regarding drainage, stormwater management and groundwater. Xcel Energy also requested the City retain a utility easement over the area proposed to be vacated.

### **PLANNING COMMISSION REVIEW**

The Planning Commission reviewed the subdivision proposal at their June 23rd meeting. The Commission discussed the proposed lot, impact of the street vacation and placement of a future home on the property. The Commission concluded that the proposed subdivision is consistent with the Comprehensive Plan and zoning district standards and recommended approval (6 to 0) to the City Council.

### **STAFF RECOMMENDATION**

The vacation and minor subdivision applications have been reviewed in accordance with the standards of the Development Regulations and found to be in compliance with the adopted City standards. Single-family residential use of the property at the proposed density is consistent with the Comprehensive Plan. Staff recommends the Council adopt Resolution 15-55, approving the vacation request, and the minor subdivision and authorize execution of the Development Agreements, subject to the following conditions.

#### **Minor Subdivision**

1. Approval of the minor subdivision is contingent upon the City Council's approval of the request to vacate the 30-foot wide street and utility easement immediately south of this property.
2. The minor subdivision shall be in accordance with the plans submitted; however, revisions may be made in accordance with the City Council's action on the vacation request and conditions of the minor subdivision.
3. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.

4. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
5. A street easement shall be retained over that portion of Buffalo Lane which includes the hammerhead turn-around and shall be sized in accordance with the recommendations of the City Engineer.
6. A minimum setback of 35-feet from the South side lot line is required for the dwelling and attached garage developed on Parcel B.
7. Municipal water and sanitary sewer service shall be provided to resulting Parcel B.
8. Items identified by the City Engineer in his memo shall be addressed as specified.
9. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording.
10. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement.
11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County

#### **Vacation**

1. Resolution 15-55 approving the vacation request shall be recorded with Ramsey County prior to the City endorsing the deed for recording.
2. A 35-foot wide drainage and utility easement shall be dedicated in place of the area being vacated.
3. The City shall retain a street easement over the east 35-feet and will include the existing hammerhead turnaround.

#### **Attachments**

- 1) Resolution #15-55
- 2) Subdivision Agreement
- 3) Construction Development Agreement
- 4) Memo – Tom Wesolowski - City Engineer
- 5) Email – Nate Berg, Fire Marshal/Deputy Chief, Lake Johanna Fire Department
- 6) Aerial Location Maps
- 7) Pictometry
- 8) Submitted Plans
- 9) Survey identifying required Easements
- 10) Response to Request for Comment
- 11) Motion

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

The following members were present:

And the following members were absent:

Member        introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-55  
A RESOLUTION RELATING TO THE VACATION OF A STREET AND UTILITY  
EASEMENT**

**WHEREAS**, pursuant to mailed and published notice, a public hearing was held on the 20th day of July, 2015 before the Shoreview City Council to consider the vacation of certain easements.

**WHEREAS**, the 30-foot of street and utility easement immediately south of the property at 5825 Buffalo Lane is no longer needed for public purposes, and

**NOW, THEREFORE**, be it resolved that the Shoreview City Council hereby adopts the Resolution No. 15-55 vacating the public interest in the street and utility easement reserving unto the City and all entities, private or public, an easement for drainage, utility and street purposes and described as follows:

*Drainage and Utility Easement*

A perpetual easement for drainage and utility purposes over, under and across the south 35 feet of the following described property:

That part of the south 122 feet of the north 771 feet of the Southwest Quarter of the Northeast Quarter of Section 3, Township 30 North, Range 23 West, Ramsey County, Minnesota lying east of the west 560 feet and 30 feet west of the following described line:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30 North, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter; thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west, having a radius of 410.57 feet, a central angle of 13 degrees 53 minutes 12 seconds a distance of 99.51 feet to a point of reverse curvature; thence along a 410.57 foot radius curve concave to the east having a central angle of 13 degrees 53 minutes 12 seconds, a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating.

*Public Roadway Easement*

A perpetual easement for public roadway purposes over, under and across the east 35 feet of the south 35 feet of the following described property:

That part of the south 122 feet of the north 771 feet of the Southwest Quarter of the Northeast Quarter of Section 3, Township 30 North, Range 23 West, Ramsey County, Minnesota lying east of the west 560 feet and 30 feet west of the following described line:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30 North, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter; thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west, having a radius of 410.57 feet, a central angle of 13 degrees 53 minutes 12 seconds a distance of 99.51 feet to a point of reverse curvature; thence along a 410.57 foot radius curve concave to the east having a central angle of 13 degrees 53 minutes 12 seconds, a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating.

The motion was duly seconded by Member and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**Adopted this 20<sup>th</sup> day of July, 2015.**

---

Sandra C. Martin, Mayor  
Shoreview City Council

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 20<sup>th</sup> day of July, 2015 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution 15-55.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 20<sup>th</sup> day of July, 2015.

\_\_\_\_\_  
Terry C. Schwerm  
City Manager

SEAL

**SUBDIVISION AGREEMENT  
5825 BUFFALO LANE  
BRIAN AND RENE MALESKI**

- 1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the “City”) and Brian and Rene Maleski, their successors and assigns (hereinafter the “Developer”).
- 2.0 On July 20, 2015 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the “subject property”)

That part of the north 771 feet of the Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, Ramsey County, Minnesota lying east of the west 560 feet and 30 feet west of the following described line:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating except the north 552 feet thereof.

Together with a 60 foot easement for street and utility purposes, the centerline of which is described as follows:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating

(This property is commonly known as 5825 Buffalo Lane)

Which when subdivided will be legally described as:

**Parcel A**

That part of the south 97 feet of the north 649 feet of the Southwest Quarter of the Northeast Quarter of Section 3, Township 30 North, Range 23 West, Ramey County, Minnesota lying east of the west 560 feet and 30 feet west of the following described line:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating

Together with a 60 foot easement for street and utility purposes, the centerline of which is described as follows:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating

And

**Parcel B**

That part of the south 122 feet of the north 771 feet of the Southwest Quarter of the Northeast Quarter of Section 3, Township 30 North, Range 23 West Ramsey County, Minnesota lying east of the west 60 feet and 30 feet west of the following described line:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence

southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating

Together with a 60 foot easement for street and utility purposes, the centerline of which is described as follows:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating

- 3.0 Pursuant to City Ordinances, the Developer is required:
- A. To make certain improvements to the subject property.
  - B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer's request for final approval.
  - C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
  - D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.
- 4.0 The approval of the City's council was subject to the terms and conditions contained herein, and the following conditions as approved by the City Council on July 20, 2015:
- A. Approval of the minor subdivision is contingent upon the City Council's approval of the request to vacate the 30-foot wide street and utility easement immediately south of this property.
  - B. The minor subdivision shall be in accordance with the plans submitted; however, revisions may be made in accordance with the City Council's action on the vacation request and conditions of the minor subdivision.

- C. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
- D. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
- E. A street easement shall be retained over that portion of Buffalo Lane which includes the hammerhead turn-around and shall be sized in accordance with the recommendations of the City Engineer.
- F. A minimum setback of 35-feet from the South side lot line is required for the dwelling and attached garage developed on Parcel B.
- G. Municipal water and sanitary sewer service shall be provided to resulting Parcel B.
- H. Items identified by the City Engineer in his memo shall be addressed as specified.
- I. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording.
- J. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement.
- K. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County

5.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

- A. Conditions Precedent. Prior to the City's endorsement of the Deed of Conveyance which will effectuate the subdivision of the Subject Property into Parcel A and B, the Developer shall:
  - 1. Pay Public Use Dedication Fee. The Developer agrees to pay a public recreation use dedication fee in the form of a Cash Equivalent Payment based on the fair market value of Parcel B. Except as hereinafter provided, the cash equivalency payment shall be due and payable on or before the execution of a development agreement or endorsement of the plat by the City. The Cash Equivalency Payment required on a residential use depends upon the density of dwelling units per acre on the proposed development or subdivision. **The Cash Equivalency Payment shall equal 4% of the fair market value, utilizing the Ramsey County Assessors Land Value for 2015.** Credit will be given for the existing dwelling. The calculated fee for the subdivision is **\$4881.16**
  - 2. Public Easements. Drainage and Utility easements shall be dedicated to the City as required by the Public Works Director and the Municipal Code as identified in the City Engineer's memo date June 17, 2015..
  - 3. Sanitary Sewer and Water Fees . A fee in the amount of \$14,545 for Parcel B (one unit) is due prior to the City's release of the deed for recording.

4. Sewer Availability Charge (SAC). The new dwelling on Parcel B will be subject to the SAC charge of the Metropolitan Council.
  5. Maintenance of Private Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.
  6. Private Easement. The existing water and sanitary sewer services appear to be on the NE corner of Parcel B. A private easement is required over this portion of this Parcel in favor of Parcel A to permit this service to encroach on Parcel B. Said easement shall permit the right to repair them if needed and be sized to accommodate the area needed for the service line and repair if needed. This easement shall be submitted to the City for review and approval prior to the City's release of the deed for recording.
- 6.0 Default. The occurrence of any of the following after written notice from the City shall be considered an "Event of Default" in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.
- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
  - B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.
- 7.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:
- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
  - B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
  - C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.

- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

8.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **20<sup>th</sup> Day of July, 2015**

**DEVELOPER**

**CITY OF SHOREVIEW**

\_\_\_\_\_  
Brian Maleski

\_\_\_\_\_  
Sandra C. Martin, Mayor

\_\_\_\_\_  
Rene Maleski

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

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**DEVELOPMENT AGREEMENT  
FOR CONSTRUCTION**

**PARCEL B - SUBDIVIDED FROM 5825 BUFFALO LANE**

- 1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and \_\_\_\_\_, its successors and assigns (hereinafter the "Developer").
- 2.0 On July 20<sup>th</sup>, 2015 the City Council approved a subdivision of 5825 Buffalo Lane to subdivide certain property located within the City creating the following described parcel (hereinafter the "Subject Property")

**Parcel B**

That part of the south 122 feet of the north 771 feet of the Southwest Quarter of the Northeast Quarter of Section 3, Township 30 North, Range 23 West Ramsey County, Minnesota lying east of the west 60 feet and 30 feet west of the following described line:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating

Together with a 60 foot easement for street and utility purposes the centerline of which is described as follows:

Beginning at a point on the north line of said Southwest Quarter of the Northeast Quarter of Section 3, Township 30, Range 23 West, distant 825 feet east of the northwest corner of said Southwest Quarter of the Northeast Quarter, thence southerly and parallel with the west line of said Southwest Quarter of the Northeast Quarter a distance of 326.83 feet; thence along a tangential curve concave to the west having a radius of 410.57 feet, a central angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet to a point of reverse curvature, thence along 410.57 feet radius curve concave to the east having a center angle of 13 degrees, 53 minutes, 12 seconds a distance of 99.51 feet; thence southerly and

tangent to said curve to the south line of the north 771 feet of said Southwest Quarter of the Northeast Quarter and there terminating

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the Subject Property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer's request for final approval.
- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the Subject Property.

4.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree to develop Parcel A as follows:

A. Conditions Precedent. Prior to the City's issuance of a building permit on Parcel B, the Developer shall:

- 1. Grading, Drainage and Erosion Control Plan. The Developer shall prepare a grading, drainage erosion control plan for any site work that disturbs soil on the Subject Property, including, but not limited to, utility work, construction of a new house or installation of a new driveway. No site grading shall occur prior the Developer obtaining a Grading or Building Permit approved and issued by the City and prior to the installation of approved erosion control measures. The natural drainage pattern shall be retained.

To ensure erosion control during the development of the Subject Property, the Developer is required to execute the Erosion Control Agreement (Exhibit A) and submit a financial surety deposit, in a form approved by the Public Works Director. Said deposit shall be submitted prior to, or concurrently with, the issuance of a building permit.

- 2. Installation and Maintenance of Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.

3. Tree Preservation. Trees shall be preserved as possible, including those in the right of way. Protective tree fencing shall be installed in accordance with the City's Vegetation and Woodlands Ordinance. A wood chip berm, a minimum of 2 feet wide and 18 inches deep, shall be installed inside of the tree protection fence. The tree protection fence and wood chip berm shall be maintained during the period of site work. Minor revisions to the plan may be permitted with approval by the City Planner.
4. Tree Replacement. The Developer, his assigns, or successors in interest, shall submit a tree removal and replacement plan with any building permit application for the Subject Property. The plan shall show the location of Landmark Trees, as defined in the Municipal Code, within **30 feet of the limits** of construction and the construction access drive and identify any Landmark Trees that will be removed. The plan shall show the proposed replacement trees and their locations. Replacement trees are required at a ratio of one (1) replacement tree for each Landmark Tree removed. A surety will be required for the replacement trees prior to the issuance of a building permit.
5. Construction Management. The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:
  - A. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the Public Works Director.
  - B. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No parking is permitted on Buffalo Lane. Further, the Developer agrees to comply with the adopted parking restrictions as identified in Section 901.030, Parking Regulations of the Municipal Code.
  - C. Obstruction of Right-of-Way. Developer agrees that it shall be unlawful to obstruct or store fill, excavated material and construction materials in the public right-of way. Delivery vehicles may utilize the right-of-way while rendering a service provided the Developer is present and supervising the delivery in a manner that does not hinder passage, jeopardize public safety and public use of the right-of-way.
  - D. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 7:00 p.m. on weekdays and 8:00 a.m. and 6:00 p.m. on any weekend or holiday.

- E. Site Maintenance. The Developer shall ensure that the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City.
6. Sanitary Sewer and Water Fees – Water and sewer service stubs shall be installed to serve the Subject Property. Connection fees will be applied with the building permit fees. Said fees include the following:
- A. Water Connection Charge. \$275.00
  - B. Water Meter Charge. \$254.96 (2015 rate)
  - C. Sewer Connection Charge. \$275.00
  - D. Permit Fees. \$60.00 (2015 rate)
7. Sewer Availability Charge (SAC). The new dwelling on the Subject Property will be subject to the SAC charge of the Metropolitan Council.
- 5.0 Structure Setbacks. For Parcel B, minimum structure setbacks from the property lines shall be as follows: Side (South) – 35 feet, Rear – 30 feet, Side (North) – 10 feet for the dwelling unit/5 feet for accessory structures. For Parcel B, the structure setback range from the front property line is 39.5 feet to 59.5 feet.
- 6.0 As-Builts and Grading Certification. An as-built survey, prepared by a surveyor licensed and registered by the State of Minnesota, shall be submitted upon completion of the permitted work. The as-built survey comply with the City standards and shall include details of the final site grading and all improvements. The Developer shall deposit a cash escrow in the amount of **\$1,000.00** as surety for the as-built survey prior to the issuance of a building permit for the project.
- 7.0 Other Agency Approvals. It is the Developer's responsibility to apply for and to acquire all other required agency permits prior to commencing construction, including any approvals necessary from the Rice Creek Watershed District.
- 8.0 Other Costs. In addition to the other fees required by the City regulations for this agreement, the Developer agrees to reimburse the City for all costs, of whatever kind or nature, incurred by the City in reviewing or processing the Developer's application or administration of the installation of public infrastructure, including but not limited to costs incurred for legal or other consultants.
- 9.0 All Costs Responsibility of Developer. The Developer agrees to pay for all costs incurred of whatever kind or nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the Subject Property. The Developer agrees to hold the City harmless from any and all claims of whatever kind or nature which may

arise as a result of the construction of the improvements, the development of the property or the acts of the Developer, its agents or contractors in relationship thereto.

10.0 Financial Surety Escrows. The Developer is required to submit financial surety escrows as identified in this agreement. The developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of this agreement. THE DEVELOPER UNDERSTANDS THAT THE CITY WILL NOT ISSUE A BUILDING PERMIT FOR CONSTRUCTION OF ANY NEW RESIDENCE ON TRACT B PRIOR TO RECEIPT OF THESE SURETY DEPOSITS.

- A. The Developer shall not receive interest on the amount of the surety.
- B. The Developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Agreement, for Grading, Drainage and Erosion Control and to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, as determined by the Engineering Department. The surety may also be utilized for clean-up or restoration of areas off of the construction site that are directly or indirectly impacted by conditions on the site.
- C. The Developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 24 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
- D. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied.
- E. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.
- F. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

11.0 Default. The occurrence of any of the following after written notice from the City shall be considered an “Event of Default” in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the Subject Property.

12.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the Subject Property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

11.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

**DEVELOPER**

\_\_\_\_\_

**CITY OF SHOREVIEW**

\_\_\_\_\_  
Sandra C Martin, Mayor

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

**EXHIBIT 'A'**

**EROSION CONTROL ESCROW AGREEMENT**

(A) THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation of the State of Minnesota (hereinafter the "City"), and \_\_\_\_\_ its successors and assigns (hereinafter the "Developer").

(B) The City and the Developer have executed a Site Development Agreement that obligates the Developer to control soil erosion during the development of the Subject Property. To secure erosion control during the development of this site, the Developer has submitted a cash surety to the City of Shoreview in the amount of **\$2,000.00**. The Developer has submitted this financial surety to the City on the following conditions:

1. The Developer shall not receive interest on the amount of the surety.
2. The Developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Contract regarding erosion control and/or to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, until the Engineering Department has determined that erosion control has been satisfied. The surety may also be utilized for problems created off the site directly or indirectly as result of on-site conditions.
3. The Developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 48 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
4. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied, or the funds have been replaced by a successor in interest.
5. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.

This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

(C) The Developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of the Escrow Agreement by the Developer.

**IN WITNESS WHEREOF**, the City and the Developer have executed this agreement this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**DEVELOPER**

**CITY OF SHOREVIEW**

\_\_\_\_\_

\_\_\_\_\_

Terry Schwerm, City Manager

Date: July 17, 2015  
To: Kathleen Castle, City Planner  
From: Tom Wesolowski, City Engineer  
Subject: Minor Subdivision & Vacation – 5825 Buffalo Lane

The City of Shoreview Engineering staff has reviewed the application for the minor subdivision of 5825 Buffalo Lane and has the following comments:

1. Currently there is a 30-foot street and utility easement located along the south property line. As part of the subdivision, the property owner is requesting a vacation of the street & utility easement and proposing a 35-foot drainage and utility easement. Due to the development of homes to the west of 5825 Buffalo Lane, a road will not be constructed along the south property line, so a road easement is not required. There is a portion of a hammerhead turn-around located within street easement along the east edge of the property, which would require 30-feet of the street easement to remain from the east edge of the property extend to the west. The water main located along the south edge of the property will remain and would be located within the proposed 35-foot drainage and utility easement.
2. Proposed Parcel B currently drains to the NW across Parcel A to a wetland located along the NW corner of proposed Parcel A. Due to the topography of Parcel B, drainage from the parcel would need to continue to flow across Parcel A to the wetland. To ensure that drainage from Parcel B can drain to the wetland, the west 40-feet of Parcel A shall be a 40-foot drainage easement.
3. Buffalo Lane was reconstructed in 2011. Sanitary sewer and water main were installed in the roadway and services were extended to the various properties. Two sets of services were installed for this property to eliminate digging up the street if a future subdivision were to occur. When Buffalo Lane was assessed, the property was only assessed one unit for street, water, sanitary sewer and storm sewer. When the property is split, a fee in the amount of the original assessment would be due to the City as a deferred fee in lieu of an assessment. The original assessment amount for one unit is \$14,545 and that would be required to be paid to the City as part of the splitting process.
4. The existing water and sanitary sewer services appear to be the NE corner of proposed Parcel B. A private easement should be given by Parcel B to Parcel A to allow these services to cross a portion of Parcel A along with rights to repair them if required.
5. Standard fees for connecting to city water and sewer for Parcel B will apply. These are listed below:

Water Connection Charge	\$275.00
Water Meter Charge	\$254.96 (2015 rate)
Sewer Connection Charge	\$275.00
Permit Fees	\$ 60.00 (2015 rate)



Kathleen Castle <kcastle@shoreviewmn.gov>

---

**Minor Subdivision - 5825 Buffalo Lane**

---

**Nate Berg** <nberg@ljfd.org>  
To: Kathleen Castle <kcastle@shoreviewmn.gov>  
Cc: Tim Boehlke <tboehlke@ljfd.org>

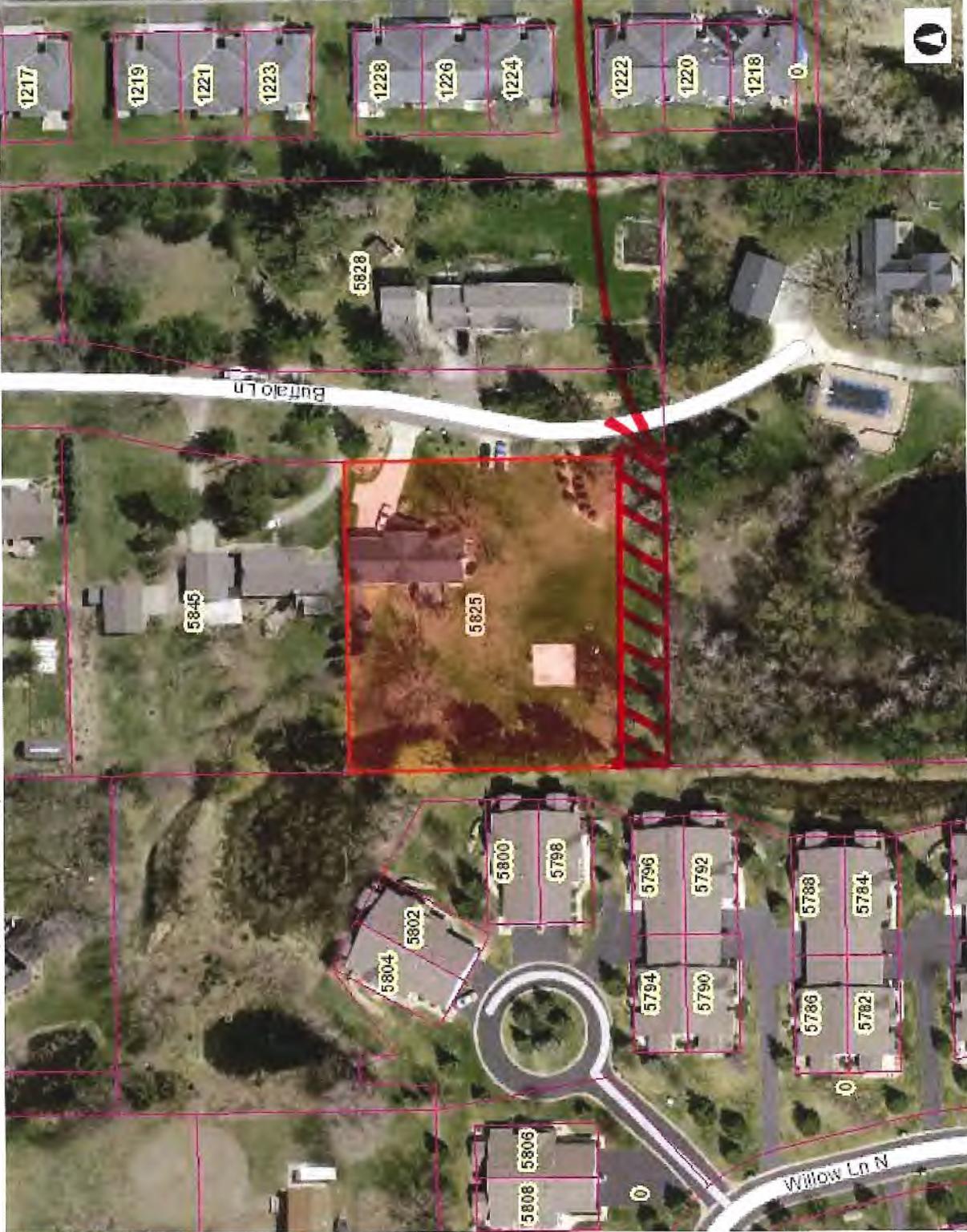
Wed, Jun 17, 2015 at 1:20 PM

Kathleen,

The only comments the fire department would have on this potential vacation of the easement would be that we would require that the hammerhead dead end turn around does not change and would be maintained by the city.

Nate Berg  
Fire Marshal/Deputy Chief  
Lake Johanna Fire Department  
5545 Lexington Ave N  
Shoreview, MN 55126  
(651) 481-7024  
nberg@ljfd.org  
[Quoted text hidden]





### Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- County Borders
- Airports

AREA PROPOSED FOR VACATION

### Notes

Maleski - Minor Subdivision

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





**M2**

Print Date: 06/16/2015  
Image Date: 05/04/2011  
Level: Neighborhood





Maleski - Vacation  
5825 Buffalo Lane  
File No. 2576-15-19

Comments:

Xcel Energy would request to retain an easement for the proposed vacation.

The easement reservation requested is: the south 30.00 feet of the East 20.00 feet of the ~~proposed~~<sup>proposed</sup> street and utility easement area.

Please see attached maps.

Xcel needs to retain easement for existing gas and ~~electric~~ electric facilities.

Please contact me if ~~you~~ you have any questions.

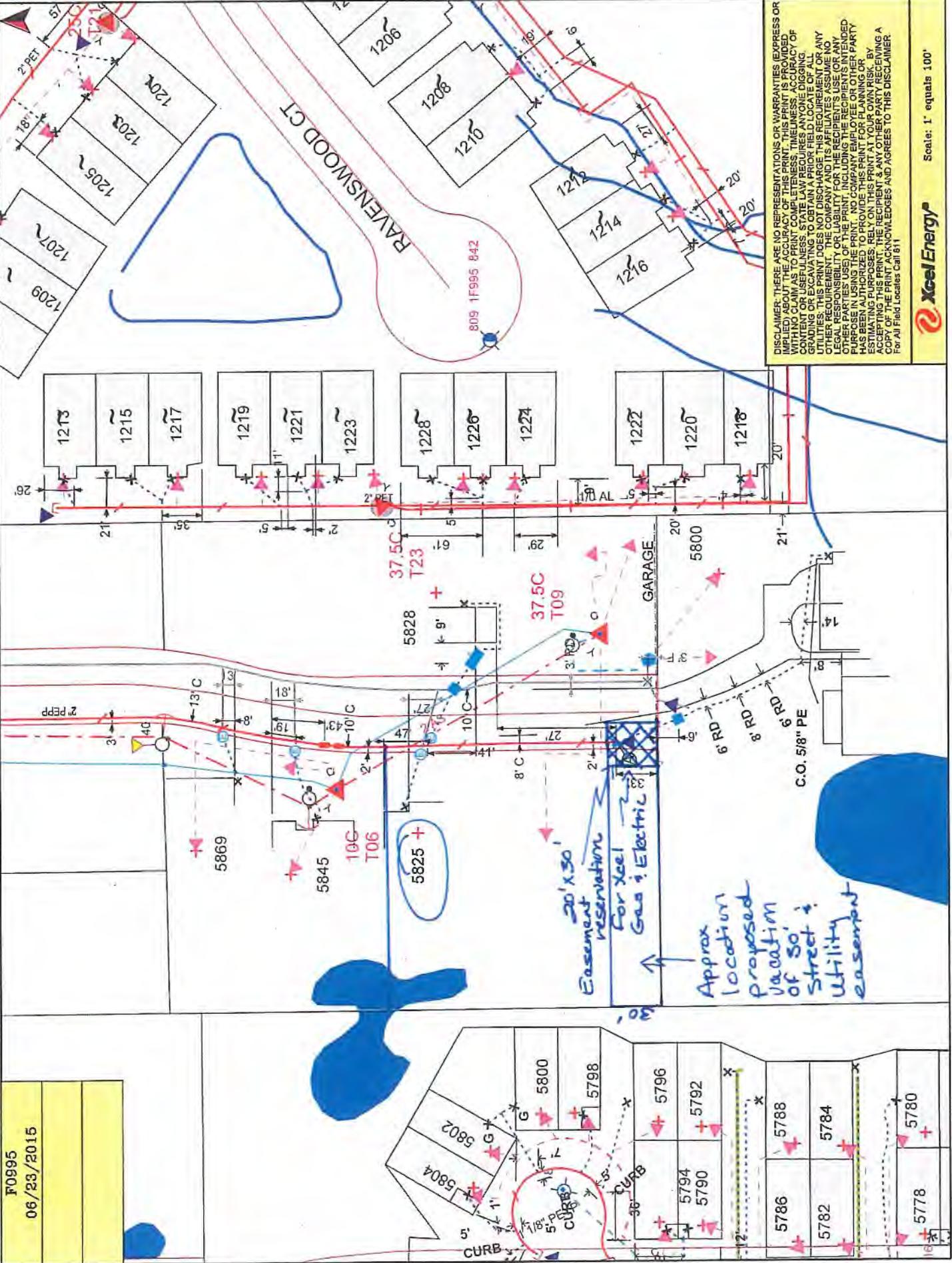
Name: Bonnie Anderson

Xcel Energy

Address: 612-330-6241



F0995  
06/23/2015



Scale: 1" equals 100'



Nicole Hill <nhill@shoreviewmn.gov>

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## FW: Minor Subdivision application for Brian & Rene Maleski

---

Kathleen Castle <kcastle@shoreviewmn.gov>

Thu, Jun 18, 2015 at 2:27 PM

To: Niki Hill <nhill@shoreviewmn.gov>, Cecy LUKOSKIE <clukoskie@shoreviewmn.gov>

Sent from my Windows Phone

From: Jennifer

Sent: 6/18/2015 2:18 PM

To: [kcastle@shoreviewmn.gov](mailto:kcastle@shoreviewmn.gov)

Subject: Re: Minor Subdivision application for Brian & Rene Maleski

To : The Shoreview Planning Commission

While we acknowledge their right to subdivide, we have the following concerns.

-Coveted neighborhood

The current residents and visitors comment often how quiet and beautiful our street is. It has been said that it is a hidden gem in the middle of Shoreview. Quiet, peaceful, large properties, beautiful manicured sprawling lawns. A reflection of the beautiful landscaping that Shoreview provides in other areas of the city. There are other hidden pockets like Buffalo Ln. in Shoreview. Instead of cramming more homes onto a street why not preserve the hidden pockets of paradise that Shoreview is known for.

-Value of homes on street will be brought down

All of the existing homes currently are similar in size, style, price, and property. Subdividing would alter that and bring down the value of the existing homes.

-Traffic increase

The traffic increase is a great concern. We already have many motorists that travel down the dead end street to "just look" and then get stuck in the turn-around. Delivery drivers, plows, buses and regular cars all have difficulty turning around. Adding another driveway to the end of the street would make it impossible. With an added home the street parking and traffic would increase making it very difficult for regular traffic not to mention impossible for emergency vehicles.

-Property sizes are currently all similar

The draw and peacefulness to this neighborhood are the current lot sizes. Something not very common yet treasured by the homeowners and all who visit. Subdividing would bring the land and property value down for the other homes on the street.

Former and current families have raised have raised more than 35 children on this street and it is a fabulous place to raise a child in Shoreview.

Thank you for your time,  
Jed and Jennifer Nieters  
5828 Buffalo Ln.

**PROPOSED MOTION  
TO ORDER ABATEMENT OF A PUBLIC NUISANCE**

**MOTION BY COUNCIL MEMBER \_\_\_\_\_**

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

To adopt Resolution 15-59 ordering abatement of the public nuisance (refuse/debris, exposed soils/erosion control) for the property at 3308 Victoria Street.

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

Regular City Council Meeting  
July 20, 2015

**TO:** Mayor, City Council, and City Manager  
**FROM:** Kathleen Castle, City Planner  
**DATE:** July 17, 2015  
**SUBJECT:** Abatement Order – Public Nuisance, 3308 Victoria Street

### **INTRODUCTION AND BACKGROUND**

The City has initiated code enforcement action for the property at 3308 Victoria Street due to non-compliant conditions regarding property maintenance, specifically site conditions related to vegetation, erosion control, refuse and outside storage. An abatement hearing has been scheduled before the City Council due to the extent of code violations and length of time they have been present.

In July of 2014, the City issued a Building Permit to Shade Tree Construction for the construction of a new home on this vacant property. Construction of the home was completed in the winter and a conditional Certificate of Occupancy (CO) was issued on January 26, 2015 to Shade Tree Construction allowing the homeowner, Drew Callahan, to occupy the dwelling. Conditions attached to the CO addressed the completion of exterior site conditions related to grading, erosion control and the establishment of vegetation. These conditions remain in addition to refuse, debris and an unfinished driveway. Drew Callahan is the property owner of record.

### **PROPERTY MAINTENANCE CONDITIONS**

An inspection of the property conducted on July 13, 2015 verified that the conditions have not changed. Conditions include refuse and debris, and exposed soils/erosion control and represent a public nuisance that can be abated by the City. The attached letters and photographs provide additional information regarding these code violations.

### **PUBLIC NUISANCE CONDITIONS**

The conditions identified above are defined as a public nuisance in the City's Code and include the following:

- 1) An accumulation of refuse and debris.
- 2) The pollution or contamination of any well or cistern, stream, lake, canal, or body of water by sewage, or industrial waste or other substance.
- 3) Obstruction to the free flow of water in a natural waterway or public stormwater system, gutter or ditch with trash or other materials.

Staff has prepared Resolutions 15-59 ordering the abatement of the public nuisance conditions for consideration by the City Council. The Abatement Hearing Notice/Correction Notice has been mailed property owner required the property be brought into compliance by removing the refuse/debris and establishing vegetative cover on-site no later than June 26th. This notice was also posted on the property.

If the abatement is ordered, the staff will file a motion for summary enforcement with District Court, thereby authorizing the City to correct the conditions through removal of the refuse or debris and outdoor storage. The cost of correcting the public nuisance condition is recovered by the City, either by lien against the property, by obtaining a judgment against the owner, or by special assessment. Note that the City is holding financial escrows which can be drawn upon, however, Staff anticipates that the cost to remedy the nuisance conditions exceed the amount of the escrows being held.

### **STAFF RECOMMENDATION**

The property owner has been notified of the nuisance conditions and needed corrections and that the City Council will hold this hearing at the July 20<sup>th</sup> meeting. Unless conditions are resolved prior to the hearing date, the Staff recommends that Council hold the hearing, and adopt Resolutions 15-59 ordering abatement of the public nuisance. The Order specifies the corrections required to bring the property into compliance with the City's Property Maintenance Codes and would permit the City to abate the conditions. Staff will move forward with a summary enforcement in the event the property owner does not remedy the nuisance conditions.

#### Attachments:

- 1) Motion
- 2) Location Map
- 3) Photos
- 4) Building Permit
- 5) Erosion Control Agreement
- 6) Certificate of Occupancy
- 7) Notice to property owner, dated June 15, 2015 (two), June 16, 2015 and July 13, 2015
- 8) Resolution 15-59



PHOTOS – June 15, 2015





**CITY OF SHOREVIEW**  
**4600 N. VICTORIA STREET**  
**SHOREVIEW, MN 55126-**  
**(651) 490-4600 FAX: (651) 490-4696**

**PERMIT NO.: 2014-01280**

**DATE ISSUED: 09/17/2014**

**ADDRESS** : 3308 VICTORIA ST N  
**PIN** : 353023420059  
**LEGAL DESC** : LAMBERT PARK  
: LOT 8 BLOCK 1  
**PERMIT TYPE** : BUILDING  
**PROPERTY TYPE** : RESIDENTIAL  
**CONSTRUCTION TYPE** : NEW CONSTRUCTION  
**VALUATION** : \$ 150,000.00

NOTE: ANY PLUMBING, HVAC, ELECTRIC REQUIRES SEPARATE PERMITS.

SHADE TREE CONSTRUCTION PAID THE 3000.00 CL CREDIT CARD #3582

INSPECTION FEE	350	LANDSCAPE DEPOSIT AMOUNT	2750
EROSION DEPOSIT AMOUNT	2000	CERTIFICATE DEPOSIT AMOUNT	1000
LICENSE CHECK FEE	1	SAC UNITS	1
NUMBER OF SEWER CONNECTION	1	NUMBER OF WATER CONNECTIONS	1
WATER METER	1		

<b>APPLICANT</b>																													
SHADE TREE CONSTRUCTION 903 6TH AVE COURT NE ISANTI, MN 55040- Minnesota State License #: STAT-BC673736	<table border="0"> <tr> <td>BUILDING PERMIT FEE</td> <td align="right">1,524.15</td> </tr> <tr> <td>PLAN CHECK FEE</td> <td align="right">990.70</td> </tr> <tr> <td>STATE SURCHARGE</td> <td align="right">75.00</td> </tr> <tr> <td>SEWER AVAILABILITY CHARGE</td> <td align="right">2,485.00</td> </tr> <tr> <td>WATER METER</td> <td align="right">233.00</td> </tr> <tr> <td>WATER METER TAX</td> <td align="right">16.60</td> </tr> <tr> <td>CONTRACTORS LICENSE CHECK</td> <td align="right">5.00</td> </tr> <tr> <td>SEWER CONNECTION FEE</td> <td align="right">275.00</td> </tr> <tr> <td>WATER CONNECTION FEE</td> <td align="right">275.00</td> </tr> <tr> <td>EROSION CONTROL DEPOSIT</td> <td align="right">2,000.00</td> </tr> <tr> <td>GRADING CERTIFICATE ESCROW</td> <td align="right">1,000.00</td> </tr> <tr> <td>EROSION CONTROL INSPECTION FEE</td> <td align="right">350.00</td> </tr> <tr> <td>PLANNING LANDSCAPE AND TREE DEPOSIT</td> <td align="right">2,750.00</td> </tr> <tr> <td align="right"><b>TOTAL</b></td> <td align="right"><b>11,979.45</b></td> </tr> </table>	BUILDING PERMIT FEE	1,524.15	PLAN CHECK FEE	990.70	STATE SURCHARGE	75.00	SEWER AVAILABILITY CHARGE	2,485.00	WATER METER	233.00	WATER METER TAX	16.60	CONTRACTORS LICENSE CHECK	5.00	SEWER CONNECTION FEE	275.00	WATER CONNECTION FEE	275.00	EROSION CONTROL DEPOSIT	2,000.00	GRADING CERTIFICATE ESCROW	1,000.00	EROSION CONTROL INSPECTION FEE	350.00	PLANNING LANDSCAPE AND TREE DEPOSIT	2,750.00	<b>TOTAL</b>	<b>11,979.45</b>
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<b>AGREEMENT AND SWORN STATEMENT</b>																													
<p>The work for which this permit is issued shall be performed according to: 1) the conditions of this permit; (2) the approval plans and specifications; (3) the applicable city approvals, Ordinances, and Codes; and, (4) the State Building Code. This permit will expire and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days any time after work has commenced. The applicant is responsible for assuring all required inspections are requested in conformance with the State Building Code.</p> <p>Building Inspection Request Line 651-490-4685  Togle Inspections (Electric) 763-754-2983  Sewer and Water Inspections 651-490-4657</p>																													
<table border="0"> <tr> <td><b>Payment(s)</b></td> <td></td> <td></td> </tr> <tr> <td>CREDIT CARD</td> <td align="right">3582</td> <td align="right">3,000.00</td> </tr> <tr> <td>CHECK</td> <td align="right">5200</td> <td align="right">8,979.45</td> </tr> </table>		<b>Payment(s)</b>			CREDIT CARD	3582	3,000.00	CHECK	5200	8,979.45																			
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SEPARATE PERMITS REQUIRED FOR WORK OTHER THAN DESCRIBED ABOVE.

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



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

**EROSION AND SEDIMENT CONTROL  
ESCROW AGREEMENT**

(A) THIS EROSION AND SEDIMENT CONTROL ESCROW AGREEMENT ("Agreement") is made and entered into by and between the City of Shoreview, a Minnesota statutory city ("City"), and Shade Tree Construction, Its successors and assigns ("Developer"), and shall apply to the real property located at 3308 Victoria St, Shoreview, Minnesota ("Property").

(B) Pursuant to the City's development regulations, Developer has filed an Erosion and Sediment Control Plan ("Erosion Control Plan") with the City which illustrates and describes the erosion and sediment control measures applicable to the grading and/or other development of the Property; and has deposited a cash escrow in the amount of \$ 2000 ("Surety") with the City to ensure the following:

1. That the Developer, its employees, agents and contractors comply with the Erosion Control Plan.
2. That soils transported to the Property or exposed on the Property are sodded or seeded consistent with a plan approved by the city manager;
3. That the disposal of concrete waste and wash water complies with the regulations of the Minnesota Pollution Control Agency;
4. That the City is reimbursed for staff time, at the rate of \$55.00 per hour, for each hour or fraction thereof expended by the City staff to administer and/or enforce the terms of this Agreement which staff time reimbursement obligation shall commence upon execution of this Agreement by the Developer;
5. That there is a source of funding which could be utilized for clean up or restoration of areas and storm water improvements and appurtenances located beyond boundaries of the Property that are directly or indirectly impacted by conditions on the Property and/or Developer's failure to comply with the Erosion Control Plan.

(C) The City and the Developer agree that the following conditions shall apply to the retention, use and return of the surety:

1. The City may retain interest earned, if any, on the surety;

2. If the Developer fails to implement and/or maintain the requirements of the Erosion Control Plan, the City shall notify the Developer, by written or oral notice, that Developer has twenty-four (24) hours to bring the Property into compliance with the Erosion Control Plan and, if the Developer fails to do so, the City will utilize all or a portion of the surety for such purposes;
3. If it becomes necessary for the City to utilize all or a portion of the surety, Developer shall immediately deposit cash in an amount sufficient to re-establish the original surety amount and, until Developer makes such a deposit, no further development may occur on the Property.
4. Any surety remaining on deposit after compliance with the terms of this Agreement and implementation of the Erosion Control Plan on the Property shall be returned to the Developer.

(D) The City and its authorized agent reserve the right to enter the property and perform inspections as deemed necessary to ensure compliance with this agreement and the applicable municipal code regulations.

IN WITNESS WHEREOF, the City and the Developer have executed this agreement

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CITY OF SHOREVIEW**

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

**DEVELOPER**

Shade Tree Construction  
(Print Name)

[Signature]  
(Signature)

9/17/14  
DATE

*Per Item (D) Inspections may be conducted by the City and/or Ramsey Conservation District without notice to the Developer.*

To schedule an inspection, call 651 490-4657.  
City Of Shoreview  
4600 Victoria Street North  
Shoreview, Minnesota 55126 651 490-4600

City Council:  
Sandy Martin, Mayor  
Amy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



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

## CERTIFICATE OF OCCUPANCY

ADDRESS 3308 VICTORIA STREET

LEGAL THAT PART OF LOT 8 BLOCK 1 LYING NORTHWESTERLY OF  
SOUTHEASTERLY 202.27 FEET AND LYING NORTHEASTERLY OF SHOUWESTERLY  
111 FEET OF SAID LOT 8, LAMBERT PARK ADDITION

OWNER SHADE TREE CONSTRUCTION ADDRESS ISANTI

This is to certify that I have inspected the building and improvements at the above location and legal description, and find that the premises complies, to the best of my knowledge and belief, with all the requirements of the building and zoning ordinances of the City of Shoreview and permission is hereby given to the owner for the occupancy of the premises, in the whole or in part, to be occupied as a single family dwelling. The issuance of any permits or certificate of occupancy does not constitute any type of guarantee by the city that the building is in total compliance with the building code.

By

Building Official

Date

City Planner

Date

Engineering

Date

Comments ① TREE DEBRIS SHALL BE REMOVED PRIOR TO  
RELEASE OF ESCROWS

② See attached conditions

- 1) Permanent vegetation shall be established by May 15, 2015 in accordance with the plans approved as part of the building permit submittal.
- 2) Prior to installation of the permanent vegetation and landscaping, submit As-Built Grading Certificate to the City for review.
- 3) Erosion control BMPs shall remain in place and be maintained until final vegetation is Established.
- 4) Grading and landscaping shall be completed and permanent vegetation shall be established prior to release of escrows.

**City Council:**  
Sandy Martin, Mayor  
Emy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



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

July 13, 2015

Mr. Drew Callahan  
3308 Victoria Street N  
Shoreview, MN 55126

Re: Change of City Council Hearing Date – 3308 Victoria St. N

*Posted at property and sent via US Mail (Regular and Certified)*

Dear Mr. Callahan:

You were previously sent an Abatement Hearing Notice and Notice for Correction dated June 15, 2015 with a hearing date of July 13, 2015. The City Council will now be conducting the hearing during the meeting on July 20, 2015.

Sincerely,

A handwritten signature in black ink that reads "Brent Marshall".

Brent Marshall  
Housing & Code Enforcement Officer

cc: Joe Kelly (City Attorney), Kelly & Lemmons P.A.  
Tom Wesolowski, Shoreview City Engineer  
Kathleen Castle, City Planner

**City Council:**  
Sandy Martin, Mayor  
Amy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



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

June 16, 2015

Mr. Drew Callahan  
3308 Victoria Street N  
Shoreview, MN 55126

Re: Change of City Council Hearing Date – 3308 Victoria St. N

*Posted at property and sent via US Mail (Regular and Certified)*

Dear Mr. Callahan:

You were previously sent an Abatement Hearing Notice and Notice for Correction dated June 15, 2015 with a hearing date of July 6, 2015. That City Council Meeting has now been canceled and the hearing will now be held on **July 13, 2015**.

Sincerely,

A handwritten signature in black ink that reads "Brent Marshall".

Brent Marshall  
Housing & Code Enforcement Officer

cc: Joe Kelly (City Attorney), Kelly & Lemmons P.A.  
Tom Wesolowski, Shoreview City Engineer

**City Council:**  
Sandy Martin, *Mayor*  
Emy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126  
651-490-4600 phone  
651-490-4699 fax  
[www.shoreviewmn.gov](http://www.shoreviewmn.gov)

June 15, 2015

Mr. Drew Callahan  
3308 Victoria Street N  
Shoreview, MN 55126

Re: Case No. 2015-040, 3308 Victoria Street N, Shoreview, MN 55126 – **ABATEMENT HEARING NOTICE AND NOTICE FOR CORRECTION**

*Posted at property and sent via US Mail (Regular and Certified)*

Dear Mr. Callahan:

It has again come to the City's attention that your property at 3308 Victoria Street N is not being maintained in accordance with the City's property maintenance standards. THE INTENT OF THIS NOTICE IS TO INFORM YOU OF THE NON-COMPLIANT CONDITIONS ON THE PROPERTY AND THE CITY'S INTENT TO ABATE THESE CONDITIONS IF THEY ARE NOT REMEDIED BY **July 6, 2015**.

An inspection of the property conducted on June 10, 2015 verified that the property is not being maintained in accordance with the City's development and property maintenance regulations. Some of these conditions represent a public nuisance and can be abated by the City if they are not remedied. The following summarizes the City Code requirements and the needed corrections.

**Refuse – City Code Section 211.020**

All refuse shall be properly contained within a closed container sufficiently designed for the storage of all refuse accumulating on the premises between collections. Refuse and recycling containers must also be stored in the garage or screened from view.

*The following refuse items, including, but not limited to; tree debris and construction material waste.*

For information on where to dispose of these items, please visit the City's website at;

<http://www.shoreviewmn.gov/services/refuse-and-recycling>

**Soils, Slopes, Grading and Erosion and Sediment Control - Section 209.040**

All development activity shall conform to the City standards to provide protection from soil erosion, pollution, impaired surface water and degradation of natural resources.

For all development where land disturbance activity occurs, permanent new landscaped vegetation must be established within fourteen (14) days after work is completed from the date the Certificate of Occupancy is issued. If completed in the winter, permanent vegetation shall be established by May 15<sup>th</sup> (Section 209.040 E3).

All sites with land disturbing activity shall be prepared and maintained to control against erosion as set forth in Section 209.040 (G), Erosion and Sediment Control Standards. Temporary and permanent erosion and sediment control measures shall be installed and maintained on all sites in conformance with the approved plan and as necessary to prevent erosion and sedimentation from impacting adjacent property, rights of way, drainage system and other watercourses and natural resources.

*A Certificate of Occupancy was issued on January 26, 2015 with conditions attached regarding the maintenance of all best management practices, including erosion control, until permanent vegetation is established. Permanent vegetation was required to be established by May 15<sup>th</sup>. Erosion control measures have not been maintained and are in disrepair and permanent vegetation has not been established.*

#### **Vegetation and Woodlands, Section 209.050**

Vegetation shall be restored after construction projects that require a building permit per Section 209.050 (B1a).

*Vegetation has not been restored on the property.*

#### **City Code Section 210.010 (B) – Nuisance**

The conditions identified above are defined as a public nuisance in the City's Code and include the following:

- 1) An accumulation of refuse and debris.
- 2) The pollution or contamination of any well or cistern, stream, lake, canal, or body of water by sewage, or industrial waste or other substance.
- 3) Obstruction to the free flow of water in a natural waterway or public stormwater system, gutter or ditch with trash or other materials.

**PLEASE CORRECT THESE ABOVE CONDITIONS, THEREBY BRINGING THE PROPERTY INTO COMPLIANCE WITH CITY CODE REQUIREMENTS NO LATER THAN JUNE 26, 2015. The property will be re-inspected on or after this date to verify compliance.**

**THE CITY COUNCIL WILL HOLD A HEARING ON JULY 6, 2015 FOR THE PURPOSE OF ORDERING THE ABATEMENT OF THE NUISANCE CONDITIONS. The hearing will be held in the City Council Chambers, City Hall, 4600 N. Victoria Street,**

**Shoreview, MN at 7:00 pm.** If an abatement is conducted, you as the property owner will be billed for the cost, including administrative costs. Any unpaid charges will be assessed to the property.

In addition, misdemeanor citations have been issued and will continue to be issued for non-compliant conditions on your property.

Please contact me if you would like to discuss this matter further. I can be reached at 651-490-4687 or via email at [bmarshall@shoreviewmn.gov](mailto:bmarshall@shoreviewmn.gov). My office hours are Monday through Friday, 8:00 am to 4:30 pm.

Sincerely,



Brent Marshall  
Housing & Code Enforcement Officer

cc: Joe Kelly (City Attorney), Kelly & Lemmons P.A.  
Tom Wesolowski, Shoreview City Engineer

**City Council:**  
Sandy Martin, Mayor  
Emy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126  
651-490-4600 phone  
651-490-4699 fax  
[www.shoreviewmn.gov](http://www.shoreviewmn.gov)

June 15<sup>th</sup>, 2015

Shade Tree Construction  
Mark Strandlund  
903 6<sup>th</sup> Avenue Court NE  
Isanti, MN 55040

RE: Certificate of Occupancy requirements at 3308 Victoria Street N., Shoreview

*Sent via email and US Mail (Regular and Certified)*

Dear Mr. Strandlund,

As noted on the enclosed Certificate of Occupancy issued for 3308 Victoria Street N. on January 26<sup>th</sup>, 2015, permanent vegetation was required to be established by May 15, 2015 (Municipal Code Sec 209.040E(3)). It is past May 15<sup>th</sup> and permanent vegetation has not been established. Based on the attached site inspection report that was completed and emailed to you on June 10, 2015, there are exposed soils on the site and permanent vegetation has not been established. The BMPs have not been maintained, there are unstabilized stock piles, and the rock entrance is in need of repair. Also, there is garbage, tree litter, and debris on the site. Therefore, the property is not in compliance with the conditions of the Certificate of Occupancy.

Pursuant to the attached Erosion and Sediment Control Escrow Agreement between the City of Shoreview and Shade Tree Construction, the City will re-establish and maintain erosion control on the site until permanent vegetation is established. The stock piles and debris will also be removed. The Escrow Agreement also states that if it becomes necessary for the City to utilize a portion of the escrow, Shade Tree Construction shall immediately deposit cash to re-establish the original amount.

Please address the items listed on the June 10<sup>th</sup> inspection report to bring the site into compliance by June 19<sup>th</sup> or the City will release this work to an independent contractor. The \$2,000 escrow will be utilized for maintaining this work until the site has permanent vegetation established. I can be reached at 651-490-4652 or [twesolowski@shoreviewmn.gov](mailto:twesolowski@shoreviewmn.gov).

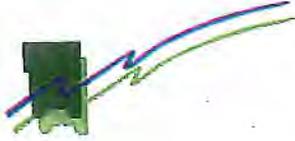
Sincerely,  
CITY OF SHOREVIEW

Tom Wesolowski, P.E.  
City Engineer

CC: Drew Callahan, 3308 Victoria Street N., Shoreview, MN 55126

# Ramsey

Conservation District



1425 Paul Kirkwold Drive  
Highway 96 & Hamline Avenue  
Arden Hills, MN 55112  
Telephone 651-266-7270  
Fax 651-266-7276  
www.ramseyconservation.org

## Inspection Report

This project was issued a permit by the City of Shoreview requiring erosion and sediment control measures be installed and maintained to prevent adverse impacts to adjacent property, stormwater facilities, and water resources.

This report documents the results from an inspection at 3308 Victoria Street conducted on 06/10/2015. Items noted below as non-compliant are to be corrected within the time frames allotted to prevent enforcement action (7 Days).

**Comments: Site is not in compliance with appropriate BMP practices. Silt fence and perimeter control lacking or failing in several locations requiring immediate repair. Stock piles, debris and garbage present on site that have not been removed since date of last inspection (05-26-15) that require removal. Additionally, stabilization of rock entrance questionable requiring addition or movement of rocks to assure sediment remains on-site.**

**Perimeter Control**  Compliant  Non-Compliant  Under Review  NA  
Comment: Perimeter control downed, lacking or failing in several locations with sediment leaving site and entering adjacent properties that has not been repaired since date of last inspection (05-26-15). See photos below. Please replace and repair silt fence as necessary. Assure integrity of sediment control structures during site activity or storm events.

**Inlet Protection**  Compliant  Non-Compliant  Under Review  NA  
Comment:

**Stabilized Construction Entrance**  Compliant  Non-Compliant  Under Review  NA  
Comment: Additional rock necessary on construction entrance to prevent sediment movement into road. Please repair and stabilize rock entrance as necessary. See photo below.

**Vehicle Tracking**  Compliant  Non-Compliant  Under Review  NA  
Comment: Assure proper street sweeping after heavy vehicle use, rain events, or as needed.

**Exposed Soil Stabilization**  Compliant  Non-Compliant  Under Review  NA  
Comment: Exposed soils present on site that have not been worked or stabilized since date of last inspection (5-26-15). Please assure stabilization of exposed soil if not worked or graded for fourteen days. See photo below.

**Designated Concrete Washout Area**  Compliant  Non-Compliant  Under Review  NA  
Comment: Controlled concrete washout area should be established when and if necessary.

**Dewatering Activities**  Compliant  Non-Compliant  Under Review  NA  
Comment:

**Ditch/Swale Stabilization**  
Comment:

Compliant  Non-Compliant  Under Review  NA

**Energy Dissipation**  
Comment:

Compliant  Non-Compliant  Under Review  NA

**Maintenance of BMPs**

Compliant  Non-Compliant  Under Review  NA

Comment: Site is not in compliance with appropriate BMP practices. Silt fence and perimeter control lacking or failing in several locations requiring immediate repair. Stock piles, debris and garbage present on site that have not been removed since date of last inspection (05-26-15) that require removal. Additionally, stabilization of rock entrance questionable requiring addition or movement of rocks to assure sediment remains on-site.

**Stock Piles**

Compliant  Non-Compliant  Under Review  NA

Comment: Sediment stock piles and debris on site requiring removal, present at the date of last inspection (05-26-15). Please remove or stabilize stock piles present on site if not worked or graded for 14 days. Additionally, please remove garbage, tree litter and debris present on site. See photos below.

**Other:**

Compliant  Non-Compliant  Under Review  NA

Comment:

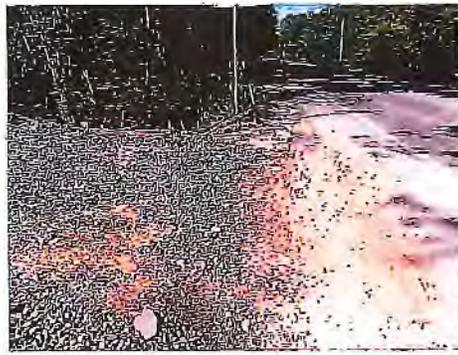
If you have questions, please contact:

**Laura Triplett**

Inspector, Ramsey Conservation District  
Phone: 651-785-6045  
Email: [Laura.Triplett@co.ramsey.mn.us](mailto:Laura.Triplett@co.ramsey.mn.us)

**Neva Widner**

Natural Resource Specialist, City of Shoreview  
Phone: 651-490-4665  
Email: [nwidner@shoreviewmn.gov](mailto:nwidner@shoreviewmn.gov)



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

The following members were present:

And the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-59  
AN ORDER TO ABATE A PUBLIC NUISANCE**

**WHEREAS**, the following individuals are the registered property owners of the following described properties:

*Drew Callahan  
That part of Lot 8, Block 1, lying Northwesterly of the Southeasterly 202.27 feet and lying  
Northeasterly of Southwesterly 111 feet of said Lot 8, Lambert Park Addition  
Ramsey County, Minnesota  
(3308 Victoria Street)*

**WHEREAS**, the property is developed with a single-family residential dwelling with an attached garage; and

**WHEREAS**, the City notified the property owner by letters dated June 15, 2015, June 16, 2015 and July 13, 2015 that the condition of the property represents public nuisance per Section 210 of the Municipal Code. Said Notice was mailed regulation mail, certified mail and posted on the property; and

**WHEREAS**, the public nuisance conditions consist of the accumulation of refuse and debris; the pollution or contamination of any well or cistern, stream, lake, canal, or body of water by

sewage, or industrial waste or other substance and the obstruction to the free flow of water in a natural waterway or public stormwater system, gutter or ditch with trash or other materials due to exposed soils on the property and unfinished grounds;

**WHEREAS**, the property owner has not remedied the public nuisance conditions corrected the nuisance conditions;

**WHEREAS**, the Shoreview City Council held a hearing on July 20, 2015. All persons present at said meeting were given an opportunity to be heard and present written statements. The Council also considered the recommendation of the City Staff that this order be issued, and

**WHEREAS**, this order was initiated pursuant to the City of Shoreview Municipal Code, Section 210, Nuisance, and

**NOW, THEREFORE, BE IT RESOLVED THAT THE SHOREVIEW CITY COUNCIL** hereby adopts Resolution 15-59 ordering the property owner of record to abate the public nuisance conditions that now exist on the property, and to bring the property into compliance with the regulations of the City's Property Maintenance Standards, Section 211 of the Municipal Code pursuant to the Correction Orders dated June 15, 2015.

**THAT the property owner has failed to perform the work in accordance with the this Order, the City may file with the District Court a motion for a summary enforcement of this Order.**

The motion was duly seconded by Member and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**Adopted this 20th day of July, 2015.**

---

Sandra C. Martin, Mayor  
Shoreview City Council

ATTEST:

---

Terry Schwerm, City Manager

SEAL



TO: MAYOR, CITY COUNCIL, AND CITY MANAGER  
FROM: TOM WESOLOWSKI, CITY ENGINEER  
DATE: JULY 16, 2015  
SUBJECT: EXTEND CONTRACT FOR RESIDENTIAL RECYCLING SERVICES

### BACKGROUND

In September of 2010 the City entered into a contract with Allied Waste for residential recycling services. The term of the contract was for a period of 5-years from January 1, 2011 through December 31, 2015. The contract did include language that the City may consider extending the contract at the City's discretion. Since entering into the contract Allied Waste has become Republic Services.

### DISCUSSION

Republic Services has provided satisfactory recycling collection services and met all requirements stated in the contract. Given their performance and with the recycling contract set to expire at the end of 2015, City staff contacted Republic Services and requested a contract extension proposal.

Republic Services provided a proposal and is acceptable to increasing the term of the contract for either 18 or 30-months. A copy of the proposal is attached. The cost increase for 2016 represents a 2.1% increase over the 2015 cost. The proposed cost increase for 2017 and 2018 would be based on the Consumer Price Index with a max of 3% per year. This is consistent with the method for determining price increases in the current contract and aligns with the City's estimated operating budget.

The length of the increase was set so the end of the contract would occur on either June 30, 2017 or June 30, 2018. Since Shoreview started using single sort containers the recycling vendor has supplied the containers as part of the contract. Republic Services contract started on January 1, 2011, so they had to deliver recycling containers to all residential properties and the old recycling vendor had to pick up their containers in the fall and winter months. The process of switching out containers is difficult and the cold and snow made the process even more difficult. Moving the contract end date to the end of June will make switching out carts less difficult if a different vendor is selected.

At their June 10<sup>th</sup> workshop the City Council met with the Environmental Quality Committee (EQC) and the proposal was discussed. Although the EQC had recommended that the Council consider an 18-month extension, the Council appeared comfortable with a 30-month extension if Republic Services would be willing to include a clause indicating a willingness to work with the City on a potential organics collection program. Republic Service is currently evaluating organic

collection methods and processing and is willing to work with the City if it is decides to move forward with a Citywide organics collection program in the future. The attached proposal includes language concerning organics collection.

Based on the fact that Republic Services did add language to the proposal concerning organics collection, staff is comfortable recommending a 30-month extension due to the benefit of having the residential curb side recycling collection cost locked in for the next 2-1/2-years.

#### RECOMMENDATION

It is recommended that the City Council adopt Resolution 15-56 extending the contract with Republic Services for a period of 30-months.

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

**HELD JULY 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 July 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. 15-56  
CONTRACT EXTENSION WITH REPUBLIC SERVICES  
FOR  
RESIDENTIAL RECYCLING SERVICES

WHEREAS, the existing contract for residential recycling services shall expire on December 31, 2015; and

WHEREAS, the contract with Republic Services includes language allowing the City to extend the contract; and

WHEREAS, Republic Services has provided the City with a contract extension proposal and it is in the City's best interest to accept the proposed contract extension.

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

1. That the City hereby extends the contract with Republic Services for a period of 30-months with an expiration date of June 30, 2018 as per the attached proposal from Republic Services.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 20<sup>th</sup> day of July, 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 20<sup>th</sup> day of July, 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 extending the contract for residential recycling services.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 21<sup>st</sup> day of July, 2015.

\_\_\_\_\_  
Terry Schwerm - City Manager

SEAL



June 16, 2015

Tom Wesolowski  
City Engineer  
City of Shoreview  
4600 Victoria Street  
Shoreview, MN 55125

Dear Mr. Weslowski,

Thank you for the opportunity to submit this contract extension proposal for the curbside recycling collection for the city of Shoreview. It will prove that by partnering with Republic Services you will be able to leverage our years of experience and expertise resulting in increased productivity, reduced costs and best in class service.

As the second largest waste hauler in the United States, Republic Services offers a variety of services to meet your needs. We are committed to providing excellent service to all our customers. We support this commitment by investing in equipment, technology and training programs that maximize our operational excellence and ensure the safety of our customers, employees and environment. Through this we can deliver needed services with maximum efficiency.

Please feel free to contact me with any questions you may have regarding the contents of this proposal. Again, we thank you for providing us the opportunity to develop a partnership with the City of Shoreview.

Sincerely,

Doug Link  
Municipal Manager  
Republic Services



## Proposed Contract Extension Shoreview

### Current Pricing

Single Family Homes	\$2.85 per unit per month
Multi -unit Homes	\$1.75 per unit per month

### Proposed Pricing 18 month Extension (1/1/16)

Single Family Homes	\$2.91 per unit per month
Multi-unit Homes	\$1.79 per unit per month

### Proposed Pricing 18 month Extension (1/1/17 thru 6/30/17)

Single Family Homes	\$2.99 per unit per month*
Multi-unit Homes	\$1.84 per unit per month*

(Rates will remain in place for all of 2017 if contract is extended for 30 months)

### Proposed Pricing 30 month Extension (1/1/18-6/30/18)

Single Family Homes	\$3.07 per unit per month*
Multi-unit Homes	\$1.89 per unit per month*

\*Increases will be calculated by *Water-sewer-trash collection* CPI from Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)) with a max of 3% per year.

### Source Separated Organic Collection

Republic is currently offering commercial Source Separated Organic service and evaluating residential Source Separated Organic collection methods and processing facilities to establish the method that will be most environmentally friendly and efficient. The current options are: to collect it via cart by itself and bring to the Specialized Environmental Technologies (SET) processing facility in Empire Township; to collect it in "Blue Bags" mixed with trash, sort the Blue Bags out of the trash at a transfer station and bring to SET; or possibly to mix Organics with yard waste and deliver to SET.

The technology and regulations regarding the collection and processing of "SSO" are evolving and we will soon be able to offer a plan with a price but now are not able to give the city of Shoreview a rate.