

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
August 3, 2015
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

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

COUNCIL COMMENTS

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

1. July 13, 2015 City Council Workshop Meeting Minutes
2. July 13, 2015 City Council Meeting Minutes
3. July 20, 2015 City Council Meeting Minutes
4. Receipt of Committee/Commission Minutes
 - Planning Commission, May 26, 2015
 - Planning Commission, June 23, 2015
 - Economic Development Authority, July 13, 2015
 - Environmental Quality Committee, July 27, 2015
5. Verified Claims

6. Purchases
7. Award of Quote—Shoreview Room AV Equipment Replacement
8. Authorization to Participate in Xcel Energy One-Stop Efficiency Shop Program
9. Declare Costs and Order Preparation of Assessments—Hanson/Oakridge Neighborhood, CP 14-01
10. Developer Escrow Reductions
11. Change Order #1—Lexington Avenue/County Road F Watermain Replacement, CP 15-06

PUBLIC HEARING

12. City Consent for Issuance of Facility Revenue Refunding Notes—Northeast Youth & Family Services

GENERAL BUSINESS

13. Comprehensive Plan Amendment, Rezoning, Site and Building Plan Review—Oak Hill Montessori, 4685/4693 Hodgson Road*

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

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

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
July 13, 2015**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 8:35 p.m. on July 13, 2015.

ROLL CALL

The following attended the meeting:

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

Staff: Terry Schwerm, City Manager
Tom Simonson, Asst. City Manager/Economic Development Director
Rebecca Olson, Assistant to City Manager

Ramsey County
Board of
Commissioners: Commissioner Blake Huffman

Ramsey County
Library Director: Sue Nemitz

HGA Architects: Victor Pechaty, Architect

UPDATE ON REGIONAL LIBRARY PROJECT

Mr. Simonson stated that in order to facilitate this project, the City is transferring land to Ramsey County. The site plan for the project will go through the formal review process.

Commissioner Huffman stated that the existing library building is being sold to the Mounds View School District. The project is estimated at \$15.5 million. The sale of the existing building brought \$3.5 million toward the project. Ms. Nemitz added that the tight timeline is to be able to turn over the existing building to the school district by early 2017. This means breaking ground this fall for the new library.

Ms. Nemitz reported that in 2008, the Ramsey County Library Facilities Master Plan analyzed the following: 1) current facilities; 2) library siting; 3) services offered; 4) hours of availability; and 5) library trends. The study found that the northern suburbs did not have access to the full range of services available in southern Ramsey County. Also, the northern tier libraries were open fewer hours to the public.

The changes to the Shoreview Library are being driven by operational decisions. The Master Plan supports the development of three regional full-service libraries in Roseville, Maplewood

and Shoreview. Full service hours mean 63 hours a week with additional librarians for children and teens. Expanded services include expansion of children and teen services; diverse technologies in various formats using various devices; and a community room/study space. A request has been submitted to the County for operational funds in order to become a regional library by adding hours and adding staff for children and teens. The County will respond with its recommendations this summer.

Community input in 2012 was used in the proposed design. The first design was a two-story addition to the existing building, but there are varying grade levels on the site. It was this Council that pointed out how awkward such a building expansion would be. With the purchase of the two residential properties on the corner of Highway 96 and Victoria, consideration could then be given to new construction. A one-story library is more efficient. Residents expressed a desire for the library to interact more with the Community Center and Commons community space.

The HGA Architect stated that although the new design is a single story, it is 10,000 square feet larger than the existing two-story building. The philosophy of Ramsey County is to have libraries embrace and reflect the unique qualities of the communities where they are located. There is no specific “library type.” One characteristic of Shoreview is its natural amenities with lakes, trees, trails, native grasses and wetlands that will influence the building design. The texture of an oak tree trunk has been incorporated into the wood siding on the building. The softer color of sap wood will be reflected with brick masonry work around the building.

Councilmember Quigley asked if library services take into account the demographics of the community. Mr. Pechaty responded that many of Shoreview households are family households with minor children. There is a primary need for expanded youth programming. He noted that some trees will need to be removed. Efforts will be made to reclaim and reuse them. The idea of using translucent glass in the building to reflect the translucence of winter ice is being explored. Warm neutral colors will be used for the shell and features that will not be redecorated very often. Brighter more vibrant colors will be used in the decor that is periodically refreshed.

Although the City’s demographic is a majority of family households, that may not always be the case. In 20 or 30 years, that may not be the case. Space can be found with glass and fabric to create flexible spaces for different programs. There will be a community room that has capacity to seat 100 people. There will be a variety of study rooms that can accommodate activities such as book clubs. A total of 18 computers are planned.

Ornamental grasses will be heavily used in the landscaping. The library entrance will be where the southwest corner of parking is now located. Replacement parking of 66 stalls will be shifted to the east of the library entrance. The existing curb cut off Victoria will be preserved both for the school district and for the vehicle book dropoff. Energy conservation follows State of Minnesota B3 guidelines. This means that energy usage is 70% below the current standard.

Councilmember Wickstrom expressed her appreciation for the many features that have been presented, but she does not believe the proposed building design will fit in with the rest of the campus. The City worked hard to make sure the Maintenance Center would fit in with other City buildings. It is important for the library building to be reflective of the other City buildings as part of the Commons campus. HGA Architect, Mr. Pechaty stated that the design inspiration

was to use natural colors that come from the natural amenities in Shoreview rather than match the Commons buildings. With its visibility on Highway 96, there is also an effort to tie in with the residential area to the east and the commercial area to the west.

Councilmember Wickstrom asked how the community room compares to the one at Roseville. Ms. Nemitz stated that the community room at Roseville seats 125. The library experiences approximately 900 bookings a year for the room. Last week, there were 57 reservations for children's reading programs. She noted that the community asked for a drive-thru coffee service, but that is not included.

Councilmember Quigley agreed with Councilmember Wickstrom that the building should be designed to fit the Commons campus. He asked what would be typical for outside library signage. Ms. Nemitz stated that there have only been preliminary discussions regarding signage.

Mayor Martin stated that she would prefer to see the open plaza and garden space toward the northeast corner of the site rather than to the south on Highway 96 where one has to look across six lanes of traffic to see Snail Lake. Mr. Pechaty stated that these renderings are very preliminary.

Mayor Martin added that another concern is that the parking is on the Community Center side of the building which is not very attractive. She suggested an L shaped building along Highway 96 with an interior courtyard toward the north. Ms. Nemitz stated that consideration was given for the entrance to be on the other side with parking, but community input was strong to have the entrance oriented toward the Community Center. Further, she stated that changing the shape of the building becomes a staffing issue. It creates added walking within the building. With the present design, the main desk covers almost the entire building. Also, with an L shape a signal entrance is needed because children find ways to get in and out. Because the library will be facing the Community Center, there will be a stronger connection to the Commons area.

Mr. Schwerm noted that the library parking lot will sit 5 or 6 feet above the Community Center parking making it hard to visualize how traffic flow will work and how it will look. Mr. Pechaty stated that the drive to the library parking is a gradual rise, not a steep hill. The design can be captured digitally to include the topography and show what it will look and feel like.

Councilmember Johnson stated that she is excited about the design presented and noted that the function of the library for experiential learning is entirely different from the public meeting space of City buildings.

Councilmember Quigley asked if the book drop has to be at the library building. Ms. Nemitz responded that a dry book drop is possible. The volume for this book drop is high. Either staff would have to be hired for holidays because they fill so fast or a mechanical device would be needed, which would be a cost of approximately \$500,000.

Councilmember Wickstrom stated that she would like to see the book drop traffic kept separate from other traffic.

Ms. Nemitz noted that there is a community meeting the following day, which will also bring more input. She introduced Mr. John Hakes, Library Board Member who stated that in spite of the design discussion, the facility will be so much better than what the library has now.

Commissioner Huffman stated that a new organization has been started, Friends of the Library, to raise \$200,000 for library amenities. He urged all to participate.

Mr. Simonson stated that staff believes a consultant should be retained soon to work on Commons Master Plan changes to incorporate the new library and address issues such as parking, traffic flow, safe movements for vehicles and pedestrians. He would like to see a pedestrian connection to the school district parking area that could be used for overflow parking when the library has special events. He likes the location of the building because the entrance is toward the Community Center and not on Victoria as with the existing library.

REVIEW OF DRAFT QUESTIONS FOR COMMUNITY SURVEY

Councilmember Johnson stated that it feels like it is the same survey over and over that will give answers the Council wants to hear but not what is needed.

Mr. Schwerm stated that the questions proposed on this survey are used as benchmarks for performance measures in the budget. He noted that some cities are using a new mailed survey approach through the National Research Center.

Councilmember Wickstrom stated that she likes to see a base line of questions each time for comparison purposes. Using a base line of questions, she would be open to adding different ones. She requested the following changes. No. 29 is a repeat of 19 and 20 and can be deleted. No. 104 can also be deleted because there are no public access programs anymore.

Councilmember Quigley suggested an added question that would ask what else residents would like to see happen.

Mayor Martin stated that she sent her questions to staff regarding the proposed survey.

The meeting adjourned.

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
July 13, 2015**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on July 13, 2015.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the July 13, 2015 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin:

Welcome back to Councilmember Wickstrom who has just returned from visiting Shoreview's sister city, Einhausen, Germany.

The next Wednesday Concert in the Commons Series will feature *The Jim Tones*. Wednesday, July 22, the Shoreview Northern Lights Variety Band will play. Concerts begin at 7:00 p.m.

The Farmers' Market is ongoing on Tuesday afternoons with spectacular produce.

Councilmember Wickstrom:

Stated she had a wonderful trip to Einhausen, Germany with the Shoreview Northern Lights Variety Band. The band is performing a number of concerts in different towns in Germany. The

GENERAL BUSINESS**CONSIDERATION OF PARKING RESTRICTIONS FOR OWASSO HEIGHTS ROAD****Presentation by Public Works Director Mark Maloney**

In 2007, the City reconstructed streets in this neighborhood. At the end of construction, No Parking signs were posted on the east side of Owasso Heights Road, at corners because of visibility and on the two connector streets. In 2011, in response to construction on private properties, the Council imposed additional parking restrictions in certain areas that prohibited parking Monday through Friday from 7:00 a.m. to 6:00 p.m.

Since that time, there have been continued parking issues in the neighborhood. There is a large amount of construction traffic because of private home remodeling and improvement projects. The City is now requested to consider posting No Parking on an extended portion of the west side of Owasso Heights Boulevard. The City sent notices to neighborhood residents requesting comments on the issue. Responses total 16 of 44 property owners. Most do not favor any change to existing parking regulations, except properties immediately adjacent to construction projects.

The Fire Chief of the Lake Johanna Fire Department notes a general concern of access in this area because of the narrow streets. However, he believes the current regulations are sufficient because there is consistent traffic enforcement. Also, construction workers are volunteering to park on West Owasso Boulevard.

Staff believes there are public safety concerns when the road is blocked. The current parking regulations are not preventing blockage of the roadway with all the construction occurring. Extending No Parking on the west side north to the 3328 address from 7:00 a.m. to 6:00 p.m. could help the situation, which is staff's recommendation.

Mayor Martin opened the discussion to public comment.

Ms. Sue Cummings, 3334 Owasso Heights Road, stated that she believes the problem has been resolved and would be quite upset if the No Parking restrictions were extended to her property. She entertains frequently and can only accommodate 4 or 5 cars in her driveway. If there were No Parking, she would not be able to have any gatherings Monday through Friday. In the future, she would like to see the Council look specifically at parking on a narrow street. In this instance, she does not want No Parking extended to the north.

Ms. Kelly Carlson, 3285 Owasso Heights Road, stated that she is not allowed parking in front of her house. This has become an issue with aging parents who cannot come to the house with a walker. Due to the parking restrictions, she is unable to have gatherings at her home, even after a recent funeral. Residents should have had something done about this problem before. She does not favor increased parking restrictions and would like to have the restrictions lifted.

Mr. Skip Kiland, 3340 Owasso Heights Road, stated that he would like to keep the street parking for gatherings at his home several times a year. If No Parking is extended, it would limit parking for his visitors. He would like to keep the restrictions the same and continue to work with construction companies on parking needed for construction projects.

Ms. Mert Seltz, 3328 Owasso Heights Road, stated that she approves staff's recommendations. She spends a lot of time in her yard. For a split second accident, the street is not safe. There are too many fixed constrictions at the bottleneck. No Parking needs to be enforced for the calamity that may happen. Her recommendation would be more permanent No Parking at the corner of North Owasso and Owasso Heights Road. Whenever the streets are slippery, coming east on North Owasso to turn onto Owasso Heights Road is dangerous. There are a lot of children in the area near her lot and coming and going to Island Lake School. Everything else pales to providing safety for children. Also snow needs to be addressed. Some drifts last most of the winter after plowing, and the street gets narrower and narrower. There are fixed restrictions with walls and fences that do not allow snow to be pushed back onto lawns.

Ms. Pam Olson, 3349 and 3355 Owasso Heights Road stated that she agrees with Ms. Seltz 100 percent.

Ms. Maureen Middleton, 3281 Owasso Heights Road, stated that there is No Parking in front of her house. She will soon retire and was looking forward to having groups over but cannot even stop in front of her house to carry groceries in. She suggested a parking pass that would allow homes with the restricted parking to at least be able to stop and unload. There needs to be a parking solution that accommodates workers who are hired from time to time to work on keeping up property.

Ms. Twila Greenheck, 3333 Owasso Heights Road, stated that the situation on the north half of the street is different. She showed photos that illustrate the parking issue neighbors are dealing with every day. As of today, many signs put up by construction workers are no longer there. This has been happening since 1986, when a variance was granted to build a home at 3314 with a 6-foot setback--a 200-foot building that occupies three lots. The amount of maintenance for this building is unimaginable compared to other homes, and it will continue.

Mr. Steve Aanenson, 3314 Owasso Heights Road, stated that his contractor is willing to keep construction parking off the road through the remainder of the project at the end of September. There were three homes with three driveways. As soon as the project is done, the area will be landscaped and fewer cars on the street. He sympathizes with neighbors, but it is a short-term problem. Other workers that come to work on the property park in the driveway. He does not see any reason to change parking regulations that will impact so many people. He would suggest moving the No Parking sign to allow more parking up the hill.

Ms. Olson stated that she would have concerns about expanding parking up the hill. Going up the hill a driver would have to totally be in the left lane. Anyone turning onto Owasso Heights Road quickly not knowing the road would cause an accident. It is scary to be at the top of a hill in the left lane with no visibility.

Mr. Don Greenheck, 3333 Owasso Heights Road, stated that he lives 150 feet across from the current construction. Construction on that site never ends. To move parking for more parking further north would not be a solution. He and his wife are unable to access their property by car to unload anything. The construction is in the third year. There are cranes, dump trucks and loads of construction materials blocking the street. It causes serious disruption to the neighborhood. His question is how this project was approved by the Planning Commission. He requested that the City establish a formal review of the procedures and policies that allowed this destructive project to be

approved. Further, the City needs to put in place policies to prevent this happening again in the City. This is a \$1 million project, and there was no notice to residents that this type of construction would occur.

Mr. Gary Kramer, Kramer Construction, Builder for Mr. Aanenson, stated that from now to the end of the project construction traffic will not park on Owasso Heights Road. He suggested that for future permits, the City place restricted parking signs. When the work began, it was easy to park in other areas. Within an hour of being notified of the problem, he had every vehicle off the street and will continue to do that. If construction signs have been taken down, he will make sure they are up again tomorrow. The new home addition is replacing a home that otherwise would have been torn down for a new home. There would have been construction impact anyway.

Ms. Seltz stated that in looking at the pictures with cars parked, cars cannot pass. Again, there must be protection for children. The road is too narrow.

Mr. Eric Kramer, 3279 Owasso Heights Road, agreed that on the north portion of the road he has almost been run over as a pedestrian by cars turning onto the road. He would suggest parking restrictions from North Owasso to the south approximately 100 feet and remove restrictions from 3283 to 3285 because of the difficulty for cars coming up the hill to the intersection.

Ms. Kelly Lyden, 3262 Owasso Heights Road, stated that much of this could have been avoided with common sense. This is nothing new and not just the responsibility of this contractor. Everyone is concerned about the children and school buses. It is common sense to have workers park in the driveway if possible, not on the street. The speed should be less than 30. More signs could be posted saying, Careful for Children. To implement courtesy and neighborly behavior, there could be a solution.

Mayor Martin stated that she agrees with Ms. Lyden that no changes are needed if there could be courteous, common sense neighborly behavior. There would not be a problem except for the construction project that has gone on a long time. Parking restrictions were put in place for 3285 and 3281, when several lots were combined at 3288 and there was a construction project. She does not want a solution that helps a few but not others. Parking permits work, but the City does not have the resources to set up and manage a permit process.

Councilmember Johnson stated that there is a big trust issue. Today the problem is for 3214, but at another time there may be a problem if there is a construction project at 3301 and 3299. She asked the feasibility of imposing restrictions for a short period of time to address the issue of the day. City Manager Schwerm responded that one of the things that needs to happen is to address parking issues with the issuance of a building permit. Restrictions can be put in place for a short time and then removed. The major concern of staff is public safety with getting emergency vehicles in and out of the area. Mr. Maloney added that rather than phasing parking restrictions in and out, he would prefer to implement restrictions and revisit them in the future.

Councilmember Johnson stated that it is important for residents to understand that staff as well as City advisory commissions and committees work really hard to make Shoreview what it is. Parked cars and dumped mulch can cause a lot of frustration. It is her hope that on “Night to Unite” neighbors can come together and enjoy a barbecue together. When residents leave this meeting, it is her hope that they can all make amends.

Councilmember Quigley stated that this situation will not change soon because lake lots and lots near lakes are small and constricted. The safety of children is a big concern. There is a lack of good faith because this issue has been brought up for years. He trusts staff's expertise in dealing with these types of situations. Any change now can be redone at a later time. He believes staff's recommendation is the better solution for now.

Councilmember Wickstrom stated that the people near the intersection of North Owasso Boulevard do support staff's recommendation. She will support the recommendation because she believes it is in the interest of public safety.

Councilmember Springhorn stated that he also supports staff's recommendation because of public safety. He sympathizes with the need for parking space in front of one's home. He would support staff's recommendation with the promise that it be revisited once the construction is completed.

Mayor Martin suggested that parking in front of 3285 and 3281 is no longer an issue since the project at 3288 has been completed. She proposed restrictions be lifted in front of those properties. She would support No Parking on week days from 7:00 a.m. to 6:00 p.m. up to the property at 3328. That is the property closest to the construction project and would allow the City access to a storm water holding tank at that location. She can see revisiting these parking restrictions in six months or a year to see if they are still needed. She would also like to see staff work with the property owner on a parking agreement to formalize parking mitigation. The agreement needs to be with the owner, not the contractor because contractors can change. She also agrees that the portable toilet can be placed on private land, not on the City right-of-way in front of a neighbor's home. Construction materials can be moved and located on the site, not on public right-of-way as is the law. As for snow storage, it is City law that snow cannot be removed from one private property and put on another private property. This issue needs to be addressed in the agreement with the homeowner.

Mr. Maloney stated that if it is the desire of the Council to remove parking restrictions in front of 3285 and 3281, it should be a formal action as part of the motion.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to establish additional No Parking Monday-Friday, 7:00 a.m. to 6:00 p.m. restrictions along the west side of Owasso Heights Road adjacent to addresses 3299 and 3333 and remove the No Parking restrictions in front of 3281 and 3285.

Discussion:

Councilmember Wickstrom suggested revisiting the matter in April in order to go through the snowiest month of March to see the full impact of winter. She stated that she would rather wait for staff analysis before dropping restrictions at 3281 or 3285. Mr. Schwerm responded that dropping those restrictions is in response to neighborhood comment.

Mr. Schwerm further added that the City's relationship is with the contractor who took out the building permit, not the property owner. The parking agreement should be with the contractor.

Mayor Martin accepted this change.

Councilmember Johnson asked that staff report the status of these issues after the end of September when the project is completed rather than wait until April.

Mayor Martin stated that some will agree with this decision and some will not, but the Council is listening and is working hard to address the issues. In response to Mr. Greenheck's comments, it is important to look at Planning Commission policy. There has not been this magnitude of a project on a narrow lakeshore road for a long time. Approval of future permits will include looking at not making construction impacts so onerous for neighborhood residents.

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

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adjourn the meeting at 8:30 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

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

Terry Schwerm
City Manager

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
July 20, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF AGENDA

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

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin:

Announced that the Council just participated in a groundbreaking ceremony for the City's Water Treatment Plant, the biggest infrastructure project in the City's history. The Water Treatment Plant will address the issues of iron and manganese in City water and improve drinking water quality throughout Shoreview.

The Wednesday night Concert in the Commons will feature Shoreview's Northern Lights Variety Band. This is the last concert for Conductor Merle Danielson who is retiring.

Councilmember Wickstrom:

Added that the band is currently on tour in Germany but will be returning for the concert Wednesday. The band has been well received and has had an opportunity to play in Einhausen as well as in Rotenberg, Salzburg, and Vienna.

“Night to Unite” is Tuesday, August 4, 2015. Neighborhoods can still sign up on the Ramsey County Sheriff’s website for a visit from the Sheriff’s Department, Fire Department and Councilmembers.

Councilmember Springhorn:

The *Slice of Shoreview* will kick off Thursday, July 23, 2015. It is always a great event.

Monday, August 3, 2015, the Shoreview Human Rights Commission will partner with the Roseville Human Rights Commission to present a screening of the documentary, “Selma, the Bridge to the Ballot.” It will be at the public library in Roseville at 7:00 p.m.

Councilmember Johnson:

Echoed Councilmember Springhorn’s comment about the great *Slice of Shoreview* event occurring this weekend.

EXECUTIVE SESSION

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to close the meeting to discuss pending litigation, Todd Sharkey v. City of Shoreview, with assigned legal counsel.

VOTE: Ayes - 5 Nays - 0

Mayor Martin explained the Council will leave the room to meet in executive session and then will return to resume the regular Council meeting.

Mayor Martin reconvened the meeting after the executive session.

CONSENT AGENDA

Councilmember Quigley asked if there is an addendum to item No. 9. City Manager Schwerm explained that there is a revised resolution to include additional information requested by the State of Minnesota.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt the Consent Agenda for July 20, 2015, and all relevant resolutions for item Nos. 1 through 9, including the revised motion for item No. 9:

1. Receipt of Committee/Commission Minutes:
 - Human Rights Commission, May 27, 2015
 - Economic Development Authority, June 10, 2015
 - Human Rights Commission, June 24, 2105
2. Monthly Reports:
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
3. Verified Claims in the Amount of \$530,754.50
4. Purchases
5. Establish Project and Order Preparation of Feasibility Report for Reconstruction of Grand Avenue, CP 16-02
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

VOTE:

Ayes - 5

Nays - 0

PUBLIC HEARING

VACATION/FINAL PLAT - ZAWADSKI HOMES, 244 GRAND AVENUE

Presentation by City Planner Kathleen Castle

The Final Plat shows six parcels with frontage on Grand Avenue and four with frontage on North Owasso Boulevard for single-family residential use. The vacation request is for a portion of Centre Street and the public alleyway located between Grand Avenue and North Owasso Boulevard. Two adjoining property owners have joined the request for vacation. The Bevins request vacation of the portion of alleyway adjacent to their property; and the Klassens request that a portion of Centre Street adjacent to their property be vacated and rejoined to their property. Mr. Klassen would convey an easement to the property owner at 277 to retain driveway access.

With the requested portion of Centre Street vacated, the alleyway becomes landlocked with no public access. Staff does not believe it would be good public policy to leave a remnant of a public alleyway landlocked and, therefore, recommends denial of the vacation until the access issues can be resolved. It would be premature to act on the Final Plat until the access issues are resolved and recommends tabling the Final Plat.

Notice was mailed to affected property owners and published in the legal newspaper. One comment received expressed the need for an evacuation route for the neighborhood in an emergency.

Mayor Martin opened the public hearing on the vacation request.

Mr. Steven Galatowitsch, 224 Grand Avenue, stated that he talked to the Ramsey County Sheriff's Department and Fire Chief of the Lake Johanna Fire Department regarding an evacuation route if needed. There is no written evacuation plan. If Centre Street is closed off and there would be an emergency on Soo Street so that street would also be closed, he would have no evacuation route out of the area. He also contacted Ramsey County Emergency Management but was unable to get any information on any evacuation plan if there were a railroad incident. The alleyway, proposed to be vacated, ends next to his property adjacent to the east of the Bevins' property. In winter when snow is plowed, the snow is dumped in his backyard. When it melts, his backyard floods. He thought the alleyway was going to go through and solve the drainage problem, but now the plan is to vacate the alley.

Councilmember Wickstrom stated that when this was discussed previously, it was her understanding that once the road was constructed, there would be a trail segment from Grand to the park, which would be available as an evacuation route. Mr. Maloney responded that would be the unimproved right-of-way adjacent to the lakeshore. There are no plans for a hard surface improved trail. Mr. Schwerm added that a trail is a possibility with the Grand Avenue reconstruction project next year to provide a link for the neighborhood to the park. It could also be used as an emergency evacuation route.

Mr. Galatowitsch expressed concern about evacuation in the winter if the trail is not a hard surface.

Mayor Martin urged Mr. Galatowitsch to bring his testimony to the public hearing for the Grand Avenue reconstruction project. The City will send him a notice.

Mr. Lee Bryngelson, 277 North Owasso Boulevard, stated that there is a small portion of Centre Street that if vacated as shown and a fence were put in, he would not be able to make the turn to his property with any large vehicle. He would like to see the vacation extended 10 feet further north or that 10 feet remain in public ownership to allow turning movements.

Mr. Bob Hirsch, 266 North Owasso Boulevard, expressed concern about snow. Mr. Bryngelson plows the snow. Where it is dumped impacts surrounding properties. If there are four more lots and driveways, there will be less room to put snow. If Mr. Bryngelson does not put the snow in his own yard, it will be in the street which will be unsafe for access. The issues that need to be addressed are easy access to Mr. Bryngelson's garage, safe access, good condition of the roadway and aesthetics of the surrounding neighborhood.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to close the public hearing at 7:55 p.m.

The reason for the vacation request is to increase the buildable area on Parcel B. There is an existing water main and turnaround for Buffalo Lane in the easement area. The City would require a 35-foot drainage and utility easement over the area as well as a street easement for the Buffalo Street turnaround. The street easement is unimproved with no public interest.

The property is zoned R1, Detached Residential. The Comprehensive Plan guides this property for low density residential development of 0 to 4 units per acre. The proposal is for 2 units per acre. The subdivision would meet City requirements for the new Parcel B to have frontage on a public street with access to municipal sanitary sewer and water. Both lots would meet minimum lot requirements.

Notices were sent to property owners within 350 feet of the subject property. One phone call was received from a resident expressing concern about drainage, storm water management and groundwater. One written comment was received with concern about the impact to the character of the neighborhood, traffic and property values. The Fire Marshal has no concerns except for the City to retain the hammerhead turnaround on Buffalo Lane. Xcel Energy requires an easement where utilities are located.

The Planning Commission reviewed the proposal and recommended City Council approval on a 6 to 0 vote. Staff is recommending approval with the conditions listed in the staff report.

City Attorney Kelly stated that he has reviewed the affidavits of public notice which appear to be in order.

Mayor Martin opened the public hearing.

Mr. Max Segler, 1500 Buffalo Lane, stated that he has no issues with the subdivision but is concerned about drainage. General Code requires one foot of fall on a property in the first 10 feet from the foundation out. This property does not have even 1 foot of fall in 80 feet. The property is extremely flat. His concern is any drainage that would extend south over the lot line.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to close the public hearing at 8:07 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin asked how drainage would be addressed should this application be approved.

Mr. Maloney stated that as part of the Buffalo Lane street improvement, storm water collection and treatment facilities were installed. When a building permit is requested, drainage will be reviewed as with any other building application.

Ms. Castle showed a map illustrating drainage to the north to a low wetland area on Parcel A. A 40-foot easement would be required for that wetland.

Councilmember Wickstrom asked if significant grading will be needed for water to flow north as the property currently slopes slightly to the south. Ms. Castle agreed that some grading will be necessary and a drainage swale will be needed for water to flow north.

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adopt Resolution 15-55 approving the Vacation request, submitted by 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 findings:

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: Wickstrom, Johnson, Quigley, Springhorn, Martin
Nays: None

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the minor subdivision subject to the following:

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 the 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.

Discussion:

Councilmember Wickstrom stated that the motion is made with the understanding that staff will review grading to insure that drainage issues do not worsen.

Mayor Martin noted discussion of the Planning Commission and that all lot requirements and density for the area are in compliance.

Councilmember Quigley noted the small size of the hammerhead. Ms. Castle agreed and stated it does serve the seven residents on Buffalo Lane.

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

GENERAL BUSINESS

NUISANCE ABATEMENT - 3308 VICTORIA STREET

Presentation by City Planner Kathleen Castle

The property maintenance conditions at the subject property represent a public nuisance with refuse and debris in the yard and exposed soils with concerns for lack of erosion control.

The property is currently owned by Drew Callahan. In July 2014, a building permit was issued to Shade Tree Construction for a new home on this property. A Certificate of Occupancy was issued January 26, 2015 with conditions regarding exterior site conditions that included grading, erosion control, an unfinished driveway and vegetation. Conditions for the Certificate of

Occupancy have not been met. The property owner has been properly noticed for the required maintenance corrections and this hearing with a time frame for compliance. The noncompliant conditions remain on the property. Therefore, it is requested that the City be authorized to abate these conditions.

Councilmember Wickstrom asked if the City will pave the driveway, which is in poor shape. Ms. Castle stated that because the driveway is not finished, it is in violation of the City's erosion control regulations. The City is seeking authorization to pave the driveway if needed.

Councilmember Quigley asked if the home is occupied. Ms. Castle answered, yes.

Mr. Drew Callahan, 3308 Victoria, Owner, stated that this is his first experience buying/building a home. The builder was recommended by a realtor. The project has become a two-year process with him having to take on responsibilities of the builder. His attorney and mortgage broker have recommended that he obtain the numbers for all of the subcontractors who will be doing the work. He will be discussing the outcome of this hearing with his attorney to try to break the contract with the builder because it has been a nightmare. The biggest problem is every time he talks to his realtor something is done, but the process is never completed. He agreed that the grade is difficult, and for health reasons, he had to build a rambler style home.

Councilmember Quigley stated that the lot is difficult but would be improved with just the debris being picked up.

Mayor Martin asked if the house is completed. Mr. Callahan answered, yes and stated that every day he tries to contact someone to get something done.

Mayor Martin opened the public hearing. There were no questions or comments from the public.

Councilmember Wickstrom stated that action by the City will give Mr. Callahan more leverage with the builder to move forward.

Councilmember Johnson encouraged Mr. Callahan to communicate closely with City staff.

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adopt Resolution 15-59 ordering abatement of the public nuisance (refuse/debris, exposed soils/erosion control) for the property at 3308 Victoria Street.

Discussion:

Councilmember Wickstrom thanked Mr. Callahan for attending this hearing and explaining the situation.

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

RESOLUTION EXTENDING RECYCLING CONTRACT WITH REPUBLIC SERVICES

Presentation by Public Works Director Mark Maloney

Extension of the recycling contract with Republic Services has been discussed by the Environmental Quality Committee and at a recent City Council workshop.

The five-year contract with Allied Waste (now Republic Services) was executed in September 2010 and expires December 31, 2015. Based on good performance, the City has requested that Republic provide a proposal to extend the contract. Republic has submitted an extension proposal for either 18 months (June 30, 2017) or 30 months (June 30, 2018). The City has requested the contract to end in the summer and reduce the difficulty of switching vendors in winter if needed.

The proposed cost increase for 2016 is 2.1% and maximum 3% for each year 2017 and 2018 based on the Consumer Price Index. This is the same condition as is in the current contract. The Council expressed interest in 30-month extension if the contract would address potential organics collection. The proposal now includes language to address organics collection.

Staff is satisfied with the service provided. A 30-month extension would lock in the cost for the next 2.5 years, which are in line with the City's five-year operating budget. Residents would not have the inconvenience of a new vendor and changing containers.

Staff is recommending approval of an extended 30-month contract as presented.

Mr. Doug Link, Municipal Manager Republic Services, stated Republic is happy to accommodate a summer expiration date. A lot has been learned with the Cleanup Days. Republic is pleased to continue that service and for the opportunity to extend the contract.

Councilmember Wickstrom expressed her support for a 30-month extension and that she is pleased organics can be a potential part of the service.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt Resolution No. 15-56 extending the contract with Republic Services for residential curbside recycling collection services.

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

ADJOURNMENT

MOTION: by Councilmember Springhorn, seconded by Councilmember Wickstrom to adjourn the meeting at 8:41 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

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

Terry Schwerm
City Manager

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
May 26, 2015**

CALL TO ORDER

Chair Solomonson called the May 26, 2015 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to approve the May 26, 2015 Planning Commission meeting agenda as presented.

VOTE: Ayes - 7 Nays - 0

APPROVAL OF MINUTES

Chair Solomonson noted that the adjournment vote on page 13 should be should be 7 to 0, not 6 to 0.

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to approve the April 28, 2015 Planning Commission meeting minutes, as amended.

VOTE: Ayes - 7 Nays - 0

REPORT ON CITY COUNCIL ACTIONS

Presentation by City Planner Kathleen Castle

The following items were approved by the City Council as recommended by the Planning Commission:

- Comprehensive Sign Plan, M T Holdings, 1027 Tomlyn Avenue
- Text Amendment to Section 212 of the City Code to be consistent with State Building Code

OLD BUSINESS

PUBLIC HEARING – VARIANCE / MAJOR SUBDIVISION

FILE NO: 2568-15-11
APPLICANT: DONALD F. ZIBELL
LOCATION: 3422 CHANDLER ROAD

Presentation by Senior Planner Rob Warwick

The Planning Commission reviewed the applications for a preliminary plat and variance for this major subdivision application at its April 28th meeting. The public hearing was continued and the review period extended to 120 days in order to provide the applicant opportunity to make revisions and apply for needed variances.

In 2014, the City approved a minor subdivision that adjusted the north property line to the current property configuration with development of Lot 4. The subdivision agreement requires removal of the existing tennis court and adjacent detached accessory structure later this year. There is also a stable building that will be removed.

The current proposal is to subdivide 3.6 acres of upland into 8 lots, 2 riparian and 6 non-riparian, for detached single-family development. Land use for this property is designated Low Density Residential (RL) in the Comprehensive Plan, which is 0 to 4 units per acre. Density for this proposal, including the right-of-way, is 2.2 units per acre. The existing home, garage and swimming pool will remain on Lot 5. Access to the lots will be provided by a new public road extending east from Chandler. Storm water will be managed with a bio-filtration system on Lot 4.

The applicant has revised the utility plan to address the concern regarding infrastructure on Lot 4. The existing driveway has been altered on Lot 5 to conform to the required 5-foot side setback. The grading plan has been revised to show location of landmark trees. The variance requests submitted are: 1) to increase the Ordinary High Water (OHW) setback for the future house on Lot 4; 2) to reduce the lot depths for Lots 6, 7, and 8, which are key lots and require an added 15 feet of depth per Code; 3) reduce lot frontage on a cul-de-sac for Lot 4 to 72 feet; and 4) to allow an increased setback for the house pad from the Ordinary High Water (OHW) on Lot 4. The variance for the house pad setback is a due to the drainage and utility easement and filtration basin. The west side of the easement is at approximately 85 feet from the OHW. It may be possible for a new home to comply with setback regulations, but the distance between the maximum front setback and the maximum OHW will be between 80 and 100 feet. Existing drainage flows to the lake and off-site to the south. The storm water management plan complies with the standards of the City and Ramsey Washington Metro Watershed District to address storm water quality and quantity with best management practices for construction and erosion control.

The proposed public street extends east from Chandler approximately 325 feet to end in a cul-de-sac. It is consistent with City design standards and will be constructed by the developer. It will become part of the public street system in the City.

Approximately 70 landmark trees have been identified on the property. It is estimated that about half will be removed. Code requires replacement with 6 new trees for every landmark tree removed for the street, grading and house construction.

The applicant states that the key lots comply with all City requirements, including the increased rear setback of 40 feet. Further, the 72-foot wide frontage on the cul-de-sac is over twice what is required (30 feet) for non-riparian lots. Staff believes it may be possible to construct a house on Lot 4 that complies with the OHW setback. Staff has recommended withdrawal of the application for this variance in order for the builder to design the home and apply for variances as needed.

Staff believes that the existing 304 foot width of the existing parcel creates practical difficulty. With a 50-foot street width requirement, the remaining 254 feet divided evenly gives a lot depth of 127 feet. The lot pattern proposed continues the existing pattern of lots along the south side of Lake Wabasso Court and so will not alter the character of the neighborhood. The developer will not be building homes but will sell the lots. The proposed lots comply with minimum standards of the R1 District. Lots 4 and 5 are the two riparian lots. The OHW for Lake Wabasso is 886.9 feet. A width of 100 feet is required at the shoreline, at the building setback and at the front lot line. The minimum area required is 15,000 square feet above the OHW. Lot 4 has 29,000 square feet of area. City regulations for riparian lots do not have a provision allowing reduced frontage similar to regulations for non-riparian lots. Staff believes that the large lot area and consistent width of 100 feet meet the intent of the Code.

Notice of the public hearing was again published in the City's legal newspaper and mailed to property owners within 350 feet of the subject property. Concerns expressed regard loss of green space, environmental impacts on nearby lakes and wildlife, increased traffic and construction noise. The Fire Marshall has reviewed the plans and had no comment. The project is subject to a watershed district permit.

It is recommended the public hearing be reopened to take testimony. Staff has made affirmative findings for the variance requests. Approval is recommended for the variances and a recommendation of approval for the Preliminary Plat be sent to the City Council.

Commissioner McCool noted that the applicant is willing to work with adjoining landowners for screening for Lots 6, 7 and 8 and asked if that would be included in approval conditions. Mr. Warwick explained that Code does not require screening to separate residential uses from residential uses.

Commissioner Doan asked for the rationale as to which landmark trees would be removed and which would remain. Mr. Warwick stated that the impact of grading and construction were the determining factors. Trees generally do not survive grading changes. Commissioner Doan commended the applicant for saving as many landmark trees as possible and further encouraged

use of any construction methods available that would preserve more of them, especially the one close to Chandler on Lot 8 and another on Lot 7.

Commissioner Ferrington asked if it would be possible for the six lots on the road to have a closer setback to the street to create more open space and distance between neighboring houses to these key lots. The applicant has suggested this possibility. Mr. Warwick stated that the house pads are shown 30 feet from the street. Setbacks are dictated by Code and a very good reason would be needed to require an increased setback from what is stipulated in Code.

City Attorney Joe Kelly added that such a stipulation could be considered arbitrary. Good grounds would be needed to alter what is required by Code. Further, he stated that he has reviewed the affidavits for the public hearing, and proper re-notice has been given.

Chair Solomonson re-opened the public hearing.

Mr. Jerry Kleffman, 3400 Chandler Road, suggested a compromise that Lots 1, 2, 3 and 4 be developed as planned. He also suggested that the 50-foot road be moved south 50 feet to increase the buffer between the existing house at 3410 Chandler from 100 feet to 300 feet. Lot 5 could still be developed, but there should be no key lots that are dimensionally challenged. It will be difficult to construct homes without variances. The widths of Lot Nos. 6, and 7 do not satisfy the needed width for a key lot and asked if another variance would be needed. The neighborhood deserves the larger buffer zone. **Mr. Kleffman** stated that according to the tree ordinance, approximately 200 trees will be needed for replacement of landmark trees. There will not be room on the site and then the City will determine where the replacement trees will be planted. This downgrades the neighborhood with loss of trees. He recommended the application be denied.

Mr. John Kjarum, 3410 Chandler Road, expressed concern about the number of key lots that will abut neighboring residential properties. He asked if there is any City precedence regarding the number of key lots created for new development.

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to close the public hearing at 8:00 p.m.

VOTE: Ayes - 7 Nays - 0

In answer to questions, Mr. Warwick explained that the Code reads that 15 feet will be added to width or depth for key lots. The intent is to insure sufficient area for the building pad because of the increased required setbacks. The additional rear yard setback for Lot Nos. 6, 7 and 8 meets Code. He further stated that the regulations for key lots were adopted in 2008. Prior to 2008, there was no definition of key lots. Since adoption of the regulations, the City has had 17 subdivision applications. The highest number was a plat on Turtle Lake Road which had four key lots. There have been 13 minor subdivisions since those regulations were adopted. Half had key lots; two requested variances to depth and/or width.

Commissioner Peterson stated that the variances are reasonable. While the character of the neighborhood is changing, it is not because of those variances. He would like to see a strong buffer and tree replacement plan.

Commissioner McCool stated that the property is zoned correctly for a subdivision. The layout and variance requests are reasonable. Even though the lots are smaller, the increased setbacks required by Code will be kept. The character of the neighborhood will change, but it is because of an accepted opportunity for this property owner to develop a large parcel. He does not favor the variance setback from the OHW on Lot 4.

Commissioner Thompson expressed her concern about crowding three key lots into this development. The impact would be significantly reduced if there were only two key lots.

Chair Solomonson noted that prior to 2008, these lots were treated like any other lot. He supports the application and the increased rear setback required. He agreed that the OHW variance needs to be withdrawn. City Planner Castle clarified that the Code requires a rear setback of 40 feet for key lots; the Commission could increase that requirement.

Commissioner Ferrington noted that there is a steep hill between the neighborhood and the new homes. It will be a challenge to put in new trees. She would support a 45-foot rear setback with a 25-foot front setback.

Commissioner Thompson agreed with the increased rear setback to 45 feet.

Mr. Don Zibell, 3224 Chandler Road, Applicant, agreed to withdraw the variance application for the OHW on Lot 4. He stated he does not intend to build on the lake lot in the near future. Further, most trees on Lot Nos. 7 and 8 are cottonwood trees which are very messy. There will be grading and fill in that area. He does not plan to replace the trees with cottonwoods.

Mr. Warwick suggested modifying condition No. 8 to the motion for the Landscape Plan to include planting conifers along the rear lot lines of Lot Nos. 6, 7 and 8 for buffering purposes.

MOTION: by Commissioner Ferrington, seconded by Commissioner Schumer to adopt Resolution 15-40 approving the variances to reduce the front lot line for Lot 4, and to reduce the lot depth for Lots 6, 7, and 8, and to recommend the City Council approve preliminary plat submitted by Donald Zibell to subdivide and develop the property at 3422 Chandler Road into lots for single-family detached homes. Said recommendation for approval is subject to the following conditions, with the change to condition No. 2 under that a minimum 45-foot South rear lot line is required for principal and accessory structures developed on Lots 6, 7 and 8. Further, condition No. 8 should include a provision in the Landscape Plan that conifers will be planted along the rear lot lines of Lot Nos. 6, 7 and 8 for screening and buffering.

VariANCES

1. This approval is subject to approval of the Preliminary Plat application by the City Council.
2. A minimum setback of 45 feet from the South (rear) lot line is required for the principal and accessory structures developed on Lots 6, 7, and 8.
3. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.
4. The approval is subject to a 5-day appeal period.

Preliminary Plat

1. The approval permits the development of a detached residential subdivision providing 8 lots for single family residential development.
2. Final grading, drainage and erosion control plans are subject to the review and approval by the Public Works Director prior to approval of any permits or the Final Plat. Concerns identified by the City Engineer shall be addressed with the Final Plat submittal.
3. Final utility plans are subject to review and approval by the Public Works Director.
4. The final street design is subject to review and approval of the Public Works Director.
5. Comments identified in the memo dated May 20, 2015 from the City Engineer shall be addressed with the Final Plat submittal.
6. A Development Agreement, Erosion Control Agreement shall be executed and related securities submitted prior to any work commencing on the site. A Grading Permit is required prior to commencing work on the site.
7. A Public Recreation Use Dedication fee shall be submitted as required by ordinance prior to release of the Final Plat.
8. The landscape/tree-replanting plan shall be provided in accordance with the City's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree drip lines prior to grading and excavating. Conifers will be planted along the rear lot lines of Lot Nos. 6, 7 and 8 for screening and buffering. Said plan shall be submitted for review and approval by the City Planner prior to submittal of the final plat application.
9. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the roadways shall be 10 feet wide and 5 feet wide along the side and rear lot lines. Other drainage and utility easements shall be provided over the proposed bio-filtration area, future public infrastructure and as required by the Public Works Director.

10. The developer shall secure a permit from the Ramsey Washington Metro Watershed District prior to commencing any grading on the property.

This approval is based on the following findings:

1. The proposed development plan supports the policies stated in the Comprehensive Plan related to land use and housing.
2. The proposed development plan carries out the recommendations as set forth in the Housing Action Plan
3. The proposed development plan will not adversely impact the planned land use of the surrounding property.
4. The width of Lot 4 complies with the 100-foot required for a riparian lot measured between the side lot lines, throughout its depth.
5. The future structures on Lots 6, 7, and 8 will comply with the 40-foot structure setback required for Key Lots, and so provide the separation intended by City Code.
6. With approval of the variances to reduce the frontage for Lot 4, and the lot depths for Lots 6, 7, and 8, the preliminary plat complies with the subdivision and minimum lot standards of the Development Code.

VOTE: Ayes - 7 Nays - 0

Discussion:

Commissioner Doan noted that condition No. 5 under Findings of Fact should also be changed to a 45-foot setback.

City Attorney Kelly stated that a motion is needed to reconsider the motion with the correction to the Findings of Fact.

MOTION: by Commissioner Doan, seconded by Commissioner Thompson to reconsider Resolution 15-40, adding an amendment to the Findings of Fact that future structures on Lot Nos. 6, 7, and 8 will comply with a 45-foot rear setback as required for key lots.

VOTE: Ayes - 7 Nays - 0

NEW BUSINESS

PUBLIC HEARING - CONDITIONAL USE PERMIT/VARIANCE

FILE NO: 2571-15-14
APPLICANT: RUSSELL WEAVER & PEGGY HUSTON-WEAVER
LOCATION: 4344 SNAIL LAKE BLVD.

Presentation by Economic Development and Planning Associate, Niki Hill

This application is for a Conditional Use Permit (CUP) to construct a 192 square foot detached accessory structure. As the property is less than one acre, a CUP is needed for an accessory structure larger than 150 square feet. A variance is also requested, as the applicant plans to build the shed in the side yard adjacent to the side of the garage. A CUP requires that the shed be built in the rear yard. The same architecture features as the garage and the house will be used for the shed.

The property consists of 21,461 square feet. It is a standard lot with 105 feet of width on Snail Lake Blvd and a depth of 236 feet. There is an existing single-family home and detached 3-car garage.

To justify the variance, the applicant states that the detached accessory structure fits the purpose and intent of the City's Comprehensive Plan because it complements the house and garage and does not detract from the property. The variance is requested due to the topography of the property that has a steep slope east of the proposed building. Access to the new structure would be almost impossible if it were located in the rear yard. The shed will store outdoor equipment that is used in the front of the property.

Dimensions, setback and square footage for accessory structures all meet City standards. A new flower garden is planned in the 10 feet between the new structure and lot line to help with screening.

Staff agrees that practical difficulty exists due to the topography. Locating a shed on the side of the garage is a reasonable use of the property. The proposed 30-foot setback from the front lot line is also reasonable because it is behind the setback of the existing garage and behind the 25-foot setback of the property to the north.

The property has unique circumstances with the steep slope from west to east leaving 14 feet from the front of the garage to the rear of the house. The slope continues to lose 6 feet for 30 feet behind the house before leveling off. A shed in the rear yard would not allow any functional use. As the shed will be further back than the setback of the garage, it will not impact the character of the neighborhood. The neighborhood is a mix of riparian and non-riparian properties that vary in size, setbacks and overall look.

Notices were sent to property owners within 350 feet. Two written comments were received in support of the proposal. Staff is recommending approval of the variance subject to the conditions in the staff report and a recommendation to the City Council to approve the CUP.

City Attorney Joe Kelly stated that he has reviewed the affidavit and finds that proper notice was given for the public hearing.

Chair Solomonson opened the public hearing.

Mr. Russ Weaver, Applicant, stated that he would answer any questions.

Commissioner Ferrington noted that there is water at the bottom of the slope in this yard.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to close the public hearing at 8:34 p.m.

VOTE: Ayes - 7 Nays - 0

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to approve the variance request submitted by Russell Weaver for their property at 4344 Snail Lake Blvd, allowing the permitted structure to be located in the sideyard, setback 30 feet from the front lot line; and adopt Resolution No. 15-36, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted as part of the Variance application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.
3. The structure shall be used for the personal storage of household and lawn equipment.
4. The structure shall not be used in any way for commercial purposes.
5. This approval is subject to a 5-day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.
6. The approval is contingent upon approval of the Conditional Use Permit.

This motion is based on the fact that Practical Difficulty is present as identified in the findings in Resolution 15-36.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to recommend the City Council approve the Conditional Use Permit for a 192 square foot detached accessory structure at 4344 Snail Lake Blvd, subject to the following:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design of the shed shall be consistent with the plans submitted and complement the home on the property.
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 and public streets 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. Said structure may be located in the sideyard, setback 30 feet from the front lot line per Resolution 15-36, approving the Variance.

VOTE: Ayes - 7 Nays - 0

VARIANCE

FILE NO: 2574-15-17
APPLICANT: JENNIFER & BRUCE ANDERSON
LOCATION: 5855 DANIEL COURT

Presentation by City Planner Kathleen Castle

The applicants seek to reduce the minimum 25-foot front setback to 22.5 feet on Daniel Court in order to put a porch addition onto the front of their home. The setback of the existing home is 31 feet. The porch would measure 8.5 feet by 26 feet. The property consists of 14,200 square feet with lot width of 88 feet. The lot depth is 140 feet. The existing home is two-story with an attached garage and other improvements on the property. The porch is part of planned further improvements, which include new siding and stone work on the front. The property is zoned R1, Detached Residential. The minimum front setback is 25 feet, Landings are a permitted encroachment as long as they do not exceed 5 feet by 7 feet.

The applicant states that the porch will replace a 4-foot overhang, which will improve the appearance of the home. It will also provide a covered entry. A unique circumstance of this property is that the home is not parallel to the road.

Staff finds that the proposal is consistent with City land use and housing policies. Practical difficulty is present. The unique circumstance of the orientation of the home and curve of the front property line results in a varied front setback. The southeast corner of the proposed porch will encroach into the front setback. There is no impact to the character of the neighborhood. The visual impact on established setbacks will not be apparent because the property is on a cul-de-sac.

Property owners within 150 feet were notified of the application. Two comments were received in support of the proposal. Staff agrees that practical difficulty is present and recommends approval of the variance with the conditions listed in the motion.

Chair Solomonson clarified that no steps or railing are needed. He noted that if a landing were put in, which is permitted, it would encroach 5 feet into the front setback, not 2.5 feet.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to adopt Resolution 15-38 approving the requested variance submitted by Bruce and Jenny Anderson, 5855 Daniel Court, to reduce the required 25-foot structure setback from a front property line to 22.5' for a front porch addition. Said approval is subject to the following:

1. The project must be completed in accordance with the plans submitted as part of the Variance application.
2. The covered porch shall not exceed one-story in height and shall not be enclosed.

3. This approval will expire after one year if a building permit has not been issued and construction commenced.
4. This approval is subject to a 5-day appeal period.

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. Practical difficulty is present as stated in Resolution 15-38

Chair Solomonson stated that the unique circumstance of this application is the curvature of the cul-de-sac in front of the home, which allows him to support the request.

VOTE: Ayes - 7 Nays - 0

Chair Solomonson called a 10-minute break and then reconvened the meeting.

VARIANCE

FILE NO: 2573-15-16
APPLICANT: LOUIS CECIL METZ
LOCATION: 3435 MILTON STREET NORTH

Presentation by Economic Development and Planning Associate, Niki Hill

This variance application seeks permission to build a 60 square foot detached accessory structure within 2 feet of the east side property line, in the exact same location as an existing shed. Because the setback is less than 10 feet, a variance is required.

The property is a sub-standard lot with a width of 125 feet on Milton Street. The lot depth is 105 feet. It is developed with a single-family home and attached 2-car garage.

The applicant states that justification for the variance is in the shallow lot depth and placement of the house on the lot. A shed placed at the required 10 feet would place it too close to the deck and would significantly reduce the usefulness of the back yard. Other areas in the rear yard have trees, planting beds and/or a sloping terrain. The replacement shed is almost the same size as the existing shed that has been in its current location for 35 years. The replacement shed would cause minimal alteration of the character of the neighborhood.

Staff finds that practical difficulty is present. The request to replace the the old shed is a reasonable use of the property. The City supports and encourages reinvestment in property. The unique circumstance of less than 125 feet in depth reduces the size of the rear yard. Moving the proposed shed to comply with required setbacks would impact existing plantings, landscaping and topography, as grading would be needed for site preparation. Since the existing shed has been in the proposed location for 35 years, there will be no change to the character of the

neighborhood. Also, there is a fence between the structure and the rear yard, which provides screening.

Notices were sent to property owners within 150 feet of the subject property. Two written comments were received supporting the project. Staff is recommending approval with the conditions listed in the motion.

Commissioner Schumer asked the reason for the variance. Ms. Hill explained that although the existing shed has been in that location for 35 years, no building permit was issued for it. It is considered an illegal non-conforming structure. The variance is needed to maintain the existing setback.

Chair Solomonson asked if the existing building is illegal or non-conforming. City Attorney Kelly explained that the difference is between legal or illegal non-conforming. It is not a traditional non-conforming use because no building permit was ever issued.

Commissioner Doan asked if consideration was given to placing the new shed in a different location. Ms. Hill responded that other locations were discussed, but due to existing landscaping, landmark trees and the topography which would require grading, staff believes the current location is the best one.

Commissioner Doan asked the location of the fence. The applicant stated that the fence is at the rear property line. It belongs to the neighbor and is on the neighbor's side of the property line.

Commissioner Ferrington asked if a building permit would have been required for this shed 35 years ago. City Planner Castle stated that the Code did address accessory structures, but she is not sure if a permit would have been required.

Chair Solomonson asked if the shed could be located in the southwest corner with a 10-foot setback that would be in compliance.

Mr. Louis Metz, Applicant stated that there is a large tree in the southwest corner, and the topography slopes upward toward the neighbor's house. He added that he was the owner 35 years ago and was unaware that any permit was needed.

Chair Solomonson asked how the status of the structure would change if a building permit were not required 35 years ago. City Attorney Kelly stated that the shed would then be considered a legal non-conforming use. Permits were issued for detached accessory structures at that time, even though the Code requirement was unknown.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to approve the variance request submitted by Louis Cecil Metz for their property at 3435 Milton St. N., reducing the minimum 10 foot structure setback from a rear property line to 2 feet and adopt Resolution No. 15-37, subject to the following conditions:.

1. The project must be completed in accordance with the plans submitted as part of the Variance application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.
3. The structure shall be used for the personal storage of household and lawn equipment.
4. The structure shall not be used in any way for commercial purposes.
5. This approval is subject to a 5-day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.

This motion is based on the fact that Practical Difficulty is present as identified in the findings in Resolution 15-37.

Discussion:

Commissioner McCool stated that a setback of 2 feet is difficult for him to support, and he believes there may be an alternate location available. The only reason he can support it is because the existing shed has been in this location 35 years.

Chair Solomonson noted the orientation of the house at 3422 would be impacted more if the shed were moved further south.

VOTE: Ayes - 7 Nays - 0

MINOR SUBDIVISION/VARIANCE

FILE NO: 2575-15-18
APPLICANT: TODD SHARKEY LAND DEVELOPMENT
LOCATION: 4965 HANSON ROAD

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

The minor subdivision proposal is to create two parcels including one new vacant lot. The application requires a variance because the new parcel would not have frontage on a public street. The proposal also establishes a minimum front setback for any future house that is built. There is an existing home on Parcel B, which would be removed and replaced. The variance is requested for the new Parcel A, which is west of Parcel B, and will access off a private 30-foot roadway easement. It has been established that the applicant has legal rights to access the easement. Within the easement is a 12-foot wide private drive that serves seven homes.

Sewer and water are available to the new Parcel A from Hanson Road across Parcel B. This would require a 10-foot dedication for a utility easement along the south lot line of Parcel B. The home on Parcel B has a 16-foot setback from the south property line. The City's 10-foot utility easement will easily fit within that setback and cause no impact to the existing home.

Water is also available through a City easement. However, the City easement is under the private roadway, and there is a question as to whether the City would have access rights to the private easement. With utility access from Hanson Road, this is not an issue. Grading, drainage and tree preservation plans are not required at this time prior to the building permit process. The City Engineer has reviewed drainage in the area and does not anticipate any problems from grading for a new house.

Both parcels exceed the minimum requirements for area and width. The key lot depth requirement is 140 feet. New Parcel A will have a depth of 143.44 feet; Parcel B is 138.95 feet. Staff is recommending a slight modification to achieve a depth of 140 feet for Parcel B to be in compliance.

The buildable area for Parcel A is impacted by the house at 1000 Oakridge Avenue to the west. That house has a front setback of 89.29 feet, which exceeds the 40-foot minimum. Staff believes the greater front setback was allowed in 1993 for a possible future public cul-de-sac. The front setback for Parcel A is determined by the 89.29-foot setback at 1000 Oakridge, plus or minus 10 feet, the minimum being 79.29. As a key lot, Parcel A is required to maintain a 40-foot rear setback. With the front and rear setback requirements, a very restricted 24.15 feet is left as buildable area. Staff believes the front setback to be unreasonable and is recommending a front setback of 35 feet. The east side setback for a structure on Parcel A is a minimum 20 feet because it is a key lot. The west side minimum setback for Parcel A is 10 feet for a principle structure and 5 feet for a garage or accessory structure.

The proposal does meet the criteria necessary for a variance:

Reasonable Use:

The proposal is a reasonable use of the property. The property is guided and zoned for single-family development. The proposed parcels exceed lot area requirements and comply with dimension requirements for key lots with one slight modification to Parcel B. Parcel A would be served by access to a private roadway easement serving seven other homes and to which the applicant has a legal right to use. The private drive does provide adequate access for emergency vehicles and will not cause traffic or public safety concerns.

Unique Circumstances:

There are unique circumstances in that the property has frontage on both a public and private road. The property has legal access to the private roadway easement. A future public road is not likely because of the limited land for future subdivision. The house at 1000 Oakridge does restrict the buildable area for Parcel A. This circumstance was not caused by the applicant.

Character of the Neighborhood:

The proposed subdivision to build one additional single-family residential parcel will not alter the character of the neighborhood. Lot sizes vary with larger riparian property along portions of Hanson Road but also more traditional sized lots scattered in the area. A house on Parcel A will not visually impact properties immediately to the south or west.

The Fire Department has reviewed the subdivision and has no concerns as long as No Parking is maintained on the access easement and clear space is maintained.

Notices were sent to property owners within 350 feet of the subject property. Written comments have been made available to the Planning Commission for review.

Staff supports the proposal because the applicant has legal rights to the private roadway easement, which serves other homes. A new lot was approved for this private roadway in 1993. The restrictive front setback and limited buildable area for Parcel A is a hardship not created by the applicant, since the City allowed the larger front setback for 1000 Oakridge Avenue. Parcel A meets all Code requirements for single-family residential development. Staff recommends approval of the variance for Parcel A with access to the private roadway easement and establishing a front setback of 35 feet for a future house on Parcel A. Staff also recommends forwarding the minor subdivision to the City Council for approval. Approval is based on the conditions listed in the staff report. Mr. Simonson noted that condition No. 8 under the Minor Subdivision; the south side setback should be 10 feet not 15 feet.

Commissioner Peterson asked for some indication of the drainage pattern since there is no storm sewer. Mr. Simonson stated that most of the water flows along the edge of the private driveway to Hanson Road. The City Engineer believes a swale on Parcel A could drain along the north on Parcel B to Hanson Road. No increased water flow will leave the property.

Commissioner McCool asked the location of the new driveway. He noted a gap between the easement and the property itself. Mr. Simonson stated that there is a sliver of green space between the easement and the north line of the Sharkey property. He anticipates that the homeowner of Parcel A will maintain that piece. The house plan usually dictates the driveway location. Regardless of the location of the driveway, Parcel A has the right to access the private drive easement.

City Attorney Kelly agreed. He stated that the 30-foot private road easement directly abuts Parcel A to the north so there would be direct access.

Commissioner Doan questioned the 5-foot setback shown on the west side of the property and asked if it should be 10 feet. Mr. Simonson explained that the 5 feet shown assume the garage is on the west side. If the house is on the west side, the setback must be 10 feet.

Chair Solomonson opened the discussion to public comment.

Mr. Todd Sharkey, 4965 Hanson Road, Applicant, stated that he would be willing to answer any questions.

Ms. Lynn Iwaszko, 999 Oakridge, stated that her biggest concern is drainage. The City Engineer has indicated no problem, but she wants to be sure the water flows south. Currently, water on the private drive flows north across the riparian properties to the lake. Water gushes down the driveways. Residents have put in dry riverbeds to try to control the water. Because there is no storm sewer, she would like to see plans that show drainage from Parcel A across

Parcel B to Hanson Road. She owns the 5 or 6 feet of green space on the north part of the yard for Parcel A. The owner of Parcel A has an easement, but she is not willing to give 5 or 6 feet of her yard for that owner to take over and mow it. This proposal will change the character of the neighborhood. She noted the Anderson subdivision in 1998 was a 4-acre lot divided into 2 1.5+ acre lots. At that time, Mayor Martin stipulated that no further subdivision should occur in the private drive because of safety. Those stipulations sit today on large properties that cannot subdivide until there is a public road. She would like to see the same stipulations applied to the Sharkey property before this variance is approved.

Mr. Dennis Jarnot, 1000 Oakridge Drive, stated that when the Anderson subdivision occurred, his house was set back 89 feet to help drainage. The lots in the area are big with lots of green space. To allow a new home with a 35-foot setback would block his view. The lots to north are at a lower elevation. It is difficult to contain water flow. Ten years ago the City Council came to the consensus that it is bad policy to grant a variance for a lot split and then grant another variance for a house to be built on the new lot. It is his understanding that the Hanson property will always have access rights to the private easement, but former City Attorney Filla believed there would be a legal question as to whether the new parcel would have the same rights. Neighbors are overwhelmingly opposed to this subdivision.

Mr. David Hill, 4957 Hanson Road, expressed concern about water runoff. This is a very flat area. Water barely drains off his property. If building occurs, water will definitely increase on his property. This issue keeps coming up. This application has been denied once by the City Council and that decision should stand.

Mr. Todd Sharkey, 4965 Hanson Road, Applicant, responded to Ms. Iwaszko by stating that the soil is sand. It drains well and is good for building. The water issues on the Iwaszko property has to do with the number of buildings on that property--a barn, a chicken coop, large surface of driveway plus one other structure. The City Engineer has done an in-field study. There needs to be proof that shows the water issues commented on by neighbors. As for the 5 or 6 feet of yard that belongs to Ms. Iwaszko, that is on the other side of the road from the rest of her property and directly abuts Parcel A. He would expect the new owner to just mow it and take care of it. If she does not want a driveway through there, he would not want her to trespass on the private drive that crosses his property.

Further, Mr. Sharkey stated that Mr. Jarnot's house setback at 89 feet has no variance. An opinion from the City's current law firm states that it is a violation Data Practices Act per state statute to not have a variance on file. As to Mr. Jarnot's view, it is difficult to see his house from the middle of Parcel A because of the many trees to the north and east. It is not representative of the character of the neighborhood to say that one home on a small parcel will change it.

Mr. Sharkey stated that the private drive was built by Mr. Jarnot without a permit until post-construction. However, in the legal description of Mr. Jarnot's property, there is no mention of roadway rights to the easement. Any houses west of the Iwaszko property do not have legal rights to the easement. Former City Attorney Filla gave an opinion on access rights to the private easement identifying only the Sharkey property, the Merkel property, and the Iwaszko property. In 1993, Mr. Anderson applied for a subdivision with access to the private easement.

Previous to this application, Mr. Anderson had been trying to sell his house for a year. He was unable to sell because he did not have legal access to the easement. In researching the issue Mr. Sharkey found that there is a driveway through Mr. Jarnot's property to the Anderson property. He believes that when the City created the subdivision where the Jarnot property is located, the City used eminent domain to take private property for the benefit of other property owners to have access to the private easement.

The distance from the proposed house on Parcel A to Mr. Hill's property is substantial. The soil is sandy, and he does not see any problem with water. Mr. Hill has given no proof to support his position. Further, there are two drains from Mr. Jarnot's property flowing toward his property. There was no drainage plan submitted for Mr. Jarnot's home. He would contend that if Mr. Hill is worried about water, a significant amount is coming from Mr. Jarnot's property.

Mr. Jarnot stated that he did not put in the concrete driveway in. A licensed contractor was hired to do it. If there is no permit, it is the contractor's responsibility.

City Attorney Kelly stated that what is before the Commission is a subdivision and variance application. When an easement is granted, there is no obligation to maintain it, but access to the property through the easement cannot be blocked. The 30-foot easement is purely for driveway or roadway purposes.

Commissioner Ferrington referred to the question of whether Parcel A would have legal access to the road easement even though legal access has been granted to the Sharkey property. City Attorney Kelly explained that granting easement access is for the entire property, even if it is subdivided. The legal opinion on the easement itself is based on the documents submitted by the applicant. With review of statutes and plats and everything recorded, he notes that the Marketable Title Act could kick in, which means the easement has to be used unless there is something filed. The documents reviewed show access to the property, and there has been no abandonment of the easement.

Commissioner McCool stated that a drainage plan is necessary and will be reviewed before a building permit can be issued. This application is in regard to lot lines and easement areas. The design of the development is not part of this review. He believes the subdivision is reasonable. It will not change the character of the neighborhood.

Chair Solomonson stated that while he would like to see a public street, that is not the fault of the applicant. The lot is large enough to subdivide and he supports this application.

Commissioner Doan requested a discussion of setbacks. His concern is that documents presented will be used to show buildable area. He especially referred to the 10-foot setback on the south lot line of Parcel B, which he believes should be more than 10 feet. These are key lots and there is discretion to increase setbacks.

City Attorney Kelly stated that the documents only show potentially where a building might be placed. Mr. Simonson agreed and stated that the south line on Parcel B requires a 10-foot setback. There is also 10-foot utility easement requested. Parcel B is a key lot due to its

orientation from Parcel A, not from the property to the south. Staff believes the standard setback is adequate because there is no home to the south.

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to adopt Resolution No. 15-39 approving the variance to waive the public street frontage requirement for Parcel A and establishing a minimum front setback for a future house on Parcel A, and to recommend approval of the minor subdivision to the City Council, based on the following conclusions:

- a. It has been established that the applicant/property owners have legal access to the private roadway easement which currently serves other residential properties, including a new lot the City approved in 1993.
- b. The restrictive front setback and limited buildable area that would be required for Parcel A is a hardship not created by the applicant since the City allowed a much greater front setback through the issuance of a building permit for 1000 Oakridge Avenue.
- c. The proposed Parcel A meets or exceeds all lot dimension standards required by City development regulations for a single-family residential parcel.

and subject to the following conditions, with the change to Condition No. 8 under Minor Subdivision for the Side South setback to be 10 feet:

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.

Minor Subdivision

1. Approval of the Minor Subdivision is contingent upon the approval of a variance permitting private road access for Parcel A.
2. The Minor Subdivision shall be in accordance with the plan submitted, however, the depth for Parcel B shall be increased to 140 feet and revised prior to recording.
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 description for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
5. A 10-foot wide private easement shall be provided along the south boundary of Parcel B to provide municipal sanitary sewer service to Parcel A.
6. Municipal water and sanitary sewer service shall be provided to Parcel A.

7. For Parcel A, minimum structure setbacks from the property lines shall be as follows: Front - 35 feet, Side (East) - 20 feet, Rear - 40 feet, Side (West) 10 feet for the dwelling unit/5 feet for accessory structures.
8. For Parcel B, minimum structure setbacks from the property lines when redeveloped shall be as follows: Front - 10 feet, Side (South) - 10 feet, Rear - 40 Feet, Side (North - adjacent to private roadway) - 25 feet.
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. A Tree Protection and Replacement Plan shall be submitted for Parcels A and B with an application for a Building Permit for a new home on each parcel. 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. A Grading and Drainage Plan shall be submitted for Parcels A and B with an application for a Building Permit for a new home on each parcel.
12. The items identified in the attached memo from the City Engineer shall be addressed prior to the issuance of a Building Permit for new homes on each parcel.
13. 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:

Variance:

1. The proposed subdivision is consistent with the policies of the Comprehensive Plan, including the Land Use and Housing Chapters.
2. Access to Parcel A is provided by a private roadway and provides reasonable access for emergency vehicles.
3. Practical difficulty is present, as stated in Resolution No. 15-39

Minor Subdivision:

1. The subdivision is consistent with the policies of the Comprehensive Plan and with the spirit and intent of the Development Code.
2. The proposed lots conform to the other adopted City standards for the R-1 Detached Residential District.

Discussion:

Commissioner Doan requested that it be noted the slide showing buildable area, the areas in pink and green, is for illustrative purposes only and not specific dimensions to be used.

Commissioner McCool agreed and added that the dimensions are not accurate because the key lot modification to bring Parcel B into compliance is not shown.

VOTE: Ayes - 7 Nays - 0

MISCELLANEOUS

City Council Meetings: Commissioners Schumer and Ferrington will respectively attend the June 1st and June 15th Council meetings.

Workshop: Chair Solomonson noted that the Commission held a workshop meeting immediately prior to this meeting.

ADJOURNMENT

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to adjourn the meeting at 10:34 p.m.

VOTE: Ayes - 7 Nays - 0

ATTEST:

Kathleen Castle
City Planner

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
June 23, 2015**

CALL TO ORDER

Chair Solomonson called the June 23, 2015 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

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

Commissioner Schumer was absent.

APPROVAL OF AGENDA

MOTION: by Commissioner McCool, seconded by Commissioner Peterson to approve the June 23, 2015 Planning Commission meeting agenda as presented.

VOTE: Ayes - 6 Nays - 0

APPROVAL OF MINUTES

February 24, 2015 Workshop

The time of adjournment for the February 24, 2015 workshop meeting was not noted. The minutes will simply state, "The meeting adjourned."

Commissioner Doan noted that he was present at the February 24, 2015 workshop but is not listed as an attendee. Commissioner Proud should not be listed.

MOTION: by Commissioner McCool, seconded by Commissioner Doan to approve the minutes of the February 24, 2015 workshop meeting, as amended.

Ayes - 6 Nays - 0

May 26, 2015 Regular Meeting

MOTION: by Commissioner Peterson, seconded by Commissioner Thompson to approve the May 26, 2015 Planning Commission meeting minutes as presented.

VOTE: Ayes - 6 Nays - 0

REPORT ON CITY COUNCIL ACTIONS

Presentation by City Planner Kathleen Castle

The City Council approved the following items as recommended by the Planning Commission:

1. Major Subdivision, Donald F. Zibell, 3422 Chandler Road
2. Conditional Use Permit, Russell Weaver & Peggy Huston-Weaver, 4344 Snail Lake Boulevard
3. Minor Subdivision, Todd Sharkey Land Development, 4965 Hanson Road

NEW BUSINESS

PUBLIC HEARING: CONDITIONAL USE PERMIT

FILE NO: 2578-15-21

APPLICANT: MARLOWE HAMERSTON/KARIN HAMERSTON

LOCATION: 771 LARSON LANE

Presentation by City Planner Kathleen Castle

This application is to request a Conditional Use Permit (CUP) to build a water oriented accessory structure to replace an existing structure that is in poor condition. The property is located on the south shore of Turtle Lake and zoned R1, Detached Residential. The property is also located in the Shoreland Management Overlay District. An existing single-family home is on the property and consists of 1,306 square feet. There is a detached garage of 616 square feet. The proposed water oriented accessory structure is 200 square feet.

There is no building permit on file for the current accessory structure, which is believed to be built in the early 1970s. The new structure would be in the same location and the same size as the existing one. It is used to store life jackets, paddles, water tubes and other water recreation gear. Viewed from the water, the width would be 10 feet, the height would be 10 feet, and the setback from the OHW would be 14.5 feet. The setback from the side property line is 20 feet.

The Development Code for the R1 District requires that a second accessory structure on a parcel of less than one acre must be 150 square feet or can be up to 288 square feet with a Conditional Use Permit. Also, the total area of all accessory structures cannot exceed 90% of the dwelling foundation area, or 1200 square feet, whichever is less.

The Shoreland Management District allows one water oriented structure on the lakeside of a home. The maximum area allowed is 250 square feet. The maximum width viewed from the water is 12 feet, and the maximum height is 10 feet. There is a minimum side yard setback of 20 feet. Existing vegetation along the eastern property line will provide screening. Staff finds that the proposed structure conforms to the Comprehensive Plan and Development Code. Using the same location will minimize site disturbance. An accessory structure must be 31 feet from the Shoreland Impact Zone, unless there is practical difficulty. Practical difficulty

does exist in that the topography of the property makes it difficult to locate the structure further from the shoreline. Also, other properties have similar structures in the Shore Impact Zone.

Property owners within 350 feet were notified of the proposal, and legal notice was published in the City Newspaper. One comment was received in support. Staff is recommending the Commission forward an approval recommendation to the City Council with the conditions listed in the staff report.

Commissioner Ferrington noted a number of retaining walls on the lakeside of the property that would make it difficult to change the location of the shed.

Commissioner Peterson expressed concern that there are many water oriented structures within the Shore Impact Zone. He asked if it would be possible to move the structure out of the Shore Impact Zone. Ms. Castle responded that there are very few requests for water oriented structures. In this neighborhood, many of them are non-conforming. However, when a new application is received, the proposal must comply with the Shore Impact Zone setback, unless there is practical difficulty identified by the Planning Commission.

Commissioner McCool expressed concern about the accuracy of measurements on the survey. If the house is 14 feet from the lot line, it is difficult to see how the shed is another 6 feet from the lot line. Ms. Castle explained that the applicant took the measurements; they have not been confirmed by a surveyor. She further stated that when visiting the site, it was difficult to determine the exact east lot line. The setback and property lines must be marked and confirmed in order to obtain a building permit. If the measurements are not accurate, the application would have to be resubmitted with a request for a variance.

Commissioner McCool asked if screening from the lake has been discussed. Ms. Castle stated that staff believes screening vegetation would interfere with the use and function of the structure.

Chair Solomonson asked for clarification that no variances are needed for the Shoreland Impact Zone setback. Ms. Castle stated that the practical difficulty criteria are not the same as that of a variance.

City Attorney Kelly stated that the public hearing has been properly noticed.

Chair Solomonson opened the public hearing. There were no questions or comments.

MOTION: by Commissioner Doan, seconded by Commissioner Ferrington to close the public hearing at 7:28 p.m.

VOTE: Ayes - 6 Nays - 0

MOTION: by Commissioner Doan, seconded by Commissioner Ferrington to recommend the City Council approve the Conditional Use Permit request submitted by Karin Hamerston on behalf of Marlow Hamerston to replace an existing 200 square foot

water oriented structure on the property at 771 Larson Lane Said approval is subject to the following:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
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 Development and 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 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 along the new lot boundaries. There is municipal sanitary sewer service to both lots. Each lot uses 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 complies with City requirements. Staff believes there is practical difficulty to justify the variance. Access to the current homes is from Big Oak Road, via 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 recommend approval of the minor subdivision.

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 required to convey easements along the new lot lines.

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

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 from the unimproved roadway. The City will require instead a 35-foot drainage and utility easement that requires no setback. A street easement will be retained over the hammerhead area.

Notices were sent to property owners within 350 feet of the subject property. One telephone call was received from a neighbor with concerns about drainage, storm water management and groundwater. One written comment was received expressing concerns about changing the character of the neighborhood, impact to property values and traffic.

The Fire Marshal expressed no concerns but recommended the City retain the easement where the hammerhead turn-around is located.

Staff finds that the application is in compliance with the Development Code and Comprehensive Plan. Staff recommends that Planning Commission forward a recommendation for approval to the City Council with the conditions listed in the staff report and contingent on vacation of the street easement; retention of the easement for the hammerhead turn-around; required drainage and utility easements; and a 35-foot setback from the south side lot line on Parcel B.

Commissioner Ferrington noted one concern from expressed by neighbors is about the difficulty for vehicles to turn around. Ms. Castle stated that it is a smaller hammerhead, large enough for cars and small trucks. It would be difficult for buses or larger vehicles to turn around in that space.

Commissioner Ferrington expressed some discomfort with this decision because the Commission does not know the outcome of the City Council's vote on the vacation. She asked if there would be sufficient buildable space if the vacation is not granted. Ms. Castle answered that the lot width would then be 94 feet and the buildable area 59 feet wide. The vacation offers more flexibility in the design of the house.

Chair Solomonson asked if Fire Department vehicles would be able to turn around in the hammerhead. Ms. Castle responded that the Fire Department is mainly concerned about access. There is not sufficient room for a fire truck to turn around but can be backed out.

Chair Solomonson opened the discussion to public comment.

Mr. Leonard Newquist, 5796 Willow Lane, verified the location of the easement for the water main and asked if it will still be maintained by the City. Ms. Castle answered that the easement is 35 feet, which is enough room for City maintenance of the water main.

MOTION: by Commissioner Doan, seconded by Commissioner Peterson to recommend the City Council approve the minor subdivision submitted by Brian and Rene Maleski for their property at 5825 Buffalo Lane. The subdivision divides the property into two parcels, creating a vacant parcel (Parcel B) for single-family residential development. Said approval is subject to the following:

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.

VARIANCE

FILE NO: 2580-15-23
APPLICANT: JOHN & TRACY FOLEY
ADDRESS: 730 AMBER DRIVE

Presentation by Economic and Development Planning Associate Niki Hill

This application is a request to build a screen porch addition of 8 feet by 14 feet. The property is a triangle shape and consists of over one acre. It extends into Lake Emily, so that the shoreline curves around two sides of the dwelling. The property is developed with a single-family home and attached garage of 744 square feet.

The proposed porch would be 39 feet from OHW using an existing stand alone brick wall. This would be less than the required 76.5 foot setback. Therefore, a variance is requested. The applicants state that the covered porch addition would utilize an existing 8-foot brick wall structure that juts out from the garage on the north side. The brick wall encroaches into the minimum setback by approximately 8 feet.

Staff finds that the proposal is a reasonable use of the property. It will improve the livability of the home and will use the existing brick wall and not extend any further into the OHW setback. Unique circumstances exist with the placement of the home on the property in relation to the lake. The setback of the home from the OHW varies from 47.3 feet to over 118 feet because of the peninsula and the two shorelines. The setback of the adjacent homes ranges from 106.5 feet to 66.4 feet. A screen porch would be possible on the southwest side of the house without a variance, but there would be more site impacts to trees and more impact to the property to the west.

The reduced OHW setback will not alter the character of the neighborhood. The porch will be constructed at ground level and will blend into the house. It will not be taller than the house. The house is 15 feet higher than the OHW and separated from the lake by two retaining walls stepping down to the lake. The location of the house on the cul-de-sac/peninsula lessens any visual impact of the setback encroachment to neighboring properties.

Shoreland Mitigation is required. The applicants propose to remove an existing non-conforming water oriented structure that is 10 feet by 12 feet along the southwest property line. Applicants will also work with staff to create a vegetative protection area. The applicants must enter into a Mitigation Agreement with the City.

Notices were sent to property owners within 150 feet of the subject property. One written notice was received with no objections. It is staff's recommendation that the variance be approved subject to the conditions listed in the staff report.

Commissioner Peterson asked if there is any history of the property to explain the presence of the brick wall and the close setback of the home to the lake. Ms. Hill stated that all aerial photos of the property show the brick wall. Mr. Warwick added that the Shoreland regulations were revised in 1998. Lake Emily is a protected wetland by definition of the state. The City

designated it as a lake in 1998. Development prior to 1998 would not have been subject to Shoreland regulations.

Commissioner Ferrington asked if the porch would be heated. Ms. Hill stated that it is only a fully screened porch.

Chair Solomonson asked if the porch would extend further than the 8 feet of the brick wall and whether it would be accessed from the house. Ms. Hill responded that the porch will only utilize the brick wall and not extend further into the setback.

Commissioner McCool clarified that the porch extends 7 feet, but the roof overhang extends 8 feet.

Mrs. Tracy Foley, Applicant, stated that access to the screen porch would be from the garage door. No other doors are planned. The brick wall extends 7.9 feet. The porch will not be heated.

MOTION: by Commissioner Peterson, seconded by Commissioner Thompson to approve the variance request submitted by Tracy and John Foley for their property at 730 Amber Drive, reducing the minimum 76.5 foot OHW structure setback to 39 feet and adopt Resolution No. 15-51, subject to the following conditions:.

1. The project must be completed in accordance with the plans submitted as part of the Variance application.
2. The screen porch shall not exceed the 39 foot OHW setback.
3. An erosion control plan shall be submitted with the building permit application and implemented during construction of the improvements.
4. A Mitigation Affidavit shall be executed prior to the issuance of a building permit for the screen porch.
5. This approval will expire after one year if a building permit has not been issued and construction commenced.
6. This 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 since it will improve the livability of the permitted single-family residential use. The proposed covered screen porch will utilize the existing brick wall and therefore not extend any further northeast than the existing structure into the OHW. The porch is also at ground level.
2. Unique circumstances are present due to the placement/orientation of the home on the property in relation to the lake, the location of the adjacent homes in relation to the OHW and the existing brick wall off the rear of the home. The setback of the home from the OHW line varies greatly due to the location on the peninsula and the two shorelines. It ranges from 47.3 feet to over 118 feet. The setback of the adjacent homes range from 106.5 feet to 66.4 feet. The existing brick wall was on the house before the current owners purchased it. All these factors together create a unique circumstance.

3. The reduced OHW setback will not alter the essential character of the neighborhood. The visual impacts are reduced by the design and location of the proposed structure. The porch will be constructed at ground level, no taller than the existing house and will blend into the house. The existing house is located at an elevation 15 higher than the OWH and is separated by a series of two retaining walls stepping down to the lake. Additionally, the house is located on the cul-de-sac/peninsula which lessens if not completely negates the visual impact of the setback encroachment on neighboring properties.

VOTE: Ayes - 6 Nays - 0

MISCELLANEOUS

The City Council meeting for July 6, 2015 is cancelled. Commissioner Doan will attend the City Council meeting on July 20, 2015.

Commissioner Peterson noted that he will be absent in July and August. If he is assigned to attend a Council meeting during that time, perhaps another Commissioner would attend in his place. Chair Solomonson offered to fill in for him.

Immediately prior to this meeting, the Planning Commission held a workshop meeting.

ADJOURNMENT

MOTION: by Commissioner McCool, seconded by Commissioner Doan to adjourn the meeting at 8:30 p.m.

VOTE: Ayes - 6 Nays - 0

ATTEST:

Kathleen Castle
City Planner

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
July 13, 2015**

CALL TO ORDER

President Emy Johnson called the meeting to order on July 13, 2015 at 5:00 p.m.

ROLL CALL

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

Mayor Martin arrived a few minutes late.

Also attending this meeting:

Tom Simonson	Assistant City Manager/Community Development Director
Kathleen Castle	City Planner
Niki Hill	Economic Development and Planning Associate
Kirstin Barsness	EDA Consultant

APPROVAL OF AGENDA

MOTION: by Quigley, seconded by Denkinger, to approve the July 13, 2015 agenda as submitted.

VOTE: **Ayes - 4** **Nays - 0**

APPROVAL OF MINUTES

Quigley clarified the discussion regarding the Children's Hospital property as to whether zoning should remain Office or be changed to a broader use.

MOTION: by Quigley, seconded by Myrland, to approve the June 10, 2015 meeting minutes, as amended.

VOTE: **Ayes - 4** **Nays - 0**

FINANCES AND BUDGET

Simonson noted that three new home improvement loans closed in June, which is likely the result of the City's renewed efforts to market the program. Currently, there is about \$114,000 left in the loan pool. There has been previous discussion about developing a new program once the loan balance is used, but perhaps this shows there is still some value to retaining the current program. At a future meeting there needs to be a discussion on how to proceed, either to add

which would likely include a request for financial assistance by the developer from the City for the project.

Simonson said that the City has discussed financial assistance with Oppidan from existing funds from TIF District No. 2, which would be approximately \$450,000. This district is expiring and was originally created to support commercial development of this property. Oppidan may be seeking additional funds to make this deal work, and staff has indicated that the City would be open to a higher amount of financial assistance, if this preferred quality grocer is the new tenant. At this time no development details have been presented for review to show financial need. The site cannot be qualified for a new TIF District, which means other options would have to be considered to reach the amount of \$1 million. One option that could be pursued is a local tax abatement, which would require the City Council and EDA to create a policy. Staff will provide more information to the EDA on the comparison of tax increment versus tax abatement at a future meeting.

Johnson asked if the City would work with a grocer that did not need financial assistance. Simonson said that while the site is at a good central location along two high volume highways, there are some specific challenges to the property. The site layout and building were designed for a specific user, and the property owners believe the building has too much value to tear down. Most grocers now are utilizing a smaller square footage than the previous big boxes, so the existing building is not sized properly. Simonson also explained that grocers are telling Oppidan that they can pay only a certain amount per square foot in order to operate the store successfully, which leaves a gap between what the tenant will pay and the cost to the developer. He noted this was the case when the City pursued Trader Joe's for the community, and eventually provided assistance to the developer to make the lease rates work to secure the grocer as an anchor to the Red Fox Road development.

Quigley stated that although there is community interest in another grocer on that site, the City is being leveraged by the developer for financial assistance. He would not want to go to extreme measures to provide a huge sum of assistance to support one grocer over another. The community wants grocery convenience. It is hard to know whether the kind of grocery is a big factor. Simonson stated that the City has indicated to Oppidan that the City needs to see some numbers before a determination of support can be proposed. He noted that this one particular grocer could build momentum for further redevelopment of the site and perhaps even surrounding properties in the future. Oppidan is planning a small retail center on the south end of the site near Highway 96. A restaurant is also being discussed.

Martin asked what other communities are doing with redevelopment of big box stores. She asked if financial assistance in the amount of \$1 million is out of the ordinary. Simonson again compared this site to Red Fox Road where the City provided assistance to get a higher quality development. He also said that one of the first issues identified by the EDA and Council when the closing of the Rainbow Foods was announced was that the City did not want to see less desirable retail or other uses go into this property. He also noted that some cities have had difficulty finding not just suitable tenants, but in some cases any tenants, for these vacant big box sites. These sites typically sit empty at high profile locations.

Johnson asked how long it would take to make up the amount of financial assistance with tax abatement. Simonson stated that there would have to be a financial analysis of the site and the developer's proposal. He would like to have the County work with the City regarding valuation of the site.

Barsness stated that tax abatement would be abatement down to the land value without the building. The City's portion of the tax rate generated is approximately 25%, but the City has not seen construction numbers or a valuation from the County for a grocer. The City does not have to be the only participant in tax abatement. Ramsey County and the School District can be asked to participate also. At this point it is a balancing act with the developer wanting to know the amount of assistance for a proposal and the City wanting to know who the tenant will be in order to get a valuation.

RICE STREET/I-694 REDEVELOPMENT - ELEVAGE DEVELOPMENT GROUP

Simonson introduced Corey Burstad, Mike Mergens, and Dave Kroona from Elevage Development Group to discuss a redevelopment proposal at County Road E and Rice Street, just north of I-694. This is a site the EDA had identified as a priority for redevelopment on its work plan due to the age and condition of the retail center, which is in decline and half empty. Financial assistance is being requested, but there has not been a review of actual numbers at this time. Simonson said he asked the developers to attend the EDA meeting to introduce their firm and the project prior to the formal review process. They will be going to the Planning Commission and City Council in the next month through the PUD Concept review to get comments from the City and the public.

Mr. Mergens described the proposed redevelopment. Elevage has purchased the retail site at County Road E and I-694, as well as three residential properties--two immediately adjacent to the west and one immediately adjacent to the north. The proposal is a quality development that would serve as an attractive gateway to Shoreview. The concept plan shows a five-story apartment building. The top floor would be fully furnished corporate units designed for employees of corporate headquarter companies. The units will have floor-to-ceiling glass walls with view of the lake and downtown. The green roof for water control will be an added cost of approximately \$750,000. Storm water will be captured in underground storage tanks and reused on the site for irrigation. A second component is a 1900 square foot convenience oriented retail center on the corner of the site. The desire is to locate a national coffee shop on this corner. Access is planned with right-in-right-out off of Rice Street with the opportunity to access County Road E through a signalized intersection. The third component is a stand-alone restaurant.

Mr. Mergens explained that Elevage could finance on its own a mixed use apartment complex but would not be able to do the green roof, underground water storage and land cost. Significant costs include: 1) the green roof at approximately \$750,000; 2) corporate units with floor to ceiling glass at approximately \$1.8 million; 3) remediation and demolition is estimated at \$400,000; and 4) construction costs in the last year have increased 25%; and 5) underground storage tanks are estimated at \$200,000; and 6) underground parking will be needed to fit everything in, which is estimated at another \$1 million; 7) a berm landscaped with trees is proposed on the north side of the property to provide a buffer between this development and

residential properties to the north at approximate \$150, 000; and 8) land acquisition at approximately \$2.5 million, which is higher than the assessed values. These are the factors that are driving the request for TIF assistance.

A neighborhood meeting will be held July 23, 2015, to discuss the proposed development and take local input. The project will be presented to the Planning Commission at their July meeting.

Johnson asked if there have been discussions with large corporations in Shoreview to determine interest in corporate units. Mr. Mergens responded that some companies have already indicated interest.

Quigley asked if corporate units are becoming common. He further asked the schedule for replacement of the I-694/Rice Street bridge. Mr. Mergens stated that companies are making efforts to provide transition housing for employees being asked to move.

Martin stated that the County has now included the total cost of the bridge replacement in their bonding. Economic development has been stalled on all four quadrants of this intersection in anticipation of the new bridge. However, it is still uncertain what the bridge reconstruction schedule will be. She asked if this development can proceed without the new bridge.

Mr. Mergens stated that the bridge will definitely have an impact. However, if redevelopment waits for the completion of the bridge, Elevage will have to continue to carry costs of the property. Construction costs will continue to increase. Higher working reserves will be needed.

Mr. Burstad added that the restaurant and coffee shop would be the two components most impacted by the new bridge construction and lack of access. Phasing will be important, but the plan is to begin construction this fall. The right-in-right-out access fits with Mn/DOT's plan, as the intersection was completed based on the future bridge reconstruction.

Martin asked for information on the market analysis done to determine the need for apartments. Mr. Burstad stated that a market study is being done and will be presented when they formally apply for City approvals. The EDA thanked the Elevage team for attending the meeting to discuss their proposal. Simonson said that a formal TIF application will be required before the project returns to the EDA. The TIF review is separate but concurrent with the development review through the Planning Commission.

SHOREVIEW CORPORATE CENTER

Simonson reported that Ally Financial is currently making improvements anticipating moving employees to this new location beginning in September. There is a group interested in bidding to purchase the entire Shoreview Corporate Center. The City was not aware that the property is on the market because the current ownership group is difficult to reach since it is an investment group. The City would like to see the site continue as a high-end office park center. Staff has met with the potential buyer. The City expressed its interest in retaining Hill Rom and Land O'Lakes in their current locations in the Center and was pleased to learn the potential buyer has the same interest. The potential buyer is interested in making the site a first-class campus, and

reinvesting in the property. The 1005 Gramsie building needs significant renovation for office use. If the building were torn down, there could be opportunity to redevelop and secure a large corporate tenant that could support financing of a parking structure that is needed for the site.

UPDATES AND REPORTS:

Economic Development Commission (EDC)

Simonson stated that the EDC is planning an “on the road” meeting on July 21, 2015, at Key Medical Supply at Rice Creek Corporate Park. There may be expansion opportunities for this company. EDA members are invited. Members Quigley and Myrland expressed an interest in attending the visit.

Accelerate Ramsey County Initiative

Simonson briefed the EDA on a new initiative on the part of Ramsey County to connect cities and promote the County for economic development. The idea is to promote the area and facilitate company expansions and location of new companies within the County. If one city cannot accommodate development needs that other locations in the County be considered. A Technical Advisory Committee and Executive Board will be created with representation from each of the participating Ramsey County cities. As an economic developer with the TCAAP property and other sites, this could be an opportunity for the County to specifically identify development issues and become a partner to cities’ goals.

Quigley stated that the effort seems to be a duplication of other agencies and entities. Simonson stated that the initiative comes from the St. Paul Chamber of Commerce to market the county as a whole. Similar to the joint development efforts of Greater MSP to promote the region, but focus on the economic development opportunities in Ramsey County.

PaR Systems and TSI Incorporated - MN Business Assistance Reports

Simonson said that as part of providing assistance for economic development projects, annual reports are required to the State of Minnesota. Reports are being submitted on the expansion projects of TSI and PaR Systems.

Barsness reported that all the goals were met. PaR Systems company numbers have been flat due to some contracts not coming through. The jobs anticipated shifted, however, the expansion has allowed them to get manufacturing business otherwise not possible, which has helped the company. The report to the state is specific to the expanded space. In evaluating use of that space, company goals for employment were met as required by the assistance. Seven new positions were created, six of which pay \$31/hour or higher. Orders are up significantly this year. Simonson added that some positions were cut, but the hope is that those will be refilled in the next year.

Barsness stated that TSI far exceeded their goals. It was anticipated to create 40 new positions within the \$11/hour to \$27/hour wage range. In fact, 54 positions were created with 24 in the \$31/hour or higher, excluding benefits. This company has experienced tremendous growth. TSI is very satisfied with the process and support from the City of Shoreview.

Business Development News

Simonson reported on the potential of three new business development projects. One is a BRE company, Schwab-Vollhaber-Lubratt (SVL) that is looking to expand but did not expect to do so in Shoreview. Recently, the City was informed that a property has come on the market that might be suitable to meet the needs of SVL. The new BRE special legislation could fit well to retain this long-time business in Shoreview. Two other projects through Greater MSP have come to the City with high tech companies having interest in relocating and expanding with support of a business loan, which would be a good use of the new BRE fund and loan program developed by the EDA. More information will be available in the future.

Shoreview Home Improvement Loan Program/Home Energy Fit Program

One of the three new loans recently executed was for solar panels. Staff is recommending amending eligibility requirements to include energy efficiency measures, such as solar panels. The Neighborhood Energy Connection (NEC) provides energy audits and recommendations for improvements. The Environmental Quality Committee (EQC) is very interested in the City becoming more involved with NEC.

Hill stated that staff met with the NEC. Other cities help homeowners with the cost of audits and ventilation. Excel will help with rebates for furnaces but not ventilation. NEC recommends the City become involved in offering incentives to homeowners for energy efficient improvements. Simonson added that incentives to help homeowners with audits and energy improvement projects that increase the value of property. Funding would come from the HRA budget or a qualifying TIF District.

Quigley stated that energy efficient improvements are important but will be costly. Once the door is open more and more projects will be requested.

Johnson agreed and emphasized that it will be important to cap costs and specifically define eligible projects.

Martin suggested considering benefits for low income homeowners in older homes. It is important for property owners to learn about the substantial future savings with energy efficiency improvements. She favors looking at further consideration of an energy incentive program. Staff will prepare more information for a possible incentive program for the City to consider.

VILLAS OF SHOREVIEW SENIOR APARTMENTS

Simonson reported that this proposal will be reviewed by the Planning Commission at its July meeting. The 34-unit three story apartment would be built on the outlot near Hodgson Road within the Shoreview Senior Living campus. No financial assistance is being requested.

ADJOURNMENT

MOTION: by Myrland, seconded by Denkinger, to adjourn the meeting at 6:33 p.m.

VOTE: Ayes - 5 Nays - 0

DRAFT

Minutes ENVIRONMENTAL QUALITY COMMITTEE July 27, 2015 7:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

Members Present: Paige Ahlborg, Tim Pratt, Lisa Shaffer-Schrieber, Lynne Holt, and Susan Rengstorf

Members Absent: John Suzukida and Dan Westerman

Staff Present: Terry Schwerm and Neva Widner

3. APPROVAL OF AGENDA

Neva requested to include the Recycling Contract update and Blue Thumb partnership in the Public Works Update. The remainder of the agenda was approved with no changes.

4. APPROVAL OF MEETING MINUTES – March 23, 2015

The minutes were approved with minor change to date of next meeting.

5. BUSINESS

A. Workplan Tasks

a. Green Community Award Update

A total of three applications were received for the Green Community Awards. Two were solar projects, one was for native planting. All three sites were visited by members of the EQC. It was noted that one of the solar projects was a previous Green Community award winner for a native planting project, discussion led to whether residents can be awarded more than one green community award. Consensus was yes, if it is for different projects; the EQC will discuss adding language to this extent in future green community award publications and also explore adding a new category similar to ‘community building,’ inspired by the “Little Free Vegetable Garden” grown by one of the award winners. The EQC voted for all of the applicants to receive a Green Community award. Neva will confirm a date for the recognition ceremony.

A. Newsletter Topics

- ##### **a. Articles for the November/December ShoreViews newsletter are due by August 25th.**
- Topics for submission were discussed and include salt use, reducing waste at the holidays, and Tim will be working on an article highlighting the Green Community award winners.

B. Public Works Update

- ##### **a. Authorization to Participate in Xcel Energy’s one-stop Efficiency Shop Program**
- Terry Schwerm shared the results of the recent energy audits (lighting and mechanical systems) completed on the community center/city hall complex. The lighting energy audit identified greatest savings of about \$47,000/year with a 4.6 year payback through updating the system to LED. Terry explained that there would be further savings down the

road with longer lasting bulbs, reduced maintenance costs and longer, better light quality. The Mechanical Systems energy audit provided three recommendations, two of which were in the Capital Improvement Plan already, and the third is on schedule to be addressed in 2019. The EQC expressed support of this program and thanked Terry for the City's role in being a leader on these efforts.

b. Energy Fit Home program

The EQC strongly supports the expansion of the Home Improvement loan program to include solar as an option and supports all three staff suggestions as potential incentives for participation. One suggestion was made under the section for new energy upgrades for the home: to re-phrase the existing "Solar Energy Improvements" to "Solar Energy Installation" as Improvements sounds like it includes maintenance of solar installations. Tim pointed out that this is a loan that stays with the person who applied for it, whereas others options like PACE are loans that will stay with the property.

c. LCCMR Groundwater Awareness Project Update

Neva announced the LCCMR Groundwater Awareness Project was chosen to be funded in the last legislative session and will begin outreach efforts to get 400 volunteer households to participate this fall. The project will extend through 2018.

d. Development Review: Proposed Redevelopment of Rice Street Strip Mall

The EQC reviewed the proposed addition to the Southview Senior Communities. Comments included the project consider: Bike lanes to Rice Street and setback for roadway expansion for the future bridge reconstruction, soundproofing for railroad noise, increased sidewalks for safer pedestrian travel, reducing the impervious surface area, and energy reduction measures including greywater reuse, geothermal/solar, and interior energy efficiency measures. Also, the EQC expressed the need for a healthier restaurant alternative to the development that differs from other recent fast food developments.

e. Development Review: Southview Senior Communities

The EQC reviewed the proposed addition to the Southview Senior Communities. Comments included the project consider: Diversity of trees and plant species for the vegetation plan, reducing the impervious surface area, and energy reduction measures including greywater reuse, geothermal/solar, and interior energy efficiency measures.

f. Neva explained the Recycling contract was extended with Republic services for 30 months. Neva will work with Jean Buckley at Ramsey County to help distribute better information on organics recycling options for residents.

g. Neva shared that the City has renewed its partnership with Blue Thumb and offered an opportunity for EQC members to volunteer at the State Fair Blue Thumb exhibit.

C. Other

a. Next regular meeting – **August 24th, 2015**

D. Adjournment

The meeting was adjourned at 8:50 pm.

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	
07/20/15	Accounts payable	\$10,135.86
07/23/15	Accounts payable	\$249,734.55
07/27/15	Accounts payable	\$97,473.84
07/28/15	Accounts payable	\$208.00
07/29/15	Accounts payable	\$169,487.11
08/03/15	Accounts payable	\$82,890.92
Sub-total Accounts Payable		
07/24/15	Payroll 128246 to 128298 973276 to 973522	\$196,129.65
Sub-total Payroll		
TOTAL		\$ 806,059.93

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

08/03/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
COMMERCIAL FURNITURE SERVICES	REPLACEMENT BISTRO TABLE LEG	220	43800	2240		002	\$356.00	\$356.00
FATKHIYEV, NATHANIEL L	SOCCER REF JULY 8,13,14,15	225	43510	3190		007	\$160.00	\$160.00
FIRST STUDENT, INC	JULY 15 FIELD TRIP BUS EXPENSE	225	43535	3190		003	\$1,505.68	\$1,505.68
HORIZON COMMERCIAL POOL SUPPLY	REPAIRS TO UV SYSTEM IN POOL	220	43800	3810		007	\$234.95	\$234.95
MACKAY, SARAH	SOCCER REF JULY 13	225	43510	3190		007	\$20.00	\$20.00
MATHESON TRI-GAS INC	CO2	220	43800	2160		002	\$101.05	
MCHUGH, DAN	LACROSSE CAMP (JULY 13-16) - 6 KIDS	225	43510	3190		012	\$426.00	\$426.00
NASH, EMILY	SOCCER REF JULY 8 & 15	225	43510	3190		007	\$40.00	\$40.00
PRECISION LANDSCAPE & TREE, IN	WO 15-05 BLVD 1711 OAKWOOD DED	101	43900	3190		002	\$518.75	\$518.75
PRECISION LANDSCAPE & TREE, IN	WO 15-07 4709 VICTORIA BLVD ASH	101	43900	3190		002	\$333.00	\$333.00
PRECISION LANDSCAPE & TREE, IN	WO 15-01 EAB REMOVAL PRIVATE	101	43900	3190		003	\$376.54	\$376.54
PRECISION LANDSCAPE & TREE, IN	WO 15-06 BLVD STUMPS	101	43900	3190		002	\$1,183.75	\$1,183.75
PRODUCTION 101, INC	SUPERSITTER BOOKS	225	43580	2170		001	\$260.00	\$260.00
RAMSEY CONSERVATION DISTRICT	EROSION AND SEDIMENT CONTROL INSPECTION	603	45850	3190			\$4,440.14	\$4,440.14
VOSSLER, SAMUEL	SOCCER REF JULY 8,9,13,15,16	225	43510	3190		007	\$180.00	\$180.00
Total of all invoices:							\$10,135.86	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLEN, ROSEMARY	FACILITY REFUND	220	22040					\$100.00	\$100.00
ANDERSON, ANDI	AQUATICS - LEVEL 4	220	22040					\$51.75	\$51.75
ASSOCIATION MAINTENANCE, LLC	WEED ABATEMENT 1729 LOIS LN	101	11700					\$192.25	\$192.25
ASSOCIATION MAINTENANCE, LLC	WEED ABATE 4324 SNAIL LAKE BLVD	101	11700					\$90.50	\$90.50
ASSOCIATION MAINTENANCE, LLC	TALL GRASS/WEED ABATE 1565 LOIS DR	101	11700					\$248.50	\$248.50
AZIZ, SHAHID	FACILITY REFUND	220	22040					\$500.00	\$500.00
BEISSWENGER'S HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$4.89	\$4.89
BENNY BENSON	OVERCHARGED FOR EAB TREATMENT	101	34780					\$50.41	\$54.00
		220	21810					\$3.59	
BIGELBACH, MICHAEL	AQUATICS - LEVEL 2.5	220	22040					\$28.50	\$28.50
BME LAB AND SCIENCE	CALIBRATE SCALES FOR FITNESS CENTER	220	43800	3890				\$250.00	\$250.00
BRETTNER, JULIE	SLICE STIPEND 2015	270	40250	3190		006		\$600.00	\$600.00
CALDWELL, BETH	FACILITY REFUND	220	22040					\$25.00	\$25.00
CANADIAN PACIFIC RAILWAY COMPA	RENTAL FEE-TRAIL PEDESTRIAN BRIDGE	101	43450	3190				\$300.00	\$300.00
CARLSON, ROBIN	ULTIMATE FRISBEE	220	22040					\$174.00	\$174.00
CHALLENGER SPORTS CORP	BRITISH SOCCER CAMPS (JULY 13-17,2015)	225	43510	3190		012		\$3,112.00	\$3,112.00
CITIES 1 PLUMBING AND HEATING	SHOWER DRAIN PARTS CC	220	43800	2240		001		\$165.98	\$165.98
CKC GOOD FOOD	SUMMER DISCOVERY LUNCHES	225	43535	3190		002		\$1,658.29	\$1,658.29
CKC GOOD FOOD	SUMMER DISCOVERY LUNCHES	225	43535	3190		002		\$1,701.92	\$1,701.92
CLASSIC CATERING/PICNIC PLEASE	EMPLOYEE EVENT	101	40210	4890		002		\$1,502.52	\$1,502.52
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 07-24-15	101	21720					\$10,847.21	\$10,847.21
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 07-24-15	101	20420					\$137.00	\$137.00
CONZEMIUS, JULIE	AQUATICS - LEVEL 1	220	22040					\$76.00	\$76.00
CUB FOODS	BIRTHDAY CAKE	220	43800	2591		001		\$14.99	\$14.99
CUB FOODS	ADVENTURE QUEST SUPPLIES	225	43590	2175		002		\$36.55	\$36.55
DEBORAH A. SORENSON, D.C.	STAFF DEVELOPMENT	101	40500	4500		010		\$200.00	\$200.00
DEWESTER, DIRK	SOFTBALL (THU COREC)	220	22040					\$100.00	\$100.00
DOLBOW, ROBIN	ULTIMATE FRISBEE	220	22040					\$87.00	\$87.00
DOWNES, LANA	FACILITY REFUND	220	22040					\$50.00	\$50.00
ENGLE, LINDA	SLICE STIPEND 2015	270	40250	3190		006		\$200.00	\$200.00
ENGLE, ROBERT	SLICE STIPEND 2015	270	40250	3190		006		\$300.00	\$300.00
ERICKSON, CYNTHIA	FACILITY REFUND	220	22040					\$50.00	\$50.00
FRANCISCO, CRAIG	FLAG FOOTBALL CAMP	220	22040					\$174.00	\$174.00
GALLOP, STEVE	SLICE STIPEND 2015	270	40250	3190		006		\$1,500.00	\$1,500.00
GEHRKE, AMBER	FACILITY REFUND	220	22040					\$300.00	\$300.00
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 07-24-15	101	20418					\$5,820.00	\$5,820.00
GOYCOOLEA, JEAN	FACILITY REFUND	220	22040					\$25.00	\$25.00
GRAINGER, INC.	CUBE TRUCK	220	43800	2240		001		\$524.45	\$524.45
HAWKINS, INC.	GAS AND LIQUID CL/REAGENTS/ACID	220	43800	2160		001		\$585.50	\$585.50
HEALTH PARTNERS	HEALTH INSURANCE: AUGUST 2015	101	20410					\$58,811.04	\$58,811.04
HINTGEN, KRISTINE	FIRST AID	220	22040					\$159.00	\$159.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 07-24-15	101	21750					\$5,597.23	\$5,597.23
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 07-24-15	101	20430					\$955.00	\$955.00
IDENTITY STORES, LLC	SHOREVIEW WALKING CLUB SHIRTS	225	43590	2173				\$1,577.41	
KELLY & LEMMONS, P.A.	JUNE 2015 LEGAL FEES	101	40600	3020				\$5,883.12	
		101	40600	3030				\$3,207.48	
KING, SHERYL	FLAG FOOTBALL CAMP	220	22040					\$87.00	\$87.00
LARSON, MICHELLE	FIRST AID	220	22040					\$53.00	\$53.00
LOPEZ, SALVADOR	FACILITY REFUND	220	22040					\$500.00	\$500.00
MARTIN, DAVID	REIMBURSEMENT/HAMBURGER BUNS/WAVE	220	43800	2590		001		\$7.50	\$7.50
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 07-24-15	101	20435					\$141.50	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: JUNE 2015	701	46500	2120			\$211.19	\$211.19
MINNESOTA DEPT OF HUMAN SERVIC	JUNE CC CLEANING	220	43800	3190		002	\$100.00	\$100.00
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 07-24-15	101	20420				\$35.00	\$35.00
MINNESOTA METRO NORTH TOURISM	JUNE 2015 HOTEL/MOTEL TAX	101	22079				\$27,878.92	\$26,484.97
		101	38420				-\$1,393.95	
MUELLER, JEANNE	ACTIVITY REFUND	220	22040				\$57.00	\$57.00
NORTHERN ELECTRICAL CONTRACTOR	HANDICAP DOOR HOOK AND OUTLET CC	220	43800	3810		003	\$732.89	
ON SITE SANITATION INC	HAND WASH STATIONS	270	40250	3950		006	\$351.00	\$351.00
ORIENTAL TRADING COMPANY	ADVENTURE QUEST CARNIVAL PRIZES	225	43590	2175		001	\$17.99	\$17.99
ORIENTAL TRADING COMPANY	ADVENTURE QUEST CARNIVAL SUPPLIES	225	43590	2175		001	\$653.79	\$653.79
PIPER, STEVE	SLICE MARKETING STIPEND 2015	270	40250	3190		006	\$1,500.00	\$1,500.00
PLUMBMASTER, INC	SHOWER SUPPLIES/PARTS KIT	220	43800	2240		001	\$538.77	\$538.77
PMA FINANCIAL NETWORK, INC	MAY 2015 BANK FEES	101	40500	4890		004	\$129.29	\$129.29
PORTER, SEAN	SOCCER CAMP-AGE 7-12	220	22040				\$312.00	\$312.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 07-24-15	101	21740				\$29,978.75	\$29,978.75
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION: 07-24-15	101	21740				\$246.10	\$246.10
PUGSLEY, VICKI	FACILITY REFUND	220	22040				\$50.00	\$50.00
RAHIMZADEH, FERESHTEH	FACILITY REFUND	220	22040				\$714.25	\$714.25
RAMSON, CHEETARA	FACILITY REFUND	220	22040				\$25.00	\$25.00
RICOH USA INC.	MAINTENANCE: TONER RETURN CONTAINER	101	40200	3850		002	\$19.00	\$19.00
RUSTAD, DAN	SLICE STIPEND 2015	270	40250	3190		006	\$300.00	\$300.00
RUSTAD, MARY	SLICE STIPEND 2015	270	40250	3190		006	\$300.00	\$300.00
S & S WORLDWIDE	ADVENTURE QUEST SUPPLIES	225	43590	2175		002	\$29.98	\$29.98
SAM'S CLUB DIRECT	SUMMER DISCOVERY SNACK	225	43535	2170		004	\$2,205.48	\$2,205.48
SATER, DIANE	FLAG FOOTBALL CAMP	220	22040				\$87.00	\$87.00
SIMPLEXGRINNELL LP	BATTERY REPLACEMENT/FIRE ALARM SYSTEM	220	43800	3810		001	\$84.00	\$84.00
SUPPLYWORKS	PAPER TOWELS/SKIN CLEANSER/VACUUM BAG	220	43800	2110			\$2,355.37	
SUPPLYWORKS	BATH TISSUE/CAN LINER/SOAP	220	43800	2110			\$469.70	\$469.70
SUPPLYWORKS	60" WOOD HANDLE	220	43800	2110			\$21.52	\$21.52
TEMPLER, BETHANY	FACILITY REFUND	220	22040				\$25.00	\$25.00
THAO, VANG	FACILITY REFUND	220	22040				\$25.00	\$25.00
THE DAMA COMPANY INC	KEY LOCK BOX- FIRE DEPT	101	40200	4890			\$263.00	\$263.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 07-24-15	101	21710				\$26,499.97	\$69,061.97
		101	21730				\$34,494.72	
		101	21735				\$8,067.28	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 07-24-15	101	20420				\$78.00	
USCG AUXILIARY, AUX 08W-11-08	PORTION REVENUE EARNED ON BOATING CLASS	225	43520	3190		005	\$427.50	\$427.50
VANVRANKEN, MICHELLE	FACILITY REFUND	220	22040				\$25.00	\$25.00
VAXTER, SHAWN	FACILITY REFUND	220	22040				\$50.00	\$50.00
VENKAT, VIBHAA	AQUATICS - PRIVATE	220	22040				\$136.00	\$136.00
VERIZON WIRELESS	CELL SERVICE - 6/11 - 7/10/15	101	44300	3190			\$35.00	\$1,187.96
		601	45050	3190			\$400.99	
		101	42050	2010			\$482.52	
		101	40200	3210		002	\$269.45	
WHITE, MASON	SOCCER CAMP-AGE 7-12	220	22040				\$156.00	\$156.00
WHITLOCK, AMY	FACILITY REFUND	220	22040				\$25.00	\$25.00
WILLMUS, LYDIA	SOFTBALL (MON COREC)	220	22040				\$75.00	\$75.00
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001	\$60.00	
XIONG, DEE	FACILITY REFUND	220	22040				\$100.00	\$100.00
YADETA, DANDI	FACILITY REFUND	220	22040				\$299.25	\$299.25
YALE MECHANICAL INC	AHU INSPECTION AND REPAIR	220	43800	3810		007	\$297.75	\$297.75

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
YOUNQUIST, DAN	BOY SCOUT SWIM CHECK	220	22040				\$15.00	\$15.00
YOUSSEF, MONA	FACILITY REFUND	220	22040				\$100.00	\$100.00
ZIEGLER, JOHN	FACILITY REFUND	220	22040				\$525.00	\$525.00
ZUPFER, JESSICA	FACILITY REFUND	220	22040				\$25.00	\$25.00
Total of all invoices:								\$249,734.55

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ADVANCED ENGINEERING AND	WTP CONSTURCTION SERVICES CP 14-02	454	47000	5910			\$29,866.25	\$29,866.25
AID ELECTRIC CORPORATION	WTP ELECTRICAL RELOCATE CP 14-02	454	47000	5900			\$15,200.00	\$15,200.00
BRAUN INTERTEC CORPORATION	WTP CONSTRUCTION TESTING CP 14-02	454	47000	5910			\$3,358.25	\$3,358.25
GOODPOINTE TECHNOLOGY INC	ROAD CONDITION SURVEY 80%	404	42200	3190			\$5,040.00	\$5,040.00
JESSE TREBIL FOUNDATION SYSTEM	PERMIT REFUND 2015-00406	101	32500				\$65.00	\$70.75
		101	20802				\$.75	
		101	34850				\$5.00	
MIDWEST LOCK & SAFE INC	RE-KEY DETEX DOOR ALARMS CC	220	43800	3810		003	\$273.53	\$273.53
PORTER, DANIEL	SOFTBALL UMPIRE JULY 13,16,20,23	225	43510	3190		001	\$174.00	\$174.00
SAFETY SIGNS	CLEAN UP DAY SIGNAGE	210	42750	3190			\$376.00	
SCHWERM, TERRANCE	EXPENSE REIMBURSEMENT	101	40200	4500		001	\$362.20	\$743.40
		101	40200	4330		007	\$381.20	
SHORT ELLIOTT HENDRICKSON, INC	CONST SURVEY OWASSO ST PROJ 12-09	571	47000	5910			\$404.45	
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC/GAS	101	42200	3610			\$630.41	\$630.41
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140			\$3,209.78	\$26,732.07
		220	43800	3610			\$23,522.29	
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610			\$58.58	
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610			\$13.78	\$13.78
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610			\$51.73	\$51.73
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610			\$14,222.45	\$14,480.64
		601	45050	2140			\$258.19	
							Total of all invoices:	\$97,473.84

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
UNITED STATES TREASURY	EIN#41-6008808/FORM 720-2ND QUARTER FEE	101	40210	4890		012	\$208.00	\$208.00
							Total of all invoices:	\$208.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ADVENTURE PARTNERS LLC	EXHIBIT SPACE 2015 FEILD TRIP EXPO	220	43800	4330				\$395.00	\$395.00
ALLEN, DEANNE	EDA MINUTES - 7/13/15	240	44400	3190				\$200.00	\$200.00
ALLEN, DEANNE	MINUTES-7/13CC,7/13CCWORKSHOP,7/20 CC	101	40200	3190		001		\$600.00	\$600.00
ANCOM COMMUNICATIONS INC	2 WAY RADIO REPAIR	220	43800	2180		002		\$130.00	\$130.00
APPLIED MAINTENANCE SUPPLIES	MISC TOOLS FOR SHOP	701	46500	2400		006		\$511.04	\$511.04
APPLIED MAINTENANCE SUPPLIES	SHOP TOOL	701	46500	2400		006		\$80.10	\$80.10
ARNHOLT, RYAN	SOCCER LEA AGE 4-K	220	22040					\$52.00	\$52.00
BALE, CHRIS	TBALL LEAGUE AGE 4-5	220	22040					\$52.00	\$52.00
BALLINGER, JENNY	SOCCER LEA GRADE 1-2	220	22040					\$52.00	\$52.00
BEEBE, JEREMY	BASEBALL GRADES K-1	220	22040					\$52.00	\$52.00
BEHRENS, ALEXANDRA	ACTIVITY REFUND	220	22040					\$76.00	\$76.00
BEHRENS, FRED	SENIORFIT STRENGTH T	220	22040					\$314.00	\$314.00
BEISSWENGERS HARDWARE	HANDRAIL PARTS FOR TOPPER UNIT 603	701	46500	2220		001		\$47.46	\$47.46
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$18.89	\$18.89
BENNETT, JUSTIN	SOCCER LEA AGE 4-K	220	22040					\$62.00	\$62.00
BERG, NATE	BASEBALL GRADES K-1	220	22040					\$62.00	\$62.00
BERGERSON, REBECCA	TBALL LEAGUE AGE 4-5	220	22040					\$62.00	\$62.00
BOHLE, KARI	BASEBALL GRADES K-1	220	22040					\$62.00	\$62.00
BONGARD, JASON	BASEBALL GRADES 2-3	220	22040					\$62.00	\$62.00
BRADSHAW, SHERINE	BASEBALL GRADES 2-3	220	22040					\$52.00	\$52.00
BRAKE & EQUIPMENT WAREHOUSE	BRAKES FOR UNIT 611	701	46500	2220		001		\$297.93	\$297.93
BRAKE & EQUIPMENT WAREHOUSE	BRAKES FOR UNIT 402	701	46500	2220		001		\$139.39	\$139.39
BRASEL, MARINA	SOCCER LEA GRADE 1-2	220	22040					\$52.00	\$52.00
BRUHNDDING, KATIE	TBALL LEAGUE AGE 4-5	220	22040					\$62.00	\$62.00
BSN SPORT INC	SAPC - FIRST AID KIT	225	43510	2170		020		\$45.04	
BULK, PETER	TBALL LEAGUE AGE 4-5	220	22040					\$52.00	\$52.00
C & E HARDWARE	ACID FOR CLEANING CHLORINE NOZZLE	601	45050	2280		001		\$13.98	\$13.98
C & E HARDWARE	SLICE SUPPLIES	270	40250	2180		003		\$16.98	\$16.98
C & E HARDWARE	SLICE SUPPLIES	270	40250	2180		003		\$7.99	\$7.99
C & E HARDWARE	SLICE SUPPLIES	270	40250	2180		003		\$8.49	\$8.49
C & E HARDWARE	SHOP SUPPLIES	701	46500	2220		003		\$8.98	\$8.98
C & E HARDWARE	SHOP SUPPLIES	701	46500	2220		003		\$6.99	\$6.99
CANVAS SOLUTIONS, INC.	MAINTENANCE/SUBSCRIPTION:FORESTRY/WIDNER	101	42050	2010				\$312.00	\$312.00
CARE, NATIVITY CHILD	FACILITY REFUND	220	22040					\$30.08	\$30.08
CARIGIET, ANDREW	BASEBALL GRADES K-1	220	22040					\$52.00	\$52.00
CARLSON, JIMMY R.	SOFTBALL UMPIRE JULY 14	225	43510	3190		001		\$30.00	\$30.00
CASCADE BAY - CITY OF EAGAN	SUMMER DISCOVERY FIELD TRIP	225	43535	3190		001		\$1,845.00	\$1,845.00
CATRON, CHRISTI	SOCCER LEA AGE 4-K	220	22040					\$52.00	\$52.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$632.88	\$632.88
COYLE, SCOTT	TBALL LEAGUE AGE 4-5	220	22040					\$62.00	\$62.00
DELTA DENTAL	DENTAL COVERAGE: AUGUST 2015	101	20415					\$6,892.79	\$7,209.64
		101	20411					\$316.85	
DEMENY, AARON	SOCCER LEA GRADE 1-2	220	22040					\$62.00	\$62.00
DEWESTER, DIRK	SOFTBALL (THU COREC)	220	22040					\$75.00	\$75.00
DOHM, MARLENE	SOCCER LEA AGE 4-K	220	22040					\$52.00	\$52.00
DONOVAN, JUDY	SOCCER LEA GRADE 3-4	220	22040					\$62.00	\$62.00
DOVE, MICHELLE	BASEBALL GRADES K-1	220	22040					\$62.00	\$62.00
DRAACK, MELISSA	TBALL LEAGUE AGE 4-5	220	22040					\$62.00	\$62.00
DRANGE, ANGELA	SOCCER LEA GRADE 1-2	220	22040					\$52.00	\$52.00
EBBERS, COREY	BASEBALL GRADES K-1	220	22040					\$124.00	\$124.00
EHLE, TROY	SOCCER LEA AGE 4-K	220	22040					\$52.00	\$52.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
EVANS, AL	BASEBALL GRADES K-1	220	22040				\$62.00	\$62.00
EXTENDED DAY, ST. AMBROSE	FACILITY REFUND	220	22040				\$167.20	\$167.20
FAST SIGNS INTERNATIONAL, INC.	2015 SCHEDULE SIGN FOR SLICE OF SHOREVIEW	270	40250	4890		002	\$40.48	
FAST SIGNS INTERNATIONAL, INC.	SPONSOR SIGNS FOR SLICE OF SHOREVIEW	270	40250	4890		002	\$820.25	\$820.25
FLAHERTY'S ARDEN BOWL	STRIKERS BOWLING CAMP (JULY 20-23)	225	43510	3190		012	\$42.00	\$42.00
GALVIN, KARA	BASEBALL GRADES 2-3	220	22040				\$52.00	\$52.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 07-31-15	101	20431				\$245.69	\$300.69
		101	20432				\$55.00	
GIBBS, KATY	BASEBALL GRADES K-1	220	22040				\$52.00	\$52.00
GLASHEEN, TIM	BASEBALL GRADES 2-3	220	22040				\$62.00	\$62.00
GOPHER	SOCCER SUPPLIES/BAGS/WHISTLES/LANYARDS	225	43510	2170		007	\$895.98	\$895.98
GORDON, REBECCA	SOCCER LEA GRADE 1-2	220	22040				\$72.00	\$72.00
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$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	\$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	\$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
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
GREEN MILL	SLICE KICK OFF EVENT	270	40250	4890		006	\$22.00	\$22.00
GREER, STEVEN	SOCCER LEA AGE 4-K	220	22040				\$52.00	\$52.00
HANNA, BRIDGET	SOCCER LEA GRADE 1-2	220	22040				\$52.00	\$52.00
HARTZELL, JOHANNA	SOCCER LEA GRADE 1-2	220	22040				\$124.00	\$124.00
HAWKINS, INC.	GAS AND LIQUID CL/CAUSTIC/ACID/REAGENT	220	43800	2160		001	\$1,182.21	\$1,182.21
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$496.20	\$496.20
HELDT, AMBER	SOCCER LEA GRADE 3-4	220	22040				\$52.00	\$52.00
HENRICKS, KURT	BASEBALL GRADES 2-3	220	22040				\$62.00	\$62.00
HILL, KIMBERLY	SOCCER LEA GRADE 1-2	220	22040				\$62.00	\$62.00
HOFFARD, THERESA	MILEAGE TO RAMSEY COUNTY ELECTIONS	101	40200	4890			\$27.60	\$27.60
HOFMEISTER, DONALD	SOFTBALL UMPIRE JULY 13,16,23	225	43510	3190		001	\$144.00	\$144.00
IBRAHIM, NOORELDEIN	FACILITY REFUND	220	22040				\$933.86	\$933.86
ISANTI COMMUNITY ED, CAMBRIDGE	FACILITY REFUND	220	22040				\$30.08	\$30.08
JACKSON, CATHERINE	TBALL LEAGUE AGE 4-5	220	22040				\$52.00	\$52.00
JAEB, MICHAEL	SOCCER LEA GRADE 3-4	220	22040				\$104.00	\$104.00
JEWELL, TED W.	SOFTBALL UMPIRE JULY 15 & 22	225	43510	3190		001	\$60.00	\$60.00
JOHNSON, HEIDI M	SOCCER LEA GRADE 1-2	220	22040				\$52.00	\$52.00
JOHNSON, JOEL	TBALL LEAGUE AGE 4-5	220	22040				\$104.00	\$104.00
KHAN, MINDI	SOCCER LEA GRADE 1-2	220	22040				\$52.00	\$52.00
KLEINJAN, INGRID	BASEBALL GRADES K-1	220	22040				\$62.00	\$62.00
KUCHAR, JEFF	BASEBALL GRADES K-1	220	22040				\$52.00	\$52.00
LACKTORIN, LINDSAY	SOCCER LEA AGE 4-K	220	22040				\$62.00	\$62.00
LARKIN, ALEXANDER	BASEBALL GRADES K-1	220	22040				\$62.00	\$62.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
LARSON, TARA	TBALL LEAGUE AGE 4-5	220	22040				\$62.00	\$62.00
LEOPOLD, PATRICK	TBALL LEAGUE AGE 4-5	220	22040				\$52.00	\$52.00
LOBANOFF, JENNA	SOCCER LEA GRADE 1-2	220	22040				\$62.00	\$62.00
MACIAS, KATHRYN	SOCCER LEA AGE 4-K	220	22040				\$62.00	\$62.00
MATHESON TRI-GAS INC	CO2	220	43800	2160		002	\$101.05	\$101.05
MCENTIRE, ANGIE	SOCCER LEA AGE 4-K	220	22040				\$52.00	\$52.00
MCHUGH, DAN	MINI SPORT SESSION 2/JULY 20-24	225	43510	3190		012	\$497.00	\$497.00
METRO BLOOMS	PARTNER FEES/VOLUNTEER	603	45850	4890			\$375.00	\$375.00
MOORE, COLLEEN	TBALL LEAGUE AGE 4-5	220	22040				\$62.00	\$62.00
MORSE, KASHIA	TBALL LEAGUE AGE 4-5	220	22040				\$52.00	\$52.00
MULHERON, VAN	SOCCER LEA GRADE 3-4	220	22040				\$72.00	\$72.00
NAPA AUTO PARTS	LIGHT BULB UNIT 311	701	46500	2220		001	\$2.58	
NAPA AUTO PARTS	FIBERGLASS REPAIR KIT JD5115M	701	46500	2220		002	\$21.99	\$21.99
NAPA AUTO PARTS	SMALLING OIL	701	46500	2220		003	\$35.88	\$35.88
NAPA AUTO PARTS	SEALS FOR TRACKLESS MOWER	701	46500	2220		002	\$34.47	\$34.47
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2220		003	\$6.98	\$6.98
NAPA AUTO PARTS	A/C ORIFICE TUBE UNIT 302	701	46500	2220		001	\$2.49	\$2.49
NCPERS MINNESOTA	PERA LIFE INSURANCE: AUGUST 2015	101	20413				\$224.00	\$224.00
NEISSE, JEFFREY	BASEBALL GRADES K-1	220	22040				\$52.00	\$52.00
NELSON, MEGAN	BASEBALL GRADES 2-3	220	22040				\$62.00	\$62.00
NELSON, MELISSA	TBALL LEAGUE AGE 4-5	220	22040				\$52.00	\$52.00
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE JULY 2015	220	43800	3960	005		\$1,388.62	\$1,388.62
OFFICER, BRADY	SOCCER LEA GRADE 3-4	220	22040				\$104.00	\$104.00
OLSON, JEFFREY	SOCCER LEA AGE 4-K	220	22040				\$52.00	\$52.00
ONWUAGBA, ALYSSA	BASEBALL GRADES K-1	220	22040				\$62.00	\$62.00
ORTTEL KLUZ, REBECCA	SOCCER LEA GRADE 3-4	220	22040				\$62.00	\$62.00
OSTMAN, SARAH	MANTA RAY	220	22040				\$57.00	\$57.00
PETERSON, BECKI	TBALL LEAGUE AGE 4-5	220	22040				\$52.00	\$52.00
PODBELSKI, STEPHANIE	SOCCER LEA AGE 4-K	220	22040				\$62.00	\$62.00
POPPLER, STEPHANIE	SOCCER LEA AGE 4-K	220	22040				\$52.00	\$52.00
PRATHER, SHANNON	SOCCER LEA GRADE 1-2	220	22040				\$52.00	\$52.00
QUESENBERRY, SARAH	BASEBALL GRADES 2-3	220	22040				\$52.00	\$52.00
QUINN, SARA	BASEBALL GRADES K-1	220	22040				\$62.00	\$62.00
REELFS, JESSICA	SOCCER LEA AGE 4-K	220	22040				\$52.00	\$52.00
REICHERT, DAN	SOFTBALL (WED MEN D)	220	22040				\$175.00	\$175.00
REITER, JAMES	BASEBALL GRADES 2-3	220	22040				\$62.00	\$62.00
RICOH USA INC.	MAINTENANCE: RICOH COPIERS 2352 & 3003	101	40200	3850		002	\$339.98	\$339.98
RUGRODEN, JOHN L.	SOFTBALL UMPIRE JULY 14,15,22	225	43510	3190		001	\$144.00	\$144.00
SAM'S CLUB DIRECT	WAVE CAFE FOOD FOR RESALE/SWIM DIAPERS	220	43800	2590		001	\$467.09	\$827.65
		220	43800	2591		003	\$262.32	
		220	43800	2180		002	\$98.24	
SAM'S CLUB DIRECT	SUPPLIES FOR SLICE OF SHOREVIEW	270	40250	2180		003	\$165.89	\$165.89
SAMPSON, JULIE	BASEBALL GRADES 2-3	220	22040				\$62.00	\$62.00
SCHAEFER, MEGAN	SOCCER LEA GRADE 1-2	220	22040				\$62.00	\$62.00
SCHOLL, JENNIFER	TBALL LEAGUE AGE 4-5	220	22040				\$52.00	\$52.00
SCHUTTA, STEPHANIE	SUPPLIES FOR SLICE OF SHOREVIEW	270	40250	2180		003	\$28.58	
SHOREVIEW SENIOR LIVING LLC	TIF NOTE PAYMENT FIRST HALF	407	48600	6020			\$61,339.66	\$101,393.55
		407	48600	6120			\$40,053.89	
SMITH, LINDSEY	SOCCER LEA AGE 4-K	220	22040				\$62.00	\$62.00
SQUILLACE STENLUND, KRISTINE	SOCCER LEA GRADE 3-4	220	22040				\$104.00	\$104.00
ST. PAUL, CITY OF	RIVERPRINT: PAYROLL ENVELOPES/ORDER 7191	101	40500	2010		003	\$744.72	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
STEWART, LUCY	SOCCER LEA AGE 4-K	220	22040					\$62.00	\$62.00
STIEHM, ANDREW	TBALL LEAGUE AGE 4-5	220	22040					\$62.00	\$62.00
STUHL, KARA	SOCCER LEA AGE 4-K	220	22040					\$62.00	\$62.00
SWENSON, TRICIA	SOCCER LEA AGE 4-K	220	22040					\$52.00	\$52.00
SYKES, PHIL	STRENGTHCONDITIONING	220	22040					\$54.17	\$54.17
SYSCO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$714.30	
TSI INCORPORATED	TIF NOTE PAYMENT FIRST HALF	409	48600	6020				\$17,839.04	\$33,384.41
		409	48600	6120				\$15,545.37	
TYVOLL, KAAREN	BASEBALL GRADES 2-3	220	22040					\$52.00	\$52.00
VINCENT, JON	TBALL LEAGUE AGE 4-5	220	22040					\$52.00	\$52.00
WANG, YAN	SOCCER LEA GRADE 1-2	220	22040					\$52.00	\$52.00
WANGLER, SARAH	BASEBALL GRADES 2-3	220	22040					\$52.00	\$52.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,339.50	\$1,339.50
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,496.04	\$1,496.04
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180				\$274.06	\$338.01
		220	43800	2590		001		\$63.95	
WILLIAMS, KELLY	SOCCER LEA GRADE 1-2	220	22040					\$52.00	\$52.00
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610				\$725.42	
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610				\$1,118.93	\$1,349.93
		101	43710	2140				\$231.00	
YEARBY, PORSHA	BASEBALL GRADES 2-3	220	22040					\$62.00	\$62.00
Total of all invoices:								\$169,487.11	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A-1 HYDRAULICS SALES & SERVICE	HYD LINES FOR SEAL COAT TRIKE	701	46500	2220		002	\$82.76	\$82.76
A-1 HYDRAULICS SALES & SERVICE	HYD LINES FOR SEAL COAT TRIKE	701	46500	2220		002	\$163.59	\$163.59
ADVANCED ENGINEERING AND	CAMERA SYSTEM AT NORTH TOWER	472	47000	5900			\$2,574.50	\$2,574.50
AMERICAN PUMP COMPANY INC	DEWATERING EQUIPMENT/5291 HODGSON	601	45050	3190		004	\$1,500.00	\$1,500.00
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003	\$137.08	\$137.08
ASSOCIATION FOR NONSMOKERS-MN	TOBACCO COMPLIANCE PROJECT	101	40200	3190		002	\$599.50	
AUTO NATION FORD WHITE BEAR LA	A/C SWITCH UNIT 302	701	46500	2220		002	\$33.11	\$33.11
AUTO NATION FORD WHITE BEAR LA	DOOR HANDLE ASSEMBLY UNIT 305	701	46500	2220		002	\$60.61	\$60.61
BARSNESS, KIRSTIN	TIF CONSULTING	240	44400	3190			\$5,842.50	\$5,842.50
BDI	BEARING FOR TACKLESS/SHOP TOOLS	701	46500	2220		002	\$115.89	\$140.84
		701	46500	2220		003	\$24.95	
BDI	OIL SEALS FOR TRACKLESS	701	46500	2220		002	\$7.29	
BEISSWENGERS HARDWARE	3 FOOT STEP LADDER AND NUT DRIVER SET	101	43710	2400			\$108.76	\$108.76
BEISSWENGERS HARDWARE	GORILLA TAPE FOR SLICE WATER SLIDE	101	43710	2240			\$17.98	\$17.98
BRYAN ROCK PRODUCTS	RED BALL AG-LINE FOR BALLFIELDS	101	43710	2260			\$1,207.71	\$1,207.71
CBIZ FINANCIAL SOLUTIONS, INC	QUARTERLY FEES 2ND QUATER	101	40210	3190		013	\$86.55	\$86.55
CDW GOVERNMENT, INC	CELL MODEM FOR NORTH WATER TOWER PROJECT	472	47000	5900			\$583.49	\$583.49
CDW GOVERNMENT, INC	LAPTOP/CASTLE K	422	40550	5800		011	\$1,534.07	\$1,534.07
COMMERCIAL ASPHALT CO	PATCHING ASPHALT	101	42200	2180		002	\$316.50	\$316.50
CRYSTEEL TRUCK EQUIPMENT INC	PLOW LIGHTS UNIT 611	701	46500	2220		001	\$18.09	\$18.09
DIAMOND VOGEL PAINT	PAVEMENT MARKING SUPPLIES	101	42200	2180		004	\$208.20	\$208.20
ESS BROTHERS & SONS INC.	MANHOLE COVERS SECTION 49 AND 50	602	45550	2280		003	\$4,200.00	\$4,200.00
FERGUSON WATERWORKS #2516	BREAK OFF FLANGE HYDRANTS	601	45050	2280		003	\$383.37	\$383.37
FERGUSON WATERWORKS #2516	OUT OF SERVIVE TAGS HYDRANTS	601	45050	2280		003	\$146.91	\$146.91
FERGUSON WATERWORKS #2516	2"COUPLING FOR CURB BOXERS	601	45050	2280		004	\$97.32	\$97.32
FERGUSON WATERWORKS #2516	SEWER PIPE AND COUPLINGS	602	45550	2280		002	\$87.53	\$87.53
FERGUSON WATERWORKS #2516	BRONZE UPPERS FOR HYDRANTS	601	45050	2280		003	\$536.72	\$536.72
FERGUSON WATERWORKS #2516	A-1 COVERS	601	45050	2280		004	\$485.32	\$485.32
FIRST LAB, INC.	ONSITE FEE	101	40210	3190		002	\$68.00	\$68.00
GRAINGER, INC.	SEAL COAT SQUEEGEE	101	43450	2250		001	\$430.08	\$430.08
HACH COMPANY	FLUORIDE SAMPLES KIT	601	45050	2280		001	\$231.83	\$231.83
HAWKINS, INC.	CHEMICAL FOR WELL 6 AND BOOSTER	601	45050	2160		002	\$1,966.10	\$4,775.11
		601	45050	2160		001	\$2,809.01	
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190		001	\$285.00	\$285.00
INTERNATIONAL CITY/CO MGMT ASS	MEMBERSHIP DUES SIMONSON 7/1/15-6/30/16	101	40200	4330		002	\$1,049.82	
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001	\$4,658.92	\$4,658.92
MENARDS CASHWAY LUMBER **FRIDL	WASP AND HORNET SPRAY	101	43710	2240			\$19.70	\$19.70
MENARDS CASHWAY LUMBER **FRIDL	WASP AND HORNET SPRAY	101	43710	2240			\$11.82	\$11.82
MINNESOTA EQUIPMENT	MOWER PARTS	701	46500	2220		002	\$79.56	\$79.56
MINNESOTA MULCH & SOIL	PREMIUM HARDWOOD MULCH	101	43710	2260			\$850.00	\$850.00
MINNESOTA MULCH & SOIL	PREMIUM HARDWOOD MULCH	101	43710	2260			\$1,230.00	\$1,230.00
MINUTEMAN PRESS UPTOWN	BOOKMARKS - HRC SELMA EVENT	101	40100	4890			\$71.24	\$71.24
MIRACLE RECREATION EQUIPMENT C	THERAPEUTIC SWING SEAT FOR RCF	101	43710	2240			\$1,080.28	\$1,080.28
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240			\$208.85	\$208.85
MULTICARE ASSOCIATES TWIN CITI	NEW EE TESTING	101	40210	3190		006	\$96.00	\$96.00
OFFICE DEPOT	BUSINESS CARDS-AQUATICS	225	43590	2175		001	\$17.98	\$17.98
OFFICE DEPOT	INDEX PAPER/LABELS-AQUATICS	225	43590	2175		001	\$37.26	\$37.26
OFFICE DEPOT	DEPOSIT BAGS	220	43800	2010		001	\$42.99	\$171.96
		101	43400	2010			\$42.99	
		101	40500	2010		008	\$42.99	
		601	45050	2010		001	\$42.99	

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40500	2010		008		\$5.48	
		101	43400	2010				\$183.30	
OFFICE DEPOT	PAPER	225	43400	2180				\$25.50	\$25.50
ON SITE SANITATION INC	TOILET RENTAL/BUCHER PARK	101	43710	3950				\$380.00	
ON SITE SANITATION INC	TOILET RENTAL/COMMONS PARK	101	43710	3950				\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL/LAKE JUDY PARK	101	43710	3950				\$160.00	\$160.00
ON SITE SANITATION INC	TOILET RENTAL/MCCULLOUGH PARK	101	43710	3950				\$250.00	\$250.00
ON SITE SANITATION INC	TOILET RENTAL/RICE CREEK FIELDS	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL/SHAMROCK PARK	101	43710	3950				\$505.00	\$505.00
ON SITE SANITATION INC	TOILET RENTAL/SITZER PARK	101	43710	3950				\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL/BOBBY THEISEN PARK	101	43710	3950				\$160.00	\$160.00
ON SITE SANITATION INC	TOILET RENTAL/WILSON PARK	101	43710	3950				\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL/SNAIL LAKE SCHOOL	101	43710	3950				\$75.00	\$75.00
SCHREIBER MULLANEY CONSTRCT CO	REPAIRS TO RICE CREEK BUILDING	405	43710	5200				\$21,717.00	\$21,717.00
SCHREIBER MULLANEY CONSTRCT CO	REPAIRS TO BLOCK WORK CC	220	43800	3810		003		\$350.00	\$350.00
SHORT ELLIOTT HENDRICKSON, INC	TURTLE LAKE CP15-07 ENG SERV	451	47000	5910				\$10,346.02	\$10,346.02
ST. PAUL, CITY OF	PATCHING ASPHALT	101	42200	2180		002		\$130.18	\$130.18
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002		\$121.41	\$121.41
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$97.63	\$97.63
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$36.85	\$147.41
		601	45050	3970		001		\$36.85	
		602	45550	3970		001		\$36.85	
		603	45850	3970		001		\$18.43	
		701	46500	3970		001		\$18.43	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$36.85	\$147.41
		601	45050	3970		001		\$36.85	
		602	45550	3970		001		\$36.85	
		603	45850	3970		001		\$18.43	
		701	46500	3970		001		\$18.43	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$61.00	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$46.25	\$46.25
UNLIMITED SUPPLIES INC	SHOP SUPPLIES	701	46500	2220		003		\$86.50	\$86.50
VAN PAPER COMPANY	TRASH BAGS FOR SLICE	270	40250	2180		001		\$154.72	\$154.72
VISION INTERNET PROVIDERS INC	ANNUAL SUBSCRIPTION SVC. - WEBSITE	101	40400	3190				\$9,591.75	\$9,591.75
ZIEGLER, INCORPORATED	MISC PARTS FOR CAT 287B	701	46500	2220		002		\$339.65	\$339.65
Total of all invoices:								\$82,890.92	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	50,301
Vendor number	01276 1 2015
Vendor name	HEALTH PARTNERS
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600

Date	Comment line on check	Invoice number	Amount
07-10-15	HEALTH INSURANCE: AUGUST 2015	60388002	\$58,811.04

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 20410	\$58,811.04
101 20411	

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

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

Approved by: T. Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	50,341
Vendor number	01308 1 2015
Vendor name	MINNESOTA METRO NORTH TOURISM
Address	CITY OF BLAINE FINANCE DEPARTMENT 10801 TOWN SQUARE DRIVE BLAINE, MN 55449

Date	Comment line on check	Invoice number	Amount
06-22-15	JUNE 2015 HOTEL/MOTEL TAX	JUNE 2015	\$26,484.97

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.

11,359.06+

10,754.78+

5,765.08+

27,878.92*

27,878.92*

5.0%

1,393.95*

1,393.95-

26,484.97*

Return to: _____

Account Coding	Amount
101 22079	\$27,878.92
101 38420	-\$1,393.95

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

Reviewed by: Katherine Bartelt
 (signature required) Katherine Bartelt

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	50,363
Vendor number	01095 1 2015
Vendor name	ADVANCED ENGINEERING AND
Address	ENVIRONMENTAL SERVICES INC 4050 GARDEN VIEW DRIVE SUITE 200 GRAND FORKS ND 58201

Date	Comment line on check	Invoice number	Amount
06-30-15	WTP CONSTRUCTION SERVICES CP 14-02	44261	\$29,866.25

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

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

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

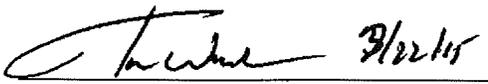
Purchase was made through another source. The state's cooperative purchasing venture was considered.

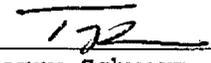
Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5910	\$29,866.25

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

Reviewed by: 
 (signature required) Tom Wesolowski

Approved by: 
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

2015 DE

Vendor number	10206 1
Vendor name	XCEL ENERGY
Address	PO BOX 9477 MINNEAPOLIS MN 55484-9477

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

Return to:

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
50,415	07-13-15	COMMUNITY CENTER: ELECTRIC/GAS	463799258	220 43800 2140 220 43800 3610	3,209.78 23,522.29
				VOUCHER TOTAL:	\$26,732.07
50,419	07-15-15	WELLS: ELECTRIC/GAS	5158229131	601 45050 3610 601 45050 2140	14,222.45 258.19
				VOUCHER TOTAL:	\$14,480.64
50,414	07-14-15	TRAFFIC SIGNALS: ELECTRIC/GAS	5162326923	101 42200 3610	\$630.41
50,416	07-15-15	WATER TOWERS: ELECTRIC	5168285301	601 45050 3610	\$58.58
50,418	07-14-15	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	463998028	101 42200 3610	\$51.73
50,417	07-14-15	SLICE OF SHOREVIEW: ELECTRIC	5168772674	270 40250 3610	\$13.78
Total:					\$41,967.21

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

Reviewed by: Debbia Engblom
 (signature required) Debbia Engblom

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	50,494
Vendor number	01499 1 2015
Vendor name	SHOREVIEW SENIOR LIVING LLC 102
Address	945 SIBLEY MEMORIAL HWY LILLYDALE MN 55118-2737

Date	Comment line on check	Invoice number	Amount
07-30-15	TIF NOTE PAYMENT FIRST HALF	7/30/15	\$101,393.55

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
407 48600 6020	\$61,339.66
407 48600 6120	\$40,053.89

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	50,495
Vendor number	00611 1 2015
Vendor name	TSI INCORPORATED
Address	500 CARDIGAN ROAD ST PAUL, MN 55164-3903

Date	Comment line on check	Invoice number	Amount
07-30-15	TIF NOTE PAYMENT FIRST HALF	7/30/15	\$33,384.41

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
409 48600 6020	\$17,839.04
409 48600 6120	\$15,545.37

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	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To award the quote for replacement of the AV system in the Shoreview Room to AVE in the amount of \$45,935.38.

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

Regular City Council Meeting
August 3, 2015

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: JULY 29, 2015

SUBJECT: AWARD OF QUOTE—SHOREVIEW ROOM AV EQUIPMENT REPLACEMENT

INTRODUCTION

The City's adopted capital plan includes a project involving the replacement of the audio-visual equipment in the Shoreview Room. The Council is being asked to award the quote for this work to AVE Company.

BACKGROUND

During the past few years, the city has replaced and upgraded audio-visual control systems in both the Council Chambers and in the Richard Wedell Community Room. The AV system in the Shoreview Room is now 12 years old and in need of replacement. It has required increased maintenance during the past two years and is not as user friendly as the systems in the banquet room and Council Chambers. The City's Capital Improvement Program includes funding for the replacement of this system.

The proposal would replace the control system, microphone, projector, and screen in the Shoreview Room. The new projector is brighter and has improved visual quality than the current projector. The screen is also larger to allow for better viewing throughout the room.

Staff solicited quotes from two qualified AV firms for this work - AVE and AVI. Although the quotes proposed slightly different equipment, the control system is the same and the equipment appears to be of similar quality/capability.

Listed below are the quotes, which include a three-year service agreement on the equipment:

<u>Company</u>	<u>Quote</u>
AVE	\$45,935.38
AVI	\$51,146.00

AVE has done previous work for the City installing the control systems in both the Council Chambers and Community Room. Staff is recommending that the City accept the quote from AVE for this work. The work would likely be completed during early September and then again

in late September when there is a break in Shoreview Room rentals. The project would be funded from the City's cable television funding which will preserve monies in the Fixed Asset Revolving Fund which was the original funding source for this equipment.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council award the quote for replacement of the AV system in the Shoreview Room to AVE in the amount of \$45,935.38.



10900 73rd Ave N., Ste. 124
Maple Grove, MN 55369

PROPOSAL

Document Date:	06/12/2015
Document #:	001-00-476758.A
Expires On:	11/02/2013

Rep: Kerry Graffunder
Email: kerry@audiovideoelectronics.com
Phone: (763) 999-4255
Fax: (763) 561-0213

Large Banquet Room - 2015

Bill To Information

City of Shoreview
Attn: Tim Cooney
4600 North Victoria Street
Shoreview, MN 55126
Henn

Ship To Information

City of Shoreview
Attn: Tim Cooney
4600 North Victoria Street
Shoreview, MN 55126
Henn

		Price	Qty	Extended Price
Video System				
DBT-1713UDP	D&M Pro - Universal Blu-ray DVD/CD Player, BD Reg. A, DVD Reg. 1	\$500.00	1	\$500.00
UD2	Middle Atlantic - 2 SPACE (3 1/2) UTILITY DRAWER, BLACK POWDER COAT FINISH	\$150.00	1	\$150.00
DM-TX-200-C-2G-B-T	Crestron - Wall Plate DigitalMedia 8G+ Transmitter 200, Black Textured; includes PW-2407WUL	\$1,000.00	1	\$1,000.00
DM-RMC-SCALER-C	Crestron - DigitalMedia 8G+ Receiver & Room Controller w/Scaler	\$1,000.00	1	\$1,000.00
DMPS-300-C	Crestron - DigitalMedia Presentation System 300	\$5,250.00	1	\$5,250.00
DU6871 (no lens)	Vivitek Projector - WUXGA , 7300 Lumens, 5yr P&L Warranty	\$8,500.00	1	\$8,500.00
3797805300-SVK	Vivitek - Short Zoom Lens - Compatible Projectors: DU9000 Series	\$2,250.00	1	\$2,250.00
92601M	Da-Lite Screen - ADV DLX 159D 78X139 HCMW	\$3,400.00	1	\$3,400.00
E Line	HDMI® Audio Converter - Monoprice	\$90.00	1	\$90.00
Video System Group Total:				\$22,140.00
Audio System				
E 8:2	Lab Gruppen amp - 1RU, 2ch, 800 watts total	\$799.00	1	\$799.00
QLXD24/SM58-G50	Shure Handheld Wireless Microphone System Includes : SM58, QLXD4, microphone clip, power supply, 2 AA batteries, battery contact cover, two 1/2 wave antennas, 2 BNC cables, zipper bag, 2 BNC bulkhead adapters, rackmount kit, and user guide G50= 470	\$1,000.00	2	\$2,000.00
QLXD14	Shure Bodypack Wireless System Includes : Featuring the premium WA305 instrument cable and QLXD1 wireless bodypack transmitter, QLXD14 combines professional features with simplified setup and operation. Wireless Frequency G50 = 470.12 - 533.92 MHz	\$975.00	2	\$1,950.00
B3W5FF05LSL	B3 Omnidirectional Lavalier (L) Light Beige Shure: All with TA4F/Tiny QG including ULX1, UR1, PGX, SLX. Carvin: UX16-BP. JTS: All with TA4F. Trantec: S5 TA4F	\$251.38	1	\$251.38
E6XDW6L2SL	E6 Earset (L) Light Beige Shure: All with TA4F/Tiny QG including ULX1, UR1, PGX, SLX. Carvin: UX16-BP. JTS: All with TA4F. Trantec: S5 TA4F	\$350.00	1	\$350.00
UA844SWB	Shure - Wideband UHF Four-Way Active Antenna Splitter and Power Distribution System for SLX and ULX. 120V External Power Supply. Includes Power and Antenna Cables, 470-952 MHz	\$450.00	1	\$450.00
Audio System Group Total:				\$5,800.38

PROPOSAL

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Control System

TSW-750-W-S	7 Touch Screen, White Smooth	\$1,000.00	1	\$1,000.00
CEN-SW-POE-5	5-Port PoE Switch	\$285.00	1	\$285.00
C2N-DB6-W-S	Decorator Keypad, 6-Buttons, White Smooth	\$185.00	2	\$370.00
E Line	Crestron - Lutron® GRAFIK Eye® Interface Module	\$750.00	1	\$750.00
Control System Group Total:				\$2,405.00

Installation

WIRE	Wire, Connectors and Shop Supplies Budget	\$1,000.00	1	\$1,000.00
Integration Services				\$11,590.00
Installation Group Total:				\$12,590.00

Grand Total: \$42,935.38

Optional Products

		Price	Qty	Extended Price
Orig. Video System 92639L	Da-Lite Screen - Contour Electrol - HDTV Format, 78" x 139", 159" D, HC Matte White	\$1,250.00	1	\$1,250.00
NP12ZL	NEC Lens - 1.18 - 1.54:1 Zoom Lens for the NP-PA500X/PA500U/PA550V/PA600X, NP1000/2000, NP1150/2150/3150/3151W, NP1250/2250/3250/3250W and NP1200/2200 projectors.	\$2,200.00	1	\$2,200.00
NP-PA500U	NEC Projector - WUXGA LCD, 5000 Lumen Integration Projector (NO LENS) - 2000:1 Contrast (with iris), Center lens design, 10W speaker, HDMI, 2 analog RGB Inputs, DisplayPort Input, USB Viewer Capability	\$4,400.00	1	\$4,400.00
Orig. Video System Total:				\$7,850.00
3 Year Service Agreement Service Agreement	3 Year Service Agreement	\$3,000.00	1	\$3,000.00
3 Year Service Agreement Total:				\$3,000.00
Optional Products Total:				\$10,850.00

Terms: 50% D, Bal Recpt

Comments: This system is designed to be similar to the AV system in the split banquet room in terms of functionality, operation, and touchscreens. The system core components are the same in both systems.

This system contains a 7300 lumen projector, 78"x139" screen, 4 wireless mics (2 handheld, 1 headset and 1 lapel), 1 touch screen control, and 2 - 6 button lighting control keypads.

PROPOSAL

Continued from previous page....

Document Date:	06/12/2015
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Expires On:	11/02/2013

Authorized Acceptance: _____

Date: _____

Applicable sales tax and freight will be added to final invoice

By signing above, the Buyer acknowledges that they have read, understood and accepts these Terms and Conditions .

Continued from previous page....

Document Date:	06/12/2015
Document #:	001-00-476758.A
Expires On:	11/02/2013

TERMS & CONDITIONS

The following pages are part of the complete integrated Proposal from Audio Video Electronics (AVE) to the Customer/Buyer. No other previous or contemporary oral or written representation by any AVE employee or agent is valid if not found herein. Each part of these Terms and Conditions shall become part of any resultant binding Agreement with the Customer unless changes have been incorporated herein in writing and signed by an authorized AVE agent.

AVE is a Minnesota corporation in good standing, owned and controlled by a US citizen. The Minnesota law shall govern the resolution of any dispute arising from this Proposal/Agreement or resulting contract or any interpretation thereof.

1. Proposal and Contractual Agreement

This Proposal for Services once signed on each page by AVE and by the AVE Customer shall constitute the Agreement (Contractual Documentation) for the Scope of Work defined herein. If options are offered, the selected option shall be clearly defined and made part of this Agreement. Non required options shall be crossed out by Customer and therefore not be part of this Agreement

2. Scope of Work

The Scope of Work to be performed under the terms of this Agreement (the "Work") shall be scheduled and initiated within days of receipt of this signed Agreement and receipt of the advanced payment defined herein. The design, when applicable, shall be finalized and parts shall be procured. Installation on site shall be scheduled by AVE (via phone or e-mail) as long as all other construction at the installation site has been completed to enable AVE to access the site and complete its installation. The AVE Scope of Work does not include any structural build out or facility electrical power infrastructure necessary to install and power the proposed system. Power, as defined in this Agreement, shall be available prior to initiating AVE installation.

3. Negotiated Changes to Proposal - General Procedure.

In response to this proposal an authorized representative of the Customer may make written requests for change to any item. The request will be promptly considered by AVE and oral discussions will generally ensue. If a change request is accepted, a written notice of acceptance signed by an authorized AVE representative will be accompanied by formal revisions to the price, schedule and other parts of the proposal as required and the proposal number on the front page will be modified with a revision number.

4. Proprietary Design, Engineering and Data Rights

AVE design and product(s) which are the subject of this proposal are typically commercial components and commercial items as defined in Part 2.101 of the Federal Acquisition Regulations (Title 48 of the U.S. Code of Federal Regulations). AVE owns the designs and the specifications defined on the lists of materials, part descriptions and rights in data (software, technical and non-technical) of, and related to, the proposed product(s), and all modifications and substitutions thereto. Sale of the proposed product(s) to the Customer does not include the sale or lease of related data or intellectual property to the Customer, to any entity controlled or owned in common with the Customer (affiliated party), or to any third party. Sale of the proposed design and product(s) does not include and shall not be deemed to include any license to reverse engineer or manufacture such product(s) without an explicit written agreement signed by AVE. All AVE accepted technical changes to the design and product(s) as originally proposed shall result in defined technical product(s) which shall continue to be

Continued from previous page....

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deemed commercial products.

This proposal contains proprietary and confidential AVE information. The Customer shall not reproduce or disclose to any third or affiliated party any part of this proposal without AVE's prior written consent. No information contained in this proposal shall be used, reproduced or disclosed to any employee or agent of the Customer or any third or affiliated party except to evaluate or negotiate contract terms herein with AVE. The proposal is submitted on the condition that the Customer shall protect its contents herein as AVE proprietary and confidential information. AVE may from time to time furnish Customer with drawings, diagrams, specifications, documentation, and other materials, including user manuals, relating to the use and servicing of the System. AVE reserves all intellectual property rights it may have with respect to such materials.

5. Proposal Information, Contract Type and Payment Terms

This proposal is based on information provided to AVE by the Customer and its employees and agents. Unless explicitly stated otherwise in this proposal, this is a proposal for a firm fixed price contract. All accepted technical changes to the proposed product(s) herein shall continue to result in a firm fixed price revised proposal. The proposal contains a payment plan with certain milestone payments as defined in the AVE Payment Schedule page. The AVE invoice date(s) shall be the day as specified in the proposal, and final payment shall be the day of Customer acceptance. Invoiced amounts are due in full on or before 30 days from the AVE invoice date, whether or not the invoice is provided in person or by fax, mail or electronically to the designated Customer representative. The AVE Customer acknowledges its payment obligations to AVE hereunder. Any balance due shall incur interest at 1.5% of that balance for each month or partial month beginning on the 31st day from the AVE invoice date. If a Customer fails to pay in full within 60 days from the AVE invoice date AVE may declare the contract to be in default and seek all remedies available to AVE through legal manners. If such legal manners are being employed, Customer shall be liable for all attorneys' fees and other extra fees including collection fees.

The AVE Customer shall be invoiced, without mark-up, for all charges for transportation, cartage, and for insurance, if any, of the System when in transit. If AVE uses a third-party mover or carrier to ship the System to Customer's address, AVE shall arrange for shipment or carriage of the System, collectively or by component, to Customer's point of installation. These costs are in addition to the AVE proposed costs herein.

Sales Tax, when applicable, shall be added to our final "Remaining Balance" Invoice. Any hold-back of funds, in accordance with the AVE Payment Schedule, shall be due and paid in full upon final completion of any outstanding actions required by AVE.

If AVE staff is required to travel more than 50 miles beyond its address in Minneapolis, MN, AVE shall have the rights to invoice the Customer for those direct travel expenditures associated with installation and final test/acceptance at the Customer facility. AVE shall not add a mark-up to such travel and subsistence costs when invoicing the Customer.

A cancellation or restocking fee of 20% will be charged when orders are cancelled or products are returned. Special or custom ordered items cannot be returned for a refund.

6. Schedule, Acceptance, Title, Delivery and Special Services

The manufacturing schedule for the product(s) proposed herein shall be confirmed or adjusted

Continued from previous page....

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by AVE upon Customer acceptance of this proposal. AVE is not responsible for schedule slippages caused by events beyond its control, such as but not limited to labor disputes, natural and human-made disasters, or actions or inactions by the Customer or its related personnel or agents. Product(s) as proposed shall be accepted by the Customer at its facility unless another point of acceptance is explicitly shown in this proposal. Ownership of the product(s) shall vest in the Customer at acceptance; the Customer assumes all subsequent risk of damage, injury or loss during use. Product(s) are proposed to be delivered to the Customer unless another point of delivery is explicitly shown in this proposal. Special services may be requested by the Customer for storage, shipping, insurance or other matters related to the finished product(s). If AVE agrees to provide such special services, it shall do so as agent of the Customer and shall submit a proposed price to the Customer for providing such services.

Customer grants AVE a full value Security Interest in the System, together with all replacements, parts, repairs and accessories incorporated therein or affixed thereto, and all proceeds thereof, until all charges set forth by this Agreement (including interest, if any) are paid in full by Customer. Customer agrees to execute and deliver any documents reasonably requested by AVE for the purposes of filing or recording as may be necessary to perfect the security interest created by this Agreement. The parties agree that the System shall remain personal property, not a part of the land or building, regardless of the manner of affixation. Title to goods is retained by AVE until payment of the full Agreement Sum subject to allocation of payments and release of security as required by law.

Any item or device having to be custom made or special ordered for the project cannot be returned to AVE or its supplier for a refund if the Customer changes its mind part way through the project. As long as a special order or custom made item meets the intent for which it was made, it shall be accepted by the Customer unless it can be re-worked to satisfy a Customer demand but then at an additional cost for the Customer. It should be in the best interest of the Customer to assure itself that the correct color/design etc. is selected for any special/custom item.

Upon substantial completion of the installation, AVE requires Customer to execute a **Substantial Completion Form** acknowledging satisfactory completion of the installation and training, with the exception of those items listed in writing on the **Project Punch List Form**. Customer will promptly inspect the System and shall notify AVE if Customer finds any non-conformity or defect in the system by documenting it on the **Project Punch List Form**.

7. Warranty

AVE warrants, for benefit of Customer only, that at the time of completion of delivery and installation of the System at the Installation Site, the System shall conform in all material respects to the specifications supplied in writing by AVE. AVE warrants that it will be the owner of the Equipment when it is delivered, with the full right to sell the Equipment to Customer under the terms hereof. AVE's sole obligation, and Customer's exclusive remedy, for any defect or nonconformity in the Equipment shall be for AVE to cooperate with Customer to provide it with the benefit, if any, of the warranty and support commitment of the third-party manufacturers and suppliers of the Equipment. Customer, recognizing that AVE is not the manufacturer of the Equipment, expressly waives any claim against AVE for any failure of the Equipment or any related patent, copyright or trademark infringement, with respect to the Equipment. Customer may independently seek to obtain directly, from the manufacturers of the Equipment, maintenance or repair of the Equipment under any warranty or guarantee provided by such manufacturers and suppliers or with a third-party maintenance vendor (such as AVE) covering maintenance or repair of the Equipment at the Installation Site, that such manufacturers and suppliers may require Customer to deliver defective Equipment or Programs to their authorized

Continued from previous page....

Document Date:	06/12/2015
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Expires On:	11/02/2013

service centers for maintenance or repair.

AVE guarantees all Equipment (with the exception of existing and/or Customer provided equipment, installation and wiring) under this Agreement to be free of defects for a period of 60 days and all workmanship provided under this Agreement to be free of defects for a period of 12 months from the date of the Substantial Completion acceptance or first beneficial use, whichever occurs first. AVE will repair or replace, at its option, any defective Equipment and will correct any defective workmanship during normal business hours while the warranty is in effect at no cost to the Customer. All warranties provided by third-party equipment manufacturers that extend beyond the 60 days become warranties between the Customer and the equipment manufacturer and AVE has no liability beyond the stated warranty period. This warranty only covers defects and does not apply, for example, in case of abuse, misuse, neglect, acts of nature, or readjustment of system settings when they have been changed by anyone other than AVE personnel.

As Customer's exclusive remedy for any nonconformity or defect in the System (or any other breach with respect to the condition or operation of the System) for which AVE is responsible, AVE shall, during the 12 month period following the completion of delivery and installation of the System at the Customer's installation site, undertake commercially reasonable efforts to correct or cure such nonconformity or defect within 2 business days after AVE receives a written detailed notice of such nonconformity or defect from Customer; provided, however, that if the Customer installation site is located more than 60 miles away from AVE's principal office in Minneapolis, such service shall be completed in a reasonable time as estimated by AVE.

8. Disclaimer

AVE only warrants its products for use when used in accordance with AVE instructions for operations and maintenance. AVE does not warrant any Customer supplied material or products. AVE does not stand behind or otherwise warrant any repairs, maintenance or modifications to an AVE installed device or system unless 1) all parts and labor for such work are supplied by AVE or 2) AVE has provided prior written approval to use specific non-AVE parts and/or labor in such work. The customer shall hold AVE harmless from any and all costs, claims and liability for property damage or personal injury if these conditions are not fully met during operations, repairs, maintenance and/or modifications.

9. Limitation of Liability

AVE will indemnify and defend the Customer, its officers, agents, employees and volunteers from any and all liabilities of any kind to the extent that they arise from negligent acts or omissions of AVE in its performance of this Contract. Customer will indemnify and defend AVE, its board, officers, agents, and employees, from any and all liabilities of any kind that arise from any negligent or wrongful acts or omissions of Customer in the performance of this Agreement.

The liability of AVE to Customer for any claim whatsoever related to the System or this Agreement, including any cause of action sounding in contract, tort, or strict liability, shall be limited to the exclusive remedy set forth in this document. In no event shall AVE be liable to Customer for any loss of profits; any incidental, special, exemplary, or consequential damages; or any claims or demands brought against Customer by any other party, even if AVE has been advised of the possibility of such claims and demands.

Continued from previous page....

Document Date:	06/12/2015
Document #:	001-00-476758.A
Expires On:	11/02/2013

10. Facility Readiness

This proposal does not include any structural build out or high voltage electrical infrastructure necessary to install and integrate the proposed systems. The Customer shall facilitate and provide the power specified in the CUSTOMER PROVIDED MATERIAL AND SERVICES section of this proposal prior to any installation of the system.

Before permitting the AVE employees to start any demolition, restoration, or remodeling project where there is reason to believe there are asbestos or lead containing materials, a survey by a qualified person shall be made to determine if there are any dangerous materials present in the structure. The Buyer shall present written evidence that an evaluation has been performed. If asbestos or other dangerous material is to be disturbed, removed, replaced or repaired, AVE employees will not be able to commence installation until the asbestos and dangerous materials have been dealt with in accordance with the provisions of Code of Federal Regulations, Title 29, Section 1926-1101.

AVE personnel shall, when scheduled to perform the installation work at the Customer facility, be provided undisturbed 8 hours per day access to the premises. Limitations of access may impact the project cost or schedule in a negative manner.

11. Weekend Work and Training

Weekend installation support or training is not included in this proposal unless otherwise agreed to and specifically included in the proposal as a specific line item. Overtime work is also not included in this proposal.

12. Service Contract

The same Terms and Conditions apply to any Maintenance and Service Contracts included in the scope of this proposal.

13. Project Photography.

Customer agrees that AVE may take photos of the installed System and Customer shall allow AVE to use these photographs in its publications, exhibitions, displays and advertising, provided that use of each photograph shall be subject to Customer's approval of such photograph, which consent shall not be unreasonably withheld. If this is not agreed to - please cross out this paragraph as non-applicable before signing this page.

14. Force Majeure

Neither party is responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party uses its best efforts to remedy such failure or delays.

PROPOSAL

Continued from previous page....

Document Date:	06/12/2015
Document #:	001-00-476758.A
Expires On:	11/02/2013



Community Room Update

Proposal Number: 05-069-002020
Date: Thursday, June 18, 2015
Prepared For: City of Shoreview
Attention: Rebecca Olson
4580 North Victoria Street
Shoreview, MN 55126-
Phone: (651) 490-4613
Fax: (651) 490-4699
Email: rolson@shoreviewmn.gov

Prepared By: AVI Systems, Inc ("AVI")
By: Renea Dalton
9675 West 76th Street, Suite 200
Eden Prairie, MN 55344
Phone: (952) 949-3700
Fax: (952) 949-6000
Email: renea.dalton@avisystems.com

The prices quoted in this Proposal reflect a discount for a cash payment (i.e., check, wire transfer).
The prices are valid for 30 Days and may be locked in by signing AVI's Retail Sales Agreement.

CONFIDENTIAL INFORMATION

THE INDIVIDUAL LISTED IN THE "ATTENTION" LINE HAS REQUESTED THIS CONFIDENTIAL PRICE QUOTATION ON BEHALF OF THE CUSTOMER IDENTIFIED ABOVE. THIS INFORMATION AND DOCUMENT IS CONFIDENTIAL AND IS INTENDED SOLELY FOR THE PRIVATE USE OF THE CUSTOMER IDENTIFIED ABOVE. CUSTOMER AGREES IT WILL NOT DESSEMINATE COPIES OF THIS QUOTE TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF AVI. IF YOU ARE NOT THE INTENDED RECIPIENT OF THIS QUOTE (I.E., THE "CUSTOMER" ABOVE), YOU ARE NOT PROPERLY IN POSSESSION OF THIS DOCUMENT AND YOU SHOULD IMMEDIATELY DESTROY ALL COPIES OF IT. THANK YOU.

Scope of Work

AVI Systems will update the projection system in the Community Room at the City of Shoreview. We will replace the current projector with a 7000 lumen lampless projector to be displayed on a new large 16:10 format electric drop ceiling mounted screen. The system infrastructure will be updated to digital with the use of Crestron DM. The updated system will include two computer input locations from within the Community Room, DVD player and updated wireless microphones; two (2) hand held, one (1) lavalier and one (1) head worn system. The DVD player and microphone receivers will be located in the existing equipment rack outside the room. The control system will be updated from AMX to Crestron with control features including: System on/off, source selection, volume up/down, light settings as well as projector/screen up/down System will be controlled via wall mounted 7" touch panel controller. There will also be two (2) additional control panels with in the space for lighting scenes only. These new panels will replace existing lighting control panels; same locations. Current ceiling speakers will remain in place however a new amplifier and DSP will be added to the system for an updated audio system.

Products and Services Detail**Lampless Projector Option**

<u>Line #</u>	<u>Type</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>List</u>	<u>Discounted</u>	<u>Extended</u>
1	Equ	SONY	7K lm WUXGA laser light source PJ/White	1	\$17,500.00	\$11,482.00	\$11,482.00
2	Equ	DA-LITE	ADVANTAGE 137D 72.5X116 HCMW	1	\$2,601.00	\$1,976.00	\$1,976.00
3	Equ	CRESTRON	Multimedia Presentation System 300 - 2 video, 3 RGB, 3 QM, 5 program audio, & 2 mic inputs; 1 video/RGB output; 2 QM outputs + 1 QM/CH touchpanel output; discrete program, speech, & record audio outputs; 70V amplifier; digital audio processor; 8-c	1	\$6,500.00	\$4,114.00	\$4,114.00
4	Equ	SHURE	Includes WL185 Microflex® Cardioid Lavalier Microphone	1	\$899.00	\$690.00	\$690.00
5	Equ	SHURE	Includes ULX2/58 Handheld Transmitter with SM58 Microphone	2	\$861.00	\$664.00	\$1,380.00
6	Equ	SHURE	QLX-D Headworn Microphone System	1	\$1,341.00	\$1,034.00	\$1,034.00
7	Equ	BIAMP	NEXIA 4 mic/line inputs, 6 stereo line inputs, and 3 stereo outputs. DSP for multi-media presentations with microphone and program content	1	\$1,998.00	\$1,281.00	\$1,281.00
8	Equ	EXTRON	XPA 2002-70V	1	\$1,290.00	\$827.00	\$827.00
9	Equ	D M PRO	2RU Universal Blu-ray DVD/CD Player, BD Reg. A, DVD Reg. 1	1	\$549.00	\$438.00	\$438.00
10	Equ	CRESTRON	Wall Plate DigitalMedia 8G+™ Transmitter 200, White Textured; includes PW-2407WUL	1	\$1,400.00	\$887.00	\$887.00
11	Equ	CRESTRON	DigitalMedia 8G+® Receiver & Room Controller w/Scaler	2	\$1,400.00	\$887.00	\$1,774.00
12	Equ	CRESTRON	7" Touch Screen, Black Smooth	1	\$1,600.00	\$1,013.00	\$1,013.00
13	Equ	CRESTRON	5-Port PoE Switch	1	\$400.00	\$254.00	\$254.00
14	Equ	SONY	BKMPJ10	1	\$600.00	\$578.00	\$578.00
15	Equ	CRESTRON	Designer Keypad, 6-Buttons, White Textured; includes 1-gang faceplate	2	\$360.00	\$223.00	\$446.00

16	Equ	CRESTRON	Green Light Integrated Lighting System, 4-Channel	1	\$1,200.00	\$741.00	\$741.00
17	Int	AVI TECH SERV	Onsite Integration	1	-	\$13,500.00	\$13,500.00
Lampless Projector Option Subtotal							\$42,389.00

Pro Support Agreement

<u>Line #</u>	<u>Type</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>List</u>	<u>Discounted</u>	<u>Extended</u>
18	Pro	AVI PRO SUPPORT	1 Year System Support Agreement. Includes: - 2 On-site recertifications - Unlimited operator training - Priority support by phone or on-site - Repair or replacement of faulty equipment - Materials and repair parts - Software updates - Loaner equipment - Recycling disposal of equipment - Shipping to/from manufacturer - Asset tracking of system	1	\$2,919.00	\$2,919.00	\$2,919.00
Pro Support Agreement Subtotal							\$2,919.00

Products and Services Total \$45,356.00

Optional Items

Options (Optional)

<u>Line #</u>	<u>Type</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>List</u>	<u>Discounted</u>	<u>Extended</u>
1	Equ	SONY	5200 lm WUXGA Installation Projector	1	\$5,850.00	\$3,924.00	\$3,924.00
2	Equ	SONY	4000 lm WUXGA Laser Light Source 3LCD Projector	1	\$7,000.00	\$5,255.00	\$5,255.00
3	Equ	DA-LITE	DA-LIFT 26P/PLENUM COVER 220V	1	\$3,163.00	\$2,403.00	\$2,403.00
Options Subtotal							\$11,582.00

AVI Systems Pro Support 1 Year vs 3 Year Comparison (Pricing does not include coverage for Optional Items)		
	Single Year Agreement	Three Year Prepaid
First Year	\$2,919	
Second Year Renewal	\$3,357	
Third Year Renewal	\$4,129	
Total for 3 Years of Coverage	\$10,405	\$8,757
Savings		(\$1,648)

- Unless listed above all applicable taxes, delivery charges, and insurance costs are additional.
- Standard payment terms are Net 30 days, with progressive billing for labor and materials, monthly billing for hardware, and pre-payment for support agreements.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To authorize participation in the Xcel Energy One-Stop Efficiency Shop Program administered by the Center for Environment and Energy.

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

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: JULY 15, 2015

**SUBJECT: AUTHORIZATION TO PARTICIPATE IN XCEL ENERGY'S ONE-STOP EFFICIENCY
SHOP PROGRAM**

INTRODUCTION

The City recently met with two contractors who work closely with Xcel Energy to prepare an energy audit of the Community Center/City Hall complex. The staff is now seeking authorization from the City Council to participate in the Xcel Energy One-Stop Efficiency Shop Program administered by the Center for Energy and Environment.

BACKGROUND

The City recently worked with the Center for Energy and Environment and Franklin Energy Services to conduct energy audits for the lighting and mechanical systems in the Community Center/City Hall complex. The lighting energy audit identified estimated energy savings that would be achieved through updates to the lighting fixtures throughout the Community Center and City Hall. As shown in the attached analysis, estimated annual savings that can be achieved by updating the lighting is about \$47,000. The estimated cost of replacing lighting fixtures is approximately \$300,000, which would be offset by an Xcel Energy rebate of approximately \$78,000. Based on the capital cost of the lighting upgrades, there would be an estimated payback of 4.6 years on this project.

Since we have not hired contractors for this work, the actual costs of this project are not yet known. Staff anticipates that the actual out of pocket costs may be significantly lower than the \$300,000 estimate because we currently plan to use in-house staff resources to change out most of the office lighting since it involves the replacement of the existing fluorescent tube lighting with LED tube lighting. The cost of a portion of the staff time to do this work is eligible for the rebate from Xcel Energy.

City staff also is working with a representative from the Center for Energy and Environment to identify contractors who will perform the work to change out other lighting to more energy efficient fixtures; and to process Xcel rebates for the work. Council authorization is necessary to participate in this program.

All capital costs associated with the lighting updates would be funded through the City's Fixed Asset Revolving Fund. Although this project was not programmed in the Capital Improvement Program, staff believes the estimated energy savings and rapid payback justifies moving forward with this project at this time. The Fixed Asset Revolving Fund has a sufficient fund balance to move forward with this project.

The Building and Grounds Superintendent believes that the project will also result in a significant annual cost saving on the replacement of lamps and lights throughout the building since the LED fixtures will not have to be replaced as frequently as the current fixtures. This is particularly the case in the waterpark area since the cost of replacing lights in this area is very high.

Staff reviewed the energy audits and the project with the Environmental Quality Committee at their meeting on Monday, July 27th. The EQC was supportive of the proposed improvements and the upgrade to more energy efficient fixtures throughout the building and the reduction in the City's carbon footprint.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council authorize participation in the Xcel Energy One-Stop Efficiency Shop Program administered by the Center for Environment and Energy.



One-Stop Efficiency Shop
Building Energy Efficiency Program

Lighting System Analysis

Cost Saving Recommendations

Customer Report

June 18, 2015

Property Address:

City of Shoreview-Phase 2

4615 Victoria St N
Shoreview, MN 55126

Prepared for:

Chapman, Gary

City of Shoreview-Phase 2
4615 Victoria St N
Shoreview, MN 55126
Ph: (651) 490-4756



Prepared by Lighting Specialist:

Gary Schoonover
Center for Energy and Environment
212 3rd Avenue North, Suite 560
Minneapolis, MN 55401

Mobile: (612) 819-8978
Phone:
Fax: (612) 335-5888
E-mail: gschoonover@mncee.org

Program Coordinator:

- Audits
- Financing
- Contractors
- Rebates

Kristen Funk
Center for Energy and Environment
212 3rd Avenue North, Suite 560
Minneapolis, Minnesota 55401

Mobile:
Phone: 612-335-3487
Fax: 612-335-5888
E-mail: kfunk@mncee.org

Lighting Upgrades	Estimated Costs	Estimated Annual Savings	Payback
Total Installed Cost	<i>Before rebate</i> \$300,374.28		
Utility Rebate*	\$78,649.09		
Your Final Cost	<i>After rebate</i> \$221,725.19	\$47,907.16 ^(a)	4.6 years
<i>⇒ Rebate equals 26% of installed cost.</i>		<i>(Including special orders)</i>	

**Job must be completed and invoices submitted within 90 days or by 11/06/2015, whichever comes first. One-Stop reserves the right to withdraw this rebate offer after expiration. You may request an extension, which includes re-verification of eligibility, kW/kWh savings, installation costs, estimated rebate, and program rules by One-Stop.*

CEE Financing Option		<i>(Maximum Loan Amount = \$100,000)</i>	
Estimated monthly savings		\$3,992.26 ^(a)	
Monthly loan payments at 3.9% for 26 month term		\$4,056.53 ^(b)	2.2 years
<small>(b) Estimate based on a loan amount of \$100,200.00, including a \$200.00 loan processing fee. The loan term has a maximum of 5 years, with monthly payments not less than the estimated monthly savings. Final terms and conditions set by lender upon loan approval.</small>			<small>(Including Loan Financing Charges)</small>

Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs)*
Existing Lights	123.274	1,002,714	\$81,738.56	1,704,614
New Lights	51.023	415,021	\$33,831.40	705,536
Estimated Savings	72.251	587,693	\$47,907.16^(a) ◀	999,078*

* How do CO2 emissions affect me and my business? ¶ Rising concentrations of greenhouse gasses (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ¶ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ¶ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building. Electric Utility Rates = \$0.0650/KWh and \$11.20/KW, where Demand cost savings occurs primarily during the summer months peak rate hours of 9am to 9pm. (10 [00,00] [0] [00,00] [00] [False] [72.251KW])



One-Stop Efficiency Shop Recommended Lighting Projects

Recommended Lighting System Upgrades	Schedule Name & Hours/year of Operation	Installed Cost (Without Rebate)	Estimated Annual Savings	Selected
Area A: Pool Area				
Project: #1	A: Lighting Up-Grade 8,134 hrs/yr	\$77.75 Incl Special Order	\$4.64	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
1 31 CFL Q 13W EEM2 2L *	1 24 LED 012W 2L * Kit			
Project: #2	A: Lighting Up-Grade 8,134 hrs/yr	\$14,266.74 Incl Special Order	\$51.39	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
5 30.50 CFL Q 26W EEM1 1L *	5 15 LED 015W 1L * Kit			
Project: #3	A: Lighting Up-Grade 8,134 hrs/yr	\$1,586.06 Incl Special Order	\$343.73	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
16 52.40 CFL Q 26W EEM2 2L * Cans	16 20 LED 020W 1L *			
Project: #4	A: Lighting Up-Grade 8,134 hrs/yr	\$4,417.15 Incl Special Order	\$994.59	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
10 210 MH 175W STD1 1L	10 60 LED 060W 1L-New LED Kits *			
Project: #5	A: Lighting Up-Grade 8,134 hrs/yr	\$26,405.54 Incl Special Order	\$7,861.27	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
39 454 MH 400W STD1 1L	39 150 LED 150W 1L-New Pool Fixtures *			
Project: #6	A: Lighting Up-Grade 8,134 hrs/yr	\$2,877.55 Incl Special Order	\$352.74	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
19 58 T8 4' 32 E2-2L-Exist	19 30 LED 015W 2L * Tubes			
Project: #7	A: Lighting Up-Grade 8,134 hrs/yr	\$16,993.03 Incl Special Order	\$1,723.96	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
65 85 T8 4' 32 E3-3L-Exist	65 45 LED 015W 3L * Tubes			
Project: #8	A: Lighting Up-Grade 8,134 hrs/yr	\$1,154.40 Incl Special Order	\$99.46	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
3 110 T8 4' 32 E4-4L-Exist	3 60 LED 015W 4L *Tubes			
Area B: First Level				
Project: #9	A: Lighting Up-Grade 8,134 hrs/yr	\$23,020.40 Incl Special Order	\$2,821.99	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
152 58 T8 4' 32 E2-2L-Exist	152 30 LED 015W 2L * Tubes			
Project: #10	A: Lighting Up-Grade 8,134 hrs/yr	\$32,417.48 Incl Special Order	\$3,288.78	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
124 85 T8 4' 32 E3-3L-Exist	124 45 LED 015W 3L * Tubes			

City of Shoreview-Phase 2

Program ID# Xcel Acct#

43125 303293189

4615 Victoria St N

Shoreview, MN 55126

Recommended Lighting System Upgrades	Schedule Name & Hours/year of Operation	Installed Cost (Without Rebate)	Estimated Annual Savings	Selected
Project: #11	A: Lighting Up-Grade 8,134 hrs/yr	\$2,308.80 Incl Special Order	\$198.92	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
6 110 T8 4' 32 E4-4L-Exist	6 60 LED 015W 4L *Tubes			
Project: #12	A: Lighting Up-Grade 8,134 hrs/yr	\$1,446.68 Incl Special Order	\$160.53	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
9 38.90 T9 Circular 40W EEM1 1L * White Fixtures in Lobby area	9 12 LED 012W 1L-New Ceiling Mount Round LED Fixtures *			
Area C: Banque Rms.				
Project: #13	A: Lighting Up-Grade 8,134 hrs/yr	\$3,493.05 Incl Special Order	\$4,972.97	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
60 150 INC Q 150W 1L *	60 25 LED 025W-1L A-Lamp			
Area D: Halls & Rooms				
Project: #14	A: Lighting Up-Grade 8,134 hrs/yr	\$4,471.95 Incl Special Order	\$915.03	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
60 31 CFL Q 13W EEM2 2L *	60 8 LED 008W 1Lamp * Retrofit Kit-			
Project: #15	A: Lighting Up-Grade 8,134 hrs/yr	\$7,628.60 Incl Special Order	\$2,143.02	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
80 52.40 CFL Q 26W EEM2 2L *	80 12 LED 001W 12L * Retrofit Kit			
Project: #16	A: Lighting Up-Grade 8,134 hrs/yr	\$11,899.76 Incl Special Order	\$1,766.39	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
148 26 CFL Q 26W ELC1 1L *	148 8 LED 008W 1L * Retrofit Kit			
Project: #17	A: Lighting Up-Grade 8,134 hrs/yr	\$126.56	\$109.41	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
3 65 INC 065R-1L	3 10 LED 010W-1L BR			
Area E: Lower Level				
Project: #18	A: Lighting Up-Grade 8,134 hrs/yr	\$1,586.06 Incl Special Order	\$343.73	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
16 52.40 CFL Q 26W EEM2 2L * Cans	16 20 LED 020W 1L *			
Project: #19	A: Lighting Up-Grade 8,134 hrs/yr	\$2,170.90 Incl Special Order	\$322.25	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
27 26 CFL Q 26W ELC1 1L *	27 8 LED 008W 1L * Retrofit Kit			



One-Stop Efficiency Shop Recommended Lighting Projects

Recommended Lighting System Upgrades	Schedule Name & Hours/year of Operation	Installed Cost (Without Rebate)	Estimated Annual Savings	Selected
Project: #20	A: Lighting Up-Grade 8,134 hrs/yr	\$2,090.50 Incl Special Order	\$310.31	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
26 26 CFL Q 26W ELC1 1L *	26 8 LED 008W 1L * Retrofit Kit			
Project: #21	A: Lighting Up-Grade 8,134 hrs/yr	\$1,251.25 Incl Special Order	\$316.28	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
9 80 OTHER 040W 2L * Bi Ax Lamp	9 27 LED 009W 3L * Retrofit Kit			
Project: #22	A: Lighting Up-Grade 8,134 hrs/yr	\$24,383.45 Incl Special Order	\$2,989.08	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
161 58 T8 4' 32 E2-2L-Exist	161 30 LED 015W 2L * Tubes			
Project: #23	A: Lighting Up-Grade 8,134 hrs/yr	\$37,646.10 Incl Special Order	\$3,819.24	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
144 85 T8 4' 32 E3-3L-Exist	144 45 LED 015W 3L * Tubes			
Project: #24	A: Lighting Up-Grade 8,134 hrs/yr	\$6,156.80 Incl Special Order	\$530.45	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
16 110 T8 4' 32 E4-4L-Exist	16 60 LED 015W 4L *Tubes			
Area F: Fitness Rm.				
Project: #25	A: Lighting Up-Grade 8,134 hrs/yr	\$11,230.54 Incl Special Order	\$735.20	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
12 268.40 T8 4' 32W EEM8 (High Bay) 8L (EISA= T8 4' 32W 4ELC4+4ELC2 8L)	12 176 LED 022W 6L * Tubes			
Area G: Exterior				
Project: #26	A: Lighting Up-Grade 8,134 hrs/yr	\$8,834.30 Incl Special Order	\$1,989.19	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
20 210 MH 175W STD1 1L	20 60 LED 060W 1L-New LED Kits *			
Project: #27	A: Lighting Up-Grade 8,134 hrs/yr	\$3,680.24 Incl Special Order	\$1,014.49	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
9 210 MH 175W STD1 1L	9 40 LED 40W 1L New Wall Pack Fixture			
Project: #28	A: Lighting Up-Grade 8,134 hrs/yr	\$14,649.03 Incl Special Order	\$4,434.56	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
22 454 MH 400W STD1 1L	22 150 LED 150W 1L-New Shoe Box Fixtures *			
Area H: Haffeman Pavilion				



One-Stop Efficiency Shop Recommended Lighting Projects

Recommended Lighting System Upgrades	Schedule Name & Hours/year of Operation	Installed Cost (Without Rebate)	Estimated Annual Savings	Selected
Project: #29	A: Lighting Up-Grade 8,134 hrs/yr	\$6,184.01 Incl Special Order	\$1,578.09	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
14 210 MH 175W STD1 1L	14 40 LED 40W 1L New Wall Pack Fixture			
Area I: Gym				
Project: #30	A: Lighting Up-Grade 8,134 hrs/yr	\$25,919.60 Incl Special Order	\$1,715.47	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
28 268.40 T8 4' 32W EEM8 (High Bay) 8L (EISA= T8 4' 32W 4ELC4+4ELC2 8L)	28 176 LED 022W 6L * Tubes			
Totals <i>(Including special orders)</i>		\$300,374.28	\$47,907.16	



One-Stop Efficiency Shop Customer Participation Agreement

I, the undersigned, agree that to the best of my knowledge the lighting schedule below accurately describes how the lights are operated at the facility listed in this document. I understand that the energy or cost savings reflected in this analysis are estimates, and that Center for Energy and Environment (CEE) and Xcel Energy do not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this program. I also give CEE permission to submit, on my behalf, all Xcel Energy rebate and financing forms required for the One-Stop Efficiency Shop program.

I understand that all electrical code violations that are found during the lighting system inspection or during installation must be brought up to code at the customer's expense. Costs for correcting code violations are NOT included in the installation costs quoted in this document.

I understand that my lighting contractor must contact the auditor in order to participate in the One-Stop Program, and that I WILL NOT BE ELIGIBLE FOR THE REBATE UNLESS MY CONTRACTOR CONTACTS THE AUDITOR. (One-Stop Auditor: Gary Schoonover, Cell Ph. (612) 819-8978)

By signing below I certify that I have read, understand and will comply with the attached "One-Stop Efficiency Shop RULES and REQUIREMENTS", and that I can not apply for other rebates offered by Xcel Energy or any other energy-efficiency program towards lamps or lighting work covered by this agreement.

Select One
<input type="checkbox"/> Financed
<input type="checkbox"/> Cash

Signature Chapman, Gary Date _____
 Customer Cost: \$221,725.19 (Including special orders)

Lighting Schedules

Your lighting savings are based on the following average hours of operation							
Lighting Schedule Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
A: Lighting Up-Grade 8,134 hrs/yr	12:00 AM to 12:00 AM	8:00 AM to 8:00 PM					

Program ID#		Xcel Acct#	City of Shoreview-Phase 2
43125	303293189		4615 Victoria St N Shoreview, MN 55126

ONE-STOP EFFICIENCY SHOP® PROGRAM RULES and REQUIREMENTS

The One-Stop Efficiency Shop® lighting efficiency program (“One-Stop Program”), administered by Center for Energy and Environment (“CEE”) and funded through Xcel Energy, offers cash rebates to eligible small business customers (“Participant”) who purchase and install qualifying energy-efficient lighting products in existing buildings.

The intent of the One-Stop Program, operating as a Minnesota Conservation Improvement Program (CIP), is to incentivize Xcel Energy’s customers to install energy efficient equipment earlier than they would have otherwise by defraying a portion of the cost of the retrofit. To ensure that the program operates as intended, the Participant must have a financial stake in the transaction and the Participant’s Project Cost must be greater than zero to receive a One-Stop Program rebate.

Participant Qualifications

One-Stop Program rebates apply only to qualified Xcel Energy customers with a valid commercial electric account in Xcel Energy’s Minnesota service territory that meet One-Stop Program eligibility requirements. The Vendor or Participant must verify with a CEE consultant that an Xcel Energy account is eligible for One-Stop Program rebates before committing to, purchasing equipment for or implementing a project. To determine if a business qualifies for the One-Stop Program please contact CEE at (612) 244-2427.

Eligibility Requirements

1. Rebate items must be installed at the Xcel Energy electric account listed on the application.
2. All equipment must be new. Used or rebuilt equipment is not eligible for a rebate.
3. All removed lighting equipment (lamps, ballasts and fixtures) must be properly recycled, and cannot be sold or reused at another location. Documentation may be required to ensure compliance with proper disposal of equipment.
4. Energy-efficient equipment must result in an electric load reduction.
5. Xcel Energy and CEE recommend Illuminating Engineering Society (IES) light levels. Participant is responsible for approval of final light levels.
6. Rebates are offered for interior lighting, exterior canopy lighting, soffit fixtures, wall pack fixtures, parking garage and parking lot lighting. Rebates will not be issued for street lighting. Most screw-in compact fluorescent lamps (CFLs) are not eligible for rebates.
7. Lamps or other equipment that have already been rebated through any other Xcel Energy rebate programs are ineligible for a rebate under the One-Stop Program. This includes upstream programs that provide incentives to manufacturers, distributors and retailers to sell products at a discounted price.
8. CEE reserves the right to disallow a rebate if it determines, in its sole judgment, that the lighting technology is inappropriately applied or light levels are inadequate. Contact your CEE consultant to determine qualification of custom or specialty lighting projects.
9. Equipment must be purchased, properly installed and fully operating prior to submitting an application for a rebate.

Vendor Responsibilities

10. The “Vendor” is any person or company that is consulting on the project, selling the project to the participant, completing the work and/or supplying the materials. Vendor is an independent contractor and not an agent or representative of Xcel Energy or CEE, has no authority to bind Xcel Energy or CEE, and is solely responsible for sub-contractors the Vendor hires to do some or all of the work and/or supply materials.
11. The Vendor must clearly communicate to the Participant the purpose and requirements of the One-Stop Program, including eligibility requirements for lighting rebates. The Vendor must involve the CEE consultant in communications with the Participant, and must keep the CEE consultant fully informed regarding all details of the transaction.

12. Vendors are responsible for reviewing, signing and returning the Contractor Report to CEE before materials are ordered. By signing the Contractor Report, the Vendor represents and warrants that the transaction complies with these Rules and Requirements and that the project specifications in the Contractor Report are accurate, acceptable and will be installed as specified.

13. Any inaccuracies concerning project specifications must be reported immediately to a CEE consultant so they can be addressed, the rebate recalculated if necessary and a revised report issued to the Vendor and the Participant.

14. Vendor must contact a CEE consultant whenever there are changes to the project so that equipment eligibility can be confirmed and the rebate value can be re-calculated if necessary.

15. CEE will not be responsible for changes in the rebate value if the Vendor does not sign and return the Contractor Report, and report: inaccuracies in the Contractor Report; changes in the equipment to be installed; or changes in the project during construction.

Rebate Calculations

16. Rebate values are based on CEE’s calculation of electric demand (KW) and energy (kWh) savings. Hours used for calculation of the kWh savings must be an accurate representation of the Participant’s operating schedule.

17. Electric demand and energy savings are calculated using lighting efficiency baselines established by the Energy Independence and Security Act (EISA). EISA standards apply to most T12 and incandescent lighting technologies today, and will apply to other technologies as efficiency requirements continue to be phased in.

18. If an Xcel Energy lighting rebate was previously assigned to this account and the rebated lighting was subsequently converted to a less efficient lighting system, a One-Stop consultant must review the situation to determine the correct baseline energy use for calculating the rebate.

19. Rebates are based on the energy use of the equipment actually installed at the site and the Participant’s Project Cost. Rebates will be recalculated if the final equipment and Participant’s Project Cost is different than originally approved by CEE.

20. Rebates cannot exceed 60 percent of the Participant’s Project Cost, unless otherwise specified by the One-Stop Program. The minimum rebate paid is \$5.00.

21. “Participant’s Project Cost” means the Participant’s financial obligation for the lighting retrofit based on the total project cost less any and all Deductions, regardless of when these Deductions are received.

ONE-STOP EFFICIENCY SHOP® PROGRAM RULES and REQUIREMENTS

22. "Deductions" means anything of value received by the Participant that reduces the Participant's actual out-of-pocket cost for the lighting retrofit including, but not limited to: labor or material donations; monetary donations; labor or material cost deductions; grants; awards, rebates; or any other assistance of monetary value provided, directly or indirectly, by the Vendor, its agents or representatives to reduce the Participant's actual financial obligation for the lighting project.

23. The following types of financial transactions are not allowed as methods of payment by the Participant for the lighting project: barter, in-kind donations and performance contracting.

24. All Deductions must be separately itemized on the final invoice submitted to CEE. The Participant's Project Cost must be greater than zero to receive a One-Stop Program rebate.

Invoice

25. The Vendor must submit an accurate, complete and transparent final invoice for the completed lighting retrofit. All parties involved in the project, including the Participant and CEE, must have a clear understanding of the scope of work and associated project costs, including any Deductions that have been applied.

26. Invoice(s) submitted must include: (1) itemized quantity, manufacturer's make and model numbers for each material item, (2) a lump sum amount for both material and labor, and (3) grand total project cost. In some cases, original equipment manufacturer (OEM) specification sheets may be requested for verification or clarification.

27. The Vendor must provide the Participant an invoice that reflects the same financial information that is submitted to CEE, including any Deductions that have been applied.

Verification

28. CEE reserves the right to inspect Participant's facility(ies) for installation of materials listed on this rebate application and will need access to survey the installed project. Participant must keep a sample of any and all types of equipment removed for a period of three (3) months after receiving a rebate from Xcel Energy. If the inspection determines that Participant did not comply with these Rules and Requirements, any rebate received by Participant must be promptly returned to Xcel Energy.

29. Vendor agrees to promptly provide CEE with such additional documentation and information as may be necessary to verify compliance with these Rules and Requirements, such as copies of cancelled checks or other relevant receipts/records as proof that the Participant paid the amount reflected on the invoice. Rebates for that project will not be paid until all requested documentation and information is provided and verified.

Rebate Application and Payment

30. One-Stop Program rules and rebate eligibility requirements are subject to change. It is the Participant's and Vendor's responsibility to verify with CEE that estimated rebates are still valid before committing to, purchasing equipment for or implementing a project. CEE will not pay a rebate for projects where the invoice is submitted more than 12 months after the start of the project.

31. Xcel Energy and CEE are not responsible for any lost, late, stolen, illegible, misdirected or postage-due mail. All completed rebate applications and other submissions in connection with the One-Stop Program become the property of Xcel Energy and CEE and will not be returned.

32. In cases of deferred payment, CEE reserves the right to process the rebate only when full payment is received by the Vendor from the Participant. All financed and alternate payment plans must be documented with detailed, legally obligating and signed contracts. CEE reserves the right to disallow any payment plan that its staff determines is not in compliance with the program design intent and rules.

33. Rebates will not be disbursed until the project is fully installed and verified.

34. The rebate check will be sent to the Participant (i.e., Xcel Energy account holder) listed on the rebate application, unless otherwise authorized by CEE. Xcel Energy will issue rebates in the form of checks, not utility bill credits.

35. Once completed paperwork is submitted and approved, rebate payments are usually made in 6 to 8 weeks.

Special Notices

36. Xcel Energy and CEE reserve the right to refuse payment or participation in the One-Stop Program if the Participant or Vendor violates program design intent, rules and procedures. Xcel Energy and CEE are not liable for rebates promised to Participants as a result of a Vendor misrepresenting the program.

37. The One-Stop Program is subject to 60 days notice of cancellation. The Participant and Vendor are responsible for checking with a CEE consultant to determine whether the program is still in effect and to verify program requirements.

38. CEE RESERVES THE RIGHT TO DISQUALIFY NON-COMPLIANT VENDORS FROM PARTICIPATION IN THE ONE-STOP PROGRAM.

Disclaimers

Xcel Energy and CEE:

39. Do not endorse any particular vendor, manufacturer, product or system design by offering these rebates;

40. Will not be responsible for any tax liability imposed on the Participant as a result of the payment of rebates;

41. EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE WITH RESPECT TO ANY PRODUCTS, EQUIPMENT, MATERIAL OR WORKMANSHIP PROVIDED, SUPPLIED OR INSTALLED IN CONNECTION WITH THE ONE-STOP PROGRAM. Warranties, if any, are between Participant and equipment manufacturer(s) and/or Vendors.

42. Are not responsible for the disposal of removed lighting equipment (lamps, ballasts and/or fixtures) replaced as a result of this program, when required for optimum lighting performance;

43. In no event shall be liable for any indirect, special, incidental, consequential or punitive damages arising out of or relating to administering the One-Stop Program;

44. Do not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this program.

For more information, contact
CEE at (612) 244-2427.



CEE FACET, Program Rules # 130326

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 15-65 declaring the total costs for the following project, stating the amount to be assessed, amount paid by the City, a repayment period of 10 years with an interest rate of 3.694% and ordering the preparation of the assessment rolls.

Reconstruction Project 14-01 – Hanson/Oakridge Reconstruction

Total Project Costs	\$ 1,754,386.42
Amount to be Assessed	\$ 142,502.67
Amount Paid by the City	\$ 1,611,883.75

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

REGULAR COUNCIL MEETING
AUGUST 3, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN

DATE: JULY 30, 2015

SUBJECT: 2015 ASSESSMENTS - DECLARATION OF ASSESSMENT AMOUNTS
& ORDER PREPARATION OF ASSESSMENT ROLLS

INTRODUCTION

The City Council annually declares the costs of the projects that will be assessed that year and orders the preparation of the assessment rolls. Attached is a copy of the 2015 assessment schedule and a memo from the Finance Department discussing the assessment interest rates and terms of the payment period.

BACKGROUND

There one project to be assessed in 2015:

Hanson/Oakridge Reconstruction – Project 14-01

A map is attached showing those properties that are proposed for assessment. The Public Works Department has calculated the total cost for the project that is to be assessed in 2015. The worksheet is attached and shows the proposed assessable amounts. The proposed assessments are also compared with the estimated assessment amounts that were given at the public hearing.

A brief discussion of the project is listed below:

HANSON/OAKRIDGE - RECONSTRUCTION PROJECT 14-01

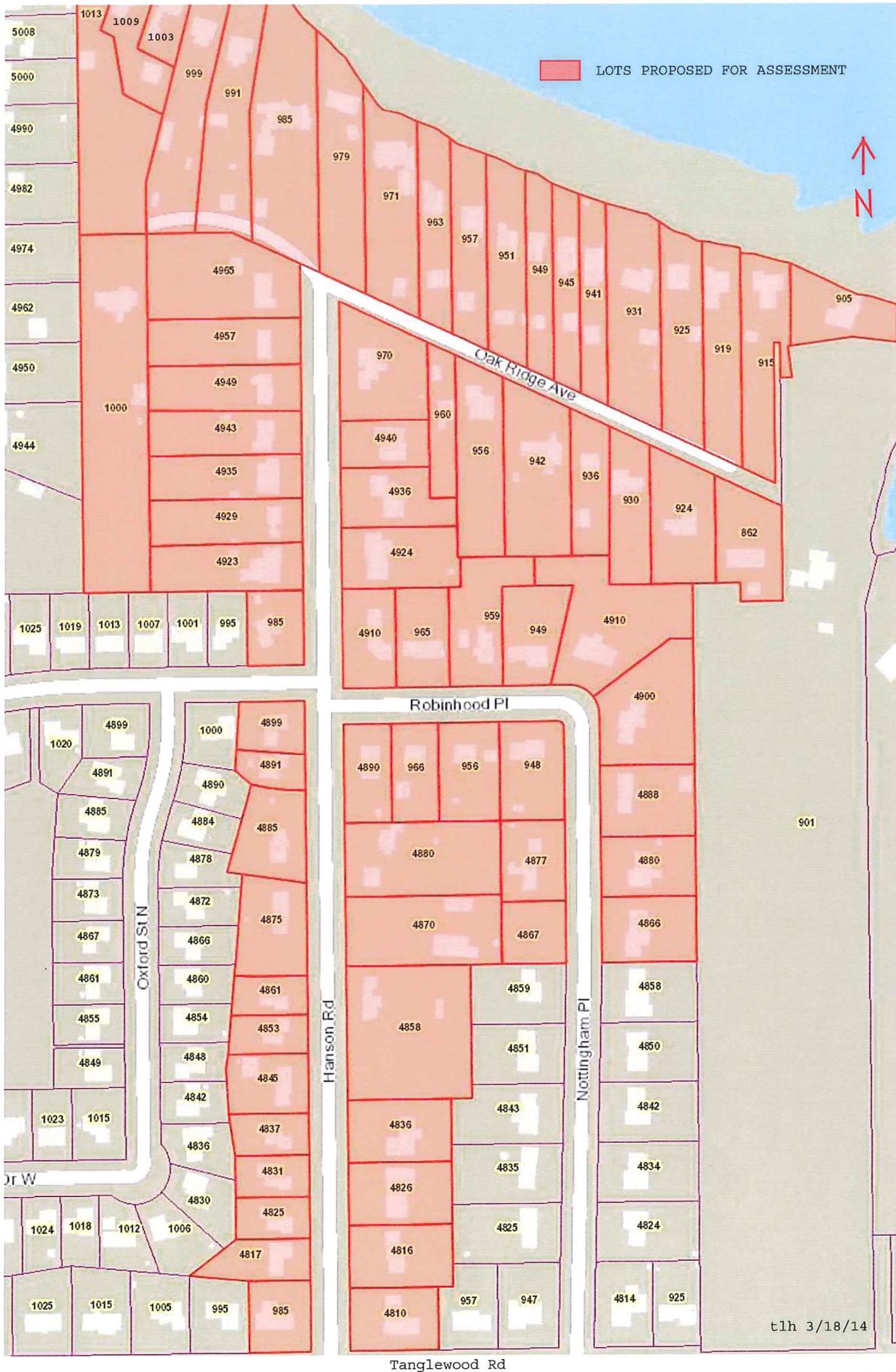
This project reconstructed Hanson/Oakridge neighborhood including Hanson Road, Oakridge Drive and portions of Robinhood Place and Nottingham Place. The project included utility improvements, concrete curb and gutter, street pavement (including Pave Drain on Oakridge) and LED street lights. The street and storm sewer assessments are the same amounts as was presented at the public hearing. The affected properties assessments are to be spread over 10 years.

RECOMMENDATION

It is recommended that the City Council approve Resolution No. 15-65 declaring the total costs of the projects, stating the amount to be assessed, the amount paid by the City, a repayment period of 10 with an interest rate of 3.694 percent and ordering the preparation of the assessment rolls.

tlh

#14-01



**ASSESSMENTS – STREET PROJECT 14-01
HANSON/OAKRIDGE RECONSTRUCTION**

PROJECT COSTS

Project 14-01

Prime Contractor –Arnt Construction Co	\$ 1,543,502.56
Design & Construction Eng. (City)	\$ 164,193.58
Legal & Easements	\$ 276.00
Bonding	\$ -
Administration - Other, Misc.	\$ 46,414.28
Total Project Cost	<u>\$ 1,754,386.42</u>

ASSESSMENTS

Total Street Assessment	\$ 80,699.04
Total Storm Sewer Assessment	<u>\$ 61,803.63</u>
Total Assessments	\$ 142,502.67
Non-Assessable	\$ 1,611,883.75

Number of Assessable Units for Street 72

	<u>Feasibility</u>	<u>Actual</u>	<u>Difference</u>
Street Assessment per unit	\$ 1,317.00	\$ 1,120.82	\$ 196.18 Less
Storm Sewer Rate - Residential Per Policy		- Direct	\$ 0.07/0.035 per S.F.
		- Indirect	\$ 0.035/0.0175 per S.F.

#14-01

TLH 7/30/15

t:/assess/wksh13401

**TO: MARK MALONEY
TOM WESOLOWSKI**

FROM: TOM HAMMITT

DATE: JULY 21, 2014

SUBJECT: 2015 ASSESSMENT SCHEDULE

I have put together an assessment schedule for the 2015 Assessments. The following projects are scheduled for assessing:

Hanson Oakridge Reconstruction Project 14-01

The schedule meets the November 15th statute deadline.

2015 ASSESSMENTS - PROJECT SCHEDULE

A tentative schedule for preparing the assessments is as follows:

July 21-30, 2015	Gather cost information (from Finance) Prepare cost of assessments
August 3, 2015	Engineering provides costs and proposed amounts to be assessed. Council declares costs and orders preparation of assessment rolls.
August 17, 2015	Engineering completes assessment rolls. Council orders Public Hearing for September 15 th .
August 21, 2015	Engineering forwards Notice of Hearing to newspaper. Published Notice of Hearing appears in the official paper on August 26, September 2.
August 27, 2015	Engineering mails resident notices after first notice appears on August 26.
September 21, 2015	Public Assessment Hearing date. Adopt assessment if no objections. Mail Notice of Adoption on September 22. (Begin 30-day payment period)
October 5, 2015	Objection Response Meeting if not adopted at the hearing – Must Adopt Assessment roll, begin 30-day payment period.
October 6, 2015	Mail Adoption Notice. (Includes 30-day pre-payment period at the City).
November 9, 2015	Engineering certifies assessment roll to Ramsey County 30 days from adoption or not later than November 15, 2015.

tlh

t:/assess/15assess schedule

*** PROPOSED ***

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

HELD AUGUST 3, 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 August 3, 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. 15-65

**RESOLUTION DECLARING COSTS TO BE ASSESSED
AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL
FOR THE 2015 ASSESSMENT PROJECTS
HANSON/OAKRIDGE RECONSTRUCTION – PROJECT 14-01**

WHEREAS, the City of Shoreview has let a contract for the construction of the following improvements, to wit:

Hanson/Oakridge Reconstruction – Project 14-01

in accordance with and pursuant to the authority granted in Minnesota Statutes, Chapter 429, and

WHEREAS, the costs incurred in making the above improvement, including all construction, engineering, administration and other indirect costs have been determined to be the following:

Hanson/Oakridge Reconstruction – Project 14-01	\$1,754,386.42
--	----------------

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

1. The City Council hereby determines for Project 14-01 that the City shall pay \$1,611,883.75 of said cost, exclusive of the amount it will pay as a property owner and the sum of \$142,502.67 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.

RESOLUTION NO. 15-65

Page Two

2. The City Manager, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for the above improvements respectively against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and a copy shall be on file in the City offices for public inspection. The City Manager shall, upon completion of such proposed assessment roll, notify the City Council thereof.

3. For Projects 14-01 the repayment period for assessments not paid in the 30-day period after adoption, shall be spread over 10 years per policy and shall have the interest rate of 3.694 percent.

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 3rd day of August, 2014.

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: JULY 30, 2015
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

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

BACKGROUND

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

1000 Gramsie Rd Erosion Control completed

RECOMMENDATION

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

1000 Gramsie Rd Tech Builders Inc \$ 1,081.50

PROPOSED

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

HELD AUGUST 3, 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 August 3, 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. 15-67

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

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

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

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

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

1000 Gramsie Rd	Tech Builders Inc	\$ 1,081.50
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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 3rd day of August, 2015.

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.15-64 approving Change Order No. 1 in the amount of \$97,841.73 for the Lexington Avenue/County Rd. F Water Main Replacement, City Project No.15-06.

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

REGULAR COUNCIL MEETING
AUGUST 3, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: GLEN M. HOFFARD
SENIOR ENGINEERING TECHNICIAN
DATE: JULY 29, 2015
SUBJECT: LEXINGTON AVE/COUNTY RD. F WATER MAIN REPLACEMENT
CITY PROJECT 15-06, CHANGE ORDER NO. 1

INTRODUCTION

The attached Change Order No.1 has been prepared by staff and must be approved by Council in order to modify the contract.

BACKGROUND

On April 6, 2015, the City Council awarded a contract to C. W. Houle Inc. in the amount of \$ 363,071.00 for the Lexington Ave/County Rd. F Water Main Replacement, City Project 15-06 and authorized the Mayor and City Manager to sign said contract.

DISCUSSION

Change Order No. 1 has been prepared in order to address certain changes or modifications to the original contract.

ADDITION:

Once construction started the water main on Lexington Ave and County Rd. F was found to be 12-feet deep. The record drawings showed the water main at a depth of 7-1/2-feet. The contractor is requesting additional compensation for the extra equipment and labor required to excavate to the lower depth.

A new pay item will be added to the contract as follows:

Extra Depth Watermain	
2925 LF @ \$ 10.00/LF =	\$ 29,250.00

After the project was awarded it was determined that the replacement of cast iron pipe water main should be extended an additional 319-feet to the north on Lexington Ave. Extending the replacement removed all of the cast iron water main located on Lexington from Gramsie Road north to Cummings Park Drive and allowed the new pipe to be connected to existing ductile iron water main.

A new pay item will be added to the contract as follows:

Additional 10" CL DR-11 HDPE DIPS 319 LF @ \$ 55.00/LF =	\$ 17,545.00
---	--------------

Ramsey County had planned on reconstructing Lexington Ave and County Rd. F during the 2015 construction season; however that project has been delayed until 2016. As a result, the amount of trail that needed to be restored increased significantly. Due to the increased quantities of Aggregate Base Class 5 and Bituminous Wear Course required for the trail restoration, the unit price for these items were reduced based on negotiations with the contractor. The pay items listed reflect the lower unit prices.

New pay items will be added to the contract as follows:

Additional Aggregate Base Class 5 218.8 T @ \$35.00/T =	\$ 7,658.00
2" Bituminous Wear Course (SPWEA440B) 194.15 T @ \$ 160.00/T =	\$ 31,064.00

The existing cast iron water main on Lexington Ave that crossed County Road F was located inside of a steel casing, which caused the pipe-bursting head to get stuck in the steel casing. The record drawings did not show that the water main was located within a casing pipe. The contractor is requesting additional compensation for the equipment and labor required to remove the bursting head from the casing pipe.

A new pay item will be added to the contract as follows:

Remove Steel Casing 1 LS @ \$ 16,803.00 =	\$ 16,803.00
--	--------------

Bio-Rolls and Silt Fence required for erosion control were not included in the original contract.

New pay items will be added to the contract as follows:

Bio-Rolls		
900 LF @ \$ 2.75 =		\$ 2,475.00
Silt Fence		
200 LF @ \$ 1.70/LF =		\$ 340.00

Hydrant extensions were needed on three hydrants due to the 12-foot depth of the water main.

A new pay item will be added to the contract as follows:

Install Hydrant Extensions		
3 Ea @ \$ 873.91 =		\$ 2,621.73

Due to the delay of the reconstruction of Lexington Ave and County Road F, additional restoration of turf area was required. Fiber blanket and seed was used to restore turf areas.

A new pay item will be added to the contract as follows:

Fiber Blanket		
1,350 SY @ \$ 4.00/SY =		\$ 5,400.00

Prior to patching the roadway on County Rd. F, the top 12" of wet clay was removed and replaced with Select Granular material.

A new pay item will be added to the contract as follows:

Select Granular		
56 CY @ \$ 25.00/CY =		\$ <u>1,400.00</u>

Total Addition: **\$ 114,556.73**

DEDUCT:

As a result of re-negotiating the unit prices for the increased quantities for Aggregate Base Class 5 and Bituminous Wear Course, the original pay items will be deleted.

Pay items will be deleted from the contract as follows:

Aggregate Base Class 5 50 T @ \$ 49.00/T =	\$ 2,450.00
2" Bituminous Trail (SPWEA440B) 12 T @ \$ 295.00/T =	\$ 3,540.00

Concrete Sidewalk and Concrete Curb & Gutter that were removed on County F were replaced with bituminous pavement instead of concrete because they will be removed in 2016 when Ramsey County reconstructs Lexington Ave and County Rd. F.

Pay items will be deleted from the contract as follows:

4" Concrete Sidewalk 75 SY @ \$ 71.00/SY =	\$ 5,325.00
Concrete Curb & Gutter (B6-18) 150 LF @ \$ 36.00/LF =	\$ 5,400.00
Total Deduct:	\$ 16,715.00
Total Change Order No.1	\$ 97,841.73

Pay items have been added or deleted from the contract documents resulting in a net increase to the contract of \$ 97,841.73. Change Order No.1 will increase the contract amount to \$ 460,912.73.

Change Order No.1 will be funded from the Water Fund.

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.1 for the Lexington Ave/County Rd. F Water Main Replacement, City Project No. 15-06.

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

HELD AUGUST 3, 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 August 3, 2015 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. 15-64
APPROVING CHANGE ORDER NO.1
LEXINGTON AVENUE/COUNTY RD. F WATER MAIN REPLACEMENT
CITY PROJECT 15-06

WHEREAS, On April 6, 2015 the City Council awarded a contract to C. W. Houle, Inc. for the Lexington Avenue/County Rd. F Water Main Replacement, City Project 15-06 and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$ 363,071.00, and

WHEREAS, Change Order No. 1, in the amount of \$ 97,841.73 has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$ 460,912.73, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No. 1.

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

1. That Change Order No.1, in the amount of \$ 97,841.73, resulting in a revised contract amount of \$ 460,912.73, is hereby approved, and
2. That Change Order No.1 will be funded from the Water Fund.

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 3rd day of August 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 3rd day of August, 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 the approval of Change Order No. 1, for the Lexington Avenue/County Rd. F Water Main Replacement, C.P #15-06.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 4th day of August, 2015.

SEAL

Terry C. Schwerm
City Manager

CITY OF SHOREVIEW CONTRACT CHANGE ORDER

Project:	Lexington Ave. / County Rd. F Watermain
City Project No.:	15-06
Change Order Number:	1 (One)
Date:	August 3, 2015
Contractor:	C. W. Houle, Inc.

The deductions, additions, revisions and corrections contained herein shall be made to the Contract Documents for the project and shall become part of the Scope of Work.

ADDITION:

Extra Depth Watermain 2925 LF @ \$10.00/LF =	\$ 29,250.00
Additional 10" CL DR11 HDPE-DIPS 319 LF @ \$55.00/LF =	\$ 17,545.00
Additional Aggregate Base CL5 218.8 T @ \$35.00/T =	\$ 7,658.00
2" Bituminous Wear Course (SPWEA440B) 194.15 T @ \$ 160.00/T =	\$ 31,064.00
Remove Steel Casing 1 LS @ \$ 16,803.00 =	\$ 16,803.00
Install Bio-Rolls 900 LF @ \$2.75/LF =	\$ 2,475.00
Silt Fence 200 LF @ \$1.70/LF =	\$ 340.00
Install Hydrant Extensions 3 EA @ \$873.91 =	\$ 2,621.73
Fiber Blanket 1,350 SY @ \$ 4.00/SY =	\$ 5,400.00
Select Granular Borrow 56 CY @ \$ 25.00/CY =	<u>\$ 1,400.00</u>
TOTAL ADDITION	\$114,556.73

DEDUCT:

Aggregate Base CL5 50 T @ \$ 49.00/T =	\$ 2,450.00
2" Bituminous Trail (SPWEA440B) 12 T @ \$ 295.00/T =	\$ 3,540.00
4" Concrete Sidewalk 75 SY @ \$ 71.00/SY =	\$ 5,325.00
Concrete Curb & Gutter (B6-18) 150 LF @ \$ 36.00/LF =	<u>\$ 5,400.00</u>
TOTAL DEDUCT	\$ 16,715.00
TOTAL CHANGE ORDER NO.1	\$ 97,841.73

SUMMARY:

Original Contract Amount:	\$ 363,071.00
Change Order No.1	\$ 97,841.73
Amended Contract Amount	<u>\$ 460,912.73</u>

APPROVALS:

APPROVED BY: City of Shoreview

By: _____ Title: City Engineer Date: _____

ACCEPTED BY: C. W. Houle, Inc.

By: _____ Title: _____ Date: _____

Proposed Motion

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To close the public hearing.

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

Proposed Motion

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Resolution No. 15-66, granting host city consent to the issuance of revenue obligations by the City of North Oaks on behalf of Northeast Youth & Family Services for the refinancing of its headquarters building located in the City of Shoreview.

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

City Council Meeting
August 3, 2015

Memorandum

To: Mayor and City Council Members
CC: City Manager
From: Tom Simonson, Assistant City Manager and Community Development Director
Date: July 30, 2015
Re: Resolution Granting Host City Consent of Issuance of Revenue Obligations by the City of North Oaks for Refinancing the Northeast Youth & Family Services Building in Shoreview

Introduction

The City of Shoreview is being asked to adopt a resolution granting consent to the proposed refinancing by Northeast Youth & Family Services (NYFS) for their headquarters building. The City of North Oaks has agreed to act as the issuer of the proposed revenue obligations, but the City must also give approval as the host city since the NYFS facility is located in Shoreview. A public hearing is required and has been scheduled for August 3, 2015.

Northeast Youth & Family Services is a community-based non-profit agency providing counseling and support to area youth and families for many cities in the area, including Shoreview. Their facility is located at 3490 Lexington Avenue North in Shoreview.

Discussion

Shoreview has taken similar actions as is being proposed for financing/refinancing of other non-profit projects in the past including Presbyterian Homes, Twin City Christian Homes, Northwest YMCA and Ecumen. The City previously served as the issuer of revenue obligations for the refinancing by NYFS of their property back in 2011. The prior Revenue Notes were designated by the City as “bank qualified”, which gives banks more favorable tax benefits for governmental bonds and bonds issued on behalf of qualifying non-profits. However, the City has a number of projects underway or planned that will require us to utilize the full bank qualification capacity for our own bonding purposes in 2015, therefore, the City of North Oaks (another client city of NYFS) has agreed to serve as the issuer for this refinancing.

Included with this report is a letter from Briggs and Morgan, the bond counsel for NYFS for this refinancing, which provides additional background and summarizes the proposal. There are no legal risks or financial obligations to the City of Shoreview associated with the proposed refinancing.

Attached is draft Resolution No. 15-66, which grants host city approval of the proposed revenue refinancing for NYFS through the City of North Oaks. As a host city of the NYFS building being refinanced, the City of Shoreview must grant authorization of the issuance of the revenue obligations.

Recommendation

City staff recommends that the City Council hold the public hearing as required, and adopt Resolution No. 15-66, granting host city consent to the issuance of revenue obligations by the City of North Oaks on behalf of Northeast Youth & Family Services for the refinancing of its headquarters building located at 3490 Lexington Avenue North in Shoreview.



2200 IDS Center
80 South 8th Street
Minneapolis MN 55402-2157
tel 612.977.8400
fax 612.977.8650

July 22, 2015

Catherine J. Courtney
(612) 977-8765
ccourtney@briggs.com

BY E-MAIL

Mayor and Councilmembers
Tom Simonson
Fred Espe
City of Shoreview
4600 Victoria St. N.
Shoreview, MN 55126-5817

Re: Host Approval for Refinancing of Northeast Youth & Family Services Project

Dear Mayor, Councilmembers, and Messrs. Simonson and Espe:

This letter is provided to give background information for the request of Northeast Youth & Family Services, formerly known as Northwest Youth and Family Services (the "Borrower"), for host approval by the City of Shoreview (the "City") to the refinancing of its headquarters building located in the City.

In 2011, the City issued its \$3,040,000 Revenue Note (Northwest Youth and Family Services Project) Series 2011A and \$380,000 Taxable Revenue Note (Northwest Youth and Family Services Project) Series 2011B (the "Prior Notes"), the proceeds of which were loaned to the Borrower to refinance the acquisition and construction of and improvement to the Borrower's headquarters located at 3490 Lexington Avenue North in the City (the "Project"). The Prior Notes were purchased by Anchor Bank, N.A.

The Prior Notes were designated by the City as "bank qualified," which gives banks certain favorable tax treatment for governmental bonds and bonds issued for the benefit of 501(c)(3) organizations, like the Borrower. A city may designate up to \$10,000,000 of such bonds as bank qualified in each calendar year. Bank qualified obligations tend to have lower interest rates than non-bank qualified bonds, so they are preferable to the borrower when they can be used.

The Borrower desires to refinance its headquarters again. Peoples Bank Midwest has agreed to purchase tax-exempt obligations for that purpose. The structure of the refinancing will require a new designation of bank qualification for the new tax-exempt obligations. It is our understanding that the City reasonably expects to use its full bank qualification capacity for its own purposes in 2015. Therefore, it was necessary to find another city with sufficient capacity

B R I G G S A N D M O R G A N

Mayor and Councilmembers
July 22, 2015
Page 2

to act as issuer for this refinancing. The City of North Oaks ("North Oaks") has agreed to be the issuer and Briggs and Morgan, Professional Association will be the bond counsel on the transaction.

Although North Oaks will act as the issuer, because the Project is located in the City, pursuant to both federal tax law and State law, the City must give its approval for North Oaks to act as the issuer for the benefit of the Borrower and for North Oaks to issue bonds that will refinance the City's Prior Notes. Such approval is given following a public hearing.

City staff has administratively set a public hearing for August 3rd and a notice of public hearing was published in the July 15th edition of the *Shoreview Bulletin*. Following the closing of the public hearing on August 3rd, the Borrower is requesting that the City Council adopt the provided resolution, granting the requested approval.

The tax-exempt obligations that will be issued by North Oaks will not constitute a charge, lien, or encumbrance upon any property of the City or of North Oaks, except the Project and the revenues to be derived from the Project. Such obligations will not be a charge against the general credit or taxing powers of the City or of North Oaks, but are payable solely from sums to be paid by the Borrower pursuant to a loan agreement that it will enter into with North Oaks.

The City's assistance in this matter is appreciated. Please feel free to contact me with any questions or comments.

Very truly yours,

/s/ Catherine J. Courtney

Catherine J. Courtney

CJC
Enclosure

Extract of Minutes of a Meeting of the
City Council of the City of Shoreview, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shoreview, Minnesota, was duly held at the City Hall in said City on Monday, August 3, 2015, at 7:00 P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 15-66

**RESOLUTION GIVING HOST APPROVAL TO THE ISSUANCE
OF FACILITY REVENUE REFUNDING NOTES
UNDER MINNESOTA STATUTES, SECTIONS 469.152 THROUGH 469.1655
(NORTHEAST YOUTH & FAMILY SERVICES PROJECT)**

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and after full discussion thereof 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.

**RESOLUTION GIVING HOST APPROVAL TO THE ISSUANCE
OF FACILITY REVENUE REFUNDING NOTES
UNDER MINNESOTA STATUTES, SECTIONS 469.152 THROUGH 469.1655
(NORTHEAST YOUTH & FAMILY SERVICES PROJECT)**

BE IT RESOLVED, by the City Council (the "Council") of the City of Shoreview, Minnesota (the "City") as follows:

Section 1. General Recitals. The purpose of Minnesota Statutes, Sections 469.152 through 469.1655, as amended, (the "Act"), is, among other things, to promote the welfare of the State of Minnesota (the "State") by the active attraction and encouragement and development of economically sound industry and commerce to prevent so far as possible the emergence of blighted and marginal lands and areas of chronic unemployment.

Section 2. Description of the Project.

(a) Northeast Youth & Family Services, formerly known as Northwest Youth and Family Services, a Minnesota nonprofit corporation and 501(c)(3) organization (the "Borrower"), proposes to (i) refund the City's outstanding Revenue Note (Northwest Youth and Family Services Project), Series 2011A (the "Prior Note"), the proceeds of which were used to refinance the acquisition and construction of and improvement to the Borrower's headquarters located at 3490 Lexington Avenue North in the City (the "Project"), and (ii) finance the costs of issuing the Notes. The Project is owned, operated, and managed by the Borrower.

(b) The Borrower has proposed that the City of North Oaks, Minnesota (the "Issuer"), issue revenue obligations, in one or more series (the "Notes"), under the Act, in order to finance the Project, in the approximate aggregate principal amount not to exceed \$3,500,000; and

(c) The City has been advised that the Notes or other obligations, as and when issued, will not constitute a charge, lien or encumbrance upon any property of the City or the Issuer, except the Project and the revenues to be derived from the Project. Such Notes or obligations will not be a charge against the general credit or taxing powers of the City or the Issuer, but are payable from sums to be paid by the Borrower pursuant to a revenue agreement.

Section 3. Recital of Representations Made by the Borrower.

(a) The Borrower has agreed to pay any and all costs incurred by the City in connection with the issuance of the Notes, whether or not such issuance is carried to completion.

Section 4. Public Hearing.

(a) As required by the Act and Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), a Notice of Public Hearing was published in the City's official newspaper and newspaper of general circulation, for a public hearing on the proposed issuance of the Notes and the proposal to undertake and refinance the Project.

(b) As required by the Act and Section 147(f) of the Code, the City Council has on this same date held a public hearing on the issuance of the Notes and the proposal to undertake

and refinance the portion of the Project located within the jurisdictional limits of the City, at which all those appearing who desired to speak were heard and written comments were accepted.

Section 5. Host Approval. The City Council hereby gives the host approval required under Section 147(f) of the Code and, pursuant to Minnesota Statutes, Sections 469.155, Subd. 12 and 471.656, Subd. 2(2), the City Council hereby consents to the issuance of the Notes.

Mayor

ATTEST:

City Manager

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF SHOREVIEW

I, the undersigned, being the duly qualified and acting City Manager of the City of Shoreview, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City duly called and held on the date therein indicated, insofar as such minutes relate to granting host approval to the issuance of revenue notes for a project in the City.

WITNESS my hand this ____ day of August, 2015.

City Manager

MOTION
TO APPROVE COMPREHENSIVE PLAN AMENDMENT,
REZONING, AND SITE AND BUILDING PLAN REVIEW FOR
OAK HILL MONTESSORI SCHOOL
4685/4693 HODGSON ROAD

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

Pursuant to the applications submitted by Oak Hill Montessori School, Resolution #15-68 is adopted for the Comprehensive Plan Amendment, Ordinance #938 is adopted approving the Rezoning, and the Site and Building Plan Review is approved, subject to the following conditions.

4685/4693 Hodgson Road

Comprehensive Plan Amendment

1. The amendment changes the land use designation from RL, Low Density Residential to INST, Institutional.
2. Review and approval of the amendment by the Metropolitan Council.

Rezoning

1. Approval of the rezoning is contingent upon approval of the Comprehensive Plan Amendment changing the designated land use to INST, Institutional.
2. This approval rezones the properties from R1, Detached Residential to O, Office.
3. The applicant is required to enter into a use/rezoning agreement with the City. This agreement will address the removal of the residential structures at 4685 Hodgson Road in addition to other items required for the site and building plan approval for 4693 Hodgson Road.
4. Rezoning is not effective until a use/rezoning agreement is executed.

4693 Hodgson Road

Site and Building Plan Review

1. Approval is contingent upon approval of the Comprehensive Plan Amendment and Rezoning of this property for office use.

2. This approval permits the conversion of the single-family residential home, 4693 Hodgson Road, into an office building for Oak Hill Montessori School in accordance with the plans submitted as part of this application dated June 22, 2015. The plans are subject to revisions as specified in the conditions.
3. Office use shall be exclusively for Oak Hill Montessori School and not be leased to another tenant or user, unless the property is sold to another party.
4. The applicant is required to enter into a use/rezoning agreement with the City addressing the following items: leasing to other users or third parties, permitted occupancies, parking, the use of the accessory structure and exterior of the property and future sale of the property.
5. The applicant shall address the comments submitted by the Fire Marshal with the building permit submittal.
6. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This approval is based on the following findings:

1. The proposed Comprehensive Plan Amendment and Rezoning are consistent with the policies of the Comprehensive Plan related to land use and recent findings of the Highway Corridors Transition Study.
2. The proposed change in use from residential to office will not adversely impact the planned land use of the surrounding property.
3. The proposal will not impede or otherwise conflict with the planned use of adjoining property
4. The proposed parcels and use of the 4693 Hodgson Road property for school purposes comply with the standards of the Development Code.

ROLL CALL: **AYES** _____ **NAYS** _____

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

Regular City Council Meeting
August 3, 2015

TO: Mayor, City Council and City Manager

FROM: Kathleen Castle, City Planner

DATE: July 30, 2015

SUBJECT: File No. 2582-15-25, Oak Hill Montessori School, 4685 and 4693 Hodgson Road

INTRODUCTION

Oak Hill Montessori School, 4665 Hodgson Road, owns the adjoining properties at 4685 and 4693 Hodgson Road and is proposing a two-phase project that would provide additional office and parking space for the school. The first phase is the conversion of the existing single family home at 4693 Hodgson Road to office for some of the administrative staff. The second phase is the demolition of the home at 4685 Hodgson Road for the expansion of the existing off-street parking lot. In order to proceed, the following applications have been submitted by Oak Hill:

4685/4693 Hodgson Road

- 1) Comprehensive Plan Amendment – To change the designated RL, Low Density Residential Land Use Designation to INST, Institutional.
- 2) Rezoning – To change the zoning district from R1, Detached Residential to O, Office

4693 Hodgson Road

- 1) Site and Building Plan Review – To convert the existing single-family residential home into office space for the school.

PROJECT DESCRIPTION

Oak Hill's school facility is located at 4665 Hodgson Road, north of Village Center Drive on Hodgson Road and has an area of 4.52 acres. Oak Hill Montessori School is the owner of both the properties immediately to the north (4685 and 4693) and is proposing to change the designated land use and zoning to be consistent with their existing campus and better reflect the proposed use of the property for school purposes. Improvements to the properties are expected to occur in two phases. Phase one consists of converting the existing home at 4693 Hodgson Road into office space for the school. Other than a ramp to the front entrance, no exterior changes are proposed to the structure or site at this time. This change of use requires Site and Building Plan Review through the City. Please see the attached plans.

The second phase consists of demolishing the home at 4685 Hodgson Road for a future parking lot expansion. Plans have not yet been submitted for this phase but are expected within the next few months. Expansion of the parking area requires review by the City through the Site and Building Plan Review process.

SITE CHARACTERISTICS

The property at 4685 Hodgson Road is approximately .95 acres in size and has a width of 101 feet along Hodgson Road and a depth of 411 feet. The property is improved with a single-family home; two detached accessory structures and has an access to Hodgson Road. Oak Hill has previously used the rear portion of the site for school related activities including field games, gardening and one special event. The single-family home has also been rented out in the past.

4693 Hodgson Road was recently divided with the rear part of this property being combined with the property to the west at 4694 Mackubin Street. This parcel has a lot area of .85 acres, a width of 109 feet along Hodgson Road and a depth of 368 feet. It is also improved with a single-family home including a detached garage and driveway providing access to Hodgson Road.

COMPREHENSIVE PLAN

The properties at 4685 and 4693 Hodgson Road are designated as RL, Low Density Residential (0 to 4 units per acre) and RM, Medium Density Residential (4 to 8 units per acre). Oak Hill is requesting the land use designation be changed to reflect the anticipated school use of the property and have consistency with the INST land use designation of their property at 4665 Hodgson Road.

In accordance with Section 203.053 (D), the Planning Commission and the City Council need to consider the following when reviewing a Plan amendment:

- (1) The site and the characteristics of adjoining planned land uses;
- (2) Probable building mass differences;
- (3) Traffic generation;
- (4) Separation to dissimilar land uses;
- (5) Carrying capacity of the site (sewer, water, access, topography, etc.), and
- (6) Buffering potential of dissimilar but adjoining land uses

The City Council may grant or deny the amendment based on 4/5ths majority vote of the Council.

DEVELOPMENT CODE REQUIREMENTS

The property at 4665 Hodgson Road is zoned O, Office which allows private schools as a permitted use. The properties at 4685 and 4693 are zoned R1, Detached Residential. While private schools are also allowed as a permitted use in this district, and an application to rezone the property to O, Office has been submitted. With this zoning change, the zoning for the school owned properties would be consistent.

In accordance with Section 203.052 (C), the Planning Commission and the City Council needs to consider the following when reviewing a rezoning request:

- (1) Whether the proposed zoning is consistent Comprehensive Plan policies and intent of the Development Code
- (2) The proposed development will not significantly and adversely impact the planned use of the surrounding property
- (3) The applicant is willing to enter into a Development Agreement

Properties in the O, Office District (Section 205.044) are required to have a minimum lot width of 100 feet. Structures must maintain the following minimum setbacks: front yard of 50 feet; side yard of 10 feet, except that on the side yard of a corner lot the setback shall be 30 feet; and rear yard of 20 feet; provided however that in all circumstances where an Office District abuts property planned for residential use, there shall be a minimum setback of 50 feet from the residential property line. The maximum lot coverage cannot exceed 70% but can be increased to 75% if best management practice measures are taken to minimize negative effects on the environment.

The Site and Building Plan Review process (Section 203.041) enables the City to publically review the plans and determine the impacts on the planned land use of adjoining properties. The City Council has the authority to approve the proposed use upon the finding that it will not impede or otherwise conflict with the planned use of adjoining property (Section 205.044 (B)). Conditions may be attached to an approval insuring that the use will not interfere with the planned land use of the surrounding property.

STAFF REVIEW

The proposal was reviewed in accordance with the Comprehensive Plan policies and zoning standards.

Comprehensive Plan

Surrounding land uses include commercial to the south, low density single-family residential to the west and north and high density senior residential to the east. Also, east of the property, in the City of North Oaks, are institutional and commercial uses.

The quasi-public school use of the property at 4665 Hodgson Road (the existing school site) is consistent with the 2008 Comprehensive Plan land use plan (weblink - <http://www.shoreviewmn.gov/government/comprehensive-plan-test>) which guides this property as INST, Institutional. The area along Hodgson Road immediately to the north is included in a Policy Development Area, PDA #9 – Hodgson Road Residential Area. PDA's have been established in areas where parcels may be underdeveloped, pose concerns or present opportunities for development/redevelopment. The designated land use for this area is RL, Low Density Residential (0 to 4 units per acre) and RM, Medium Density Residential (4 to 8 units per acre). The RL designation recognizes the existing single-family residences as an appropriate use, however, it is anticipated that these uses will transition to another form of low or medium density residential. Other single-family residential land uses along this section of Hodgson Road have transitioned to low, medium and high density senior residential.

One policy for this PDA states that the expansion of the School campus may be an appropriate use of the southern part of the area, provided traffic demand management and buffering from the adjoining residential uses are incorporated into the expansion plans. Oak Hill has submitted a Plan amendment to change this land use designation for the two properties to INST, Institutional.

Other Planning Efforts

A study recently completed, Highway Corridors Transition Study, addressed the transition of certain residential neighborhoods and uses adjacent to arterial corridors such as Hodgson Road. The study analyzed the land uses north of Village Center Drive and south of the Applewood Pointe development, 4785 Hodgson Road. The findings indicated that the expansion of Oak Hill Montessori School to the north is an appropriate use due to the characteristics of the transportation corridor and changing land use along this segment of Hodgson Road. Further, the study recognized that the transition of the other single-family uses to a medium density residential use would be appropriate.

Staff believes the proposed INST, Institutional land use designation is suitable for these properties due to the policies of the PDA and recent findings with the Highway Corridors Transition Study. The INST designation has been established for public and quasi-public uses, including public and private schools. The intensity of the proposed use is compatible with the planned use of the surrounding properties, specifically those on Hodgson Road. The overall site does have sufficient land area to buffer the school use from the adjoining single-family homes to the north and west. In addition, the site is served by an arterial roadway and will not have traffic impacts on local residential streets.

Rezoning

The existing school site at 4665 Hodgson Road is zoned O, Office which allows quasi-public uses through Site and Building Plan Review. This designation is proposed for the properties at 4685 and 4693 Hodgson Road, in order to create a consistent zone for the property owned by Oak Hill.

Both of the parcels comply with the minimum lot standards for the Office District. The existing single-family home at 4693 is also setback approximately 60-feet from the adjoining residential property to the north, exceeding the minimum 50-foot structure setback required.

When considering a rezoning request, the City needs to consider the following criteria:

- 1) *That the proposed rezoning is consistent with the policies of the Comprehensive Guide Plan and with the general purpose and intent of the development regulations.*

Oak Hill is seeking a Comprehensive Plan Amendment to change the designated land use to INST, Institutional. The proposed expansion of the school is consistent with the policies of the Policy Development Area #9 and with the recent findings of the Highway Corridor Transition Study.

- 2) *That the development facilitated by the proposed rezoning will not significantly and adversely impact the planned use of the surrounding property.*

The proposed institutional use of the property will not adversely impact the existing adjoining low-density detached residential uses to the north or west. Institutional uses, including schools, are generally located in or adjacent to residential neighborhoods and are zoned as residential. Access to the property will continue to be provided from Hodgson Road, an arterial roadway and can accommodate the traffic generated by this land use. There will be no impacts on the local residential street system.

The reuse of 4693 Hodgson Road as office will have minimal impact on the nearby residential land uses. No exterior changes are being proposed at this time with the exception of a handicap accessible ramp at the front entryway. Parking for this use will be provided in the main parking area for the school facility. Significant exterior site changes will require public review through the Site and Building Plan review process.

The future use of the property at 4685 Hodgson Road for parking purposes should not significantly impact the nearby residential land uses. This site, in combination with the other two properties, has adequate area and depth to buffer a future parking lot from the adjoining residential uses.

The existing low density single-family residential land uses along this portion of Hodgson Road may transition over time as seen in other areas of elsewhere in this corridor. Land uses along this section of Hodgson Road have intensified with the recent senior housing developments. The proposed use is consistent with the policies of the PDA #9 in the Comprehensive Plan and recent Highway Corridors Transition Study.

- 3) *The developer is willing to enter into a rezoning/development agreement with the City.*

As a condition of approval, the developer will be required to enter into a rezoning/development agreement with the City. The Council should note that residential uses are not permitted in the Office District. Oak Hill has stated that they are planning to demolish the existing single-family home at 4685 this fall for the parking lot expansion. While this is the intent, Staff believes it is the City's interest to specify a time period in which this structure(s) needs to be removed. Use restrictions should also be placed on the structure at 4693 to insure that the office use relates to the School use.

SITE AND BUILDING PLAN REVIEW – 4693 HODGSON ROAD

Oak Hill is proposing to convert the existing single-family residential home at 4693 Hodgson Road to office use for their school facility. Interior remodeling of the school is currently underway and intended to address their needs for the infant and toddler programs. This remodeling displaces existing office spaces which need to be relocated elsewhere. The conversion of the existing house at 4693 Hodgson Road to office will meet Oak Hill's current needs.

No exterior improvements to the home (with the exception of the accessibility ramp) and site are proposed at this time. Minor remodeling to the interior of the home is proposed in order to comply with the Building Code requirements for this type of occupancy. Three office areas would be provide on the first floor, with a staff break room and an office/storage area will be provided on lower level along with the mechanical room. Oak Hill anticipates that up to 6 employees will utilize this space. Regular office hours are 8 to 4:30 Monday through Friday.

In Staff's opinion, the proposed use will not have an impact on the adjoining properties since the changes are confined to the interior of the structure. Staff is recommending conditions be attached to insure that the office use is for Oak Hill and not other tenants or users. Items that may be addressed in the required rezoning/development agreement include the prohibition of leasing to other users or third parties, specifying permitted occupancies, parking and the use of the accessory structure and exterior of the property.

Phase two may include exterior site improvements such as parking and an access driveway on this property. Staff believes it would be appropriate at that time to require buffering and landscape screening to mitigate impacts on the adjoining residential land uses.

PUBLIC/AGENCY COMMENT

Property owners within 350-feet were notified of the request. Comments received expressed concern and opposition to the proposed use and expansion of the school. These concerns relate to an increase in noise level, traffic, activity levels and impact on property values.

The Lake Johanna Fire Marshal also reviewed the plans and provided comments related to occupancy for the 4693 Hodgson Road property.

Ramsey County Public Works Senior Planner Joe Lux responded and stated the County does not have concerns regarding the conversion but suggests that access onto Hodgson Road be addressed in the future.

PLANNING COMMISSION REVIEW

The Planning Commission held the public hearing at their July 28th meeting. Residents in attendance expressed concerns related to the school's expansion and use of these two properties. These concerns include those identified in the written comments received. The Commission recognized that some of the concerns expressed will need to be addressed when the plans for the second phase are received.

Representatives of Oak Hill Montessori School did question the use agreement and indicated that they may want to sell or lease the home to another office in the future after they are able to relocate their administrative staff back into the school building. Commissioners indicated that the use agreement was reasonable since the application before them is for the school use. The agreement has been drafted and would allow the future use by another tenant or owner provided the required City approvals are received and the use-rezoning agreement amended.

The Commission recommended approval to the City Council of the requests with a 5 to 0 vote.

RECOMMENDATION

The development plans have been reviewed in accordance with the Comprehensive Plan and Development Code. The proposed institutional use is consistent with the Comprehensive Plan's policies related to PDA #9 for this property and recommendations of the Highway Corridor Transition Study. The rezoning of the property to O, Office for the school use will not have a significant or adverse impact on the adjoining residential properties. In addition, the conversion of the existing home at 4693 Hodgson Road will not impede or otherwise conflict with the planned use of adjoining property. In Staff's opinion, the criteria and findings for the submitted applications have been met. The staff is recommending the City Council approve the requests, subject to the following conditions:

4685/4693 Hodgson Road

Comprehensive Plan Amendment

1. The amendment changes the land use designation from RL, Low Density Residential to INST, Institutional.
2. Review and approval of the amendment by the Metropolitan Council.

Rezoning

1. Approval of the rezoning is contingent upon approval of the Comprehensive Plan Amendment changing the designated land use to INST, Institutional.
2. This approval rezones the properties from R1, Detached Residential to O, Office.
3. The applicant is required to enter into a use/rezoning agreement with the City. This agreement will address the removal of the residential structures at 4685 Hodgson Road in addition to other items required for the site and building plan approval for 4693 Hodgson Road.
4. Rezoning is not effective until a use/rezoning agreement is executed.

4693 Hodgson Road

Site and Building Plan Review

1. Approval is contingent upon approval of the Comprehensive Plan Amendment and Rezoning of this property for office use.
2. This approval permits the conversion of the single-family residential home, 4693 Hodgson Road, into an office building for Oak Hill Montessori School in accordance with the plans submitted as part of this application dated June 22, 2015. The plans are subject to revisions as specified in the conditions.
3. Office use shall be exclusively for Oak Hill Montessori School and not be leased to another tenant or user, unless the property is sold to another party.

4. The applicant is required to enter into a use/rezoning agreement with the City addressing the following items: leasing to other users or third parties, permitted occupancies, parking, the use of the accessory structure and exterior of the property and future sale of the property.
5. The applicant shall address the comments submitted by the Fire Marshal with the building permit submittal.
6. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

Attachments

- 1) Resolution No. 15-68
- 2) Ordinance No. 931
- 3) Use/Rezoning Agreement
- 4) Aerial Location Map
- 5) Pictometry Photos
- 6) Comprehensive Plan/Zoning Map
- 7) Applicant's Statement
- 8) Submitted Plans
- 9) Letter dated July 6, 2015 – Ramsey County Public Works, Joseph Lux
- 10) Letter dated July 13, 2015 – LJFD Fire Marshal, Nate Berg
- 11) Request for Comment
- 12) Motion

T:\2015 Planning Cases files\2582-15-254685\95 Hodgson Rd-Oakhill Montessori School\07-28-15ccreport.docx

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD AUGUST 3, 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. 15-68

**A RESOLUTION OF THE SHOREVIEW CITY COUNCIL
A COMPREHENSIVE PLAN AMENDMENT**

WHEREAS, Oak Hill Montessori School, initiated a Comprehensive Plan Amendment for properties located at 4685 and 4693 Hodgson Road; and,

WHEREAS, the Comprehensive Plan Amendment changes the land use designation for the INST, Institutional; and,

WHEREAS, the Planning Commission acting in accordance with the provisions of Municipal Code Section 203, held a public hearing and reviewed the Amendment at their July 28th meeting and recommended approval; and,

WHEREAS, the City Council considered the proposal at a regular meeting on August 3, 2015 and approved the Comprehensive Plan Amendment based on the following findings:

1. The proposed Comprehensive Plan Amendment is consistent with the policies of the Comprehensive Plan related to land use and recent findings of the Highway Corridors Transition Study.

2. The proposed change in use from residential to institutional will not adversely impact the planned land use of the surrounding property.
3. The proposal will not impede or otherwise conflict with the planned use of adjoining property.

WHEREAS, the Comprehensive Plan Amendment is not effective until:

1. The Metropolitan Council approves the amendment

NOW, THEREFORE, BE IT RESOLVED, that the Comprehensive Plan is hereby amended changing the land use designation from RL, Low Density Residential to INST, Institutional.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this amendment shall not become effective until this approval is subject to review and approval by the Metropolitan Council.

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 3rd day of August, 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 3rd day of August, 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 Comprehensive Plan Amendment for 4685/4693 Hodgson Road in 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 3rd day of August, 2015.

Terry C. Schwerm, City Manager

SEAL

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF SHOREVIEW

ORDINANCE NO. 931

AN ORDINANCE AMENDING THE CITY OF SHOREVIEW OFFICIAL ZONING MAP
REGARDING PROPERTIES LOCATED AT 4685 AND 4693 HODGSON ROAD

The Shoreview City Council ordains that the Official Zoning Map adopted March 2, 2009 and effective March 11, 2009 are hereby amended as follows:

SECTION 1. initiated a rezoning from R1, Detached Residential to O, Office for the following legally described properties:

That part of Lot 2, Block 2, Hipkins Addition, Ramsey County, Minnesota, lying easterly of a line described as commencing at the northwest corner of said Lot 2; thence easterly, along the north line of said Lot 2, a distance of 171.53 feet to the point of beginning of the line to be described; thence southerly deflecting right 90 degrees 03 minutes 23 seconds 93.19 feet to the south line of said Lot 2 and said line there terminating.

And

That part of Lot 2, Block 2, Hipkins Addition, Ramsey County, Minnesota, lying easterly of a line beginning at a point on the south line of said Lot 2, Block 2, Prachar Addition, distant 113.2 feet east from the Southwest corner thereof and ending at a point on the north line of said Lot 2, distant 127.0 feet east of the Northwest corner thereof, Lying northerly of a line described as commencing at the northeast corner of the Southwest Quarter of Section 13, Township 30, Range 23 being a cast iron monument; thence South 0 degrees 49 minutes 42 seconds East assumed bearing along the east line of said Southwest Quarter of Section 13 a distance of 1227.22 feet to the point of beginning of the line to be described; thence North 89 degrees 22 minutes 40 seconds West a distance of 1001.67 feet to the west line of the above described property and said line there terminating

(This property is commonly known as 4693)

And

That Part Of The East 1004.69 Ft Of The Southeast 1/4 Of The Southwest 1/4 Of Section 13 Township 30 Range 23 Lying Westerly Of The Centerline Of Hodgson Rd And Lying Northerly Of A Line Described As; Beginning At A Point On The West Line Of Said

East 1004.69 Ft Of The Southeast 1/4 Of The Southwest 1/4 Of Said 15.25 Feet South Of The Northwest Corner Thereof Then East To The Centerline Of Hodgson Rd And Said Line There Terminating & In Said Prachar Addition Except That Part Lying Northerly Of A Line Described As; Commencing At The Northeast Corner Of The Southwest 1/4 Of Section 13 Township 30 Range 23 Then South 1227.22 Ft To The Point Of Beginning Of Said Line Then West 100.67 Ft And Said Line There Terminating That Part Of Lot 2 Block 2 Lying East Of A Line Described As Beginning At A Point On The South Line Of Said Lot 113.20 Ft E Of Southwest Corner Then North To The North Line Of Said Lot 2 Block 2 And Said Line There Terminating

(This property is commonly known as 4685 Hodgson Road)

SECTION 2. The procedural history of this rezoning is as follows:

1. This rezoning was initiated pursuant to Section 203.052 of the Shoreview Development Ordinance adopted April 16, 2001 and effective May 9, 2001.
2. The Shoreview Planning Commission held a public hearing on July 28, 2015. Notice therefore was published and mailed pursuant to law. All persons present at said meeting were given an opportunity to be heard and present written statements. The Commission also considered the recommendation of the City Staff recommending to the City Council that this rezoning be approved.
3. This rezoning was considered and approved by the Shoreview City Council on August 3, 2015.

SECTION 3. Section 205.010(A)(1) of the Shoreview Development Ordinance adopted April 16, 2001 and effective May 9, 2001 is hereby amended to add the following Subsection (a).

- (a) Zoning Map Revision. The Shoreview Zoning Map, adopted on March 2, 2009, is hereby revised to indicate that the above-described properties have been rezoned from R1, Detached Residential to O, Office.

SECTION 4. Approval of zoning amendment is on the basis of the following findings of fact:

1. The proposed rezoning is consistent with the policies of the Comprehensive Plan related to land use and recent findings of the Highway Corridors Transition Study.
2. The proposed change in use from residential to office will not adversely impact the planned land use of the surrounding property.
3. The proposal will not impede or otherwise conflict with the planned use of adjoining property

Adoption Date. Passed by the City Council of the City of Shoreview on the 3rd day of August, 2015.

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

Publication Date. Published on the 12th of August, 2015.

Sandra C. Martin, Mayor

SEAL

**USE/REZONING AGREEMENT
OAK HILL MONTESSORI SCHOOL
4685/4693 HODGSON ROAD**

1.0 **Parties** This Agreement is dated the 3rd day of August, and is entered into by and between the City of Shoreview, a Minnesota Municipal Corporation (“Shoreview”) and Oak Hill Montessori School, their successors and assigns (hereinafter the “Developer”).

2.0 **Recitals.**

A. Developer is the owner of the following legally described properties (“Properties”) which has a postal address of 4685 and 4693 Hodgson Road, Shoreview, Minnesota, 55126, located in Ramsey County, Minnesota and is legally described as:

EXHIBIT A

B. The Properties as presently developed consist of detached single family dwellings and detached accessory structures with driveway access off of Hodgson Road;

C. The Property is part of the Oak Hill Montessori School Campus, whose registered address is 4665 Hodgson Road.

D. In accordance with the City Council’s action on August 3, 2015, the land use designation for this property was changed from R1, Detached Residential to INST, Institutional. Institutional uses generally include government facilities, schools and churches.

E. In accordance with the City Council’s action on August 3, 2015, the zoning designation for this property was changed from R1, Detached Residential to O, Office. Public and quasi-public uses, including schools, are a permitted use in this District provided the Developer receives Site and Building Plan approval from the Developer.

F. In accordance with the City Council’s action on August 3, 2015, the City Council approved the site and building plans for the conversion of the existing single-family home located at 4693 Hodgson to office solely by the Developer.

G. Use of the home at 4993 Hodgson Road as an administrative office by the Developer is permitted subject to the terms and conditions identified in Item 3 below.

3.0 **Terms and Conditions.** Now, therefore, the Developer agrees to the following conditions:

4685 Hodgson Road

- A. Use of the existing single-family home shall cease upon the execution of this agreement.
- B. The existing single-family home and the detached accessory structures are not permitted in the O, Office zoning district and are nonconforming structures as a result of this zoning action. These structures shall be removed within 6 months of land use and zoning approval date by the City. A demolition permit is required. The application for said demolition permit shall be submitted to Shoreview on or before INSERT DATE.
- C. The re-use of the property shall comply with the standards of the Development Code.

4693 Hodgson Road

- A. The existing single-family home may be converted to office use devoted solely to administrative staff for Oak Hill Montessori School and identified in the approved plans for the Site and Building Plan Review, File No. 2582-15-25. Said building shall not be leased to another tenant or user, unless the property is sold to another user.
- B. Said structure shall not be used as classroom space, activity space, congregate area or other ancillary uses related to the Oak Hill Montessori School.
- C. Prior to use as an Office building, Developer shall remodel the home to comply the Building and Fire Code requirements as a result of this change in occupancy. Prior to commencing any remodeling work on the property, Developer must obtain the required building permits.
- D. Parking for the administrative staff using this office building shall be provided in the improved surface parking lot for the School Building at 4665 Hodgson Road.
- E. The general hours of operation for the office use are limited to 7:00 am to 7:00 pm, Monday through Friday.
- F. The existing detached accessory structure shall only be used for the storage of goods, materials and equipment related to the school use.
- G. If the Developer discontinues the office use, the Developer shall notify the City.
- H. Upon sale of the property to another party, the Developer shall notify the City. A change in use, including office, may require a Building Permit other City approvals such as a Comprehensive Plan Amendment and Site and Building Plan Review.

4.0 **Amendments to Said Agreement.** Amendments to this agreement may be permitted provided they are agreed to, in writing, by the City Council.

5.0 **Default.** The occurrence of any of the following after written notice from the City and ten (10) days to cure, or such other period as may be agreed upon in writing by

the parties, shall be considered a "Event of Default" in the terms and conditions contained in this Agreement:

- 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.

5.0 **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. Suspend or revoke any and all permits, including but not limited to building permits and certificates of occupancy until the Event of Default has been cured to the City's satisfaction.
- B. Obtain an order from a court of competent jurisdiction requiring Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- C. Exercise any other remedies, which may be available to it, including an action for damages.
- D. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, 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 taken.

6.0 **Indemnity.** 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 Agreement.

7.0 **Runs with the Land.** This Agreement shall run with the land and shall be binding upon and inure to the benefit of the owners of the Properties and their respective successors, heirs, personal representatives and assigns who become the owners of either of the Properties. Each party, now or hereafter, owning any portion of the Properties shall be liable for the performance of all covenants, obligations and undertakings set forth herein with respect to such portion of the parcel owned, during the period of its ownership, but it is expressly understood and agreed that such liability shall terminate upon termination of ownership except for any liability which accrues prior to the time of termination. But such party shall remain liable for any costs incurred while such party was bound by the terms of this Agreement. For matters accruing after such termination,

any liability arising hereunder prior to such party ceasing to be the owner shall not be terminated but shall continue after the party ceases to be an owner until such liability is satisfied. The covenants and agreements herein contained are enforceable by any party against any other party whose property is burdened by the terms hereof.

8.0. **Severability.** If any provision of this Agreement is held invalid; the validity of the remainder of the Agreement shall not be affected thereby.

9.0. **Waiver.** No provision contained in this Agreement shall be deemed to have been abrogated or waived by reason of any failure to enforce the same.

10.0 **Governing Law.** This Agreement is entered into in the State of Minnesota and shall be governed by and construed by the laws of the State of Minnesota.

11.0 **Venue.** Any action to enforce the terms of this Agreement shall be commenced in District Court located in the County of Ramsey, State of Minnesota.

12.0 **Entire Agreement.** This agreement represents the entire understanding between the parties hereto. Any prior understandings, either oral or written, are hereby declared null and void. No amendment to this grant shall be effective unless said amendment is reduced to writing and said writing is signed by the Parties.

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

Oak Hill Montessori School

Date

Terry Schwerm
City Manager

Date

EXHIBIT A

That part of Lot 2, Block 2, Hipkins Addition, Ramsey County, Minnesota, lying easterly of a line described as commencing at the northwest corner of said Lot 2; thence easterly, along the north line of said Lot 2, a distance of 171.53 feet to the point of beginning of the line to be described; thence southerly deflecting right 90 degrees 03 minutes 23 seconds 93.19 feet to the south line of said Lot 2 and said line there terminating.

And

That part of Lot 2, Block 2, Hipkins Addition, Ramsey County, Minnesota, lying easterly of a line beginning at a point on the south line of said Lot 2, Block 2, Prachar Addition, distant 113.2 feet east from the Southwest corner thereof and ending at a point on the north line of said Lot 2, distant 127.0 feet east of the Northwest corner thereof, Lying northerly of a line described as commencing at the northeast corner of the Southwest Quarter of Section 13, Township 30, Range 23 being a cast iron monument; thence South 0 degrees 49 minutes 42 seconds East assumed bearing along the east line of said Southwest Quarter of Section 13 a distance of 1227.22 feet to the point of beginning of the line to be described; thence North 89 degrees 22 minutes 40 seconds West a distance of 1001.67 feet to the west line of the above described property and said line there terminating

(This property is commonly known as 4693)

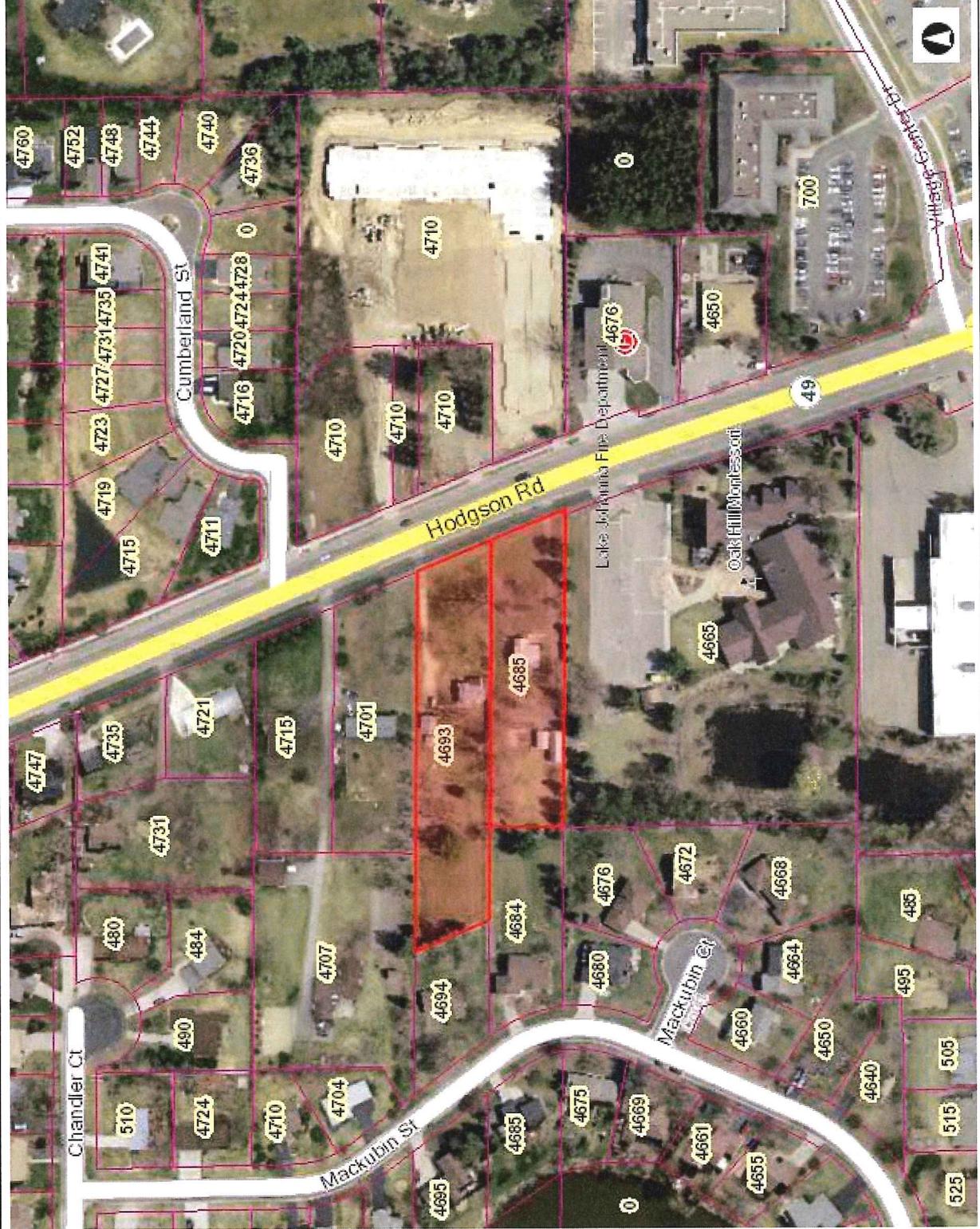
And

That Part Of The East 1004.69 Ft Of The Southeast 1/4 Of The Southwest 1/4 Of Section 13 Township 30 Range 23 Lying Westerly Of The Centerline Of Hodgson Rd And Lying Northerly Of A Line Described As; Beginning At A Point On The West Line Of Said East 1004.69 Ft Of The Southeast 1/4 Of The Southwest 1/4 Of Said 15.25 Feet South Of The Northwest Corner Thereof Then East To The Centerline Of Hodgson Rd And Said Line There Terminating & In Said Prachar Addition Except That Part Lying Northerly Of A Line Described As; Commencing At The Northeast Corner Of The Southwest 1/4 Of Section 13 Township 30 Range 23 Then South 1227.22 Ft To The Point Of Beginning Of Said Line Then West 100.67 Ft And Said Line There Terminating That Part Of Lot 2 Block 2 Lying East Of A Line Described As Beginning At A Point On The South Line Of Said Lot 113.20 Ft E Of Southwest Corner Then North To The North Line Of Said Lot 2 Block 2 And Said Line There Terminating

(This property is commonly known as 4685 Hodgson Road)



Oak Hill Montessori School



Legend



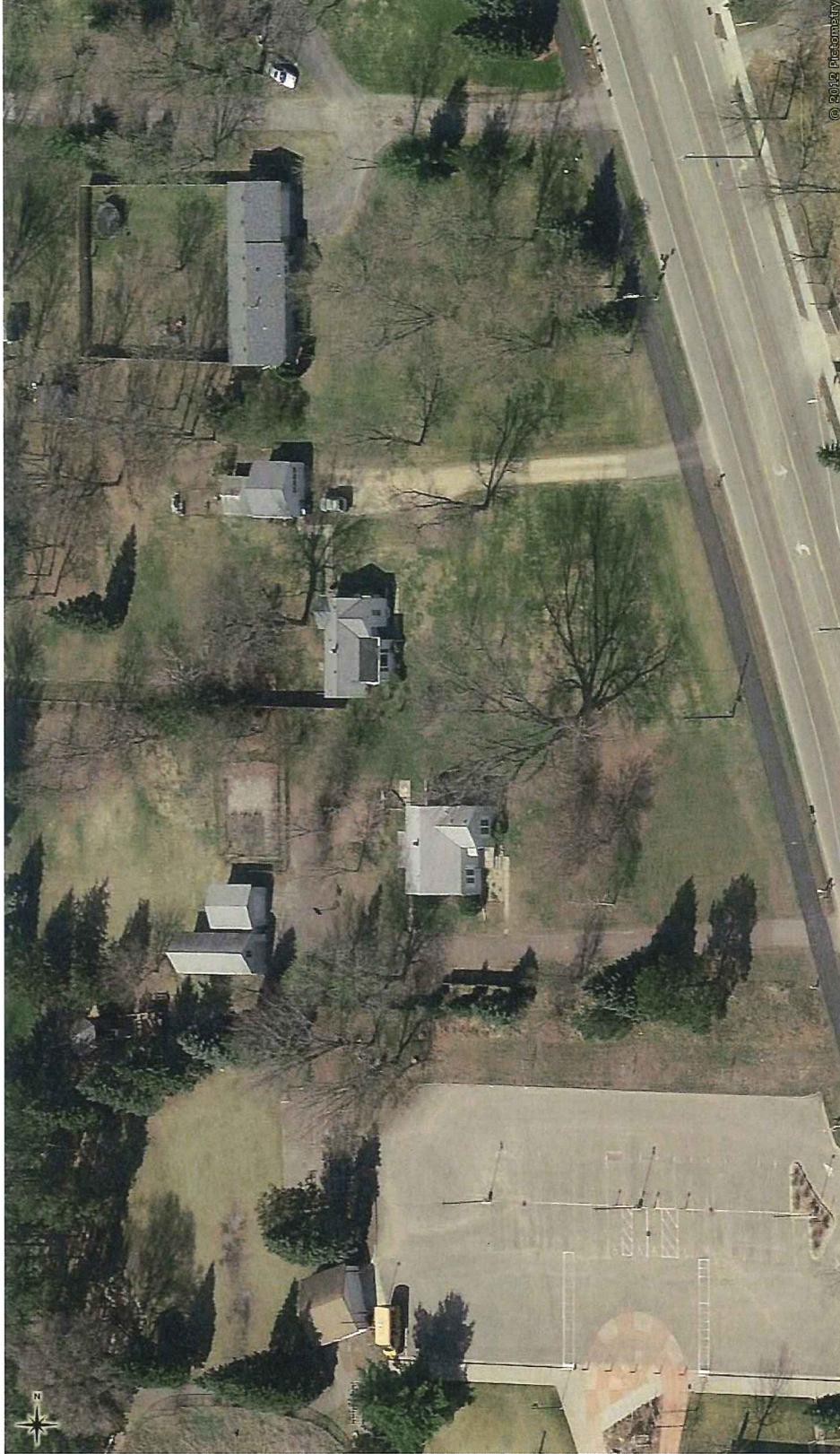
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- County Borders
- Airports

Notes

4693/4685 Hodgson Road

400.0 0 200.00 400.0 Feet

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 or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION

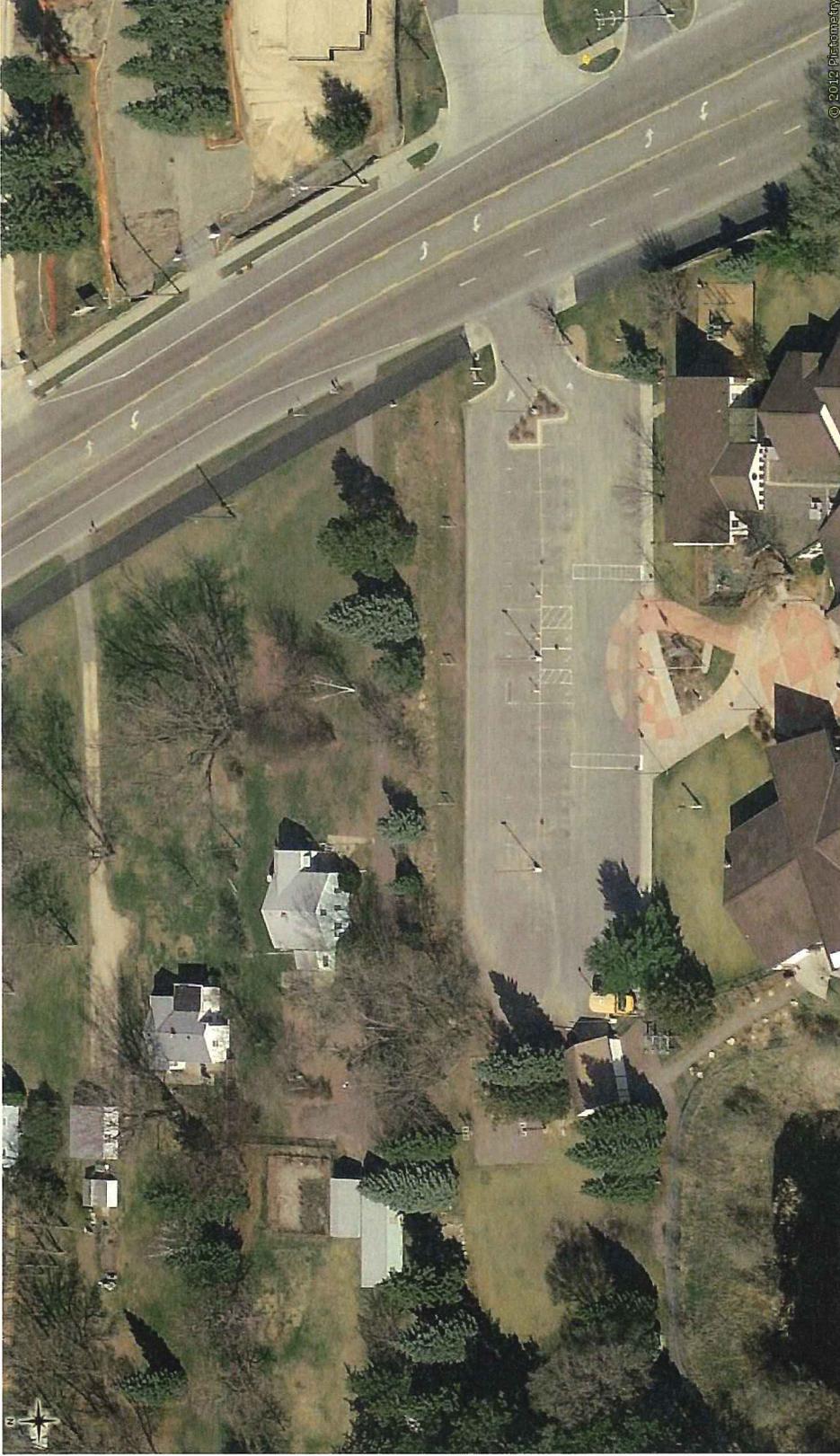


Oak Hill Montessori School

Print Date: 07/02/2015

Image Date: 03/25/2012

Level: Neighborhood



Oak Hill Montessori School

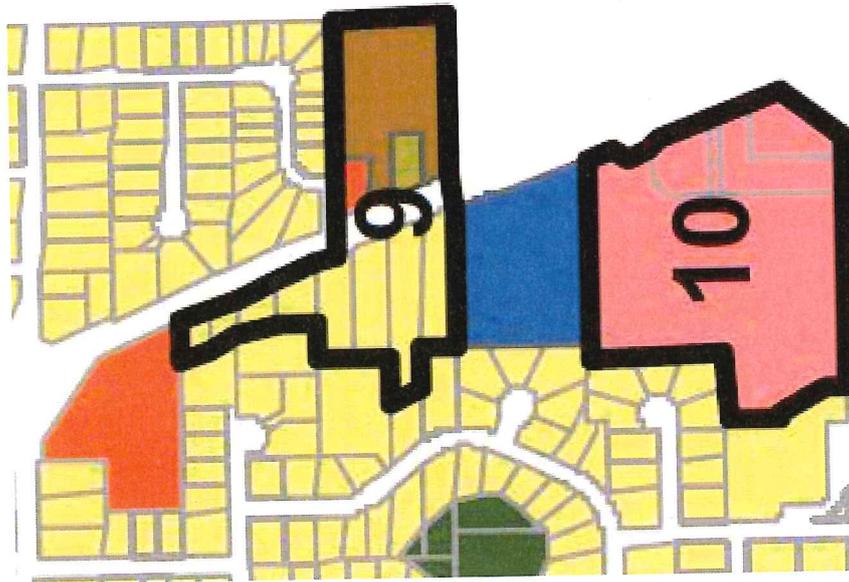
Print Date: 07/02/2015

Image Date: 03/25/2012

Level: Neighborhood

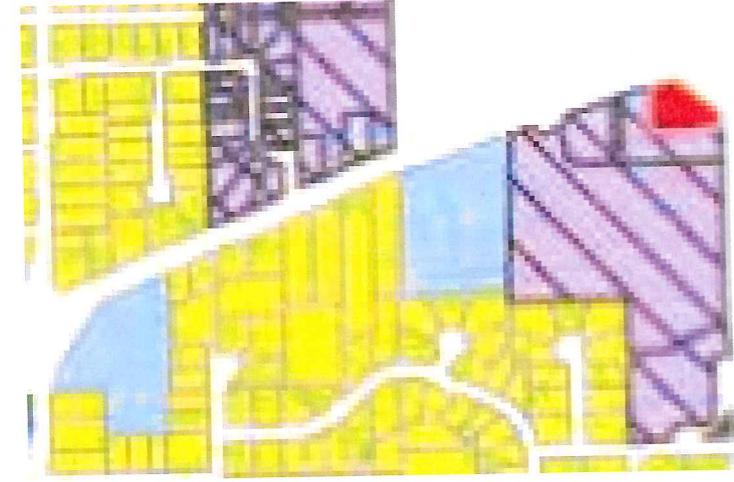
COMPREHENSIVE PLAN – PLANNED LAND USE MAP

ZONING MAP



Legend

- PDA Boundaries
- Planned Land Use**
- Residential (up to 4 units/acre)
- Residential (4 - 8 units/acre)
- Residential (8 - 20 units/acre)
- High Density Senior Residential
- Office
- Commercial
- Mixed Use
- Business Park
- Tower
- Light Industrial
- Institutional
- Park
- Recreational Open Space
- Natural
- Railroad
- Open Water



Zoning Classifications

- RE - Residential Estate
- R1 - Detached Residential
- R2 - Attached Residential
- R3 - Multi-Dwelling Residential
- R4 - Mobile Home Residential
- C1 - Retail Service
- C2 - General Commercial
- OFC - Office
- I - Industrial
- T - Tower
- OS - Open Space
- PUD - Planned Urban Development



MEMORANDUM

Date: June 16, 2015

To: Ms. Kathleen Castle, City of Shoreview

FR: A. Peter Hilger, AIA *A. Peter Hilger*

RE: Rezoning and Comp Plan Amendment, 4685 and 4693 Hodgson Road

This memo is in support of our application to rezone the above referenced property, presently zoned R-1, to an Office use for Oak Hill Montessori School. Further, we request a Comprehensive Plan Amendment to change the land use designation from RL to Institutional. Please consider the following in support of our request:

Proposed Development

Oak Hill Montessori School has been gradually acquiring adjacent residential properties as their Owners were prepared to sell, and has now fully acquired both the above referenced residential properties immediately north of the existing school, and wish now to change their zoning and Guide Plan designation to appropriately reflect planned long range institutional use of the land for the school. 4685 Hodgson will be demolished to make way for an expanded parking lot, and 4693 will be used temporarily as a school office.

Summary:

Based upon the information presented above, we respectfully request the City of Shoreview approve the rezoning and recommend approval of the Comprehensive Plan Amendment as described herein.

If you have further questions, please advise.

cc: Ms. Kathy Anderson, Ms. Jean Melancon



MEMORANDUM

Date: June 16, 2015

To: Ms. Kathleen Castle, City of Shoreview

FR: A. Peter Hilger, AIA

RE: Site and Building Plan Review, 4693 Hodgson Rd (Hipkins)

This memo is in support of our application to rezone the above referenced property, hereby known as the Hipkins property, presently zoned R-1, to an Office use for Oak Hill Montessori School. Please consider the following:

Proposed Development

Oak Hill Montessori School is planning to perform some interior remodeling this summer that will adjust age groups in various classrooms to accommodate a growing demand for their infant and Toddler programs. Recently, the City of Shoreview approved an addition of a pre-school Children's House classroom annexed to the south. This addition was postponed in favor of lesser cost internal shuffling. This remodeling will necessarily displace existing office uses, and since Oak Hill will have obtained fee title ownership to the Hipkins property, the plan is to use the existing residential structure for offices. Expansion off the existing Oak Hill parking lot is currently being completed and will be the subject of a separate application, to include the Hipkins property as well.

In the meantime, we wish to accelerate minor remodeling to the Hipkins property to accommodate the office use, and will make code improvements, primarily for handicap accessibility. Other than a ramp to the front entrance, no other site or building additions are contemplated - the house will essentially remain "as is" for planning purposes.

We hereby request approval; of the Hipkins R-1 zoning to Office.

Development Impacts:

Per the requirements of the municipal site plan approval, we are not planning any improvements that would affect:

1. Existing drainage patterns, grades and thus erosion control measures are not necessary with this application
2. Existing landscaping (no new landscaping is proposed with this application, but will be undertaken with the parking lot expansion)
3. Site lighting, other than to possibly replace existing house mounted convenience lighting.
4. Existing utilities
5. Existing exterior finishes to remain "as is"
6. No signage other than possibly a 16" X 16" plaque sign indicating "Oak Hill Administrative Offices" mounted adjacent the entrance.

- 1 -

Rylaur, LLC philger@rylaur.com 14 Pheasant Lane, North Oaks, MN 55127 612.868.3636

www.rylaur.com

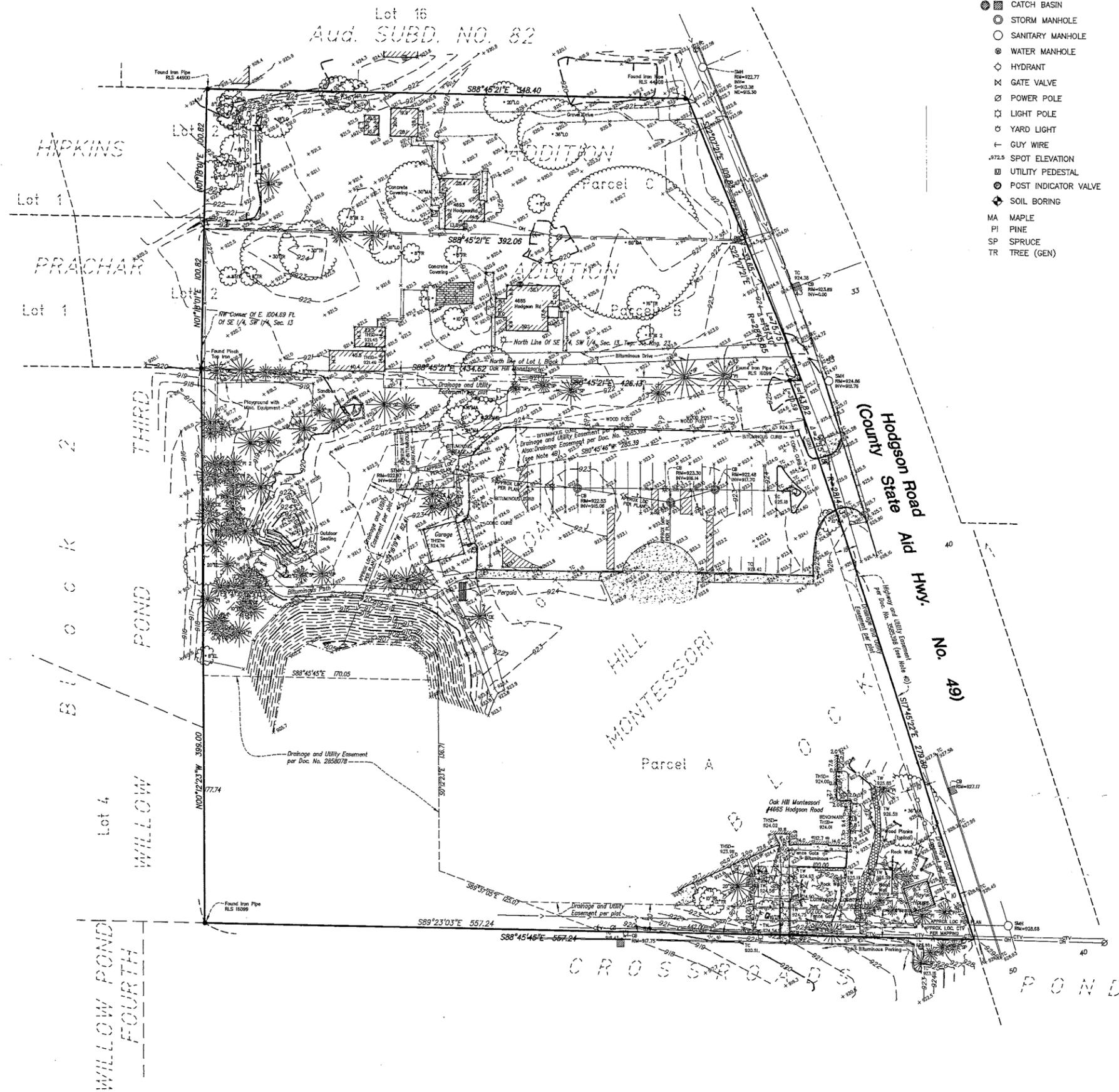
7. Traffic patterns, which will be addressed by the parking lott expansion under a separate application

Summary:

Please note, a subsequent application for Final Plat and approval of the Parking Lot Expansion will render this interim decision moot, which will combine all three Oak Hill parcels into once lot with an expanded parking lot servicing this property and the existing school.

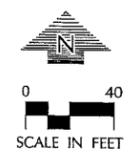
Based upon the information presented above, we respectfully request approval of the Hipkins property from R-1 to Office.

cc: Ms. Kathy Anderson, Ms. Jean Melancon
incl: Site plan, Remodel plan



SURVEY LEGEND

- ☐ CATCH BASIN
- ⊙ STORM MANHOLE
- SANITARY MANHOLE
- ⊙ WATER MANHOLE
- ◇ HYDRANT
- ⊕ GATE VALVE
- ⊙ POWER POLE
- ⊙ LIGHT POLE
- ⊙ YARD LIGHT
- GUY WIRE
- ⊙ SPOT ELEVATION
- ⊙ UTILITY PEDESTAL
- ⊙ POST INDICATOR VALVE
- ⊙ SOIL BORING
- MA MAPLE
- PI PINE
- SP SPRUCE
- TR TREE (GEN)
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- SANITARY SEWER SERVICE
- WATER SERVICE
- UNDERGROUND CABLE TV
- OVERHEAD UTILITY
- CHAIN LINK FENCE
- WOOD FENCE
- CONCRETE CURB
- CONCRETE
- CONTOUR
- ☼ CONIFEROUS TREE
- ☼ DECIDUOUS TREE
- THSD THRESHOLD ELEVATION



○ DENOTES 1/2 INCH X 14 INCH IRON MONUMENT SET, MARKED "RLS 26724"
● DENOTES IRON MONUMENT FOUND

DESCRIPTION OF PROPERTY SURVEYED (per the hereinafter referenced title commitment)

- Parcel A
Lot 1, Block 1, OAK HILL MONTESSORI, Ramsey County, Minnesota.
- Parcel B
Part of Lot 2, Block 1, Prachar Addition.
- Parcel C
Part of Lot 2, Block 1, Hopkins Addition.

NOTES

- 1) Benchmark: Threshold elevation at the easterly entrance of the Oak Hill Montessori. Elevation = 924.01 feet (City of Shoreview Datum).
- 2) We have shown buried structures and utilities on and/or serving the site Per Gopher State One-Call Ticket No.'s 15041080, 150410582, 150410587 and 150410600. The following utilities and municipalities were notified:

ARVIG	(218) 298-1025
CITY OF NORTH OAKS	(763) 476-6010
COMCAST	(612) 522-8141
CITY OF SHOREVIEW	(651) 490-4861
METRO WASTE COMMISSION	(651) 602-4511
RAMSEY CO PUBLIC WORKS	(651) 266-7100
XCEL ENERGY	(651) 229-2427
CENTURYLINK	(855) 742-6062
ZAYO GROUP	(952) 230-9430

- i) Utility operators do not consistently respond to locate requests through the Gopher State One Call service for boundary purposes such as this. Those utility operators that do respond often will not locate services from their main line to the customer's structure or facility - they consider those segments private installations that are outside their jurisdiction. If a private service to an adjainer's site crosses this site or a service to this site crosses an adjainer's site, it may not be located since most operators will not mark such "private" services.
 - ii) Snow and ice conditions during winter months may obscure otherwise visible evidence of a buried structure or utility.
 - iii) Maps provided by operators, either along with a field location or in lieu of such a location, are very often inaccurate or inconclusive. EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. BEFORE DIGGING, YOU ARE REQUIRED BY LAW TO NOTIFY GOPHER STATE ONE CALL AT LEAST 48 HOURS IN ADVANCE AT 651/454-0002.
- 3) The property depicted on this survey and the easements of record shown hereon are the same as the property and the easements described in the Commitment for Title Insurance issued by Land Title, Inc. as agent for First American Title Insurance Company, LT File No. 518589 dated March 6, 2015.
 - 4) The following remarks reference items in Schedule B, Part II - Exceptions of the herein referenced Title Commitment:
 - a) Item no.'s 1 - 10, 13, 14, 16 and 19 - 23 are not survey related items.
 - b) Item no. 11 is a drainage easement in favor of Ramsey County per Doc. No. 3585399. The description for the location of this easement is non-surveyable, but it appears by the graphic portion of the document, that the easement is within the drainage and utility easement as dedicated on the plat of Oak Hill Montessori across the northerly portion of the site. The client's counsel may wish to pursue this matter further, so as to clear any title issues that may have been created by this document.
 - c) Item no. 12 references the drainage and utility easements as dedicated on the plat of Oak Hill Montessori. These easements are shown hereon along the southerly, the easterly and the northerly sides of the site.
 - d) Item no. 15 is a highway easement in favor of Ramsey County per Doc. No. 3585398. The description for the location of this easement is non-surveyable, but it appears by the graphic portion of the document, that the easement is within the area dedicated as Hodgson Road on the plat of Oak Hill Montessori. The client's counsel may wish to pursue this matter further, so as to clear any title issues that may have been created by this document.
 - e) Item no. 17 is a landscape easement in favor of the City of Shoreview per Document no. 2858077. This easement is shown hereon at the southeast corner of the site.
 - f) Item no. 18 is a drainage and utility easement in favor of the City of Shoreview per Document no. 2858078. This easement lies westerly of, and does not encumber, the area included in this survey.
 - 5) This survey was prepared without the benefit of Title Commitment for Parcels B & C.

Project Name:
Oak Hill Montessori

Shoreview, Minnesota

Owner/Developer:
Rylaur, LLC
752 Stillwater Road
Mahtomedi, MN 55115

Professional Services:
LOUCKS ASSOCIATES
Planning • Civil Engineering • Land Surveying
Landscape Architecture • Environmental

7200 Hemlock Lane - Suite 300
Maple Grove, MN 55319
Telephone: (763) 424-5505
www.LoucksAssociates.com

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CADD Qualification:
CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for addition to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intended or unintended revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

500230C-MASTER.DWG/TOPD

Revisions:
6-17-15 Drawing Issued

Professional Signature:
I hereby certify that this survey, plan or report 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.

Henry D. Nelson - PLS
17255 License No. 6-17-15 Date

Quality Control:
MIA/TMB

Project Lead: RLL Drawn By: MIA/TMB
Checked By: RLL Review Date:

Vicinity Map:

Sheet Title:
Partial Boundary & Topographic Survey

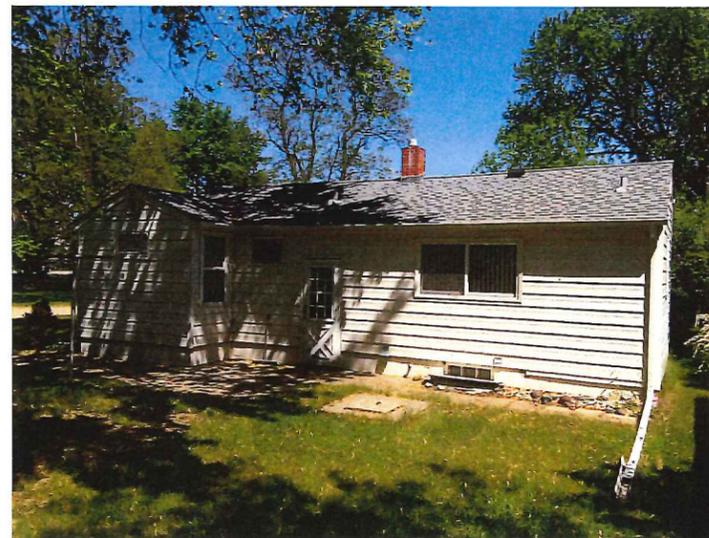
Project No.: 00-230D
Sheet No.: 1 of 1

REMODELING FOR:

HIPKINS HOUSE

OAK HILL MONTESSORI SCHOOL
4665 HODGSON ROAD
SHOREVIEW, MN 55126

NUMBER	SHEET NAME
GENERAL	
G100	TITLE SHEET
CIVIL	
C100	OVERALL SITE PLAN
ARCHITECTURAL	
A101	EXISTING LOWER LEVEL DEMOLITION GROUND FLOOR
A102	REMODEL PLANS
A103	TOILET ROOM TYPICALS



VIEW OF BACK (WEST SIDE) OF HOUSE



VIEW OF FRONT (EAST SIDE) OF HOUSE

DIRECTORY

OWNER

OAK HILL MONTESSORI
4665 HODGSON ROAD
SHOREVIEW, MN 55126
PHONE: 651-484-8242
FAX: 651-484-4130
CONTACT: KATHY ANDERSON
E-MAIL: kathy@oakhillmontessori.org

COMMUNITY DEVELOPMENT

CITY OF SHOREVIEW
4600 VICTORIA STREET NORTH
SHOREVIEW, MN 55126
PHONE: 651.490.4600
CONTACT: KATHLEEN CASTLE
E-MAIL: kcastle@shoreviewmn.gov

ARCHITECT

RYLAUR, LLC
14 PHEASANT LANE
NORTH OAKS, MN 55127
PHONE: (612) 868-3636
CONTACT: A. PETER HILGER, AIA
E-MAIL: philger@rylaur.com

GENERAL CONTRACTOR

SULLIVAN - DAY CONSTRUCTION
3030 HARBOR LANE N.
SUITE 100
PLYMOUTH, MN 55447
PHONE: (763) 231-2411, x11
FAX: (763) 231-7414
CONTACT: STEVE DAY
E-MAIL: sday@sullivanaday.com



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philger@rylaur.com
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PROJECT:

SCHOOL REMODELING
OAK HILL MONTESSORI
SHOREVIEW, MN 55126

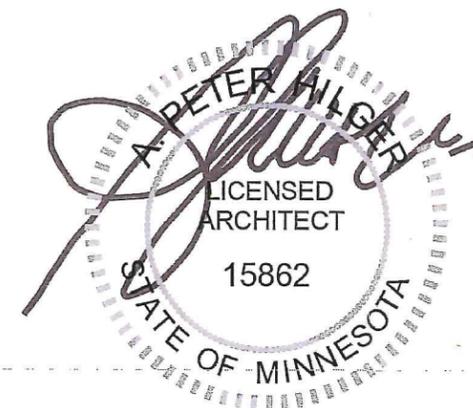
CLIENT:

OAK HILL MONTESSORI
4665 HODGSON ROAD
SHOREVIEW, MN 55126

PERMIT SET

A. PETER HILGER
REG. NO. 15862

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS PREPARED BY
ME OR UNDER MY SUPERVISION AND THAT I AM
A DULY LICENSED ARCHITECT UNDER THE LAWS
OF THE STATE OF MINNESOTA



DATE: 7/1/2015

DRAFTED: Author
REVIEWED: Checker

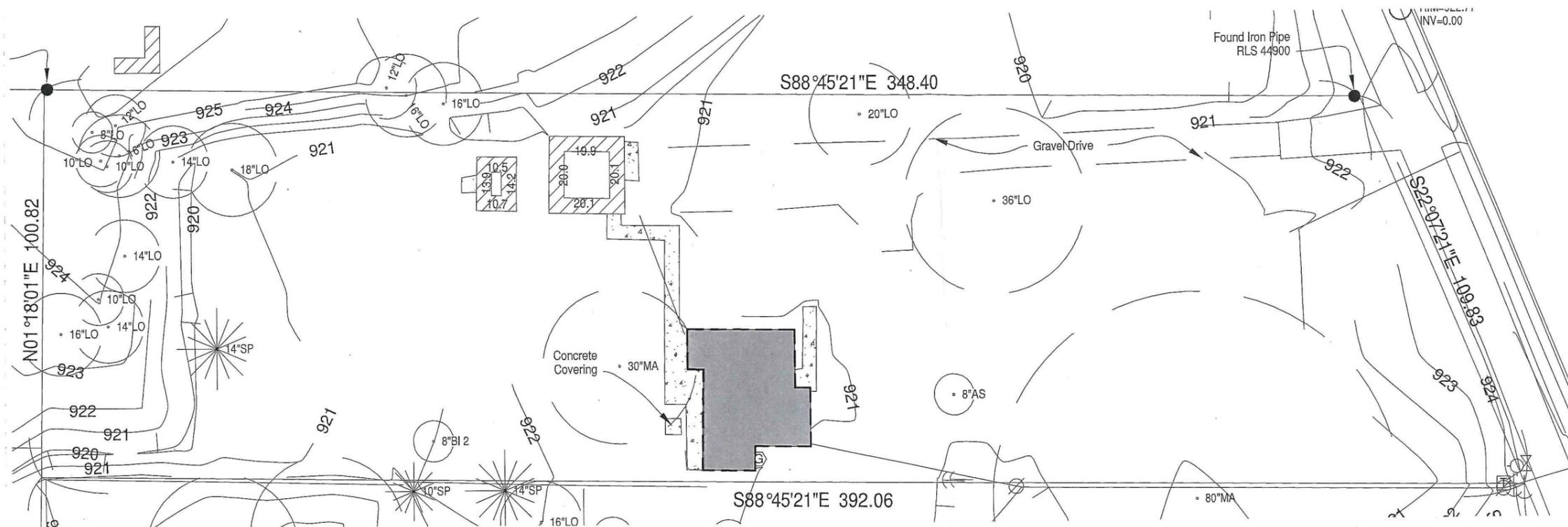
SHEET TITLE:
TITLE SHEET

G100

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philger@rylaur.com
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PROJECT:
SCHOOL REMODELING
OAK HILL MONTESSORI
SHOREVIEW, MN 55126

CLIENT:
OAK HILL MONTESSORI
4665 HODGSON ROAD
SHOREVIEW, MN 55126



AS-BUILT CONDITIONS
HIPKINS ADDITION
4693 HODGSON ROAD
SHOREVIEW, MN 55126



PERMIT SET

DATE: 7/1/2015

DRAFTED: Author

REVIEWED: Checker

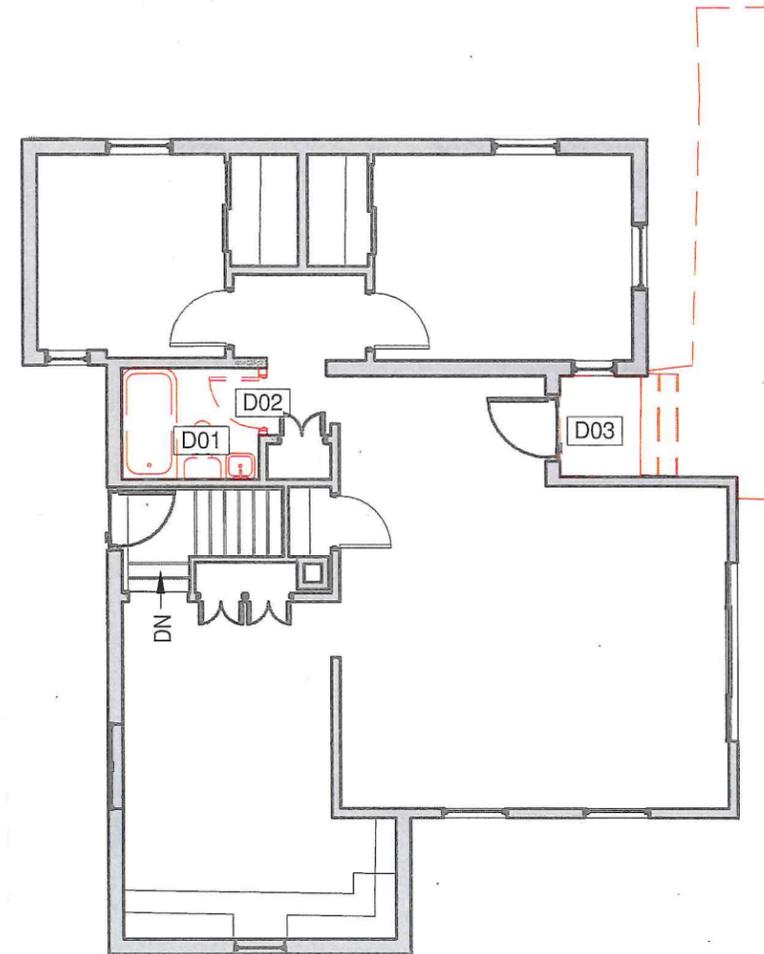
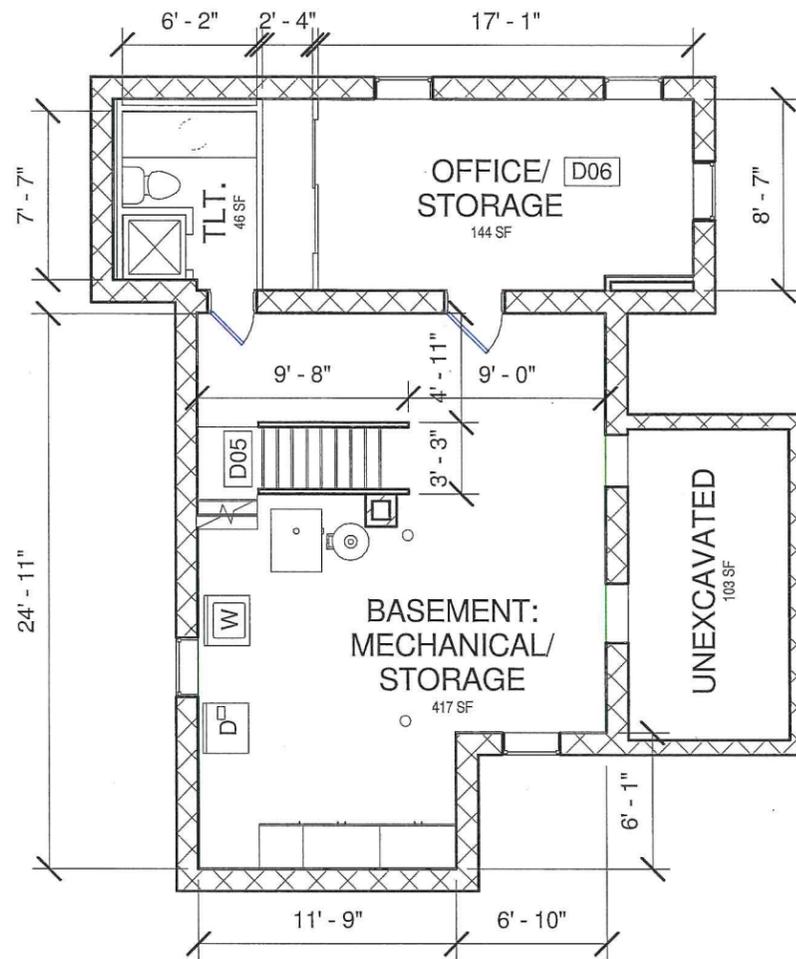
SHEET TITLE:
OVERALL SITE PLAN

C100

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philger@rylaur.com
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PROJECT:
SCHOOL REMODELING
OAK HILL MONTESSORI
SHOREVIEW, MN 55126

CLIENT:
OAK HILL MONTESSORI
4665 HODGSON ROAD
SHOREVIEW, MN 55126



1 HIPKINS HOUSE, LOWER LEVEL
1/8" = 1'-0"

2 MAIN FLOOR DEMOLITION PLAN
1/8" = 1'-0"

DEMOLITION KEYNOTES	
D01	DEMOLISH BATHTUB, TOILET, AND SINK.
D02	REMOVE EXISTING DOOR AND TURN OVER TO OWNER. DEMOLISH FRAME AND WALLS AS INDICATED
D03	DEOMLISH EXISTING PORCH, LANDING, STAIRS, AND WALKWAY
D05	EXISTING BASEM3ENT STAIRS, NOT CODE COMPLIANT
D06	FUTURE PART-TIME OFFICE

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REG. NO. 15862

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PERMIT SET

DATE: 7/1/2015

DRAFTED: APH

REVIEWED: PRG

SHEET TITLE:
EXISTING LOWER LEVEL
DEMOLITION GROUND FLOOR

GENERAL NOTES:

- DIMENSIONS ARE ROUNDED TO THE NEAREST INCH.
- AREA CALCULATIONS ARE ROUNDED TO THE NEAREST FOOT.

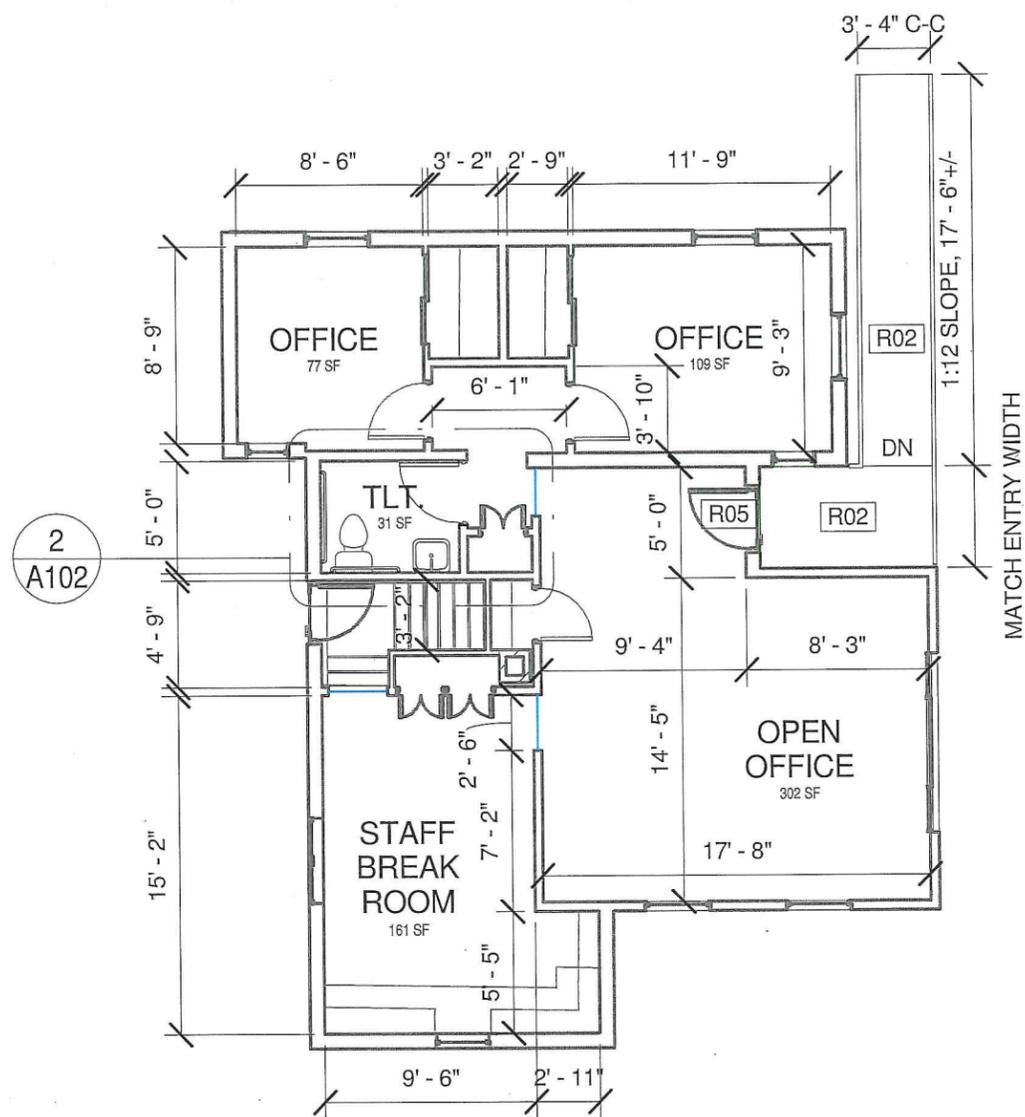
A101

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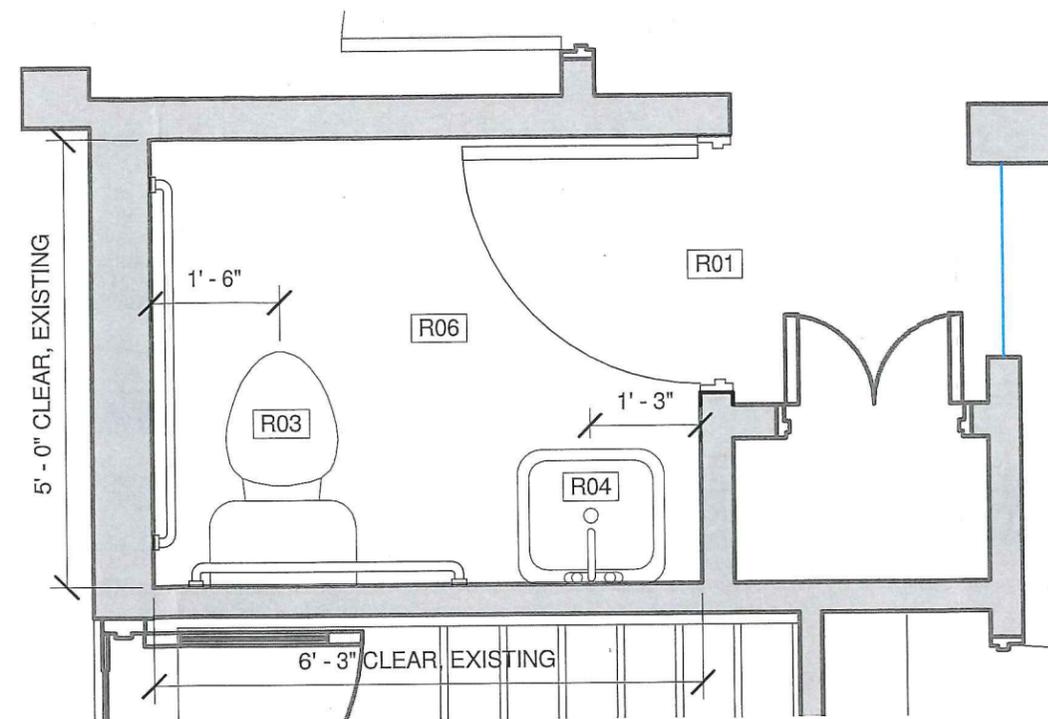
PROJECT:
SCHOOL REMODELING
OAK HILL MONTESSORI
SHOREVIEW, MN 55126

CLIENT:
OAK HILL MONTESSORI
4665 HODGSON ROAD
SHOREVIEW, MN 55126

PERMIT SET



1 MAIN FLOOR REMODEL PLAN
1/8" = 1'-0"



2 ENLARGED BATHROOM PLAN
1/2" = 1'-0"

GENERAL NOTES:

- FINISHES BY OWNER, CONTRACTOR TO COORDINATE.

A. PETER HILGER
REG. NO. 15862

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REMODEL KEYNOTES	
R01	INSTALL NEW FLUSH WOOD DOOR AND FRAME, MAX FEASIBLE WIDTH UP TO 34" CLEAR PASSAGE (W/NO CLOSER) X 6'-8" HIGH IN NEW WALL
R02	WOOD RAMP W/SINGLE HANDRAIL, DESIGNED AND BUILT BY CONTRACTOR.
R03	INSTALL NEW TOILET
R04	INSTALL NEW WALL-HUNG LAVATORY AND FAUCET
R05	EXISTING 32" WIDE ENTRY DOOR TO REMAIN
R06	SEE SHEET A103 FOR TOILET ROOM FIXTURE AND EQUIPMENT MOUNTING HEIGHTS

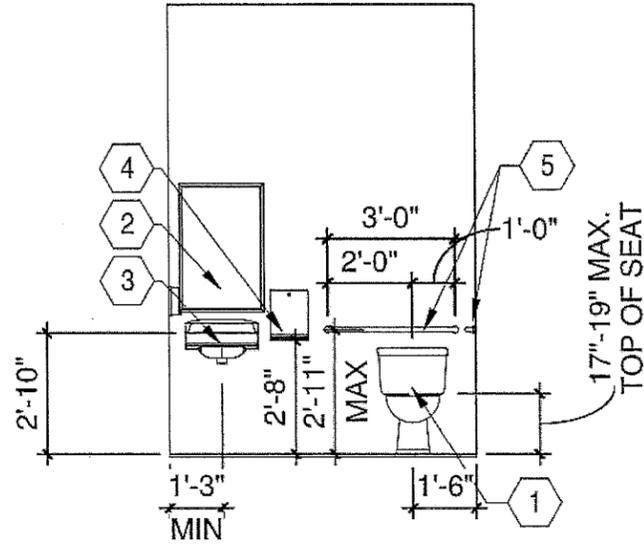
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DRAFTED: PRG
REVIEWED: APH

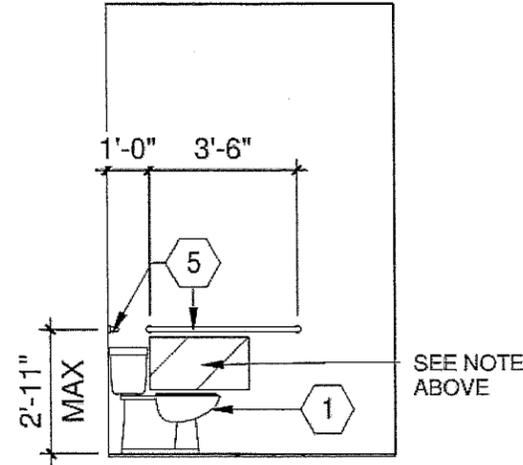
SHEET TITLE:
REMODEL PLANS

A102

TYPICAL ADULT TOILET ROOM

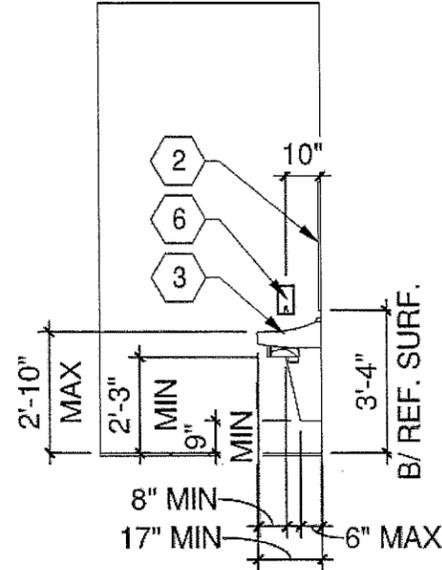


FRONT ELEVATION



SIDE ELEVATION

SEE NOTE ABOVE



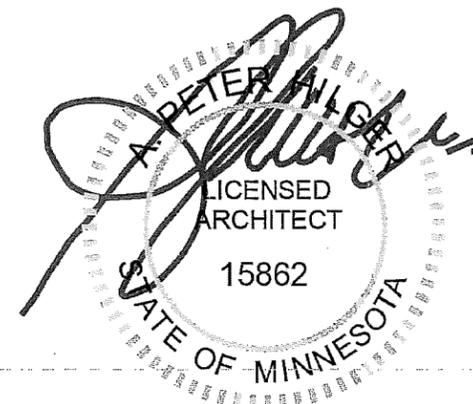
SIDE ELEVATION

KEY TO TOILET ROOM ELEVATIONS

- 1. WATER CLOSET
- 2. MIRROR/REFLECTIVE SURFACE
- 3. LAVATORY & FAUCET
- 4. PAPER TOWEL DISPENSER
- 5. ADA GRAB BARS
- 6. LIQUID SOAP DISPENSER

A. PETER HILGER
REG. NO. 15862

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philger@rylaur.com
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PROJECT:
SCHOOL REMODELING
OAK HILL MONTESSORI
SHOREVIEW, MN 55126

CLIENT:
OAK HILL MONTESSORI
4665 HODGSON ROAD
SHOREVIEW, MN 55126

PERMIT SET

DATE: 7/1/2015

DRAFTED: Author

REVIEWED: Checker

SHEET TITLE:
TOILET ROOM TYPICALS

A103

July 6, 2015

Kathleen Castle
City Planner
City of Shoreview
4600 N. Victoria St.
Shoreview, MN 55126

**OAK HILL MONTESSORI SCHOOL- CONVERSION OF HOME AT 4693 HODGSON ROAD
(RAMSEY COUNTY STATE AID HIGHWAY 49) TO OFFICE**

Dear Kathleen:

We have reviewed the drawings you sent for the conversion of the home at 4693 Hodgson Road to be converted to an office for the Oak Hill Montessori School. Ramsey County Public Works has no objections to this proposal. We do suggest that at some point, it may make sense for the accesses for this unit, the school, and the property owned by Oak Hill Montessori between the two to be combined for safer ingress and egress from Hodgson Road, should further redevelopment occur.

Please let me know if there are any questions or concerns.

Sincerely,



Joseph Lux
Senior Planner

C: Tom Wesolowski, Shoreview City Engineer
Erin Laberee, Ramsey County Traffic Engineer



LAKE JOHANNA FIRE DEPARTMENT

5545 LEXINGTON AVENUE NORTH • SHOREVIEW, MN 55126
OFFICE (651) 481-7024 • FAX (651) 486-8826

July 13th, 2015

Oak Hill Montessori School
4685/4693 Hodgson Rd
Shoreview, MN 55126

File No. 2582-15-25

- 4685 Hodgson Rd
 - No comments
- 4693 Hodgson Rd
 - Verify square footage of the house
 - Verify an occupancy of 49 or less
 - ADA – determined by building official
 - What is long term plan with the property?

Sincerely,

Nate Berg
Fire Marshal
Lake Johanna Fire Department



Kathleen Castle <kcastle@shoreviewmn.gov>

Proposed Oak Hill Montessori Expansion

Terrence Scott <trscott2@hotmail.com>

Mon, Jul 20, 2015 at 9:52 PM

To: kcastle@shoreviewmn.gov

My name is Terry Scott and my spouse is Cindy Wiedewitsch and we live at 4715 Hodgson Road (two properties north of the proposed expansion). We are concerned with their parking lot expansion and conversion of house (4693 Hodgson Rd) to office space as it could significantly increase the noise level, traffic, and loss of value of our residential property now potentially only two doors away. This conversion of residential to commercial property in the middle of Shoreview neighborhoods is becoming a big concern as it relates to our residential property values (and ability to sell at a reasonable value as we near retirement) going forward. We also understand the movement of the main entrance to the school may also move to the 4693 location further encroaching on our property. None of this seems fair or reasonable without further input. We have concerns with this expansion and the potential detriments it creates to our property at 4715 Hodgson Rd. We look forward to further discussion and consideration on this proposal.

Terry Scott & Cindy Wiedewitsch

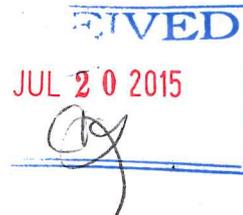
Sent from my iPad

Oak Hill Monteessoi School

4685/4693 Hodgson Road

Comprehensive Plan Amendment, Rezoning, Site and Building Plan Review

File No. 2582-15-25



Hello Kathleen,

My name is Clint Spieler and I own the property at 4701 Hodgson Rd. I stopped into the Montessori School and talked with Kathy. She told me that the new entrance to the School will be at 4693. Therefore I will eventually have an entrance to the school that will see hundreds or more of cars each day adjacent to my property. My property is a very nice single family home on a nearly 1 acre lot. It is a beautiful lot and home and nicely pushed back away from the busy road. This School expansion is killing my property value and causing all sort of commotion and noise. It is my belief that they should have to protect my property from the commotion and the noise. I encourage you to come over and listen to the sounds of screaming kids while they are at play. I would like to see the School put up a fence, shrubs, trees and help with soundproofing my windows. Currently even with windows closed you can hear the children.

I am opposed to changing the property zoning to Institutional without a road in between my property which is zoned residential. If this goes through I will have a busy institution as my neighbor. How will I ever be able to sell this house now? This is not fair and I believe that my property needs to be thought about by the School. They need to think about keeping my privacy important. Under the current plan thousand of people will be looking into my yard and house as they drive into the school every day! Within the last year I have had 1 theft from a car and vandalism to my exterior shed. I am not looking forward to having all the additional people exposed to my property without a fence, shrubs and trees blocking views.

I am asking that the City do what is fair and stand up for me. Please make the School put up a privacy fence, trees, shrubs, and sound proof my windows.

Sincerely,

Clint Spieler



Kathleen Castle <kcastle@shoreviewmn.gov>

Oak Hill Montessori School

Greg Mikre <gmikre@yahoo.com>

Mon, Jul 13, 2015 at 10:07 AM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

I am the home Owner at 4707 Hodgson Road .

My issues with the future expansion are as follows

1. Noise annoyance level in my home especially in daytime hours as I sleep (due to evening work shifts) have become a nuisance preventing sleep

Requesting noise reduction program similar to what is done for homes by the Airport by MAC .This includes and not limited to noise reducing windows ,insulation and siding material shown to aid noise levels

2. Request a professional landscape project for appearance and noise reduction improvement

Items such as a composite wood fence (for reduced future maintenance)on the south and east side of my property with Pine trees in front of fence which would aid in year around noise reduction as well as help privacy and security issues on my property

Noise level is already a issue and will only increase as the increase of students and expansion of the school goes forward

I will attempt to put together estimates from licensed contractors for these changes to my home .I can be reached at gmikre@ [yahoo.com](mailto:gmikre@yahoo.com)

Sincerely Greg Mikre
4707 Hodgson resident

Sent from my iPhone