

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
October 19, 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. October 5, 2015 City Council Minutes
2. Receipt of Committee/Commission Minutes—
  - Human Rights Commission, August 26, 2015
  - Parks and Recreation Commission, August 27, 2015
  - Bikeways and Trails Committee, September 3, 2015
  - Bikeways and Trails Committee, October 1, 2015
3. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation
4. Verified Claims

5. Purchases
6. Developer Escrow Reductions
7. Change Order #1—Turtle Lane/Schifsky Road Reconstruction and Lexington Avenue Sewer Repair, CP 15-01 and 15-03
8. Approval of Special Event Liquor License—Church of St.Odilia
9. Adoption of Administrative Penalties for Tobacco Violation—Gas Plus 16
10. Award of Quote—Community Center Lighting Retrofit
11. Approval of Shoreview Home Improvement Loan Program Amendment

#### **PUBLIC HEARING**

12. Vacation of Public Easements—Southview Senior Living, 4710 Cumberland St.

#### **GENERAL BUSINESS**

13. Adoption of Tax Abatement Policy and Revised Application for Business Financing Assistance
14. Renewal of Law Enforcement Agreement with Ramsey County

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

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

#### **ADJOURNMENT**

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



Jane Gleason & Richard Tomassoni

Over 20 years of adding perennial and native plantings to replace the lawn in the front yard. There is also an extensive vegetable garden in the back yard. A swale was put in to make use of a natural gully and keep rain water on their property to water the vegetable garden.

Leslie & Leo Sharkey

Previously won the water quality award for native plantings. Now solar panels have been installed that produce more energy than is used. Also a free vegetable library has been put in the front yard. Vegetables are free to those who stop in and is a way to build community.

Mayor Martin thanked participants and the EQC which has played a major role in creating the awards and has encouraged people to participate in green projects in the City.

Mayor Martin introduced Troop Leader Jerry Auge with Boy Scout Troop 414. Two scouts attended the meeting.

### **CITIZEN COMMENTS**

There were none.

### **COUNCIL COMMENTS**

#### **Mayor Martin:**

The Farmers' Market is open until October 20, 2015, with beautiful produce. Hours are 3:00 to 6:00 p.m.

#### **Councilmember Springhorn:**

Thursday, October 22, 2015, Northeast Youth and Family Services will have *Taste of the Northeast* from 5:30 to 8:30 p.m. at the Vadnais Heights Commons. Tickets are available at \$30 online at [www.nyfs.org](http://www.nyfs.org). Tickets will go up to \$40 after this week.

Also, NYFS is holding Fall Cleanup for Seniors from October 25, 2015 to November 7, 2015. Volunteers are needed. Anyone interested can contact Debbie Wells at NYFS at 651-757-406.

#### **Councilmember Wickstrom:**

The *Adopt A Trail* program is accepting applications. Detailed information and the application are on the City's website. Residents are encouraged to participate and report any problems.



required for the shared driveway between Lot Nos. 1 and 2. There is a utility easement that must be vacated with the Final Plat.

Ramsey County proposes to begin site work prior to the approval of the Final Plat and Final PUD. Approval is requested for the Grading, Drainage and Erosion Control Agreement for that work to begin. The agreement addresses: 1) grading, drainage and erosion control; 2) site access; 3) tree protection; and 4) construction management.

Property owners within 350 feet were notified of the application, and notice was published in the City's legal newspaper. No comments have been received. The Planning Commission held a public hearing and discussed required easements and the alignment of Commons Road. The recommendation of the Planning Commission is for approval on a 6 to 0 vote. Staff is recommending approval of the preliminary plat and the Grading, Drainage and Erosion Control Agreement.

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Springhorn to approve the preliminary plat and Grading, Drainage and Erosion Control Agreement submitted by Ramsey County for the proposed regional library, 4570 Victoria Street, 805/795 Highway 96, subject to the following conditions:

**Preliminary Plat**

1. The Final Plat shall include dedicated 10-foot drainage and utility easements along the front property lines abutting Victoria Street and along the side and rear lot lines abutting the upper and lower Commons Road.
2. The applicant shall execute an agreement for this Plat addressing the shared driveway, parking and maintenance between Lots 1 and 2. Said agreements shall be submitted to the City Attorney for review and approval prior to the City's release of the Final Plat.
3. The applicant shall submit a request to vacate the existing utility easement per Document 2599472 concurrent with the Final Plat application.
4. Prior to the issuance of a building permit, the applicant shall provide the City with a construction schedule and mobilization plan that addresses the timeframe for construction, site access, site security, parking and traffic management.

**This approval is based on the following findings of fact:**

1. The proposed land use is consistent with the designated Institutional land use in the Comprehensive Plan.
2. This plat complies with the standards (as conditioned) of the City's Subdivision Code.
3. The proposed plat is consistent with the approved Planned Unit Development.

**Discussion:**

Mayor Martin asked when approval is conditioned to approval by the Ramsey Washington Watershed District. Ms. Castle stated that there is that condition with the PUD Development Stage approval. There is also language in the Grading, Drainage and Erosion Control Agreement.

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

**FINAL PLAT - DON ZIBELL, 3422 CHANDLER ROAD**

**Presentation by City Planner Kathleen Castle**

The applicant has requested that this matter be tabled for further City review of the Drainage and Water Management Plan. There is also an issue with regard to removal of the detached garage. Staff would request that the review period for the application be extended from 60 to 120 days to grant the delay in consideration of this application.

MOTION:       by Councilmember Wickstrom, seconded by Councilmember Springhorn to table consideration of the Final Plat submitted by Don Zibell to allow: 1) review of the Drainage and Water Management Plan; 2) to clarify removal of the detached garage; and 3) to extend the application review period from 60 to 120 days.

Discussion:

Councilmember Quigley asked if the revisions received are the points of contention regarding the detached garage removal. Ms. Castle explained that the City Attorney requested removal of the detached garage be better clarified.

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

**ADJOURNMENT**

MOTION:       by Councilmember Quigley, seconded by Councilmember Springhorn to adjourn the meeting at 7:35 p.m.

VOTE:                       Ayes - 4                       Nays - 0

Mayor Martin declared the meeting adjourned.

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

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

**HUMAN RIGHTS COMMISSION  
DRAFT MEETING MINUTES  
August 26, 2015**

**CALL TO ORDER**

Co-Chair Wedell Ueki called the meeting to order at 6:58 p.m. with the following members present:

Richard Bokovoy  
Elaine Carnahan  
Sunny Chen  
Bob Minton  
Eugene Nichols  
Sabrina Chu  
Julie B. Williams  
Samuel Abdullai  
Lisa Wedell Ueki

Excused:

Mark Hodgkinson  
Mary Yee Johnson

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

**APPROVAL OF MINUTES**

It was noted that there were a few typos in the minutes under the heading 'Events'. Commissioner Minton moved that the Minutes of June 24, 2015 be approved with the changes to fix the typos in that section. Commissioner Chen seconded the motion. The motion was adopted unanimously and the minutes were approved with those corrections.

**PARADE DEBRIEFING**

The Commission discussed the parade. Felt that the bookmarks were a good addition to hand out. It slowed them down a bit which also allowed for less candy to be handed out at the beginning. This worked out well because then there was candy left for those spectators at the end of the route. The Commission would like to send thank – you notes to the students who participated. Commissioner Chen will get the contact information for the President of the Diversity Club and forward to Rebecca. The Commission also felt that the timing of the Selma event to coincide with the parade potentially contributed to the large turnout at the screening. The bookmarks helped identify the HRC and what it is that the Commission does, as well as identified the event.

**SELMA DEBRIEFING**

The film screening of *Selma: The Bridge to the Ballot* was well attended with over 100 people in attendance. The audience was well engaged and Senator Marty did a great job speaking and facilitating the discussion. Commissioner Wedell Ueki indicated that the Southern Poverty Law

Center also had other tools and resources through their 'Teaching Tolerance' website that could be used in conjunction for other events such as MLK day.

The Commission discussed some of the logistics of the event indicating that the room at the library was of sufficient size, however the acoustics were not the best with the high ceiling. One of the things the Commission felt made the event successful was having one person as the attraction with the film and having that person be a well-known individual. Having Senator Marty's experience with the event also made it authentic.

### **ALL LIVES MATTER**

The Commission discussed the proposal by Commissioner Nichols regarding Black Lives Matter. There has recently been some backlash in the media regarding the Black Lives Matter movement and how calling it 'All Lives Matter' could diminish the focus. So, with that in mind, Commissioner Nichols indicated that he would like to center this discussion around community, because Community Matters and at the end of the day, we all live in this community. The Commission discussed how to structure this roundtable discussion, but in the end decided it would be best to invite both the Ramsey County Sheriff and Ramsey County Attorney to attend a meeting to work out what the focus should be.

Other preliminary items that were discussed included:

- Making contact with the school liaisons to promote the roundtable event
- Inviting other police departments/communities
- Posting information in key locations (apartment complexes, libraries, etc.)

Commissioner Nichols will reach out to both the Sheriff and County Attorney to see if they could attend the September meeting to discuss this further.

### **DISCUSSION TOPIC – BIAS/DISCRIMINATION**

Commissioner Wedell Ueki wanted to discuss with the group the idea of inviting a transgendered individual who has lived in the City for a long time to attend a meeting to discuss their perspectives on how to make Shoreview a welcoming community for all. The Commission decided to add this to the list of things to discuss when they do their goal setting.

### **OTHER**

Capitol Art Update: Commissioner Minton attended the meeting that the Eden Prairie staff held on this topic. Jim Bear Jacobs from Healing Minnesota Stories gave a good presentation. He stated that there were several paintings in the MN State Capitol that were not reflective of the state's demographics or history. Ms. Olson asked if there was some action that the Shoreview HRC was being asked to take at this time. Commissioner Minton responded not at this time, however the Eden Prairie staff may be sending out more information.

Commissioner Nichols brought up the topic of Alzheimer's in the community. He stated that he felt it was not just a health issue facing patients and caregivers, but also a human rights issue. He wanted to bring up the discussion of how we can make Shoreview a 'Dementia friendly' community. Commissioner Nichols indicated he would bring a packet of information to the next meeting.

**ADJOURNMENT**

There being no further business before the Commission, Commissioner Bokovoy moved, seconded by Commissioner Nichols, that the meeting be adjourned at 8:35 pm.

**PARKS AND RECREATION COMMISSION  
MINUTES  
AUGUST 27, 2015  
COUNCIL CHAMBERS – CITY HALL**

**CALL TO ORDER**

Parks and Recreation Commission Chair Desaree Crane called the August 27, 2015 meeting of the Parks and Recreation Commission to order at 7:00 PM.

**ROLL CALL**

Commission Members Present: Desaree Crane, Sarah Bohnen, Linda Larson, Athrea Hedrick, Catherine Jo Healy, and Tom Lemke

Members absent: Craig John, Charlie Oltman, Carol Jauch

Others Present: Terry Schwerm, City Manager

**APPROVAL OF MINUTES**

Larson moved, seconded by Bohnen, approval of the May 28 and July 23, 2015 minutes. Motion was unanimously adopted.

**DISCUSSION REGARDING SHOREVIEW COMMONS MASTER PLAN UPDATE**

Schwerm indicated that the City had recently sent a request for proposal to four firms to assist with an update of the Shoreview Commons Master Plan. The purpose of the update is to develop plans for future park improvements and other site amenities to create a distinctive campus environment to best serve the residents of the community. The firm that submitted proposals include Stantec, Hoisington Koegler, SRF, and WSB. Interviews are scheduled next week and the Chair of the Parks and Recreation Commission Desaree Crane will be sitting in on the interviews. We are moving forward quickly with the plan because the City would like to have a firm hired in September to begin reviewing the plans for the Ramsey County regional library. The entire process is expected to take 4-6 months.

Schwerm noted that the Parks and Recreation Commission and City Council will be actively involved in this process and that there will likely be one or two joint meetings during the next few months. Schwerm then reviewed the plans for the new Ramsey County regional library with the Parks and Recreation Commission. He indicated that the library would be located on the corner of Victoria and Highway 96 and is designed with materials that will compliment the other buildings on the Commons campus. Once the library is completed, the Mounds View School District will move their administrative offices into the current library building.

Commission members briefly discussed the Commons Master Plan update and the proposed library expansion. Commission members were very supportive of the Master Plan update.

## **DISCUSSION REGARDING COMMUNITY CENTER EXPANSION PROJECT**

Schwerm reported that he had recently met with the City Council in a workshop meeting to discuss the Community Center expansion project. He reviewed the feasibility study that had been completed in 2011 by BWBR Architects that identified potential expansion options for the Community Center. He noted that the Council and Parks and Recreation Commission generally support option A-1 that planned for a two level addition of about 15,000 square feet off of the gymnasium. The expansion would allow the expansion of the indoor playground and the creation of multi-purpose space on both the lower and upper levels of the Community Center.

He then reviewed potential revenue increases that could occur with the expansion as well as the anticipated cost of both the Community Center expansion plan as well as future Commons Master Plan improvements. He also reviewed potential financing options that could be used for possible Community Center expansion and Master Plan projects. He noted that the direction received from the Council was to include a major project in 2017.

Commission members discussed the planned expansion and indicated their strong support for moving forward with a project.

## **STAFF REPORTS**

Schwerm noted the following:

- The annual pool shutdown will be from September 8-18. The pool closes annually for repairs and maintenance. This year the boat slide will be refurbished and the sand filter system will be refurbished.
- The city will be replacing the lighting throughout the Community Center with LED lights. Although there is substantial cost to this project, there is a significant rebate available from Xcel Energy and the energy savings will be almost \$50,000/year.
- Handed out a Committee/Commission handbook to all Commission members in attendance. The handbook includes information on the Council appointment process, role of committees/commissions, and other items such as the open meeting law.

## **COMMISSION REPORTS**

None

## **ADJOURNMENT**

Healy moved, seconded by Lemke that the meeting be adjourned at 8:10 pm.

# **SHOREVIEW BIKEWAYS & TRAILS COMMITTEE**

## **Meeting Minutes**

**September 3, 2015**

### **1. CALL TO ORDER**

The meeting was called to order at 7:03 p.m.

### **2. ROLL CALL**

Members Present: Jay Martin, Craig Mullenbach, Muriel Zhou, Craig Francisco, Mark Stange, Ted Haaf and Keith Severson

Members Absent: None

Guests: None

City Staff: Mark Maloney

### **3. APPROVAL OF AGENDA**

The committee approved the agenda.

### **4. APPROVAL OF MEETING MINUTES**

The minutes of the August 4, 2015 meeting were reviewed and approved by consensus of the Committee.

### **5. COMMITTEE DISCUSSION ITEMS**

The Committee reviewed the August 2015 Public Works monthly report that highlighted street seal coating and the State Grant funded Groundwater Awareness Project. The committee discussed the differences in how the City sealcoats streets in recent years, and the improvements over the past experiences of excess oil and rock. There was discussion concerning the number of water customers in the city, and some of the committee members expressed interest in participating in the upcoming Groundwater Awareness Project.

The Committee discussed the Walking Club activities recently offered by the City as a recreation program. The initial impetus and structure is being provided by the City with the hope that volunteers take it over in the future. The committee expressed a desire for more information about the initiative in the future, and observed that the program had potential synergy with the City's Adopt-a-Trail Program.

The Committee reviewed the final details of the Adopt-A-Trail Program and its anticipated launch date of October 1. Members were generally positive with the design of the new signs, and also acknowledged the new GIS assets in the Public Works Department.

The meeting was adjourned at 8:05 P.M.

# SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

## Meeting Minutes

October 1, 2015

### 1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

### 2. ROLL CALL

Members Present: Jay Martin, Craig Mullenbach, Craig Francisco, Ted Haaf and Keith Severson.

Members Absent: Muriel Zhou and Mark Stange.

Guests: None

City Staff: Mark Maloney

### 3. APPROVAL OF AGENDA

The committee approved the agenda.

### 4. APPROVAL OF MEETING MINUTES

The minutes of the September 3, 2015 meeting were reviewed and approved by consensus of the Committee.

### 5. COMMITTEE DISCUSSION ITEMS

Member Martin led a discussion concerning the biking opportunities on the Cuyuna Lakes State Trails.

The Committee reviewed the September 2015 Public Works monthly report that highlighted the new Adopt-a-Trail Program and discussed the positive community response in the few days since the registration process went “live” of the City’s website. The Committee viewed the on-line interactive map for the program as well as a

demonstration of the on-line registration process. There was discussion concerning the limitations of the program to “adoptable” trail segments outside of active City Parks for the near future, but recognized that there may eventually be growth into those areas. The Public Works staff indicates that there may be some natural alignment or synergy for communications for Spring/Fall Clean Up Day events and activities of Adopt-a-Trail Program volunteers; staff will explore that in the future.

The Committee also discussed the progress of volunteer signups for Shoreview’s Water Conservation Program, and that the staff will be handing out program flyers at the upcoming Fall Clean Up Day event.

It was noted that a future agenda should include a recap from the Parks Department concerning 2015 Walking Club activities and if or how those may continue in the future.

The meeting was adjourned at 8:02 P.M.

# Memorandum

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

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## ADMINISTRATION DEPARTMENT

**Committee/Commission Vacancies.** Staff has compiled a list of vacancies for various boards and commissions, and a press release advertising the openings was sent to the local newspaper for publication next week. . We will also utilize the numerous other communication tools, such as social media, to spread the word. The City is seeking applications for the following advisory committees/commissions: Bikeways, Environmental Quality, Human Rights, and Planning Commission. Applications from residents must be submitted by November 30<sup>th</sup>. The City Council typically appoints new members at the first meeting in January.

**Communications.** The *New Views of Shoreview* photo contest has returned for Fall 2015. The City is seeking photos that highlight how residents spend fall in the City. Emphasis has been placed on seeking photos of individuals actively enjoying the season through offering only one category: How do you spend fall in Shoreview? Given that there is only one category in this contest, the awards have been restructured. An overall Grand Prize Winner will be chosen, as well as a People's Choice Winner-determined by online votes. There will also be two Honorable Mention awards. The submissions are being accepted now until November 30<sup>th</sup>.

**Volunteer Recognition.** The Volunteer Recognition Dinner will be held on Thursday, November 19<sup>th</sup> at the Community Center. At this annual event, the City Council recognizes all of the volunteers on our committees/commissions, as well as other community groups such as the Historical Society, Sister City Association, Community Band, Slice of Shoreview Committee and the Shoreview Community Foundation. Staff is preparing an invitation that will be mailed out in the next week. The City Council presents its annual Citizen of the Year Award and Caring Youth Award at this event.

**Shoreview Library.** City staff has issued a grading permit and footings-to-grade partial building permit to Ramsey County to begin site work for the new regional Library project. The contractor, Adolfson & Peterson, will begin to mobilize and secure the property so they can begin with tree removal and mass grading.



Ramsey County is inviting the public to an official groundbreaking ceremony at 2 p.m. on Thursday, October 22<sup>nd</sup>. Ramsey County Library has created a special link on their website with information on the Shoreview Library project( <http://www.rclreads.org/about/planning/shoreview-building-project> ). People can also subscribe to receive updates on the project via email.

City staff and the County's project team have had considerable discussions regarding their construction management plan to limit as much as possible impacts to the Community Center site and our visitors. The majority of the truck traffic to and from the project site will be off of Highway 96, but as the building construction moves along there will be some construction traffic along the Shoreview Commons drive near the site.

The City is also working closely with the County and Mounds View School District on easement and other agreements related to the land transfer, property maintenance, shared access, and joint campus signage. Ramsey County must still submit applications for approval of the Final Plat and Final PUD.

The existing library would continue to operate throughout the construction until closing in December, 2016 to move materials over to the new regional library for opening in January of 2017. The Mounds View School District would then take over the existing library property and move forward with the building renovations/repurposing for their administrative offices.

**Shoreview Commons Master Plan.** At the September 8<sup>th</sup> meeting, the City Council approved the hiring of the professional consulting firm Stantec for development of a comprehensive master plan for the Shoreview Commons park and civic campus. The City Council identified this project as one of their key goals during their annual goal setting session held earlier this year.



With the addition of a new regional library, conversion of the existing library to school administration, and possible expansion of the Community Center, the City believes it is important to review, update, and develop a new master plan to use as a framework for creating a distinctive campus environment that includes new park features and amenities which reflect the values of the community and best serves residents and visitors of all ages. The master plan would serve as a guide for prioritizing future facility improvements, recreational amenities, other public spaces and civic features.

A contract has been executed with Stantec for the master planning process, which is expected to take about 5-6 months to complete. A project team of City staff has been named to work with the consultant, and the process will involve meetings with the City Council and Parks and Recreation Commission, as well as include a process for community input. The first project meeting with the Council and Parks and Recreation Commission is tentatively planned for the November 9<sup>th</sup> workshop meeting.

## COMMUNITY DEVELOPMENT DEPARTMENT

**Planning Commission.** The Planning Commission will hold their regular meeting on Tuesday, October 27<sup>th</sup>, with the following applications being considered:

- 1) Michael & Karin Meloch, 756 County Road I – Variances associated with the construction of a new garage
- 2) Gerald & Linda Walsh, 175 Sherwood Road – Subdivide property into two parcels, variances required for lot width and lot area
- 3) Minnesota Veterinary Hospital, 4545 Hodgson Road – Establish an outdoor pet exercise area with a 6-foot tall privacy fence enclosure

The Planning Commission will also be discussing the accessory structure regulations. Due to the Thanksgiving and Christmas holidays, the regular meeting dates for the November and December meetings have been changed to November 17<sup>th</sup> and December 15<sup>th</sup>. A workshop will also be held on November 17<sup>th</sup>.

**Current Developments.** The following is a summary of current development projects:

- **Ally Financial Services** – The multi-million dollar tenant improvements have been completed at the 4000 Lexington Avenue building within the Shoreview Corporate Center for Ally Financial Services. The financing company has now taken occupancy in their new Twin Cities location, leasing 60,000 square feet of the building. The company is moving 150 current employees to the facility while also creating 250 additional jobs by 2017. The City created and issued special permit parking along Chatsworth Street adjacent to the campus to help secure Ally Financial.
- **Applewood Pointe** – Certificate of Occupancy has been issued for the Applewood Pointe senior housing cooperative at 4785 Hodgson Road, and the complex opened earlier this month. According to the developer United Properties, 74 of the 77 units have been sold.
- **Autumn Meadows** – Only 4 of the 25 lots are still available for purchase in the Pulte Homes single-family residential development. The City has issued 20 building permits for new homes within the subdivision, which is located in northern Shoreview near the north water tower. The final wear coarse on the new roads has been completed.
- **Raising Cane's** – Raising Cane's held a grand opening event on October 8<sup>th</sup> to celebrate their new Shoreview restaurant located near Super Target. Mayor Sandy Martin welcomed the new business and helped with the ribbon-cutting ceremony. Councilmember Cory Springhorn and EDA Board Member Shelly Myrland also attended as representatives of the City. According to Raising Cane's, this is their 238<sup>th</sup> store in the United States and the 3<sup>rd</sup> in Minnesota.



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

The developer and grocer have a funding gap that could require public assistance based on the high value of the property, but also an obsolete “big box” building that requires significant renovations. Without the benefit of the property qualifying for a new tax increment financing district, the City has been exploring the possible use of tax abatement that could provide funding to support the project.

The EDA adopted a new policy on the use of tax abatement, and the City will be seeking the participation of Ramsey County in the tax abatement package.

The other critical issue for the project to move forward, and which is also being discussed with the County, is the need for a free left-turn lane access into the site from east bound Highway 96. The developer has engaged a transportation engineering firm to provide design analysis and estimated traffic counts for the County to review. Initial discussions with the County are encouraging for the turn lane access, but will require additional talks in order to gain formal approval.



**Rice Street/County Road E Redevelopment.** The Elevage Development Group is considering a number of site and building design modifications to their redevelopment proposal for commercial and residential property at the northwest corner of County Road E and Rice Street. The developer hosted a meeting last week with the Rustic Place/Cardigan Junction neighborhood to review a new mixed-use concept that moves the proposed apartment building near the corner of Rice Street and County Road

E, incorporates retail/restaurant uses into the first level of the building, includes townhomes and additional green space near Rustic Place as an added buffer to the adjacent neighborhood.

Based on feedback/comments received, the developer indicated they may hold another meeting with the neighborhood prior to submitting formal applications for the next level of review with the City. The project will likely include a request for tax increment financing assistance due to the cost of the redevelopment.

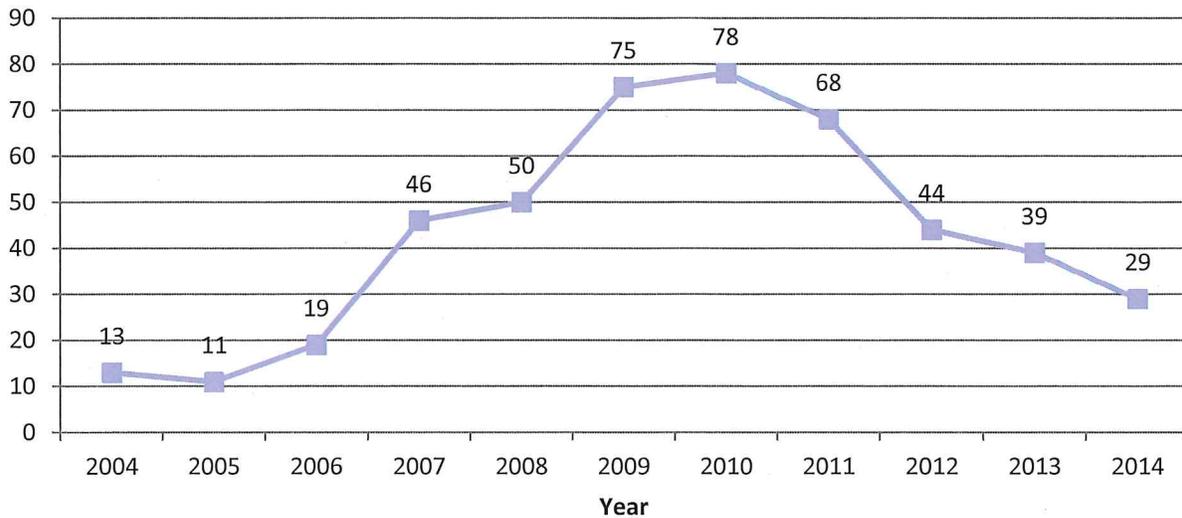
**Code Enforcement.** There have been 14 new code enforcement cases opened in the last month. The table below summarizes the status of code enforcement activity:

<b>Code Enforcement Activity</b>			
<b>Year</b>	<b>Total Cases</b>	<b>Cases Open</b>	<b>Cases Closed</b>
2015	159	91	68
2014	173	60	113

- A homeowner on Lexington Avenue North was issued citations a few months ago for failure to remove outside storage items from a City-owned property, refuse, and parking and storage of vehicles and equipment for vehicle related violations. The homeowner appeared in court on September 16<sup>th</sup> and requested a trial hearing. Since then, the homeowner also constructed an illegal accessory structure on the property without a permit and a stop work order was issued. Another citation will be issued to the homeowner if the accessory structure is not removed or brought into compliance. Staff will follow-up with the City Attorney’s office on the outcome of the hearing and the property remains non-compliant.
- Citations were issued to two owners of a home on Churchill Street for outside storage, parking and storage of vehicles and equipment, and general property maintenance (tall grass/weeds). A hearing has been scheduled for November 4<sup>th</sup>.
- A citation was recently issued to a homeowner on Galtier Street for parking and storage of vehicles and outside storage. A hearing date of November 4<sup>th</sup> has been scheduled.
- Citations were issued to the property owners of a home on Hamline Avenue by the City’s Natural Resource Specialist for unauthorized grading work. Planning staff is working with the Natural Resource Specialist since the property is also noncompliant with the City’s outside storage regulations. No hearing has been scheduled yet.
- A citation was issued to the owner of a property on Hamline Avenue for ongoing outside storage violations. No hearing has been scheduled yet.

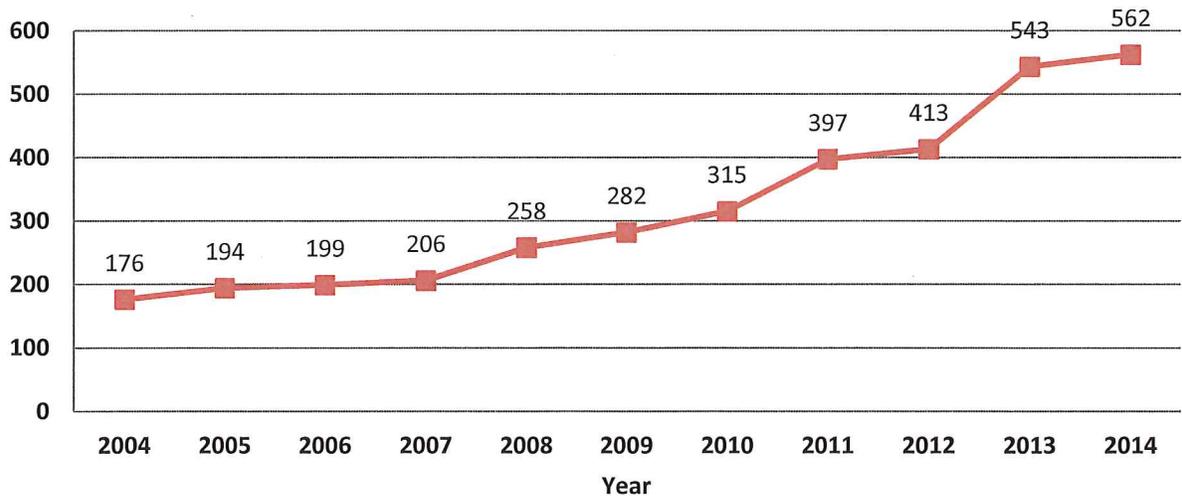
**Foreclosure Trends.** Each year as part of their work program, the Economic Development Authority reviews trends in foreclosed and/or vacant properties in the community. The following chart includes the 2004 pre-recession foreclosure numbers through 2014. The number of foreclosures peaked between 2009 and 2010 – which was also the peak of the recession. The number of dwelling units – both attached and detached – is just over 8,500. This leaves the rate of foreclosures at less than 1% - even during the peak years. The numbers have not yet returned to the pre-foreclosure rates but the continuing drop each year is promising that the trend will continue in the right direction.

## Foreclosures per Year



**Rental Housing Trends.** The following chart shows the number of rental licenses that have been issued from 2004 through September of 2015. These numbers include single family homes, townhomes, condos, and multi-family facilities. There has been a significant upward trend in the number of licenses that has continued from the inception of the City's rental licensing program. The number of rental licenses has gone up 219% over the last 11 years – from 176 to 562. Staff believes that this is attributed to both an increase in the number of rental homes as well as an increase in the awareness that a rental license is required to rent out a home. So far in 2015 the number of rental licenses is 602, which suggests there is not a major slowdown in the number of rental units on the horizon. The good news is that Shoreview has a much higher owner-occupied rate than the national average. As of the 2009-2013 ACS data, Shoreview had a rate of 81.8% while the national rate of 64.9%.

## Rental Licenses per Year



**Rental Licensing.** A total of 602 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses are currently issued for the 2015 license year. New GDU license applications are

expected until the end of the year as properties are converted and the owners apply for licenses. So far this year 52 new Rental Licenses have been applied for. Staff also remains active in identifying rental properties that have not been licensed.

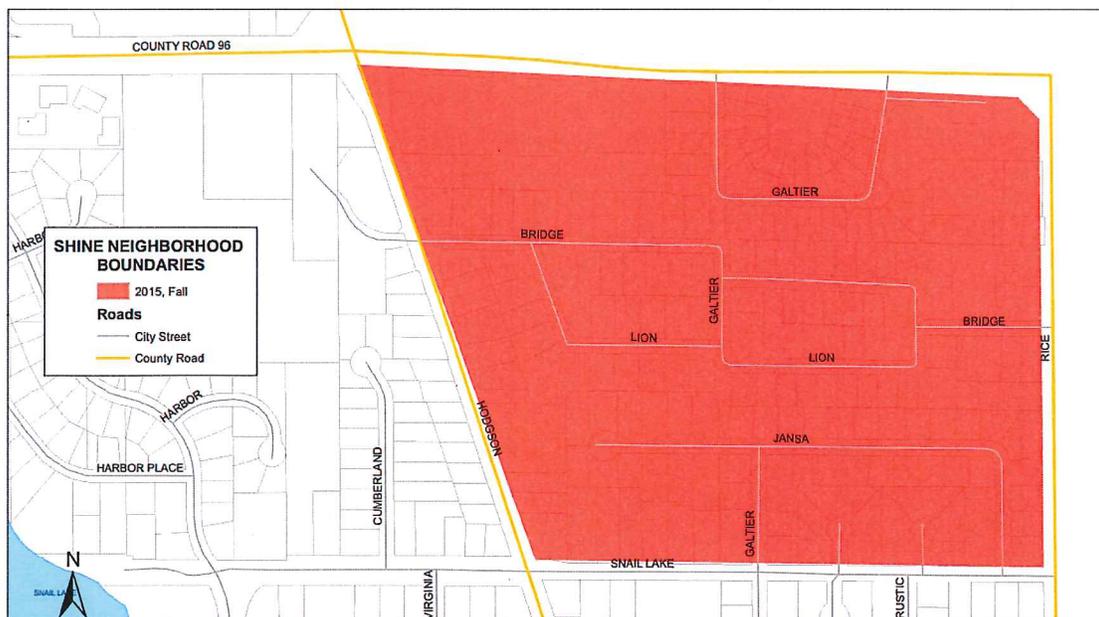
Inspections of all nine MFU complexes will be conducted in October and November this year to allow for most of the GDU inspections to be completed first. Approximately 1/3 of the dwelling units within each of the MFU complexes (451 units per year) are inspected for compliance with the City's housing and property maintenance code. Interior common areas will also be inspected based on recent changes to our Housing Maintenance Ordinances. These MFU inspections are coordinated with the Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

Inspections for GDU units are geographically scheduled by neighborhood throughout the City, with 262 of the required 287 units for 2015 have been inspected. Staff will complete the remaining 25 required GDU inspections by the end of the year. Out of the 262 units inspected so far this year, 23 properties remain non-compliant.

The most common corrections for the GDU units are as follows: smoke or C.O. (carbon monoxide) detector deficiencies, caulking in tub and/or shower stall, exterior property maintenance conditions and exterior housing maintenance repairs.

**SHINE Program.** Community Development Department conducted a SHINE neighborhood inspection this week in the residential area south of Highway 96, east of Hodgson Road, west of Rice Street, and north of Snail Lake Road (as shown on the map below). Notices, with information on property and housing maintenance regulations, were mailed to the 181 properties in the selected neighborhood. This area was last inspected through the SHINE program back in 2004. Staff will follow-up on a summary report of the inspection findings, as well as work with property owners found to have violations of the City's property and/or housing maintenance regulations.

### FALL 2015 SHINE NEIGHBORHOOD



### **Other News and Information**

- The Economic Development Commission will be holding their monthly meeting on October 20<sup>th</sup> at the North Metro Meeting & Event Center at 1000 Gramsie Road. The North Metro Meeting & Event Center is part of a rebranding of the Hampton Inn and Hilton Garden Inn properties, and the major renovations recently completed at the Hampton Inn/Green Mill restaurant.
- Attached is the monthly report on building permit activity from the Building Official.
- Attached is the monthly services report from the Housing Resource Center.

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

	SEPTEMBER 2015		TO DATE 2015		SEPTEMBER 2014		TO DATE 2014	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	2	\$795,000	14	\$4,271,000	2	\$407,000	15	\$4,215,650
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	4	\$185,000	16	\$831,000	5	\$174,000	20	\$2,437,300
GARAGES			5	\$97,000	2	\$91,000	6	\$147,500
MISCELLANEOUS	109	\$1,023,664	869	\$6,184,674	102	\$734,558	688	\$4,333,323
APARTMENTS			0	\$0			1	\$16,705,000
OFFICES			0	\$0			1	\$1,500,000
RETAIL			1	\$1,500,000			0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0			1	\$80,000
PUBLIC BUILDINGS			1	\$532,000			0	\$0
COMMERCIAL ADDITIONS			0	\$0			0	\$0
COMMERCIAL ALTER	6	\$56,585	42	\$3,176,737	11	\$279,895	51	\$4,417,209
<b>TOTAL</b>	<b>121</b>	<b>\$2,060,249</b>	<b>948</b>	<b>\$16,592,411</b>	<b>122</b>	<b>\$1,686,453</b>	<b>783</b>	<b>\$33,835,982</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR



TO: Terry Schwerm, City Manager  
 FROM: Fred Espe, Finance Director  
 DATE: October 13, 2015  
 RE: Monthly Finance Report

**Utility Revenue**

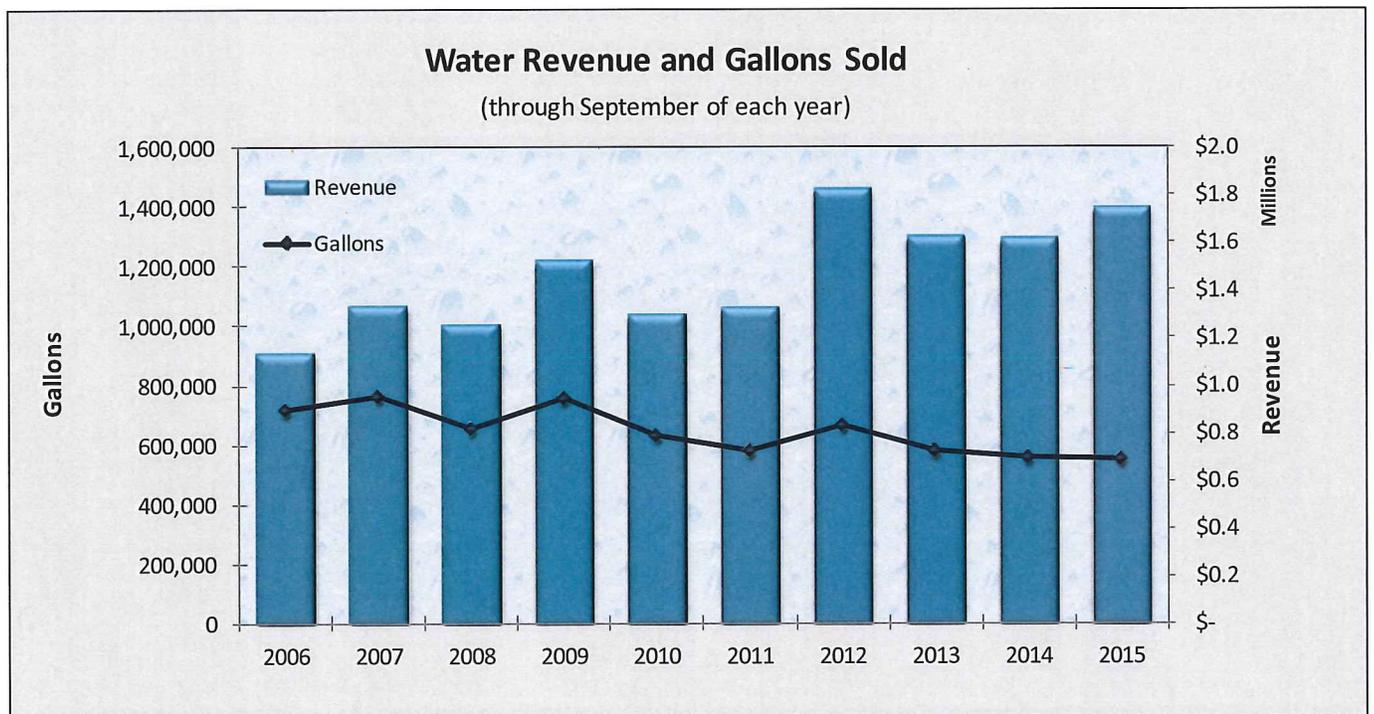
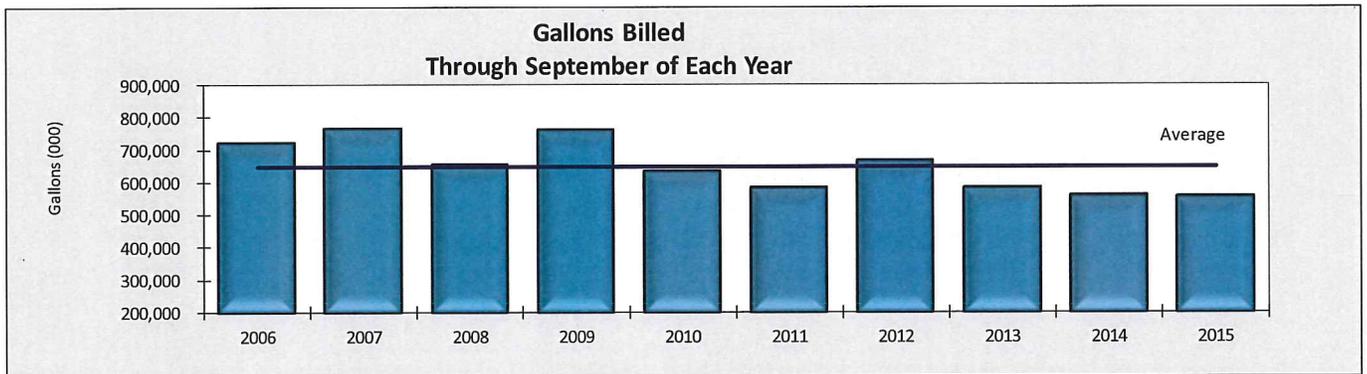
The table below contains gallons sold and monthly utility revenue through September of 2015 as compared to actual for the same period in 2014.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-14	55,636,049	\$ 166,227	\$ 312,543	\$ 102,646	\$ 40,041	\$ 621,457
Feb-14	44,039,262	\$ 128,095	\$ 272,862	\$ 84,370	\$ 33,566	\$ 518,893
Mar-14	56,513,396	\$ 168,161	\$ 358,946	\$ 132,767	\$ 49,445	\$ 709,319
Apr-14	46,777,269	\$ 144,159	\$ 306,819	\$ 103,032	\$ 40,123	\$ 594,133
May-14	41,232,903	\$ 123,676	\$ 274,453	\$ 85,308	\$ 33,898	\$ 517,335
Jun-14	64,580,690	\$ 190,415	\$ 365,347	\$ 132,895	\$ 49,548	\$ 738,205
Jul-14	73,954,448	\$ 218,213	\$ 309,626	\$ 103,344	\$ 40,289	\$ 671,472
Aug-14	71,707,947	\$ 208,605	\$ 280,451	\$ 85,004	\$ 33,887	\$ 607,947
Sep-14	101,629,480	\$ 303,666	\$ 374,813	\$ 132,422	\$ 49,563	\$ 860,464
<b>Total 2014</b>	<b>556,071,444</b>	<b>\$ 1,651,217</b>	<b>\$ 2,855,860</b>	<b>\$ 961,788</b>	<b>\$ 370,360</b>	<b>\$ 5,839,225</b>
Jan-15	53,824,710	\$ 173,100	\$ 317,620	\$ 112,881	\$ 41,631	\$ 645,232
Feb-15	42,069,513	\$ 129,794	\$ 274,261	\$ 93,405	\$ 35,848	\$ 533,308
Mar-15	54,275,495	\$ 175,320	\$ 370,349	\$ 145,925	\$ 52,062	\$ 743,656
Apr-15	46,516,846	\$ 153,019	\$ 316,439	\$ 113,630	\$ 41,751	\$ 624,839
May-15	44,075,778	\$ 140,461	\$ 277,207	\$ 93,886	\$ 36,012	\$ 547,566
Jun-15	65,246,965	\$ 207,621	\$ 378,089	\$ 146,665	\$ 52,365	\$ 784,740
Jul-15	76,606,274	\$ 236,878	\$ 319,652	\$ 113,640	\$ 41,913	\$ 712,083
Aug-15	76,446,737	\$ 259,567	\$ 306,789	\$ 95,621	\$ 36,344	\$ 698,321
Sep-15	95,126,082	\$ 302,185	\$ 392,080	\$ 145,181	\$ 52,130	\$ 891,576
<b>Total 2015</b>	<b>554,188,400</b>	<b>\$ 1,777,945</b>	<b>\$ 2,952,486</b>	<b>\$ 1,060,834</b>	<b>\$ 390,056</b>	<b>\$ 6,181,321</b>
Change	-0.3%	7.7%	3.4%	10.3%	5.3%	5.9%
2015 rate increase		7.0%	3.0%	10.0%	4.0%	

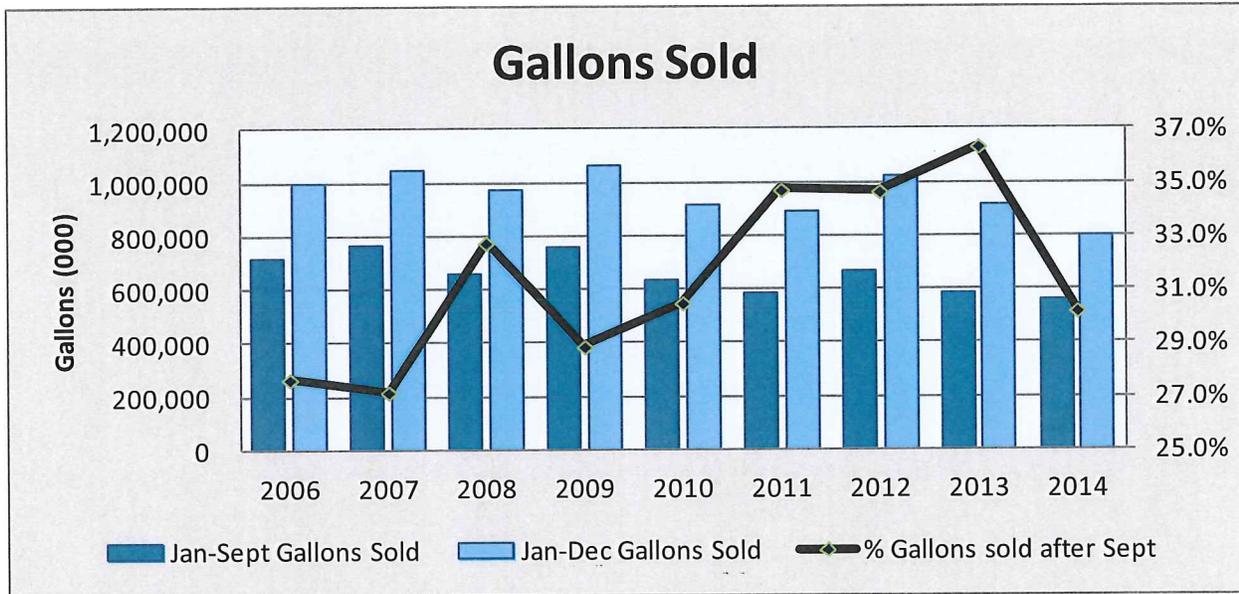
When reviewing these numbers it is important to remember that water revenue is the most difficult to predict because weather patterns (rainfall) and user habits have an impact on total gallons. In addition, more water is billed at the end of the year than the beginning due to water used for landscaping throughout the summer months.

The increase in water revenue in comparison to 2014 (as shown on the previous page) is due to the 7% rate increase in 2015, current year to date gallons billed is .3% below the same period in 2014.

Gallons sold year-to-date are the lowest in ten years, are 14.3% below the average for the ten year period, and are tracking below the base gallon level used to set water rates. The first graph below shows gallons billed through September of each year in comparison to the 10-year average. The second graph shows the relationship between gallons billed and revenue through September (the line represents gallons, and the bars represent water revenue). It should be noted that the increase in water revenue is caused in part by the restructuring of water rates (to split the first residential water tier) in 2012.



It is very difficult to predict fourth quarter water consumption, due to the relationship between rainfall and water usage. As the following graph shows for the nine year period (2006 – 2014) fourth quarter gallons sold as a percent of total gallons sold ranges from a low of 27.2% to a high of 36.3%.



### Permit Revenue

The table below provides a summary of permit revenues through September of 2015 in comparison to revenue received through September in four previous years. Total permit revenue to date in 2015 is \$59,310 higher than budget allowances, which is a favorable indicator for the General Fund.

	2011	2012	2013	2014	2015
<b>Revenue Received</b>					
Building permits	\$ 181,737	\$ 209,146	\$ 236,731	\$ 284,917	\$ 218,261
Plan check	50,918	78,418	48,776	108,179	41,036
Heating/electric/plumbing	67,315	121,243	93,943	89,358	92,013
<b>Total Revenue</b>	<b>\$ 299,970</b>	<b>\$ 408,807</b>	<b>\$ 379,450</b>	<b>\$ 482,454</b>	<b>\$ 351,310</b>
<b>Percent of budget allowance</b>	<b>124.5%</b>	<b>158.5%</b>	<b>139.5%</b>	<b>171.7%</b>	<b>120.3%</b>
<b>Budget allowance:</b>					
Building permits	\$ 149,000	\$ 150,000	\$ 150,000	\$ 162,000	\$ 170,000
Plan check	35,000	45,000	50,000	46,000	50,000
Heating/electric/plumbing	57,000	63,000	72,000	73,000	72,000
<b>Total Budget</b>	<b>\$ 241,000</b>	<b>\$ 258,000</b>	<b>\$ 272,000</b>	<b>\$ 281,000</b>	<b>\$ 292,000</b>

### Monthly Report

Attached is the monthly report for September of 2015.

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	7,023,335	3,665,243	3,358,092	52.19	51.08
Licenses & Permits	330,100	357,231	-27,131	108.22	129.69
Intergovernmental	455,032	249,655	205,377	54.87	293.05
Charges for Services	1,303,810	1,092,238	211,572	83.77	89.76
Fines & Forfeits	48,800	26,086	22,714	53.45	47.31
Interest Earnings	50,000		50,000		
Miscellaneous	26,227	20,314	5,913	77.45	79.08
<b>TOTAL REVENUES</b>	<b>9,237,304</b>	<b>5,410,766</b>	<b>3,826,538</b>	<b>58.58</b>	<b>64.72</b>
<b>EXPENDITURES</b>					
General Government					
Administration	553,955	386,927	167,028	69.85	66.11
Communications	215,944	154,473	61,471	71.53	64.97
Council & commiss	151,925	120,006	31,919	78.99	77.04
Elections	4,000		4,000		74.57
Finance/accounting	545,070	391,885	153,185	71.90	67.72
Human Resources	290,010	181,932	108,078	62.73	61.26
Information systems	346,344	252,119	94,225	72.79	73.90
Legal	125,000	76,874	48,126	61.50	70.45
<b>Total General Government</b>	<b>2,232,248</b>	<b>1,564,216</b>	<b>668,032</b>	<b>70.07</b>	<b>67.96</b>
Public Safety					
Emergency services	5,130	2,367	2,763	46.14	35.89
Fire	1,354,780	1,136,194	218,586	83.87	100.19
Police	2,064,925	1,489,829	575,096	72.15	73.86
<b>Total Public Safety</b>	<b>3,424,835</b>	<b>2,628,389</b>	<b>796,446</b>	<b>76.74</b>	<b>82.79</b>
Public Works					
Forestry/nursery	125,989	72,830	53,159	57.81	77.02
Pub Works Adm/Engin	450,210	284,050	166,160	63.09	72.96
Streets	864,238	643,325	220,913	74.44	70.44
Trail mgmt	132,926	86,822	46,104	65.32	81.13
<b>Total Public Works</b>	<b>1,573,363</b>	<b>1,087,026</b>	<b>486,337</b>	<b>69.09</b>	<b>72.61</b>
Parks and Recreation					
Municipal buildings	131,725	122,384	9,341	92.91	92.23
Park Maintenance	1,247,321	976,627	270,694	78.30	77.83
Park/Recreation Adm	381,141	282,032	99,109	74.00	66.66
<b>Total Parks and Recreation</b>	<b>1,760,187</b>	<b>1,381,043</b>	<b>379,144</b>	<b>78.46</b>	<b>76.33</b>
Community Develop					
Building Inspection	167,224	112,955	54,269	67.55	76.02
Planning/zoning adm	449,447	310,742	138,705	69.14	69.52
<b>Total Community Develop</b>	<b>616,671</b>	<b>423,697</b>	<b>192,974</b>	<b>68.71</b>	<b>71.24</b>

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,607,304	7,084,371	2,522,933	73.74	75.47
OTHER					
Sale of Asset		1,297	-1,297		
Transfers In	748,000	706,250	41,750	94.42	94.22
Transfers Out	-378,000	-316,500	-61,500	83.73	83.81
TOTAL OTHER	370,000	391,047	-21,047	105.69	106.11
Net change in fund equity		-1,282,558	1,282,558		
Fund equity, beginning		4,447,396			
Fund equity, ending		3,164,838			
Less invested in capital assets					
Net available fund equity		3,164,838			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	65,000	75,681	-10,681	116.43	94.97
Charges for Services	527,000	267,001	259,999	50.66	51.94
<b>TOTAL REVENUES</b>	<b>592,000</b>	<b>342,682</b>	<b>249,318</b>	<b>57.89</b>	<b>57.01</b>
<b>EXPENDITURES</b>					
Public Works					
Recycling	544,287	361,563	182,724	66.43	69.63
<b>Total Public Works</b>	<b>544,287</b>	<b>361,563</b>	<b>182,724</b>	<b>66.43</b>	<b>69.63</b>
<b>TOTAL EXPENDITURES</b>	<b>544,287</b>	<b>361,563</b>	<b>182,724</b>	<b>66.43</b>	<b>69.63</b>
Net change in fund equity	47,713	-18,882	66,595		
Fund equity, beginning		266,654			
Fund equity, ending		247,772			
Less invested in capital assets					
Net available fund equity		247,772			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	5,852	1,648	78.03	75.57
Interest Earnings	500		500		
<b>TOTAL REVENUES</b>	<b>8,000</b>	<b>5,852</b>	<b>2,148</b>	<b>73.15</b>	<b>71.30</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	8,000	4,988	3,012	62.35	90.63
<b>Total Miscellaneous</b>	<b>8,000</b>	<b>4,988</b>	<b>3,012</b>	<b>62.35</b>	<b>90.63</b>
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>	<b>4,988</b>	<b>3,012</b>	<b>62.35</b>	<b>90.63</b>
Net change in fund equity		864	-864		
Fund equity, beginning		41,948			
Fund equity, ending		42,812			
Less invested in capital assets					
Net available fund equity		42,812			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,443,830	1,775,540	668,290	72.65	72.18
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	1,000	11,500	8.00	3.17
<b>TOTAL REVENUES</b>	<b>2,461,330</b>	<b>1,776,540</b>	<b>684,790</b>	<b>72.18</b>	<b>71.58</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,763,411	1,889,585	873,826	68.38	69.22
<b>Total Parks and Recreation</b>	<b>2,763,411</b>	<b>1,889,585</b>	<b>873,826</b>	<b>68.38</b>	<b>69.22</b>
<b>TOTAL EXPENDITURES</b>	<b>2,763,411</b>	<b>1,889,585</b>	<b>873,826</b>	<b>68.38</b>	<b>69.22</b>
<b>OTHER</b>					
Sale of Asset		610	-610		
Transfers In	366,000	274,500	91,500	75.00	75.00
<b>TOTAL OTHER</b>	<b>366,000</b>	<b>275,110</b>	<b>90,890</b>	<b>75.17</b>	<b>75.00</b>
Net change in fund equity	63,919	162,066	-98,147		
Fund equity, beginning		1,193,542			
Fund equity, ending		1,355,608			
Less invested in capital assets					
Net available fund equity		1,355,608			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,472,088	1,263,733	208,355	85.85	84.51
Interest Earnings	2,000		2,000		
Miscellaneous		250	-250		
<b>TOTAL REVENUES</b>	<b>1,474,088</b>	<b>1,263,983</b>	<b>210,105</b>	<b>85.75</b>	<b>84.26</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	97,923	96,032	1,891	98.07	98.18
Aquatics	153,384	100,654	52,730	65.62	62.23
Community programs	100,472	85,882	14,590	85.48	83.70
Drop-in Child Care	64,130	43,135	20,995	67.26	63.36
Fitness Programs	202,764	122,236	80,528	60.28	62.64
Park/Recreation Adm	389,800	302,440	87,360	77.59	60.83
Preschool Programs	92,433	58,724	33,709	63.53	46.40
Summer Discovery	208,991	275,913	-66,922	132.02	100.46
Youth/Teen	34,287	14,739	19,548	42.99	40.80
<b>Total Parks and Recreation</b>	<b>1,344,184</b>	<b>1,099,755</b>	<b>244,429</b>	<b>81.82</b>	<b>69.99</b>
<b>TOTAL EXPENDITURES</b>	<b>1,344,184</b>	<b>1,099,755</b>	<b>244,429</b>	<b>81.82</b>	<b>69.99</b>
<b>OTHER</b>					
Transfers In	72,000	72,000		100.00	100.00
Transfers Out	-120,000	-90,000	-30,000	75.00	75.00
<b>TOTAL OTHER</b>	<b>-48,000</b>	<b>-18,000</b>	<b>-30,000</b>	<b>37.50</b>	<b>16.67</b>
Net change in fund equity	81,904	146,228	-64,324		
Fund equity, beginning		971,783			
Fund equity, ending		1,118,011			
Less invested in capital assets					
Net available fund equity		1,118,011			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	318,000	395,068	-77,068	124.24	50.99
Interest Earnings	1,700	1,700	1,700		
Miscellaneous	1,200	22,861	-21,661	1,905.1	75.00
<b>TOTAL REVENUES</b>	<b>320,900</b>	<b>417,930</b>	<b>-97,030</b>	<b>130.24</b>	<b>50.82</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	167,993	113,926	54,067	67.82	89.29
Total General Government	167,993	113,926	54,067	67.82	89.29
Capital Outlay					
Cable television	25,000	38,285	-13,285	153.14	
Total Capital Outlay	25,000	38,285	-13,285	153.14	
<b>TOTAL EXPENDITURES</b>	<b>192,993</b>	<b>152,211</b>	<b>40,782</b>	<b>78.87</b>	<b>89.29</b>
<b>OTHER</b>					
Transfers Out	-167,000	-125,250	-41,750	75.00	75.00
<b>TOTAL OTHER</b>	<b>-167,000</b>	<b>-125,250</b>	<b>-41,750</b>	<b>75.00</b>	<b>75.00</b>
Net change in fund equity	-39,093	140,469	-179,562		
Fund equity, beginning		192,160			
Fund equity, ending		332,629			
Less invested in capital assets					
Net available fund equity		332,629			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000	46,622	43,378	51.80	50.85
TOTAL REVENUES	90,000	46,622	43,378	51.80	50.85
EXPENDITURES					
Community Develop					
Econ Development-EDA	85,880	68,104	17,776	79.30	72.96
Total Community Develop	85,880	68,104	17,776	79.30	72.96
TOTAL EXPENDITURES	85,880	68,104	17,776	79.30	72.96
Net change in fund equity	4,120	-21,482	25,602		
Fund equity, beginning		209,176			
Fund equity, ending		187,694			
Less invested in capital assets					
Net available fund equity		187,694			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	95,000	49,328	45,672	51.92	50.83
<b>TOTAL REVENUES</b>	<b>95,000</b>	<b>49,328</b>	<b>45,672</b>	<b>51.92</b>	<b>50.83</b>
<b>EXPENDITURES</b>					
Community Develop					
Housing Programs-HRA	85,618	60,826	24,792	71.04	71.33
<b>Total Community Develop</b>	<b>85,618</b>	<b>60,826</b>	<b>24,792</b>	<b>71.04</b>	<b>71.33</b>
<b>TOTAL EXPENDITURES</b>	<b>85,618</b>	<b>60,826</b>	<b>24,792</b>	<b>71.04</b>	<b>71.33</b>
Net change in fund equity	9,382	-11,498	20,880		
Fund equity, beginning		87,943			
Fund equity, ending		76,445			
Less invested in capital assets					
Net available fund equity		76,445			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	5,342	24,658	17.81	42.87
<b>TOTAL REVENUES</b>	<b>32,200</b>	<b>5,342</b>	<b>26,858</b>	<b>16.59</b>	<b>40.06</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	24,497	7,503	76.55	104.31
<b>Total Miscellaneous</b>	<b>32,000</b>	<b>24,497</b>	<b>7,503</b>	<b>76.55</b>	<b>104.31</b>
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>24,497</b>	<b>7,503</b>	<b>76.55</b>	<b>104.31</b>
Net change in fund equity	200	-19,156	19,356		
Fund equity, beginning		207,885			
Fund equity, ending		188,729			
Less invested in capital assets					
Net available fund equity		188,729			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	26,500	27,535	-1,035	103.91	96.20
Miscellaneous	32,000	30,459	1,541	95.18	103.61
<b>TOTAL REVENUES</b>	<b>58,500</b>	<b>57,995</b>	<b>505</b>	<b>99.14</b>	<b>100.29</b>
<b>EXPENDITURES</b>					
General Government					
Slice of Shoreview	67,485	67,560	-75	100.11	96.53
<b>Total General Government</b>	<b>67,485</b>	<b>67,560</b>	<b>-75</b>	<b>100.11</b>	<b>96.53</b>
<b>TOTAL EXPENDITURES</b>	<b>67,485</b>	<b>67,560</b>	<b>-75</b>	<b>100.11</b>	<b>96.53</b>
<b>OTHER</b>					
Transfers In	10,000	10,000		100.00	100.00
<b>TOTAL OTHER</b>	<b>10,000</b>	<b>10,000</b>		<b>100.00</b>	<b>100.00</b>
Net change in fund equity	1,015	434	581		
Fund equity, beginning		76,351			
Fund equity, ending		76,785			
Less invested in capital assets					
Net available fund equity		76,785			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		955	-955		
Intergovernmental	975	973	2	99.77	47.50
Utility Charges	2,818,000	1,757,563	1,060,437	62.37	64.44
Late fees		27,791	-27,791		
Water meters	4,000	5,138	-1,138	128.45	168.09
Other prop charges	11,000	25,599	-14,599	232.72	67.43
Interest Earnings	38,000	34	37,966	.09	-.15
<b>TOTAL REVENUES</b>	<b>2,871,975</b>	<b>1,818,052</b>	<b>1,053,923</b>	<b>63.30</b>	<b>64.95</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,538,027	1,099,826	438,202	71.51	76.35
<b>Total Proprietary</b>	<b>1,538,027</b>	<b>1,099,826</b>	<b>438,202</b>	<b>71.51</b>	<b>76.35</b>
<b>TOTAL EXPENDITURES</b>	<b>1,538,027</b>	<b>1,099,826</b>	<b>438,202</b>	<b>71.51</b>	<b>76.35</b>
<b>OTHER</b>					
Contributed Assets		11,550	-11,550		
Depreciation	-651,000	-488,250	-162,750	75.00	75.00
Transfers Out	-345,000	-345,000		100.00	100.00
GO Revenue Bonds	-142,903	-179,408	36,505	125.55	117.02
<b>TOTAL OTHER</b>	<b>-1,138,903</b>	<b>-1,001,108</b>	<b>-137,795</b>	<b>87.90</b>	<b>87.99</b>
Net change in fund equity	195,045	-282,882	477,927		
Fund equity, beginning		13,592,659			
Fund equity, ending		13,309,777			
Less invested in capital assets		9,427,325			
Net available fund equity		3,882,452			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,281	-1,281		
Intergovernmental	775	775		99.99	47.53
Charges for Services	1,000	174	826	17.40	161.53
Utility Charges	3,939,000	2,904,002	1,034,998	73.72	73.56
Late fees		48,484	-48,484		
Facility/area chgs	4,000	5,616	-1,616	140.39	717.75
Other prop charges	2,500		2,500		
Interest Earnings	27,000	27	26,973	.10	-.07
<b>TOTAL REVENUES</b>	<b>3,974,275</b>	<b>2,960,358</b>	<b>1,013,917</b>	<b>74.49</b>	<b>74.99</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,299,094	2,645,999	653,095	80.20	83.00
<b>Total Proprietary</b>	<b>3,299,094</b>	<b>2,645,999</b>	<b>653,095</b>	<b>80.20</b>	<b>83.00</b>
<b>TOTAL EXPENDITURES</b>	<b>3,299,094</b>	<b>2,645,999</b>	<b>653,095</b>	<b>80.20</b>	<b>83.00</b>
<b>OTHER</b>					
Contributed Assets		12,000	-12,000		
Depreciation	-348,000	-261,000	-87,000	75.00	75.00
Transfers Out	-181,000	-181,000		100.00	100.00
GO Revenue Bonds	-52,857	-69,725	16,868	131.91	110.27
<b>TOTAL OTHER</b>	<b>-581,857</b>	<b>-499,725</b>	<b>-82,132</b>	<b>85.88</b>	<b>78.03</b>
Net change in fund equity	93,324	-185,366	278,690		
Fund equity, beginning		7,807,994			
Fund equity, ending		7,622,628			
Less invested in capital assets		4,725,848			
Net available fund equity		2,896,780			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		289	-289		
Intergovernmental	280	282	-2	100.79	47.42
Utility Charges	1,407,000	1,045,370	361,630	74.30	74.21
Late fees		15,464	-15,464		
Lake Impr Dist chgs	44,757	40,977	3,780	91.55	59.05
Other prop charges	5,000	6,630	-1,630	132.60	201.00
Interest Earnings	9,000	10	8,990	.11	
<b>TOTAL REVENUES</b>	<b>1,466,037</b>	<b>1,109,022</b>	<b>357,015</b>	<b>75.65</b>	<b>74.76</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	28,572	8,278	20,294	28.97	207.58
Surface Water Oper	824,564	540,356	284,208	65.53	67.41
<b>Total Proprietary</b>	<b>853,136</b>	<b>548,635</b>	<b>304,501</b>	<b>64.31</b>	<b>72.04</b>
<b>TOTAL EXPENDITURES</b>	<b>853,136</b>	<b>548,635</b>	<b>304,501</b>	<b>64.31</b>	<b>72.04</b>
<b>OTHER</b>					
Contributed Assets		2,240	-2,240		
Depreciation	-266,000	-199,500	-66,500	75.00	75.00
Transfers Out	-152,000	-152,000		100.00	100.00
GO Revenue Bonds	-71,747	-87,361	15,614	121.76	118.63
<b>TOTAL OTHER</b>	<b>-489,747</b>	<b>-436,621</b>	<b>-53,126</b>	<b>89.15</b>	<b>90.21</b>
Net change in fund equity	123,154	123,767	-613		
Fund equity, beginning		8,387,421			
Fund equity, ending		8,511,188			
Less invested in capital assets		6,135,855			
Net available fund equity		2,375,333			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		133	-133		
Utility Charges	513,000	383,798	129,202	74.81	73.86
Late fees		6,257	-6,257		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>516,000</b>	<b>390,189</b>	<b>125,812</b>	<b>75.62</b>	<b>74.75</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	271,742	175,413	96,329	64.55	69.45
<b>Total Proprietary</b>	<b>271,742</b>	<b>175,413</b>	<b>96,329</b>	<b>64.55</b>	<b>69.45</b>
Capital Outlay					
Street lighting		144,995	-144,995		
<b>Total Capital Outlay</b>		<b>144,995</b>	<b>-144,995</b>		
Capital Outlay					
Capital Projects		5,140	-5,140		
<b>Total Capital Outlay</b>		<b>5,140</b>	<b>-5,140</b>		
<b>TOTAL EXPENDITURES</b>	<b>271,742</b>	<b>325,548</b>	<b>-53,806</b>	<b>119.80</b>	<b>128.05</b>
<b>OTHER</b>					
Depreciation	-66,000	-49,500	-16,500	75.00	75.00
Transfers Out	-22,400	-22,400		100.00	100.00
<b>TOTAL OTHER</b>	<b>-88,400</b>	<b>-71,900</b>	<b>-16,500</b>	<b>81.33</b>	<b>81.51</b>
Net change in fund equity	155,858	-7,259	163,117		
Fund equity, beginning		1,363,118			
Fund equity, ending		1,355,859			
Less invested in capital assets		432,561			
Net available fund equity		923,298			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	208,000	107,910	100,090	51.88	50.88
Intergovernmental	6,410	6,413	-3	100.05	47.32
Cent Garage chgs	1,256,090	1,254,539	1,551	99.88	99.80
Interest Earnings	10,500	170	10,330	1.62	
<b>TOTAL REVENUES</b>	<b>1,481,000</b>	<b>1,369,032</b>	<b>111,968</b>	<b>92.44</b>	<b>90.38</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	621,453	394,758	226,695	63.52	74.07
<b>Total Proprietary</b>	<b>621,453</b>	<b>394,758</b>	<b>226,695</b>	<b>63.52</b>	<b>74.07</b>
Capital Outlay					
Central Garage Oper		351,387	-351,387		
<b>Total Capital Outlay</b>		<b>351,387</b>	<b>-351,387</b>		
<b>TOTAL EXPENDITURES</b>	<b>621,453</b>	<b>746,145</b>	<b>-124,692</b>	<b>120.06</b>	<b>153.31</b>
<b>OTHER</b>					
Sale of Asset		14,036	-14,036		183.29
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-660,000	-495,000	-165,000	75.00	75.00
Transfers Out	-14,000		-14,000		
GO CIP Bonds	-202,411	-202,193	-218	99.89	100.91
<b>TOTAL OTHER</b>	<b>-757,011</b>	<b>-563,757</b>	<b>-193,254</b>	<b>74.47</b>	<b>75.06</b>
Net change in fund equity	102,536	59,131	43,405		
Fund equity, beginning		4,314,764			
Fund equity, ending		4,373,895			
Less invested in capital assets		3,228,575			
Net available fund equity		1,145,320			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 09-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
1,224	Dain Rauscher Investment Services	CD	91	09-30-15	12-30-15	249,117.74	.210200
1,225	Dain Rauscher Investment Services	CD	91	09-30-15	12-30-15	249,117.74	.210200
1,226	Dain Rauscher Investment Services	CD	91	09-30-15	12-30-15	249,086.89	.109900
1,223	Dain Rauscher Investment Services	CD	99	09-23-15	12-31-15	1,249,500.00	.101400
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 24						6,695,822.37	

FEDERAL HOME LN BK

1,217	Dain Rauscher Investment Services	FH	1,095	01-30-15	01-29-18	651,599.00	1.333300
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,221	Dain Rauscher Investment Services	FH	1,827	07-22-15	07-22-2020	400,000.00	6.043400
1,171	Morgan Stanley Smith Barney LLC	FH	3,652	07-26-12	07-26-2022	600,000.00	2.761000
1,215	Dain Rauscher Investment Services	FH	31,93	12-30-14	12-30-2022	500,000.00	3.122900
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 6						3,134,724.00	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 09-30-15

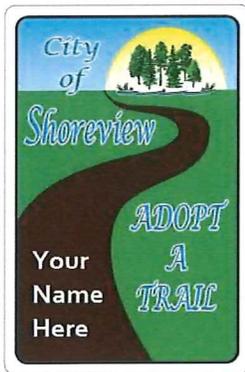
Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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FEDERAL NATL MTG							
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1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
Total Number Of Investments: 2						2,007,347.00	
<hr/>							
FED HM MORTG POOL							
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1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
1,219	Dain Rauscher Investment Services	HP	30,83	02-27-15	02-27-2020	500,000.00	2.748500
Total Number Of Investments: 3						1,460,000.00	
<hr/>							
TAX EXMPT MNCPL BOND							
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1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
Total Number Of Investments: 2						314,770.75	
<hr/>							
TAXABLE MUNCPL BONDS							
<hr/>							
1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,222	Dain Rauscher Investment Services	TM	1,357	08-13-15	05-01-19	1,173,586.50	2.324700
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
Total Number Of Investments: 9						4,104,520.95	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 09-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield	
		Sub-Total Of Investments:					17,717,185.07	
		2015A GO Imp and Utl Rev Bonds					2,554,123.67	
		4M Municipal Money Mkt Fund					12,482,826.81	
		2011 COP Debt Service Reserve					8,440.27	
		GMHC Savings Acct USBank					170,896.93	
		4M Fund - Hockey Escrow					2,760.74	
		MSILF Govt Cash Mgmt MM					559,996.85	
		GRAND TOTAL OF CASH & INVESTMENTS:					33,496,230.34	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: OCTOBER 15, 2015  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **ADOPT-A-TRAIL PROGRAM UPDATE**



The City's new Adopt-a-Trail Program has received an enthusiastic response from the community. A communications plan that combined social media, website posting and local news articles appears to have been very effective. The on-line application form and interactive map for Shoreview's new Adopt-a-Trail Program went "live" on September 29, 2015 and as of this date 18 of the 19 available trail segments have already been adopted. Segments have been adopted by Shoreview individuals, family and neighborhood groups, and nonprofit organizations. Some groups have already begun to coordinate their cleanup efforts for this fall. The Public Works Department is scheduling the installation of signs that recognize the volunteers over the next few weeks.

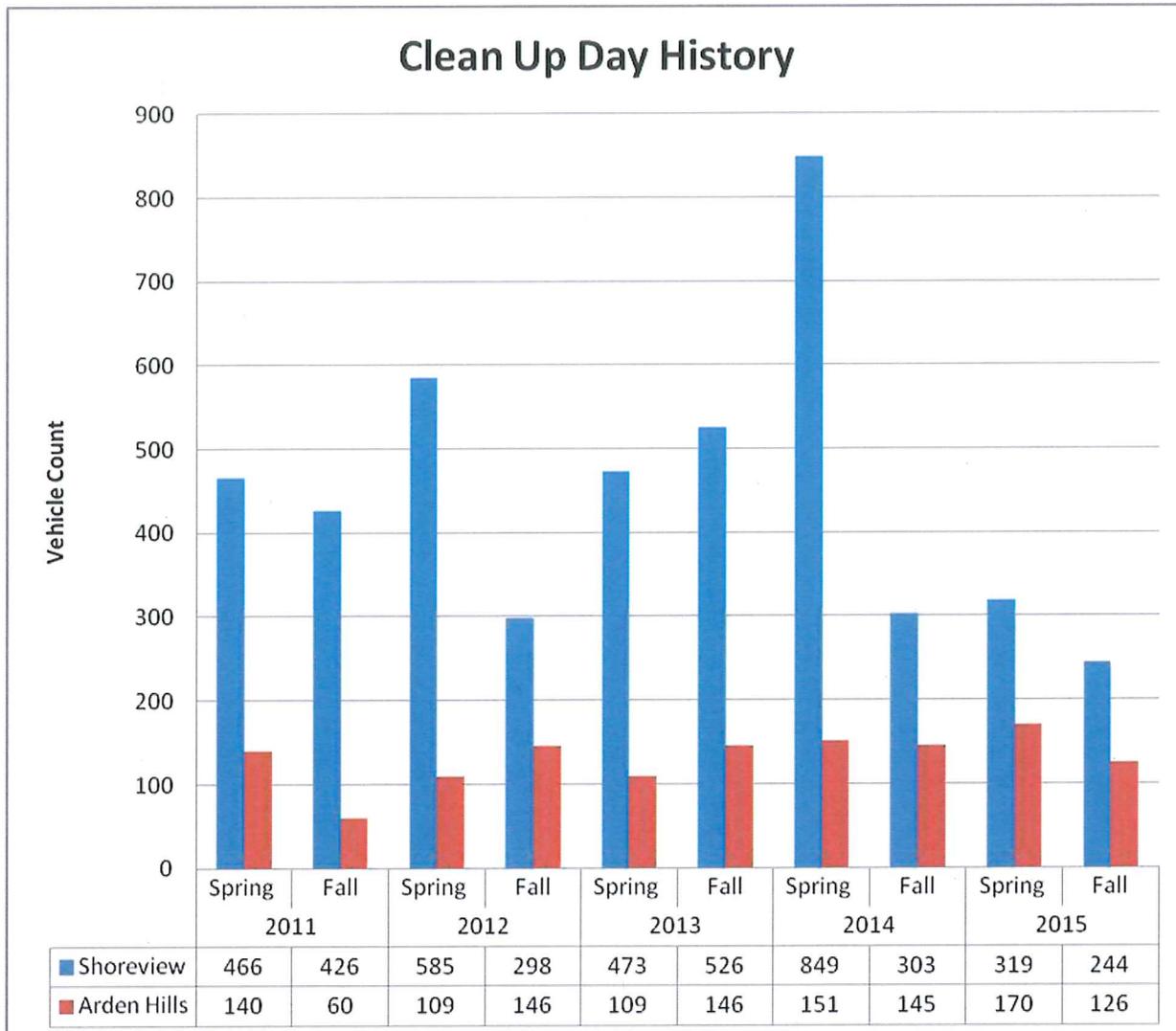
### **ENVIRONMENTAL SERVICES**

#### **Shoreview Cleanup Day**

The City's 2015 Fall Clean Up Day on October 3<sup>rd</sup> operated smoothly with little to no wait times. In total, 370 vehicles attended with participation split almost exactly 2/3 Shoreview residents and 1/3 Arden Hills residents. About 36% of all vehicles participating at the event utilized the Household Hazardous Waste drop off which is operated by Ramsey County's vendor separately during the City's event. Consistent with recent events, only cash and checks were accepted and the per-vehicle price structure followed the same breakdown from the Spring Cleanup Day. The only time period there was any line whatsoever was from 7am to 8:15am, and after the morning rush, vehicles were getting through with no wait.

We are waiting on the haulers to compile tonnage reports of each material category to compare to previous years. One organization, Re-Cycle, was on site and accepted 11 bicycles which totaled in 300 lbs of steel, rubber and plastic. Of those 11 bikes, 2-3 will be tuned up and resold.

See below for a summary of the past clean up day events and participation rates. Typically Spring Clean Up Days have higher participation than Fall Clean Up Days; however there is an overall decline in participation over the last few events.



### MAINTENANCE ACTIVITIES

Each day utility crews inspect all the wells, lift stations and towers and booster station. Routine maintenance and scheduled preventative maintenance is performed as needed. Well houses and the augmentation pump station have been winterized in preparation for the winter months. Crews completed the fall flushing of the water system. Location requests continue to come in and crews locate and mark underground utilities daily.

While flushing hydrants in the spring and fall, crews make a list of needed repairs to hydrants and valves. Utility crews are working off that list repairing hydrants and valves and replacing hydrant flags as needed. They are also repairing and lowering curb stops/water shut offs as time allows. They continue routine flushing/jetting of the sanitary sewer system. Crews also repaired two sewer service lines and two leaking water valves.

All the plows, the trucks and equipment are being inspected, repaired and prepared for the winter. Plows will be ready to be mounted as soon as the snow begins to fall. Summer equipment is being stored and put away for the season. Mandatory DOT inspections are being completed on all the snow plow trucks

and the large trucks in the fleet. All public works maintenance staff attended the Fall Equipment Expo and most attended the “Winter Road Maintenance” workshop recently held at the Maintenance Center.

Street crews completed painting cross walks and pavement markings throughout the city. The annual inspection for retro-reflectivity was completed. Crews are completing the “adopt a trail” signs and location requests for those signs will be going in soon. Those signs will be going up throughout the City within the next two weeks.

Street crews are still mowing along trails as needed. As an indication of the City’s continued commitment to water quality both street sweepers are out as much as possible. Crews cleaned and repaired catch basins and completed the annual cleaning of all the storm sewer sumps and replaced filters as needed. They are also trimming trees as the time and weather allows and have been spot patching streets as needed.

The Department of Corrections crew continues to clean the Maintenance Facility twice a week. The crew has been working with the Parks Department on maintaining grounds, public planting areas and medians, and has worked on reconditioning and repainting hockey rink boards. They are trimming trees, removing buckthorn and completing miscellaneous projects as time allows.

## **PROJECT UPDATES**

**Hanson/Oakridge Neighborhood Reconstruction – Project 14-01** – All items are complete and the Contractor is working to provide staff with the required paperwork to close out the project. It is expected the final payment will be presented to the Council for consideration at the November 2<sup>nd</sup> meeting.

**Water Treatment Plant – Project 14-02** – All of the concrete work below grade and the concrete covers and flooring is complete. Over the next few weeks the contractor will be installing the concrete walls of the filter areas, constructing the masonry walls for the office areas, and installing underground utilities.

**Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01** – The final layer of asphalt was installed on Schifsky Road and all work is completed except for a few minor items. All the underground utility work is complete and the concrete curb and gutter was installed on Turtle Lane this week. In the next couple of weeks the base layer of asphalt will be installed and the disturbed areas will be graded and sod installed.

**2015 Street Light Replacements – Project 15-04** – The street lights were energized the week of September 7<sup>th</sup>. Approximately 95 % of the restoration work is complete. We are waiting for XCEL to de-energize the old feed points and we can then complete the restoration.

**Lexington Avenue & County Road F Water Main Replacement – Project 15-06** – All major items are complete, the contractor is currently finishing up punch list items.

**Virginia/Dennison/Lilac Reconstruction – Project 16-01** – Data collection has begun in the project area and staff will begin work on the feasibility report in the next few weeks. An informational meeting for residents concerning the proposed project will be held in late October/early November.

**Grand Avenue Reconstruction & Extension – Project 16-02** – Tree removal was completed on the Grand Avenue extension and stabilized for winter. Staff will begin work on the feasibility report in the next few weeks.

REGULAR COUNCIL MEETING

October 16, 2015

[t/monthly/monthlyreport2015](#)

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: OCTOBER 15, 2015**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

**DEPARTMENT ACTIVITY**

Department staff are preparing to celebrate the Community Center's 25<sup>th</sup> Anniversary on Friday, November 20<sup>th</sup> and Saturday, November 21<sup>st</sup>. On November 20<sup>th</sup>, the Tropics Indoor Water Park will host a Dive-In Movie at 7:00 pm. Members will get in free and a daily admission fee is required for other guests. On Saturday, November 21<sup>st</sup>, the Community Center will roll back daily admission prices to 1990 levels and have a fun filled afternoon. From 1:00-4:00 pm, there will be a large inflatable obstacle course in the gym and staff will be doing face painting and making balloon animals for guests. Staff will be giving out anniversary cake and other light refreshments and the Wave Café will have a few "anniversary" specials. There will also be a 25 days for \$25 membership special available the week of November 21-28.

During the past two weeks, the staff has been actively working on the transition to an upgraded recreation software system provided by VSI. This new web based system will provide improved functionality and ease of use when it is fully implemented. The software is used in all aspects of the Department's operations including recreation program registration, Community Center memberships and daily admissions, room rentals, concession sales, and other administrative functions. Although the system will be a significant upgrade when fully implemented, it has taken a significant amount of time to learn the new system and train employees. During the past two weeks, both the Parks and Recreation staff and our Information Systems staff have invested a tremendous amount of time in the roll out of the system and working out many of the "bugs" that are inevitable during the implementation of any new software system.

Parks maintenance crews installed new park signs at Bobby Theisen, McCullough, Shamrock and Wilson Parks during the past two weeks. These new 10-foot signs are bigger and more visible than the previous park signs. Additional landscaping around these signs will be completed in the spring.

**COMMUNITY CENTER**

September is typically a relatively quiet month at the Community Center due to the annual pool shut down. This year, the pool was closed for eleven days. This year's projects included a refurbished boat slide in the zero depth beach area. The main pool filter system had the sand

media replaced and new computer boards and heating elements installed. The waterslide stairs were repainted and overhead lights were replaced.

Due to a shorter pool shut down time frame, daily visits were considerably higher than the previous year. There was a 93% increase in daily pass revenue and a 70% increase in daily users. Increased daily traffic usually equates to increased sales at the Wave Café. This month there was a 15% increase in café sales. Staff has researched some healthier food choices including fresh vegetables and dip, fruit cups, granola and protein bars, and new salad choices. A new distributor called CorMark is a large distributor to convenience stores and is now supplying the Community Center with large Caesar and Cobb salads. Staff is also researching different sandwich possibilities.

There were 100 total memberships sold the month of September which is about 8% less than the previous year. There was an increase in the monthly billing annual memberships. Currently, over 40% of our members have annual monthly memberships. Retention numbers remain at a favorable rate. Retention of members from the previous month is 90%. There were a similar number of membership visits this month compared to last year. There were nearly 130 members that used one of their guest passes this month.

Planned marketing efforts include promoting the flexible options for memberships at the Community Center. The next two months are typically when 30% of all memberships are sold. Other marketing efforts include an advertisement focusing on the 25<sup>th</sup> anniversary of the Community Center which is in November. A membership special will be sold during the week of the celebration which will offer 25 days for \$25 membership promotion.

Rental revenue in the Shoreview Room nearly doubled this month compared to last year. There were 11 receptions hosted in the banquet rooms. There is a continuing trend of attracting more corporate rentals during daytime hours. The audio-visual upgrade in the Shoreview Room will be very appealing to corporate groups when it is completed. This month, the Community Center hosted Minnesota Department of Health, Xcel Energy, Institute of Athletic medicine, UCare, MN Counseling Association, US Bank Corporation, and Five Star Financial.

The Fitness Center was less active due to the unseasonably warm September weather. There were 24 new member orientations performed the month of September. Personal Training sessions that were purchased decreased this month compared to last year. One of the reasons that could have contributed to this was not having the annual personal training special.

### **RECREATION PROGRAMS**

There were nearly 2900 registrations processed for Fall Recreation Programs. This is almost identical to last year with over 60% of registrations being processed on-line. Group Fitness and Aquatics typically account for the largest number of class registrations with Youth Sports having the third largest number of participants.

The Kids Garage Sale and Touch-a-Truck were held on Saturday, September 19<sup>th</sup> in the lower level parking lot. There were 11 tables at the garage sale. There was some additional traffic due to the North Oaks garage sale being held on the same day. That coupled with wonderful weather made the garage sale a very successful event with over 500 people participating. The Touch-a-Truck event featured a school bus, 15 different city vehicles, garbage truck, squad car, boat, a military truck with crane, and an ambulance.

The annual 500 Card Tournament was held on Wednesday September 23<sup>rd</sup> at the Community Center. There were 56 participants that played for cash prizes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. A Genealogy class was also introduced this month. This class is taught by an independent contractor who specializes in research on the internet focusing on family heritage.

A new program offered this fall was a "mystery" outing. Participants registered for a day excursion on a coach bus without knowing the itinerary of the day trip. The bus left the Community Center with 20 participants headed to Red Wing to tour the Goodhue Historical Society, spend time at the St. James Hotel, shop at the Red Wing Shoe Store and enjoy lunch at the Liberty Restaurant. On the way back one last stop was made at the Red Wing Stoneware and Pottery Shop. This event was very well received.

The fall session of tumbling classes began on September 26<sup>th</sup> with over 50 participants. Both parent and toddler classes are at capacity as well as Tumbling Tykes. The fall tumbling session is an 8 week long course that incorporates the four elements of gymnastics which is balance beam, floor exercises, the vault, and an introduction to uneven bars.

Staff is preparing for the fall session of ice skating lessons which will begin on October 24<sup>th</sup> at the Shoreview Ice Arena. This session skating lessons have been condensed combining classes to make better use of the ice. Ice rental prices continue to increase to nearly \$200.00 an hour. This makes it very difficult to offer an introductory, affordable, non competitive skating program. The combined classes will allow 3 different time slots compared to 5 last year. These classes offer skating instruction for 4 year olds to beginning adults. The introductory and beginning levels continue to be the most popular.

The After School Sports program began in September at Island Lake School and Turtle Lake School. The program offers children the opportunity to learn the basic skills in basketball, soccer, and wrestling. There are 70 children enrolled which is a small increase in participation compared to last year.

### **PARKS MAINTENANCE**

It was another busy month for the park maintenance crew. Now that most of the fall league games are complete, the crew can finish ballfield repairs for next season. A contractor is replacing the outfield fences at Shamrock Park. The crew has edged and filled the low spots on the warning tracks.

The crew continues to mow all turf surfaces at least once a week. Now that the weather is getting cooler, turf growth will start to slow down. All athletic fields have been aerated. The soccer fields at Bucher, Shamrock and Theisen Parks have been over-seeded. The softball fields at Rice Creek were also over-seeded. The crew filled holes and re-graded the lacrosse field at McCullough Park before over-seeding it. They also gave it a shot of starter fertilizer to give it a boost.

The DOC crew helped out by weed whipping several parks. They also pulled weeds on Highway 96, Lexington Avenue and the Community Center planting beds. Irrigation repairs were completed at the Community Center and Highway 96. The crew is also in the process of blowing out the irrigation systems for winter. Where the crew over-seeded, those systems will be the last to be blown out. The last two weekends in September the crew covered tournaments at Rice Creek Fields.

The crew continues to maintain two full sized soccer fields, ten modified sized soccer fields and two modified sized football fields. The pitchers mounds at Sitzer have been re-built for next season. The edges of the infields were also repaired at Bucher, Sitzer and Wilson Parks. The DOC crew replaced worn boards and painted the hockey rinks at Bucher, Commons, McCullough and Sitzer Parks. The outsides of Bucher, Commons and Sitzer Parks were painted dark green. The crew checked and replaced bad nets on basketball courts and re-tied tennis nets that were loose.

The crew finished another round of playground inspections. Afterwards, the crew added wood fiber to all playgrounds. The DOC crew topped off the exercise course at Bucher Park. All repairs are complete at this time. The crew replaced burned out lamps in lights at the Community Center, Highway 96, McCullough and Wilson Parks. The family of Herbert and Josephine Winkle recently purchased a bench that matches the other park benches at Bucher Park. The crew installed the bench and the family also planted a Red Maple tree near the bench. The bench contains a plaque in memory of the two long time residents that lived across the street from Bucher Park.

The crew continues to pick up trash on a daily basis at the Community Center, the Library and the Parks. The trash receptacles are dumped on an as needed basis. Now that games are done at Rice Creek Fields, the restrooms have been cleaned one last time before they are winterized. The restrooms in the Haffeman Pavilion will be used during skating season.

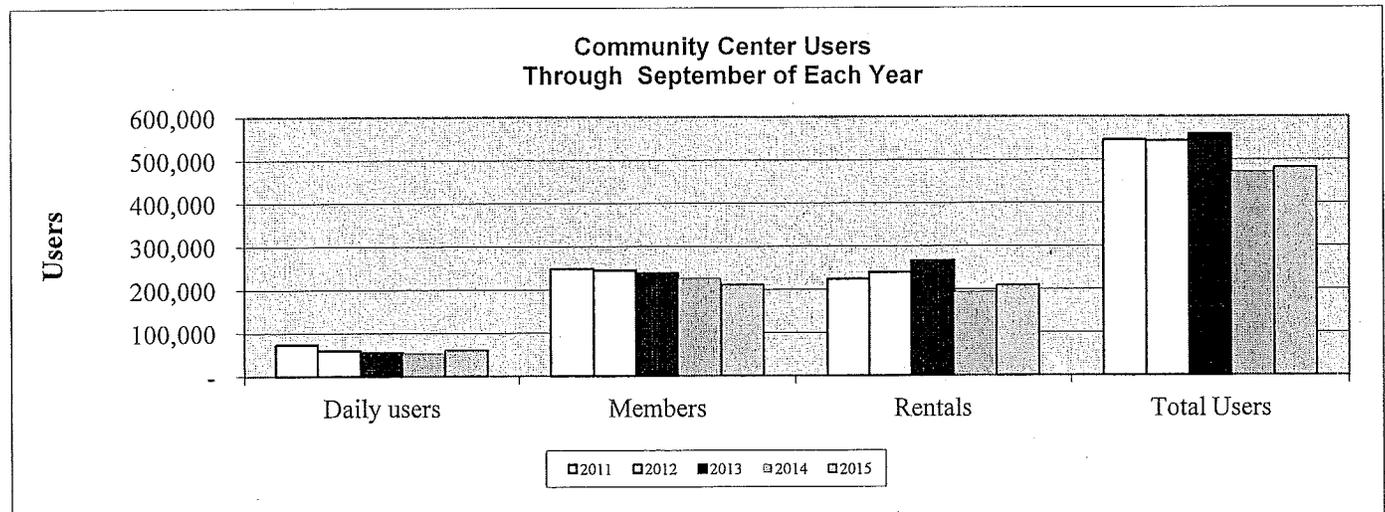
### **COMMUNITY CENTER MAINTENANCE**

The crew has been busy keeping the building on its cleaning schedule. They have been cleaning a lot of carpet lately. They spot cleaned the carpet in the Shoreview Room. One stain did not come out and we had a contractor come in and replace a small piece of the border carpet. Other areas where the carpet has been cleaned are the playground, fitness locker rooms, Park & Recreation lobby and the Wave Café lobby. The crew is in the process of cleaning dust from the beams and the air vents in the gym. They will also clean under the track.

We are about 2/3 of the way through replacing all the 4' fluorescent lamps with LED lamps. We will be replacing the lights in the gym on Sunday, October 18<sup>th</sup>. After that, we will only have the offices, Council Chambers and the Community Room left to do. A contractor is working on pricing to replace the other fluorescent lamps on the lower level of the Community Center this fall. After the first of the year, they will move to the upper level. Work orders for repairs are still running ahead of last year's pace.

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

	2011	2012	2013	2014	2015
<b>Number of Users:</b>					
Daily users	73,058	59,390	54,565	52,718	60,839
Members	248,719	245,155	237,852	225,730	211,730
Rentals	224,275	239,442	267,003	193,426	209,531
<b>Total Users</b>	<b>546,052</b>	<b>543,987</b>	<b>559,420</b>	<b>471,874</b>	<b>482,100</b>
<b>Revenue:</b>					
Admissions	\$ 463,861	\$ 435,760	\$ 458,502	\$ 468,810	\$ 513,334
Memberships-annual	636,945	667,336	675,923	683,126	640,939
Memberships-seasonal	71,408	67,372	63,790	70,457	64,715
Room rentals	194,826	191,294	232,194	230,637	246,102
Wave Café	155,201	144,616	164,076	168,148	172,480
Commissions	10,164	11,005	8,655	9,900	9,330
Locker/vending/video	20,364	18,116	16,872	14,762	14,244
Merchandise	11,394	11,748	11,843	9,700	11,153
Other miscellaneous	988	179	(31)	262	1,862
Building charge	97,000	100,000	101,687	100,000	103,000
Transfers in	222,750	225,000	234,000	254,250	274,500
<b>Total Revenue</b>	<b>1,884,901</b>	<b>1,872,426</b>	<b>1,967,511</b>	<b>2,010,052</b>	<b>2,051,659</b>
<b>Expenditures:</b>					
Personal services	963,293	1,006,022	1,050,148	1,043,207	1,088,659
Supplies	315,599	318,611	354,077	365,913	367,162
Contractual	400,383	414,827	452,776	437,533	433,766
Other	-	5,727	-	-	-
<b>Total Expenditures</b>	<b>1,679,275</b>	<b>1,745,187</b>	<b>1,857,001</b>	<b>1,846,653</b>	<b>1,889,587</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 205,626</b>	<b>\$ 127,239</b>	<b>\$ 110,510</b>	<b>\$ 163,399</b>	<b>\$ 162,072</b>



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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	5,986	5,703	70,573
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	25,962	26,112	313,395
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	15,574	14,768	314,924
<b>Total Users</b>	<b>54,559</b>	<b>49,185</b>	<b>60,580</b>	<b>53,877</b>	<b>48,164</b>	<b>85,038</b>	<b>84,255</b>	<b>79,725</b>	<b>44,037</b>	<b>45,367</b>	<b>47,522</b>	<b>46,583</b>	<b>698,892</b>
<b>Revenue:</b>													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ 36,362	\$ 40,843	\$ 524,169
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	6,268	5,289	56,663
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	112,181	169,305	1,104,823
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,022	22,878	21,760	21,612	27,645	303,211
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	15,558	16,485	210,860
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	3,074	144	152	12,025
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	1,743	1,490	4,093	24,198
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	811	627	14,005
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	14,278	14,259
Building charge	-	-	-	-	-	101,687	-	-	-	-	-	-	101,687
Interest	-	-	-	-	-	-	-	-	-	-	-	(42,835)	(42,835)
Transfers in	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	312,000
<b>Total Revenue</b>	<b>256,960</b>	<b>213,646</b>	<b>283,180</b>	<b>213,610</b>	<b>176,653</b>	<b>293,851</b>	<b>178,377</b>	<b>191,896</b>	<b>159,338</b>	<b>185,246</b>	<b>220,426</b>	<b>261,882</b>	<b>2,635,065</b>
<b>Expenditures:</b>													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	150,736	1,473,504
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	67,635	478,444
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	43,524	66,349	624,145
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>105,372</b>	<b>216,031</b>	<b>198,160</b>	<b>237,287</b>	<b>265,666</b>	<b>203,635</b>	<b>208,739</b>	<b>229,772</b>	<b>192,339</b>	<b>194,000</b>	<b>240,372</b>	<b>284,720</b>	<b>2,576,093</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 151,588</b>	<b>\$ (2,385)</b>	<b>\$ 85,020</b>	<b>\$ (23,677)</b>	<b>\$ (89,013)</b>	<b>\$ 90,216</b>	<b>\$ (30,362)</b>	<b>\$ (37,876)</b>	<b>\$ (33,001)</b>	<b>\$ (8,754)</b>	<b>\$ (19,946)</b>	<b>\$ (22,838)</b>	<b>\$ 58,972</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 151,588</b>	<b>\$ 149,203</b>	<b>\$ 234,223</b>	<b>\$ 210,546</b>	<b>\$ 121,533</b>	<b>\$ 211,749</b>	<b>\$ 181,387</b>	<b>\$ 143,511</b>	<b>\$ 110,510</b>	<b>\$ 101,756</b>	<b>\$ 81,810</b>	<b>\$ 58,972</b>	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,204	6,661	10,413	5,480	4,230	5,389	4,858	5,232	2,251	4,010	6,320	6,651	69,699
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	26,013	297,735
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	9,476	225,738
<b>Total Users</b>	<b>49,709</b>	<b>41,646</b>	<b>49,605</b>	<b>43,938</b>	<b>44,301</b>	<b>72,650</b>	<b>68,970</b>	<b>70,042</b>	<b>31,013</b>	<b>37,598</b>	<b>41,560</b>	<b>42,140</b>	<b>593,172</b>
<b>Revenue:</b>													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ 41,447	\$ 46,543	\$ 541,138
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,160	5,177	55,649
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,899	168,388	1,119,162
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	29,456	307,634
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,617	18,391	217,033
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	243	13,602
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	3,843	22,042
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	622	713	11,691
Other miscellaneous	(42)	(95)	(43)	29	1	296	56	42	18	21	366	12,697	13,346
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	13,615	113,615
Interest	-	-	-	-	-	-	-	-	-	-	-	65,924	65,924
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	339,000
<b>Total Revenue</b>	<b>285,948</b>	<b>212,120</b>	<b>294,275</b>	<b>198,736</b>	<b>175,207</b>	<b>302,334</b>	<b>188,386</b>	<b>188,100</b>	<b>164,946</b>	<b>192,002</b>	<b>224,542</b>	<b>393,240</b>	<b>2,819,836</b>
<b>Expenditures:</b>													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	113,176	160,824	1,475,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	76,904	528,352
Contractual	8,229	39,893	48,847	45,114	28,652	81,027	33,283	79,182	73,306	76,445	49,392	107,123	670,493
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>104,579</b>	<b>205,899</b>	<b>209,723</b>	<b>214,625</b>	<b>216,959</b>	<b>234,617</b>	<b>185,053</b>	<b>264,278</b>	<b>210,920</b>	<b>291,427</b>	<b>191,897</b>	<b>344,851</b>	<b>2,674,828</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 181,369</b>	<b>\$ 6,221</b>	<b>\$ 84,552</b>	<b>\$ (15,889)</b>	<b>\$ (41,752)</b>	<b>\$ 67,717</b>	<b>\$ 3,333</b>	<b>\$ (76,178)</b>	<b>\$ (45,974)</b>	<b>\$ (99,425)</b>	<b>\$ 32,645</b>	<b>\$ 48,389</b>	<b>\$ 145,008</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 181,369</b>	<b>\$ 187,590</b>	<b>\$ 272,142</b>	<b>\$ 256,253</b>	<b>\$ 214,501</b>	<b>\$ 282,218</b>	<b>\$ 285,551</b>	<b>\$ 209,373</b>	<b>\$ 163,399</b>	<b>\$ 63,974</b>	<b>\$ 96,619</b>	<b>\$ 145,008</b>	

**Community Center Monthly Activity  
For the Year 2015**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	-	-	-	60,839
Members	29,987	26,451	25,972	23,249	21,047	21,655	22,777	21,973	18,619	-	-	-	211,730
Rentals	9,409	10,595	10,055	9,993	12,980	43,404	54,139	44,304	14,652	-	-	-	209,531
Total Users	47,536	44,739	42,854	39,010	40,979	71,536	83,879	74,465	37,102	-	-	-	482,100
<b>Revenue:</b>													
Admissions	\$ 64,470	\$ 61,080	\$ 73,343	\$ 45,755	\$ 44,604	\$ 49,396	\$ 51,073	\$ 54,765	\$ 27,777	\$ -	\$ -	\$ -	\$ 472,263
Indoor playground	7,111	6,914	6,776	4,086	3,336	2,950	2,931	4,353	2,614	-	-	-	41,071
Memberships	131,331	85,661	83,759	64,783	60,711	71,901	62,697	72,933	71,878	-	-	-	705,654
Room rentals	32,082	29,658	30,567	25,627	27,718	27,973	24,441	26,934	21,102	-	-	-	246,102
Wave Café	21,724	21,683	27,356	17,451	16,751	17,198	17,027	19,678	13,612	-	-	-	172,480
Commissions	784	-	-	-	470	655	2,085	1,711	3,625	-	-	-	9,330
Locker/vending/video	1,100	1,398	2,243	1,506	1,449	1,442	1,783	2,040	1,283	-	-	-	14,244
Merchandise	1,085	772	1,226	1,292	1,403	1,479	1,609	1,643	644	-	-	-	11,153
Other miscellaneous	(29)	(80)	52	1,664	27	127	31	34	36	-	-	-	1,862
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	-	-	-	274,500
Total Revenue	290,158	237,586	255,822	192,664	186,969	306,621	194,177	214,591	173,071	-	-	-	2,051,659
<b>Expenditures:</b>													
Personal services	84,628	125,924	121,283	119,613	161,920	100,242	123,539	128,780	122,730	-	-	-	1,088,659
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	-	-	-	367,162
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	-	-	-	433,766
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	102,641	215,607	249,819	220,673	248,674	189,992	218,812	210,097	233,272	-	-	-	1,889,587
Rev less Exp (monthly)	\$ 187,517	\$ 21,979	\$ 6,003	\$ (28,009)	\$ (61,705)	\$ 116,629	\$ (24,635)	\$ 4,494	\$ (60,201)	\$ -	\$ -	\$ -	\$ 162,072
Rev less Exp (ytd)	\$ 187,517	\$ 209,496	\$ 215,499	\$ 187,490	\$ 125,785	\$ 242,414	\$ 217,779	\$ 222,273	\$ 162,072	\$ 162,072	\$ 162,072	\$ 162,072	\$ 1,889,587

# MOTION SHEET

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

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

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

Date	Description	
10/07/15	Accounts payable	\$126,915.59
10/14/15	Accounts payable	\$1,326,973.20
10/15/15	Accounts payable	\$288,240.60
	<b>Sub-total Accounts Payable</b>	<b>\$ 1,742,129.39</b>
10/16/15	Payroll (including direct deposits)	\$ 170,500.82
	<b>Sub-total Payroll</b>	<b>\$ 170,500.82</b>
	<b>Total</b>	<b>\$ 1,912,630.21</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

10/19/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
LOVOLD, NICOLE	FACILITY REFUND	220	22040					-\$522.96	-\$522.96
ABBOTT PAINT & CARPET	RED AND BLUE HOCKEY RINK PAINT	101	43710	2240				\$99.99	\$99.99
ABLE HOSE & RUBBER INC.	HOSES FOR SHOP	701	46500	2220		003		\$148.50	\$148.50
ABLE HOSE & RUBBER INC.	FILL AND WASH HOSE ENDS	701	46500	2220		003		\$85.47	\$85.47
ASSOCIATION MAINTENANCE, LLC	TALL GRASS/WEED ABATEMENT AT 1565 LOIS D	101	11700					\$105.25	
ASSOCIATION MAINTENANCE, LLC	TALL GRASS/WEED ABATEMENT 1565 LOIS DR	101	11700					\$117.00	\$117.00
AUTO NATION FORD WHITE BEAR LA	MIRROR AND STEP FOR UNIT 309	701	46500	2220		001		\$640.57	\$640.57
AUTO NATION FORD WHITE BEAR LA	DOOR SWITCH UNIT 302	701	46500	2220		001		\$23.67	\$23.67
BARSNESS, KIRSTIN	SEPTEMBER ECONOMIC DEV. CONSULTING	240	44400	3190				\$1,045.00	\$7,125.00
		307	44100	4890				\$6,080.00	
BAUER BUILT TIRE AND BATTERY I	TIRES FOR UNIT 305	701	46500	2230		001		\$74.51	
BEISSWENGERS HARDWARE	SHOP TOOLS CC	220	43800	2400				\$64.26	\$64.26
BEISSWENGERS HARDWARE	DUCT SEALANT UNIT 611	701	46500	2220		001		\$1.19	\$1.19
BEISSWENGERS HARDWARE	EYE BOLT FOR MOWER MV-2	701	46500	2220		002		\$5.58	\$5.58
BENNETT MATERIAL HANDLING INC	FORKLIFT LIFT CYLINDER AND CHECK VALVE	701	46500	3190		002		\$838.79	\$838.79
BOLTON & MENK, INC	BUCHER SANITARY SEWER REHAB	432	47000	5910				\$3,625.00	\$3,625.00
BRAKE & EQUIPMENT WAREHOUSE	LIFTGATE SUPPORT FOR AIR COMP 1	701	46500	2220		002		\$23.20	\$23.20
BRAKE & EQUIPMENT WAREHOUSE	TIE ROD END UNIT 611	701	46500	2220		001		\$95.30	\$95.30
BRAKE & EQUIPMENT WAREHOUSE	STEERING DAMP&STABILIZER BUSHING 302	701	46500	2220		001		\$47.91	\$47.91
BURNS, EUGENIE	SAPC REIMBURSEMENT - TOURNAMENT SNACK	225	43510	2170		020		\$37.14	\$37.14
CARLSON, ALAYNA	SOCCER REF SEPT 26 & OCT 3	225	43510	3190		007		\$120.00	\$120.00
CARMELI TONETTE	RECYCLING REFUND- 3501 OWASSO ST	210	42750	3190				\$91.00	\$91.00
CLASSIC CATERING/PICNIC PLEASE	DEPOSIT FOR VOLUNTEER DINNER	101	40100	4890		001		\$200.00	\$200.00
COMMERCIAL FURNITURE SERVICES	TABLE GLIDES CC	220	43800	2240		001		\$11.25	\$11.25
CREATIVE WATER SOLUTIONS, LLC	MOSS FOR WATER HEATER CC	220	43800	2240		001		\$174.96	\$174.96
CULLIGAN	IRON FILTER SERVICE FEE	220	43800	3190		007		\$88.00	\$88.00
DIAMOND VOGEL PAINT	TRAFFIC PAINT	101	42200	2180		004		\$81.00	\$81.00
DIAMOND VOGEL PAINT	PAINT FOR HYDRANTS	601	45050	2280		003		\$40.39	\$40.39
EXCEPTIONAL HOME	EROS/GRAD/STREET 3351 EMMERT RES 15-91	101	22030					\$2,000.00	\$5,500.00
		101	22025					\$1,000.00	
		101	22020					\$2,500.00	
EXCEPTIONAL HOMES	EROSION RED 715 ARBOGAST RES 15-91	101	22030					\$1,000.00	
EXCEPTIONAL HOMES	REL EROS/GRAD/CURB 1002RICHMOND RES15-91	101	22030					\$2,000.00	\$3,500.00
		101	22025					\$1,000.00	
		101	22020					\$500.00	
EXCEPTIONAL HOMES	REL EROS/GRADING 990 CHATSWORTH RES15-91	101	22030					\$2,500.00	
		101	22025					\$1,000.00	
EXCEPTIONAL HOMES	REL EROS/GRADING 1000CHATSWORTH RES 1591	101	22030					\$1,500.00	
		101	22025					\$1,000.00	\$2,500.00
FACTORY MOTOR PARTS COMPANY	BEARCAT BLOWER BATTERY	701	46500	2220		002		\$81.75	
FACTORY MOTOR PARTS COMPANY	BATTERY UNIT 201 (LEFT)	701	46500	2220		001		\$134.56	\$134.56
FACTORY MOTOR PARTS COMPANY	BATTERY UNIT 201 (RIGHT)	701	46500	2220		001		\$134.56	\$134.56
FACTORY MOTOR PARTS COMPANY	BATTERY FOR CHIPPER	701	46500	2220		002		\$131.03	\$131.03
FATKHIYEV, NATHANIEL L	SOCCER REF SEPT 26 & OCT 3	225	43510	3190		007		\$100.00	\$100.00
FLUID ENGINEERING	PART FOR SCREENING EQUIPMENT	603	45900	2280				\$2,128.00	\$2,128.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 10-09-15	101	20432					\$55.00	\$55.00
GRAINGER, INC.	FLUSH CARTRIDGE KIT	701	46500	2220		003		\$138.88	\$138.88
GRANDMA'S BAKERY	CONTINENTAL BREAKFAST	220	43800	2591		003		\$154.55	\$154.55
GRANDMA'S BAKERY	SAFETY COMMITTEE EMPLOYEE REWARD	101	40210	4890		008		\$101.50	\$101.50
GRANDMA'S BAKERY	GOING AWAY CAKE FOR JAMI P	101	40500	4890		015		\$64.50	\$64.50
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
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	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		\$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
HAMERNICK DECORATING CENTER	POOL SHUTDOWN PAINTING	220	43800	3810		003		\$4,632.00	\$4,632.00
HERC-U-LIFT	SKY JACK INSPECTION	701	46500	3190		002		\$139.00	\$139.00
HILL, NICOLE	SALESFORCE TRAINING	240	44400	4500				\$25.07	\$25.07
HOTSY EQUIPMENT CO	SWITCH ROCKER VEHICLE WASH	701	46500	3196		001		\$15.60	\$15.60
JEFF SMITH LLC	FALL A SESSION OF TAE KWON DO	225	43530	3190				\$2,288.00	\$2,288.00
JEREMIAH PROGRAM	FACILITY REFUND	220	22040					\$522.96	\$522.96
L T G POWER EQUIPMENT	CHAINS FOR SAWS	701	46500	2220		002		\$55.46	\$55.46
LILLIE SUBURBAN NEWSPAPERS INC	PRESCHOOL AD	220	43800	2201		006		\$363.00	\$363.00
LIVERMONT, GREG	EROS, GRADE, UTIL 4511 RICE ST RES 15-91	101	22025					\$1,000.00	\$3,500.00
		101	22020					\$2,500.00	
MAC QUEEN EQUIPMENT INC.	ACTUATOR S2 SWEEPER	701	46500	2220		001		\$765.50	
MAC QUEEN EQUIPMENT INC.	IMPELLER BRGS AND BELT S2 SWEEPER	701	46500	2220		001		\$1,541.58	\$1,541.58
MAC QUEEN EQUIPMENT INC.	SUCTION TUBE S2 SWEEPER	701	46500	2220		001		\$599.03	\$599.03
MADISON NATIONAL LIFE	LONG TERM DISABILITY: AUGUST 2015	101	20412					\$1,922.25	\$1,922.25
MADISON NATIONAL LIFE	LONG TERM DISABILITY: SEPTEMBER 2015	101	20412					\$1,915.34	\$1,915.34
MADISON NATIONAL LIFE	LONG TERM DISABILITY: OCTOBER 2015	101	20412					\$1,898.79	\$1,898.79
MASTERPIECE HOMES INC	EROSION RED 5560 LEXINGTON AVE RES 15-91	101	22030					\$500.00	\$500.00
MENARDS CASHWAY LUMBER **FRIDL	TRASH CANS FOR Z MOWERS	701	46500	2220		002		\$79.94	\$79.94
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR SEPT 2015	602	20840					\$4,920.30	\$4,920.30
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: SEPTEMBER 2015	101	40500	4890		001		\$90.00	\$360.00
		220	43800	4890		001		\$90.00	
		601	45050	4890		001		\$90.00	
		602	45550	4890		001		\$90.00	
MICHAEL LEE INC	EROSION, GRADE RED 4515 RICE ST RES 15-91	101	22030					\$2,000.00	
		101	22025					\$1,000.00	
MIDWAY SEWER SERVICE COMPANY	DRAIN CLEANING MEN'S RESTROOM	220	43800	3810		003		\$168.00	
MINNESOTA DEPARTMENT OF HEALTH	TIM PAULNO C WATER EXAM APPLICATION	601	45050	4500		003		\$32.00	\$32.00
MINNESOTA EQUIPMENT	FUEL SENDER UNIT JD5220	701	46500	2220		002		\$67.98	\$67.98
MINNESOTA RURAL WATER ASSOCIAT	EXAM REFRESHER: PAULNO, TIM	601	45050	4500		003		\$225.00	\$225.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-FALL PICTURE NIGHT	225	43510	3190		007		\$45.00	\$90.00
		225	43510	3190		018		\$45.00	
MOUNDS VIEW PUBLIC SCHOOLS	FIELD RENTAL - IL BASEBALL FIELDS	225	43510	3190		008		\$360.00	
NAPA AUTO PARTS	OIL FILTER 611, MOWER OIL	701	46500	2220		001		\$8.99	\$151.40
		701	46500	2130		001		\$142.41	
NAPA AUTO PARTS	FUEL FILTER UNIT 308	701	46500	2220		001		\$47.49	
NORM'S TIRE SALES	ALIGNMENT INSPECTION	701	46500	3190		001		\$43.62	\$43.62
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES - KEVIN WHITE	101	44300	3190				\$942.50	\$942.50
PENSINI, ALAIN	EROSION RED 4900 ROBINHOOD CIR RES 15-91	101	22030					\$500.00	\$500.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
POWELL, SHARON	GENEALOGY RESEARCH CLASS 9/30	225	43590	3174		003		\$104.00	\$104.00
Q3 CONTRACTING	STREET LIGHT PMT 2 FINAL PROJECT 15-04	604	42600	5300				\$2,839.95	\$2,839.95
RADCO INC	REMOTE START UNIT 611	701	46500	2220		001		\$369.00	\$369.00
RAMSEY COUNTY	ROAD STRIPING FOR 2015	101	42200	3190		001		\$17,960.79	\$17,960.79
REPUBLIC SERVICES INC #899	OCTOBER RECYCLING SERVICES	210	42750	3190				\$32,616.60	\$32,616.60
RHOLL, CARTER	FLAG FOOTBALL REF SEPT 26 & OCT 3	225	43510	3190		018		\$150.00	\$150.00
RICK JOHNSON DEER AND BEAVER I	DEER REMOVAL	101	42200	3190		003		\$230.00	\$230.00
ROYAL CONCRETE PIPE	CURB REPAIR DONEGAL CIRCLE	603	45850	2180		003		\$616.00	\$616.00
SCHELEN-GRAY AUTO ELECTRIC	S2 SWEEPER SIDE BROOM TILT MOTORS	701	46500	2220		001		\$239.98	\$239.98
SPECIALTY TRUCK EQUIPMENT	STRAP REPAIR	701	46500	3190		002		\$430.00	\$430.00
STEDJE, AMANDA	SOCCER REF SEPT 26 & OCT 3	225	43510	3190		007		\$80.00	\$80.00
SUSA ONE DAY SCHOOL	ONE DAY SUSA SCHOOL KC, JM, TP, DS, JE, JF, JK	601	45050	4500		003		\$500.00	\$550.00
		601	45050	4500		002		\$50.00	
T-MOBILE	8/27/15-9/26/15	601	45050	3190				\$60.25	
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002		\$397.29	\$397.29
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180	002			\$160.61	\$160.61
TKE CORP	ELEVATOR MAINTENANCE FEE	220	43800	3190		004		\$1,099.94	\$1,099.94
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006		\$68.70	\$68.70
USA INFLATABLES/USA GOLF GAMES	INFLATABLE RENTAL - NEW YEARS EVE PARTY	225	43580	3172		002		\$754.60	\$754.60
USA INFLATABLES/USA GOLF GAMES	INFLATABLE RENTAL-25TH ANNIVERSARY EVENT	220	43800	3190		004		\$745.60	\$745.60
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2110				\$154.72	\$154.72
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2110				\$77.36	\$77.36
VANCO SERVICES	SEPT FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$112.50	\$112.50
WANGLER, TROY	LANDSCAPE RED 4515 RICE ST RES 15-91	101	22020					\$2,250.00	\$2,250.00
ZEP MANUFACTURING COMPANY	MIST DISPENSER AND AIR FRESHENER	701	46500	2220		003		\$237.96	\$237.96

Total of all invoices: \$126,915.59

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
HEWITSON, MARK	REFUND DUP CLOSING PYMT-5558 CHATSWORTH	601	36190				-\$139.43	-\$139.43
A & L SUPERIOR SOD, INC	SOD AND SEED FOR SEWER REPAIRS	602	45550	2280		002	\$270.10	\$270.10
AARP C/O RICHARD MURRAY	AARP SMART DRIVER CLASS (10/06)	225	43590	3174		003	\$615.00	\$615.00
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640			\$1,100.29	\$1,671.93
		101	43710	3950			\$571.64	
ALLEN, DEANNE	MINUTES - 10/5 CC	101	40200	3190		001	\$200.00	\$200.00
AMBROSIER, PAUL	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$52.00	\$52.00
ANDERSON, DAVID	4HR SMART DRIVER	220	22040				\$5.00	\$5.00
BATTERIES PLUS	BATTERIES	601	45050	2280		001	\$28.55	\$56.55
		602	45550	2280		001	\$28.00	
BENNETT, JUSTIN	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$62.00	\$62.00
BLAZEVIC, JON	RSV# 1019811 REFUND REFUND	220	22040				\$25.00	\$25.00
BOLTON & MENK, INC	OBSERVATION HWY 96 LIFT STATION CP14-07	473	47000	5910			\$270.00	
BROOKSHIRE, ZANDRA	RSV# 1019858 REFUND REFUND	220	22040				\$25.00	\$25.00
BULK, PETER	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$52.00	\$52.00
C & E HARDWARE	CLEANING SUPPLIES FOR MAINTENANCE CENTER	701	46500	2183		002	\$25.94	\$25.94
CASEY, MELISSA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$52.00	\$52.00
CHAMBERLAIN, SARAH	RSV# 1019719 REFUND REFUND	220	22040				\$500.00	\$500.00
CHILD CARE, COMFORT ZONE	RSV# 1019853 REFUND REFUND	220	22040				\$25.00	\$25.00
CHMIELEWSKI, JOLYNN	RSV# 1019804 REFUND REFUND	220	22040				\$25.00	\$25.00
COGNETTA, JOELLE	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$62.00	\$62.00
COMCAST	CABLE TELEVISION	220	43800	3190		001	\$184.39	\$184.39
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 10-16-15	101	21720				\$9,733.18	\$9,733.18
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:10-16-15	101	20420				\$137.00	\$137.00
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER MAINTENANCE	101	40550	3860		004	\$145.26	\$145.26
DAVIS LOCK & SAFE	KEYS FOR CC	220	43800	2240		001	\$30.50	\$30.50
DURBIN, JULIE	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$52.00	\$52.00
ELDER, ALEXANDER	REFUND AQUATICS PROGRAM	220	22040				\$45.23	\$45.23
ELSMORE SWIM SHOP	SWIM EQUIPMENT FOR RESALE	220	43800	2591		002	\$2,049.60	\$2,049.60
ENGBLOM, DEBRA R.	MILEAGE: GFOA CONFERENCE	101	40500	4500		004	\$153.53	\$153.53
FARNSWORTH, ELYSE	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$62.00	\$62.00
FEIRN, KERRY	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$52.00	\$52.00
FOLSKA, SANDRA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$52.00	\$52.00
GALLOP SOLUTIONS	REFUND CLOSING OVRPYMT-597 HWY 96 W	601	36190			003	\$62.06	\$62.06
GENESIS EMPLOYEE BENEFITS INC	ADMINISTRATION FEE: SEPT 2015/BAL DUE	101	20416				\$248.07	\$248.07
GENESIS EMPLOYEE BENEFITS INC	ADMINISTRATION FEE: SEPT 2015/USE CREDIT	101	20416				\$121.53	\$121.53
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 10-16-15	101	20431				\$135.00	\$135.00
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS:10-16-15	101	20418				\$5,895.00	\$5,895.00
GLUHIC, MIRELA	RSV# 1019816 REFUND REFUND	220	22040				\$50.00	\$50.00
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	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
GUREK, PAULA	RSV# 1019735 REFUND REFUND	220	22040				\$50.00	\$50.00
HALL, CRETIN-DERHAM	RSV# 1019723 REFUND REFUND	220	22040				\$500.00	\$500.00
HALL, DAVID	REFUND SOCCER PROGRAM - PARENT COACH	220	22040				\$52.00	\$52.00

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
HANSEN, KRISTIN	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
HARVELL, TAMARA	RSV# 1019841 REFUND REFUND	220	22040					\$25.00	\$25.00
HAWKINS, INC.	CAUSTIC, GAS AND LIQUID CL, TEST TUBES	220	43800	2160		001		\$1,430.12	\$1,430.12
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$269.50	
HELDT, AMBER	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
HENTGES, KATE	REFUND ACTIVITY REGISTRATION	220	22040					\$41.00	\$41.00
HERMES, ANN	RSV# 1019711 REFUND REFUND	220	22040					\$500.00	\$500.00
HERRERA, WARREN	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
HEWITSON, MARK	REFUND DUP CLOSING PYMT-5558 CHATSWORTH	601	36190					\$139.43	\$139.43
HOLTZBAUER, HOLLE	RSV# 1019805 REFUND REFUND	220	22040					\$25.00	\$25.00
HORIZON COMMERCIAL POOL SUPPLY	STRAINER COVER FOR ROCK WATERFALL	220	43800	2200		004		\$68.40	\$68.40
HORIZON COMMERCIAL POOL SUPPLY	REPAIR PARTS FOR POOL HEATER	220	43800	2240		003		\$1,610.73	\$1,610.73
HOUKOM, SARAH	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:10-16-15	101	21750					\$5,693.90	\$5,693.90
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:10-16-15	101	20430					\$980.00	\$980.00
JACKSON, CATHERINE	RSV# 1019844 REFUND REFUND	220	22040					\$25.00	\$25.00
JOHNSON, HEIDI M.	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
KELLY & LEMMONS, P.A.	SEPT 2015 LEGAL FEES	101	40600	3020				\$4,564.96	\$8,129.34
		101	40600	3030				\$3,564.38	
KELLY, SARABETH	RSV# 1019824 REFUND REFUND	220	22040					\$25.00	\$25.00
KOOK, KRISTA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
KOSTOLNIK, BETHANY	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
LING, SANDRA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
LITANIA SPORTS GROUP, INC	REPLACEMENT VOLLEYBALL NET	220	43800	2180		003		\$562.85	
LOWE, JOSH	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
MACIAS, KATHRYN	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
MANNING, KATHY	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
MARTINEZ, MARIO	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002		\$101.05	\$101.05
MBPTA	EDUCATION - MARY LUCHT	101	44300	4500				\$85.00	\$85.00
MBPTA	EDUCATION - CECY LUKOSKIE	101	44300	4500				\$75.00	\$75.00
MCCAREN DESIGNS INC	HORTICULTURE SERVICES	220	43800	3190		007		\$1,196.00	\$1,196.00
MCDONALD, STACIA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
MCVEAN, JENNIFER	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
METROPOLITAN COUNCIL	SEWER SERVICE-NOVEMBER 2015	602	45550	3670				\$141,751.67	\$141,751.67
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:10-16-15	101	20435					\$141.50	\$141.50
MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: SEPTEMBER 2015	220	21810					\$9,209.67	\$13,371.00
		701	46500	2120		003		\$106.53	
		601	21810					\$4,066.40	
		101	40210	4890		001		-\$19.05	
		101	40210	4890		008		-\$4.38	
		220	43800	2140				\$ .32	
		220	43800	3610				\$15.60	
		604	42600	3610				-\$3.74	
		220	43800	4500				-\$ .08	
		240	44400	2180				-\$ .27	
MINNESOTA DEPT OF HUMAN SERVIC	MAY CLEANING SERVICES	220	43800	3190		002		\$140.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:10-16-15	101	20420					\$35.00	\$35.00
MINNESOTA PIPE & EQUIPMENT CO	VALVE BOX REPAIR TOOL AND REPAIR TOPS	601	45050	2280		004		\$333.27	\$3,833.27
		701	46500	5800				\$3,500.00	
MINNESOTA WOMEN IN CITY GOVERN	LUNCHEON - R.OLSON & N. HILL	101	40200	4500				\$10.00	

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MNCAR	MEMBERSHIP RENEWAL - 2016	240	44400	4500				\$10.00	\$20.00
MUELLER, DAVID	CREDIT BALANCE REFUND REFUND	240	44400	4330				\$235.00	\$235.00
MUNICIPAL BUILDERS INC	WTP CONSTRUTION PROJ # 14-02	454	47000	5900				\$976,230.45	\$976,230.45
MURPHY, ANDREA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
NADIR, MERYEM	RSV# 1019791 REFUND REFUND	220	22040					\$500.00	\$500.00
NELSON, KRISTINA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
NEUMAN POOL, INC.	REFURBISH POOL UV SYSTEM	220	43800	3810		007		\$3,072.44	\$3,072.44
NICHOLSON, SUE	REFUND CLOSING OVRPYMT-372 N OWASSO BLVD	601	36190			003		\$13.03	\$13.03
NUSTAD, CARISSA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
OLSON, JEFFREY	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
ORTTEL KLUZ, REBECCA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
OUSDIGIAN, SARA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
PODBELSKI, STEPHANIE	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
POPE ASSOCIATES INC	P&R FRONT COUNTER PROJECT DESIGN FEES	405	43800	3810				\$653.83	
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001		\$550.00	\$1,100.00
		601	45050	3220		001		\$550.00	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 10-16-15	101	21740					\$30,831.48	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:10-16-15	101	21740					\$251.30	\$251.30
RAJA, SAM	RSV# 1019856 REFUND REFUND	220	22040					\$25.00	\$25.00
RATWIK, ALLISON	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
REELFS, JESSICA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
REINDERS, INC.	LED HOLIDAY LIGHTS	101	43710	2240				\$2,759.37	\$2,759.37
RICOH USA INC.	MAINTENANCE: RICOH COPIERS 2352/3003	101	40200	3850		002		\$180.20	\$180.20
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 10/21-11/20/15	101	40200	3930		002		\$1,947.00	\$1,947.00
RICOH USA, INC.	LEASE: MPC3003 c84066191	101	40200	3930		002		\$273.62	\$273.62
RONCARI, CHRISTINE	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
RT VISION INC	RACK SERVER FOR ONE OFFICE SOFTWARE	101	42050	3190				\$2,600.00	\$2,600.00
RUFFIN, TYRONE	RSV# 1019726 REFUND REFUND	220	22040					\$100.00	\$100.00
SCHABERG, ANNA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
SCHOENBAUER, DOLORES	RSV# 1019812 REFUND REFUND	220	22040					\$25.00	\$25.00
SCHOLL, JENNIFER	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
SCHUTTA, STEPHANIE	MRPA CONFERENCE MILEAGE	101	43400	3270				\$108.10	\$108.10
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015					\$1,368.87	\$1,368.87
SLADE, JOE	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
STIMPSON, SARA	RSV# 1019810 REFUND REFUND	220	22040					\$50.00	\$50.00
STROMME, MARY LOU	RSV# 1019800 REFUND REFUND	220	22040					\$25.00	\$25.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$1,130.91	\$1,130.91
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$402.54	\$402.54
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$41.88	\$41.88
SWENSON, TRICIA	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
TAYLOR, LINDA L.	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES OCTOBER 2015	101	44300	3090				\$13,353.80	\$13,353.80
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:10-16-15	101	21710					\$24,089.68	\$61,586.32
		101	21730					\$30,333.20	
		101	21735					\$7,163.44	
TRI STATE BOBCAT, INC.	INS CLAIM CP10643: TOOLCAT EQUIPMENT 9/9	260	47400	4340				\$2,929.23	\$2,929.23
TRINKA, BRYAN	RSV# 1019728 REFUND REFUND	220	22040					\$25.00	\$25.00
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:10-16-15	101	20420					\$78.00	
VIZECKY, KAREN	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
WANG, XIAOBEI	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
WANG, YAN	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$789.23	\$789.23
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$74.33	\$74.33
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$112.28	\$204.00
		101	40800	2180				\$91.72	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$458.62	
WELLNER, JENNIFER	REFUND - PASS MANAGMENT	101	44100	3190				\$220.00	\$220.00
WELLS, NICHOLE	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$62.00	\$62.00
WESLEY, LAVERNE	RSV# 1019801 REFUND REFUND	220	22040					\$25.00	\$25.00
WILLIAMS, KELLY	REFUND SOCCER PROGRAM - PARENT COACH	220	22040					\$52.00	\$52.00
XCEL ENERGY	ELECTRIC: LIFT STATIONS	602	45550	3610				\$681.07	
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610				\$13,572.63	\$13,572.63
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610				\$48.93	\$48.93
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610				\$2,227.11	\$2,300.69
		701	46500	2140				\$73.58	
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610				\$197.32	
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610				\$60.24	\$60.24
XCEL ENERGY	STORM SEWER LIFT STATION: ELECTRIC	603	45850	4890		003		\$171.37	\$171.37
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610				\$155.18	\$155.18
YZAGUIRRE, BOBBIE	RSV# 1019847 REFUND REFUND	220	22040					\$25.00	\$25.00
Total of all invoices:								\$1,326,973.20	

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ACE SOLID WASTE	TRASH/GARBAGE COLLECTION	701	46500	3640		001		\$250.46	\$250.46
ALL SEASONS RENTAL INC	CONCRETE FOR CB CURB REPAIR	603	45850	2180		003		\$196.37	\$196.37
ALLIANCE BENEFIT GROUP INC	QUALIFYING EVENT-COBRA NOTICES	101	40210	3190				\$9.00	\$9.00
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$157.44	\$157.44
BATTERIES PLUS	MISC BATTERIES	701	46500	2220		003		\$47.91	\$47.91
BATTERIES PLUS	MISC BATTERIES	701	46500	2220		003		\$11.48	\$11.48
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2220		003		\$10.25	\$10.25
BRAKE & EQUIPMENT WAREHOUSE	MISC TOOLS	701	46500	2400		006		\$51.55	\$51.55
BRAKE & EQUIPMENT WAREHOUSE	BRAKES UNIT 301/LESS CORE CREDIT \$80	701	46500	2220		001		\$199.97	\$199.97
BRAKE & EQUIPMENT WAREHOUSE	BRAKES UNIT 301/LESS CORE CREDIT \$60	701	46500	2220		001		\$47.77	\$47.77
C & E HARDWARE	TURNBUCKLE FOR HARPER SWEEPER	701	46500	2220		002		\$3.19	\$3.19
CDW GOVERNMENT, INC	MONITOR REPLACEMENTS	422	40550	5800		011		\$748.52	\$748.52
CENTRAL HYDRAULICS INC	PUMP FOR JD5220 HARPER SWEEPER	701	46500	2220		002		\$400.50	\$400.50
CHÉSS	SEPTEMBER MTCE PLAN	101	40210	3190		007		\$625.00	\$625.00
COLLIER COMPUTING CO INC	VMWARE SUBSCRIPTION RENEWAL AND UPGRADE	101	40550	3860		011		\$6,992.00	\$12,175.20
		422	40550	5800		009		\$5,183.20	
CRYSTEEL TRUCK EQUIPMENT	BOSS PLOW SHOES	701	46500	2220		002		\$177.75	
DUSTY'S DRAIN CLEANING	SEWER AT 5541 FAIRVIEW	602	45550	3190		002		\$325.00	\$325.00
DUSTY'S DRAIN CLEANING	SEWER REPAIR 3249 WOODBRIDGE BACK YARD	602	45550	3190		002		\$2,250.00	\$2,250.00
DUSTY'S DRAIN CLEANING	LINED SEWER AT 191 EDGEWATER	602	45550	3190		002		\$4,150.00	\$4,150.00
DUSTY'S DRAIN CLEANING	SEWER LINED TO PROPERTY LINE 218 OWASSO	602	45550	3190		002		\$2,250.00	\$2,250.00
EMBEDDED SYSTEMS INC	TROUBLE SHOOT AND REPAIR SIREN #6	701	46500	3190				\$100.00	\$100.00
FACTORY MOTOR PARTS COMPANY	BATTERY FOR UNIT 312	701	46500	2220		001		\$109.39	\$109.39
FERGUSON WATERWORKS #2516	HYDRANT OIL	601	45050	2280		003		\$163.18	\$163.18
FLEETPRIDE INC	GREASE FITTINGS UNIT S2 CROSSWINDS SWEEP	701	46500	2220		001		\$107.10	\$107.10
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$159.97	\$639.85
		602	45550	3190		001		\$159.96	
		603	45850	3190		001		\$159.96	
		604	42600	3190				\$159.96	
GRAINGER, INC.	VALVE FOR BOOSTER	601	45050	2280		005		\$185.94	
GRAINGER, INC.	CC REPAIR SUPPLY/LESS CREDIT 9854974236	220	43800	2240		001		\$746.18	\$746.18
GRAINGER, INC.	YELLOW BOOTS SIZE 9	220	43800	2200		004		\$17.22	\$17.22
GRAINGER, INC.	PINK SCRUB BRUSH	220	43800	2200		004		\$39.20	\$39.20
GRAINGER, INC.	3M HALF MASK RESPERATORS (4)	220	43800	2200		004		\$39.44	\$39.44
GRAINGER, INC.	1 PINK SCRUB BRUSH AND ONE HANDLE	220	43800	2200		004		\$110.18	\$110.18
GRAINGER, INC.	YELLOW BOOTS, WOOD HANDLE, 3M MASKS (2)	220	43800	2200		004		\$102.77	\$102.77
GRAINGER, INC.	YELLOW BOOTS (SIZE 7)	220	43800	2200		004		\$17.22	\$17.22
GRAINGER, INC.	YELLOW BOOTS (SIZE 13)	220	43800	2200		004		\$17.22	\$17.22
GRAINGER, INC.	SCRUBBRUSH/HANDLE LESS CREDIT 9848155249	220	43800	2200		004		\$110.18	\$86.52
		220	43800	2200		004		-\$23.66	
GRAINGER, INC.	2 RESPIRATORS LESS CREDIT 9848155231	220	43800	2200		004		\$102.77	
		220	43800	2200		004		-\$2.40	\$100.37
GRANICUS, INC	QUARTERLY MAINTENANCE OCT-DEC	230	40900	3890				\$1,500.00	\$1,500.00
GREENHAVEN PRINTING	SEPT/OCT SHOREVIEW NEWSLETTER	101	40400	3390		002		\$4,837.00	\$7,388.58
		101	40400	3220		002		\$2,551.58	
HILLCREST ANIMAL HOSPITAL	SEPTEMBER ANIMAL CONTROL	101	41100	3190		003		\$477.50	\$477.50
HORIZON COMMERCIAL POOL SUPPLY	WP FILTER CLEANER AND POOL ENZYME	220	43800	2160		001		\$630.94	
HUGO EQUIPMENT COMPANY	MOWER BLADE JD1585 MOWER	701	46500	2220		002		\$62.97	
HUGO EQUIPMENT COMPANY	AIR CLEANERS FOR Z-MOWERS	701	46500	2220		002		\$18.20	\$18.20
HUGO EQUIPMENT COMPANY	REWIND ASSY LESS CREDIT \$37.20 ON ACCT.	701	46500	2220		002		\$85.99	\$48.79
		701	46500	2220		002		-\$37.20	

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Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190		001	\$225.00	
JEFF ELLIS & ASSOCIATES, INC	VG BLENDED AND POOL LICENSE	220	43800	3190		007	\$432.00	\$432.00
L T G POWER EQUIPMENT	RAPID LOADER TRIMMER HEAD FOR ECHO	701	46500	2220		002	\$65.98	\$65.98
LEAGUE OF MINNESOTA CITIES	REGIONAL MEETING- WICKSTROM	101	40100	4500		002	\$40.00	\$40.00
LILLIE SUBURBAN NEWSPAPERS INC	CSR AD	101	40210	3360		001	\$172.00	\$172.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001	\$124.00	\$214.28
		576	47000	5950			\$90.28	
LUBRICATION TECHNOLOGIES, INC	GREASE	701	46500	2130		001	\$414.17	
MANSFIELD OIL COMPANY	DIESEL FUEL	701	46500	2120		002	\$4,292.11	\$4,292.11
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001	\$2,253.73	\$2,253.73
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001	\$2,693.11	\$2,693.11
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002	\$101.05	\$101.05
MENARDS CASHWAY LUMBER **FRIDL	PAINT ROLLER COVERS	101	43710	2240			\$9.96	\$9.96
MENARDS CASHWAY LUMBER **FRIDL	LAG SCREWS FOR NEW PARK SIGN INSTALL	101	43710	2240			\$37.25	\$37.25
METROPOLITAN AREA MANAGEMENT A	MAMA LUNCH MTG 7/9/15 - OLSON	101	40200	4500		006	\$30.00	\$30.00
METROPOLITAN AREA MANAGEMENT A	LUNCHEON MEETING - SCHWERM	101	40200	4500		005	\$20.00	\$20.00
MICKMAN BROTHERS INC	LANDSCAPING ON HWY 96	405	43710	3810			\$17,430.13	\$17,430.13
MINNESOTA EQUIPMENT	FLASHER FOR JD 5220	701	46500	2220		002	\$57.48	\$57.48
MINNESOTA EQUIPMENT	MISC PARTS FOR JD1585	701	46500	2220		002	\$266.02	\$266.02
MINNESOTA RURAL WATER ASSOCIAT	MEMBERSHIP FEES 2015-2016	601	45050	4330			\$250.00	\$250.00
MOUNDS VIEW PUBLIC SCHOOLS	CHIPPEWA POOL FOR SHUTDOWN	220	43800	3190		007	\$37.59	\$37.59
MULTICARE ASSOCIATES TWIN CITI	PRE EMPLOYMENT TESTS/RESPIRATOR REVIEW	101	40210	3190		006	\$96.00	\$176.00
		101	40210	3190			\$80.00	
NHH BUILDING & RESTORATION	ERSOSION RED 656 MAPLE POND CT RES15-94	101	22030				\$500.00	\$500.00
NORTHERN ELECTRICAL CONTRACTOR	POOL SHUTDOWN ELECTRICAL REPAIRS	220	43800	3810		007	\$1,883.52	\$1,883.52
NORTHERN ELECTRICAL CONTRACTOR	ELECTRICAL REPAIRS CC	220	43800	3810		003	\$1,182.33	\$1,182.33
NORTHERN ELECTRICAL CONTRACTOR	PAVILION LIGHT REPIARS	101	43710	3190			\$229.75	\$229.75
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO WILSON PARK LIGHTS	101	43710	3190			\$229.75	\$229.75
NPERLA	NPERLA AND MPERLA ANNUAL DUES	101	40210	4330			\$200.00	\$200.00
O'DAY EQUIPMENT, LLC	FUEL TANK INSPECTIONS	701	46500	3196		001	\$1,101.00	\$1,101.00
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$328.36	\$328.36
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010			\$7.99	\$7.99
OFFICE DEPOT	ACCOUNTS PAYABLE STAMP	101	40500	2010		008	\$25.99	\$25.99
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$43.86	\$43.86
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$572.77	\$595.38
		101	43400	2010			\$20.40	
		101	44100	2010			\$2.21	
OXYGEN SERVICE COMPANY	WELDING SUPPLIES	701	46500	2220		003	\$49.72	
PLAISTED COMPANIES, INCORPORAT	TOP DRESS SOIL AND MASON SAND	101	43710	2260			\$1,194.94	
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$1,801.74	\$1,801.74
PRO-TEC DESIGN	TROUBLESHOOT MAINT CENTER READER	101	40550	3860		008	\$1,055.74	\$1,055.74
RAMSEY COUNTY	CAD SERVICES SEPTEMBER 2015	101	41100	3190			\$1,546.45	\$1,546.45
RAMSEY COUNTY	911 SERVICES SEPTEMBER 2015	101	41100	3190		001	\$8,139.50	\$8,139.50
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$146.64	\$146.64
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$24.96	\$24.96
RAMSEY COUNTY PROPERTY RECORDS	LAW ENFORCEMENT - OCTOBER 2015	101	41100	3190		001	\$168,576.78	\$168,576.78
RESTORATION & REPAIR, INC	REPAIR DRIVERS SEAT UNIT 603	701	46500	2220		001	\$365.00	\$365.00
SAFE-FAST INC	GLOVES	601	45050	2280		001	\$135.00	\$270.00
		602	45550	2280		001	\$135.00	
SHORT ELLIOTT HENDRICKSON, INC	OWASSO-VICTORIA-E CONSULTING PROJ 09-12	571	47000	5910			\$417.17	\$417.17
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-1380 MEADOW AVE	604	42600	3810		003	\$488.99	\$488.99

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SIGNATURE LIGHTING INC	ST LIGHT REPAIR- 5659 ERIK LN NEW CABLE	604	42600	3810		002	\$2,250.00	\$2,250.00
STAR TRIBUNE	ASST COM CTR POSTION AD	101	40210	3360		002	\$1,120.20	
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$39.06	\$39.06
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,220.36	\$1,220.36
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002	\$357.08	\$357.08
TERMINAL SUPPLY CO	BACK UP ALARMS	701	46500	2220		001	\$330.20	\$330.20
TERMINAL SUPPLY CO	MASTER DISCONNECT UNIT 303	701	46500	2220		001	\$41.86	\$41.86
TRANSPORTATION SUPPLIES INC	MISC TOOLS FOR SIGN SHOP	101	42200	2180		001	\$27.23	\$27.23
TRI STATE BOBCAT, INC.	A/C REPAIR FOR TOOLCAT	701	46500	3190		002	\$2,354.45	\$2,354.45
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$98.20	\$98.20
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$52.93	\$211.72
		601	45050	3970		001	\$52.93	
		602	45550	3970		001	\$52.93	
		603	45850	3970		001	\$26.46	
		701	46500	3970		001	\$26.47	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$43.99	\$175.95
		601	45050	3970		001	\$43.99	
		602	45550	3970		001	\$43.99	
		603	45850	3970		001	\$21.99	
		701	46500	3970		001	\$21.99	
UNIVERSITY OF MINNESOTA	APWA FALL WORKSHOP AND CONFERENCE DAN C	101	42050	4500			\$395.00	
VAN PAPER COMPANY	TRASH BAGS FOR ADOPT A TRAIL	101	43450	2250			\$37.55	\$37.55
VOSS ELECTRIC	LED LAMPS FOR LIGHTING PROJECT	431	43800	3810			\$4,982.00	\$4,982.00
VOSS ELECTRIC	LED LAMPS FOR LIGHTING PROJECT	431	43800	3810			\$6,567.00	\$6,567.00
VOSS ELECTRIC	LED LAMPS FOR LIGHTING PROJECT	431	43800	3810			\$398.00	\$398.00
WATER CONTROL CORPORATION OF M	TRAINING AND LIGHT SLEEVE FOR FILTER	701	46500	3196		001	\$363.34	
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610			\$1,173.26	\$1,404.26
		101	43710	2140			\$231.00	
YALE MECHANICAL INC	REPAIRS TO BOAT SLIDE	220	43800	3810		007	\$813.18	\$813.18
YALE MECHANICAL INC	REPAIRS TO POOL HEATER	220	43800	3810		007	\$3,093.75	\$3,093.75
YALE MECHANICAL INC	PLUMBING REPIARS POOL SHUTDOWN	220	43800	3810		007	\$5,222.66	\$5,222.66
							Total of all invoices:	\$288,240.60

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	51,920		
Vendor number	01901 1	2015	
Vendor name	REPUBLIC SERVICES INC #899		
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154		

Date	Comment line on check	Invoice number	Amount
09-25-15	OCTOBER RECYCLING SERVICES	0899-002736269	\$32,616.60

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
210 42750 3190	\$32,616.60

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

Reviewed by: *Neva Widner* 10-5-15  
 (signature required) Neva Widner

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	52,013
Vendor number	00416 1 <span style="float: right;">2015</span>
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
10-01-15	SEWER SERVICE-NOVEMBER 2015	1048769	\$141,751.67

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
602 45550 3670	\$141,751.67

Is sales tax included on invoice?	<input checked="" type="checkbox"/> Not Taxable
If no, amount subject to sales use tax	\$ _____

Reviewed by: Debbie Engblom  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	51,986
Vendor number	01337 4 <span style="float: right;">2015</span>
Vendor name	RAMSEY COUNTY PROPERTY RECORDS/REV
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
10-05-15	LAW ENFORCEMENT - OCTOBER 2015	SHRFL-001436	\$168,576.78

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Is sales tax included on invoice?	<input checked="" type="radio"/> Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	<u>Terri Hoffard</u>
(signature required)	Terri Hoffard
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	52,066
Vendor number	01734 1 <span style="float: right;">2015</span>
Vendor name	MUNICIPAL BUILDERS INC
Address	17125 ROANOKE STREET NW ANDOVER MN 55304

Date	Comment line on check	Invoice number	Amount
10-12-15	WTP CONSTRUCTION PROJ # 14-02	004	\$976,230.45

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
454 47000 5900	\$976,230.45

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

Reviewed by: *Tom Wesolowski* 10/12/15  
 (signature required) Tom Wesolowski

Approved by: *Terry Schwerm*  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: OCTOBER 15, 2015  
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

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

BACKGROUND

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

656 Maple Pond Ct                      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:

656 Maple Pond Ct                      NHH Building & Restoration                      \$ 500.00

**\*PROPOSED\***

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

**HELD OCTOBER 19, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on October 19, 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. 15-95**

**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:

656 Maple Pond Ct    NHH Building & Restoration                    \$    500.00

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 19<sup>th</sup> day of October, 2015.



PROPOSED RESOLUTION

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

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

to adopt Resolution No.15-96 approving Change Order No. 1 in the amount of \$116,436.88 for the Turtle Lane, Schifsky Road Reconstruction and the Lexington Ave. Sanitary Sewer Repair, City Projects No.15-01& 15-03

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

REGULAR COUNCIL MEETING  
OCTOBER 19, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: GLEN M. HOFFARD  
SENIOR ENGINEERING TECHNICIAN  
DATE: OCTOBER 15, 2015  
SUBJECT: TURTLE LANE, SCHIFSKY ROAD RECONSTRUCTION  
AND LEXINGTON AVE. SANITARY SEWER REPAIR  
CITY PROJECTS 15-01 & 15-03, 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 May 18, 2015, the City Council awarded a contract to Redstone Construction, LLC. in the amount of \$ 1,686,975.96 for the Turtle Lane, Schifsky Road Reconstruction and the Lexington Ave. Sanitary Sewer Repair, City Projects 15-01 & 15-03 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, additions, deductions or modifications to the original contract.

ADDITION:

**TURTLE LANE – STREET RECONSTRUCTION:**

4” PVC conduits were installed under the roadway at two locations on Turtle Lane to facilitate the installation of the new street lighting system. A new pay item will be added to the contract as follows:

4” PVC Conduit for Street Lighting 70 LF @ \$ 9.50/LF =	\$ 665.00
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**TOTAL TURTLE LANE – STREET RECONSTRUCTION: \$ 665.00**

**TURTLE LANE - WATERMAIN:**

The original contract called for 8” Watermain CL DR11 HDPE-DIPS (Pipe Bursting). This item was replaced with 6” C-900 Watermain. New pay items will be added to the contract as follows:

6" C-900 Watermain 2950 LF @ \$ 44.60/LF =	\$ 131,570.00
6" Gate Valve 6 EA @ \$ 2,507.00/EA =	\$ 15,042.00

**TOTAL TURTLE LANE – WATERMAIN: \$ 146,612.00**

**TURTLE LANE – SANITARY SEWER:**

A sanitary sewer service was added to the vacant lot on Turtle Lane that is owned by the Lexicon Association. New pay items will be added to the contract as follows:

4" PVC Service Pipe 40 LF @ \$ 54.10/LF =	\$ 2,164.00
4" PVC Wye 1 EA @ \$ 296.00/LF =	\$ 296.00

**TOTAL TURTLE LANE – SANITARY SEWER \$ 2,460.00**

**SCHIFSKY ROAD – STREET RECONSTRUCTION:**

Unstable soils were encountered at the west end of Schifsky Road. These soils were removed and replaced with select granular borrow and a geo-grid to stabilize the subgrade. New pay items will be added to the contract as follows:

Select Granular Borrow 260 CY @ \$ 17.58/CY =	\$ 4,570.80
Geo-Grid 750 SY @ \$ 4.00/SY =	\$ 3,000.00

A 4" PVC conduit was installed under the roadway on Schifsky Road to facilitate the installation of the new street lighting system. A new pay item will be added to the contract as follows:

4" PVC Conduit for Street Lighting 31 LF @ \$ 9.50/LF =	\$ 294.50
--	-----------

**TOTAL SCHIFSKY ROAD – STREET RECONSTRUCTION: \$ 7,865.30**

**SCHIFSKY ROAD – SANITARY SEWER:**

4" check valves were installed on the two lowest services to prevent backups if the lift station loses power. A new pay item will be added to the contract as follows:

Install 4" Check Valves 2 EA @ \$350.91/EA =	\$ 701.82
<b>TOTAL SCHIFSKY ROAD – SANITARY SEWER:</b>	<b>\$ <u>701.82</u></b>

**LEXINGTON AVE. – SANITARY SEWER REPAIR:**

Unstable soils were encountered over the existing sewer line. These soils were removed and replaced with select granular borrow. A new pay item will be added to the contract as follows:

Soils Correction		
1 LS @ \$3,477.52 =	\$	3,477.52

**TOTAL LEXINGTON AVE. – SANITARY SEWER REPAIR:                    \$ 3,477.52**

**FIRE STATION NO. 3 – PARKING LOT**

The reconstruction of the parking lot at Fire Station No.3 was added to the project. New pay items will be added to the contract as follows:

Mobilization		
1 LS @ \$5,390.00 =	\$	5,390.00
Remove Bituminous Pavement		
2800 SY @ \$1.98/SY =	\$	5,544.00
Aggregate Base CL 5		
200 T @ \$17.38/T =	\$	3,476.00
2" Bituminous Wear Course (SPWEB340C)		
330 T @ \$101.87/T =	\$	33,617.10
1.5" Bituminous Wear Course (SPWEB340C)		
240 T @ \$101.87/T =	\$	24,448.80
Tack Coat		
150 Gal @ \$3.80/Gal =	\$	570.00
Traffic Control		
1 LS @ \$495.00 =	\$	495.00
4" Solid White Paint		
1628 LF @ \$0.28/LF =	\$	455.84
Handicap Pavement Marking Paint		
6 EA @ \$82.50/EA =	\$	495.00

**TOTAL FIRE STATION NO. 3 – PARKING LOT   \$ 74,491.74**

**NORTH OWASSO BOULEVARD – MEDIAN**

A median was constructed on North Owasso Boulevard, on the east side of the railroad tracks, as part of the proposed "Quiet Zone". New pay items will be added to the contract as follows:

Mobilization		
0.50 LS @ \$ 12,540.00 =	\$	6,270.00
Sawcut Bituminous Full Depth		
257 LF @ \$ 2.76/LF =	\$	709.32

Remove Bituminous Pavement	
96 SY @ \$ 44.00/SY =	\$ 4,224.00
Mill Bituminous Surface (1.5")	
326 SY @ \$ 8.85/SY =	\$ 2,885.10
Street Sweeper W/Pickup Broom	
5 HR @ \$ 225.00/HR =	\$ 1,125.00
Aggregate Base Class 5 (CV)	
17 CY @ \$ 30.00/CY =	\$ 510.00
4" Concrete Sidewalk	
147 SF @ \$ 6.00/SF =	\$ 882.00
Concrete Curb & Gutter (B6-18)	
110 LF @ \$ 28.00/LF =	\$ 3,080.00
Concrete Curb & Gutter (B6-24)	
72 LF @ \$ 30.00/LF =	\$ 2,160.00
Concrete Median (Nose)	
5 SY @ \$ 60.00/SY =	\$ 300.00
Type SP 9.5 Wearing Course Mix (3,C)	
20 T @ 200.00/T =	\$ 4,000.00
Bituminous Mat. For Tack	
14 Gal @ \$ 4.80/Gal =	\$ 67.20
Bituminous Patching	
13T @ \$ 350.00/T =	\$ 4,550.00
Traffic Control	
0.50 LS @ \$ 1,350.00 =	\$ 675.00
No Train Horn (W10-9P)	
4 EA @ \$ 150.00/EA =	\$ 600.00
Keep Right	
2 EA @ \$ 250.00/EA =	\$ 500.00
Stop Sign (Trail) 24" (R1-1)	
2 EA @ \$ 150.00/EA =	\$ 300.00
Stop Bar	
100 SF @ \$ 10.25/SF =	\$ 1,025.00
No Passing Stripe	
300 LF @ \$ 2.55/LF =	\$ 765.00
RxR Pavement Marking	
1 EA @ \$ 1,500.00/EA =	\$ 1,500.00
Sign Base for Median	
2 EA @ \$ 150.00/EA =	\$ 300.00

**TOTAL NORTH OWASSO BOULEVARD – MEDIAN**

**\$ 36,427.62**

**JERROLD AVE. – MEDIAN**

A median was constructed on Jerrold Ave, on the east side of the railroad tracks, as part of the proposed "Quiet Zone". New pay items will be added to the contract as follows:

Mobilization	
0.50 LS @ \$ 12,540.00 =	\$ 6,270.00
Sawcut Bituminous Full Depth	
268 LF @ \$ 2.76/LF =	\$ 739.68
Remove Bituminous Pavement	
58 SY @ \$ 44.00/SY =	\$ 2,552.00
Mill Bituminous Surface (1.5")	
432 SY @ \$ 8.85/SY =	\$ 3,823.20
Street Sweeper W/Pickup Broom	
5 HR @ \$ 225.00/HR =	\$ 1,125.00
Aggregate Base Class 5 (CV)	
19 CY @ \$ 30.00/CY =	\$ 570.00
4" Concrete Sidewalk	
266 SF @ \$ 6.00/SF =	\$ 1,596.00
Concrete Curb & Gutter (B6-18)	
200 LF @ \$ 28.00/LF =	\$ 5,600.00
Concrete Median (Nose)	
5 SY @ \$ 60.00/SY =	\$ 300.00
Type SP 9.5 Wearing Course Mix (3,C)	
28 T @ 200.00/T =	\$ 5,600.00
Bituminous Mat. For Tack	
20 Gal @ \$ 4.80/Gal =	\$ 96.00
Bituminous Patching	
13T @ \$ 350.00/T =	\$ 4,550.00
Traffic Control	
0.50 LS @ \$ 1,350.00 =	\$ 675.00
No Train Horn (W10-9P)	
3 EA @ \$ 150.00/EA =	\$ 450.00
Keep Right	
2 EA @ \$ 250.00/EA =	\$ 500.00
Stop Bar	
52 SF @ \$ 10.25/SF =	\$ 533.00
No Passing Stripe	
320 LF @ \$ 2.55/LF =	\$ 816.00
RxR Pavement Marking	
1 EA @ \$ 1,500.00/EA =	\$ 1,500.00

**TOTAL JERROLD AVE. – MEDIAN**

**\$ 37,295.88**

**TOTAL ADDITION** **\$ 309,996.88**

**DEDUCT:**

**TURTLE LANE – WATERMAIN**

The original contract called for 8” Watermain CL DR11 HDPE-DIPS (Pipe Bursting). This item was replaced with 6” C-900 Watermain. Pay items will be deducted from the contract as follows:

8” Watermain CL DR11 HDPE-DIPS (Pipe Bursting)	
2950 LF @ \$ 60.00/LF =	\$ -177,000.00
8” Gate Valve	
4 EA @ \$ 2,840.00/EA =	\$ -11,360.00

**TOTAL TURTLE LANE - WATERMAIN** **\$ -188,360.00**

**SCHIFSKY ROAD – STREET RECONST.**

Unstable soils were encountered at the west end of Schifsky Road. These soils were removed and replaced with select granular borrow and a geo-grid to stabilize the subgrade in lieu of the proposed wood chips. A pay item will be deducted from the contract as follows:

Wood Chips	
260 CY @ \$20.00/CY =	\$ -5,200.00

**TOTAL SCHIFSKY ROAD – STREET RECONST.** **\$ -5,200.00**

**TOTAL DEDUCT** **\$ -193,560.00**

**TOTAL CHANGE ORDER NO.1** **\$ 116,436.88**

Pay items have been added or deleted from the contract documents resulting in a net increase to the contract of \$ 116,436.88. Change Order No.1 will increase the contract amount to \$ 1,803,412.84.

Change Order No.1 will be funded as follows:

Street Renewal Fund	\$ 77,053.80
General Fund	\$ 74,491.74
Water Fund	\$ -41,748.00
Sanitary Sewer Fund	\$ 6,639.34

**Total** **\$116,436.88**

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.1 for the Turtle Lane and Schifsky Rd. Reconstruction and the Lexington Ave. Sewer Repair, City Projects 15-01 & 15-03.

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

**HELD OCTOBER 19, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on October 19, 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. 15-96  
APPROVING CHANGE ORDER NO.1 FOR  
TURTLE LANE AND SCHIFSKY ROAD RECONSTRUCTION  
AND LEXINGTON AVE. SEWER REPAIR  
CITY PROJECTS 15-01 & 15-03

WHEREAS, On May 18, 2015 the City Council awarded a contract to Redstone Construction, LLC for the Turtle Lane and Schifsky Rd. Reconstruction and the Lexington Ave. Sewer Repair and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$ 1,686,975.96, and

WHEREAS, Change Order No. 1, in the amount of \$ 116,436.88 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 \$ 1,803,412.84, 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 \$ 116,436.88, resulting in a revised contract amount of \$ 1,803,412.84, is hereby approved, and



## PROPOSED MOTION

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

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

to approve a request from the Church of St. Odilia for a temporary on-sale intoxicating liquor license for their annual community music event, The Night Club, to be held on November 13 and 14, 2015 at St. Odilia Catholic Church, 3495 North Victoria Street, Shoreview.

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

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: OCTOBER 13, 2015**

**SUBJECT: TEMPORARY ON-SALE LIQUOR LICENSE FOR ST. ODILIA  
MUSIC EVENT**

Attached is a request for a temporary on-sale liquor license for their annual community music event to be held at St. Odilia Catholic Church on November 13 and 14, 2015.

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

It is recommended that the City Council approve this request from St. Odilia for a temporary intoxicating liquor license.



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

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

Name of organization		Date organized	Tax exempt number	
Church of St. Odilia		June 1960	41-0837655	
Address	City	State	Zip Code	
3495 Victoria St. N	Shoreview	Minnesota	55126	
Name of person making application		Business phone	Home phone	
Jeanne Schaaf, Parish Administrator		651-415-3347		
Date(s) of event	Type of organization			
November 13 & 14, 2015	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip
<input checked="" type="checkbox"/> Fr. Phillip J. Rask	Shoreview	Minnesota	55127	
<input type="button" value="Add New Officer"/>				

Location where permit will be used. If an outdoor area, describe.  
 Church fellowship hall.

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 The Catholic Mutual Relief Society of America \$500,000

**APPROVAL**

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

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

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

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

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

## CITY OF SHOREVIEW LIQUOR LICENSE APPLICATION

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

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

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

2. Person making application:

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

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

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

Name	Address	Telephone	Date of Birth

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

Name of corporation Church of St. Odilia  
 Address 3495 Victoria St. N  
 Telephone number 651-484-6681  
 Date of incorporation June 1960  
 MN Tax ID 24942 Federal Tax ID 41-0937655  
 Is Corporation authorized to do business in Minnesota? Yes  
 Name, address, telephone number, and date of birth of all shareholders and officers:

Name	Address	Telephone	Date of Birth
Fr. Phillip J. Raska	3495 Victoria St. N Shoreview, MN 55126	651-484-6681	9-14-46
Gregory Gerlach	4204 Hemlock Ln St. Paul, MN 55127	651-483-9765	2-18-58
Kathryn Bayle	6043 Sherman Lake Rd Lino Lakes, MN 55038	651-278-3763	7-18-63

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

Name of organization Church of St. Odilia  
 Address 3495 Victoria St. N Shoreview MN 55126  
 Telephone number 651-484-6681  
 Date November 13-14, 2015  
 Place of special event Church Fellowship Hall  
 General description of the special event and purpose: Annual Music Variety Show

Are you requesting the City waive the investigation fee? Yes

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

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

Post office address 3495 Victoria St. N, Shoreview, MN 55126  
 Legal description 83-03500-06-05  
83-03500-02-05

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

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

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

NAME	ADDRESS	TELEPHONE
Jeanne Schoof	3455 Victoria St N Shoreview, MN 55126	661-415-3347

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

Panish Music Karick Show  
Wine : Beer to be sold at cash bar.

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

N/A

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

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

- Completed and verified license application form as prescribed by the  
N/A Commissioner of Public Safety (for all licenses except 3.2 Percent Liquor Special  
Event-SV Code 801.040(B).
- Scale drawing of floor plan of premises to be licensed showing its relationship to  
N/A boundaries of property on which the premises is located (for all initial license  
applications-SV Code 801.040(D).

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

Dated this 12<sup>th</sup> day of October, 2002015

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

*Kasper Schaaf*  
Dr: Phillip, J. Rask, Pastor  
Individual Making Application

**PROPOSED MOTION**

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

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

To approve Resolution No. 15-94 assessing the administrative penalty of \$250 to Gas Plus 16 for a tobacco license violation in accordance with the City Code.

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

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: OCTOBER 13, 2015**

**SUBJECT: ADOPTION OF ADMINISTRATIVE PENALTIES FOR TOBACCO  
LICENSE VIOLATION—GAS PLUS 16**

### **INTRODUCTION**

The City Council is being asked to approve an administrative penalty for a tobacco violation at Gas Plus 16, 3467 Rice Street.

### **BACKGROUND**

On Thursday, August 6, 2015, the Ramsey County Sheriff's Department conducted tobacco compliance checks on license holders in Shoreview. One of our licensed tobacco vendors failed this compliance check.

Gas Plus 16 failed their tobacco compliance check when an employee, Teresa Diaz, sold tobacco to a minor. This is a violation of Section 706 of the Shoreview Municipal Code. The City regulations state that any violation of the restrictions attached to a Tobacco License shall be cause for administrative penalty, suspension of the license or revocation of the license.

The first such violation within 24 months subjects the licensee to a \$250 fine and one additional compliance check. The Sheriff's Department will be conducting an additional compliance check at Gas Plus16 in the near future.

Gas Plus 16 elected to sign the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving their right to a hearing on this matter before the Shoreview City Council.

The clerk who made the sale, Teresa Diaz, is subject to an administrative penalty of \$50. Staff has been attempting to contact her to have her sign the Agreement for Administrative Penalty.

### **RECOMMENDATION**

Based on the foregoing information, it is recommended that the City Council adopt Resolution No. 15-94 approving the administrative penalty of \$250 plus one additional compliance check for Gas Plus 16.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD OCTOBER 19, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on October 19, 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. 15-94**

**RESOLUTION APPROVING TOBACCO LICENSE  
ADMINISTRATIVE PENALTY FOR GAS PLUS 16**

**WHEREAS**, Gas Plus 16 has a Tobacco License from the City of Shoreview; and

**WHEREAS**, on Thursday, August 6, 2015, the Ramsey County Sheriff's Department conducted a tobacco compliance check of Gas Plus 16, 3467 Rice Street, Shoreview, Minnesota; and

**WHEREAS**, Gas Plus 16 failed the tobacco compliance check when an employee from their store sold tobacco to a minor; and

**WHEREAS**, this is the first violation within 24 months for Gas Plus 16; and

**WHEREAS**, the first violation within 24 months subjects the licensee to the payment of an administrative penalty of \$250 and one additional compliance check; and

**WHEREAS**, Gas Plus 16 has signed the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving their rights to a hearing on this matter before the Shoreview City Council.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, Minnesota does hereby make the following assessment of the Administrative Penalty of \$250 and one (1) additional compliance check to Gas Plus 16, 3467 Rice Street for failing a tobacco compliance check on August 6, 2015.

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

And the following voted against the same:

**WHEREUPON**, said resolution was declared duly passed and adopted the 20<sup>th</sup> day of October, 2015.

STATE OF MINNESOTA)

COUNTY OF RAMSEY )

CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 19<sup>th</sup> day of October, 2015, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the Tobacco License Administrative Penalty for Gas Plus 16.

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

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Terry C. Schwerm, City Manager

**PROPOSED MOTION**

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

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

To award the quote for the lighting system retrofit project to Atir Electric Corporation in the amount of \$32,351.

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

City Council Meeting  
October 19, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: OCTOBER 15, 2015**

**SUBJECT: AWARD OF QUOTE—COMMUNITY CENTER LIGHTING RETROFIT**

**INTRODUCTION**

At its August 3, 2015 meeting, the City Council authorized the staff to participate in Xcel Energy's One-Stop Efficiency Stop Program administered by the Center for Energy and Environment. This program identified potential energy cost savings that could be achieved by the City through changing light fixtures and updating certain mechanical systems. The Council is being asked to award the quote for retrofitting or replacing certain light fixtures on the lower level of the Community Center.

**BACKGROUND**

Earlier this year, the City worked with Xcel Energy to prepare energy audits of the Community Center/City Hall complex. The audit indicated that the City could save nearly \$47,000 annually in energy costs by replacing and updating its light fixtures to LED fixtures. The estimated cost of the upgrade was about \$300,000, which would be partially offset by a rebate of \$78,000 from Xcel Energy. The program is administered by the Center for Energy and Environment.

City personnel have been in the process of replacing all of the office lighting and lights in the fitness center and gymnasium, and we anticipate that our actual costs of implementing the lighting system upgrade will be significantly less than original \$300,000 estimate for the project.

The Center for Energy and Environment has assisted the City by bidding and identifying a contractor to perform the lighting system changes that cannot be done by City personnel. The City has received the attached quote from Atir Electric Corporation for changing out more than 200 light fixtures on the lower level of the Community Center. The total cost for changing out these fixtures is \$32,351. This will complete the majority of the lighting changes on the lower level of the Community Center. The City will be receiving additional quotes for the replacement of light fixtures in the banquet rooms, common areas, and other meeting rooms on the upper level of the Community Center in the next few months.

**RECOMMENDATION**

Based on the foregoing information, it is recommended that the Council award the quote for the Community Center lighting system retrofit project to Atir Electric Corporation in the amount of \$32,351.



*Commercial, Residential & Industrial Wiring*

October 14, 2015

Mr. Gary Chapman  
Shoreview Community Center  
4580 Victoria St N  
Shoreview, MN 55126

**RE: Shoreview Community Center  
Lighting Retrofit Phase I**

Dear Gary,

Atir Electric Corporation proposes to do the following electrical work for the sum of:

**\$32,351 .00**

Item #1 – (18) Large Round Decorative Ceiling Fixtures - Remove and dispose of fluorescent lamps and ballasts. Furnish and install retro kits for 20 watt LED lamps.

Item #2 – (39) Gym Wall Sconces – Remove and dispose of double 13 watt PL sconces. Furnish and install (39) 12 watt LED 4000k 1080 wall sconces.

Item #3 – (2) Gym Ceiling CFL Drum Fixtures – Remove and dispose of (2) 32 watt fluorescent ceiling fixtures. Furnish and install (2) 14 watt LED globe fixtures.

Item #4 – (37) 8" Fluorescent Downlights – Remove and dispose of electrical components for fluorescent downlights. Furnish and install (37) lighting retro kits 8" 27 watt LED 2000 lumen 4000k dry, damp or wet locations.

Item #5 – (65) 6" Fluorescent Downlights – remove and dispose of electrical components for fluorescent downlights. Furnish and install (65) lighting retro kits 6" 21 watt LED 1500 lumen 4000k dry, damp or wet locations.

Item #6 – (29) 2x2 Layins – Remove and dispose of existing (58) 2 ft. fluorescent lamps. Furnish and install (58) LED Bi Aix lamps.



*Commercial, Residential & Industrial Wiring*

Item #7 – (9) Decorative Pendants 32 watt Fluorescent 4 pin – Remove and dispose of the existing 4-pin PL lamps. Furnish and install (9) 4-pin LED PL lamps 4000k lamps.

Item #8 – (10) Decorative 2-lamp 2-pin 13 watt Fluorescent PL – Remove and dispose of (20) fluorescent 2-pin lamps. Furnish and install (20) 2-pin 6 watt LED PL lamps.

Item #9 – (3) Entry Fish Lights – Furnish and install (6) A19, 9 watt LED lamps.

Clarifications

a) The 2x2 LED lamps are plug and play. No ballast replacement or bypass wiring is included.

Please feel free to contact us if you have any questions.

Respectfully,

ATIR Electric Corporation

Jerry R. Dymanyk  
Chief Operations Officer

# Proposed Motion

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

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

To approve the addition of Solar Energy Improvements to the eligibility criteria and guidelines to the Shoreview Home Improvement Loan Program to include Solar Energy Improvements, as recommended by the Economic Development Authority.

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

**To:** Mayor and City Council  
**From:** Niki Hill  
**Date:** October 15, 2015  
**Re:** Shoreview Home Improvement Loan Program –  
Including Solar Energy Improvements

---

In response to inquiries from residents, as well as members of our Environmental Quality Committee, staff is recommending adding “Solar Energy Improvements” to the list of Eligible Improvements for the Shoreview Home Improvement Loan Program. There have been requests and inquiries about solar energy improvements as an eligible improvement. Staff both at the City and the Housing Resource Center have previously discussed the use of funds for that type of project and it was determined that it met the original intent of the Home Energy Loan program. Staff is proposing to add that to the list of eligible improvements to ensure that there is no confusion and to advertise that Solar Energy Improvements are an allowable energy.

Members of the Economic Development Authority had asked the Staff to look into a policy on Solar Energy Improvements and see if any code changes were necessary in addition to adding it to the list of eligible improvements.

The common theme for any regulation that staff found was that for free-standing solar panels, accessory structure setbacks and sizing requirements were used. Additionally, those attached to a building used the maximum allowable height for the building as a maximum height. We would classify any freestanding solar panel as an accessory structure.

***Accessory Structure.** A subordinate structure, or a portion of the main structure, the use of which is incidental to that of the main structure or to the use of the premises.*

This would enable staff to apply applicable accessory structure standards – including no accessory structure allowed in the front yard, a 5 foot setback from the side lot line and a 10 foot setback from the rear lot line. There would also be a cap on the size of the structure(s). This would ensure that the home remains the primary structure. Any deviation from this would require either a Conditional Use Permit (for greater size) or variance if they were not able to meet those standards.

### **Recommendation**

Staff believes that our existing City Code regulations are sufficient to cover any proposed solar energy improvements. Staff is supportive of the addition as it is already part of the program that we administer and this would clarify the use for future residents, and perhaps generate more interest through marketing efforts. Staff recommends the following bullet point be added to Eligible Energy Improvements:

### **Eligible Improvements:**

#### **Energy**

New energy upgrades to the home that include:

- Energy efficient heating and cooling systems

- Replacement or additional insulation
- Energy efficient replacement windows and doors
- Energy efficient water heaters
- **Solar Energy Improvements**

The proposed addition would clarify that the use of the funds for a solar energy improvement is an allowed use. Staff and the EDA recommend the City Council approve the addition of Solar Energy Improvements to the list of Eligible Improvements – Energy, for the Shoreview Home Improvement Loan Program. Once adopted by City Council, City staff will undertake additional promotion of the loan program including the Solar Energy Improvement addition. Marketing materials and loan application documents will be revised accordingly.

**Attachments:**

- 1) Housing *Resource* Center Shoreview Home Improvement Loan Program



**SHOREVIEW HOME IMPROVEMENT LOAN**

**PROGRAM GUIDELINES**

**Overview:** The City of Shoreview is offering home improvement loans to residents to encourage home renovation and increase the home values within the City of Shoreview. Current available dollars for loans are based upon the fund balance for any given period.

**Loan Amount:** The maximum loan amount is \$20,000. Minimum loan amount is \$2,000.

**Interest Rate & Loan Term:** The interest rate is updated quarterly on the first business day of each quarter of the calendar year and is two points above the Prime Rate. At time of loan application, the borrowers’ interest rate is fixed for the entire term of the loan.

The Maximum loan term is 10 years. Full repayment of the loan is due upon sale, transfer of title, refinance or if the property ceases to be owner occupied. The interest paid on the loan will be returned to the borrower should the borrower reside at the residence for which the loan was used for the entire ten years from the time the loan is incurred.

**Loan Security:** All loans will be secured by a mortgage in favor of the City. The loan may be secured in a subordinate lien position behind other loans in accordance with the City’s loan subordination policy. Applicant will be required to obtain title insurance on this loan for the City of Shoreview.

**Borrower Eligibility:**

- a. **Debt to Income Limit:** Borrower’s gross monthly debts cannot exceed 50% of gross monthly income.
- b. **Credit:** Standard underwriting criteria apply including review of a credit report.
- c. **Income Limit:** The total gross annual household income cannot exceed 120% of the Shoreview median household income, as follows:

<u>Household Size</u>	<u>Income Limit *</u>
1	\$96,736
2	\$104,416
3	\$112,096
4	\$119,776
5	\$125,896
6	\$132,076
7	\$138,196
8	\$144,376

*\* Based on 2009 HUD income data*

### **Property Eligibility:**

- Single family detached owner occupied properties located within the City of Shoreview that are not connected to an association for purposes of property maintenance.
- Zero lot line single family detached owner occupied properties located within the City of Shoreview that may or may not be connected to an association for purposes of property maintenance.
- Single family attached owner occupied properties located in the City of Shoreview, which may or may not be connected to an association. Single-family attached is defined as a dwelling unit located in a building consisting of **not more than twelve dwelling units** which are attached by common vertical walls and each having a separate entrance.
- Estimated market value as determined by Ramsey County property tax statement for the current year not to exceed 120% of the median value of a single family home in Shoreview which is \$314,640.\*\*

*\*\* Estimated market value based on 2010 Ramsey County Property Tax Records*

### **Eligible Improvements:**

#### **Energy**

New energy upgrades to the home that include:

- Energy efficient heating and cooling systems
- Replacement or additional insulation
- Energy efficient replacement windows and doors
- Energy efficient water heaters.
- **Solar Energy Improvements**

#### **Exterior and Interior Repair**

Exterior and interior repairs are intended to correct deficiencies that are present with the structure and other site improvements. These improvements may improve the livability of the home, function of the operating systems, and overall appearance of the structure and property. Eligible repairs include:

##### Exterior Structure Repairs

- Exterior painting
- Siding repairs/replacement
- New roofs
- Rafters, soffit and fascia repair
- Decks, railings and stairs
- Landings and porches

##### Interior Structure Repairs:

- Accessibility improvements for people with disabilities
- Failure of electrical, ventilation, or plumbing system and/or upgrading to meet current code
- Roof leaks that have damaged the interior
- Defects with the foundation, walls, or roof

- Lead paint removal

#### Repair/Replacement of Site Improvements

- Driveways
- Sidewalks and patios
- Retaining walls
- Detached accessory structures that are classified as a garage

Properties that are governed by an active Homeowner's Association must receive written approval for planned exterior improvements in accordance with the guidelines of this loan program and association by-laws and/or covenants.

#### **Emergency Repair or Replacement:**

Any project begun before a loan closing has taken place will be ineligible for participation in the program, unless the project is considered an emergency repair or replacement. Emergency repair or replacement is the unscheduled replacement or repair work generally resulting from equipment failure, accidents or unanticipated causes where it is critical to restore/maintain the home for the safety, health and welfare of the occupants.

Emergency projects must be approved by the Housing Resource Center construction manager prior to the homeowner signing a contract or beginning any work. The construction manager will inspect the property to determine if the project meets the standard of an emergency. Projects that qualify as an emergency do not require the energy audit and the two bid requirement is waived if the construction manager approves the bid obtained by the homeowner.

Homeowners that have a project approved as an emergency have 30 days from the date of approval to apply for a loan. Loan funds may be used for refinancing of short-term emergency financing of eligible improvements or to reimburse the homeowner.

**Ineligible Improvements:** Housing additions, interior remodels, landscaping, recreational/luxury improvements, working capital, debt service or refinancing of existing debts.

### **APPLICATION & LOAN DISBURSEMENT PROCESS**

**DO NOT SIGN ANY CONTRACTS OR START YOUR PROJECT UNTIL A CLOSING HAS TAKEN PLACE. ANY PROJECT BEGUN BEFORE A LOAN CLOSING HAS TAKEN PLACE WILL BE INELIGIBLE FOR PARTICIPATION IN THE PROGRAM.**

**Homeowner Association By-Laws & Covenants:** Loan applicants from single-family attached or zero lot line detached homes with an active Homeowner's Association will be required to provide written approval from Homeowner's Association certifying the exterior improvements to be funded through this loan program are permissible under governing by-laws and/or covenants of the association.

THE CITY OF SHOREVIEW AND REPRESENTATIVE AGENCIES ASSOCIATED WITH THE ADMINISTRATION OF THIS PROGRAM ARE NOT LIABLE OR RESPONSIBLE FOR ANY VIOLATIONS OF ASSOCIATION BY-LAWS AND/OR COVENANTS BY THE APPLICANT FOR IMPROVEMENTS UNDERTAKEN THROUGH THIS LOAN PROGRAM.

**Application Process:** Completed applications will be processed by the HousingResource Center on a first-come, first-served basis, as funds are available until all program funds are committed. After

loan approval you will be notified to come for a loan closing to sign a Promissory Note, Mortgage and subordination disclosure.

**Energy Audit:** An energy audit must be completed and submitted as part of the application unless the project is classified as an emergency repair or replacement.

**Loan Costs:** Borrowers will be charged a credit report fee at time of application. The title policy fee may be financed through the loan. The recording fees and servicing fees will be paid by the borrower at closing.

**Contractors & Permits:** Contractors must be properly insured and licensed by the State of Minnesota when required. Contractors are responsible for following the EPA Lead-Based Paint Renovation, Repair and Painting requirements effective April 22, 2010, and are required to provide a copy of certification with project contract. Permits must be obtained when required by city code. Two bids are required for work that exceeds \$5,000.

**Work by Owner:** Work can be performed on a sweat equity basis. Loan funds cannot be used to compensate for labor, only for materials. The GMHC construction manager must determine that the owner has the ability to complete the work according to industry standards and within the program time requirements. The cost of purchasing tools and equipment and the delivery of materials are ineligible expenditures. Materials must be purchased and installed prior to the disbursement of loan proceeds. When applicable, a signed City Inspections Department permit must be obtained by the borrower.

**Total Project Cost:** It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. If the final cost exceeds the loan amount, the borrower must obtain the additional funds. Borrower's contribution to project cost must be paid prior to release of loan funds.

**Work Completion:** Weather permitting, work must be completed within 120 days of loan closing.

**Emergency Repair or Replacement:** Documentation, including affidavits, must be submitted by the Contractor and Homeowner confirming that said work was an emergency repair or replacement.

**Disbursement Process:** Loan funds will remain in escrow until payment for completed work. The following items must be received before the funds can be released:

1. **Final Invoice** from each contractor showing all amounts paid and due.
2. **Lien Waiver signed by** each contractor.
3. **Completion Certificate** signed by each contractor and the borrower.
4. **Permits Closed.** Have the inspector sign the permit card.

It may take up to 10 business days after receipt of above items to prepare checks. Payment checks to contractors must be countersigned by the borrower. Lien waivers must be provided before the funds.

**Program Disclaimer:** The City of Shoreview and the Shoreview EDA maintain the right to at any time to change or discontinue the Shoreview Home Improvement Loan. The potential changes may impact the maximum/minimum loan amount, loan term, interest rate, and/or qualifications for borrower, property and improvement eligibility.

**MOTION TO CONTINUE THE VACATION REQUEST AND  
PUBLIC HEARING**

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

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

To extend the review period from 60- to 120-days and to continue until the November 16, 2015 Council meeting the Public Hearing on the Vacation request, submitted by Shoreview Senior Living II LLC requesting the City vacate the interest of the public in certain portions of the public drainage and utility easements over, under and across Lots 1 and 2, Block 1, Shoreview Southview, Ramsey County Minnesota, based on the following finding:

1. Delaying review and action on this vacation request will provide the applicant time to show how the property will be re-platted. Until the final plat has been reviewed, it is not possible to determine that there is no longer a public interest in the easements that have been proposed for vacation.

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

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

Regular City Council Meeting - October 19, 2015

**TO:** Mayor, City Council, City Manager  
**FROM:** Rob Warwick, Senior Planner  
**DATE:** October 15, 2015  
**SUBJECT:** File 2595-15-38, Vacation, Shoreview Senior Living II, LLC, 4710 Cumberland Street

### **Introduction**

Shoreview Senior Living II, LLC received approvals for Rezoning, a Comprehensive Plan Amendment, Preliminary Plat, and Planned Unit Development – Development Stage at the September 21, 2015 meeting.

The applicant has submitted a request to vacate public drainage and utility easements within the existing plat. Vacation of the easements is needed to construct the apartment building that has been subject of City approvals for PUD- Development Stage, Rezoning, a Comprehensive Plan amendment, and Preliminary Plat.

The application was complete September 25, 2015.

### **Project Summary**

The site is developed now with a 104 unit senior housing building, and a second building is proposed that will provide 31 apartments for senior independent living. Two principal structures are permitted on a single lot in a Planned Unit Development, however the proposed apartment building will straddle existing lot lines, as well as the public drainage and utility easements adjacent to those lot lines. The re-plat of the property will dedicate new easements as required by Code and the storm water management plan for the development.

### **Final Plat**

The applicant has not completed the documents needed for the re-plat of the property, and is also reviewing requirements related to financing the future apartment building. Staff believes that the standard procedure for vacations and plats should be followed. The re-plat will dedicate the public easements needed for the property, and until those are in place, retention of the existing easements is in the interest of the public.

### **Vacation**

The applicant has requested the City vacate a portion of the drainage and utility easements that were dedicated with the plat of Southview Shoreview. The easements are all internal to the site, running along the common lines that separate lots on that plat. See the attached sketch showing the current property lines and the easements that have been proposed for vacation.

Notice of the Public Hearing regarding the vacation request was published in the City's legal newspaper and mailed to the applicant, the sole affected property owner.

Staff believes that the standard procedure for vacations and plats should be followed. The re-plat will dedicate the new public easements needed for the property, and until those are in place, retention of the existing easements remains in the interest of the public.

The applicant intends to complete the plat and PUD applications for Council review in November, and continuing the vacation public hearing to the November 16<sup>th</sup> Council is appropriate.

A 4/5<sup>th</sup> majority of the City Council is necessary to approve the vacation of public easements.

**Recommendation**

Staff recommends the Council continue to the November 16, 2015 Council meeting the Public Hearing regarding the vacation, and to extend the review period from 60-days to 120-days. Action on the Vacation application prior to approval of the Final Plat is premature. This recommended action will provide the applicant the opportunity to complete their applications for final plat and PUD – Final Stage for review by the Council at the November meeting.

Attachments:

1. Location Map
2. Submitted Statement and Plans
3. Proposed Motion

T:/2015pcf/2595-15-38 southview vacation/oct 19 ccreport

## EASEMENTS TO BE VACATED

All drainage and utility easements lying within Lot 1, Block 1, SOUTHVIEW SHOREVIEW, according to the recorded plat thereof, Ramsey County, Minnesota, which were dedicated in said plat of SOUTHVIEW SHOREVIEW except the West 10 feet thereof and except the North 5 feet adjoining the south line of the plat of VILLAS OF WHISPERING PINES.

and

That part of the 5 foot drainage and utility easements lying within Lot 2, Block 1, said SOUTHVIEW SHOREVIEW, which were dedicated in said plat adjoining the east lines of Lot 1, Block 1 and Outlot A, said SOUTHVIEW SHOREVIEW, and the east and south lines of that part of the Northerly 100 feet of the Southerly 200 feet lying westerly of the Easterly 345 feet of Lot 23, AUDITOR'S SUBDIVISION NO. 82, RAMSEY CO., MINN., except the most westerly 10 feet of said Lot 2.



# Proposed Motion

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

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

To adopt the Tax Abatement Policy and revisions to the business financing applications, as recommended by the Economic Development Authority.

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

City Council Meeting  
October 19, 2015

# Memorandum

**To:** Mayor and City Council Members  
City Manager

**From:** Tom Simonson  
Assistant City Manager and Community Development Director

**Date:** October 15, 2015

**Re:** Adoption of Tax Abatement Policy and Updated Applications Relating to Business Financing Assistance

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## Introduction

City staff is recommending the adoption of a new policy for the use of Tax Abatement as a potential economic development tool to providing business financing assistance. The policy has been reviewed and recommended for Council approval by the Economic Development Authority (EDA).

## Discussion

Over the course of several recent meetings, the EDA has discussed the financial tool of tax abatement as a potential use by the City in the future to support redevelopment goals, including the potential use of a local abatement to assist with the redevelopment of the Rainbow Foods property. The consensus of the EDA was the tax abatement could be a useful and necessary financing tool that could assist with the City's economic development and redevelopment goals.

Included as background information is a summary prepared by the Minnesota House Research Department that describes both Tax Increment and Property Tax Abatements as economic development tools that can be used by cities. Also provided is a table from our economic development consultant Kirstin Barsness that provides a summary comparison of the two economic development tools.

Staff has drafted a Tax Abatement Policy for Council review and adoption. This would be similar to the Tax Increment Financing Guidelines/Policy the City has had in place for a number of years. Both policies would be in place to help provide guidance to developers and/or businesses on the parameters of the City's use of these financing tools, but each project will continue to be considered on the specific merits and demonstrated need for public financial assistance.

Additionally, staff has revised our business assistance application forms to incorporate tax abatement as a financing option to request besides tax increment financing (depending on the specific project purpose, need, and eligibility). Staff is also recommending an increase in the escrow amount submitted with the application, from \$7,500 to \$10,000, to cover City expenses

incurred in the review of a request for financial assistance. These costs are typically related to legal and development consulting services.

**Recommendation**

At their September meeting, the EDA unanimously adopted a motion to recommend approval of the proposed Tax Abatement Policy and revisions to the business financing applications. Staff is also recommending Council adoption.



## City of Shoreview, Minnesota

### TAX ABATEMENT POLICY

#### 1) POLICY PURPOSE

The purpose of this policy is to establish the City of Shoreview's position relating to the use of Tax Abatement for private development above and beyond the requirements and limitations set forth by State Law. This policy shall be used as a guide in the processing and review of applications requesting tax abatement assistance. It is the intent of the City to minimize the risk and amount of business assistance to a project and to leverage its public dollars to maximize private sector funding.

The City of Shoreview (City) is granted the power to utilize Tax Abatement by Minnesota Statutes 469.1812 through 469.1816, as amended. The fundamental purpose of Tax Abatement in Shoreview is to encourage desirable development or redevelopment that would not otherwise occur but-for the assistance provided through the tax abatement.

The City reserves the right to approve or reject projects on a case by case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of business assistance to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The Economic Development Authority may recommend that the City Council deviate from this policy for projects that supersede the objectives identified herein.

#### 2) OBJECTIVES OF TAX ABATEMENT

As a matter of adopted policy, the City will consider using the use of Tax Abatement to assist private development projects that must, at a minimum, achieve one of the following objectives:

- To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- To facilitate the development process and to achieve development on sites which would not otherwise be developed but-for the use of Tax Abatement.
- To remove blight and/or encourage redevelopment of commercial and industrial areas in the City that result in high quality redevelopment and private reinvestment.
- To offset increased costs of redevelopment over and above the costs normally incurred in development.
- Projects that improve the quality of life in the City by providing a desirable good or service and address an unmet demand in the community.

### **3) TAX ABATEMENT PROJECT REQUIREMENTS**

1. Tax Abatement assistance shall be provided to the developer upon receipt of the property tax payment by the City from Ramsey County; otherwise referred to as the pay-as-you-go method. Requests for up front financing will be considered on a case by case basis.
2. Any developer receiving assistance shall provide a cash equity investment in the project. The local government assistance shall not be used to supplant cashequity.
3. The length or term of any Tax Abatement assistance will be based on need for each project as determined by the City.
4. The Developer shall be able to demonstrate a market demand for a proposed project. Assistance shall not be granted to support purely speculative projects.
5. Business assistance shall not be utilized in cases where it would create an unfair and significant competitive financial advantage over other projects in the area.
6. Business assistance shall not be provided for projects that would place extraordinary demands on City services or for projects that would generate significant environmental impacts.
7. The developer must provide adequate financial guarantees to ensure completion of the project, including, but not limited to: assessment agreements, letters of credit, personal guarantees, etc. unless an exception is granted by the City.
8. The developer shall adequately demonstrate, to the City's sole satisfaction, an ability to complete the proposed project based on past development experience, general reputation, and credit history, among other factors, including the size and scope of the proposed project.
9. For the purposes of analyzing the proposal, the developer shall provide any requested market, financial, environmental, or other data requested by the City or its consultants.

### **4) DURATION AND RESTRICTIONS**

- The City, as the only participating taxing jurisdiction, may grant an abatement for a period no longer than 15 years. The City may specify in the abatement resolution a shorter duration.
- The City, when proposing to abate taxes for a parcel, may make a written request to Ramsey County or a school district in which a parcel is located to grant an abatement of county or school taxes for the property. If one of the two political subdivisions declines, in writing, to grant an abatement or if 90 days pass after receipt of the request to grant an abatement without a written response from one of the political subdivisions, the duration limit for an abatement for the parcel may be increased to 20 years.
- The City may not enter into a property tax abatement agreement that provides for abatement of taxes on a parcel, if the abatement will occur while the parcel is located in a tax increment financing district.

## **5) SUBSIDY AGREEMENT & REPORTING REQUIREMENTS**

- All developers/businesses receiving tax abatement assistance from the City of Shoreview shall be subject to the provisions and requirements set forth by State Statute 116J.993 and summarized below. Developers/businesses must also comply with the City's Business Subsidy Policy.
- The developer/business shall file a report annually for two years after the date the benefit is received or until all goals set forth in the application and performance agreement have been met, whichever is later. Underperforming projects may result in reduced assistance on a pro rata basis or potentially repayment of some or all of the assistance.
- Reports shall be completed using the format drafted by the State of Minnesota and shall be filed with the City of Shoreview no later than April 1 of each year for the previous calendar year. Businesses fulfilling job creation requirements must file a report to that effect with the City within 30 days of meeting the requirements.
- The developer/business will be required to attain or exceed the jobs and wages goals set forth in the Subsidy Agreement.
- Developers/businesses failing to comply with the above provisions will be subject to fines, repayment requirements, and be deemed ineligible by the State of Minnesota to receive any loans or grants from public entities for a period of five years.

## **6) APPLICATION PROCESS**

- 1) Applicant submits the completed application.
- 2) City staff reviews the application.
- 3) If preliminary approval is granted, the applicant submits the application fee of \$10,000. The process for creating a Tax Abatement project area, including all necessary notices, resolutions and certificates prepared by City staff and/or consultants is begun. The application funds will be placed in a non-interest bearing account and any unused portion of the fee will be returned to the applicant.
- 4) The Economic Development Authority reviews the project and application. If the EDA then determines Tax Abatement is warranted, it then recommends approval to the City Council.
- 5) Public hearing notices are published.
- 6) Public hearing(s) on the proposed project are held.
- 7) The City Council grants final approval or denial of the proposal.

**CITY OF SHOREVIEW  
PRELIMINARY AGREEMENT  
FOR BUSINESS FINANCING**



This Preliminary Agreement made and entered into by and between the City of Shoreview, a Municipality organized and operating under the laws of the State of Minnesota (hereinafter called "City") and \_\_\_\_\_, a corporation organized under the laws of the State of \_\_\_\_\_ (hereinafter called "Developer").

WITNESSETH:

WHEREAS, the City has received from Developer a request for:

- Tax Increment Financing** assistance pursuant to Minnesota Statutes, Chapter 472A and Sections 273.71 through 273.78, as amended, in connection with a project to be undertaken by the Developer within the City

**OR**

- Tax Abatement** assistance pursuant to Minnesota Statutes 469.1812 through 469.1816, as amended, in connection with a project to be undertaken by the Developer within the City

NOW, THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

- A. The Developer agrees to deposit with the City \$10,000 for any and all expenses and costs of the City in connection with the preparation of all documentation and procedures required by Minnesota Statutes in connection with the approval of the above checked business financing assistance. Costs and expenses shall include, but not be limited to, all out-of-pocket expenses, all fees for legal services, all fees for engineering, financial, and consulting services including feasibility reports, all administration costs, appraisal costs, all costs of reports and hearings. Monies not expended will be refunded to the applicant. Additional expenses, if any, will be passed to the Developer.
- B. The City Council reserves the right to deny any application for financing at any stage of the proceedings prior to executed agreements and in accordance with the terms set forth with the approvals.
- C. All applications and supporting materials and documents shall remain the property of the City. All such materials may be subject to disclosure and/or public review under applicable provisions of State Law.

IN WITNESS WHEREOF, the City and the Developer have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

DEVELOPER:

CITY OF SHOREVIEW:

\_\_\_\_\_

\_\_\_\_\_



**CITY OF SHOREVIEW  
PRE-APPLICATION  
BUSINESS FINANCING ASSISTANCE**

Legal name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

**Requested information**

Addendums shall be attached hereto addressing in detail the following:

1. A map showing the exact boundaries of the proposed development.
2. A general description of the project including: size and location of building(s); business type or use; traffic information including parking, projected vehicle counts, and traffic flow; timing of the project; and other pertinent information.
3. The existing Comprehensive Guide Plan Land Use designation and zoning of the property. Include a statement as to how the proposed development will conform to the land use designation and how the property will be zoned. Explain any discrepancies between the proposed development and the existing land use designation and zoning.
4. A statement identifying the public improvements requested to be financed and why the costs of the improvements cannot be paid by the developer.
5. A statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs to be created, and other community assets.
6. A written perspective of the developer's company of corporation, principals, history, and past projects.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF SHOREVIEW  
FORMAL APPLICATION  
BUSINESS FINANCING ASSISTANCE**

**I. APPLICANT**

Developer and/or Business name:

Primary contact name:

Primary contact address:

Primary contact phone numbers:

Business:

Mobile:

Primary contact email:

Business form:

Corporation

Partnership

Sole proprietorship

Other (please specify) \_\_\_\_\_

Date of formation:

State of incorporation or organization:

Nature of business, principal products, etc.

If project is leased, please list prospective lessees, nature of lessee's business, and principal products, etc.

If the applicant is a corporation, please state officers, directors, and stockholders holding more than five percent of the stock of the corporation (state name, address, and relationship to the applicant). If the corporation is not formed, set forth as much as possible concerning potential officers, directors, and stockholders:

If the applicant is general partnership, please state the general partners. If a limited partnership, please state the general interest in the limited partnership (if a partnership is not formed, set forth as much as possible concerning potential partners):

Name, address, and telephone number of applicant's legal counsel:

Name, address, and telephone number of applicant's accountant:

## **II. PROJECT**

Location (please state the address and attach the legal description of the project site):

Present ownership of the project site. If the project site is not currently owned by the applicant, please describe the arrangements by which the applicant intends to acquire or use the site:

Describe the project. If the project is a building or addition to a building, please specify the number of stories, square footage, related parking facilities, etc. Describe the equipment if included in the project. If available, attach site plan and building elevations:

What is the land use designation on the Comprehensive Guide Plan?

What is the zoning status of the project site?

Will a comprehensive guide plan amendment, rezoning, zoning variance, or conditional use permit be sought in connection with the project? If so, please describe:

Is the property properly subdivided for the intended use?

Estimated project-related costs:

Land acquisition	\$ _____
Site development	\$ _____
Building cost	\$ _____
Equipment	\$ _____
Architectural and engineering fees	\$ _____
Legal fees	\$ _____
Interest during construction	\$ _____
Contingencies	\$ _____
TOTAL	\$ _____

Source of financing:

Primary Mortgage	\$ _____
Business Assistance Request	\$ _____
<input type="checkbox"/> Tax Abatement or	
<input type="checkbox"/> Tax increment	
Equity	\$ _____
Grants	\$ _____
Other	\$ _____

TOTAL \$ \_\_\_\_\_

Will the project be occupied by the applicant after completion? If not, state the name of future lessees and the status of commitments or lease agreements:

Name and address of architect:

Name and address of engineer:

Name and address of general contractor:

Current real estate taxes assessed on the project site and estimated real estate taxes on the project site upon completion of the project:

Target date for construction start:

Target date for construction completion:

**III. TYPE OF BUSINESS ASSISTANCE:**

**Check One:**  **Tax Increment Financing**       **Tax Abatement**

Please provide a general summary for the basis of the request:

**NOTE:** City of Shoreview policy is to provide only “pay as you go” Tax Increment or Tax Abatement Financing through the issuance of a Revenue Note to the Developer of an approved project.

**IV. MISCELLANEOUS**

Detail the status of any previous or current requests which the applicant, its principals or affiliates have made to the city or to other municipalities for tax increment bond financing:

Has the applicant ever been in bankruptcy? If so, please describe the circumstances:

Has the applicant ever been convicted of a felony? If so, please describe the circumstances:

Has the applicant ever defaulted on any bond or mortgage commitment?

Will any public official of the city, either directly or indirectly, benefit by the issuance of the city's tax increment revenue bonds for this project within the meaning of Minnesota Statutes, sections 412.311 or 471.87? If so, please specify:

The applicant understands and agrees that the information contained in this application and the information contained in the items above is intended for use by the city of Shoreview, its officers, employees, and agents in connection with the city's consideration of possible tax increment bond financing for the applicant's project. However, the city gives no assurance that this information may not be disclosed, in whole or in part, to persons other than city officials, employees, and agents.

The Undersigned, (a) (the) \_\_\_\_\_ of applicant, hereby represents and warrants to the city of Shoreview that (he) (she) has carefully reviewed this application and that herewith are accurate and complete to the best of the Undersigned's knowledge and belief.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

The City of Shoreview reserves the right to require additional information and supporting data from the applicant after the filing of this application.

## Property Tax Abatements for Economic Development

***What is economic development property tax abatement?***

Minnesota law authorizes political subdivisions to grant property tax abatements for economic development (e.g., to encourage a business to locate or expand at a location or to redevelop an area). [Minn. Stat. §§ 469.1813-469.1816](#).

Abatements may be either permanent forgiveness or temporary deferral of property tax. Abatements can serve similar purposes to tax increment financing (TIF), a widely used development tool. The legislature enacted the abatement law in 1997 to provide an alternative to TIF and to supplement it.

These economic development tax abatements should be distinguished from property tax abatements that are granted by the county board primarily to correct errors (e.g., to reduce the assessor's market value or to change the classification of the property). [Minn. Stat. § 375.192](#).

***For what purposes may abatements be used?***

The law allows abatements to be used for a broad range of projects and purposes, if the political subdivision finds that public benefits exceed the costs. Permitted uses of abatements include the following:

- General economic development, such as increasing the tax base or the number of jobs in the area
- Construction of public facilities or infrastructure (e.g., streets and roads)
- Redevelopment of blighted areas
- Providing access to services for residents (e.g., housing or retail would be common examples)
- Deferring or phasing in a large (over 50 percent) property tax increase
- Stabilizing the tax base resulting from the updated utility valuation administrative rules
- Providing relief for businesses with estimated market value of \$250,000 or less who have disrupted access due to public transportation projects

***Which local governments can grant abatements?***

Counties, cities, towns, and school districts may grant abatements of the taxes they impose. The governing body grants an abatement by resolution. For towns, action at the town meeting is not required. Taxes imposed by special taxing districts (e.g., watersheds or regional agencies) cannot be abated. Similarly, the state general property tax (on commercial/industrial and seasonal-recreational properties) cannot be abated. In the Twin Cities metropolitan area and on the Iron Range, the fiscal disparities tax cannot be explicitly abated. However, a political subdivision may increase its abatement amount to reflect the amount of the tax imposed under fiscal disparities. The abatement does not directly enter into the fiscal disparities calculations.

***How long does an abatement apply?***

The political subdivision sets the length of the abatement, which cannot exceed 15 years. The term can be extended to 20 years if only two of the three political subdivisions (city/town, county, and school district) grant an abatement.

***What is the limitation on abatements?***

The total amount of property taxes abated may not exceed the larger of:

- 10 percent of the net tax capacity of the political subdivision, or
- \$200,000.

***How do the mechanics of abatement work?***

The abatement resolution, approved by the political subdivision, specifies the duration and the amount of property taxes that will be abated. The political subdivision has considerable flexibility in setting the terms of the abatement; for example, it may set the abatement as a percentage of tax payable, a dollar amount, tax attributable to a portion of the parcel’s market value, or something else. The local government adds the abatement to its property tax levy for the year. (The abatement levy is not subject to levy limits.) The owner pays property tax on a parcel and the political subdivision uses the payments as provided by the abatement resolution. For example, the abatement may be used to pay bonds or be given back to the property owner.

***May abatements be used to pay bonds?***

The abatement law authorizes the issuance of bonds to be paid back with the abatements. For example, bonds could be issued to construct public improvements or to pay for a site for a business. As the property owners pay the abated taxes, they are used to pay the bonds. These bonds can be general obligation bonds or revenue bonds. The abatement bond provisions parallel those in the TIF law: the abatement bonds are not subject to referendum approval and are excluded from debt limits.

***How do abatements compare with TIF?***

The legislature designed the abatement law as an alternative to and a supplement to TIF. The two programs can be used for similar purposes and both rely upon property tax funding. Both programs have very similar bonding powers. However, abatement and TIF differ in important respects. Some differences include:

- TIF can be used for longer durations (up to 25 years in some cases) than abatements (typically 15 years)
- TIF requires approval only by the municipality (usually the city) to capture all local property taxes, while abatement requires each entity’s approval to capture its taxes and cannot capture special district taxes
- TIF use is subject to more legal restrictions than abatement. These include a blight test for redevelopment districts, but-for findings, and stricter limits on what increments may be spent on. Abatement is more flexible.

***How widely has abatement been used?***

The following amounts of abatement levies were reported for property taxes payable in 2011, as reported to the Departments of Revenue (cities and counties) and Education (schools).

	Number	Amount
Cities	62	\$8,152,836
Counties	31	3,211,570
Schools	8	881,069
Total	101	\$12,245,475

**For more information:** Contact legislative analyst Joel Michael at joel.michael@house.mn. Also see the House Research publication *Tax Increment Financing*, October 2011.

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

## Tax Increment Financing

### *What is TIF?*

Tax increment financing (TIF) uses the increased property taxes that a new real estate development generates to finance costs of the development. In Minnesota, TIF is used for two basic purposes:

- To induce or cause a development or redevelopment that otherwise would not occur—e.g., to convince a developer to build an office building, retail, industrial, or housing development that otherwise would not be constructed. To do so, the increased property taxes are used to pay for costs (e.g., land acquisition or site preparation) that the developer would normally pay.
- To finance public infrastructure (streets, sewer, water, or parking facilities) that are related to the development. In some cases, the developer would be required to pay for this infrastructure through special assessments or other charges. In other cases, all taxpayers would pay through general city taxes.

### *How does TIF work?*

When a new TIF district is created, the county auditor certifies (1) the current net tax capacity (i.e., property tax base) of the TIF district and (2) the local property tax rates. As the net tax capacity of the district increases, the property taxes (i.e., the “tax increment”) paid by this increase in value is dedicated and paid to the development authority. The tax increment is limited to the tax derived from the certified tax rate. Increases in value that generate increment may be caused by construction of the development or by general inflation in property values. The authority uses the increment to pay qualifying costs (e.g., land acquisition, site preparation, and public infrastructure) that it has incurred for the TIF project.

### *How is TIF used to pay “upfront” development costs?*

There is a mismatch between when most TIF costs must be paid—at the beginning of a development—and when increments are received—after the development is built and begins paying higher property taxes. Three basic financing techniques are used to finance these upfront costs:

- **Bonds.** The authority or municipality (city or county) may issue its bonds to pay these upfront costs and use increment to pay the bonds back. Often, extra bonds are issued to pay interest on the bonds (“capitalizing” interest) until increments begin to be received.
- **Interfund loans.** In some cases, the authority or city may advance money from its own funds (e.g., a development fund or sewer and water fund) and use the increments to reimburse the fund.
- **Pay-as-you-go financing.** The developer may pay the costs with its own funds. The increments, then, are used to reimburse the developer for these costs. This type of developer financing is often called “pay-as-you-go” or “pay-go” financing.

### *What governmental units can use TIF?*

Minnesota authorizes development authorities to use TIF. These authorities are primarily housing and redevelopment authorities (HRAs), economic

development authorities (EDAs), port authorities, and cities. In addition, the “municipality” (usually the city) in which the district is located must approve the TIF plan and some key TIF decisions. TIF uses the property taxes imposed by all types of local governments. But the school district and county, the two other major entities imposing property taxes, are generally limited to providing comments to the development authority and city on proposed uses of TIF. The state-imposed tax on commercial-industrial and seasonal-recreational properties is not captured by TIF.

***What is the but-for test?***

Before an authority may create a TIF district, it and the city must make “but-for” findings that (1) the development would not occur without TIF assistance and (2) that the market value of the TIF development will be higher (after subtracting the value of the TIF assistance) than what would occur on the site, if TIF were not used.

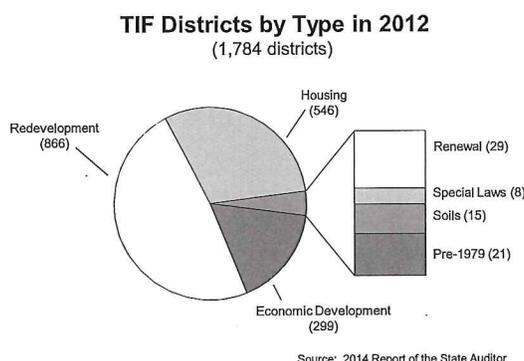
***What types of TIF districts may be created?***

Minnesota allows several different types of TIF districts. The legal restrictions on how long increments may be collected, the sites that qualify, and the purposes for which increments may be used vary with the type of district.

District type	Use of Increment	Maximum duration
Redevelopment	Redevelop blighted areas	25 years
Renewal and renovation	Redevelop areas with obsolete uses, not meeting blight test	15 years
Economic development	Encourage manufacturing and other footloose industries	8 years
Housing	Assist low- and moderate-income housing	25 years
Soils	Clean up contaminated sites	20 years
Compact development	Redevelop commercial areas with more dense developments	25 years

***How many TIF districts exist?***

According to the 2014 report of the Office of State Auditor (OSA), there were 1,784 active TIF districts in 2012. The graph shows the relative shares by type of district.



**For more information:** Contact legislative analyst Joel Michael at 651-296-5057. Also see the House Research website for more information on TIF at [www.house.mn/hrd/issinfo/tifmain.aspx](http://www.house.mn/hrd/issinfo/tifmain.aspx).

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## Tax Increment

## Tax Abatement

<p>Definition</p>	<p>Tax Increment Financing (TIF): The ability to capture and use most of the increased local property tax revenues from new development within a defined geographic area for a defined period of time without approval of the other taxing jurisdictions.</p>	<p>Tax Abatement: The ability of one or more taxing jurisdictions to capture and use all or a portion of their share of local property tax revenues within a defined geographic area. It is a rebate rather than an exemption from paying taxes.</p>
<p>Statutes</p>	<p>Minnesota Statutes 469.174 to 1799</p>	<p>Minnesota Statutes 469.1812 to 1816</p>
<p>Who Grants Assistance?</p>	<p>City approves TIF</p>	<ul style="list-style-type: none"> <li>◆ Cities</li> <li>◆ Counties</li> <li>◆ Schools</li> <li>◆ Towns</li> </ul> <p>Any one jurisdiction or any combination</p>
<p>Types of Projects</p>	<p>Redevelop Blighted/Obsolete Buildings Affordable Housing Job &amp; Tax Base Creation</p>	<p>Redevelop Blighted/Obsolete Buildings Affordable Housing Market Rate Housing Job &amp; Tax Base Creation Retail, Commercial and Office</p>
<p>Criteria for Establishment</p>	<p>Tests for blight and coverage, income limits, and type of businesses assisted Limited by MN Statutes</p>	<p>No inspections or coverage requirements; no income limits; no use restrictions</p>
<p>Geographic Area</p>	<ul style="list-style-type: none"> <li>◆ TIF district must be in a project area, which sets boundaries for TIF expenditures; Project Area may contain multiple TIF districts</li> <li>◆ TIF district defines parcels for capture of value</li> </ul>	<ul style="list-style-type: none"> <li>◆ Parcels with taxes being abated must be identified.</li> </ul>
<p>Amount of Assistance</p>	<p>Captures only the increase in value</p>	<p>Flexible structure May capture existing values requirements</p>

## Tax Increment

## Tax Abatement

<p>Maximum Terms</p>	<ul style="list-style-type: none"> <li>◆ Economic Development – 9 years</li> <li>◆ Renewal and Renovation – 16 years</li> <li>◆ Redevelopment – 26 years</li> <li>◆ Housing – 26 years</li> </ul>	<ul style="list-style-type: none"> <li>◆ Participation by all 3 entities – 15 years</li> <li>◆ Participation by 1 or 2 entities – 20 years</li> <li>◆ Resolution is silent as to the term – 8 years</li> </ul>
<p>Approval Process</p>	<p>Requires notification to County and School District, but does <b>not</b> require approval from other jurisdictions</p> <p><b>City</b> holds public hearing and adopts resolution with findings</p>	<p>Requires public hearing by <b>each participating jurisdiction</b></p> <p><b>Each jurisdiction</b> adopts a resolution with statement of public benefit and term of abatement</p>
<p>Reporting Requirements</p>	<p>Annual reports are filed with the Office of the State Auditor by August 1</p> <p>Business subsidy reports may need to be filed</p>	<p>Business subsidy reports may need to be filed</p>
<p>Maximum Use</p>	<p><b>No maximum</b> on the annual increment generated or number of TIF districts</p>	<p>Maximum cannot exceed the greater of <b>\$200,000</b> or <b>10% of the net tax capacity</b></p>
<p>Restrictions on Use</p>	<ul style="list-style-type: none"> <li>◆ Must be used on activities including acquisition, demolition, site improvements, public utilities, streets and sidewalks, and administration</li> <li>◆ General government use is prohibited</li> <li>◆ Recreational use is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>◆ Few restrictions on use</li> <li>◆ Cannot abate taxes on a parcel located in a TIF district</li> </ul>
<p>Other Items to Consider</p>	<p>Geographic restrictions and pooling</p>	<ul style="list-style-type: none"> <li>◆ Abatements are special levies and outside levy limits.</li> <li>◆ Amount of abatement must be added to total levy for current year</li> <li>◆ Proposed levy and certified levy must include current levy abatement amounts.</li> </ul>

**PROPOSED MOTION**

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

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

To approve Resolution No. 15-93 renewing a 3-year agreement with Ramsey County for the provision of law enforcement services by the Ramsey County Sheriff's Department.

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

City Council Meeting  
October 19, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: OCTOBER 13, 2015**

**SUBJECT: RENEWAL OF LAW ENFORCEMENT SERVICES AGREEMENT  
WITH RAMSEY COUNTY**

### **INTRODUCTION**

The City's current agreement with Ramsey County for the provision of law enforcement services by the Ramsey County Sheriff's Department expires at the end of 2015. The Council is being asked to consider a new 3-year agreement with the County for these services.

### **BACKGROUND**

The City of Shoreview, along with the cities of Arden Hills, Gem Lake, Little Canada, North Oaks, Vadnais Heights, and White Bear Township contract with Ramsey County for the provision of laws enforcement services. The current agreement for these services expires at the end of 2015. The agreement is in essentially the same form as the previous agreement.

As in the past, the annual budget is determined by working with the other contract cities and the Sheriff's Department to determine priorities and goals. The budget is adopted by consensus of the contract cities group and then incorporated into each individual city's operating budget.

The agreement begins on January 1, 2016 and is in effect through December 31, 2018. All of the other contract cities and White Bear Township will enter into the same agreement with the County.

### **RECOMMENDATION**

Based on the foregoing information, it is recommended that he City Council approve the renewal of a 3-year agreement with Ramsey County for the provision of law enforcement services by the Ramsey County Sheriff's Department.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD OCTOBER 19, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on October 19, 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. 15-93  
RESOLUTION APPROVING LAW ENFORCEMENT SERVICES  
AGREEMENT WITH RAMSEY COUNTY**

**WHEREAS**, the City of Shoreview, along with the cities of Arden Hills, Gem Lake, Little Canada, North Oaks, Vadnais Heights, and White Bear Township, contract with Ramsey County for law enforcement services; and

**WHEREAS**, the current contract for law enforcement services expires at the end of 2015; and

**WHEREAS**, the new contract will begin on January 1, 2016 and be in effect through December 31, 2018; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREVIEW, MINNESOTA**, that it hereby approves the law enforcement services agreement between the City of Shoreview and Ramsey County for the period January 1, 2016 through December 31, 2018; and

**BE IT FURTHER RESOLVED** that the Mayor and City Manager are authorized to execute the agreement.

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

And the following voted against the same:

**WHEREUPON**, said resolution was declared duly passed and adopted the 19<sup>th</sup> day of October, 2015.

STATE OF MINNESOTA)

COUNTY OF RAMSEY )

CITY OF SHOREVIEW )

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

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

---

Terry C. Schwerm, City Manager

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of Shoreview (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2016.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crimes lab services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
4. The COUNTY'S contractual obligations under this Agreement do not lessen the COUNTY'S obligation to provide patrol and police protection services to Bellaire Beach, area lakes, Ramsey County open space areas, and regional, park areas owned or operated by Ramsey County and all other areas under COUNTY jurisdiction located within the political boundaries of the MUNICIPALITY. The COUNTY'S contractual obligations under this Agreement shall also recognize the underlying, statutory obligations that Ramsey County has to provide police protection to the MUNICIPALITY.
5. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
6. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriff's Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
7. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.

8. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
9. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the

Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2016, and shall continue through December 31, 2018 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual

budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.

3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.
4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor Sandy Martin and City Manager Terry Schwerm, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2015 and the

COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

CITY OF SHOREVIEW

By: \_\_\_\_\_  
Jim McDonough, Chair  
Board of Ramsey County Commissioners

By: \_\_\_\_\_  
Sandy Martin  
Mayor

By: \_\_\_\_\_  
Janet Guthrie, Acting Chief Clerk  
Board of Ramsey County Commissioners

By: \_\_\_\_\_  
Terry Schwerm  
City Manager

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Matt Bostrom  
Sheriff of Ramsey County

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Melitta George  
Assistant Ramsey County Attorney