

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
January 4, 2016
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

STATE OF THE CITY ADDRESS

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. December 14, 2015 City Council Special Meeting Minutes
2. December 14, 2015 City Council Workshop Meeting Minutes
3. December 21, 2015 City Council Meeting Minutes
4. Receipt of Committee/Commission Minutes
--Environmental Quality Committee, December 21, 2015
5. Verified Claims

6. Purchases
7. License Applications
8. Ramsey Conservation District Erosion Control Agreement
9. Approval of 2016 Tree Contract-Removal Work
10. Approve Cooperative Agreement with Roseville for Maintenance of Valley Park Ponds
11. Authorization to Purchase Replacements—Unit 215, Garage Sweeper, Mower Tractor

PUBLIC HEARING

GENERAL BUSINESS

12. Designation of Legal Newspaper for 2016
13. Committee/Commission Reappointments
14. Council Appointments for 2016

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

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

**CITY OF SHOREVIEW
MINUTES
SPECIAL CITY COUNCIL MEETING
December 14, 2015**

CALL TO ORDER

Mayor Martin called a special meeting of the Shoreview City Council to order at 7:00 p.m. on December 14, 2015.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

Councilmember Wickstrom was absent.

**AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING FORM AND
DETAILS AND PROVIDING FOR PAYMENT OF \$7,605,000 GENERAL OBLIGATION
UTILITY REVENUE BONDS, SERIES 2016A**

Presentation by Finance Director Fred Espe

The proposed bonds to be issued are in three portions:

General Obligation Water Revenue Bonds	\$6,995,000
General Obligation Sewer Revenue Bonds	230,000
General Obligation Surface Water Revenue Bonds	380,000
Total:	\$7,605,000

The water portion of these revenue bonds is for the following:

- Complete Water Treatment Plant
- Install a natural gas generator at Well No. 6
- Install a raw waterline from Well No. 6 to the Water Treatment Plant
- Windward Heights Neighborhood rehabilitation.

To be repaid by revenue generated in the Water Fund.

The sewer and surface water portions of the bonds are for rehabilitation in the Windward Heights Neighborhood and Grand Avenue. They will be repaid respectively from the Sewer Enterprise Fund and the Surface Water Fund.

The sale of the bonds was authorized by the Council on November 2, 2015. Staff participated in a rating conference with Standard & Poor's Rating Services on November 25, 2015. Standard & Poor's has reaffirmed the City's AAA bond rating, citing the following City achievements:

- Very strong economy in the City
- Very strong management
- Strong budgetary performance
- Very strong budgetary flexibility
- Very strong liquidity
- Strong debt and contingent liability profile
- Strong institutional framework

Four competitive bids were received December 14, 2015 at Springsted offices. The low bid was submitted by Robert W. Baird & Co., Inc. with a true interest cost of 2.4535%. This is below the estimated rate of 2.5446%. Coupons on the bonds range from 2% to 3% depending on the year of maturity. Staff is recommending a bid award to Robert W. Baird & Co., Inc. Closing on the bonds is scheduled for January 14, 2016.

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to adopt proposed resolution #15-113 authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$7,605,000 general obligation bonds, Series 2016A.

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

Mayor Martin congratulated City Manager Schwerm and Finance Director Espe for a very successful bond sale.

PRESENTATION OF RESULTS OF COMMUNITY SURVEY

Presentation by Dr. Bill Morris and Peter Leatherman, Morris Leatherman Company

Dr. Morris summarized the findings from the recent Community Survey conducted by the City. He reported that staff and government ratings are very high in comparison to other communities in the metropolitan area. There were 400 randomly selected households across the community who were interviewed by land line and cell phones. The non-response rate was quite low at approximately 4.5%. The average non-response rate for opinion polls is around 30%. The average length of conversation during the survey was 28 minutes. Those interviewed were very free with commenting in detail on the open ended questions. The sample was verified with updated U.S. census statistics and found that the sample is a good valid representation of the community.

One question consistently asked is about the quality of life in Shoreview. There were 98% who answered, excellent or good. The 58% answering excellent puts Shoreview among the top three suburban communities in the metropolitan area.

In answer to what people like most about the community, 20% reported that overall, Shoreview is a good community. That statistic has been consistently rising. Another quality liked by 15% of respondents is that they find Shoreview quiet and peaceful. These respondents tend to be older and longer term residents. Schools were highly rated at 11%. Good people in Shoreview was rated at 10%, another category that has been increasing. In general, when residents think about and identify with the community, they look at it as a whole. This is contrary to other communities in the metropolitan area.

When asked what should be fixed or improved, 37% answered, nothing. Public transportation and roads were at 5%. This means that overall, people are very satisfied with living in Shoreview.

When asked what is missing in Shoreview, 46% answered, nothing. Two things mentioned repeatedly in the City surveys are dining services and a grocery store.

The rating for Direction of the Community is at 97% saying the city is going in the right direction. 2% believe the City is going in the wrong direction, but the rating of 97% is almost tantamount to reaching perfection. It is the highest ranking across the metropolitan area. The 2% is one of the lowest ratings for the wrong track. No specific item was agreed upon as missing.

People were asked about quality of life. This question was broken down into individual components. The results show that the two things that stand out are schools and public safety at 78% and 76% respectively. This is typical of what is found in other communities. The high rankings of parks, trails, recreation, open space and lakes just under schools and public safety shows that overall, the natural ambiance of the community is very important.

Community identity shows 87% as strong or somewhat strong. Two years ago, that rating was 96%. Those not feeling identity with the community tend to be renters while property owners have a stronger identity. There are 27% who feel most closely connected to the City, up from 18% two years ago, while 42% feel most closely connected to their neighborhood. A new category of family and friends is at 9%. These ratings mean that residents feel strong connectivity to the City.

Two years ago, 99% rated the City's recreational facilities as excellent or good. This survey rating is 96%, a statistically insignificant drop. The poor or fair ratings are miniscule.

In rating frequent use of parks, 15% say they do not use City parks. The two most used parks are Snail Lake and Shoreview Commons. Otherwise usage is scattered and correlates with the location of residents. Upkeep of parks was rated at 97%.

Asked if facilities met community needs, the rating dropped from 96% two years ago to 90% on this survey. There were 6% who stated that facilities do not meet their needs, which is up from 3%. However, there is no consensus of what is needed. Responses were scattered when asked what should be offered.

The ranking for program participation is 40%. That is high as the average across suburban communities in the metropolitan area is 28%. Again, there is no consensus on what should be offered.

Community Center usage is at 50%. The trend is downward from 63% in 2010 to 53% two years ago. The survey shows that 40% of households have Community Center memberships; 37% stated they have never had a membership.

Rankings of City services show 95% believe they are excellent or good. Excellent or good ratings were given by 96% for police protection and 93% for fire protection. Sewer and water dropped to 87% from 95%. However, the respondents with negative responses are from a certain area in the City. The category of drainage and flood received 82% positive ratings and 15% negative. Building inspections has dropped to 67% positive from 84% in 2013. However, it must be noted that 10% were unable to respond and felt they had no basis for rating this service.

The animal control rating is at 83%, the same as two years ago. Pond maintenance has dropped from 83% positive to 68% positive. Comments indicate that residents felt ponds are not kept pristine. Street repair and maintenance has improved from 73% to 81% in positive ratings. Trail maintenance has dropped from 95% to 86%, which is still very high. Snow plowing is down from 94% positive rating to 85%. This response is seen across the metropolitan area and can be attributed to a hard winter. Drinking water quality shows 85% ranking it excellent or good and 14% fair or poor.

How people generally perceive City services overall had a ranking of 87% two years ago. This year, 89% gave a favorable rating for the taxes paid. The key is that the excellent rating almost doubled from 11% to 21%. The 21% excellent rating is one of the highest in the metropolitan area.

The Mayor and City Council rating shows 92% favorable rating. The excellent rating at 92% is among the high two communities in the metropolitan area. Those who disapprove are 3%; the average rating across the metropolitan area for disapproval is 10%. City staff is rated 92% favorably. Again, the important factor to note is the increase in the excellent rating from 16% to 24%. The fair and poor ratings are at 5%, which is very low.

There are 41% of residents who have had contact with City Hall compared to an average of 28% across the metropolitan area. Of those who have contacted City Hall, only 5% rate the experience as fair or poor. The excellent rating of 40% is one of the highest in the metropolitan area.

In regard to the condition/appearance of homes in the City, 97% gave a positive rating. Again, the 38% excellent rating is one of the highest in the metropolitan area. Yards show 94% rate

appearance favorably, the same as two years ago. The change is in the excellent rating rising from 30% to 36%. Neighborhood appearance shows a decrease in favorable ratings from 73% to 61%. However, it needs to be noted that 33% saw an improvement, an increase from 21% in 2013. This is one of the highest ratings in a two year period. Regarding opportunities to improve appearance, 85% believe enough programs are offered. There is an increase of awareness of the Housing Resource Center at 56%. This means 44% are unaware of this resource. More communication could be done.

Residents were asked if they would like to see more proactive residential property code enforcement, or whether they would prefer to see code enforcement in response to specific situations brought to the City's attention. There were 61% who favor proactive code enforcement. This response is down 8 points from two years ago. The 32% opposed to proactive enforcement is an increase. Those who strongly favor proactive code enforcement doubled from 7% to 15%. A key factor in responding to this question is the impact on funding. Some responded that code enforcement is not needed because the appearance of homes and yards is strong.

Residents were asked to rate eight categories of major public safety concerns. The ratings show that traffic speeding is the highest at 37%; youth crimes and vandalism at 32%; break-ins and auto theft at 20%; and drugs at 21%. The seriousness of traffic speeding has increased over the last two years.

Asked about missing retail and services needed in Shoreview, 33% said nothing is missing; 19% indicated a need for a family sit-down restaurant; 12% would like more fine dining opportunities; 10% said more entertainment is needed; and 9% said a grocery store is needed.

Overall, Shoreview is rated as one of the best cities at keeping residents informed about City events and City news. The primary information source is the newsletter identified by 52% of respondents. Information from the City newspaper increased from 8% two years ago to 16%. The City website is a solid source also at 11%. Only one other community in the metro area uses a newsletter as a central source of communication. The survey indicates that 88% of residents receive the newsletter, *ShoreViews*, with 95% indicating they regularly read it. This rating is off the charts. The newsletter's effectiveness is rated positively by 58%. It is a solid, excellent communication source for the community.

Cable television is subscribed to by 59% of residents with 30% viewing City Council meetings and 25% viewing the Planning Commission in the last six months. These ratings indicate a good solid audience, which justifies these meetings made available through Cable TV.

Internet access is available to 84% of residents. Of that 84%, 59% have viewed the City's website. This is a high rating although not as primary a source of information as the newsletter. The type of internet access shows that 40% have broadband Cable; 36% have wireless; 18% have DSL; and 5% have dial-up modem. DSL is higher than other communities. Dial-up modem is becoming non-existent in other communities so 5% in Shoreview is a high number.

The Shoreview Community Foundation awareness among residents is 50%. More work needs to be done to inform residents about the Foundation. A conservative estimate is that 48% of the 50% aware of the Foundation would be likely to contribute. This means that once residents understand the purpose of the Foundation, they are likely to contribute. This is a very high rating.

Overall, the City is one of the ideal communities in the metropolitan area. City service evaluations have not impacted value of services and connectivity, there are more negative comments but they are still below 20%. It is a concern if a negative rating were to reach 30%, which is not the case. It is an area to be aware of. People are pleased with what is going on in the City, very pleased with City staff. In terms of best practices across the metropolitan area, Shoreview ranks at or near the top and this has been the case for the last 10 years.

Mayor Martin stated that this presentation will be aired on Cable TV. She noted that this information will be discussed by the Council at the Council workshop meeting after this meeting.

ADJOURNMENT

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn, to adjourn the meeting at 8:00 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ___ DAY OF _____ 2016.

Terry Schwerm
City Manager

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
December 14, 2015**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 8:00 p.m. on December 14, 2015.

ROLL CALL

The following attended the meeting:

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

Councilmember Wickstrom was absent.

Staff: Terry Schwerm, City Manager
Rebecca Olson, Asst. to City Manager
Mark Maloney, Public Works Director

Morris and Dr. Bill Morris
Leatherman Peter Leatherman
Company

SEH Mr. Mark Obermeier

The City Council met with Dr. Morris and Mr. Leatherman to discuss results of the Community Survey.

Mayor Martin noted the drop in satisfaction with building inspections. She asked if there is a better way to analyze that question. City Manager Schwerm responded that one factor is that sometimes there are more people dealing with building permits and inspections due to storm damage. In the last two years building activity has been less.

Councilmember Quigley also suggested that residents in the SHINE program look at code enforcement as inspections.

Mayor Martin asked the reason a higher number of people call City Hall in comparison to other cities, whether it is a good thing in that staff is accessible, or because there are more problems. Dr. Morris explained that the interaction with City Hall is positive. People do not shy away from calling. Mr. Schwerm added that some people do not distinguish between the Community Center and City Hall because they are located in the same building.

Councilmember Johnson noted membership usage of the Community Center at 40%. She would like to see usage year by year, especially with plans for expansion. Mr. Schwerm stated that there are approximately 3000 memberships of which 2000 are Shoreview based. He also feels that question is overstated. In the last survey it was 53%, and there are not that many memberships. Mr. Leatherman explained of that 50%, 40% are current members. Overall, there are 80 members out of the sample of 400 residents interviewed, which is 20% and closer to the actual number of members.

Councilmember Johnson stated that 56% of residents are aware of the Housing Resource Center (HRC) and that high number leads her to believe those residents are using HRC services. Staff has done a great job promoting the HRC, and usage is increasing.

Councilmember Springhorn asked if more people are concerned about break-ins because there is so little concern with violent crime. Dr. Morris agreed that violent crime is not a concern in the City. Mr. Schwerm noted that for several years the Sheriff's Department has had a sweep program that leaves information flyers on the windshield of cars if they notice that valuables are left in plain sight inside the car. The flyer advises drivers that by leaving valuables in sight, they are at risk for a break-in.

Mayor Martin asked if the 84% having internet at home is higher from other years. Dr. Morris stated that it has been 86%. That number has been fairly static in the last five years. The average expected in northern suburbs is 85%.

Councilmember Springhorn noted that email and social media is not high as a primary source of information, although the City's participation in social media has increased. Dr. Morris noted that there have been a number of communities who have tried to get people to use a website rather than a newsletter. That has been met with great resistance.

Councilmember Quigley asked if a component of the City's demographic is being missed by asking the same questions with each survey. Dr. Morris explained that after many years of receiving the *ShoreViews*, people are used to receiving detailed information in that format. Putting that same detail of information on social media does not work well and is off putting to many people. Social media is at 2% or 3% of people who consider that a source of information. It has been found that people over age 45 do not want to receive information by social media.

Looking at demographics, Mr. Leatherman noted that it is important to realize that of those over age 65, only 68% have access to the internet.

REVIEW OF TURTLE LAKE AUGMENTATION STUDY

Public Works Director Mark Maloney stated that the study was funded by the state, the homeowners' association and the city. The purpose of this report is to present the technical information from the study to the Council.

Mr. Mark Obermeier summarized the findings from the feasibility study. The lake level has had a history of fluctuation. During the period of augmentation, fluctuation was not as extreme as when there is no augmentation.

Objectives of the Feasibility Study:

- Reduce cyclical low water levels on Turtle Lake between periods of normal to above normal rainfall through augmentation.
- Mimic the historic water level fluctuation during past periods of augmentation, which was 1928 to 1989 - before 1989, the level was between 891 to 892
- Treat augmentation source water to preserve current lake water quality
- Implement cost-effective infrastructure to support augmentation
- Outline next steps, including formation of a LID (Lake Improvement District)

Natural recovery through rainfall has addressed the level of Turtle Lake from 2013 to 2015. If augmentation had been used, the low levels would have been avoided and the lake level would have been kept at 891 to 892 feet.

The Feasibility Study considered the following:

- A complete water budget to predict fluctuation - where water comes in and leaves the lake and ground water interaction
- Calculate augmentation volume to maintain the one foot operating range
- Identify infrastructure needed for augmentation
- Identify augmentation source quality
- Determine water quality treatment to prevent a negative lake response to augmentation
- Estimate construction costs

The DNR sets the high water mark for lakes. All lakes have outlets and the purpose of a high water mark is to prevent overflow that would damage property.

The water budget calibrates the model to the true lake level. That information is then used to calculate the augmentation volume needed. Volume was calculated for an average year and a maximum year when the lake level is low. The lake would not be pumped every year but two out of every three years based on historical levels of augmentation. Augmentation volume would range from 174 million gallons (17.0 inches in depth) in an average year to 195 million gallons (19.1 inches in depth) in a maximum year. These amounts represent 10% to 12% of the total lake volume for Turtle Lake. The volume determines the size infrastructure needed.

There are four sources for potentially bringing in water:

- St. Paul Water Authority using conduits north of County Road I
- Charley Lake which is close to Turtle Lake
- Pleasant Lake has better water quality than Charley Lake
- Snail Lake - water from Sucker Lake is pumped into Snail Lake so there is some infrastructure already in place

Proposed augmentation infrastructure would include:

- A 1000 gallon per minute pump to operate May through November
- Augmentation transmission piping to force water to the lake which involves turf, pavement, utility
- Zebra mussel screening system which means putting in a screening facility with electrical, plumbing, HVAC, chemical and mechanical features

The backwash water from screening zebra mussels goes back into the St. Paul regional water system and not discharged back into the lake. The zebra mussel screens could remove up to 50% of phosphorus from the source water.

Focus was given to screening water phosphorus because it is the limiting nutrient for water quality in lakes. The more phosphorus in a lake, the more algae is produced. The amount of treatment for phosphorus was considered from the four potential water sources. It was found that no treatment for phosphorus would be needed from Snail Lake and Pleasant Lake. The model for lake quality is established by the Rice Creek Watershed. Charley Lake would require approximately 37% to 38% phosphorus removal for average to maximum augmentation years; the St. Paul Regional Water System would require 46.7% to 47.4% phosphorus removal.

Councilmember Quigley noted there could be complications with using Snail Lake as a water source because it is already being augmented. Augmentation for Snail Lake would likely have to be increased.

A comparison of estimated augmentation construction costs from the four water sources was presented:

St. Paul Regional Water System

Estimated Construction:	\$ 972,000
With 47.4% phosphorus removal	\$1,737,000

Charley Lake

Estimated Construction	\$1,783,000
With 38.3% phosphorus removal	\$2,548,000

Because the water from Charley Lake and the St. Paul Regional Water System is more polluted, sand filter system was added to infrastructure to screen out more pollutants.

Pleasant Lake

Estimated Construction	\$1,966,000
No phosphorus removal needed	

Snail Lake

Estimated Construction	\$3,450,000
No phosphorus removal needed	

Mr. Maloney stated that costs could be recouped from property owners as authorized by the City Council.

Recommendations from the Feasibility Study:

- The St. Paul Regional Water System looks to be the best source to use for augmentation of Turtle Lake. It is a close source so infrastructure would be small and non-invasive to property owners.
- The Carlson Road storm sewer would be used that would eliminate a lot of additional piping.
- A rapid sand filter and zebra mussel screening would be installed to protect water quality.
- The cost allocation for construction is approximately \$1,740,000.
- A Lake Improvement District (LID) would be the implementation mechanism for augmentation.

A structure measuring approximately 30 feet by 36 feet would be needed for above the installation of the augmentation pump and screening filters.

Factors to consider should an augmentation project move forward would be:

- Formation of a Lake Improvement District as described by statute
- Property acquisition
- Permits, approvals, agreements
- Final design, including treatment elements
- Final project costs, including engineering, legal, administrative, operations and maintenance
- Cost recovery through the Lake Improvement District
- Construction

Mayor Martin stated that the study has provided the information needed to determine that a project is possible. Her question is what the prevailing reason would be to consider such a project. There is no money in the City's CIP for this project. The only reason to consider this project would be to even out the fluctuation of lake levels. It is unknown whether there is Homeowners Association consensus regarding a response to this study.

Mr. Schwerm stated that water quality is a concern of homeowners and agencies involved in regulating Turtle Lake. There are approximately 200 homeowners on Turtle Lake. The City would need indication of the level of support for the project assuming a certain level of cost participation.

Councilmember Johnson noted that when the lake water levels were down, there was a lot of feedback from homeowners. She asked what feedback has been received since water levels have risen.

Mayor Martin stated that she has not received any communication, but homeowners know that any decision was waiting on the completion of this feasibility study. Some people have questioned an augmentation system now that the lake level is so high.

Ms. Marsha Soucheray, Turtle Lake Home Association member, asked if the three water sources not included in the recommendation would be eliminated from consideration. Mayor Martin answered that all water sources can be considered. It would depend on what the Council hears back from the Homeowners Association.

Mr. Obermier stated that the recommended water source is based on cost. Mr. Maloney added that all four sources would deliver the same water quality to the lake. There are more complications in terms of distance, land acquisition that add to the cost with the other water sources presented.

Mr. Tim Krinkie asked how the homeowners association should move forward. Mr. Schwerm suggested the Council have a discussion with the Homeowners Association Board at a future meeting. The survey used by the Homeowners Association stated “reasonable cost” to homeowners. Reasonable cost needs to be defined. A fairly large assessment to homeowners would be needed for this project. In order to assess homeowners, the City has to prove benefit to homeowners’ properties. A substantial number of homeowners need to support the project. Otherwise costs could rise with legal challenges to assessments.

Councilmember Quigley stated that he does not see a project moving forward without a survey of homeowners that firmly support moving the project. An outline of responsibilities for the City and Homeowners Association should be documented and become part of a future project.

Mayor Martin stated that a future survey to homeowners needs to insure that questions are based on the information presented in the Feasibility Study. She cautioned trying to create a LID without substantial support similar to the Snail Lake consensus because it is expensive to set up.

It was the consensus of the Council to accept the report and plan a meeting with the Homeowners Association Board to discuss whether a project should be planned.

OTHER ISSUES

Mayor Martin stated that Planning Commission applications have been received and the Council needs to determine who to interview and when to conduct the interviews. It was the consensus of the Council to interview three candidates.. Interviews will be immediately prior to the January 11, 2016 workshop meeting.

The meeting adjourned.

The City and Ramsey County Sheriff's Department are providing information regarding package theft. Residents are encouraged to check the Ramsey County Sheriff's website for tips and to be vigilant in observation, not use mailboxes for outgoing mail and have packages delivered somewhere safe.

Councilmember Wickstrom:

The first Speaker Series sponsored by the Environmental Quality Committee (EQC) will be January 20, 2016, in the Council Chambers. The topic will be *Recycling This Mystery Solved*.

Residents are encouraged to participate in the Know Your Flow Program. This requires getting a small magnetized device that provides readouts on water used each hour. The device is free from the City. More information is available on the City website.

Happy Holiday to everyone.

Councilmember Springhorn:

Thanked Mayor Martin, all Councilmembers and City staff for helping him become acclimated to the position of Councilmember in his first year.

He announced that Team Athena took first place in the robot competition December 12, 2015, for Robot Performance, Robot Design and Head to Head Robot Competition. They will advance to sectional competition on January 30, 2016, with five other teams from Island Lake School in Shoreview. The teams may hold a scrimmage at the Community Center or City Hall and invite the public to come and see their work.

Councilmember Quigley:

The Ramsey County Sheriff's Department will hold a Citizen's Academy, beginning January 28, 2016.

Noted that the ice rinks are not yet frozen. Mr. Schwerm responded that it takes at least a week of cold weather to be able to open the rinks. The goal at this time is to open them for New Year's.

Happy Holidays to everyone.

Councilmember Johnson:

With the lack of snow for outdoor activities, parents are encouraged to bring children to the Community Center.

She commended staff for their excellent work in the past year and wished everyone Happy Holidays.

CONSENT AGENDA

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt the Consent Agenda for December 21, 2015, as presented and all relevant resolutions for item Nos. 1 through 16:

1. December 7, 2015 City Council Meeting Minutes
2. Monthly Reports:
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
3. Verified Claims in the Amount of \$794,597.47
4. Purchases
5. License Applications
6. Designation of Official Depositories for 2016
7. Certification of Delinquent Tree Removals
8. Certification of Delinquent Utility Accounts
9. Adoption of Working Capital Targets and Receipt of 2016 to 2020 Five-Year Plan
10. Receipt of 2016 Comprehensive Infrastructure Replacement Plan
11. Developer Escrow Reductions
12. Approve Apportionment of Assessments - #DA072051
13. Final Plat - Oak Hill Montessori School, 4693 Hodgson Road
14. Amendment to City Code - False Alarms
15. Award of Quote - Parks and Recreation Front Counter Renovation
16. Approval of Final Payment - Owasso Street Realignment, CP 09-12

VOTE: Aye - 5 Nays - 0

PUBLIC HEARINGS**ASSESSMENT HEARING - WEED ABATEMENTS**

**4324 SNAIL LAKE BOULEVARD
1565 LOIS DRIVE**

Presentation by City Planner Kathleen Castle

This public hearing is to assess costs related to the abatement of vegetative growth at the two named addresses. Weed abatement for the property at 4324 Snail Lake Boulevard was authorized June 16, 2014, for a two-year period. Vegetation was cut once this year, and the proposed assessment is \$126.36.

Weed abatement for the property at 1565 Lois Drive was authorized June 15, 2015. The proposed assessment is \$578.33 for three cuttings this year.

Legal notices for these two assessments were published November 25, 2015. Mailed notices were sent December 4, 2015. As the costs have not been paid, staff is recommending the public hearing and authorization of the assessments.

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

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

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to close the public hearing at 7:18 p.m.

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adopt Resolution No. 15-119, pursuant to Section 210.03(C), approving the assessments related to the abatement of vegetative growth for the properties located at:

4324 Snail Lake Boulevard
1565 Lois Drive

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

ITEMS RELATED TO THE BUDGET AND 2016 TAX LEVY

A. AMEND 2016 DEBT LEVIES

B. ADOPT 2016 TAX LEVY (CITY, HRA AND EDA)

C. ADOPT 2016-2017 BIENNIAL BUDGET

D. ADOPT CAPITAL IMPROVEMENT PROGRAM FOR 2016 THROUGH 2021

E. ADOPT ORDINANCE ESTABLISHING 2016 UTILITY RATES

Presentation by Finance Director Fred Espe

Mr. Espe summarized actions needed to adopt the 2016 budget and tax levy.

Amend and Adopt Debt Levies

When debt is issued, the levies are recorded at Ramsey County. The only way debt levies can be changed is through Council action. The recommended debt levy is \$731,000, which is \$896,953 less than the scheduled levies at the County. The reason for this change is due to pre-payments and special assessments. When refunding was done, some debt levies were not removed by the County. Those debt levies are being cancelled.

Adopt Tax Levy

The recommended 2016 tax levy is \$10,667,858, which is a 3.9% increase over 2015. The 2016 HRA levy is recommended at \$100,000, a \$5,000 increase over 2015.

Impact on Median Home with 2.5% Increase in Value

The City tax portion of taxes will increase by \$25.78 on a median value home of \$253,800. The HRA tax portion is an increase of \$0.34. The tax increase to median valued homes from all taxing jurisdictions is \$75.15.

Adopt 2016 Budget

The budget hearing was held on December 7, 2015. A budget is adopted for general and special revenue funds. Action is requested to adopt a budget for 2016 and establish a budget plan for 2017. The 2017 budget plan is not spendable until amended or reaffirmed through the budget process in 2016.

Included in the 2016 budget are job classification system and benefit adjustments:

- Wage adjustment of 2%
- Job title/job classification changes
- Health insurance changes (\$60 increase in City contribution)
- Pay equity approval

Adopt Capital Improvement Program (CIP)

Recommended adoption of the CIP as a planning document that establishes projects for the next six years. Projects are not authorized without separate Council approval for capital costs or projects exceeding \$25,000. Capital replacements comprise 81% of the total, excluding the Water Treatment Plant and proposed Community Center expansion.

Adopt Ordinance Establishing 2016 Utility Rates

Proposed utility rates achieve the following:

- Maintain sufficient cash balances
- Support operating costs and debt payments
- Provide for repair and replacements
- Utilize long-term emphasis for rate setting using a five-year span to avoid a spike in rates when there is high usage
- Estimate gallons using base year approach

Residential utility bills are broken down to include: water, sewer, surface water, street lighting and a state fee. Residential utility rates will increase for an average user by \$10.80 per quarter, which is 6.6%. Very low usage will see an increase of \$7.21; very high usage will see an increase of \$43.13.

State law requires the City to adopt and certify to Ramsey County a budget and tax levy by December 28, 2015.

Mayor Martin asked how residents are informed and educated about utility rates. Mr. Espe responded that each year the City publishes a utility rate booklet that is available at City Hall and online.

Councilmember Quigley asked for further explanation of pay equity. Human Resources Director Laurie Elliott responded that pay equity is part of a law passed in 1984 to compare internal

positions internally. Comparisons are made on an algorithm formula. It is a job-to-job comparison looking at the 10 jobs immediately above and 10 jobs immediately under an existing job. Pay equity looks at male jobs compared to female jobs with regard to decision making, education, experience required, and impact of decisions made. A comparison is made on how the job is valued and how it is paid. Most positions are either overpaid or underpaid by some amount. Depending on the number of males and females and the jobs they hold, equitable pay line moves.

The pay equity report is the statistical report sent to the state. Data is put into state software so staff can determine any adjustments needed to pay equity. Mr. Schwerm added that the report is sent to the state every three years and, based on the current salary schedule, the city believes it is in compliance with the pay equity requirement.

Councilmember Quigley asked if there is market comparison information. Ms. Elliott stated that internal pay equity is different from the market because it is hard to find the jobs on the market that match the City position.

Councilmember Wickstrom noted that the League of Minnesota Cities and the Metro Cities do a salary survey every two years. She asked if the City uses that information. Ms. Elliott stated that is the information used for market comparisons.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt proposed resolution number 15-121 reducing debt levies for fiscal year 2016 per Minnesota Statutes.

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

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt proposed resolution number 15-122 adopting a City tax levy of \$10,667,858 and an HRA tax levy of \$100,000 for taxes payable in 2016.

Discussion:

Councilmember Springhorn stated that the levy is not taken lightly. He finds it unfortunate that this is the biggest levy increase in the last seven years, but it has been explained that a large portion of it is the Fire Department duty crews. The increase compares to the other cities served by the Lake Johanna Fire Department and is reasonable.

Mayor Martin also added that consideration must also be given to how Shoreview pays for street projects. In most cities, residents are assessed for a major portion of the project cost. In Shoreview, residents pay approximately 10% of the total project cost. Also, Shoreview does not receive Local Government Aid from the state.

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

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to adopt resolution number 15-123 approving the biennial budget for the years 2016 and 2017, and to approve the benefits and job classification system and pay plan as detailed on the attached pages; and to authorize the City Manager to submit all necessary pay equity reports to Minnesota Management and Budget as required by law.

Discussion:

Councilmember Johnson stated that considering the quality of work done by staff and the Community Survey results, pay is an important consideration and she supports this motion.

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

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to adopt resolution number 15-124 approving the capital improvement program for the years 2016 through 2021 as detailed on the attached pages.

Discussion:

Councilmember Johnson stated that this motion speaks to the City's long-range financial planning and the importance of which cannot be underestimated.

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

MOTION: by Councilmember Springhorn, seconded by Councilmember Johnson to adopt the attached Ordinance No. 939 establishing a utility fee schedule effective January 1, 2016.

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

AMENDMENTS TO LIQUOR REGULATIONS

Presentation by City Manager Terry Schwerm

Three amendments are requested: 1) to change the definition of a restaurant; 2) change the hours for on-sale liquor sales on Sundays; and 3) delete the distance requirements from any school, church, playground or public place or building for a liquor license.

Currently, in state law a restaurant is defined as an establishment, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises and served at tables to the general public, and having a minimum seating capacity for guests as

prescribed by the appropriate license issuing authority. Shoreview's current regulations require seating for a minimum of 100 guests to qualify for an intoxicating on-sale liquor license. This is a large number in comparison to other cities. Staff is recommending a change to a minimum of 40 guests to allow smaller restaurants to qualify for a liquor license. This will help restaurants to locate in Shoreview.

Councilmember Quigley noted that the City has a cap on the number of liquor licenses that can be issued. Mr. Schwerm explained that the City has a cap on off-sale liquor licenses. The cap for on-sale liquor licenses is set by the state. The City has enough margin to change its regulation and be able to issue new on-sale liquor licenses.

Mr. Schwerm stated that state law was changed to allow Sunday on-sale liquor sales to begin at 8:00 a.m. rather than 10:00 a.m. The proposed change is to keep the City ordinance in compliance with state law. The four establishments that would be affected are: Green Mill Restaurant, Meister's Bar and Grill, Hilton Garden Inn, and Red Robin Gourmet Burger and Spirits.

City Code establishes a 300-foot setback for a premise with a liquor license from any school, church, playground, or public place or building. Grocery stores interested in locating at the Rainbow Foods site have indicated an interest in having an off-sale liquor license. That would not be possible with the Oak Hill Montessori located immediately to the north. The City already conducts compliance checks to make sure liquor is not sold to minors. This change will make the City more competitive and help facilitate redevelopment of the former Rainbow Foods site.

Councilmember Quigley asked if there has been any reaction from Oak Hill Montessori. Mayor Martin noted that a representative from Oak Hill was at the meeting earlier for approval of their final plat. That representative mentioned how excited Oak Hill is about the prospective development on the Rainbow site and the hope that it would include a restaurant.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve Ordinance No. 937 amending liquor regulations relating to the hours of sale for on-sale liquor licenses, distance requirements for liquor establishments and definition of restaurant.

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

Mayor Martin wished everyone a Happy Holiday.

ADJOURNMENT

MOTION: by Councilmember Quigley to adjourn the meeting at 7:50 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ___ DAY OF _____ 2016.

Terry Schwerm
City Manager

DRAFT

Minutes

ENVIRONMENTAL QUALITY COMMITTEE

December 21, 2015 7:00 PM

1. CALL TO ORDER

The meeting was called to order at 7:04 pm.

2. ROLL CALL

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

Members Absent: none

Staff Present: Neva Widner

3. APPROVAL OF AGENDA

The agenda was approved with no changes.

4. APPROVAL OF MEETING MINUTES – November 23, 2015

The minutes were approved with no changes.

5. BUSINESS

A. Guest Speaker: Joel Andersen, Ramsey County BizRecycling

The State of Minnesota has a goal of reducing waste by 75% by 2030. BizRecycling is a joint program between Washington and Ramsey Counties Recycling and Energy Board. The goal is to help businesses, institutions colleges and universities reduce waste, increase recycling and ultimately save money. In 2014 the value of materials thrown away if it had been recycled was equal to \$25,000,000.

The CEC (County Environmental Charge) provides financial incentive to recycle more. CEC is a fee billed by licensed trash haulers to their customers. It's based on the amount of trash a business produces. Ramsey County CEC for businesses = 53%. New recycling legislation impacts almost all metro county commercial businesses starting January 1, 2016. "Businesses that contract for 4 or more cubic yards of solid waste collection must collect at least 3 recyclable materials (e.g. Paper, glass, metal, organics, etc.)." Basically, the more a business can divert from their trash into organics recycling or traditional recycling, the more they can save.

Right now, there are free resources for companies to get recycling started or improved in their business through the BizRecycling program. The program will hire a consultant to do a site visit for the business, analyze their waste disposal methods and make recommendations that will save them money and increase their recycling program. Based on the consultant's recommendations, grants for up to \$10,000 are available for a company to make improvements needed to expand or start their recycling program.

This includes organics recycling, which is a big money saver for restaurants, florists, and grocers. The Organic Recycling Rewards Program goes up to \$5,000. There are two reward options: Reimburse 3 months organics collection costs for new service or reimburse 2 months

organics collection costs for expanding program. Just organics collection costs (not trash or recycling)

Labels are available for free, online for all businesses (up to \$5K in value). These labels use the Recycling Association of Minnesota images that are consistently used throughout the Twin Cities.

If a business is interested in any of these services, Biz Recycling will:

- Visit the business and review waste streams
- Get to know the business and their waste issues
- Analyze waste bills and contracts
- Provide recommendations
- Help implement recommendations
 - Working with haulers
 - Finding options for difficult materials
 - Setting up bins and signage
 - Training staff
- Assist with grant applications
- Track results to ensure cost savings

After Joel's presentation the EQC thanked Joel for the information and agreed that it would be beneficial to help get more businesses aware of the program. The EQC discussed making more outreach of this program a priority for 2016. John S. invited Joel to next week's rotary club meeting. Neva is getting a list of all businesses in Shoreview and the EQC will work from that in the future to further outreach in the community.

B. Recycling Goals 2016: Trader Joes Visit recap

John S., Paige A., and Neva W. visited Trader Joe's, a local business in Shoreview, on December 11th to meet with their manager and see what their current recycling practices include and to discuss their willingness to participate in the Biz Recycling program.

C. Committee Vacancies

Four applications were received for the three vacancies on the EQC. The current committee members reviewed all of the applicants had agreed that all four applicants were excellent candidates for filling the EQC vacancies.

The EQC recommends that Leslie Sharkey, Kathy Radosevich, and Srinivasa Tala be added to the Environmental Quality Committee.

D. Public Works Update

Neva updated on the Shoreview Water Conservation Program. Approximately 275 people are signed up, with the goal of 400 by January 1st. Most people have signed up through inserts in water bills. Neva also discussed the changes to the tree sale in 2016, which will include a variety of new tree species, a couple shrub varieties, and an optional slow release 20- gallon watering bag to help new young trees survive. The goal is to increase the species diversity in Shoreview's urban forest. Currently Spruce, maples, oaks and ash trees are the majority. Adding new varieties will help slow down the impacts of future tree diseases/ pests.

E. Adjournment- Next Meeting January 25, 2016

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description		
12/21/15	Accounts payable		\$405,067.93
12/22/15	Accounts payable		\$169,102.18
12/23/15	Accounts payable		\$162,823.52
12/28/15	Accounts payable		\$17,232.18
12/29/15	Accounts payable		\$307,174.16
12/30/15	Accounts payable		\$33,151.88
12/31/15	Accounts payable		\$14,622.63
	Sub-total Accounts Payable	\$	1,109,174.48
12/23/15	Payroll (including direct deposits)		\$160,154.42
	Sub-total Payroll	\$	160,154.42
	Total	\$	1,269,328.90

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AUTO NATION FORD WHITE BEAR LA	INS CLAIM CA12846:RUNNING BOARD	260	47400	4340				\$150.00	
		701	46500	2220		001		\$150.00	\$300.00
BAARSCH, JANELLE OR JOSEPH	REFUND CLOSING OVRPYMT-1341 KNOLL DRIVE	601	36190			003		\$11.31	\$11.31
BRANDT, MAUREEN	REFUND CLOSING OVRPYMT-4194 NANCY PLACE	601	36190			003		\$7.94	\$7.94
BROWN, SALLY	REFUND CLOSING OVRPYMT-3210 WOODBRIDGE	601	36190			003		\$35.23	\$35.23
CHARLESWORTH, MOLLY	REFUND CLOSING OVRPYMT-966 MONTEREY CT S	601	36190			003		\$200.00	\$200.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$517.36	\$517.36
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/NOV STMT/17@6	307	44100	4890				\$102.00	\$102.00
DYNAMEX INC	DELIVERY TO EAGAN POST OFFICE 12/2/15	601	45050	3220		001		\$32.70	\$65.40
		602	45550	3220		001		\$32.70	
FEYEREISN, LAURA	REFUND CLOSING OVRPYMT-4810 DEBRA LANE	601	36190			003		\$5.92	
FREIMUTH, DANIEL OR BRIDGETT	REFUND CLOSING OVRPYMT-3449 CHANDLER RD	601	36190			003		\$13.39	\$13.39
HAUER, RICHARD OR DEBRA	REFUND CLOSING OVRPYMT-3465 OWASSO ST	601	36190			003		\$38.09	\$38.09
HUGO EQUIPMENT COMPANY	SPARK PLUGS AND SHOP TOOL	701	46500	2220		003		\$26.57	\$26.57
IMBRONE, NANCY	REFUND CLOSING OVRPYMT-916 LAWNVIEW AVE	601	36190			003		\$65.00	\$65.00
JIANG, YUEHUA	REFUND CLOSING OVRPYMT-172 DENNISON AVE	601	36190			003		\$3.40	\$3.40
LEH, BRIAN	REFUND CLOSING OVRPYMT-1355 MEADOW AVE	601	36190			003		\$12.56	\$12.56
MALLEY, JEAN	REFUND CLOSING OVRPYMT-1144 LOIS CT	601	36190			003		\$10.35	\$10.35
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$706.63	\$706.63
NORTHERN TOOL/BLUE TARP FINANC	BLUE TRASH PUMP ENGINE	701	46500	2220		002		\$691.14	\$691.14
OFFICE DEPOT	NEW YEARS EVENT SUPPLIES	225	43580	2172		001		\$36.58	\$36.58
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$78.12	\$78.12
PETERSON, VON OR JULIE	REFUND CLOSING OVRPYMT-585 LAKE RIDGE DR	601	36190			003		\$57.70	\$57.70
RAMSEY COUNTY	CAD SERVICES - DECEMBER	101	41100	3190				\$1,546.45	\$1,546.45
RAMSEY COUNTY	911 SERVICES DECEMBER	101	41100	3190		001		\$8,139.50	\$8,139.50
RIESE, JUDITH	REFUND CLOSING OVRPYMT-4163 SHIRLEE LN S	601	36190			003		\$9.27	\$9.27
ST. PAUL JJC	RSV# 1093867 REFUND REFUND	220	22040					\$45.12	\$45.12
THOMPSON, SANDRA	REFUND CLOSING OVRPYMT-804 SHERWOOD RD	601	36190			003		\$12.33	\$12.33
TOWMASTER	ROAD WATCH SENSOR UNIT 309	701	46500	2220		001		\$265.38	\$265.38
VANNESTE, DONNA	REFUND CLOSING OVRPYMT-939 SHERWOOD RD	601	36190			003		\$127.49	\$127.49
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180				\$226.75	\$226.75
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$148.66	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$734.95	\$734.95
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2591		003		\$67.70	\$240.62
		101	40800	2180				\$172.92	
WILLIAMS, COLLEEN K	REFUND CLOSING OVRPYMT-4005 VIRGINIA AVE	601	36190			003		\$46.13	\$46.13
WU, WEI XIANG	REFUND CLOSING OVRPYMT-224 JANICE ST	601	36190			003		\$88.87	\$88.87
ZEUSKE, ADAM OR MELANIE	REFUND CLOSING OVRPYMT-1565 KNOLL DRIVE	601	36190			003		\$6.42	\$6.42

Total of all invoices: \$14,622.63

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BOEX, JAMIE	AQUATICS - LEVEL 2.5	220	22040					\$75.00	\$75.00
EWELL, JASON	REIMBURSEMENT FOR FALL CLASSES 2015	601	45050	4500		003		\$660.32	\$1,320.64
		602	45550	4500		003		\$660.32	
FERGUSON WATERWORKS #2516	REPAIR CLAMP FOR WATER	601	45050	2280		001		\$152.51	\$152.51
FERGUSON WATERWORKS #2516	HYDRANT DIFFUSERS	601	45050	2280		003		\$3,398.00	\$3,398.00
FIRST LAB, INC.	DOT RANDOM TEST	101	40210	3190		001		\$90.95	\$90.95
GOPHER	VOLLEYBALLS (VOLLEY-LITE & REGULATION)	225	43510	2170		010		\$1,222.65	\$1,222.65
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		\$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
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$365.40	\$365.40
HOLMSETH, RANETTE	PASS SPECIAL TYPE: MEMBERSHIP SPECIALS	220	22040					\$53.56	\$53.56
HP INC.	VIDEO CARD FOR PUBLIC WORKS	101	40550	2180				\$117.71	\$117.71
LAKE JOHANNA FIRE DEPT	TIRE REPLACEMENT	405	41200	3190				\$5,045.16	\$5,045.16
LAKE JOHANNA FIRE DEPT	MOBILE COMPUTERS FOR SHIFT TRUCKS	405	41200	3190				\$9,225.00	\$9,225.00
LAKE JOHANNA FIRE DEPT	STATION ALERTING SYSTEM	405	41200	3190				\$5,535.00	\$5,535.00
LAKE JOHANNA FIRE DEPT	COLD WATER RESCUE EQUIPMENT	405	41200	3190				\$2,911.41	\$2,911.41
MARSHALL, BECKY	RSV# 1079789 REFUND REFUND	220	22040					\$25.00	\$25.00
MENARDS CASHWAY LUMBER *MAPLEW	TOOLS AND SUPPLIES	602	45550	2282		001		\$241.83	\$241.83
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$389.26	\$389.26
PEDERSEN, MARIE	RSV# 1093485 REFUND REFUND	220	22040					\$107.13	\$107.13
POPE ASSOCIATES INC	COMM CNTR RECEPTION AREA REMODEL	405	43800	3810				\$933.00	\$933.00
RICOH USA INC.	MAINTENANCE: RICOH 2352 & 3003 COPIES	101	40200	3850		002		\$229.94	\$229.94
SUPPLYWORKS	DOODLE SCRUB MACHINE	220	43800	2400				\$757.95	\$757.95
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$33.95	\$33.95
SYSCO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$411.67	\$411.67
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$312.31	\$312.31
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$108.18	\$108.18
Total of all invoices:								\$33,151.88	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
BECKY'S DAYCARE	RSV# 1079789 REFUND REFUND	220	22040				-\$25.00	-\$25.00
BRADLEY & DEIKE, PA	GENERAL ECONOMIC DEVELOPMENT	240	44400	3190			-\$51.00	-\$51.00
BRADLEY & DEIKE, PA	KOWALSKI'S	307	44100	4890			-\$459.00	-\$459.00
ALLEN, DEANNE	MINUTES-12/14SPECIAL,12/14WORKSHOP,12/21	101	40200	3190		001	\$600.00	\$600.00
ANDERSON, DENNIS	RSV# 1092004 REFUND REFUND	220	22040				\$25.00	\$25.00
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003	\$304.64	\$304.64
BRADLEY & DEIKE, PA	PROFESSIONAL SERVICES: KOWALSKIS	307	44100	4890			\$34.00	\$34.00
CITY OF SHOREVIEW	PETTY CASH FOR PARK AND REC	225	43400	2180			\$13.92	\$13.92
DELTA DENTAL	DENTAL COVERAGE: JANUARY 2016	101	20415				\$6,703.94	\$7,034.24
		101	20411				\$330.30	
KUMORO, DAVID	RSV# 1092009 REFUND REFUND	220	22040				\$25.00	\$25.00
LAKE JOHANNA FIREFIGHTER'S REL	MN ST FIRE RELIEF AID	101	41200	3190			\$278,446.73	\$278,446.73
LAMPLEY, ANJULEE	RSV# 1092015 REFUND REFUND	220	22040				\$25.00	\$25.00
LANE DESIGN GROUP, INC.	CONSULTING FOR SIGNAGE	453	43800	3190			\$4,970.00	\$4,970.00
LOUWAGIE, DEBRA	RSV# 1091989 REFUND REFUND	220	22040				\$50.00	\$50.00
MANSFIELD OIL COMPANY	UNLEADED FUEL LESS CR 934410, 934396	701	46500	2120		001	\$417.83	\$417.83
MENARDS CASHWAY LUMBER **FRIDL	ICE CLEATS	601	45050	2280		001	\$30.48	\$60.96
		602	45550	2282		001	\$30.48	
MICHELS CORPORATION	EROSION RED TURTLE LAKE RD RES 15-117	101	22030				\$1,000.00	
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE-DECEMBER 2015	220	43800	3960		005	\$1,388.62	\$1,388.62
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40100	4890		004	\$63.49	\$63.49
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40100	4890		004	\$7.33	\$7.33
OFFICE DEPOT	DRY ERASE MARKERS	101	44100	2010			\$3.97	\$3.97
PAGADUAN, LUCILLE	RSV# 1091999 REFUND REFUND	220	22040				\$25.00	\$25.00
SADOFF, NAFTEN	RSV# 1091909 REFUND REFUND	220	22040				\$25.00	\$25.00
SCHUTTA, STEPHANIE	STEPHANIE SCHUTTA TUTION REIMBURSEMENT	225	43400	4500			\$2,085.00	
SPRINT	SERVICE 11/15 - 12/14/15	101	40200	3210		002	\$32.31	\$32.31
STANTEC CONSULTING SERVICES IN	CONSULTING COMMONS MASTER PLAN	453	43800	3190			\$9,618.50	\$9,618.50
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$43.62	\$174.50
		601	45050	3970		001	\$43.62	
		602	45550	3970		001	\$43.62	
		603	45850	3970		001	\$21.82	
		701	46500	3970		001	\$21.82	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970			\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR	220	43800	3970			\$60.11	\$60.11
VERIZON WIRELESS	CELL SERVICE -12/11/15 - 1/10/15	601	45050	4330			\$25.00	\$899.17
		101	42050	2010			\$35.00	
		601	45050	3190			\$400.99	
		101	40200	3210		002	\$438.18	
VOLAVKA, LYNDA	FACE PAINTER FOR NYE	225	43580	3172		002	\$150.00	\$150.00
YOUTH GROUP, BNOS	RSV# 1091995 REFUND REFUND	220	22040				\$100.00	\$100.00
							Total of all invoices:	\$307,174.16

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ANDOVER ELEMENTARY	RSV# 1086172 REFUND REFUND	220	22040					\$142.88	\$142.88
BETHEL CHRISTIAN FELLOWSHIP	RSV# 1086970 REFUND REFUND	220	22040					\$100.00	\$100.00
BOGRAND, JOHN	RSV# 1087030 REFUND REFUND	220	22040					\$25.00	\$25.00
BUCK, JOHN	RSV# 1086938 REFUND REFUND	220	22040					\$100.00	\$100.00
CAMP WIDJIWAGAN	RSV# 1086947 REFUND REFUND	220	22040					\$500.00	\$500.00
CDW GOVERNMENT, INC	SOUND BAR MONITOR ADDITIONS	101	40550	2180		001		\$57.27	\$57.27
CDW GOVERNMENT, INC	HP MONITORS FOR DAVID YANG	422	40550	5800		011		\$402.62	\$402.62
FABICK, STEPHANIE	RSV# 1087041 REFUND REFUND	220	22040					\$25.00	\$25.00
FISCHER, LAURA	RSV# 1087023 REFUND REFUND	220	22040					\$25.00	\$25.00
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		\$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		\$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	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		\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
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
HOBBS, AMELIA	RSV# 1086985 REFUND REFUND	220	22040					\$25.00	\$25.00
JOHNSTON, NATALIE	RSV# 1087043 REFUND REFUND	220	22040					\$25.00	\$25.00
JORDAN COMMUNITY ED	RSV# 1087198 REFUND REFUND	220	22040					\$100.00	\$100.00
KEATING, JENNIFER	RSV# 1087005 REFUND REFUND	220	22040					\$25.00	\$25.00
KUMAR, ANJALI	RSV# 1087047 REFUND REFUND	220	22040					\$25.00	\$25.00
LOR, MARY	RSV# 1086988 REFUND REFUND	220	22040					\$125.00	\$125.00
MATHESON TRI-GAS INC	CO2 FOR WHIRL POOL	220	43800	2160		002		\$101.05	\$101.05
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: NOVEMBER 2015	701	46500	2120				\$275.03	\$275.03
O'NEAL, PAT	RSV# 1087009 REFUND REFUND	220	22040					\$500.00	\$500.00
PARSONS, ALEXANDER	RSV# 1086981 REFUND REFUND	220	22040					\$50.00	\$50.00
PETERSON, MARLENE	RSV# 1086963 REFUND REFUND	220	22040					\$25.00	\$25.00
ROBERTS, SARAH	RSV# 1086978 REFUND REFUND	220	22040					\$25.00	\$25.00
SHYPULSKI, ANN	RSV# 1087033 REFUND REFUND	220	22040					\$25.00	\$25.00
SIMONSON, MARY	CREDIT BALANCE REFUND REFUND	220	22040					\$600.00	\$600.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
PROJECT ENHANCE	RSV# 1079773 REFUND REFUND	220	22040				-\$500.00	-\$500.00
3M	SIGN SUPPLIES	101	42200	2180		003	\$828.75	\$828.75
ADVANCED ENGINEERING AND	WTP CONSTRUCTION SERVICES CP 14-02	454	47000	5910			\$42,948.50	
ANYTIME RESTORATION INC.	EMGCY BOARD UP AT 229 N OWASSO BLVD	101	11700				\$293.64	
APL LANDSCAPE INC	EROSION RED 1000 CANNON AVE RES 15-117	101	22030				\$500.00	\$500.00
ARNT CONSTRUCTION CO INC	PAY ESTIMATE 8-FINAL CP 09-12	571	47000	5900			\$10,860.86	\$10,860.86
AUTONATION FORD WHITE BEAR LAK	HEADLIGHT SWITCH UNIT 309	701	46500	2220		001	\$21.77	\$21.77
BEISSWENGERS HARDWARE	SHOP SUPPLIES	101	42200	2180		001	\$15.27	\$15.27
BEISSWENGERS HARDWARE	GRIT TAPE FOR PARKS MOWER	701	46500	2220		002	\$48.98	\$48.98
BOYER TRUCK PARTS INC.	FRONT COVER GASKET REPAIR UNIT 303	701	46500	3190		001	\$1,221.46	\$1,221.46
C & E HARDWARE	HOOK FOR SIGN PULLER	101	42200	2180		003	\$9.99	\$9.99
CORPORATE CONNECTION	UNIFORMS CREW	101	42200	3970		001	\$100.95	\$100.95
CORPORATE CONNECTION	UNIFORMS CREW	101	42200	3970		001	\$100.95	\$100.95
CUB FOODS	HOLIDAY COOKIE DECORATING SUPPLIES	225	43580	2172		001	\$127.82	\$127.82
DEITZ BUSINESS PROMOTIONS	SUPPLIES FOR WTP GROUND BREAKING CP14-02	454	47000	5950			\$356.47	\$356.47
DICK, SARAH	REFUND FOR E & A TEXT BOOK KATIE DICK	220	34710				\$46.67	\$50.00
		220	21810				\$3.33	
ESCH CONSTRUCTION SUPPLY INC	WALK BEHIND SAW BLADE	701	46500	2220		002	\$349.00	\$349.00
EXCEPTIONAL HOMES	CURB RED 990 CHATSWORTH PL RES 15-117	101	22020				\$2,000.00	\$2,000.00
EXCEPTIONAL HOMES	REL EROS/CURB 1000 CHATSWORTH PL 15-117	101	22030				\$2,000.00	\$4,000.00
		101	22020				\$2,000.00	
EXCEPTIONAL HOMES	REL GRADING/TREE 715 ARBOGAST RES 15-117	101	22025				\$1,000.00	
		101	22020				\$250.00	\$1,250.00
FACTORY MOTOR PARTS COMPANY	SPARK PLUGS & COIL UNIT 602	701	46500	2220		001	\$180.54	\$180.54
FACTORY MOTOR PARTS COMPANY	WIPER BLADES & WASHER PUMP UNIT 602	701	46500	2220		001	\$32.51	\$32.51
FLEET FARM/GE CAPITAL RETAIL B	SHOP SUPPLIES	701	46500	2220		003	\$56.31	
GRAINGER, INC.	ANCHOR BOLTS	220	43800	2240			\$55.28	\$55.28
GRAINGER, INC.	SPRING LATCH OVERHEAD CHAIN PARKS AREA	701	46500	2220		003	\$35.06	\$35.06
H & L MESABI, INC.	CURB RUNNERS FOR FALLS PLOWS	701	46500	2220		001	\$180.00	\$180.00
H & L MESABI, INC.	BOLTS FOR FALLS PLOWS	701	46500	2220		001	\$220.00	\$220.00
HARVEY BROTHERS CONSTRUCTION	EROSION RED 5796 FAIRVIEW AVE RES 15-117	101	22030				\$1,000.00	\$1,000.00
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001	\$1,390.30	
LAKE JOHANNA FIRE DEPT	HOSE AND NOZZLE REPLACEMENT	405	41200	3190			\$7,445.70	\$7,445.70
M/A ASSOCIATES	SHOP SUPPLIES	701	46500	2220		003	\$102.18	\$102.18
MADISON NATIONAL LIFE	LONG TERM DISABILITY: NOVEMBER 2015	101	20412				\$1,803.58	\$1,803.58
MADISON NATIONAL LIFE	LONG TERM DISABILITY: DECEMBER 2015	101	20412				\$1,875.33	\$1,875.33
MADISON NATIONAL LIFE	LONG TERM DISABILITY: JANUARY 2016	101	20412				\$1,873.43	\$1,873.43
MATHESON TRI-GAS INC	CO2 FOR WHIRL POOL	220	43800	2160		002	\$101.05	\$101.05
MENARDS CASHWAY LUMBER *MAPLEW	SUPPLIES FOR PAVEMENT MARKINGS	101	42200	2180		004	\$27.29	\$27.29
MEYER, JAMIE	TUITION REIMBURSEMENT/FALL 15	601	45050	4500		003	\$437.56	\$875.12
		602	45550	4500		003	\$437.56	
NAPA AUTO PARTS	FUEL ADDITIVE & WINDOW TREATMENT 602	701	46500	2220		001	\$29.16	\$29.16
NEOFUNDS BY NEOPOST	POSTAGE/INVOICE 11208152	101	40200	3220			\$3,000.00	\$3,000.00
ORIENTAL TRADING COMPANY	NYE & SANTA SUPPLIES	225	43580	2172		001	\$90.41	\$634.99
		225	43580	2172		002	\$544.58	
OXYGEN SERVICE COMPANY	WELDER COVER	701	46500	2220		003	\$52.00	\$52.00
PEERLESS WIPING CLOTH COMPANY	SHOP RAGS	701	46500	2220		003	\$111.25	\$111.25
PLUMBMASTER, INC	JUNCTION BOX FOR SLOAN FAUCET REPAIR	220	43800	2240			\$265.50	\$265.50
PULTE HOMES	EROSION REL AUTUMN MEADOWS RES 15-117	101	22030				\$28,125.00	\$28,125.00
PULTE HOMES	EROS/GRAD/TREE 1176 BUCHER RES 15-117	101	22030				\$2,000.00	\$4,000.00
		101	22025				\$1,000.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610			\$623.88	\$623.88
XCEL ENERGY	STORM SEWER LIFT STATIONS: ELECTRIC	603	45850	4890		003	\$203.53	\$203.53
Total of all invoices:								\$405,067.93
								=====

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	53,355
Vendor number	01095 1 2015
Vendor name	ADVANCED ENGINEERING AND <i>pl</i>
Address	ENVIRONMENTAL SERVICES INC 4050 GARDEN VIEW DRIVE SUITE 200 GRAND FORKS ND 58201

Date	Comment line on check	Invoice number	Amount
11-30-15	WTP CONSTRUCTION SERVICES CP 14-02	46325	\$42,948.50

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5910	\$42,948.50

Is sales tax included on invoice?	<input checked="" type="radio"/> Not Taxable
If no, amount subject to sales use tax	\$ _____
Reviewed by: <i>Tom Wesolowski</i> 12/22/15	(signature required) Tom Wesolowski
Approved by: <i>Terry Schwerm</i>	(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	53,465	Don't mail Relief to pick up
Vendor number	00374 2	2015
Vendor name	LAKE JOHANNA FIREFIGHTER'S RELIEF	
Address	ASSOCIATION 5545 LEXINGTON AVENUE N SHOREVIEW MN 55126	

Date	Comment line on check	Invoice number	Amount
12-29-15	MN ST FIRE RELIEF AID	12-29-15	\$278,446.73

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 41200 3190	\$278,446.73

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

Reviewed by: Fred Espe
 (signature required) Fred Espe

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	53,216
Vendor number	01763 1 2015
Vendor name	LAKEVIEW TERRACE LLC <i>de</i>
Address	ATTN: MR MAX SEGLER 321 UNIVERSITY AVENUE SE MINNEAPOLIS MN 55414

Date	Comment line on check	Invoice number	Amount
12-02-15	LAKEVIEW TERR/TIF NOTE 2ND HALF	12/02/15	\$57,562.12

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
408 48600 6120	\$40,467.46
408 48600 6020	\$17,094.66

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

Reviewed by: *Fred Espe*
 (signature required) Fred Espe

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	53,214
Vendor number	00328 1 2015
Vendor name	LEXINGTON SHORES LLC
Address	ATTENTION: ACCOUNTS RECEIVABLE SUITE 201 233 PARK AVENUE SOUTH MINNEAPOLIS MN 55415

Date	Comment line on check	Invoice number	Amount
12-02-15	LEX SHORES TIF NOTE PMT 2ND HALF	12/02/15	\$50,929.10

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
417 48600 6020	\$9,195.55
417 48600 6120	\$41,733.55

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

2015 Dec

Vendor number	03523 1	RETURN CHECK TO TOM H
Vendor name	PULTE HOMES	
Address	SUITE 325 7500 OFFICE RIDGE CIRCLE EDEN PRAIRIE MN 55344	

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

Return to:

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
53,374	12-21-15	EROSION REL AUTUMN MEADOWS RES 15-117	DEV1	101 22030	\$28,125.00
53,376	12-21-15	EROS/GRAD/TREE 1176 BUCHER RES 15-117	1176	101 22030	2,000.00
				101 22025	1,000.00
				101 22020	1,000.00
				VOUCHER TOTAL:	\$4,000.00
53,396	12-21-15	EROS/GRAD/TREE 1226 BUCHER RES 15-117	1226	101 22025	1,000.00
				101 22030	2,000.00
				101 22020	1,000.00
				VOUCHER TOTAL:	\$4,000.00
53,398	12-21-15	EROS/GRAD/TREE 5934 WOODCREST RES 15-117	5934	101 22025	1,000.00
				101 22030	2,000.00
				101 22020	1,000.00
				VOUCHER TOTAL:	\$4,000.00
53,377	12-21-15	EROS/TREES RED 1182 BUCHER RES 15-117	1182	101 22030	2,000.00
				101 22020	1,000.00
				VOUCHER TOTAL:	\$3,000.00
53,379	12-21-15	EROS/TREE RED 1188 BUCHER RES 15-117	1188	101 22030	2,000.00
				101 22020	1,000.00
				VOUCHER TOTAL:	\$3,000.00
53,387	12-21-15	EROS/TREE RED 1194 BUCHER RES 15-117	1194	101 22030	2,000.00
				101 22020	1,000.00
				VOUCHER TOTAL:	\$3,000.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	<i>Tom Hammitt</i> 12/23/15
(signature required) Tom Hammitt	
Approved by:	<i>Terry Schwerm</i>
(signature required) Terry Schwerm	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	53,215	<i>mail remit</i>
Vendor number	01499 1	2015
Vendor name	SHOREVIEW SENIOR LIVING LLC	
Address	945 SIBLEY MEMORIAL HWY LILLYDALE MN 55118-2737	

Date	Comment line on check	Invoice number	Amount
12-02-15	SV SR LIVING/TIF NOTE/2ND HALF	12/02/15	\$101,393.57

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
407 48600 6020	\$84,211.27
407 48600 6120	\$17,182.30

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

Reviewed by: *Fred Espe*
 (signature required) Fred Espe

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	53,203	<i>mail remit</i>
Vendor number	04098 1	2015
Vendor name	SCANDIA SHORES <i>SHOREVIEW SENIOR RESIDENCE</i>	<i>see</i>
Address	7645 LYNDALE AVENUE SOUTH <i>CHRIS SCHMIDT</i> SUITE 110 RICHFIELD MN 55423-4084	

Date	Comment line on check	Invoice number	Amount
12-02-15	TCCH TIF NOTE PAYMENT 2ND HALF	12/02/15	\$56,451.53

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
305 48600 6020	\$56,451.53

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

Reviewed by: *Fred Espe*
 (signature required) Fred Espe

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	53,218	<i>mail remit.</i>
Vendor number	00611 1	2015
Vendor name	TSI INCORPORATED	
Address	500 CARDIGAN ROAD ST PAUL, MN 55164-3903	

Date	Comment line on check	Invoice number	Amount
12-02-15	TSI/TIF NOTE 2ND HALF	12/02/15	\$33,384.42

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
409 48600 6020	\$23,444.72
409 48600 6120	\$9,939.70

Is sales tax included on invoice?	<input checked="" type="radio"/> Taxable
If no, amount subject to sales use tax	\$

Reviewed by: *Fred Espe*
 (signature required) Fred Espe

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

LICENSE APPLICATIONS

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the License Applications as listed on the attached report dated January 4, 2016.

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

January 4, 2016
Regular City Council Meeting

**CITY OF SHOREVIEW – LICENSE APPLICATIONS
JANUARY 4, 2016**

LICENSE #	BUSINESS NAME	TYPE
2016-00009	4 Seasons Tree Care Inc.	Tree Trimmer
2016-00010	Three Tress Horticulture LLC	Tree Trimmer
2016-00011	Northern Arborist	Tree Trimmer
2016-00012	Hugo's Tree Care Inc.	Tree Trimmer
2016-00013	Bartlett Tree Experts	Tree Trimmer
2016-00014	St. Croix Tree Service/Savatree	Tree Trimmer
	Erickson Oil Products	Filling Station
	Quik Stop	Filling Station
	Gramsie Corner Mart	Filling Station
	Gas Plus 16	Filling Station
	Gas Plus 11	Filling Station
	North Suburban BP	Filling Station
	Automotive Ventures Group	Filling Station
	Shoreview BP	Filling Station

PROPOSED MOTION

MOVED BY _____

SECONDED BY _____

Authorize the execution of the agreement for erosion and sediment control inspection services with Ramsey Conservation District in 2016.

ROLL CALLAYES	_____	NAYS	_____
JOHNSON	_____	_____	_____
QUIGLEY	_____	_____	_____
SPRINGHORN	_____	_____	_____
WICKSTROM	_____	_____	_____
MARTIN	_____	_____	_____

REGULAR COUNCIL MEETING

JANUARY 4, 2016

TO: Mayor, City Council, City Manager
FROM: Neva Widner, Natural Resources Specialist
DATE: January 4, 2016
SUBJECT: Agreement for Erosion and Sediment Control Inspection Services

INTRODUCTION

The City has entered in agreement with Ramsey Conservation District in previous years to conduct erosion and sediment control inspection services on all active construction sites. The Council is being asked to authorize the execution of this agreement to continue these services for 2016. The proposed agreement is attached for your reference.

BACKGROUND

To ensure compliance with storm water permits, the City has entered into agreement with Ramsey Conservation District to conduct bi-weekly erosion and sediment control inspection services for all active construction sites in the City. As part of the inspection services, Ramsey Conservation District provides the City and the contractor the inspection reports determining if the site is compliant or non-compliant within 72 hours of the inspection.

It is estimated that for 2016 there will be less than 50 projects inspected by the District with the total cost of District services to be less than \$10,000. In the event costs for 2016 exceed \$10,000, the agreement will be amended. The City is billed quarterly for these services.

RECOMMENDATION

It is staff recommendation to authorize the execution of the agreement with Ramsey Conservation District for erosion and sediment control inspection services for 2016.

PROPOSED MOTION

MOVED BY _____

SECONDED BY _____

To accept the quote from Upper Cut Tree Services for tree removal work for 2016.

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

REGULAR COUNCIL MEETING

JANUARY 4, 2016

TO: Mayor, City Council, City Manager
 FROM: Neva Widner, Natural Resources Specialist
 DATE: January 4, 2016
 SUBJECT: Accepting quotes for 2016 tree removals

INTRODUCTION

The City has solicited quotes for 2016 tree removals. Staff has reviewed the quotes and is recommending that the City Council award the contract to Upper Cut Tree Services for 2016.

BACKGROUND

To control and prevent the spread of tree diseases such as Dutch elm disease, oak wilt and emerald ash borer, the City has maintained a diseased tree removal program through the Public Works Department. The diseased tree removal program includes utilizing a combination of private tree service contractors and in-house resources for removing trees on public property. The contractor may also be utilized by residents to remove diseased trees on private properties. The City has budgeted approximately \$54,000 for forestry program contractual services in 2016.

In late 2015 the Public Works Department solicited quotes from tree service companies for tree or stump removal and wood disposal. The proposal required that the Contractor to provide all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, and perform and complete all work required for the removal of trees and stumps in an efficient and workmanlike manner all in strict accordance with the contract documents for removal of trees.

All tree removal quotes are based on DBH, or diameter breast height. This is the diameter of the tree measured 4.5 feet above the ground. Each dollar amount listed below is per DBH. The following quotes were received and reviewed by City staff:

Tree Location	<i>Precision Landscape and Tree (per DBH)</i>	<i>Upper Cut Tree Service (per DBH)</i>
Accessible Tree	(0-20") \$18.50	(0-20") \$18.00
Tree & Stump Removal	(21-27") \$21.00	(21-27") \$20.00
(Front yard or boulevard)	(28-39") \$32.00	(28-39") \$39.50
	(Over 40") \$40.00 or special bid, whichever is cheaper	(Over 40") Special Bid
Not Accessible Tree	(0-20") \$29.00	(0-20") \$26.00
Tree Removal only, no stump	(21-27") \$35.00	(21-27") \$32.00
removal (Back/side yard, or	(28-39") special bid	(28-39") special bid
overhead wires, other)	(Over 40") special bid	(Over 40") special bid
Stump Removal only	\$4.50 per inch	\$3.50 per inch
Inaccessible by equipment premium (additional	\$81 (per DBH)	\$30 (per DBH)

Based on the two quotes received, staff is recommending Upper Cut Tree Services for tree and stump removal for 2016. Upper Cut Tree Services has been Roseville's tree contractor since 2004 and served a number of other suburban municipalities such as Saint Louis Park, Moundsview, and Bloomington. Also, Upper Cut Tree Services has served as the City of Shoreview's tree contractor in 2012 and 2013.

RECOMMENDATION

It is recommended that the City accepts the quote from Upper Cut Tree Services for tree removals.

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: DECEMBER 30, 2015

SUBJ: COOPERATIVE AGREEMENT WITH THE CITY OF ROSEVILLE
FOR MAINTENANCE & REPAIR ACTIVITIES ASSOCIATED WITH
THE VALLEY PARK STORMWATER TREATMENT POND COMPLEX

INTRODUCTION

The City of Roseville in cooperation with the City of Shoreview is planning to perform maintenance and repair activities on stormwater treatment ponds located within Valley Park. Council authorization for a cooperative agreement with Roseville that includes a cost participation summary is required.

BACKGROUND

In the mid 1980's the City of Roseville constructed a stormwater treatment pond in Valley Park, which is located east of County Road D just south of the Shoreview City limits. Please see the attached map for reference. In the 1990's additional treatment ponds were constructed and stormwater runoff from Owasso Boulevard West, Park Overlook Drive, and Christopher Lane in Shoreview was directed to the ponds. As part of the 2007 Owasso Heights Neighborhood Reconstruction Project a majority of the stormwater runoff from the area was also directed to the ponds. Stormwater runoff from approximately 30-acres in Shoreview is directed to the stormwater treatment ponds located within Valley Park.

Valley Park is located within the Grass Lake Watershed and at the time the ponds were constructed the City's of Shoreview and Roseville were co-managing the Grass Lake Watershed. Because the treatment ponds in Valley Park received stormwater runoff from both Cities, the watershed management plan called for maintenance costs to be split between Shoreview and Roseville.

DISCUSSION

Over time sediment has accumulated in the Valley Park treatment ponds reducing the treatment and storage capacity of the ponds. The sediment needs to be removed to restore the ponds to their designed treatment and storage capacity. Miscellaneous repairs are also required to address erosion around the ponds. The treatment ponds discharge into Lake Owasso and it is important the ponds are operating as designed to properly treat the stormwater before it enters the lake.

The City of Roseville has taken the lead to design and manage the maintenance and repair activities. Roseville will complete the project and bill Shoreview for a portion of the cost as described in the attached agreement.

The agreement will be presented to the Roseville City Council for approval at the January 11th, 2016 meeting.

CITY COST SHARE & FUNDING

The City of Roseville opened bids on November 3rd and based on the low bid the current Engineer's Estimate for the project indicates that Shoreview's participation would be \$45,375 for the maintenance and repair activities.

A copy of Agreement, which includes cost participation for Shoreview and Roseville is included with this report.

Shoreview's portion of the maintenance and repair costs will be paid for from the Surface Water Fund.

RECOMMENDATION

It is recommended that the City Council authorize the Cooperative Agreement between the City of Shoreview and the City of Roseville for maintenance and repair activities associated with the Valley Park Treatment Pond Complex.

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

HELD JANUARY 4, 2016

* * * * *

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 January 4, 2016, 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. 16-01
AUTHORIZING THE COOPERATIVE BETWEEN THE CITY OF SHOREVIEW
AND THE CITY OF ROSEVILLE
FOR MAINTENANCE AND REPAIR ACTIVITIES
ASSOCIATED WITH THE VALLEY PARK TREATMENT POND COMPLEX**

WHEREAS, The City of Roseville has prepared plans for maintenance and repair activities associated with the Valley Park Treatment Pond Complex located within the municipal boundary of Roseville, and

WHEREAS, Stormwater runoff from the Cities of Shoreview and Roseville are directed to the Valley Park treatment ponds, and

WHEREAS, the City of Shoreview has agreed to participate in costs associated with the maintenance and repair activities.

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

1. The Cooperative Agreement between the City of Shoreview and the City of Roseville is hereby approved and the Mayor and City Manager are authorized to sign.

2. The Surface Water Fund is identified as the funding source for this project.

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 4th day of January, 2016.

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 4th day of January, 2016, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of the cooperative agreement between the City of Shoreview and the City of Roseville for the maintenance and repair activities associated with the Valley Park Stormwater Treatment Pond Complex.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 5th day of January, 2016.

Terry C. Schwerm
City Manager

SEAL

**COOPERATIVE AGREEMENT
BETWEEN THE
CITIES OF SHORVIEW & ROSEVILLE
FOR
MAINTENANCE AND REPAIR ACTIVITIES
ASSOCIATED WITH THE
VALLEY PARK STORMWATER TREATMENT POND COMPLEX**

This Agreement is between the Cities of Shoreview and Roseville for maintenance and repair activities associated with the Valley Park Stormwater Treatment Pond Complex (“Project”) located within the jurisdiction of Roseville;

WITNESSETH:

WHEREAS, stormwater treatment ponds located within Valley Park in Roseville receive stormwater run-off from the Cities of Shoreview and Roseville; and

WHEREAS, maintenance and repair of the treatment ponds is required to restore the designed treatment and storage capacity of the ponds.

WHEREAS, maintenance and repair costs for the pond complex shall be shared between the Cities of Shoreview and Roseville as per previous Grass Lake Watershed agreements; and

WHEREAS, The City of Roseville has prepared the necessary designs, plans, specifications, estimates, proposals, and approvals in accordance with funding requirements and has received and opened bids for the project on November 3, 2015; and

WHEREAS, The City of Roseville shall be the contracting party and will use ordinary and prudent efforts to require that the Project is completed in compliance with approved plans and specifications and completed with reasonable promptness; and

WHEREAS, costs for the Project shall be split between the Cities of Shoreview Roseville as shown on the attached Schedule of Prices based on the low bid received for the Project; and

WHEREAS, The City of Roseville shall notify the City of Shoreview of any change order which increases Shoreview’s portion of the Project cost by more than \$5,000 of the original amount thereof or which materially changes the scope of the Project; and

WHEREAS, The City of Shoreview shall pay to the City of Roseville Shoreview’s share of the Project costs within 30 days of the determination of the final costs for the project; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The recitals set forth in this Agreement are hereby made a part of this Agreement as set out in full.
2. The Cities of Shoreview and Roseville shall participate in the costs of the project in accordance with the Schedule of Prices, attached as Exhibit A.
3. The City of Roseville shall pay Shoreview's portion of the Project costs, and Roseville shall invoice Shoreview for actual costs once the project is completed.
4. Quantity distributions and costs in Exhibit A are estimates. Actual costs shall be based on the contractor's unit prices and the final quantities.
5. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties.

CITY OF SHOREVIEW, MINNESOTA

Sandy C. Martin, Mayor

Date: _____

Approval recommended:

Terry C. Schwerm, City Manager

Mark Maloney, Director of Public Works

CITY OF ROSEVILLE, MINNESOTA

Dan Roe, Mayor

Date: _____

Approval recommended:

Patrick Trudgeon, City Manager

Marc Culver, Director of Public Works

Cost Participation Overview

Attachment A

Project Costs

Item	Amount
Pond Cleanout	\$117,450.00
Erosion Stabilization	\$33,800.00
Total	\$151,250.00

Cost Participation

City		Amount
Shoreview	30%	\$45,375.00
Roseville	70%	\$105,875.00
Total		\$151,250.00

**Capital Improvement Project Maintenance/Repairs 2016
 Ramsey-Washington Metro Watershed District
 Rebid Results, Opened Tuesday, November 3, 2015 at 10:00 AM CST**

Attachment B

1.04 Item	Description	Unit	Estimated Quantity	Penn Contracting		New Look Contracting		Landwehr Construction	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Site 16 - Valley Park Charlie Pond Cleanout									
K	Silt Fence (MnDOT 3886 Hand Installed)	L.F.	550	7.00	3,850.00	4.00	2,200.00	5.00	2,750.00
C	Site Restoration (Native Seeding and Erosion Control Blanket)	S.Y.	1400	5.00	7,000.00	4.00	5,600.00	5.50	7,700.00
H	Rock Construction Entrance	Each	2	800.00	1,600.00	1,700.00	3,400.00	2,500.00	5,000.00
D	Excavate and Dispose of Pond Dredged Sediment, (MPCA Tier 1 or 2 Sediment)	C.Y.	2500	16.00	40,000.00	40.00	100,000.00	36.00	90,000.00
D	MPCA Tier 3 Off-Site Disposal Fee (Supplemental Only If Applicable)	C.Y.	2500	24.00	60,000.00	10.00	25,000.00	19.00	47,500.00
G	Riprap, (MnDOT Class III w/Type IV Geotextile Filter Fabric)	Ton	50	100.00	5,000.00	110.00	5,500.00	125.00	6,250.00
Total Base Bid				Total	117,450.00	Total	141,700.00	Total	159,200.00

NOTES

1. Estimate assumes all material onsite needs to be hauled to a certified landfill because of contamination
2. Soil cores show actual contaminated material to be approximately 350CY.
3. Actual removal quantities will be based on material removed and hauled off site

ESTIMATED COST PER CITY (BASED ON DRAINAGE AREA)

Roseville share	70%	82,215.00
Shoreview share	30%	35,235.00
Total		117,450.00

CITY OF ROSEVILLE
 2016 POND MAINTENANCE
 ENGINEER'S ESTIMATE
 ST-16-08
 UPDATED 7-Dec-15

Attachment D

NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
VALLEY PARK ADDITIONAL WORK: REINFORCED SWALE & OVERFLOW					
1	MOBILIZATION	LS	1	\$1,500.00	\$1,500.00
2	REMOVE & DISPOSE 8" CLAY PIPE	LF	16	\$15.00	\$240.00
3	SITE RESTORATION (BWSR U7 W/ S150BN EROSION CONTROL BLANKET)	SY	300	\$8.50	\$2,550.00
4	SITE RESTORATION (TURF SEED W/ S150BN EROSION CONTROL BLANKET)	SY	1,000	\$6.50	\$6,500.00
5	GRADING	SY	560	\$8.50	\$4,760.00
6	TREE REMOVAL (DEADFALL AND MARKED TREES ONLY)	EA	10	\$250.00	\$2,500.00
7	REINFORCED SWALE (PER DETAIL)	SY	400	\$25.00	\$10,000.00
8	REINFORCED OVERFLOW (PER DETAIL)	SY	160	\$25.00	\$4,000.00
9	TREE REPLACEMENT (2 1/2" B&B)	EA	5	\$350.00	\$1,750.00
					\$33,800.00

ESTIMATED COST PER CITY (BASED ON DRAINAGE AREA)

Roseville share	70%	\$23,660.00
Shoreview share	30%	\$10,140.00
Total		\$33,800.00

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the purchase of replacements for Unit 215, the garage/sidewalk sweeper, and a mower/tractor from the approved State of Minnesota Cooperative Purchasing Venture Contract and the NJPA, for a total estimated cost of \$304,181, pursuant to the adopted Capital Improvements Program and approved 2016 Annual Budget.

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

REGULAR COUNCIL MEETING
JANUARY 4, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: JANUARY 4, 2016

SUBJ: AUTHORIZATION TO PURCHASE REPLACEMENTS
FOR UNITS 215, GARAGE SWEEPER AND TRACTOR MOWER

INTRODUCTION

Shoreview's adopted Capital Improvements Program for 2016 includes the scheduled replacement of units 215, a garage/sidewalk sweeper, and a Toro 2 Groundsmaster. City Council approval is necessary at this time for the authorization to purchase their replacements from the State of Minnesota Cooperative Purchasing Venture Contract numbers #77950, #102066, #54159 and the National Joint Powers Alliance (NJPA) # 070313-DAC.

DISCUSSION

Unit 215 is a 1999 tandem-axle dump truck with plow equipment and accessories. It is used by the Street Department throughout the year in conjunction with street sweeping, asphalt patching water main break repairs and miscellaneous hauling activities. It is relied upon for snow removal from heavier traffic routes in the City. Its wear is consistent with a 16-year-old vehicle with over 71,000 recorded miles and used for commercial use. This vehicle will be replaced by a tandem-axle dump/plow truck of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2016.

The 1991 garage/sidewalk sweeper is used regularly by public works personnel in conjunction with maintenance garage sweeping, parking lot sweeping and sidewalk sweeping near the Community Center. This unit is 24 years old and has over 960 hours on it. Its wear is consistent with equipment used for commercial purposes. It is proposed to replace this equipment with one of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2016.

The 2010 Toro Groundsmaster mower/tractor is used by park maintenance personnel for turf maintenance in our parks and at the Community Center/Commons Area, and for snow removal at the Community Center and various hockey rinks. This tractor is versatile and is used an average of three days a week, 52 weeks a year. Its wear is consistent with equipment used for commercial purposes. This equipment will be replaced by a mower/tractor of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2016.

RECOMMENDATION

The 2016 Capital Improvement Program includes an estimate of \$313,000 for the replacement of this vehicle and equipment. Under the State of Minnesota Cooperative Purchasing Venture, and the NJPA the City of Shoreview can acquire the new replacements for approximately \$304,181 including tax on the truck. Staff recommends consideration of the attached motion authorizing the purchase of this vehicle and equipment from the State of Minnesota Cooperative Purchasing Venture Contract and the NJPA.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the City of Shoreview for the 2016 calendar year.

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

Regular City Council Meeting
January 4, 2016

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 21, 2015

**SUBJECT: DESIGNATION OF LEGAL NEWSPAPER FOR THE 2016
CALENDAR YEAR**

INTRODUCTION

The City Council is being asked to designate a legal newspaper for the 2016 calendar year.

BACKGROUND

Minnesota Statute 412.831 states that “the council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.”

Last year, the Shoreview-Arden Hills Bulletin was designated by the City Council as the city’s legal newspaper.

DISCUSSION

Two quotes were submitted for the City Council’s consideration:

	<u>2015 rate</u>	<u>2016 rate</u>
Shoreview-Arden Hills Bulletin*	\$4.00 per column inch	\$4.30 per column inch
Shoreview Press	\$4.78 per column inch	\$4.90 per column inch

* 2015 legal newspaper

In 2015, the city spent approximately \$1500 for the cost of publishing legal notices.

The Shoreview Press is published on a bi-weekly schedule and staff feels that the weekly Shoreview-Arden Hills Bulletin better suits the needs of the City regarding the placement of timely legal notices.

During the last eight years, the Shoreview-Arden Hills Bulletin was selected as the City’s legal newspaper in 2009, 2012, 2013, 2014, and 2015 and the Shoreview Press was selected as the City’s legal newspaper for 2008, 2010 and 2011.

RECOMMENDATION

Staff is recommending that the City Council designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the 2016 calendar year.

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

December 14, 2015

Terry Schwerm
City Manager
Shoreview City Hall
4600 Victoria St. N.
Shoreview, MN 55126-5817

Dear Mr. Schwerm:

Thank you for the opportunity to bid on public notice publication services for the City of Shoreview. The *Bulletin* has been serving the needs of the Shoreview area for 40 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Shoreview area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Shoreview area residents look to the *Shoreview-Arden Hills Bulletin* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Bulletin* has the official designation of the neighboring communities of Arden Hills and New Brighton, along with Mounds View School District 621.

9 A.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Kitty Sundberg, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

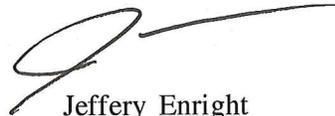
legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$4.30 per column inch for a one-time publication
\$4.25 per column inch for each additional publication

Thank you for considering the *Shoreview-Arden Hills Bulletin* as the official legal newspaper for the City of Shoreview for 2016. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 17, 2015

Ms. Terri Hoffard
City of Shoreview
4600 North Victoria Street
Shoreview, MN 55126

Dear Ms. Hoffard:

The *Shoreview Press* wishes to be considered as your official newspaper for 2016.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We prefer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail your notices to legals@presspubs.com - clearly labeling them as "Legal Notices."

There will be a slight increase in the rate for our legal notices this year due to increased health insurance costs. We are asking for \$4.90 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices for the *Shoreview Press* is every other Wednesday by 5:00 p.m. for the following Tuesday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink that reads "Lisa Graber".

Lisa Graber
Legal Notice Coordinator

LG:mp

TO: MAYOR AND COUNCIL

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 23, 2015

**SUBJECT: REAPPOINTMENTS TO CITIZEN ADVISORY COMMITTEES
AND COMMISSIONS**

BACKGROUND

In January of each year, the City Council reappoints members to citizen advisory committees and commissions. It has been past practice to reappoint members that wish to continue serving on their respective committee or commission except for the Planning Commission. Planning Commission members need to reapply for their positions after serving two full terms. When a member resigns or does not want to be reappointed, the vacancy is then advertised in the local newspapers.

DISCUSSION

The following is a summary of the committee and commission members that are seeking reappointment.

Bikeways and Trails Committee

The terms of Muriel Zhou, Craig Mullenbach and Jay Martin are expiring. Craig Mullenbach and Jay Martin have expressed an interest in being reappointed, however Muriel Zhou is not seeking reappointment.

Economic Development Commission

The terms of Joshua Wing, Susan Denkinger and Jeffrey Washburn are expiring on January 31, 2016. They all have expressed interest in being reappointed.

Environmental Quality Committee

Daniel Westerman's term is expiring on January 31, 2016 and he does not wish to be reappointed.

Human Rights Commission

The terms of Julie B. Williams, Bob Minton and Elaine Carnahan are expiring on January 31, 2016. Both Julie B. Williams and Elaine Carnahan would like to be reappointed, however, Bob Minton is not seeking reappointment.

Parks and Recreation Commission

The terms of Desaree Crane and Craig John are expiring on January 31, 2016. They have both expressed an interest in serving another term.

Public Safety Committee

The terms of Jorgen Nelsen, Marc Pelletier, Ed Povlinski and Treverse Guess are expiring on January 31, 2016. They would all like to be reappointed.

RECOMMENDATION

It is recommended that the City Council consider the reappointments of the individuals listed on the motion sheet.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To appoint the following individuals to represent the City of Shoreview on various organizations for the year 2016:

Fire Department Board of Directors

Shoreview Board Members: _____

Fire Department Benefit Association

Delegate: _____
Alternate: _____

League of Minnesota Cities

Delegate: _____
Alternate: _____

Municipal Legislative Commission

Delegate: _____
Alternate: _____

Northeast Youth and Family Services

Delegate: _____
Alternate: _____

Ramsey County League of Local Governments

Delegate: _____
Alternate: _____

Suburban Rate Authority

Delegate: _____

Alternate: _____

Metro Cities (Association of Metropolitan Municipalities)

Delegate: _____

Alternate: _____

Acting Mayor

Delegate: _____

ROLL CALL: AYES _____ NAYS _____

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

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 22, 2015

SUBJECT: 2016 CITY COUNCIL APPOINTMENTS

Each year, the City Council appoints representatives to serve as delegates to various organizations. While the City Council has typically designated Councilmembers as representatives, sometimes a staff member has been chosen.

Attached is a summary of each organization and the City Council's designated representatives during 2015. Also attached is the Council's policy regarding the election of the Acting Mayor. Based on the adopted Council policy, it would be Councilmember Terry Quigley's turn to serve as Acting Mayor.

2015 COUNCIL APPOINTMENTS

Lake Johanna Fire Department Board of Directors

The seven-member Board of Directors is the governing body for the Lake Johanna Fire Department. The Board is responsible for hiring the fire chief, approving contracts, approving bills, and adoption of certain policies and procedures for the Department. The City of Shoreview has two members on the Board and Arden Hills and North Oaks have one member on the Board. Three members of the Board are elected by the membership of the Fire Department.

Shoreview Board Members: Emy Johnson
Terry Schwerm

Fire Department Benefit Association

The Association meets a few times each year to oversee fire pension business matters and review and approve any changes in pension rules or benefits.

Delegate: Emy Johnson
Alternate: Terry Schwerm

League of Minnesota Cities

Provides lobbying, training, staff support, insurance, investment, research, and benefit programs. Annual conference is usually in June and legislative policies are adopted in November.

Delegate: Ady Wickstrom
Alternate: Cory Springhorn

Municipal Legislative Commission

The Municipal Legislative Commission is a group of larger suburbs organized to lobby the Legislature on state aid, property taxes, and other legislative issues. In most cities, the Mayor serves as the representative to this organization. The City Manager serves on the MLC's operating committee and also attends all Board meetings. They normally meet three or four times per year.

Delegate: Sandy Martin
Alternate: Terry Schwerm

Northeast Youth and Family Services

This is a private non-profit agency that provides counseling and employment programs for youth and their families. This Board generally meets once a month.

Delegate: Cory Springhorn
Alternate: Emy Johnson

Ramsey County League of Local Governments

This organization consists of each of the local governments (city, county, and school district) in Ramsey County. They meet on a monthly basis. The meetings cover a variety of topics of interest to local governments.

Delegate: Terry Quigley
Alternate: Cory Springhorn

Suburban Rate Authority

This organization represents a large number of suburbs in utility rate and franchise issues including electric, gas, and telephone utilities. The Suburban Rate Authority meets quarterly. Since many of the issues involve items related to street lighting and water pumping utility rates, Public Works Director Mark Maloney has been attending the meetings.

Delegate: Mark Maloney
Alternate: None Designated

Metro Cities (Association of Metropolitan Municipalities)

This organization is a service and lobbying organization for cities in the metropolitan area. They are officed in the same building as the League of Minnesota Cities but the primary difference between the two is Metro Cities' involvement with the Metropolitan Council and the focus on metro issues.

Delegate: Ady Wickstrom
Alternate: None Designated

Acting Mayor

In accordance with State law, this must be done at the first meeting of the year. A member of the Council is chosen to serve as Acting Mayor to preside at meetings and otherwise act as Mayor when the Mayor is absent or unable to perform the duties of Mayor. The Council adopted a policy regarding the election of the Acting Mayor and according to those guidelines and the order of the rotation, it is Councilmember Quigley's turn to be Acting Mayor.

Acting Mayor: Emy Johnson

COUNCIL POLICY REGARDING THE ELECTION OF THE ACTING MAYOR

Requirements and Purpose

At its first meeting of the year, the City Council is required by State law to elect an Acting Mayor who shall perform the duties of the Mayor in the event of disability or the absence of the Mayor. The Acting Mayor will also serve in the role of the Mayor if there is a vacancy in the position, until a successor is appointed.

The purpose of this policy is to establish guidelines for the election of the Acting Mayor. It is the intent of the Shoreview City Council to establish a rotation for the Acting Mayor position to allow all Council members to serve in this role.

General Guidelines

1. Council members being considered for Acting Mayor should have at least two years of experience on the Shoreview City Council.
2. The Acting Mayor shall be appointed by the City Council at the first Council meeting in January as required by State law.
3. Council members shall rotate the position of Acting Mayor on an annual basis.
4. The order of the rotation shall generally begin with the Council member who has the longest tenure (total years) on the City Council, followed by the Council member with the second longest tenure, etc. In the event that two council members have served the same amount of time on the Council, a coin flip will determine who initially will serve as Acting Mayor.