

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
JANUARY 19, 2016
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Photo Contest Winners

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

COUNCIL COMMENTS

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

1. January 4, 2016 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes—
 - Bike and Trails Committee, December 3, 2015
 - Economic Development Authority, December 7, 2015
 - Human Rights Commission, December 15, 2016
 - Economic Development Commission, December 17, 2015
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation

4. Verified Claims
5. Purchases
6. License Applications
7. Change Order #2—Water Treatment Plant, CP 14-02
8. Developer Escrow Reduction
9. Change Order #2—Turtle Lane/Schifsky Road/Lexington Avenue Sewer Repair, CP 15-01 and 15-03
10. Renewal of Legal Contract with Kelly & Lemmons
11. Extension of Review Period - 3422 Chandler Road, Zibell - Final Plat

PUBLIC HEARING

GENERAL BUSINESS

12. Committee/Commission Appointments
13. Appointments to Planning Commission
14. Approving Revisions to the Committee Structure and Updating the Mission Statement for the Public Safety Committee

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
January 4, 2016**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on January 4, 2016.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

STATE OF THE CITY ADDRESS

As we begin 2016, I believe that everyone in the City can take a great deal of pride in the quality of life that we experience in Shoreview on a day to day basis. The results of our recently completed community survey indicate that our residents rate their hometown as one of the premier communities in the metropolitan area. In fact, 98% of survey respondents rate the quality of life as excellent or good. The 58% that rate the quality of life as excellent is one of the top ratings in the metropolitan area.

The City has been able to achieve this high quality of life because, as a City Council and as a community, we have committed to certain core values. We are a community that:

- Develops and maintains an outstanding park and trail system;
- Builds and maintains quality residential neighborhoods and provides a variety of housing choices;
- Supports our business community to provide jobs, tax base, and commercial services;
- Preserves and protects our natural environment;
- Provides a state of the art Community Center to serve as the central gathering place for our residents; and
- Focuses on long-range financial planning to maintain its excellent financial condition.

Now, I would like to take a few minutes to discuss some of the specific accomplishments during the past year and look forward to some of the important projects planned for 2016.

Economic Development

Even though Shoreview is almost completely developed, there continues to be a significant amount of economic development and redevelopment occurring in the City. This redevelopment is occurring in both the residential and commercial/office sectors.

Housing choices continue to expand in Shoreview with the construction of the first new market rate apartments since the 1970's. The upscale Lakeview Terrace at Victoria and County Road E provide 104 apartment units and were completed in late 2014. Closer to the center of the City, Applewood Pointe, a 77-unit townhouse cooperative development for seniors, was opened in the fall of 2015. Twenty-five single family homes have been constructed by Pulte Homes in the northern part of the City and that development is nearly sold out. Also, in 2016, construction will begin on a 34-unit market rate senior housing addition to the Shoreview Senior Living campus on Hodgson Road just north of Highway 96.

The City is currently reviewing a comprehensive proposal from Elevage, Inc., to redevelop the commercial property on the northwest corner of Rice St. and County Rd, E, just north of 694. The proposal includes an upscale apartment building, townhouses, and some potential for commercial/retail.

Land preparation and grading have taken place in order to facilitate a single-family 10 lot subdivision located along North Owasso Blvd. in southern Shoreview.

In the office/commercial area, Shoreview was pleased to welcome Ally Financial to the Shoreview Corporate Center located at Lexington Avenue and Gramsie Road. Ally has invested over \$6 million in building upgrades to the vacant building at 4000 Lexington in order to accommodate 150 jobs. It is expected that 250 additional jobs will be added by 2017. Next door, the Green Mill Restaurant, located next to the Hampton Inn, was completely renovated and reopened in 2015; and more recently, a Raising Cane's Restaurant, a unique dining option, opened next to Target in the fall of 2015.

In 2016, we hope to see the redevelopment of the former Rainbow Foods store located at Highway 96 and Hodgson Road. The City has been working diligently to facilitate an agreement between the developer, Oppidan, Inc., and Kowalski's Markets to enable a redevelopment of this important retail site. The recent community survey identified the critical need for a grocery store at this site and the City is very enthusiastic about the possibility of Kowalski's purchase of this property and the potential investment of nearly \$20 million for a new 25,000 square foot grocery store, along with reuse of the remainder of the building for Kowalski's bakery and other internal operations.

Shoreview Commons Area

The Shoreview Commons area is home to the Community Center, City Hall, Haffeman Pavilion, Ramsey County Ice Arena and the Ramsey County Library and it serves as the central gathering spot in our City. There are some exciting additions to the Commons that are currently underway. Ramsey County is in the process of constructing a new regional library just south of the existing

library. This new state-of-the-art library will be larger than the current library, incorporate greater technology, and provide expanded services and longer hours. The new library is expected to be completed and opened in January, 2017. The existing library will then be renovated and sold to the Mounds View School District where it will be utilized for the district's administrative offices.

Although it is hard to believe, the Shoreview Community Center celebrated its 25th anniversary in 2015. In order to insure that the Community Center continues to provide the best services to our residents, the City is exploring potential expansion options that could include an outdoor water play area, larger indoor playground, improved party facilities, additional family locker rooms, and added multi-purpose space that could be used for recreation programming and, possibly, the arts. Our current goal is to finalize the plans for an expansion in 2016 and begin the project in 2017.

In order to accommodate these projects, the city is in the process of updating the Master Plan for the Shoreview Commons area. In addition to providing easy and safe access to the new library, it is critically important that we review and develop a new Master Plan that can be used as a framework for creating a distinctive campus environment that includes new park features and amenities which reflect the values of the community and best serve residents and visitors of all ages.

Other Major Projects

One of the key projects that will be completed in 2016 is the implementation of quiet zones at the rail crossings on North Owasso Boulevard and on Jerrold Avenue. The cities of Little Canada and Shoreview worked collaboratively with our legislative delegation to secure \$1.7 million in State funding to help make this project a reality. We anticipate that Canadian Pacific Rail will be making the necessary improvements to the rail crossings during the winter and early spring and that we should be able to establish quiet zones at the eight rail crossings in our two cities by late spring or early summer. The dramatic increase in rail traffic and the noise from train horns through this corridor has had a very detrimental impact on the quality of life for many residents in southern Shoreview. I am very pleased that this important project will finally be implemented this year.

Another major project that will begin in 2016 is the reconstruction of I-694 between Rice Street and Lexington Avenue. The Minnesota Department of Transportation (MnDOT) will be adding a third general purpose lane to I-694 and rebuilding the freeway ramps throughout this corridor. This project will help eliminate the current traffic bottleneck that occurs during the morning and evening rush hours. This two year, \$42 million dollar project, which is funded through the State's Corridors of Commerce Program, will also allow MnDOT to reduce congestion by opening two lanes on the bridge from northbound 35E to westbound I-694. The City is also collaborating with Ramsey County and our neighboring cities to acquire State funding for the replacement of the Rice St. Bridge over 694. With the support of local businesses and our residents, we are hopeful for approval during this bonding session.

We expect to see improvements on Lexington Ave. between 694 and Victoria St., when Ramsey County rebuilds this section of roadway it will include a new traffic signal with left turn lanes at the County Road F intersection. Ramsey County also plans to resurface County Road J between Lexington Avenue and Hodgson Road in 2016.

Finally, the City is currently in the process of constructing a water treatment plant directly west of the Ramsey County Ice Arena. This \$12 million dollar project is essential in order to reduce the levels of iron and manganese in the City's drinking water. These minerals are considered secondary contaminants in our water supply and the new water treatment plant will provide improved operating efficiencies and more consistent drinking water quality throughout our entire water system when it is operational in late 2016.

Financial Condition

The City continues to be in excellent financial condition as evidenced by our AAA bond rating from Standard & Poor's. This is the highest rating available and was achieved in part because of the City's continued focus on long range financial planning. The City Council recently adopted its biennial budget and a Five Year Operating Plan that establishes financial targets for all of our government funds. We also approved our Capital Improvement Program that anticipates spending more than \$50 million in capital projects over the next 6 years.

The City Council takes a great deal of pride that we have maintained our rating as one of the most cost effective cities in the metropolitan area. Among similar sized cities, Shoreview's share of property taxes on a median value home of \$247,500 in 2015 were \$811, about 20% below the average of \$1,020. This is the fifth lowest of 29 cities that are similar in size to Shoreview.

Conclusion

During my many years of involvement with the City, I am more convinced than ever before that local government has the most significant impact on the quality of life in a community. As a City Council, we take great pride in our recently completed community survey which showed that 97% of our residents believe that the City is headed in the right direction. This is the highest rating on this question that the survey firm has received in the metropolitan area. At a time when there is continued skepticism about government at all levels, I am very pleased that Shoreview's government can stay "close to its citizens" and continue to make a positive difference in the community.

As a City, we are committed to insuring that our governance process is open and accessible, and that our residents are well informed. We accomplish this by televising and streaming all of our Planning Commission and City Council meetings, publishing the ShoreViews newsletter six times per year, as well as frequent social media posts on both Twitter and Facebook. We are also starting a new program in 2016, a Citizens' Leadership Academy, whose goal is to provide more detailed information about Shoreview's local government operations to interested residents. Although space is limited, we do have a few spots remaining if you are interested. The program will run for 6 weeks and begin in late March.

On behalf of the City Council, I would like to thank our many committee and commission members who volunteer their time to make Shoreview a better place to live and work. I would also like to thank our entire City staff that is dedicated to providing quality services and programs to our residents. Finally, I want to extend my personal thanks to my colleagues on the City Council – Emy Johnson, Terry Quigley, Ady Wickstrom and Cory Springhorn. It is a pleasure to work with each of you and I know that all of you spend countless hours working to make Shoreview a better place to live, work and play.. I especially appreciate the respectful and cooperative tone that we have established and I recognize that it is our teamwork that allows us to work together for the good of our community. It is an honor to serve as your Mayor and I look forward to this exciting and fulfilling New Year!

APPROVAL OF AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to approve the January 4, 2016 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Wickstrom:

A reminder of the upcoming Environmental Quality Committee Speaker Series. The first presentation will be Recycling Myths and Mysteries Solved on January 20, 2016, at 7:00 p.m. in the Council Chambers.

Councilmember Springhorn:

The Shoreview Historical Society will be celebrating its 25th year in 2016. Two kickoff events are planned. The first, entitled Suburbia Revisited, How Shoreview Fits, will be held on Saturday, January 30, 2016 at the library at 2:00 p.m. On Sunday, January 31, 2016, there will be a program on the early years of the Lake Region Hockey Association at the Community Center at 2:00 p.m.

There will be several Lego League teams holding a scrimmage in preparation for upcoming competitions on Thursday, January 7, 2016, from 6:00 to 8:00 p.m. in the Wedell Community Room at the Community Center. It is an opportunity for anyone interested to come and see the teams in action.

Congratulations to newly elected Mayor Emily Larson of Duluth.

Councilmember Johnson:

There have been accidents from unsafe ice on lakes. A caution to all to be careful!

CONSENT AGENDA

Item Nos. 1 and 2 were pulled for separate consideration.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt the Consent Agenda for January 4, 2016, as presented and all relevant resolutions for item Nos. 3, through 11:

- 3. December 21, 2015 City Council Meeting Minutes
- 4. Receipt of Committee/Commission Minutes:
 - Environmental Quality Committee, December 21, 2015
- 5. Verified Claims in the Amount of \$1,269,328.90
- 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

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Quigley, seconded by Councilmember Springhorn to approve item Nos. 1 and 2 of the Consent Agenda, the December 14, 2015 City Council Special Meeting Minutes and the December 14, 2015 City Council Workshop Meeting Minutes respectively.

VOTE: Ayes - 4 Nays - 0 Abstain - 1 (Wickstrom)

Councilmember Wickstrom abstained, as she was not present at the meetings on December 14, 2015.

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

DESIGNATION OF LEGAL NEWSPAPER FOR 2016

Presentation by City Manager Terry Schwerm

Each year, the City is required to designate a legal newspaper by state statute. The City's legal newspaper is the one used for all advertisements of public hearings, publication of ordinances or other notices. Bids for 2016 rates were received from the Shoreview Press at \$4.90 per column inch and the Shoreview-Arden Hills Bulletin at \$4.30 per column inch. The total cost the City spends per year is approximately \$1500. The City has had the practice of rotating between the two newspapers because both cover the City. However, the Shoreview Press is now a bi-weekly publication, which can create difficulties for the City to publish legal notices in a timely manner. Staff is recommending designation of the Shoreview-Arden Hills Bulletin as the City's legal newspaper.

Councilmember Quigley expressed concern about cutting the Shoreview Press out of consideration and asked how inconvenient it would be to use the Press.

Mr. Schwerm explained that either paper could be designated. It would require staff to submit information a week earlier. The timing would not be an issue for routine items. The issue occurs when Planning Commission items are delayed. Depending on when a public hearing notice can be published and the date of the next Planning Commission meeting, there could be instances where the city would be required to extend the review period for an application before considering it because of the timing of the notice and the City's 90-day rule to complete review of applications. He suggested that notices could be published in both papers.

Councilmember Wickstrom agreed that bi-weekly publication does cause timing problems for legal notices. She noted that the City does put in a substantial number of ads in the Shoreview Press.

Mayor Martin added that in addition to ads, the City also puts a column in the Press every few of weeks.

MOTION: by Councilmember Quigley, seconded by Councilmember Springhorn to designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the City of Shoreview for the 2016 calendar year.

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

COMMITTEE/COMMISSION REAPPOINTMENTS

Presentation by City Manager Terry Schwerm

It is the City's practice each year in January to reappoint members who wish to continue to serve on their respective citizen advisory committees and commissions. The exception is Planning Commission members who are required to reapply for their position after serving two full terms. Should a member of a committee/commission not wish to be reappointed or resigns, the vacancy is advertised in the local newspapers. Staff is recommending reappointment of the names submitted who have indicated their interest in continuing to serve on their respective committees/commissions.

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to reappoint the following individuals to their respective committees/commissions for terms expiring January 31, 2019:

Bike and Trails Committee	Craig Mullenbach Jay Martin
Economic Development Commission	Joshua Wing Susan Denkinger Jeffrey Washburn
Human Rights Commission	Julie B. Williams Elaine Carnahan
Parks and Recreation Commission	Desaree Crane Craig John
Public Safety Committee	Jorgen Nelson Marc Pelletier Ed Powlinski Treverse Guess

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

Mayor Martin noted that new applications for vacancies are being processed. Applicants for the Planning Commission will be interviewed next week.

COUNCIL APPOINTMENTS FOR 2016

A discussion was held on review of Council delegates for 2016 to the various boards and organizations that Councilmembers serve on during the year.

Councilmember Wickstrom noted that the annual convention of the League of Minnesota Cities will be held in the Twin Cities this summer in conjunction with the Alliance for Innovation organization working with the League. She encouraged all Councilmembers to plan to attend.

Mayor Martin noted that Chanhassen has now joined the Municipal Legislative Commission. The Municipal Legislative Commission will hold its annual breakfast meeting January 29, 2016. All Councilmembers are encouraged to attend.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to appoint the following individuals to represent the City of Shoreview on various organizations for the year 2016:

Fire Department Board of Directors	Delegate: Councilmember Johnson Delegate: City Manager Schwerm
Fire Department Benefit Association	Delegate: Councilmember Johnson Alternate: City Manager Schwerm
League of Minnesota Cities	Delegate: Councilmember Wickstrom Alternate: Councilmember Springhorn
Municipal Legislative Commission	Delegate: Mayor Martin Delegate: City Manager Schwerm
Northeast Youth and Family Services	Delegate: Councilmember Springhorn Alternate: Councilmember Johnson
Ramsey County League of Local Governments	Delegate: Councilmember Quigley Alternate: Councilmember Springhorn
Suburban Rate Authority	Delegate: Mark Maloney Alternate: Councilmember Quigley
Metro Cities (Association of Metropolitan Municipalities)	Delegate: Councilmember Wickstrom Alternate: Rebecca Olson
Acting Mayor:	Delegate: Councilmember Quigley

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

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Springhorn 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

SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

Meeting Minutes

December 3, 2015

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

2. ROLL CALL

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

Members Absent: Keith Severson

Guests: None

City Staff: Mark Maloney

3. APPROVAL OF AGENDA

The committee approved the agenda.

4. APPROVAL OF MEETING MINUTES

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

5. COMMITTEE DISCUSSION ITEMS

Member Stange assumed responsibility for running the meeting given Chair Severson's absence, and noted substituting a Public Works Monthly report in place of the Walking Club Update. Discussion included funding options for new trail construction, the citizen volunteer water conservation program just getting started and status of the water treatment plant project. There was also discussion regarding street and sidewalk/trail snow plowing procedures and priorities.

The committee discussed the new 7-week Citizen's Academy and the value it could have to existing and future citizen volunteers. One or two members were strongly considering signing up.

There was brief discussion regarding 2015 Adopt-a-Trail activities noting that all available trail/sidewalk segments have been adopted with 2-year agreements with volunteers. Committee members indicated strong support for the program having clear, documented objectives and responsibilities for volunteers so that there weren't vague or inconsistent interpretations of the goals of the program in the future.

Committee members gave an update concerning the Ramsey County Pedestrian and Bike Plan process that recently ended. Observations shared included that there were significant connectivity issues in St. Paul, but overall it is unclear what the Plan can do to help that. It was further pointed out that it remains unclear as to how Ramsey County communities like Shoreview, that already have a strong commitment to bike and pedestrian issues, are to use the Plan, or how the Plan causes anything to be implemented.

There was a brief discussion concerning sidewalk and trail impacts or coordination issues arising from the recent construction projects at County Road F and at the Ramsey County Library site. For example the design-build model for the Library project caused there to be open ended construction related details concerning sidewalk closure along Highway 96 that couldn't be addressed during the staff review of the development proposal.

The committee reaffirmed that their two largest construction related priorities for 2016 remain the completion of the trail along Co. Rd. J (between Grotto and St. Albans) and raising the (County?) trail in Snail Lake Regional Park. City staff was looking into the logistics of replacing a short section of trail with some floating boardwalk sections (e.g. along Turtle Lake Road) to avoid wetland/floodplain alteration issues.

The Committee discussed their preferences concerning the applicants for the 3 pending vacancies. Note – the final recommendations were arrived at later in the month and forwarded for City Council consideration when it was discovered that the committee didn't have the benefit of all the applications during their discussion.

The meeting was adjourned at 8:23 P.M.

- (Date Paid: 8/20/15)
2. Community Reinvestment Fund – September 2015 - \$133.00 - (Fund 307)
(Date Paid: 9/17/15)
 3. Community Reinvestment Fund – August 2015 - \$108.00 - (Fund 307)
(Date Paid: 8/20/15)
 4. Greater MSP (2015-2016 Salesforce License) – \$400.00 (Fund 240)
(Date Paid: 9/3/2015)
 5. Barsness, Kirstin (ED Consulting - August) – \$4,465.00 (Fund 240)
(Date Paid: 9/17/15)
 6. Allen, Deanne (EDA Minutes – 9/8/2015) - \$200.00 (Fund 240)
(Date Paid: 9/17/2015)
 7. Taste of Scandinavia – (EDC Meeting Supplies) - \$137.58 (Fund 240)
(Date Paid: 9/17/2015)
 8. Hamline School of Business (Women in Government) - \$80.00 (Fund 240)
(Date Paid: 9/24/2015)
 9. Twin Cities Business (Subscription/Simonson 2 years) - \$39.95 (Fund 240)
(Date Paid: 10/01/2015)
 10. MNCAR (Membership Renewal) - \$235.00 (Fund 240)
(Date Paid: 10/4/2015)
 11. Barsness, Kirstin (ED Consulting - September) – \$1,045.00 (Fund 240)
(Date Paid: 10/7/15)
 12. Hill, Nicole (Mileage – Salesforce Training) - \$25.07 (Fund 240)
(Date Paid: 10/7/2015)
 13. Minnesota Women in Government (Luncheon) - \$10.00 (Fund 240)
(Date Paid: 10/14/2015)
 14. Green Mill – (EDA Meeting Supplies) - \$121.65 (Fund 240)
(Date Paid: 10/28/2015)
 15. Allen, Deanne (EDA Minutes – 10/12/2015) - \$200.00 (Fund 240)
(Date Paid: 10/28/2015)
 16. ULI MN Mentor Program 2015-2016 - \$50.00 (Fund 240)
(Date Paid: 10/28/2015)

VOTE:

Ayes - 5

Nays - 0

GENERAL BUSINESS

KOWALSKI MARKET

Simonson reported that a tentative agreement has been reached between Oppidan and Kowalski's. Oppidan will purchase the Rainbow site from the ownership group and sell it to Kowalski's with the exception of the outlot that will be retained by Oppidan for a future restaurant. Purchase and development is contingent upon City approvals and City financial assistance. The proposal includes the complete renovation of the existing building, a new Kowalski's market with all amenities and services, including a wine shop, deli, bakery, catering, and Starbucks. Because of the size of the building, a significant portion will be reutilized to create a center of operations for Kowalski's. In order to provide liquor with catering, an on-sale

liquor license is needed. Previously, Kowalski's had this licensing through a partnership with a restaurant. That partnership has dissolved. The City is looking into how City regulations can be amended to achieve the required liquor licensing so that Kowalski's can obtain a catering certificate from the state. Another amendment will be changing the required distance of a liquor store from a school. The wine shop would be within 300 feet of a school (Montessori next door), which is prohibited by the City at this time.

Schwerm added that the deli and seating area could be qualified as a restaurant in order to grant an on-sale liquor license.

Councilmember Quigley stated that the City has never had a problem with liquor licensing, which has been well managed and he would support more flexibility.

Simonson stated that Kowalski's requires a left-turn access lane off Highway 96. Oppidan hired a traffic consultant who submitted detailed information to Ramsey County. Last week Ramsey County issued a written letter stating the County would approve a left turn lane for this project, as it meets required criteria. As part of the City's offer of assistance, the City would construct the left turn lane using MSA funds. The cost estimate is in the \$150,000 to \$200,000 range.

Kowalski's will be investing approximately \$20 million into this project. The City's financing involvement is primarily to cover the funding gap resulting from the high land value set by the ownership. The property does not qualify for a new TIF District. Increasing the value of the land further in order to use tax abatement as a funding source has been discussed, but Kowalski's is not interested in an artificially high land value that would mean higher taxes. At this time it is being proposed that financial aid from the City come from existing TIF dollars. Kowalski's has asked for \$1.1 million in up-front funding. The remaining balance from TIF District No. 2, which is approximately \$430,000, would be used. Approximately \$670,000 would be taken from TIF District No. 1. The total investment by the City, with construction of the left turn lane, would be approximately \$1.3 million.

Johnson asked how much would remain in TIF District No. 1 after assistance to Kowalski's. Simonson responded that the current balance is approximately \$1.5 million; there would be just under \$1 million left. While it diminishes the funds in that TIF District, this is a highly visible property sitting vacant, and he believes this is a one-time opportunity for a high quality development. Besides the excitement of a Kowalski's grocery, two-thirds of the building will be used for operations, which means a significant number of employees in well paying positions.

Schwerm noted that the financial assistance given to Trader Joe's was significantly more because of the cost of the access roadway. Although TIF Districts Nos. 1 and 2 are the last districts where funds can be pooled, the quality of the development offsets the loss of those funds.

Martin stated that the amount the City is investing compared to the value that will be brought to this property and the future of that location is well worth it.

Simonson stated that legal counsel has been retained to draft a TIF Agreement with Kowalski's. Kowalski's is planning to have plans ready for the Planning Commission to review by January

and hopes to have all City approvals by March. The goal is to open the new store before Thanksgiving or at the latest before Christmas. Oppidan continues to look at opportunities to bring in a restaurant. A prospective restaurant will not be a drive-through coffee shop that would compete with Starbucks or a fast food restaurant that would compete with the Kowalski's deli.

Staff is recommending approval of a concept finance plan that provides Kowalski's \$1.1 million in tax increment funding supporting, in addition to construction of the left turn lane. Once the purchase agreement is signed with Oppidan, Kowalski's will issue a public statement.

MOTION: by Quigley, seconded by Myrland for concept approval for the financial assistance to Kowalski's in the total amount of \$1.3 million, including \$1.1 million contribution from existing tax increment resources and construction of a left turn lane access on Highway 96 at an estimated cost of \$200,000 for the purpose of a complete renovation and private reinvestment of the Rainbow Foods property by Kowalski's market business and operations. This action and approval is subject to execution of a TIF Agreement and Development Agreement with Kowalski's.

VOTE:

Ayes - 5

Nays - 0

RICE CREEK CORPORATE PARK

Simonson stated that a policy discussion is needed regarding the Children's Hospital property of in Rice Creek Corporate Park. The property consists of 18 acres, and Children's Hospital has owned it for approximately 15 years. The property is now for sale. There is a mini-zoning PUD designation for Rice Creek Corporate Park. Within that PUD, the Children's Hospital property was designated only for office development. Brokers selling the property recently met with staff to find out if the City would consider an amendment to the PUD to allow an office-flex type of zoning that would allow office, factory, warehouse and operations uses. The same broker has also been working with a company located in Arden Hills called Streamworks, which does social digital media and printing. The company has exhausted their space and has shown interest in purchasing the Children's Hospital property to build their own facility within the next year. Streamworks has approximately 170 employees. The policy issue for the City is whether to hold out for a high end office use or consider office-flex use. One thing to consider is the eventual development of the TCAAP property, which will be a prime location for corporate development.

Quigley noted that the market for Class A office development is soft. If the City holds out for that type of development on the property, it could be a long term wait. He sees no problem in creating some flexibility for development and noted that there is an emphasis in the state to bring in more manufacturing.

Johnson noted that along the I-35W corridor, there is a need for hotel rooms. She asked if there has ever been interest to build a hotel on this property. Simonson answered that there has been no hotel interest. The property is not located near retail or event services that would attract a hotel.

Martin stated that eventually there will be a shortage of land. This property is a prime location with visibility. She does not see a demand for this type of property going away. Her concern is if the zoning is changed, there could be too much flexibility and it would be difficult to say no to the wrong people. Schwerm suggested not rezoning, unless the City is interested in the applicant.

Denkinger asked what percent of Streamworks would be manufacturing. The percentage of the facility that would be manufacturing would be her concern. Simonson stated that Streamworks does not do manufacturing but needs printing and office space. Westinghouse wanted to expand, but is a manufacturer. Rezoning would open some options.

Johnson asked the length of time the property has been for sale. Simonson answered, a number of years but only recently has there been some interest.

The consensus of the EDA in responding to the request regarding rezoning to office flex is that the City would need more definition of the quality of company that would buy the site. There could be flexibility with a quality organization. Simonson summarized the EDA comments as follows:

- a master plan for the entire property, showing coordination of development, and the City would not accept piecemeal development and subdivision creating smaller parcels without an overall plan
- more support towards a specific project(s) instead of just speculative buildings
- more support towards project(s) that would provide strong tax base and employment, more office/corporate than warehouse (Streamworks probably fits this position)
- project specific before any changes to amend the PUD, in other words, they would want to see what is being presented as a project and not change our regulations in advance of projects coming forward at a later time
- project(s) would have to provide a high degree of quality design and building materials
- any changes to the PUD would need to still identify allowable uses and development restrictions, while providing greater flexibility to allow office/flex type development

Simonson said staff would relay this information to the representatives at Children's Health Care and their real estate brokers.

PROJECT UPDATES

Economic Development Commission (EDC) - The EDC Business Exchange is Wednesday, December 9, 2015, at 7:30 a.m., at the North Metro Event Center (Hampton Inn). The EDC will meet December 15, 2015, at 7:30 a.m., at Key Medical Supply in the Rice Creek Corporate Park.

Elevage Development - Another neighborhood meeting was held in November. A new revised plan shows access off County Road E. Ramsey County will not allow full access off Rice Street. The total number of units proposed is 165. There will be 14 rental townhomes with possibly a 6-story apartment building. More underground parking is shown to provide more green space. Elevage is working on a tax increment application at this time. The developer may undertake

additional revisions to the development plans prior to making formal applications seeking City approval.

Shoreview Corporate Center - A short-term 3-year lease with Active Sports has been secured at the 1005 Gramsie building. The interest from a group that previously wanted to put in storage units has cooled because they now believe the building is too big. Staff is going to meet with the ownership representatives to see what options might be available.

Martin suggested staff meet with Empi representatives, a company that is being shut down in Shoreview by DJO Global. Staff will follow up on this situation.

Shoreview Mall - There were indications that the ownership of the Shoreview Mall is willing to sell the property. The challenge is that the broker representing the City has asked for a confidentiality agreement to provide lease information. So far, the owner is unwilling to provide lease information, making any purchase proposal difficult to provide. Staff will continue to follow up.

Hazardous Buildings - Simonson reported that some hazardous buildings have been found in the City. A policy discussion is needed to address these situations. It was the consensus of EDA members to have a full discussion of City policy on this issue at a future meeting.

ADJOURNMENT

MOTION: by Quigley, seconded by Myrland, to adjourn the meeting at 6:40 p.m.

VOTE:

Ayes - 5

Nays - 0

**HUMAN RIGHTS COMMISSION
DRAFT MEETING MINUTES
December 15, 2015**

CALL TO ORDER

Co-Chair Ueki called the meeting to order at 6:59 p.m. with the following members present:

Richard Bokovoy
Sunny Chen
Bob Minton
Eugene Nichols
Lisa Wedell Ueki
Julie B. Williams

Absent:

Samuel Abdullai
Mark Hodkinson
Mary Yee Johnson
Elaine Carnahan
Sabrina Chu

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

APPROVAL OF MINUTES

Commissioner Minton Moved that the Minutes of October 21, 2015 be adopted. Commissioner Williams seconded the motion. The motion was adopted unanimously and the minutes were approved.

RECAP OF SHERIFF & COUNTY ATTORNEY DISCUSSION

Commissioners discussed their thoughts regarding the last meeting where Sheriff Bostrom and a representative from the County Attorney's office attended. They felt that both offices would be willing to participate in some capacity if the HRC were to do an event in the future. It was suggested that a future event could possibly include an educational component on interacting with law enforcement. Commissioners felt that this could be further discussed at the goal setting session.

2016 GOAL SETTING

Due to the number of Commissioners that were unable to attend tonight's meeting, the goal setting was postponed. A special meeting on January 13th will be held for goal setting as the regular meeting will be a full agenda with poster judging.

Some preliminary discussion occurred on different types of events or issues that could be a focus for 2016. These included:

- A Community Forum

- Involve Heritage Family of the year
- Look at demographics of Shoreview
- Human Rights Day
 - Definition of Human Rights (distributed by Commissioner Nichols)
- Events for Seniors (i.e. Pie Day)
 - Invite organizations (Store to Door, Metro Mobility, etc.)
- Homelessness

ELECTION OF CO-CHAIRS

Co-chairs serve staggered 2 year terms. Commissioner Wedell Ueki will continue to serve as co-chair for 2016 and the Commission will elect a new co-chair to fill Commissioner Williams spot.

NEXT MEETING

The next meeting will be on January 13th at 7:00 p.m. in order to hold a Goal Setting session with the full commission.

The regular meeting scheduled for Wednesday, January 27 will begin at 6:00 p.m. and a light dinner (pizza) will be served because the Commission will be judging the poster contest at this meeting.

ADJOURNMENT

There being no further business before the Commission, Commissioner Williams moved to adjourn. Commissioner Bokovoy seconded the motion. The motion was approved unanimously. The meeting adjourned at 8:30 p.m.

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Notes

December 17, 2015

Special Meeting Location

Key Medical Supply, 5910 Rice Creek Parkway (Suite 1000)

An official business meeting did not take place due to a lack of a quorum.

The following is a summary of the meeting and business visit to Key Medical Supply.

ROLL CALL

Chair Josh Wing called the meeting to order at 7:38 a.m. at the Key Medical, 5910 Rice Creek Pkwy #1000, with the following members present: Sue Denkinger, Jeff Washburn, and Kirk VanBlaircom. Members Mike Tarvin, Dave Kroona, Jim Gardner, Jason Schaller and Jonathan Weinhagen were absent.

Also attending were Assistant City Manager and Community Development Director Tom Simonson, Economic Development and Planning Associate Niki Hill, Communications Coordinator Cheryl Edelstein, and Economic Development Consultant Kirstin Barsness.

MEMBER SHARING

Member Washburn commented on the Business Exchange. He met with one of the Chiropractors who attended and they had the question of “What does the EDC do?” This brought about the question of when does the EDC acknowledge the 2nd tier of businesses in the BRE program? Simonson stated that the primary premise of the BRE program is for the City to focus on key landmark and emerging companies given limited time and resources; those that bring high employment, good jobs, and tax base. There are certainly opportunities to improve the City’s contact and relationship with smaller businesses and retail service type businesses, and we have tried to do so through the Business Matters newsletter, Small Business Workshops, and the Shoreview Business Exchange. It becomes a greater challenge when you start talking about more one on one visits with retail and small service related businesses.

Member Denkinger said that we should focus on the niche type of businesses – such as a chiropractor or dentist. They are often owner operated so they have a hard time getting away to attend events, workshops, etc without it affecting their income.

Member Wing echoed the question of what can we do or how can we provide assistance? Member Denkinger suggested that we also look about visiting a mall/strip center area, where there are a lot of businesses in the same area. We could engage more people and be better prepared. Member VanBlaircom asked “How many businesses do we have in Shoreview?” Simonson responded with approximately 450 businesses.

Member Wing commented that with limited resources, how do you pick and choose? Member VanBlaircom said that we should offer different/more events to get some more businesses/different

businesses. The after 5's are great. Simonson said that we are looking at possibly going to a January Business Exchange instead of December because of all the competing events that are going on during the holidays.

Simonson said this is a good topic to have for the EDC when the full commission is in attendance, and when we talk about future goals and priority setting.

Member Washburn said that he ran into Mark Wrightsman, President/CEO at PaR Systems, and he had nothing but nice things to say about the City. He's worked with many governments before but this was a great experience for him. He said that the company is getting back on track from their little downturn the past couple of years.

GENERAL BUSIENSS

A. Business Workshops

Simonson stated that they are still working on the joint workshop with Vadnais Heights, Arden Hills and the St Paul Area Chamber of Commerce. At this point they are looking to hold it in March. We have chosen to partner with the Chamber of Commerce so that they can assist with the topics and the marketing of the workshops.

B. Development/Business Updates

Children's Health Care Property

Children's hospital is actively marketing the 18 acre property in the Rice Creek Park area. From what we hear there are 3-4 interested parties on the property. As a City we need to look over our policy and future direction to decide whether we want to change our policy to allow a slightly different use than Class-A office. At this point the prospective uses include more office/flex space. Member Wing asked for clarification of the definition of office/flex space. Simonson stated that it is more or less office and light manufacturing. This use is in high demand and the City does not have newer space available to fit that need. The City has had discussions of the potential policy change with the EDA.

We are currently in conversations with a company from Arden Hills about their prospective purchase and use of the property. Arden Hills is aware that this company is looking for a new space and at this time they are unable to accommodate them. The company and the CBRE broker are proposing a full build out of the site with their building and another spec site building. At this point the EDA would be open to concepts but they would prefer master-planning of the whole site.

Member Wing stated that it is interesting to talk to Roseville about their experience renovating these old industrial buildings. They currently have renovated some of their business parks to match the current need.

DJO Global/Empi

DJO Global will be closing their Empi Division at their Shoreview site located on Cardigan Road. At this point the City is trying to get in touch with Wellington Management, the current property owner of

the building, about the future of the property. There is a significant amount of employees to be laid off, so we would like to know the future of the company in Shoreview.

Rainbow Foods Site

Kowalski's coming to the former Rainbow Site is looking very promising at this point. There has been a tentative agreement reached. Their plans include usage of the entire 68,000 square foot building for a grocery store as well as some of their operations. We are hoping that they make a public announcement soon. There have been different rumors floating around regarding Kowalski's but at this point they are not closing their White Bear Lake store nor are they just moving some of their operations to the site. The financial package does not include tax abatement anymore – we are giving them more money up front instead of over time. The left turn lane has also been preliminarily approved by the county pending approval of the final design. Kowalski's is hoping to submit their applications for the January Planning Commission Meeting.

Key Medical Supply Visit

Immediately following the meeting, the EDC members were provided a brief background of the company by CEO/Owner Jackie Anderson as well as a tour of the facility.

Key Medical Supply, Inc. is the first company devoted exclusively to the residential resources community. Founded in Minnesota in 1998, the company has a unique blend of products and services designed especially for this unique home based population. The Shoreview-based 40,000 square foot facility houses thousands of products that are delivered right to your door of customers. Key Medical specializes in serving the unique needs of the Adult Group Home, Board and Care Homes and Community Based Care facilities.

Memorandum

To: Mayor and City Council Members
Cc: City Manager
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: January 14, 2015
Re: Monthly Report
- Administration Department
- Community Development Department

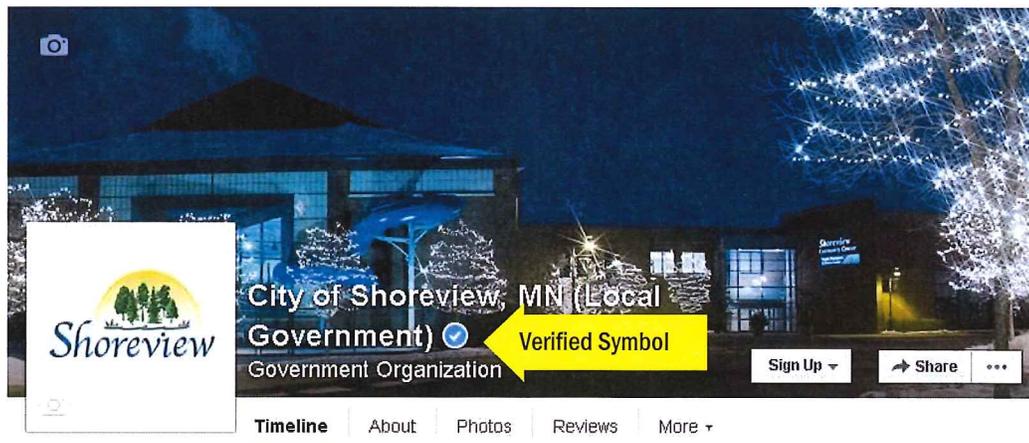
ADMINISTRATION DEPARTMENT

Cable Television

CenturyLink has submitted their application for a Cable Communications Services franchise in the City along with their application fee of \$7,500. Staff will be meeting with Robert Vose from the Kennedy and Graven firm to review the application materials prior to the public hearing scheduled for February 1, 2016.

Communications

The City has recently been able to verify its Facebook page. This means that when people visit our Facebook page they will see a little blue checkmark next to our name (see below).



A verified page lets people know that it is an authentic page. This is important as more and more pages are developed. For example, there is a Facebook page called “Shoreview, Minnesota”, a page called “Shoreview Front Desk”, and one called “Shoreview MN (TuGato)”. By having a blue verified checkmark next to our name it assures our residents and others that this is the Official Facebook page of the City of Shoreview, Minnesota. It also allows our page to show up at the top of the list when people type in “Shoreview” in the search bar.

Elections

Ramsey County is currently in the process of testing the new election equipment. Once their testing is complete they will deliver the equipment to the cities. The anticipated date of delivery is sometime in late April. At that point, city staff will begin training on how to use the equipment for those who will be working elections.

In addition to the typical challenges of administering primary and general elections, especially with the anticipated heavy turnout in a presidential year, the City’s long-time and valued Deputy City Clerk Terri Hoffard has announced her retirement effective at the end of June. The HR department is preparing a job posting, and the Administration department is developing a plan and training to ensure a smooth transition.

Human Resources

The Human Resources department continues to be extremely busy with both job recruitment and the change in health insurance coverage for employees that occurred at beginning of the year. The number of applications that are processed by the HR department has been steadily increasing over the last 2 years. In 2015, there were a total of 2,565 applications processed. This was a 49% increase over the previous year. With the implementation of the NeoGov software, the number of applications processed has jumped significantly. This increase is not attributed solely to the ease of applying online with the new software, as there are other circumstances that affect it (such as number of job postings, types of postings, job market, etc.). However, the software has made a very positive impact on recruitment. The table below highlights the number of applications the Human Resources department has processed and managed over the last few years.

2013 (Pre NeoGov)	877 Applications	
2014	1719 Applications	96% increase over previous year
2015	2565 Applications	49% increase over previous year

Human Rights Commission

The Human Rights Commission met in a special meeting to set their goals for 2016. The Commission used a new facilitation method, called Technology of Participation (ToP) during this meeting. ToP was developed by the Institute of Cultural Affairs and is designed to help groups think, talk and work

together with structured methods that recognize contributions of all participants; allowing them to deal with more information in less time, and welcoming diversity while minimizing polarization and conflict. The HRC used this method to come to a consensus on issues or concerns they would like to address in the upcoming year that will help them achieve the HRC mission. The following are the topics they will be focusing on for 2016:

- Police/Community Relations
- Cultural Integration
- Religious Discrimination

What Human Rights concerns or issues will we address in 2016?		
POLICE/COMMUNITY RELATIONS	CULTURAL INTEGRATION	RELIGIOUS DISCRIMINATION
<ul style="list-style-type: none"> • Relationships between the public and authorities • Better connection for the community to law enforcement • Police/Minority Relations 	<ul style="list-style-type: none"> • Immigrants – Legal & Illegal • Bullying • Events & Activities to recognize cross-cultural populations • Diversity education & more connection with the schools 	<ul style="list-style-type: none"> • Islamic Fear, Anti-Muslim Sentiment • Using Religion to discriminate • <u>Islamophobia</u>



January 13, 2016

At their February meeting, they will be using this facilitation method to come to a consensus on specific actions and activities that will align with these goals for 2016.

Shoreview Commons Master Plan

The firm Stantec Consulting Services is leading the City’s process for the development of a new master plan for the Shoreview Commons park and civic campus. The City Council identified this project as one of their key goals during their annual goal setting session held earlier this year. The first project meeting with the Council and Parks and Recreation Commission was held in November, and we are planning on a second meeting to review preliminary concept plans at the February 8th workshop

meeting. There is also a work team of City staff providing input on the master plan. The process is expected to take about 6 months to complete.

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

County/Shoreview Library Project

Construction continues in earnest and on schedule for the new regional library being built by Ramsey County. Footings/foundation work has been mostly completed, with structural steel expected to be delivered later this month to begin the building framing construction. The agreement authorizing the sale of City-purchased property to the County, and an easement agreement establishing terms and conditions including property maintenance, sharing access, overflow parking, and joint signage with both the County and Mounds View School District have been approved and signed off by all the parties. The documents will now be recorded at the County, and the formal land transfer to the County in conjunction with the cost reimbursement to the City will be finalized soon.

The City's sign consultant, The Lane Design Group, is working on a sign plan for the properties including a new joint monument signage at the Victoria Street/Highway 96 intersection. The City will likely relocate the existing message center sign. A meeting of the three governmental entities will be held later this month to review the preliminary signage plans, including individual entrance monuments for the School District and Library facilities to match the City's sign design. The plans will be presented to the Council for review in February.

COMMUNITY DEVELOPMENT DEPARTMENT

Economic Development Commission

The EDC held their December meeting off-site with a visit to Key Medical Supply. Key Medical is identified in the City's Business Retention and Expansion Program as a top business, and they are located in the Rice Creek Corporate Park. The EDC and City staff was provided a presentation on the company and tour of the facility by their President/CEO Jackie Anderson.

On the behalf of the EDC, City staff has been working with the City of Arden Hills, Vadnais Heights Economic Development Corporation, and Saint Paul Area Chamber of Commerce on developing a jointly sponsored business workshop series. All of the parties have hosted similar seminars in recent years with various levels of success in turnout, and by joining together we can combine our marketing resources including online registration and outreach of the St. Paul Chamber to hopefully generate more interest

and provide greater benefit to our respective business communities covering topics that are important to their growth needs and success. The first joint sponsored event is tentatively scheduled for March.

Economic Development Authority

At their official annual business meeting, the EDA reappointed officers to the board for 2016, as follows:

- Emy Johnson – President
- Sue Denkinger – Vice President
- Shelly Myrland – Treasurer

Planning Commission

The Planning Commission will hold their next regular meeting on Tuesday, January 26th. Three development applications will be considered, including the Kowalski’s Market/Rainbow Foods redevelopment, the mixed-used residential/retail redevelopment project from the Elevage Group for property at County Road E and Rice Street, and the land use amendment for the Children’s Health Care property by Ryan Companies.

Children’s Health Care Property (Rice Creek Corporate Park)

At both their December and January meetings, the EDA board had a general discussion of land use issues relating to the potential development of the Children’s Health Care property. Children’s Health Care (Children’s Hospital) is actively marketing for sale their 18.5-acre vacant parcel within the Rice Creek Corporate Park.

Ryan Construction (Ryan Companies) is interested in purchasing the land from Children’s Health Care, and has been working with real estate broker representatives of Children’s (Cushman-Wakefield). Ryan Companies representatives attended the January meeting of the Economic Development Authority to discuss in greater depth the current office/business market, and outline their vision for development of the Children’s property for multi-tenant flexible uses similar to other portions of the Rice Creek Corporate Park.



Children’s has owned the property since 2001, when they were planning a north metro medical campus, which they have decided not to pursue. Recently, the City was approached by representatives of both Children’s Health Care and the commercial broker engaged by Children’s, along with a prospective business interested in developing a portion of the site for office/flex space.

The restrictive covenants adopted for the overall PUD guiding development of the corporate campus restricts the Children’s property to office type uses. The real estate brokers suggest that the current

development market, especially in the north metro area, is very strong for business/office flex space. Conversely, they believe the market is weak for corporate office space.

The main policy issue for the City is a willingness to consider allowing for greater development flexibility (similar to the majority of the other buildings in the Rice Creek Corporate Park) for the largest remaining vacant parcel in the community available for development. There may be some benefits to allowing for business park type uses in order to attract new businesses and also provide new office/flex tenant spaces that are generally lacking in the city. The City original intentions for the subject property back when it was



approved in the late 1990s was for higher end corporate “Class A” office development, which may or may not be possible anytime soon in the current market.

The general consensus of the EDA was that the City may be open to providing greater land use flexibility, subject to certain parameters including:

- a master plan for the entire property, showing coordination of development, and the City would not accept piecemeal development and subdivision creating smaller parcels without an overall plan
- more support towards a specific project(s) instead of all speculative building(s)
- more support towards project(s) that would provide strong tax base and employment, more office/corporate and production rather than significant warehouse
- project(s) would have to provide a high degree of quality design and building materials
- any changes to the PUD would need to still identify allowable uses and development restrictions, such as no major trucking or distribution type uses, while providing greater flexibility to allow office/flex type development

Ryan Companies has indicated intent to pursue a PUD Concept review through the Planning Commission and City Council, which will provide additional comments/feedback with no formal actions. It is anticipated that this matter will be schedule on the Planning Commission agenda for discussion at their meeting on January 26th.

Elevage Development Group – TIF Financing Application Submitted

The Elevage Development Group has submitted formal applications for both tax increment financing and project development plans to the City for consideration. They are pursuing an upscale mixed-use housing and retail redevelopment at the northwest corner of County Road E and Rice Street. The concept includes a five-story higher end market rate rental apartment building of approximately 134 units with underground parking, first floor retail space of 6,000 square feet, and 14 rental townhomes (site plan shown, on right). The project would involve the tear down of the old retail center property, as well as three adjacent single-family residential properties that have all been acquired by the developer.



Elevage Development Group is seeking Planned Unit Development approval from the City, and the development plans will be considered at a public hearing at the Planning Commission on January 26th.

Elevage has also formally applied to the City seeking tax increment financing support of the redevelopment project through the creation of a new TIF District. While the City staff and consultants are in the early stage of reviewing the financing request, a preliminary review of the proposed financing was outlined to the EDA at their January meeting. The more detailed consideration of the financing will be considered at subsequent meetings once there has been more review and action taken on the PUD development plans, as the project detail/density is directly related to the financing.

The developer hopes to receive formal approvals over the winter and begin construction by the spring of 2016.

Kowalski’s Market

Kowalski’s RE Holdings, LLC, has formally applied for approval of the Planned Unit Development plans for locating a Kowalski’s Market and operations to the former Rainbow Foods property at 441 Highway 96 West (northwest of the intersection of Highway 96 and Highway 49/Hodgson Road). The proposal includes the complete renovation of the existing building to accommodate a new



Kowalski's Market, which would also include a wine shop and Starbucks, along with all the other offerings provided in their grocery stores. Kowalski's would also consolidate operations from other communities and create a new central facility for their bakery, kitchen, and catering operations. The grocery-related components would take approximately 25,000-28,000 square feet of the 68,000 square foot building, with the remainder being re-purposed for the other company operations. Additionally, the proposal will include a separate parcel in the existing parking lot area near Highway 96 that would be sized to support a 6,000 square foot freestanding restaurant and/or additional retail services. Included in your agenda packet are the development plans submitted by Kowalski's, which will be considered by Planning Commission at their meeting on January 26th.

Due to the significant redevelopment costs associated with transforming the vacant obsolete 20-year old "big box" building, the City is providing \$1.1 million in financial assistance from existing development funds, which is expected to be recovered over time with the increased property values with the private investment. The City has also agreed to cover the cost of constructing a new left-turn lane to improve access to the site from east-bound traffic on Highway 96.

The City's development attorney has drafted a Business Financing Development Agreement for the project, which has been presented to Kowalski's for their review. It is anticipated that the formal review and consideration of the financing package and related development agreement will be presented to the EDA at your February meeting, and then forwarded to the City Council for consideration. Kowalski's is hoping to gain all City approvals by March, so they can begin work on the major property improvements and building renovations and open before the holiday season later this year.

Metro Transit – A Line Corridor

The Planning staff represented the City on a working group evaluating the extension of bus rapid transit intended to serve the former Twin Cities Arm Ammunition Plant property (now named Rice Creek Commons) in the City of Arden Hills. This transit line will be an extension of the existing A-Line that currently serves the Snelling Avenue corridor. A Draft Report has been prepared that evaluates the corridor and provides implementation recommendations.

The report identifies Lexington Avenue, north of County Road E to Highway 96, as the preferred alignment due to public input, the number of destinations/employment and pedestrian infrastructure. The timeframe for this extension is 15 plus years and is also dependent on funding. Staff provided comments to Metro Transit stating support for the proposed line and a commitment to work with the County on needed improvements to Lexington Avenue. In addition, it was suggested that this line be extended farther to the north to serve the Rice Creek Corporate Park in Shoreview. A copy of the proposed A-Line route is attached to this report.

Housing & Code Enforcement

There have been just 2 new new code enforcement cases opened so far in January. The table below summarizes the status of code enforcement activity:

Code Enforcement Activity			
Year	Total Cases	Cases Open	Cases Closed
2016	2	2	0
2015	185	108	77
2014	173	45	128

Staff will be following up this winter on open cases remaining from 2014 and 2015.

Code Enforcement Cases

- A homeowner on Lexington Avenue North was issued citations several months ago for failure to remove outside storage items from a City owned property, refuse and parking and storage of vehicles and equipment for vehicle related violations. The homeowner appeared in court again on December 21st and was given a final compliance date of January 15th to comply. Failure to comply may result in the homeowner serving jail time.
- Citations were issued to two owners of a home on Hamline Avenue by the City for unauthorized grading work. Planning staff is working with the Natural Resource Specialist on this case and the property remains noncompliant despite City Staff efforts to work with the homeowners. The homeowner's lawyer appeared in court January 6th and was directed by our City Attorney to work with City staff to bring the property into compliance. The property remains non-compliant and erosion control escrow funds are being used to install the required erosion control measures on January 13th by a City-hired contractor.
- These same two homeowners were also issued citations for outside storage after failure to bring the property into compliance from a case that was started in March of 2015. A hearing has not been scheduled yet and the property remains non-compliant.
- A citation was issued on December 1st to a homeowner on Poplar Drive for outside storage, refuse and housing maintenance violations. A hearing has not yet been scheduled, but the property is now in compliance for the outside storage and refuse violations. The housing maintenance violation will hopefully be addressed in spring (painting).

Housing Maintenance Cases

- At the December 7th meeting, the City Council adopted a resolution ordering the abatement of a hazardous structure (single-family residence) located in the southern part of the City. In accordance with the resolution, the property owner was required to make the necessary repairs by January 6, 2016. The repairs have not been completed as required and the property remains uninhabitable and a public health nuisance. The property owner has contacted the City and

indicated that she is no longer residing in the home and has requested additional time to complete the repairs. Based on our conversations, it appears that no progress has been made with the required corrections. As such, staff will begin to work with the City Attorney to prepare the necessary paperwork seeking summary enforcement of the abatement order in District Court.

- City Staff continues to monitor five property owners that have signed Abatement and Assessment Agreements with the City. Bi-annual inspections are conducted to ensure compliance with the City’s Housing Maintenance standards. Staff will be following up with inspections this winter with everyone who has a signed agreement with the City.

The Hoarding Project holds support groups here at City Hall generally on the 3rd and 4th Thursdays of every month. Residents who have entered into an agreement with the City have been encouraged to attend. There is also a separate support group meeting for family and friends of hoarders. In addition, information will be available on the City’s website regarding hoarding and the resources available to assist residents.

Rental Licensing. A record total of 606 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses were issued for the 2015 license year. The following table shows the increase in Rental Licenses over the past 5 years;

Rental Licenses Issued						
Year	2010	2011	2012	2013	2014	2015
Licenses	357	448	550	572	554	606

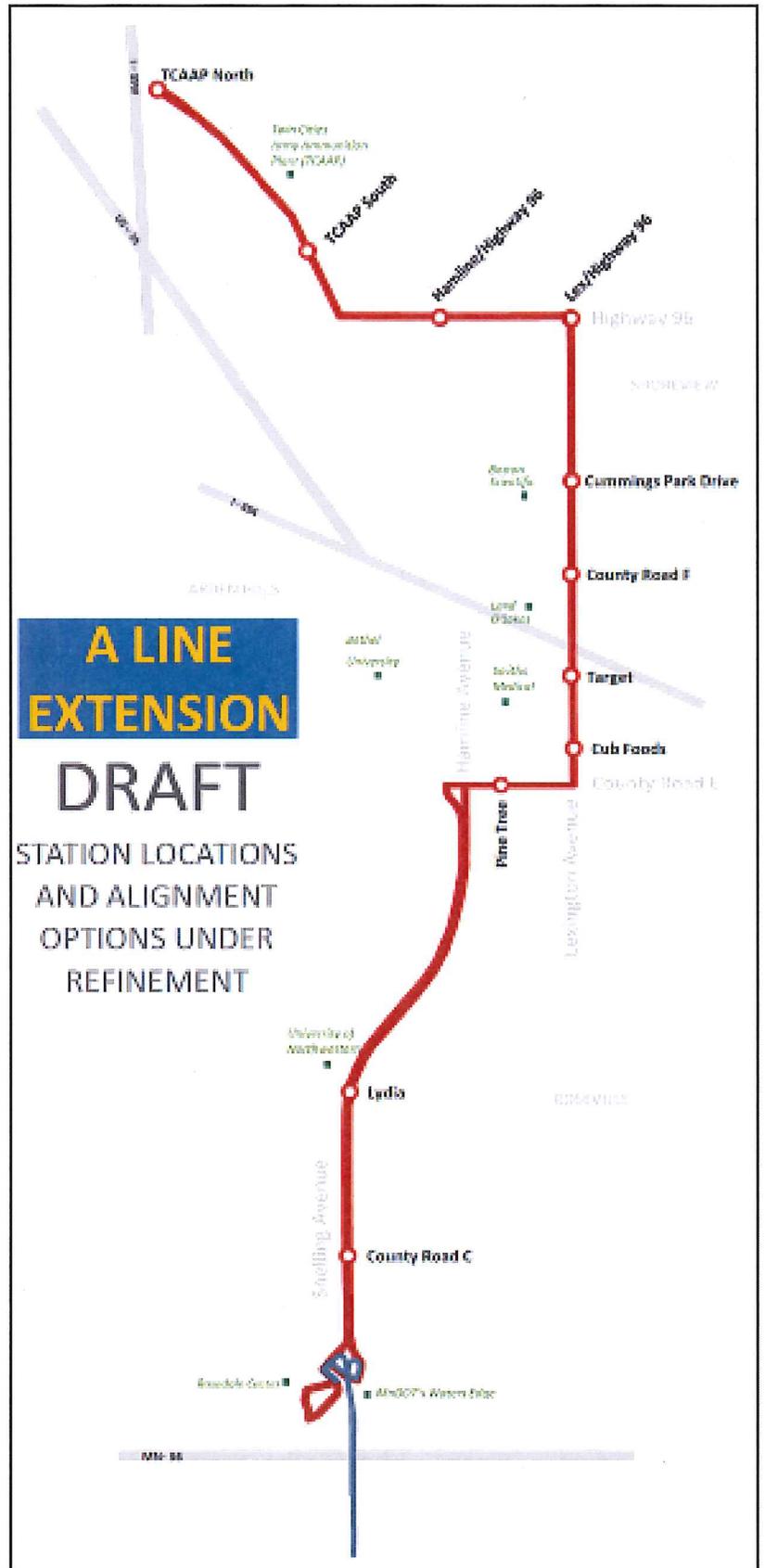
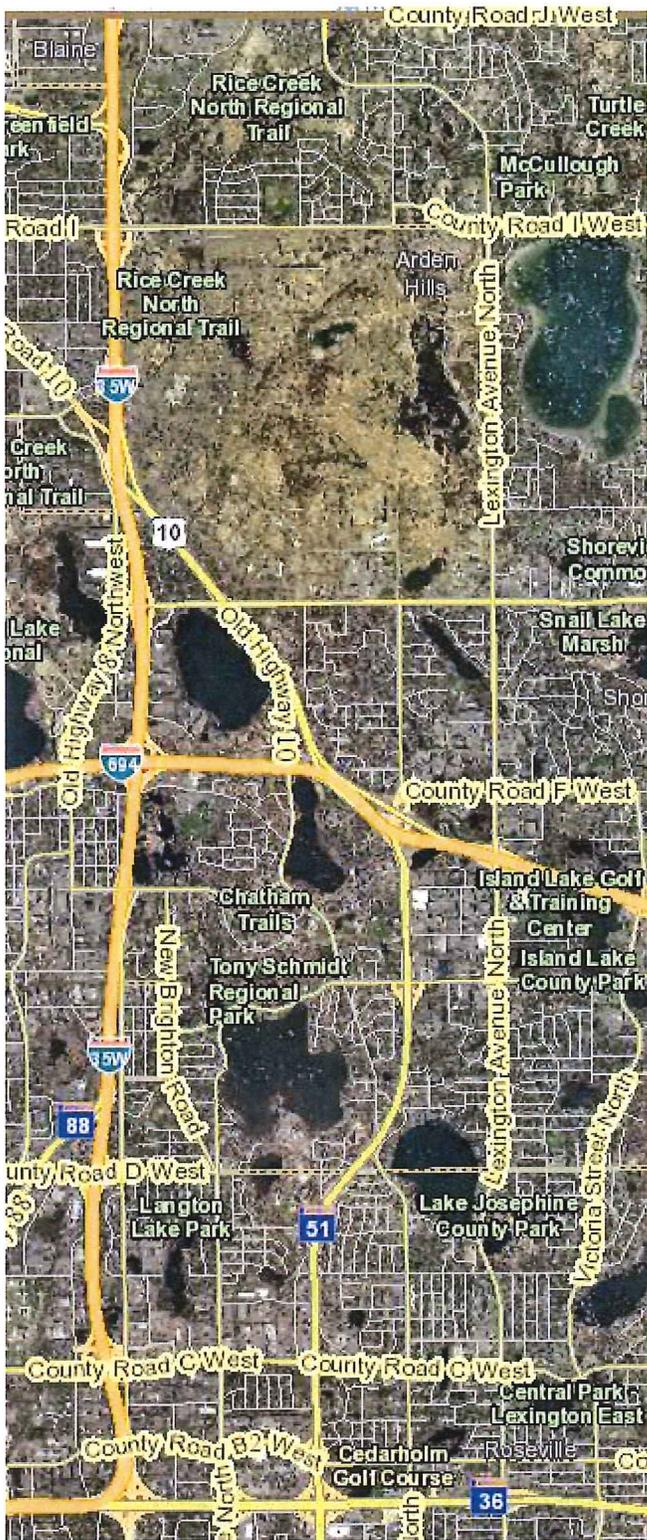
A total of 563 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses have been applied for the 2016 license year. Eleven licenses have not been applied for yet. These late applications are subject to an additional late fee of seventy five dollars and the properties are also considered in violation of City Code for not having the required rental license. Staff is currently following up with these owners and will take formal enforcement action if necessary.

Affidavits were submitted by owners during the renewal process stating that their properties were either sold or no longer being rented. This reduced the total number of rental properties approximately by thirty from the start of the renewal process. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses. Staff will also remain active in identifying rental properties that have not been licensed.

Other News and Information

- Attached is the monthly report on building permit activity from the Building Official.
- Attached are the monthly services reports from the Housing Resource Center.

Figure 3: A Line Extension Map - Preferred Alignment



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

	DECEMBER 2015		TO DATE 2015		DECEMBER 2014		TO DATE 2014	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	4	\$1,722,000	19	\$6,293,000	10	\$3,111,000	28	\$8,218,650
TOWNHOMES			0	\$0			0	\$0
ADDITIONS			23	\$1,020,000	1	\$200,000	26	\$2,897,300
GARAGES			6	\$152,000			9	\$217,500
MISCELLANEOUS	32	\$259,025	1033	\$7,574,699	44	\$339,529	927	\$5,583,868
APARTMENTS			0	\$0			1	\$16,705,000
OFFICES			0	\$0			1	\$1,500,000
RETAIL			1	\$1,500,000			0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0			1	\$80,000
PUBLIC BUILDINGS			2	\$1,532,000			0	\$0
COMMERCIAL ADDITIONS			0	\$0	1	\$90,000	1	\$90,000
COMMERCIAL ALTER	6	\$44,800	57	\$3,612,862	3	\$356,750	59	\$5,024,304
TOTAL	42	\$2,025,825	1141	\$21,684,561	59	\$4,097,279	1053	\$40,316,622

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: January 12, 2016

RE: Monthly Finance Report

Utility Revenue

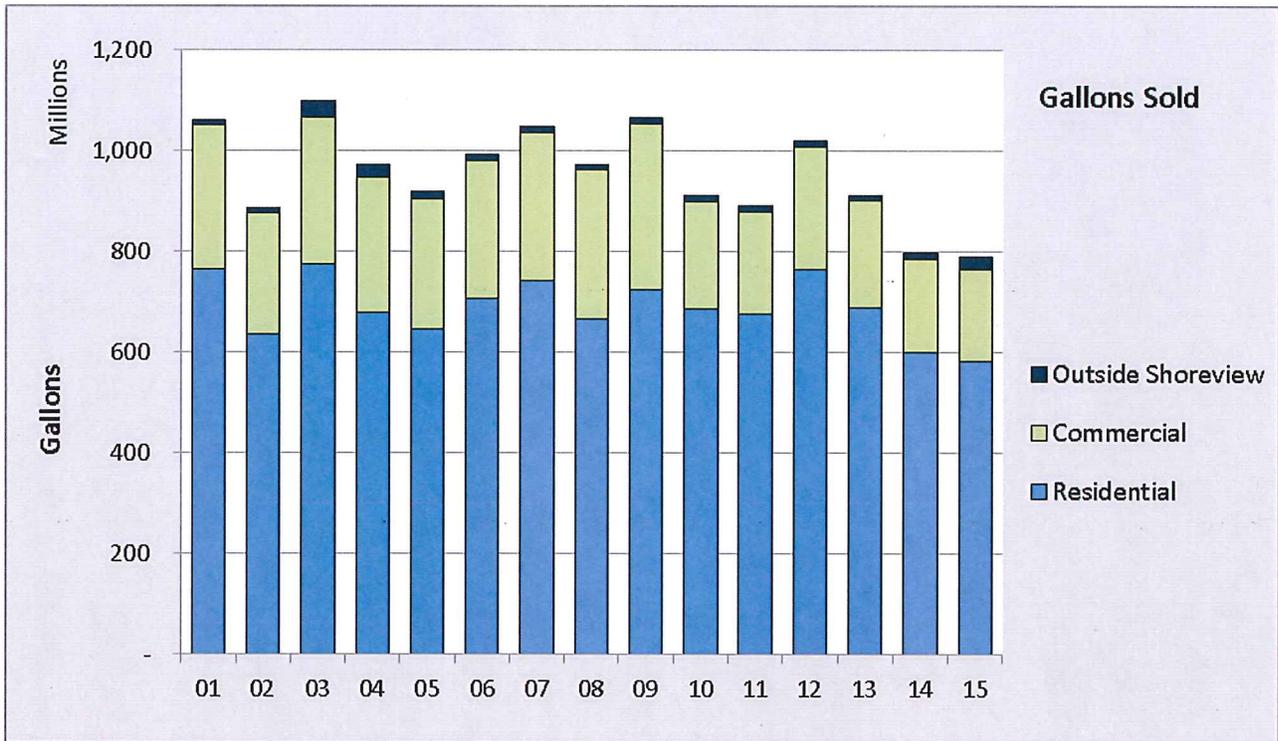
The table below provides a two-year comparison of utility revenue and gallons of water sold, and shows the variance to the adopted budget (the last two lines of the table). Water revenue for the year is 10.3% below budget (\$289,416 below). The variance is due to gallons sold being below projected levels.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-14	55,636,049	\$ 166,227	\$ 312,543	\$ 102,646	\$ 40,041	\$ 621,457
Feb-14	44,039,262	\$ 128,095	\$ 272,862	\$ 84,370	\$ 33,566	\$ 518,893
Mar-14	56,513,396	\$ 168,161	\$ 358,946	\$ 132,767	\$ 49,445	\$ 709,319
Apr-14	46,777,269	\$ 144,159	\$ 306,819	\$ 103,032	\$ 40,123	\$ 594,133
May-14	41,232,903	\$ 123,676	\$ 274,453	\$ 85,308	\$ 33,898	\$ 517,335
Jun-14	64,580,690	\$ 190,415	\$ 365,347	\$ 132,895	\$ 49,548	\$ 738,205
Jul-14	73,954,448	\$ 218,213	\$ 309,626	\$ 103,344	\$ 40,289	\$ 671,472
Aug-14	71,707,947	\$ 208,605	\$ 280,451	\$ 85,004	\$ 33,887	\$ 607,947
Sep-14	101,629,480	\$ 303,666	\$ 374,813	\$ 132,422	\$ 49,563	\$ 860,464
Oct-14	107,944,416	\$ 319,651	\$ 311,306	\$ 103,267	\$ 40,330	\$ 774,554
Nov-14	63,125,000	\$ 185,601	\$ 277,721	\$ 85,360	\$ 33,994	\$ 582,676
Dec-14	69,403,694	\$ 213,851	\$ 375,702	\$ 142,535	\$ 50,261	\$ 782,349
Total 2014	796,544,554	\$ 2,370,320	\$ 3,820,589	\$ 1,292,950	\$ 494,945	\$ 7,978,804
Jan-15	53,824,710	\$ 173,100	\$ 317,620	\$ 112,881	\$ 41,631	\$ 645,232
Feb-15	42,069,513	\$ 129,794	\$ 274,261	\$ 93,405	\$ 35,848	\$ 533,308
Mar-15	54,275,495	\$ 175,320	\$ 370,349	\$ 145,925	\$ 52,062	\$ 743,656
Apr-15	46,516,846	\$ 153,019	\$ 316,439	\$ 113,630	\$ 41,751	\$ 624,839
May-15	44,075,778	\$ 140,461	\$ 277,207	\$ 93,886	\$ 36,012	\$ 547,566
Jun-15	65,246,965	\$ 207,621	\$ 378,089	\$ 146,665	\$ 52,365	\$ 784,740
Jul-15	76,606,274	\$ 236,878	\$ 319,652	\$ 113,640	\$ 41,913	\$ 712,083
Aug-15	71,083,917	\$ 237,890	\$ 283,729	\$ 95,621	\$ 36,344	\$ 653,584
Sep-15	95,126,082	\$ 302,185	\$ 392,080	\$ 145,181	\$ 52,130	\$ 891,576
Oct-15	104,519,742	\$ 327,864	\$ 324,777	\$ 114,026	\$ 42,012	\$ 808,679
Nov-15	67,662,636	\$ 225,231	\$ 283,922	\$ 93,982	\$ 36,450	\$ 639,585
Dec-15	68,351,372	\$ 214,221	\$ 383,186	\$ 147,046	\$ 52,420	\$ 796,873
Total 2015	789,359,330	\$ 2,523,584	\$ 3,921,311	\$ 1,415,888	\$ 520,938	\$ 8,381,721
Change	-0.9%	6.5%	2.6%	9.5%	5.3%	5.0%
2015 rate increase		7.0%	3.0%	10.0%	4.0%	
Budget (2015)		\$ 2,813,000	\$ 3,939,000	\$ 1,407,000	\$ 513,000	\$ 8,672,000
Variance to budget in \$		\$ (289,416)	\$ (17,689)	\$ 8,888	\$ 7,938	\$ (290,279)
Variance to budget in %		-10.3%	-0.4%	0.6%	1.5%	-3.3%

The utility revenue shown on the previous page includes revenue from late fees. To illustrate the impact of late fees on total revenue, the table below provides a 5-year history of these fees, as well as the percent of total utility revenue. For 2015, late fees account for 1.7% of utility revenue

Year	Water	Sewer	Surface Water	Street Lighting	Total	Percent of Revenue
2011	\$ 39,192	\$ 72,054	\$ 16,250	\$ 6,862	\$ 134,358	1.9%
2012	\$ 45,780	\$ 72,949	\$ 17,422	\$ 7,879	\$ 144,030	1.8%
2013	\$ 45,772	\$ 66,762	\$ 18,842	\$ 8,579	\$ 139,955	1.7%
2014	\$ 44,619	\$ 67,830	\$ 19,512	\$ 8,655	\$ 140,616	1.8%
2015	\$ 40,656	\$ 68,487	\$ 21,888	\$ 8,846	\$ 139,877	1.7%

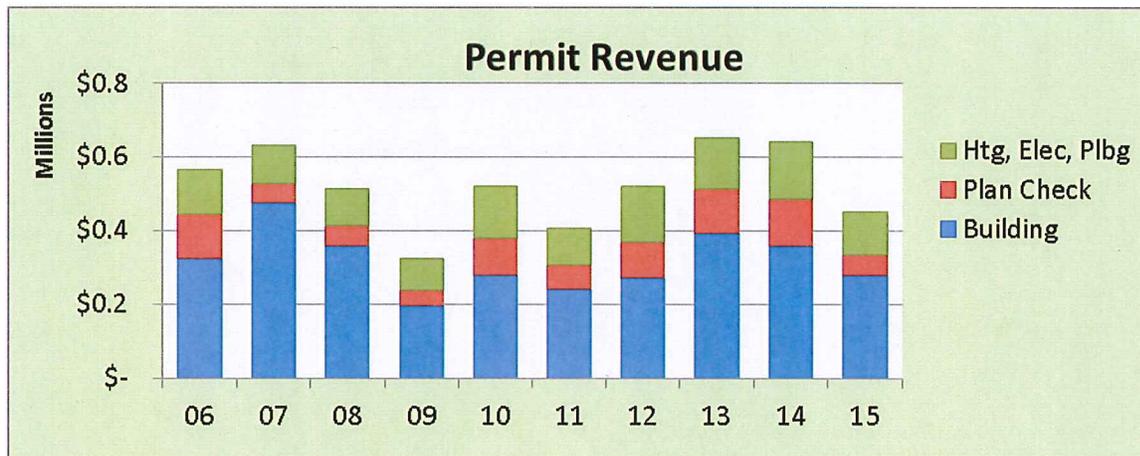
The graph that follows shows the gallons billed over a 15-year period. The year 2015 is lowest, followed by 2014 at second lowest. The year 2003 had the highest consumption, followed by 2009.



Permit Revenue

The table below provides a 5-year comparison of permit revenue in comparison to annual budget allowances, followed by a graph of permit revenue over the last 10 years.

	2011	2012	2013	2014	2015
Revenue Received					
Building permits	\$ 240,730	\$ 270,420	\$ 391,867	\$ 359,025	\$ 279,832
Plan check	67,204	99,800	121,547	127,567	53,030
Heating/electric/plumbing	97,325	151,369	139,291	153,886	117,315
Total Revenue	\$ 405,259	\$ 521,589	\$ 652,705	\$ 640,478	\$ 450,177
Percent of budget allowance	168.2%	202.2%	240.0%	227.9%	154.2%
Budget allowance:					
Building permits	\$ 149,000	\$ 150,000	\$ 150,000	\$ 162,000	\$ 170,000
Plan check	35,000	45,000	50,000	46,000	50,000
Heating/electric/plumbing	57,000	63,000	72,000	73,000	72,000
Total Budget	\$ 241,000	\$ 258,000	\$ 272,000	\$ 281,000	\$ 292,000



Monthly Report

Attached is the monthly report for December of 2015. The balances in this report are preliminary, and do not include year-end adjustments, accruals, or the allocation of interest income for the year.

General Fund
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	7,023,335	6,922,441	100,894	98.56	98.56
Licenses & Permits	330,100	500,102	-170,002	151.50	151.50
Intergovernmental	455,032	541,105	-86,073	118.92	118.92
Charges for Services	1,303,810	1,172,432	131,378	89.92	89.92
Fines & Forfeits	48,800	34,265	14,535	70.21	70.21
Interest Earnings	50,000		50,000		
Miscellaneous	26,227	28,036	-1,809	106.90	106.90
TOTAL REVENUES	9,237,304	9,198,381	38,923	99.58	99.58
EXPENDITURES					
General Government					
Administration	553,955	540,179	13,776	97.51	97.51
Communications	215,944	187,863	28,081	87.00	87.00
Council & commiss	151,925	144,753	7,172	95.28	95.28
Elections	4,000	1,494	2,506	37.35	37.35
Finance/accounting	545,070	500,886	44,184	91.89	91.89
Human Resources	290,010	248,780	41,230	85.78	85.78
Information systems	346,344	324,534	21,810	93.70	93.70
Legal	125,000	104,222	20,778	83.38	83.38
Total General Government	2,232,248	2,052,710	179,538	91.96	91.96
Public Safety					
Emergency services	5,130	2,546	2,584	49.63	49.63
Fire	1,354,780	1,414,640	-59,860	104.42	104.42
Police	2,064,925	2,044,230	20,695	99.00	99.00
Total Public Safety	3,424,835	3,461,416	-36,581	101.07	101.07
Public Works					
Forestry/nursery	125,989	80,808	45,181	64.14	64.14
Pub Works Adm/Engin	450,210	402,154	48,056	89.33	89.33
Streets	864,238	786,136	78,102	90.96	90.96
Trail mgmt	132,926	100,619	32,307	75.70	75.70
Total Public Works	1,573,363	1,369,717	203,646	87.06	87.06
Parks and Recreation					
Municipal buildings	131,725	128,553	3,172	97.59	97.59
Park Maintenance	1,247,321	1,185,560	61,761	95.05	95.05
Park/Recreation Adm	381,141	373,236	7,905	97.93	97.93
Total Parks and Recreation	1,760,187	1,687,349	72,838	95.86	95.86
Community Develop					
Building Inspection	167,224	167,953	-729	100.44	100.44
Planning/zoning adm	449,447	431,662	17,785	96.04	96.04
Total Community Develop	616,671	599,615	17,056	97.23	97.23

General Fund
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,607,304	9,170,808	436,496	95.46	95.46
OTHER					
Sale of Asset		1,726	-1,726		
Transfers In	748,000	748,000		100.00	100.00
Transfers Out	-378,000	-378,000		100.00	100.00
TOTAL OTHER	370,000	371,726	-1,726	100.47	100.47
Net change in fund equity		399,299	-399,299		
Fund equity, beginning		4,447,396			
Fund equity, ending		4,846,695			
Less invested in capital assets					
Net available fund equity		4,846,695			

Recycling
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	65,000	83,912	-18,912	129.10	129.10
Charges for Services	527,000	513,105	13,895	97.36	97.36
TOTAL REVENUES	592,000	597,017	-5,017	100.85	100.85
EXPENDITURES					
Public Works					
Recycling	544,287	489,564	54,723	89.95	89.95
Total Public Works	544,287	489,564	54,723	89.95	89.95
TOTAL EXPENDITURES	544,287	489,564	54,723	89.95	89.95
Net change in fund equity	47,713	107,453	-59,740		
Fund equity, beginning		266,654			
Fund equity, ending		374,107			
Less invested in capital assets					
Net available fund equity		374,107			

STD Self Insurance
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	7,820	-320	104.27	104.27
Interest Earnings	500		500		
TOTAL REVENUES	8,000	7,820	180	97.75	97.75
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	8,090	-90	101.13	101.13
Total Miscellaneous	8,000	8,090	-90	101.13	101.13
TOTAL EXPENDITURES	8,000	8,090	-90	101.13	101.13
Net change in fund equity		-270	270		
Fund equity, beginning		41,948			
Fund equity, ending		41,678			
Less invested in capital assets					
Net available fund equity		41,678			

Community Center
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,443,830	2,389,810	54,020	97.79	97.79
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	2,275	10,225	18.20	18.20
TOTAL REVENUES	2,461,330	2,392,085	69,245	97.19	97.19
EXPENDITURES					
Parks and Recreation					
Community center	2,763,411	2,613,197	150,214	94.56	94.56
Total Parks and Recreation	2,763,411	2,613,197	150,214	94.56	94.56
TOTAL EXPENDITURES	2,763,411	2,613,197	150,214	94.56	94.56
OTHER					
Sale of Asset		610	-610		
Transfers In	366,000	366,000		100.00	100.00
TOTAL OTHER	366,000	366,610	-610	100.17	100.17
Net change in fund equity	63,919	145,498	-81,579		
Fund equity, beginning		1,193,542			
Fund equity, ending		1,339,040			
Less invested in capital assets					
Net available fund equity		1,339,040			

Recreation Programs
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,472,088	1,451,282	20,806	98.59	98.59
Interest Earnings	2,000		2,000		
Miscellaneous		250	-250		
TOTAL REVENUES	1,474,088	1,451,532	22,556	98.47	98.47
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	97,923	105,188	-7,265	107.42	107.42
Aquatics	153,384	127,409	25,975	83.07	83.07
Community programs	100,472	94,172	6,300	93.73	93.73
Drop-in Child Care	64,130	60,025	4,105	93.60	93.60
Fitness Programs	202,764	168,607	34,157	83.15	83.15
Park/Recreation Adm	389,800	411,468	-21,668	105.56	105.56
Preschool Programs	92,433	92,798	-365	100.40	100.40
Summer Discovery	208,991	275,833	-66,842	131.98	131.98
Youth/Teen	34,287	29,624	4,663	86.40	86.40
Total Parks and Recreation	1,344,184	1,365,124	-20,940	101.56	101.56
TOTAL EXPENDITURES	1,344,184	1,365,124	-20,940	101.56	101.56
OTHER					
Transfers In	72,000	72,000		100.00	100.00
Transfers Out	-120,000	-120,000		100.00	100.00
TOTAL OTHER	-48,000	-48,000		100.00	100.00
Net change in fund equity	81,904	38,408	43,496		
Fund equity, beginning		971,783			
Fund equity, ending		1,010,191			
Less invested in capital assets					
Net available fund equity		1,010,191			

Cable Television
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	318,000	493,472	-175,472	155.18	155.18
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	23,061	-21,861	1,921.7	1,921.7
TOTAL REVENUES	320,900	516,533	-195,633	160.96	160.96
EXPENDITURES					
General Government					
Cable television	167,993	149,044	18,949	88.72	88.72
Total General Government	167,993	149,044	18,949	88.72	88.72
Capital Outlay					
Cable television	25,000	38,285	-13,285	153.14	153.14
Total Capital Outlay	25,000	38,285	-13,285	153.14	153.14
TOTAL EXPENDITURES	192,993	187,329	5,664	97.06	97.06
OTHER					
Transfers Out	-167,000	-167,000		100.00	100.00
TOTAL OTHER	-167,000	-167,000		100.00	100.00
Net change in fund equity	-39,093	162,205	-201,298		
Fund equity, beginning		192,160			
Fund equity, ending		354,365			
Less invested in capital assets					
Net available fund equity		354,365			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000	88,439	1,561	98.27	98.27
TOTAL REVENUES	90,000	88,439	1,561	98.27	98.27
EXPENDITURES					
Community Develop Econ Development-EDA	85,880	95,845	-9,965	111.60	111.60
Total Community Develop	85,880	95,845	-9,965	111.60	111.60
TOTAL EXPENDITURES	85,880	95,845	-9,965	111.60	111.60
Net change in fund equity	4,120	-7,407	11,527		
Fund equity, beginning		209,176			
Fund equity, ending		201,769			
Less invested in capital assets					
Net available fund equity		201,769			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	95,000	93,392	1,608	98.31	98.31
TOTAL REVENUES	95,000	93,392	1,608	98.31	98.31
EXPENDITURES					
Community Develop Housing Programs-HRA	85,618	78,345	7,273	91.51	91.51
Total Community Develop	85,618	78,345	7,273	91.51	91.51
TOTAL EXPENDITURES	85,618	78,345	7,273	91.51	91.51
Net change in fund equity	9,382	15,047	-5,665		
Fund equity, beginning		87,943			
Fund equity, ending		102,990			
Less invested in capital assets					
Net available fund equity		102,990			

Liability Claims
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	54,388	-24,388	181.29	181.29
TOTAL REVENUES	32,200	54,388	-22,188	168.91	168.91
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	32,926	-926	102.89	102.89
Total Miscellaneous	32,000	32,926	-926	102.89	102.89
TOTAL EXPENDITURES	32,000	32,926	-926	102.89	102.89
Net change in fund equity	200	21,462	-21,262		
Fund equity, beginning		207,885			
Fund equity, ending		229,347			
Less invested in capital assets					
Net available fund equity		229,347			

Slice SV Event
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	26,500	27,535	-1,035	103.91	103.91
Miscellaneous	32,000	30,509	1,491	95.34	95.34
TOTAL REVENUES	58,500	58,045	455	99.22	99.22
EXPENDITURES					
General Government					
Slice of Shoreview	67,485	69,756	-2,271	103.37	103.37
Total General Government	67,485	69,756	-2,271	103.37	103.37
TOTAL EXPENDITURES	67,485	69,756	-2,271	103.37	103.37
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	1,015	-1,712	2,727		
Fund equity, beginning		76,351			
Fund equity, ending		74,639			
Less invested in capital assets					
Net available fund equity		74,639			

Water Fund
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		6,472	-6,472		
Intergovernmental	975	973	2	99.77	99.77
Utility Charges	2,818,000	2,493,802	324,198	88.50	88.50
Late fees		40,656	-40,656		
Water meters	4,000	7,042	-3,042	176.05	176.05
Other prop charges	11,000	29,722	-18,722	270.20	270.20
Interest Earnings	38,000	34	37,966	.09	.09
TOTAL REVENUES	2,871,975	2,578,700	293,275	89.79	89.79
EXPENDITURES					
Proprietary					
Water Operations	1,538,027	1,406,716	131,311	91.46	91.46
Total Proprietary	1,538,027	1,406,716	131,311	91.46	91.46
TOTAL EXPENDITURES	1,538,027	1,406,716	131,311	91.46	91.46
OTHER					
Contributed Assets		11,550	-11,550		
Depreciation	-651,000	-651,000		100.00	100.00
Transfers Out	-345,000	-345,000		100.00	100.00
GO Revenue Bonds	-142,903	-219,008	76,105	153.26	153.26
TOTAL OTHER	-1,138,903	-1,203,458	64,555	105.67	105.67
Net change in fund equity	195,045	-31,474	226,519		
Fund equity, beginning		13,592,659			
Fund equity, ending		13,561,185			
Less invested in capital assets		9,427,325			
Net available fund equity		4,133,860			

Sewer Fund
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		7,107	-7,107		
Intergovernmental	775	775		99.99	99.99
Charges for Services	1,000	820	180	82.01	82.01
Utility Charges	3,939,000	3,852,824	86,176	97.81	97.81
Late fees		68,487	-68,487		
Facility/area chgs	4,000	8,256	-4,256	206.39	206.39
Other prop charges	2,500	2,161	339	86.44	86.44
Interest Earnings	27,000	27	26,973	.10	.10
TOTAL REVENUES	3,974,275	3,940,457	33,818	99.15	99.15
EXPENDITURES					
Proprietary					
Sewer Operations	3,299,094	3,297,933	1,161	99.96	99.96
Total Proprietary	3,299,094	3,297,933	1,161	99.96	99.96
TOTAL EXPENDITURES	3,299,094	3,297,933	1,161	99.96	99.96
OTHER					
Contributed Assets		12,000	-12,000		
Depreciation	-348,000	-348,000		100.00	100.00
Transfers Out	-181,000	-181,000		100.00	100.00
GO Revenue Bonds	-52,857	-76,818	23,961	145.33	145.33
TOTAL OTHER	-581,857	-593,818	11,961	102.06	102.06
Net change in fund equity	93,324	48,706	44,618		
Fund equity, beginning		7,807,994			
Fund equity, ending		7,856,700			
Less invested in capital assets		4,725,848			
Net available fund equity		3,130,852			

Surface Water Mgmt
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		1,412	-1,412		
Intergovernmental	280	282	-2	100.79	100.79
Utility Charges	1,407,000	1,394,000	13,000	99.08	99.08
Late fees		21,887	-21,887		
Lake Impr Dist chgs	44,757	54,634	-9,877	122.07	122.07
Other prop charges	5,000	11,080	-6,080	221.60	221.60
Interest Earnings	9,000	10	8,990	.11	.11
TOTAL REVENUES	1,466,037	1,483,306	-17,269	101.18	101.18
EXPENDITURES					
Proprietary					
Snail Lake Aug.	28,572	13,231	15,341	46.31	46.31
Surface Water Oper	824,564	617,283	207,281	74.86	74.86
Total Proprietary	853,136	630,515	222,621	73.91	73.91
TOTAL EXPENDITURES	853,136	630,515	222,621	73.91	73.91
OTHER					
Contributed Assets		2,240	-2,240		
Depreciation	-266,000	-266,000		100.00	100.00
Transfers Out	-152,000	-152,000		100.00	100.00
GO Revenue Bonds	-71,747	-91,489	19,742	127.52	127.52
TOTAL OTHER	-489,747	-507,249	17,502	103.57	103.57
Net change in fund equity	123,154	345,542	-222,388		
Fund equity, beginning		8,387,421			
Fund equity, ending		8,732,963			
Less invested in capital assets		6,135,855			
Net available fund equity		2,597,108			

Street Light Utility
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		220	-220		
Utility Charges	513,000	512,092	908	99.82	99.82
Late fees		8,846	-8,846		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
TOTAL REVENUES	516,000	521,158	-5,158	101.00	101.00
EXPENDITURES					
Proprietary					
Street lighting	271,742	232,509	39,233	85.56	85.56
Total Proprietary	271,742	232,509	39,233	85.56	85.56
Capital Outlay					
Street lighting		150,371	-150,371		
Total Capital Outlay		150,371	-150,371		
Capital Outlay					
Capital Projects		5,745	-5,745		
Total Capital Outlay		5,745	-5,745		
TOTAL EXPENDITURES	271,742	388,625	-116,883	143.01	143.01
OTHER					
Depreciation	-66,000	-66,000		100.00	100.00
Transfers Out	-22,400	-22,400		100.00	100.00
TOTAL OTHER	-88,400	-88,400		100.00	100.00
Net change in fund equity	155,858	44,133	111,725		
Fund equity, beginning		1,363,118			
Fund equity, ending		1,407,251			
Less invested in capital assets		432,561			
Net available fund equity		974,690			

Central Garage Fund
For Year 2015 Through The Month Of December

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	208,000	204,418	3,582	98.28	98.28
Intergovernmental	6,410	6,413	-3	100.05	100.05
Cent Garage chgs	1,256,090	1,255,012	1,078	99.91	99.91
Interest Earnings	10,500	170	10,330	1.62	1.62
TOTAL REVENUES	1,481,000	1,466,014	14,986	98.99	98.99
EXPENDITURES					
Proprietary					
Central Garage Oper	621,453	547,876	73,577	88.16	88.16
Total Proprietary	621,453	547,876	73,577	88.16	88.16
Capital Outlay					
Central Garage Oper		528,870	-528,870		
Total Capital Outlay		528,870	-528,870		
TOTAL EXPENDITURES	621,453	1,076,745	-455,292	173.26	173.26
OTHER					
Sale of Asset		87,848	-87,848		
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-660,000	-660,000		100.00	100.00
Transfers Out	-14,000		-14,000		
GO CIP Bonds	-202,411	-202,193	-218	99.89	99.89
TOTAL OTHER	-757,011	-654,945	-102,066	86.52	86.52
Net change in fund equity	102,536	-265,677	368,213		
Fund equity, beginning		4,314,764			
Fund equity, ending		4,049,087			
Less invested in capital assets		3,228,575			
Net available fund equity		820,512			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
1,237	Wells Fargo Brokerage Services	CD	1,280	12-08-15	02-26-18	245,000.00	1.217700
1,233	Wells Fargo Brokerage Services	CD	813	12-08-15	02-28-18	245,000.00	1.214700
1,234	Wells Fargo Brokerage Services	CD	819	12-08-15	03-06-18	245,000.00	1.202900
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,236	Wells Fargo Brokerage Services	CD	1,280	12-08-15	05-25-18	245,000.00	1.265300
1,241	Wells Fargo Brokerage Services	CD	915	12-09-15	06-11-18	248,000.00	1.450000
1,238	Wells Fargo Brokerage Services	CD	1,280	12-08-15	08-28-18	245,000.00	1.464600
1,232	Wells Fargo Brokerage Services	CD	13	12-08-15	09-21-18	245,000.00	1.626700
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,239	Wells Fargo Brokerage Services	CD	1,097	12-09-15	12-10-18	248,000.00	1.500000
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,235	Wells Fargo Brokerage Services	CD	1,280	12-08-15	06-10-19	249,000.00	1.647400
1,229	Dain Rauscher Investment Services	CD	1,461	10-28-15	10-28-19	247,000.00	1.998600
1,230	Dain Rauscher Investment Services	CD	1,461	10-30-15	10-30-19	153,000.00	1.400000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
1,240	Wells Fargo Brokerage Services	CD	1,827	12-09-15	12-09-2020	247,000.00	2.200000
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 31						7,312,000.00	

FEDERAL HOME LN BK

1,217	Dain Rauscher Investment Services	FH	1,095	01-30-15	01-29-18	651,599.00	1.333300
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,228	Morgan Stanley Smith Barney LLC	FH	30,83	10-20-15	10-20-2020	500,000.00	2.197600
1,215	Dain Rauscher Investment Services	FH	31,93	12-30-14	12-30-2022	500,000.00	3.122900
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
Total Number Of Investments: 5						2,634,724.00	
<hr/>							
FEDERAL NATL MTG							
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1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
Total Number Of Investments: 2						2,007,347.00	
<hr/>							
FED HM MORTG POOL							
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1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
1,219	Dain Rauscher Investment Services	HP	30,83	02-27-15	02-27-2020	500,000.00	2.748500
Total Number Of Investments: 3						1,460,000.00	
<hr/>							
TAX EXMPT MNCPL BOND							
<hr/>							
1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
Total Number Of Investments: 2						314,770.75	
<hr/>							
TAXABLE MUNCPL BONDS							
<hr/>							
1,231	Oppenheimer & Co. Inc.	TM	207	12-07-15	07-01-16	422,025.95	6.434200
1,242	Oppenheimer & Co. Inc.	TM	366	12-21-15	12-21-16	403,072.00	1.620600
1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,222	Dain Rauscher Investment Services	TM	1,357	08-13-15	05-01-19	1,173,586.50	2.324700
1,227	Dain Rauscher Investment Services	TM	1,307	10-02-15	05-01-19	512,050.00	2.402400
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 12-31-15

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
Total Number Of Investments: 12					5,441,668.90	
Sub-Total Of Investments:					19,170,510.65	
		2015A GO Imp and Utl Rev Bonds			1.92	
		2016A BONDS			76,051.31	
		4M Municipal Money Mkt Fund			14,134,818.76	
		2011 COP Debt Service Reserve			56,687.65	
		GMHC Savings Acct USBank			159,104.01	
		4M Fund - Hockey Escrow			4,370.04	
		MSILF Govt Cash Mgmt MM			72,619.86	
GRAND TOTAL OF CASH & INVESTMENTS:					33,674,164.20	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: JANUARY 19, 2016
SUBJ: PUBLIC WORKS MONTHLY REPORT

ADMINISTRATIVE ACTIVITIES

The Public Works Department administers the on-street overnight and special event parking request process. This typically involves resident requests to waive to the city-wide overnight parking prohibitions (City Code 901.030) or permission for short-term parking in posted No Parking areas along public streets under City jurisdiction. Since formalizing the process in 2006, and improving it to allow requests to be made via the City's webpage, the process has worked smoothly and accommodated a consistently growing number of home improvement projects, celebrations and other special events. The process that the Department uses to receive and analyze these requests attempts to balance residents' needs with the long standing position of the City to not have the public streets used for long term/permanent parking. In the vast majority of the cases, City staff is able to accommodate requests but occasionally is not able to due to traffic safety concerns. In a number of those cases staff works with the applicant to find parking solutions.

In 2015, the City processed 291 individual requests for permission for overnight parking and was able to accommodate 280 of them (96%). In addition, in 2015 the City processed 67 individual requests for temporary parking in posted No Parking areas and was able to accommodate 62 of them (92%).

MAINTENANCE ACTIVITIES

There have been three full crew plowing events in the last month. Crews have been out salting and de-icing after three other lighter snow fall events. Before each snow fall, if conditions allow, most collector streets are pretreated to prevent ice from bonding to the road surface. Before and after each event equipment is inspected and repaired as necessary. Trails and sidewalks were cleared as part of a full crew plowing event.

Utility Crews begin each day by inspecting the wells and lift stations. They perform routine and regularly scheduled maintenance as necessary. Water samples are collected daily and analysis is performed in accordance with Minnesota Department of Health requirements. Location requests continue to come in daily and crews mark city utilities within proposed excavation sites. Crews have also been painting the inside of the well houses.

Utility crews continue with the biannual flushing of one third of the sanitary sewer system. They are inspecting manholes and replacing or repairing manhole covers as needed. They are repairing hydrants and replacing hydrant flags as necessary. Utility crews are also working on updating the mapping of the water system.

Street crews continue trimming trees along boulevards. They have been inspecting storm sewer lift stations. It was necessary to pull a pump at the Gramsie storm sewer lift station to clean and make necessary repairs. The street crews continue with general sign maintenance and necessary repairs and replacements as time allows. Data collection (GPS) of new signs throughout the City continues as time allows. Crews also clean, inspect and repair plowing equipment between each event.

The Department of Corrections crew has gone back to cleaning the maintenance facility three times a week. Throughout snow plowing activities DOC crews perform the hand work along trails and sidewalks, around the maintenance center and at bus stops. As time allows and weather permits they have been clearing snow from around hydrants throughout the City. They have been doing a detailed cleaning of the garage and have cleaned all the carpets at the maintenance center. They also continue trimming trees and removing brush along trails and in the parks as scheduling allows.

ENVIRONMENTAL SERVICES

Environmental Quality Committee (EQC)

The Environmental Quality Committee is currently advertising the 2016 Environmental Speaker Series. The series is held at 7:00pm the 3rd Wednesday of each month, January through April in the City Hall Council Chambers. This January 20th is the first speaker, Jean Buckley with Ramsey County Environmental Health Educator. She will be presenting on the “Recycling Myths and Mysteries” and clear up a lot of confusion about what *should* and what *should not* be tossed in the recycling.

Water Conservation Program update

The Shoreview Water Conservation Program is seeing continued community support and we are nearing the completion of the volunteer recruitment. To date, 348 out of the needed 400 volunteers have signed up to participate in the program known as “Know Your Flow”. All single family homes have received direct invitations to participate through their most recent water utility bill from the City.

Participant Sign Up



Forestry

Staff has organized the selections for the 2016 tree sale. New this year will be two types of shrubs and the option to add a slow-release 20 gallon watering bag (1 per tree) to an order. The tree varieties offered also has changed to help diversify our urban forest. Spruce, Maples and Oak trees are over abundant in our City's urban forest, with the three species together making up over 50% of the tree population. Tree sale order forms will be available in the March/April edition of the ShoreViews newsletter.

PROJECT UPDATES

Water Treatment Plant – Project 14-02 – The placement of the exterior brick and windows is continuing and is expected to be completed by the end of January. The flat panel roofs are installed and the trusses for the remainder of the roof area should be completed by the end of the month. The contractor would like to have the building fully enclosed by the 1st of February. Work inside the building is also continuing and includes the of the interior treatment equipment.

Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01 – All construction work for both project areas is complete except for a few minor items that will completed in the spring.

Relocation of Water Main – I694 3rd Lane – Project 15-10 – The consultant has started the preparation of the plans and specifications for the project. It is anticipated the final plans and specifications will be presented to the Council in February.

Virginia/Dennison/Lilac Reconstruction – Project 16-01 – Staff is working on the items required to complete the feasibility report. It is anticipated the feasibility report will be presented to the Council in February. A second informational meeting that will include preliminary plans for the proposed project will be held for residents in late January.

Grand Avenue Reconstruction & Extension – Project 16-02 – Staff is working on the items required to complete the feasibility report. It is anticipated the feasibility report will be presented to the Council in February. A second informational meeting that will include preliminary plans for the proposed project will be held for residents in late January.

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: JANUARY 13, 2016

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

Despite a slight decrease in total revenue, the Community Center is still generating a positive fund balance at year end. To date, the Community Center is showing an increase in fund balance at year end of \$153,490. It is anticipated that this amount will decrease as final end of the year expenses continue to be recorded for various items such as utility expenses.

The City is continuing to work with StanTec on an update of the Shoreview Commons Master Plan. The City Council and Parks and Recreation Commission held a joint workshop meeting in November to discuss the types of amenities that could be included in the plan; and they are currently scheduled to hold another joint meeting in February to review some alternative concepts for the Commons area. An updated Master Plan should be developed by late spring.

The opening of our outdoor ice skating rinks was delayed over 2 weeks from our advertised opening date. Generally, the outdoor ice rinks open in mid-December, but due to warm weather conditions staff was unable to get an ice foundation. Once temperatures were below freezing, maintenance staff worked diligently flooding local ice rinks to ensure opening the rinks before the start of the new year. The schedule for warminghouse hours is posted on the City website and in the ShoreViews.

COMMUNITY CENTER

Although membership revenue was down this year compared to last year, there was a 14% increase in membership sales this December compared to 2014. There was an anniversary membership special of 25 days for 25 dollars which was popular with college students. There were nearly 200 of these memberships sold. Staff is investigating different ways to increase membership sales in 2016. Daily admission revenue ended the year at nearly \$643,000, a 7.8% increase above 2014. This is the highest level in the past five years.

Birthday parties in the themed poolside rooms were a popular choice during the month of December which, in past years, is typically not a busy time. There were 20 birthdays hosted in these rooms during the weekends throughout December which is a 25% increase compared to last year. We ended 2015 with more than 300 parties being celebrated in the birthday party rooms. The new poolside party package continues to attract more customers.

Staff needs to stay vigilant on the maintenance and repairs in the Indoor Playground, Fitness Center, and Waterpark during high usage winter months. The main pool pump had a faulty gasket which caused some leaking from the pump. These pumps were tested during the annual shut down and at that time were functioning properly. A new gasket needed to be installed. Other maintenance repairs in the Waterpark include fixing some of the rock work around the shark shack which had started to crack.

The Waterpark was heavily used during the holiday break. There were at least 100 members and guests consistently in the pool during the day between December 21st and December 23rd. It is always challenging balancing the various activities in the pool during the winter break period. Staff tried to accommodate lap swimmers while also conducting group swim lessons, private swimming lessons, water exercise classes, and open waterpark hours. Staff posts when groups are scheduled to use the pool so members can plan their swim time accordingly. Due to the number of participants scheduling private swim lessons this past year, there will be specific times allotted just for that activity in 2016.

The Tropical Adventure Indoor Playground remained very busy during the winter break week. This year, there were nearly 1000 more daily visitors compared to last December. The playground did have some maintenance repairs which included new netting and fasteners. It has been challenging keeping the structure clean during this high use period.

RECREATION PROGRAMS

We have nearly 2800 program registrations for the upcoming winter session. There were about 40% of these registrations done in person during business hours while the remaining 60% were done online. There are nearly 1200 registrations processed for participants in group fitness classes. Aquatic programs have over 600 registrations for swimming lessons during the winter session.

Kids Corner Preschool will be hosting their Open House and Registration for the 2016-17 school year on Thursday, January 21st. Preschool classes are offered for children ranging in age from one and a half years to five years old. During the open house, families can meet with teachers, tour the classrooms, and register for classes. We will continue to offer traditional 2 and 3 day per week half day classes, as well as one day per week specialty classes this year. There are currently twelve classes a week being offered in the preschool rooms and birthday party rooms. Participants can register for classes during and after the open house. Participants that are currently enrolled in classes will have priority registration one week prior to the preschool open house.

The winter Ice Skating session is off to a great start with over 90 youth and adults enrolled in this session of classes. We continue to offer classes at the Ramsey County Arena located across from the Library. Staff will be evaluating the number of classes that are offered and finding ways to cut ice costs by decreasing our rental times for future years and maximizing ice space

with offering more classes at each lesson time. Staff did decrease the rental time during the fall session. The more popular winter session remained at the same number of classes as last year with 11 class offerings on Saturdays.

The annual Family New Year's Eve Party was a huge success. There were more than 620 participants registered for the event. This year the balloon drop time remained at the same 8:00 p.m. time as last year. This time was adjusted last year from 9:00 p.m. to 8:00 p.m. Parents have expressed their appreciation for this hour earlier time. The balloon drop features three strings of balloons that are tied up onto the bottom of the track. This resulted in a gymnasium filled with children popping balloons after the countdown to the New Year. Another new feature this year was a costumed Captain Jack Sparrow. Children enjoyed visiting and getting their picture taken with the famous pirate.

AARP Tax Aid begins Wednesday, February 3rd and runs through April 18th. Free tax assistance will be given to seniors and low income taxpayers. Reservations are required by calling the Parks and Recreation office. Many appointment times have already been filled.

Applications for the 2016 Farmers Market season will be sent out the week of Jan. 25th. The new Indoor Farmers Market has been a success. This market has two more dates including January 19th and February 16th. There are fourteen different vendors selling seasonal vegetables, baked good, jams, jellies and fresh eggs. The next two markets will include a gluten free vendor. The market typically has over 250 visitors.

Some of the special events offered during the month of September were Letters from Santa, Kids Holiday Shopping Spree and Santa's Workshop. Staff noticed an increase in the Santa's workshop with both sessions filling with over 120 participants. This event includes a continental breakfast, crafts, and time with Santa. A real Santa was hired this year instead of using staff, which was well received by both the parents and children. A holiday cookie decorating class was added this year and was well received. This one hour class included cookie cut outs and plenty of favorite toppings for decorating. Next year a second class will be added.

PARKS MAINTENANCE

The past month was difficult for the parks crew. With the warm temperatures in early and mid-December, they could not keep a consistent effort to flood the rinks. When the weather was finally conducive to making ice, the crew would pack snow in low spots and flood over it. All their hard work paid off when we finally opened rinks on January 1st.

The crew continues to clean and flood rinks on a daily basis, weather permitting. With the recent cold snap, the crew is trying to build up the ice so it doesn't melt as quickly when it is warmer. The crew has also had to plow parking lots, spread salt on them, shovel sidewalks and spread ice melt on them. The crew takes care of the Community Center, the Library, and the Lepak/Larson House, both fire stations and the parks. The crew also cleans the trails through the parks while they are there to do the rinks.

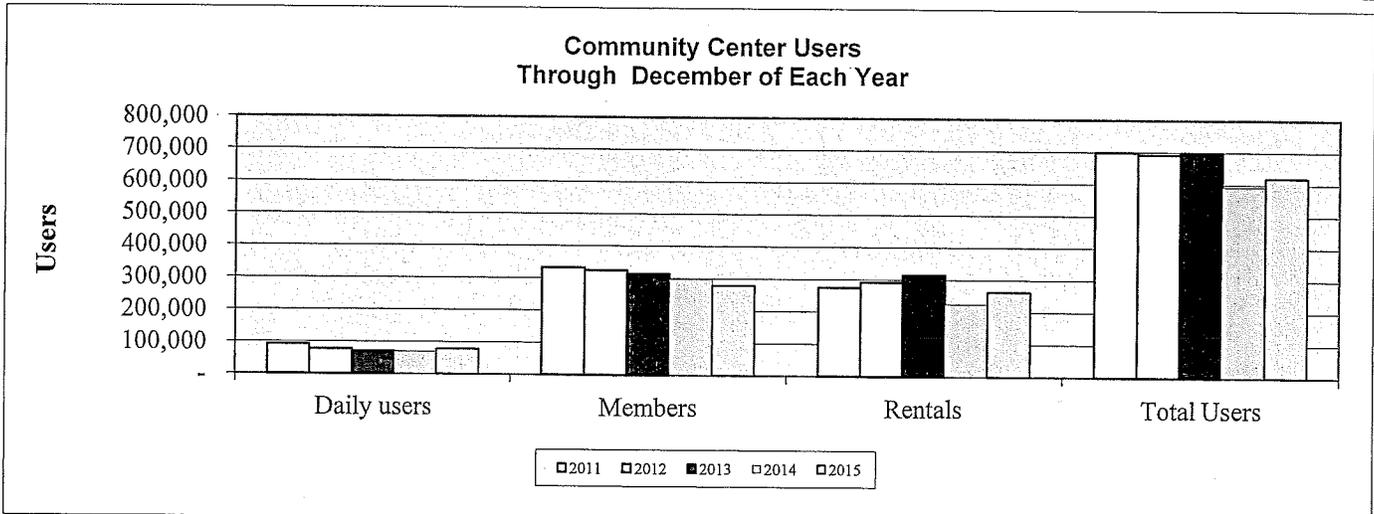
During the warm weather, the crew trimmed trees at McCullough Park, Rice Creek Fields and Shamrock Park. The crew also replaced lamps on parking lot lights and building lights at Bucher, Sitzer and Wilson Parks. The crew continues to pick up trash on a daily basis at the Community Center, the library and the parks. The trash receptacles are dumped on an as needed basis. Now that rinks are opened, the crew cleans the restrooms at the pavilion on a daily basis.

COMMUNITY CENTER MAINTENANCE

The crew continues to try and keep the building on its cleaning schedule. They spot cleaned carpeting in the Parks & Recreation lobby and Fireside Lounge. Even though the number of work orders ran high for most of the year, we ended up about 20 work orders below last year's record total. There are just a few lights left on the lower level to convert to LED as part of our energy efficiency project. We'll start working on the upper level lights as soon as the lower level is complete.

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

	2011	2012	2013	2014	2015
Number of Users:					
Daily users	91,392	76,521	70,573	69,699	77,913
Members	332,762	324,216	313,395	297,735	279,026
Rentals	274,871	291,879	314,924	225,738	263,570
Total Users	699,025	692,616	698,892	593,172	620,509
Revenue:					
Admissions	\$ 597,166	\$ 555,209	\$ 580,832	\$ 596,787	\$ 642,912
Memberships-annual	1,007,883	1,040,037	1,007,551	1,013,369	961,598
Memberships-seasonal	103,304	97,673	97,272	105,793	92,335
Room rentals	250,299	255,186	303,211	307,634	325,075
Wave Café	195,578	192,351	210,860	217,033	216,908
Commissions	14,503	14,546	12,025	13,602	14,356
Locker/vending/video	29,606	26,453	24,198	22,042	19,815
Merchandise	13,724	14,521	14,005	11,691	13,435
Other miscellaneous	1,323	672	14,259	13,346	14,333
Building charge	98,441	101,757	101,687	113,615	103,000
Transfers in	297,000	300,000	312,000	339,000	366,000
Total Revenue	2,629,501	2,612,505	2,635,065	2,819,836	2,769,767
Expenditures:					
Personal services	1,352,471	1,399,969	1,473,504	1,475,983	1,506,809
Supplies	448,853	446,077	478,444	528,352	473,985
Contractual	600,542	599,683	624,145	670,493	635,483
Other	-	5,727	-	-	-
Total Expenditures	2,401,866	2,451,456	2,576,093	2,674,828	2,616,277
Rev less Exp Year-to-date	\$ 227,635	\$ 161,049	\$ 58,972	\$ 145,008	\$ 153,490



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

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

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

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

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	3,832	6,026	7,216	77,913
Members	29,987	26,451	25,972	23,249	21,047	21,655	22,777	21,973	18,619	20,808	22,427	24,061	279,026
Rentals	9,409	10,595	10,055	9,993	12,980	43,404	54,139	44,304	14,652	29,619	13,598	10,822	263,570
Total Users	47,536	44,739	42,854	39,010	40,979	71,536	83,879	74,465	37,102	54,259	42,051	42,099	620,509
Revenue:													
Admissions	\$ 64,470	\$ 61,080	\$ 73,343	\$ 45,755	\$ 44,604	\$ 49,396	\$ 51,073	\$ 54,765	\$ 27,777	\$ 28,756	\$ 36,021	\$ 49,671	\$ 586,711
Indoor playground	7,111	6,914	6,776	4,086	3,336	2,950	2,931	4,353	2,614	3,359	5,447	6,324	56,201
Memberships	131,331	85,661	83,759	64,783	60,711	71,901	62,697	72,933	71,878	79,230	102,156	166,893	1,053,933
Room rentals	32,082	29,658	30,567	25,627	27,718	27,973	24,441	26,934	21,102	28,085	24,966	25,922	325,075
Wave Café	21,724	21,683	27,356	17,451	16,751	17,198	17,027	19,678	13,612	13,833	15,106	15,489	216,908
Commissions	784	-	-	-	470	655	2,085	1,711	3,625	3,049	1,661	316	14,356
Locker/vending/video	1,100	1,398	2,243	1,506	1,449	1,442	1,783	2,040	1,283	1,806	1,350	2,415	19,815
Merchandise	1,085	772	1,226	1,292	1,403	1,479	1,609	1,643	644	686	679	917	13,435
Other miscellaneous	(29)	(80)	52	1,664	27	127	31	34	36	32	1,335	11,104	14,333
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	366,000
Total Revenue	290,158	237,586	255,822	192,664	186,969	306,621	194,177	214,591	173,071	189,336	219,221	309,551	2,769,767
Expenditures:													
Personal services	84,628	125,924	121,283	119,613	161,920	100,242	123,539	128,780	122,694	177,024	118,533	122,629	1,506,809
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	32,373	30,528	43,922	473,985
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	106,691	40,890	54,136	635,483
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	102,641	215,607	249,819	220,673	248,674	189,992	218,812	210,097	233,236	316,088	189,951	220,687	2,616,277
Rev less Exp (monthly)	\$ 187,517	\$ 21,979	\$ 6,003	\$ (28,009)	\$ (61,705)	\$ 116,629	\$ (24,635)	\$ 4,494	\$ (60,165)	\$ (126,752)	\$ 29,270	\$ 88,864	\$ 153,490
Rev less Exp (ytd)	\$ 187,517	\$ 209,496	\$ 215,499	\$ 187,490	\$ 125,785	\$ 242,414	\$ 217,779	\$ 222,273	\$ 162,108	\$ 35,356	\$ 64,626	\$ 153,490	

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	
01/08/16	Accounts payable	\$923,041.51
01/13/16	Accounts payable	\$1,140,892.29
01/14/16	Accounts payable	\$259,614.25
	Sub-total Accounts Payable	\$ 2,323,548.05
01/08/16	Payroll (including direct deposits)	\$164,158.18
	Sub-total Payroll	\$ 164,158.18
	Total	\$ 2,487,706.23

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ADMINS, INCORPORATED	ADMINS SOFTWARE MAINTENANCE	101	40550	3860		001		\$18,780.00	\$18,780.00
ADMINS, INCORPORATED	ADMINS DB YEARLY MAINTENANCE	101	40550	3860		001		\$720.00	\$720.00
ALLEN, DEANNE	PC MINUTES - 12/15/15	101	41100	3190				\$150.00	\$150.00
AMBO ATTN LISA VIEAU	2016 MEMBERSHIP - STEVE NELSON	101	44300	4330				\$100.00	\$100.00
AMERICAN MESSAGING	SECURITY PAGER SYSTEM	101	40210	3190		009		\$4.16	\$4.16
AMERICAN PLANNING ASSOCIATION	SUBSCRIPTION OCT 15/SEPT 16/CASTLE, K.	101	40100	4330				\$150.00	\$150.00
ARNHOLT, ROOM 206	MAYER ARTS WISH UPON	220	22040					\$75.00	\$75.00
BARSNESS, KIRSTIN	DECEMBER ED CONSULTING	307	44100	4890				\$475.00	\$2,850.00
		240	44400	3190				\$2,375.00	
BATTERIES PLUS	LIGHTS FOR ENTRY WAY	701	46500	2183		001		\$20.97	\$20.97
BEISSWENGERS HARDWARE	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$8.65	
BICYCLING CLUB, TWIN CITIES	RSV# 1093114 REFUND REFUND	220	22040					\$235.00	\$235.00
BRIMERYER FURSMAN, LLC	LEADERSHIP METHODS	101	40200	4500				\$795.00	
BURNS, TRICIA	RSV# 1101862 REFUND REFUND	220	22040					\$50.00	\$50.00
C & E HARDWARE	CLEANING SUPPLIES FOR MAINTENANCE CENTER	701	46500	2183		002		\$45.90	\$45.90
CHESS	SAFETY CONSULTANT	101	40210	3190		007		\$625.00	\$625.00
CITY OF BROOKLYN CENTER	2016 MEMBERSHIP-NELSON - LUKOSKIE	101	44300	4330				\$95.00	\$95.00
COOK, ELISSA	RSV# 1101844 REFUND REFUND	220	22040					\$500.00	\$500.00
CRAIG RAY RAPP LLC	LEADERSHIP DEVELOPMENT PROGRAM-SCHWERM	101	40200	4500		005		\$1,350.00	\$1,350.00
CUMMINS NPOWER LLC	SERVICE TO GENERATOR AT BOOSTER STATION	601	45050	3190		003		\$801.50	\$801.50
CUMMINS NPOWER LLC	SERVICE TO GENERATOR AT WELL 5	601	45050	3190		003		\$397.75	\$397.75
DIMOND, EMILY	RSV# 1101857 REFUND REFUND	220	22040					\$25.00	\$25.00
DOSSIER SYSTEMS INC	VEHICLE MAINTANANCE ONLINE SERVICES	701	46500	4330		002		\$1,908.00	\$1,908.00
EDAM	MEMBERSHIP RENEWAL-SIMONSON AND HILL	240	44400	4330				\$395.00	\$395.00
FAMILY CHURCH, MINNEAPOLIS	RSV# 1101846 REFUND REFUND	220	22040					\$500.00	\$500.00
GASB	GASB SUBSCRIPTION TO FEB 2017	101	40500	4330		003		\$240.00	\$240.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 01-04-16	101	20432					\$55.00	\$55.00
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$50.41	\$201.65
		602	45550	3190		001		\$50.42	
		603	45850	3190		001		\$50.41	
		604	42600	3190				\$50.41	
GRANICUS, INC	QUARTERLY MAINTENANCE JAN-MAR 2016	230	40900	3890				\$1,500.00	\$1,500.00
GRUNDTNER, TIM	RSV# 1101865 REFUND REFUND	220	22040					\$25.00	\$25.00
GTS EDUCATIONAL EVENTS	2016 GOVERNOR'S HSEM CONFERENCE FOR DAN	101	42050	4500				\$325.00	\$325.00
HIGH POINT NETWORKS, LLC	EXTREME SWITCH MAINT FOR 2016	101	40550	3860		011		\$10,510.00	\$10,510.00
LAKE JOHANNA FIRE DEPT	2016 FIRST HALF PAYMENT	101	41200	3190		001		\$626,599.65	\$626,599.65
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$132.00	\$132.00
LOADBALANCER.ORG INC	LOADBALANCER SOFTWARE MAINTENANCE	101	40550	3860		011		\$1,190.00	\$1,190.00
MARCO INC	VEEAM ENT SOFTWARE MAINTENANCE	101	40550	3860		011		\$2,750.00	\$2,750.00
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002		\$101.05	\$101.05
MBPTA	2016 MEMBERSHIP NELSON - LUKOSKIE	101	44300	4330				\$100.00	\$100.00
MECA	2016 MECA CONFERENCE M.MALONEY	101	42050	4500				\$200.00	\$200.00
METROPOLITAN COUNCIL	SEWER SERVICE-FEBRUARY 2016	602	45550	3670				\$149,121.81	\$149,121.81
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: DECEMBER 2015	701	46500	2120				\$350.55	\$350.55
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: DECEMBER 2015	220	21810					\$17,673.00	\$18,097.00
		701	46500	2120		003		\$33.00	
		601	21810					\$433.00	
		101	11700					-\$1.94	
		101	40210	4890		003		-\$2.30	
		101	43710	2140				-\$25.34	
		220	43800	2140				\$1.75	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		220	43800	3610			\$9.55	
		454	47000	5950			-\$22.93	
		101	40100	4890		003	-\$.79	
MINNESOTA EQUIPMENT	LANDPRIDE AFM4216 FLEX MOWER	701	46500	5800			\$16,260.00	\$16,260.00
MINNESOTA SOCIETY OF PROF ENGI	NSPE ANNUAL MEMBERSHIP 2016 MALONEY	101	42050	4330			\$364.00	\$364.00
MPLS ST PAUL MAGAZINE	2016 SUBSCRIPTION/SIMONSON	240	44400	4330			\$19.95	\$19.95
NCPERS MINNESOTA	PERA LIFE INSURANCE: JANUARY 2016	101	20413				\$240.00	\$240.00
NORTHEAST YOUTH & FAMILY SERVI	2016 MUNICIPALITY PARTICIPATION	101	40100	3200		003	\$44,071.00	\$44,071.00
OH, EUNAH	SOCCER - ISLAND LAKE	220	22040				\$45.00	\$45.00
PEICHEL, LAURA	RSV# 1101867 REFUND REFUND	220	22040				\$25.00	\$25.00
PLUNKETT'S PEST CONTROL, INC	PEST CONTROL AT THE MAINTENANCE CENTER	701	46500	3196		001	\$1,001.24	\$1,001.24
QUALITY FLOW SYSTEMS INC	HANDS FOR KSB PUMPS	602	45550	2282		001	\$2,000.00	
QUALITY FLOW SYSTEMS INC	CONTROLLER FOR TURTLE LAKE LIFT	602	45550	2282		001	\$1,800.00	\$1,800.00
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$177.84	\$177.84
REINDERS, INC.	ICEMELT FOR SIDEWALKS	101	43710	2260			\$663.95	\$663.95
RICHARD & MARY JO PURSLEY	DUPLICATE RENTAL LIC PYMT:736 ARBOGAST	101	32790				\$75.00	\$75.00
RICOH USA INC.	WIDE FORMAT COPIER ANNUAL CHARGE 2016	101	40200	3850		002	\$136.08	\$136.08
RODENBERG, ANNE	SNORKELING	220	22040				\$21.00	\$21.00
ST. PAUL, CITY OF	RIVERPRINT: BUSINESS CARDS/HAAS	101	42050	2010			\$42.00	\$42.00
STRONG, MARK	DUPLICATE RENTAL LIC PYMT: 705 EMIL	101	32790				\$75.00	\$75.00
SUPPLYWORKS	SUCTION HOSE-MINUS CREDIT-7.95 349398370	220	43800	2240			\$28.66	\$28.66
SUPPLYWORKS	CLEANING SUPPLIES -106.59CREDIT354840126	220	43800	2110			\$1,998.53	\$1,998.53
SUPPLYWORKS	NEW ELECT CORD FOR VACUUM	220	43800	2240			\$58.00	\$58.00
T-MOBILE	WATER TOWER CARD -11/27/15 - 12/26/15	601	45050	3190			\$60.23	\$60.23
TRUCK UTILITIES INC.	PORTABLE CRANE/HOIST	701	46500	5800			\$5,500.00	\$5,500.00
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
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$43.06	\$172.25
		601	45050	3970		001	\$43.06	
		602	45550	3970		001	\$43.06	
		603	45850	3970		001	\$21.53	
		701	46500	3970		001	\$21.54	
UNIVERSITY OF MINNESOTA	SHADE TREE SHORT COARSE FOR DAN C.	101	42050	4500			\$195.00	
UNIVERSITY OF MINNESOTA	EDUCATION - BRENT MARSHALL	101	44100	4500			\$130.00	\$130.00
URBAN LAND INSTITUTE	URBAN LAND INSTITUTE RENEWAL: MAYOR	101	40100	4330			\$220.00	\$220.00
VANG, JOY	AQUATICS PRESCHOOL	220	22040				\$140.00	\$140.00
WATER CONSERVATION SERVICE, IN	LOCATER FOR WATER MAIN	601	45050	3190		004	\$267.25	\$267.25
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	2140			\$990.52	\$1,577.03
		101	43710	3610			\$586.51	
XCELIGENT INC	ANNUAL SUBSCRIPTION	240	44400	4330			\$1,980.00	\$1,980.00
YALE MECHANICAL INC	FALL MAINTENANCE ON HVAC	701	46500	3196		003	\$1,487.91	\$1,487.91
							Total of all invoices:	\$923,041.51

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AARP C/O RICHARD KEY	AARP SMART DRIVER CLASS 12/30/2015	225	43590	3174		003		\$225.00	
ALLEN, DEANNE	CC MINUTES - 1/4/16	101	40200	3190		001		\$200.00	\$200.00
AMERICAN ENGINEERING TESTING,	MIX DESIGN 2016 MSA REHAB CP 16-05	460	47000	5910				\$12,158.50	\$12,158.50
AMERICAN ENGINEERING TESTING,	INFILTRATION TESTING RED FOX POND	603	45850	3190				\$1,460.00	\$1,460.00
ARC SERVICES INC	REPAIRS TO WHIRLPOOL GATE	220	43800	3810		007		\$1,308.63	\$1,308.63
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$12.98	\$12.98
BERGERSON, BETTY	CREDIT BALANCE REFUND REFUND	220	22040					\$220.00	\$220.00
BERGERSON, BETTY	CREDIT BALANCE REFUND REFUND	220	22040					\$20.00	\$20.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 01-08-16	101	21720					\$9,653.30	\$9,653.30
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 01-08-16	101	20420					\$206.50	\$206.50
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER USAGE CHARGE	101	40550	3860		004		\$161.79	\$161.79
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$247.08	\$247.08
DAVIS LOCK & SAFE	LOCK PARTS -8.00 CREDIT PMT 536959	101	43710	2240				\$33.00	\$33.00
DELGADO, MARIA	BASEBALL 101 (GRADES 4&5)	220	22040					\$175.00	\$175.00
DIAMOND VOGEL PAINT	PAINT FOR WELLS	601	45050	2280		005		\$77.63	\$77.63
FLAHERTY'S ARDEN BOWL	LITTLE STRIKERS(DEC 28-30/4 KIDS)	225	43510	3190		012		\$112.00	\$112.00
FORAN, KATHRYN	LIFESAVING BADGE	220	22040					\$63.00	\$63.00
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 01-08-16	101	20418					\$5,865.00	\$5,865.00
HACH COMPANY	SAMPLE REAGENT SETS	601	45050	2280		001		\$116.68	\$116.68
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 01-08-16	101	21750					\$5,465.59	\$5,465.59
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 01-08-16	101	20430					\$980.00	\$980.00
IDENTITY STORES, LLC	VOLLEYBALL SHIRTS (SMALL ORDER)	225	43510	2170		010		\$247.00	\$247.00
JEFF ELLIS & ASSOCIATES, INC	ANNUAL CLIENT RETAINER FEES	220	43800	3190		007		\$900.00	\$900.00
JP MORGAN CHASE BANK	REFUND INV #5634 - DUPLICATE OF #5571	101	11700					\$192.25	\$228.11
		101	34890					\$35.86	
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/JANUARY 2016	220	43800	3960		004		\$1,320.00	\$1,320.00
KELLY & LEMMONS, P.A.	DECEMBER 2015 LEGAL FEES	101	40600	3020				\$2,788.38	
		101	40600	3030				\$3,986.96	\$6,775.34
LAVALLIE, CRISTY	VOLLEYBALL (GRADE 6-8)	220	22040					\$47.00	\$47.00
LUKOSKIE, CECY	RSV# 1101674 REFUND REFUND	220	22040					\$299.25	\$299.25
MELHEM, MUIN	TAE KWON DO BEGINNER	220	22040					\$95.00	\$95.00
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR DECEMBER 2015	602	20840					\$9,940.00	
		602	34060					-\$99.40	\$9,840.60
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: DECEMBER 2015	101	40500	4890		001		\$83.75	
		220	43800	4890		001		\$83.75	\$335.00
		601	45050	4890		001		\$83.75	
		602	45550	4890		001		\$83.75	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 01-08-16	101	20435					\$141.50	
MINNESOTA CLE	SHRM DUES-TCHRA/ELLIOTT	101	40210	4500		001		\$625.00	\$625.00
MINNESOTA DEPARTMENT OF HEALTH	STATE CONNECTION FEE/10/30/15-12/31/15	801	21820					\$13,586.00	\$13,586.00
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: DECEMBER 2015	101	20802					\$1,132.67	\$1,107.67
		101	34060					-\$25.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 01-08-16	101	20420					\$76.00	
MINNESOTA RECREATION & PARK AS	MRPA AGENCY MEMBERSHIP RENEWAL	101	43400	4330				\$2,125.00	\$2,125.00
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 4TH QTR	220	43800	1420				\$392.00	\$392.00
MODEPALLI, SURYA	PASS APRESF TYPE: ANNUAL MEMBERSHIPS PA	220	22040					\$305.33	\$305.33
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-PICKLEBALL (OCT-DEC)	225	43510	3190		015		\$338.58	\$338.58
MOUNDS VIEW PUBLIC SCHOOLS	FACILITY RENTAL - FLAG FOOTBALL LEAGUE	225	43510	3190		015		\$1,548.00	\$1,548.00
MUNICIPAL BUILDERS INC	WTP CONSTRUCTION PROJ # 14-02	454	47000	5900				\$904,645.10	\$904,645.10
NEW BRIGHTON PARKS & RECREATIO	BLAGEO SCHOLARSHIP	225	43590	2175		005		\$109.00	\$109.00
NORDINE, KATHLEEN	APA CONFERENCE	101	44100	3270				\$172.50	\$172.50

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
NORTH PINE AGGREGATE INC.	GRAND AVE TREE CLEARING CP 16-02	449	47000	5900				\$2,400.00	\$2,400.00
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO OUTSIDE GFI OUTLETS CC	220	43800	3810		003		\$197.69	\$197.69
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO LIGHTS IN POOL	220	43800	3810		007		\$490.08	\$490.08
NUGENT, LOGAN OR SAMANTHA	REFUND CLOSING OVRPYMT-5714 HEATHER RDG	601	36190			003		\$16.75	\$16.75
OMBISI, MERCY		220	22040					\$25.00	\$25.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC AND CITY HALL	220	43800	3190		004		\$169.39	\$169.39
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$82.54	\$82.54
PARTY AMERICA CORPORATE OFFICE	NYE SUPPLIES	225	43580	2172		002		\$270.51	\$270.51
PARTY UNIT	SWEETHEART DANCE DJ	225	43580	3172		001		\$350.00	\$350.00
PMA FINANCIAL NETWORK, INC	NOVEMBER 2015 BANK FEES	101	40500	4890		004		\$131.96	\$131.96
POSTMASTER	FIRST CLASS PRESORT FEE--SHOREVIEW #5606	602	45550	3220		001		\$112.50	\$225.00
		601	45050	3220		001		\$112.50	
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606--SHOREVIEW	602	45550	3220		001		\$550.00	\$1,100.00
		601	45050	3220		001		\$550.00	
PRECISION LANDSCAPE & TREE, IN	WO 15-27 BLVD ASH REMOVAL	101	43900	3190		002		\$277.50	
PRECISION LANDSCAPE & TREE, IN	WO 15-28 2 DECAYED BLVD COTTONWOODS	101	43900	3190		002		\$3,088.50	\$3,088.50
PRECISION LANDSCAPE & TREE, IN	WO 15-26 BLVD STUMP GRINDING	101	43900	3190		002		\$80.75	\$80.75
PRECISION LANDSCAPE & TREE, IN	WO 15-31 BLVD ASH DECLINING	101	43900	3190		002		\$222.00	\$222.00
PRECISION LANDSCAPE & TREE, IN	WO 15-29 PRIVATE HAZARD TREE REMOVAL	101	43900	3190		003		\$946.45	\$946.45
PRECISION LANDSCAPE & TREE, IN	WO 15-62 PRIVATE TREE REMOVAL OAK WILT	101	43900	3190		003		\$2,785.25	\$2,785.25
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 01-08-16	101	21740					\$31,712.39	\$31,712.39
RAMSEY COUNTY PARKS & REC.	ICE RENTAL FEES	225	43580	3171				\$1,710.00	
RAMSEY COUNTY TREASURER	LIFE INSURANCE: JANUARY 2016	101	20414					\$2,899.03	\$3,106.53
		101	20417					\$207.50	
REPUBLIC SERVICES INC #899	EMERGENCY ABATEMENT 229 N OWASSO BLVD	101	11700					\$414.19	
REPUBLIC SERVICES INC #899	DECEMBER RECYCLING SERVICES	210	42750	3190				\$29,661.83	\$29,661.83
ROSEVILLE, CITY OF	TAB RENEWAL FEE FOR ALL LICENSED VEHICLE	701	46500	2180				\$864.00	\$864.00
SAATCI, NUR	AQUATICS - PRIVATES	220	22040					\$143.00	\$143.00
SCHNOBRICHT, JANET	SMART DRIVER (1/12)	220	22040					\$19.00	\$19.00
SCHWEIKERT, KELSEY	PRESCHOOL FACE PAINTER	225	43555	2170				\$150.00	\$150.00
SCHWERM, TERRY	ROTARY DUES	101	40200	4330		007		\$381.20	\$381.20
SESAC	MUSIC LICENSING FOR 2016	220	43800	2180				\$378.00	\$378.00
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015					\$971.25	\$971.25
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015					\$697.21	\$697.21
SIGNATURE LIGHTING INC	STREET LT REPAIR-5647 HEATHER RIDGE DR	604	42600	3810		002		\$536.69	\$536.69
SIMMONS, STACEY	STAR FISH 1 & 2	220	22040					\$72.00	\$72.00
ST. PAUL, CITY OF	UTIL BILL ENVELOPES/ORDER #7313	601	45050	2010		001		\$971.17	\$1,942.34
		602	45550	2010		001		\$971.17	
ST. PAUL, CITY OF	PRESCHOOL BROCHURES 2016	225	43400	3390				\$285.30	
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$340.94	\$340.94
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$28.20	\$28.20
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$24.24	\$24.24
TASC	VEBA ADMINISTRATION FEE: DEC 2015	101	20416					\$365.20	\$365.20
TIGER OAK PUBLICATIONS INC	MN BRIDE FEATURED VENDOR ENEWSLETTER	220	43800	2201		004		\$97.50	\$97.50
TOKLE INSPECTIONS INC	INSPECTION SERVICES JANUARY 2016	101	44300	3090				\$2,993.60	\$2,993.60
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 01-08-16	101	21710					\$24,242.25	\$60,680.29
		101	21730					\$29,531.44	
		101	21735					\$6,906.60	
TRI TECH DISPENSING	REPAIRS TO ICE MACHINES CC	220	43800	3890				\$336.75	
U.S. BANK	2009A PAYING AGENT FEES	379	48200	6200				\$80.03	\$450.00
		603	48300	6200				\$369.97	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
U.S. BANK	2008A PAYING AGENT FEES	378	48200	6200				\$43.57	
		601	48300	6200				\$302.38	\$450.00
		602	48300	6200				\$74.25	
		603	48300	6200				\$29.80	
U.S. BANK	2013C PAYING AGENT FEES	381	48200	6200				\$348.08	
		601	48300	6200				\$46.78	
		603	48300	6200				\$30.14	
U.S. BANK	2014A PAYING AGENT FEES	380	48200	6200				\$6.22	
		601	48300	6200				\$58.62	
		602	48300	6200				\$46.52	\$450.00
		603	48300	6200				\$17.25	
		701	48130	6200				\$321.39	
UNITED GLASS INC	REPAIRS TO FIRESIDE DISPLAY CASE GLASS	220	43800	3810				\$200.00	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 01-08-16	101	20420					\$193.00	\$193.00
VANCO SERVICES	DEC '15 FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$113.00	\$113.00
WANG, WEN	CREDIT BALANCE REFUND REFUND	220	22040					\$200.00	\$200.00
WATSON COMPANY	WAVE CAFE FOOD/LESS CM 857203,858331	220	43800	2590		001		\$1,419.55	\$1,549.61
		220	43800	2591		003		\$130.06	
WEDDINGPAGES, INC.	THE KNOT STOREFRONT	220	43800	2201		004		\$1,110.00	\$1,110.00
WSB & ASSOCIATES, INC.	SURVEY GRAND AVE RECON CP 16-02	449	47000	5910				\$960.00	\$960.00

								Total of all invoices: \$1,140,892.29	
								=====	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ACE SOLID WASTE	DUMPSTER SERVICE	220	43800	3640				\$1,296.84	\$1,296.84
ACE SOLID WASTE	SOLID WASTE COLLECTION	701	46500	3640		001		\$259.23	\$259.23
CHIUSHUN, DAN	PHOTO CONTEST HONORABLE MENTION	101	40400	4890				\$100.00	
COMMERCIAL FURNITURE SERVICES	ROBOT NON-SKID LEVELER	220	43800	2240				\$83.97	\$83.97
FINC, JEFFREY	PHOTO CONTEST GRAND PRIZE WINNER	101	40400	4890				\$300.00	\$300.00
GRAINGER, INC.	TRASH CANS FOR WAVE	220	43800	2240				\$16.52	\$16.52
GREENHAVEN PRINTING	NOV/DEC SHOREVIEWS	101	40400	3390		001		\$18,795.00	\$22,673.70
		101	40400	3220		002		\$3,878.70	
INTERNATIONAL CITY/CO MGMT ASS	DUES- SCHWERM	101	40200	4330		002		\$1,158.40	
IPMA-HR	MEMBERSHIP RENEWAL - Elliott	101	40210	4330				\$149.00	\$149.00
LAKE JOHANNA FIRE DEPT	RESCUE RANDY/TRAINING AIDS	405	41200	3190				\$2,356.68	\$2,356.68
LAKE JOHANNA FIRE DEPT	REIMBURSEMENT OF CAPITAL EXPENSE	405	41200	3190				\$14,911.29	\$14,911.29
LEYMAR COMPANIES LLC	LASERFICHE SOFTWARE ANNUAL MAINTENANCE	101	40550	3860		009		\$13,699.00	\$13,699.00
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001		\$4,028.90	\$4,028.90
MANSFIELD OIL COMPANY	DIESEL FUEL	701	46500	2120		002		\$4,487.15	\$4,487.15
MUNICI-PALS ATTN ROXI NOWICKI	2016 MEMBERSHIP DUES	101	40200	4330		005		\$25.00	\$25.00
MUNICIPAL LEGISLATIVE COMMISSI	2016 ANNUAL DUES	101	40100	4330		004		\$6,430.75	\$6,430.75
NEOGOV	SOFTWARE ANNUAL MAINTENANCE	101	40550	3860		007		\$2,520.00	\$2,520.00
NIHCA	ANNUAL MEMBERSHIP FOR NIHCA 2016	220	43800	4330				\$399.00	\$399.00
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO OUTLET IN POOL	220	43800	3810		007		\$266.75	\$266.75
ON SITE SANITATION INC	TOILET RENTAL FOR BUCHER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR RICE CREEK FIELDS	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SHAMROCK PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR BOBBY THEISEN PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR WILSON PARK	101	43710	3950				\$75.00	\$75.00
PERMITWORKS	PERMITWORKS SOFTWARE ANNUAL MAINTENANCE	101	40550	3860		014		\$4,485.00	\$4,485.00
PRAIRIE EQUIPMENT COMPANY LLC	WATT INVERTER	601	45050	2280		001		\$114.50	\$229.00
		602	45550	2280		001		\$114.50	
RAMSEY COUNTY	LAW ENFORCEMENT - JANUARY 2016	101	41100	3190		001		\$172,554.80	\$172,554.80
RICOH USA, INC.	LEASE: MPC3003 1/23/16-2/22/16	101	40200	3930		002		\$273.62	\$273.62
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 1/21/16-2/20/1	101	40200	3930		002		\$1,947.00	\$1,947.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$1,361.11	\$1,361.11
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$1,279.69	\$1,279.69
THYSSEN KRUPP ELEVATOR CORPORT	ELEVATOR MAINTENANCE	220	43800	3190				\$1,137.88	\$1,137.88
UNIFIRST CORPORATION	PARKS UNIFORM RENTAL	101	43710	3970				\$68.81	\$68.81
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$51.26	\$205.05
		601	45050	3970		001		\$51.26	
		602	45550	3970		001		\$51.26	
		603	45850	3970		001		\$25.64	
		701	46500	3970		001		\$25.63	
WARNES, TAYLOR	PHOTO CONTEST PEOPLE'S CHOICE/HON MEN.	101	40400	4890				\$150.00	\$250.00
		101	40400	4890				\$100.00	

Total of all invoices: \$259,614.25

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Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	53,721
Vendor number	01337 2 2016
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
01-12-16	LAW ENFORCEMENT - JANUARY 2016	SHRFL-001468	\$172,554.80

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41100 3190 001	\$172,554.80

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	53,658		
Vendor number	01734 1	2016	
Vendor name	MUNICIPAL BUILDERS INC		
Address	17125 ROANOKE STREET NW ANDOVER MN 55304		

Date	Comment line on check	Invoice number	Amount
01-11-16	WTP CONSTRUCTION PROJ # 14-02	007	\$904,645.10

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.

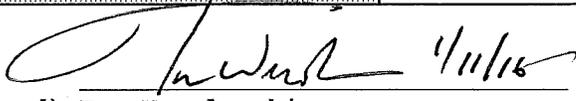
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5900	\$904,645.10

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

Reviewed by:  1/11/16
 (signature required) Tom Wesolowski

Approved by: 
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

2016 ✓
 3-27589

Voucher Number	53,425
Vendor number	00374 1 2015
Vendor name	LAKE JOHANNA FIRE DEPT
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
01-01-16	2016 FIRST HALF PAYMENT	524	\$626,599.65

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41200 3190 001	\$626,599.65

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	52,927
Vendor number	00416 1 2016
Vendor name	METROPOLITAN COUNCIL RE
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
01-05-16	SEWER SERVICE-FEBRUARY 2016	1051094	\$149,121.81

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
602 45550 3670	\$149,121.81

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

Reviewed by: Debbie Engblom
 (signature required) Debbie Engblom

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

3-27610
 2016

Voucher Number	53,470
Vendor number	01262 1 2015
Vendor name	NORTHEAST YOUTH & FAMILY SERVICES
Address	3490 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
12-28-15	2016 CONTRIBUTION	12-28-15	\$44,071.00

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 40100 3200 003	\$44,071.00

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

LICENSE APPLICATIONS

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the License Applications as listed on the attached report dated January 19, 2016.

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

January 19, 2016
Regular City Council Meeting

**CITY OF SHOREVIEW – LICENSE APPLICATIONS
JANUARY 19, 2016**

LICENSE #	BUSINESS NAME	TYPE
2016-00015	Branch & Bough Tree Service	Tree Trimmer
2016-00016	Treecology	Tree Trimmer
2016-00017	Northeast Tree	Tree Trimmer
2016-00018	Upper Cut Tree Service	Tree Trimmer
2016-00019	Primeaus Tree Service	Tree Trimmer

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.16-04 approving Change Order No. 2 in the amount of \$145,824.23 for Water System Improvements – Water Treatment Plant, City Project 14-02.

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

REGULAR COUNCIL MEETING
JANUARY 19, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI - CITY ENGINEER

DATE: JANUARY 13, 2016

SUBJECT: WATER SYSTEM IMPROVEMENTS – WATER TREATMENT PLANT,
CITY PROJECT 14-02, CHANGE ORDER NO. 2

INTRODUCTION

The attached Change Order No.2 has been prepared by Advanced Engineering, the City's Consultant for the project, reviewed by staff, and must be approved by the City Council in order to modify the contract.

BACKGROUND

On June 1, 2015, the City Council awarded a contract to Municipal Builders Inc. in the amount of 9,920,000.00 for Water System Improvements – Water Treatment Plant, City Project No. 14-02, and authorized the Mayor and City Manager to sign said contract. On September 21, 2015, Change Order No. 1, in the amount of \$82,874.59 was approved by the City Council for a revised contract amount of \$10,002,874.59. Change Order No. 2 has been prepared to address certain changes, additions, or revisions to the contract.

DISCUSSION

A number of items in different categories were added or removed from the contract and a detail list of the items is included on the attached Change Order No. 2. A summary of and reasons for the required changes are listed below:

1. Building Mechanical Modifications – \$10,120.43 – Double containment drain piping is required under the floor of the lab area and chemical room by the Minnesota Department of Health (MDH). Plan review comments were received from the MDH after the project was bid.
2. Site Modifications - \$35,738.06 – Portions of the existing site utilities varied from what was represented on the record drawings and varying site conditions required modifications to the new site utilities that were installed.
3. Meter Vaults for Wells No. 3 & 4 - \$75,748.57 – Due to the piping layout in the well houses, the amount of water pumped from the wells cannot be measured accurately. The installation of the vaults will allow the meters to accurately measure the water that is pumped out of the wells. The information will be used to help aid the City in the attempt to reduce the amount of unaccounted water, which has become an area of interest for Cities that use ground water in the in the metro area.
4. Electrical Upgrades - \$32,197.22 – The control equipment in the existing booster station will be connected to and communicate with the control equipment in the water

treatment plant. After further inspection of the booster station control panel it was determined that due to the age of the panel it would be better to install a new control panel than upgrade the existing panel. The generator fill station will allow the fuel tank of the generator to be filled from a location that is more easily accessed by the delivery vehicle.

5. Combined Items 5-8 - Miscellaneous Building & Booster Station Upgrades & Changes – (\$7,980.05) – During the construction process it was determined that revisions and changes were required in multiple areas of the building and booster station.

The amount of the change order is within the contingency allowance for the project and will not increase the overall project cost that was budgeted for the project

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.2 for Water System Improvements – Water Treatment Plant, City Project 14-02.

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

HELD JANUARY 19, 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 19, 2016, at 7:00 pm. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-04
APPROVING CHANGE ORDER NO.2
WATER SYSTEM IMPROVEMENTS – WATER TREATMENT PLANT
CITY PROJECT 14-02

WHEREAS, On June 1, 2015, the City Council awarded a contract to Municipal Builders Inc. for Water System Improvements – Water Treatment Plant, C.P. 14-02, and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount was \$9,920,000.00, and

WHEREAS, Change Order No. 1, in the amount of \$86,174.59 was approved by the City Council on September 21, 2015, which increased the contract amount to \$10,002,874.59, and

WHEREAS, Change Order No. 2 in the amount of \$145,824.23 has been prepared to address certain changes, additions, or revisions to the contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$10,148,698.82, and

WHEREAS, the Director of Public Works has recommended approval of the proposed Change Order No. 2.

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

1. That Change Order No. 2, in the amount of \$145,824.23, resulting in a revised contract amount of \$10,148,698.82 is hereby approved, and
2. That Change Order No. 2 will be funded from the Water Fund.

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

WHEREUPON, said resolution was declared duly passed and adopted this 19th 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 19th 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 Change Order No. 2, for Water System Improvements – Water Treatment Plant, C.P 14-02.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 20th day of January 2016.

SEAL

Terry C. Schwerm
City Manager

CHANGE ORDER

No. 2

DATE OF ISSUANCE January 1, 2016 EFFECTIVE DATE January 1, 2016

OWNER City of Shoreview

CONTRACTOR Municipal Builders Inc., Andover, Minnesota

Contract: Contract No. 1 – Shoreview Water Treatment Plant

Project: Shoreview Water Treatment Plant

OWNER's Contract No. 14-02 ENGINEER's Contract No. P05480-2007-000

ENGINEER Advanced Engineering and Environmental Services, Inc. (AE2S)

Description:

This change order includes the following items:

1. Mechanical Modifications \$10,120.43: (Necessary)
 - a. MDH (Minnesota Department of Health) and plumbing code requires double containment on floor drain piping in the chemical room and lab area.
2. Site Modifications \$35,738.06: (Necessary)
 - a. Additional 24-inch butterfly valve for the raw water connection = \$21,182.18
 - b. New corp stop for well No. 2 = \$2,371.17
 - c. Relocation of 8-inch PVC sump line. = \$6,267.96
 - d. SSMH-1 and SSMH-2 height adjustment. = \$2,446.50
 - e. Disposal of excavated debris = \$740.25
3. Meter Vaults for Wells No. 3 and No. 4 \$75,748.57: (Optional)
 - a. Installation of two new meter vaults with 10-inch meters.
4. Electrical Upgrades \$32,197.22: (Optional)
 - a. Replacement of old booster station control panel = \$21,210.00
 - b. Addition of a generator fill station = \$10,987.22
5. Building Upgrades \$2,102.49: (Optional)
 - a. Wood paneling modification at the top of the pipe gallery = \$2,552.49
 - b. Epoxy floor coating the bathroom instead of tile = -\$450.00
6. Misc. Changes \$591.33: (Necessary)
 - a. Addition of Non-slip ladder rungs on tank ladders
7. Booster Upgrades \$1,100.00: (Optional)
 - a. Installation of a flanged coupling adapter on the 16-inch mage meter.
8. Credits (-\$11,773.87): (Necessary)
 - a. Labor for IMG reservoir hangers = -\$3000.00
 - b. Core drilling labor saving for 30-inch reservoir connection. -\$5,400.00
 - c. Stair material savings = -\$373.87
 - d. Elimination of Chlorine closet stoop wall -\$2,100.00
 - e. Elimination of IMG reservoir vent pipe relocation -\$900

Summary:

Necessary items = \$34,675.95

Optional items = \$111,148.28

See attached detail for individual descriptions

Reason for Change Order:

This change order is a result of:

1. Changed site conditions that required modifications to the site plan.
2. Additional meter vaults requested.
3. Additional booster station control panel modifications requested.
4. Minor design modifications.

Attachments: (List documents supporting change)

1. Cost proposals from Municipal Builders
 - a. Proposal dated December 17, 2015
2. Revised drawings:
 - a. Revised Civil Sheet C05, C07
 - b. Revised roof enclosure detail

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>9,920,000.00</u>
Net Increase (Decrease) from previous Change Orders No. <u>1</u> to <u>1</u> : \$ <u>82,874.59</u>
Contract Price prior to this Change Order: \$ <u>10,002,874.59</u>
Net increase (decrease) of this Change Order: \$ <u>145,824.23</u>
Contract Price with all approved Change Orders: \$ <u>10,148,698.82</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: (days or dates) WTP Substantial Completion: <u>December 1, 2016</u> Final Completion <u>March 1, 2017</u>
Net change from previous Change Orders No. <u>1</u> to No. <u>1</u> : (days) WTP Substantial Completion: <u>0</u> Final Completion <u>0</u>
Contract Times prior to this Change Order: (days or dates) WTP Substantial Completion: <u>December 1, 2016</u> Final Completion <u>March 1, 2017</u>
Net increase (decrease) this Change Order: (days) WTP Substantial Completion: <u>0</u> Final Completion <u>0</u>
Contract Times with all approved Change Orders: (days or dates) WTP Substantial Completion: <u>December 1, 2016</u> Final Completion <u>March 1, 2017</u>

RECOMMENDED:

By: _____
ENGINEER (Authorized Signature)

Date: _____

APPROVED:

By: _____
OWNER (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
CONTRACTOR (Authorized Signature)

Date: _____

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 16-3 reducing the following escrows:

Development Cash Deposits for the following properties in the amounts listed:

1206 Bucher Ave	Pulte Homes	\$ 1,000.00
1211 Bucher Ave	Pulte Homes	\$ 1,000.00
1212 Bucher Ave	Pulte Homes	\$ 1,000.00
5940 Woodcrest Way	Pulte Homes	\$ 1,000.00
5947 Woodcrest Way	Pulte Homes	\$ 1,000.00
Autumn Meadows	Pulte Homes	\$ 9,312.13

Letters of Credit for the following properties in the amounts listed below:

Autumn Meadows Pulte Homes/Pulte Group Inc
Wells Fargo LOC – ISO15568OU \$ 16,610.00

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

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: JANUARY 13, 2016
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

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

BACKGROUND

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

1206 Bucher Ave	Grading Certificate completed
1211 Bucher Ave	Grading Certificate completed
1212 Bucher Ave	Grading Certificate completed
5940 Woodcrest Way	Grading Certificate completed
5947 Woodcrest Way	Grading Certificate completed
Autumn Meadows	*Inspection Escrow completed

* The developer has completed all street and utilities and which have been accepted by the City. The only remaining item to complete is the street seal coat. The developer has asked the City to complete that item and asked the City to use some of the inspection escrow cash deposit to pay for the future seal coat. The amount of \$4,778.00 and will be held until the Autumn Meadow area is seal coated and then it will be used by the City to pay for the seal coat. The remainder of \$9,312.13 will be returned to the developer.

The Developer has completed all of items contained in the following Letters of Credit for the development listed below and can be released:

Autumn Meadows
Pulte Homes/Pulte Group Inc
Wells Fargo LOC – ISO15568OU Utilities As-built & Seal Coat Payment

RECOMMENDATION

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

1206 Bucher Ave	Pulte Homes	\$ 1,000.00
1211 Bucher Ave	Pulte Homes	\$ 1,000.00
1212 Bucher Ave	Pulte Homes	\$ 1,000.00
5940 Woodcrest Way	Pulte Homes	\$ 1,000.00
5947 Woodcrest Way	Pulte Homes	\$ 1,000.00
Autumn Meadows	Pulte Homes	\$ 9,312.13

Letters of Credit for the following properties in the amounts listed below:

Autumn Meadows	Pulte Homes/Pulte Group Inc	
	Wells Fargo LOC – ISO15568OU	\$ 16,610.00

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



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

**STATEMENT OF REQUIRED IMPROVEMENTS AND SECURITY
 AUTUMN MEADOWS - PULTE HOMES
 REDUCTION NO. 3 - FINAL**

A. MAJOR IMPROVEMENTS

	<u>Balance</u> <u>12/21/2015</u>	<u>Reduction</u> <u>1/19/2016</u>	<u>Balance</u> <u>1/19/2016</u>
1. Street and Public Utilities	\$0.00	\$0.00	\$0.00
2. Street Lights	0.00	0.00	0.00
3. Street Signs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	\$0.00	\$0.00	\$0.00
Per Ordinance	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
	\$0.00	\$0.00	\$0.00

B. MISCELLANEOUS IMPROVEMENTS

1. Boulevard Sod	\$0.00	\$0.00	\$0.00
2. Seal Coating	4,788.00	4,788.00	0.00
3. As-built Drawing	<u>8,500.00</u>	<u>8,500.00</u>	<u>0.00</u>
	\$13,288.00	\$13,288.00	\$0.00
Per Ordinance	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
	\$16,610.00	\$16,610.00	\$0.00

TOTAL A		\$0.00	\$0.00	\$0.00
TOTAL B		<u>\$16,610.00</u>	<u>\$16,610.00</u>	<u>\$0.00</u>

GRAND TOTAL	LOC-ISO15568OU	\$16,610.00	\$16,610.00	\$0.00
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LANDSCAPE	LOC-ISO155685U	\$0.00	\$0.00	\$0.00
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NOTES: Completion Date for Major Improvements - October 1, 2014
 Completion Date for Misc. Improvements - October 1, 2016

Prepared by: Tom Hammitt
 Date: 1/13/16

PROPOSED

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

HELD JANUARY 19, 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 19, 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. 16-3

RESOLUTION ORDERING ESCROW REDUCTIONS
AT VARIOUS LOCATIONS IN THE CITY

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

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

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

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

1206 Bucher Ave	Pulte Homes	\$ 1,000.00
1211 Bucher Ave	Pulte Homes	\$ 1,000.00
1212 Bucher Ave	Pulte Homes	\$ 1,000.00
5940 Woodcrest Way	Pulte Homes	\$ 1,000.00
5947 Woodcrest Way	Pulte Homes	\$ 1,000.00
Autumn Meadows	Pulte Homes	\$ 9,312.13

Letters of Credit for the following properties in the amounts listed below:

Autumn Meadows	Pulte Homes/Pulte Group Inc	
	Wells Fargo LOC – ISO15568OU	\$ 16,610.00

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

to adopt Resolution No.16-02 approving Change Order No. 2 in the amount of \$19,699.40 for the Turtle Lane, Schifsky Road Reconstruction and the Lexington Ave. Sanitary Sewer Repair, City Projects No.15-01& 15-03

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

REGULAR COUNCIL MEETING
JANUARY 19, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: GLEN M. HOFFARD
SENIOR ENGINEERING TECHNICIAN
DATE: JANUARY 14, 2016
SUBJECT: TURTLE LANE, SCHIFSKY ROAD RECONSTRUCTION
AND LEXINGTON AVE. SANITARY SEWER REPAIR
CITY PROJECTS 15-01 & 15-03, CHANGE ORDER NO. 2

INTRODUCTION

The attached Change Order No.2 has been prepared by staff and must be approved by Council in order to modify the contract.

BACKGROUND

On May 18, 2015, the City Council awarded a contract to Redstone Construction, LLC. in the amount of \$ 1,686,975.96 for the Turtle Lane, Schifsky Road Reconstruction and the Lexington Ave. Sanitary Sewer Repair, City Projects 15-01 & 15-03. On October 19, 2015 the City Council approved Change Order No.1, in the amount of \$116,436.88.

DISCUSSION

Change Order No. 2 has been prepared in order to address certain changes, additions, deductions or modifications to the original contract.

ADDITION:

TURTLE LANE – STREET RECONSTRUCTION:

Additional Aggregate Base Class 5 was required on Turtle Lane. A new pay item will be added to the contract as follows:

Additional Aggregate Base Class 5 316 CY @ \$ 28.40/CY =	\$ 8,974.40
---	-------------

Additional sod was required on Turtle Lane. A new pay item will be added to the contract as follows:

Additional Sod 1950 SY @ \$ 5.50/SY =	\$ 10,725.00
--	--------------

TOTAL CHANGE ORDER NO.2	<u>\$ 19,699.40</u>
--------------------------------	----------------------------

Pay items have been added to the contract documents resulting in a net increase to the contract of \$ 19,699.40. Change Order No.2 will increase the contract amount to \$ 1,823,112.24.

Change Order No.2 will be funded from the Street Renewal Fund.

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.2 for the Turtle Lane and Schifsky Rd. Reconstruction and the Lexington Ave. Sewer Repair, City Projects 15-01 & 15-03.

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

HELD JANUARY 19, 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 19, 2016 at 7:00 pm. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-02
APPROVING CHANGE ORDER NO.2 FOR
TURTLE LANE AND SCHIFSKY ROAD RECONSTRUCTION
AND LEXINGTON AVE. SEWER REPAIR
CITY PROJECTS 15-01 & 15-03

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

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

WHEREAS, On October 19, 2015, the City Council approved Change Order No.1 in the amount of \$ 116,436.88, which increased the contract amount to \$ 1,803,412.84, and

WHEREAS, Change Order No. 2, in the amount of \$ 19,699.40 has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$ 1,823,112.24, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No. 2.

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

That Change Order No.2, in the amount of \$ 19,699.40, resulting in a revised contract amount of \$ 1,823,112.24, is hereby approved, and

CITY OF SHOREVIEW CONTRACT CHANGE ORDER

Project:	Turtle Lane, Schifsky Road Reconstruction & Lexington Ave. San. Sewer Repair
City Project No.:	15-01, 15-03
Change Order Number:	2 (Two)
Date:	January 19, 2016
Contractor:	Redstone Construction, LLC

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

ADDITION:

TURTLE LANE

Aggregate Base Class 5 316 CY @ \$ 28.40/CY =	\$ 8,974.40
--	-------------

Additional Sod 1950 SY @ \$ 5.50/SY =	\$ 10,725.00
--	--------------

TOTAL ADDITION	<u>\$ 19,699.40</u>
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TOTAL CHANGE ORDER NO.2	<u>\$ 19,699.40</u>
--------------------------------	----------------------------

SUMMARY:

Original Contract Amount:	\$ 1,686,975.96
---------------------------	-----------------

Change Order No.1	\$ 116,436.88
-------------------	---------------

Change Order No.2	\$ 19,699.40
-------------------	--------------

Amended Contract Amount	<u>\$ 1,823,112.24</u>
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APPROVALS:

APPROVED BY: City of Shoreview

By: _____ Title: City Engineer Date: _____

ACCEPTED BY: Redstone Construction, LLC

By: _____ Title: _____ Date: _____

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the attached letter agreement for City Attorney services for 2016 with Kelly and Lemmons, P.A.

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

City Council Meeting
January 19, 2016

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: JANUARY 7, 2016

SUBJECT: AGREEMENT FOR LEGAL SERVICES

INTRODUCTION

Since September 2012, the City has contracted with the Kelly and Lemmons law firm for both civil and criminal prosecution services. The City Council is being asked to approve an engagement letter to continue this arrangement for 2016.

BACKGROUND

In September of 2012, the City Council approved an engagement letter for City Attorney services, including both civil and criminal prosecution services, with the Kelly and Lemmons law firm. This change was prompted when long-time City Attorney Jerry Filla moved his practice to the Kelly and Lemmons firm.

Over the past several years, staff believes that Kelly and Lemmons firm has been responsive to a variety of civil and criminal issues that we deal with on an ongoing basis. We have also received positive feedback from the Ramsey County Sheriff's personnel who deal with the prosecuting attorneys on the criminal prosecution matters. The costs for both civil and criminal prosecution services will remain the same in 2016.

It is being recommended that the City Council approve an updated engagement letter for City Attorney Services with Kelly and Lemmons through 2016.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council approve the attached letter agreement for City Attorney services for 2016 with Kelly and Lemmons, P.A.

Kelly & Lemmons, P.A.
ATTORNEYS AT LAW

• Joseph A. Kelly
jkelly@kellyandlemmons.com

January 7, 2016

Mr. Terry Schwerm, City Manager
City of Shoreview
4600 North Victoria Street
Shoreview, MN 55126

SENT VIA U.S. MAIL

RE: Engagement Letter – City Attorney Services

Dear Mr. Schwerm:

I write this letter to confirm our acceptance of the City's selection of our firm as its City Attorney, and the terms of our engagement with Shoreview.

1. Services, Term.

Our firm will provide the following services as City Attorney for Shoreview from the date of execution of this Agreement to December 31, 2016, unless otherwise terminated by the City:

Civil Law Services

1. Attend City Council meetings and other City Board, Authority, Commission or Committee meetings as requested by the City Council or City Manager.
2. Draft and/or review ordinances, resolutions, and correspondence, as requested. Review City Council agendas and meeting minutes as requested.
3. Advise the Mayor, Council Members, City Manager, Department Heads and other staff on city legal matters when requested or when it appears actions may not be appropriate.
4. Prepare and/or review municipal contracts, such as contracts for public improvements, joint powers agreements, construction, and purchase of equipment

as requested.

5. Maintain Codification of City ordinances on a regular basis.
6. Represent City in matters related to the enforcement of City building, zoning, subdivision codes and related codes.
7. Research and submit legal opinions on municipal or other legal matters, as requested by City Council or City Manager.
8. Meet with the City Council, Economic Development Authority, City Manager, Department Heads and City Staff as needed to review Council agenda items, the status of all legal matters before the City.
9. Provide legal briefings as requested to City Council and Staff regarding new or proposed legislation affecting municipal operations and activities.
10. Provide written updates on new State or Federal legislation or judicial decisions impacting the City; including suggested action or changes in operations or procedures to assure compliance.
11. Provide advice on open meeting law, data practices issues, and records retention.
12. Represent the City in employment related issues including administrative hearings and in litigation involving same.
13. Interpret and advise with respect to municipal employment matters including, but not limited to, PERA, labor agreements, personnel policy, FLSA, Veterans' Preference, and unemployment compensation.
14. Defend City in litigation (except in those cases where insurance companies are required to provide defense) including, but not limited to, 1) human rights claims; 2) condemnation; 3) permits and administrative actions; and 4) labor and employment matters.
15. Defend City in uninsured claims and other insurance matters.
16. In coordination with Bond Counsel, review of financing, special assessments, bonds and insurance requirements required by or for City contracts or activities.
17. Assist the City in the acquisition of properties for public improvements, easements, economic development, and parks.
18. Represent City in condemnation proceedings for land acquisition associated with various public improvement projects.

19. Represent City in workers' compensation matters; except as addressed by the City's insurance carrier.
20. Initiate litigation on behalf of City as requested by City Council.
21. Interpret and advise regarding State land use statutes and the City Code.
22. Interpret and advise regarding laws relating to Comprehensive Plans and Metropolitan Council approvals.
23. Interpret and advise regarding impact fees and legal uses.
24. Advise and represent the City on environmental matters.
25. Advise the City/review the following:
 - a. Conditional Use Permits and Variance Requests including the adequacy of "findings of fact" used to support the action taken.
 - b. Vacation of Rights-of-way
 - c. Special Assessments
 - d. Planned Unit Developments
 - e. Development Agreements
 - f. Subdivision and Zoning Requests
26. City Council/City Manager, Interpret and advise regarding TIF laws and their application.
27. Perform any other services, at the direction of the City Council, that are appropriate for the City Attorney to aid in the efficient operation of the City.

Prosecution Services

1. Represent and prosecute all criminal law matters within the City's jurisdiction that are not the responsibility of the County Attorney, includes but not limited to attendance at arraignments as scheduled by the Ramsey County District Court, scheduling and coordinating of officer appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the City's law enforcement agency in the development of criminal cases, and provide training sessions for law enforcement staff as needed.
2. Timely pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.

3. Subject to the development of a policy for forfeitures to be approved by the City Council, process and present forfeiture cases on behalf of the City's law enforcement agency pursuant to said policy.
4. Provide an annual report to the City Council on prosecution activities conducted in the name of the City.

2. Compensation.

(a) Kelly & Lemmons, P.A. will submit monthly billing statements for the services it provides to Shoreview under this Agreement. Our firm tracks and bills its time in quarter-hour increments. We will send detailed billing statements which reflect the date, time billed, person performing the work, description of the work performed, and the line item amount. Our compensation for the above services will be as follows:

Civil Services

Generally, for work on civil matters, Kelly & Lemmons, P.A. will charge an hourly rate of **\$120.00** per hour for non-civil litigation work performed by attorneys; **\$140.00** per hour for civil litigation work performed by attorneys; and **\$60.00** per hour for work performed by law clerks or paralegals. The monthly retainer is **\$1250.00** per month.

Prosecution Services

For work on prosecution matters, including civil property forfeitures under the criminal codes, Kelly & Lemmons, P.A. will charge an hourly rate of **\$90.00** per hour for work performed by attorneys, and a rate of **\$50.00** per hour for work performed by law clerks or paralegals.

(b) Kelly & Lemmons, P.A. may incur various expenses in providing services on behalf of Shoreview. The City shall reimburse Kelly & Lemmons, P.A. for all out-of-pocket expenses. We have agreed to the following rates for common reimbursable expenses:

Photocopies:	\$.20 per page.
Facsimile:	\$1.00 per page.
Postage:	current postage rates.
Long Distance:	As incurred.

Other costs incurred in providing services (e.g. service of process, subpoena fees) will be submitted for reimbursement with each month's billing statement without markup.

(c) Kelly & Lemmons, P.A. agrees to keep its billing rates stable for the next year following the

execution of this agreement (calendar year 2016).

3. At Will Agreement. The parties acknowledge that this is an At Will Agreement. Upon termination of representation, all files and records relevant to this representation will be made available to Shoreview for removal. In the event Shoreview does remove said records and files, Kelly & Lemmons, P.A. shall have the right to copy the file in its entirety with the cost of said copying to be borne by Shoreview. Shoreview also agrees to compensate Kelly & Lemmons, P.A. for up to thirty (30) days following termination of the agreement for reasonable time and reimbursable expenses incurred in transitioning work in progress to a successor counsel.

4. Storage. Kelly & Lemmons, P.A. reserves the right to store file materials in a professional manner and for a professionally acceptable period of time. Such storage may include the use of commercial storage facilities. Shoreview further agrees to pay any reasonable cost incurred by Kelly & Lemmons, P.A. in the recovery and refile of said file materials, should that be necessary. Such costs may include, but are not limited to, service fees charged by commercial storage vendors.

5. Miscellaneous. No modification of this Agreement shall be valid unless it is in writing and signed by both parties. The representatives of Shoreview signing below have read this Agreement and have had an opportunity to ask questions regarding any portions of this Agreement which they do not understand.

Once again, we would like to thank the City for selecting us, and we look forward to continuing to build a strong working relationship with Shoreview.

If you have any questions regarding the proposed terms of this Agreement, please do not hesitate to contact me.

Respectfully yours,

KELLY & LEMMONS, P.A.

Joseph A. Kelly

Accepted on behalf of Shoreview:

Mayor

City Manager

PROPOSED MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To approve the request of Don Zibell to extend the Final Plat review period to 180-days. The subject property is at 3422 Chandler Road. The 180-day review period will expire March 16, 2016.

ROLL CALL: AYES _____ **NAYS** _____

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

Regular City Council Meeting – January 19, 2016

TO: Mayor, City Council, City Manager
FROM: Rob Warwick, Senior Planner
DATE: January 14, 2016
SUBJECT: File No. 2592-15-35, Review Period Extension Request, Donald Zibell, 3422 Chandler Road

INTRODUCTION AND BACKGROUND

In October 2015, the City Council commenced review of a final plat submitted by Donald Zibell to subdivide the property at 3422 Chandler Road into 8 lots for detached single-family development. In response to the applicant's comments at the meeting, the Council tabled the application and extended the review period from 60- to 120-days.

The applicant has continued to refine his plans and has requested an extension of the review period to 180-days, until the middle of March 2016. Preliminary plat was approved by the Council on June 1, 2015, and that approval is valid for a period of one year.

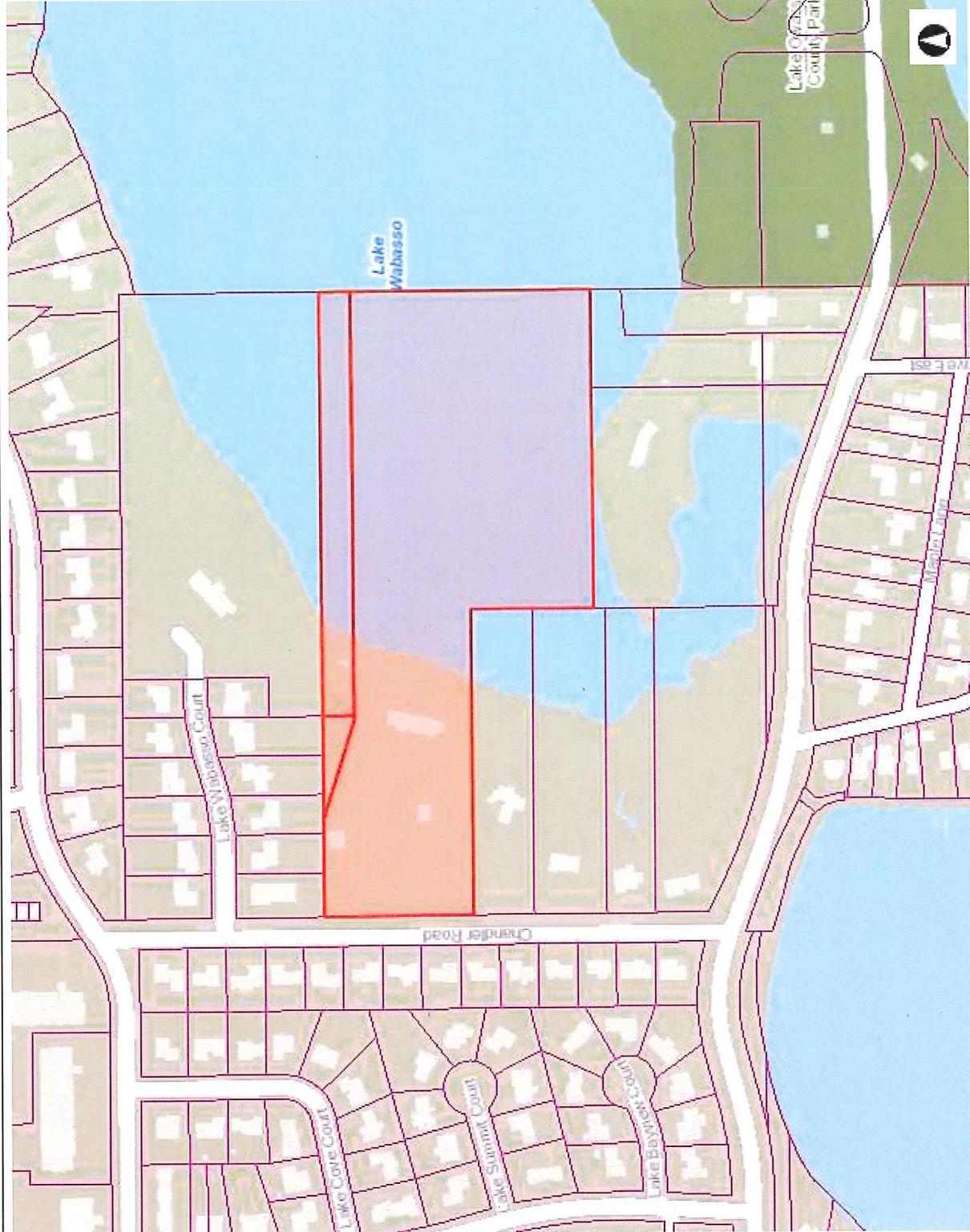
Attached is the applicant's request to the City for an extension to the review period from 120-days to 180-days.

STAFF RECOMMENDATION

There have been no changes to the R1 district standards that affect the subdivision, and the preliminary plat approval remains valid until May. Staff recommends the City Council approve the request to extend the City review period to 180-days.

Attachments

- 1) Location Map
- 2) Applicant's Statement
- 3) Motion



Legend



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

Notes

Enter Map Description

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

600.0 Feet

300.00

0



License # 20345856

4614 Churchill St
Shoreview, MN 55126
Phone: 651-483-0518
Fax: 651-483-9057

Date: January 14, 2016

To: City of Shoreview, Attn: Rob Warwick

Re: Extension of Review period, Zibell Addition

Dear Mr. Warwick,

We are requesting the City extend the review period for the Final Plat from 120-days to 180-days. Thank you for your assistance.

Sincerely,



Don Zibell

Date: 1/14/16



Jay Johnson
General Manager
Zawadski Homes, Inc.
651-387-9051

Date: 1/14/16

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To appoint the following individuals to the committees/commissions listed below:

<u>Committee/Commission</u>	<u>Name</u>	<u>Term Ending</u>
Bikeways and Trails Committee	John Hakes	January 31, 2018
	Bob Johnson	January 31, 2018
	Bill Zerfas	January 31, 2019
Environmental Quality Committee	Leslie Sharkey	January 31, 2019
	Kathy Radosevich	January 31, 2019
	Srinivasa Tala	January 31, 2019

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____

QUIGLEY _____

SPRINGHORN _____

WICKSTROM _____

MARTIN _____

TO: MAYOR AND CITY COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: JANUARY 11, 2016

SUBJECT: APPOINTMENTS TO COMMITTEES/COMMISSIONS

INTRODUCTION

The City Council is being asked to make appointments to the Bike and Trails Committee and the Environmental Quality Committee.

BACKGROUND

Vacancies were advertised in the local newspapers and applications were received as follows:

Bike and Trails Committee

Leslie Sharkey*
Kathy Radosevich*
John Hakes
Bob Johnson*
Bill Zerfas
Thomas Radio* (received late)

Environmental Quality Committee

Srinivasa Tala*
Leslie Sharkey*
Kathy Radosevich*
April King*

*Applied for various committees/commissions

All applications are attached for the Council's review, including applications for people who have not been recommended by a committee/commission.

Bike and Trails Committee

The Bike and Trails Committee currently has six members and can have between 7–9 members. Six applications were received for this committee. The committee reviewed the applications at their meeting and ranked them in the following order: Leslie Sharkey, John Hakes, Bob Johnson, Kathy Radosevich and Bill Zerfas. Leslie Sharkey and Kathy Radosevich's first choice was to be appointed to the Environmental Quality Committee so staff is recommending that the other three applicants be appointed to the Bike and Trails Committee.

Environmental Quality Committee

The Environmental Quality Committee currently has six members. The committee can have between 7-9 members. Four applications were received for this committee. The committee members reviewed the applications and have recommended that Leslie Sharkey, Kathy Radosevich and Srinivasa Tala be appointed.

RECOMMENDATION

It is recommended that the City Council appoint the individuals to various committees/commissions as listed on the attached motion sheet.

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

Environmentally friendly technologies, water conservation, clean air & water, and waste management are areas I have work experience, a technical background and a passion to improve for the next generation.

Briefly describe your work experience or other background information that would relate to this committee.

Mechanical Engineer with 20+ years experience working in Energy, Environmental, Waste, Emissions, and HVAC industries.

Please list other organizations or clubs that you have participated in.

ASHRAE, AEE, Water Filtration Society, Girl Scouts, Families Moving Forward

AEE - association of energy engineers
ASHRAE - society of heating, refrigeration & AC engineers.

Why would you like to serve on this committee or commission?

I am a firm believer in taking care of and conserving our natural resources. Clean air and water, managed waste and carbon emissions are some areas I can contribute to.

Additional Comments:

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Kathy Radosevich
Signature

Nov 30, 2015
Date



**Citizen Advisory Committees and Commissions
Application Form**

Name Bob Johnson

Address 333 Dennison Ave

Shoreview, MN 55126

*Home phone number 612-743-2921 *Work phone number 651-201-4856

E-mail 808johnson@gmail.com

How long have you lived in the City of Shoreview? Since July 2014

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

If yes, please explain:

The City of Shoreview currently has several volunteer committees and commissions.

- | | |
|------------------------------------|----------------------------------|
| ➤ Bike and Trails Committee | ➤ Lake Regulations Commission |
| ➤ Economic Development Authority * | ➤ Park and Recreation Commission |
| ➤ Economic Development Commission* | ➤ Planning Commission |
| ➤ Environmental Quality Committee | ➤ Public Safety Committee |
| ➤ Human Rights Commission | |

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Bike and Trails Committee
2. Planning Commission
3. Park and Recreation Commission

1. What are your specific areas of interest within this committee's or commission's scope of responsibilities?

I am interested in long-term planning to ensure safe neighborhoods for our children, and am especially keen on ensuring sustainable infrastructure, especially bikeways, and trails, and promoting alternative means of transportation.

2. Briefly describe your work experience or other background information that would relate to this committee.

I have several years experience working with committees and workgroups in state government, providing community feedback and building consensus in developing policy recommendations.

An avid bicyclist, I ride most days most days to my office in St. Paul as a means to keep active. My wife and I also bike and walk almost daily with our children on the wonderful trails throughout our neighborhood.

3. Please list other organizations or clubs that you have participated in.

Scout-leader and Committee Member, Boy Scouts of America
Service Organization President, New Brighton Ward - Church of Jesus Christ of Latter-Day Saints
Council Member, Health Information Technology Leadership Council - Normandale Community College
Committee Member, University Partnership for Health Informatics, University of Minnesota

4. Why would you like to serve on this committee or commission?

We moved to Shoreview from Minneapolis because of its natural beauty and the long-term stability the neighborhood will help provide to our 3-year-old twins. I am looking for opportunities to engage in our new community as we establish roots here, and I hope to contribute my experience from lessons-learned elsewhere.

Additional Comments:

I am happy to provide additional information, as needed. Thank you for the opportunity.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Robert B Johnson

11/30/2015

Signature

Date



**Citizen Advisory Committees and Commissions
Application Form**

Name Thomas J. Radio

Address 1043 Lawnview Avenue

Shoreview, MN 55126

*Home phone number 651/490-1362 *Work phone number 612/373-8420

E-mail tradio@felhaber.com

How long have you lived in the City of Shoreview? Since January 1990

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

If yes, please explain:

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Planning Commission

2. Economic Development Commission

3. Bike and Trails Committee

1. What are your specific areas of interest within this committee's or commission's scope of responsibilities?

Planning Commission: The basis of every great city is the responsible use of its land and other physical resources. Through the Comprehensive Plan, and other land use tools, the Planning Committee plays a vital role in mediating the competing values and rights that arise in applications and amendments of the plans and codes. I believe I could provide valuable insights on those key issues.

Economic Development Commission: Shoreview has great economic resources that need to be enhanced to allow the community to stay strong and vibrant. I would welcome the opportunity to work on those issues.

2. Briefly describe your work experience or other background information that would relate to this committee.

For over 35 years, I have practiced in the areas of municipal law, land use law, and economic development. I served as city attorney for the cities of Minnetrista, Orono, and Afton, and have represented many other governmental units on a special counsel basis. Additionally, I have represented citizens before government boards. I have seen how difficult conversations can be had, while maintaining a sense of decorum and respect.

3. Please list other organizations or clubs that you have participated in.

I have served on the Board of Directors of the Union Gospel Mission of the Twin Cities, both as a member and as president.

4. Why would you like to serve on this committee or commission?

I believe every citizen has a responsibility to serve the community in some worthwhile way. My experience as a municipal and land use lawyer has provided certain insights that should hopefully provide helpful. I think we have a wonderful city and very competent government. I would like to assist in continue the city in that direction.

Additional Comments:

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Thomas J. Radio

12/9/2015

Signature

Date



Citizen Advisory Committees and Commissions Application Form

Name John Hakes
Address 245 Lilac Lane
Shoreview, MN 55126
***Home phone number** 651-486-8778 ***Work phone number** 651-338-2845
E-mail j.hakes@comcast.net

How long have you lived in the City of Shoreview? 13 years, 2 months

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Bike and Trails Committee
2. Bike and Trails Committee
3. Bike and Trails Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

As a citizen of Shoreview, I take pride in the strong network of trails that exist in our city. Walking, running, biking & skiing them are activities I hope to continue for many years to come. Whether or not I am able to, this trail system is not to be taken for granted, since even neighboring communities often lack this amenity that so impacts the quality-of-life in Shoreview.

In joining this committee, I would seek to keep the trail system in Shoreview as strong as possible.

Briefly describe your work experience or other background information that would relate to this committee.

I am a current participant in the Adopt-a-Trail program supported by the City of Shoreview.

I, like many others, enjoy hitting the trails to exercise, as well as to partake in the 'peaceable enjoyment' they provide.

Having run for political office myself 3 times in the last 4 years and supported another candidate in a separate Shoreview-based election, I have developed many contacts potentially interested in bikeways and trails issues affecting our city.

Please list other organizations or clubs that you have participated in.

Active Board Memberships:

Ramsey County Library Board
Northeast Youth & Family Services
Shoreview Area Youth Baseball

Other Community Roles:

Ramsey County Neighborhood Crime Watch Captain
Incarnation Church Youth Confirmation Guide
SAYB Minnesota Twins Night Coordinator
High School Speech & MN History Day Judge
Multiple Committees & Event Positions for School District 621

Why would you like to serve on this committee or commission?

There are several immediate trail issues in the City of Shoreview that will likely gain the attention of the Bikeways & Trails Committee in the near future: Trails/paths linked to new library complex, connections to retirement developments, and the makeover of Hodgson Road currently slated for 2019.

My interest and degree in applied public policy would have me working to find solutions to these projects that are satisfactory to as many stakeholders as possible.

Additional Comments: _____

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

John Hakes
Signature

11/13/15
Date



**Citizen Advisory Committees and Commissions
Application Form**

Name: Srinivasa Tala

Address: 5712 Donegal Drive

*Home phone number: 352-246-8110

*Work phone number: 612-626-3485

E-mail: talasrinivas@gmail.com

How long have you lived in the City of Shoreview? 16 months

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Environmental Quality Committee

2. Human Rights Commission

3. Public Safety Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

My specific areas of interest within this environmental quality committee are

1. environmental concerns
2. water quality
3. solid waste disposal
4. providing educational knowledge on environment to the community

Briefly describe your work experience or other background information that would relate to this committee.

I am professionally trained as a chemist with a Ph.D. degree. I am currently working as laboratory chemical safety officer in a research group at Department of Medicinal Chemistry, University of Minnesota, Minneapolis, MN (From July 2011 to Present). As a chemical safety officer, I review and implement Environmental Health and Safety programs in all laboratories in the group in terms of chemical safety; hazardous waste storage and disposal procedures and gave recommendations for a better lab chemical safety situation. I believe that my background and experience will be helpful for the environmental quality committee in serving the community better.

Please list other organizations or clubs that you have participated in.

I served on the safety committee at Center for Heterocyclic Chemistry, University of Florida.

Why would you like to serve on this committee or commission?

I live in this Shoreview community. I want to provide service to my community. As a research scientist, I would bring my knowledge and experience on hazardous waste management to the committee.

Additional Comments: _____

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Srinivasa Tala
Signature

11/5/15
Date



**Citizen Advisory Committees and Commissions
Application Form**

Name Bill Zerfas

Address 833 Amble Court

Shoreview, MN

*Home phone number 651-765-8271 *Work phone number 612-252-3660

E-mail zerfasfamily@yahoo.com

How long have you lived in the City of Shoreview? 17-yrs

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

If yes, please explain:

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Bike and Trails Committee
2. Bike and Trails Committee
3. Bike and Trails Committee

1. What are your specific areas of interest within this committee's or commission's scope of responsibilities?

I use the trails for walking, running, and biking. My interest is seeing them expand, as proposed along highway 96 with the connector link to Reiland, and maintained. I think the crack sealing / seal coating maintenance program is well founded and would like to see this maintained in the future.

I also want to see an expansion of bike lanes in Shoreview, the surrounding communities, and Ramsey County. Bike ridership is up, so it is imperative that our trails / pavements are made safe for biking, while not crowding out walkers/runners. I believe we need to work the business community to make biking safer as well. Last time I checked, Target had 8 bike parking spots! And my health club has none. We need to work with them to include more bike parking options.

2. Briefly describe your work experience or other background information that would relate to this committee.

I am civil engineer and have been involved in site planning for many years. I have 4-years experience at MnDOT where I was involved in the maintenance of bituminous pavements. I was also involved in the multi-modal use of state trails at MnDOT, which involved snowmobilers and in-line skaters in addition to walkers, runners, and bikers.

My experience as a civil engineer brings a knowledge of pavement design to the committee, as well as working with site plans where 'squeezing' in a trail can be a challenge. I am also aware of the environmental aspects of constructing a trail (road) in undeveloped land

3. Please list other organizations or clubs that you have participated in.

I have been very active in the local sports scene in Shoreview. I have been a coach, assistant coach, or team manager on various youth soccer and hockey teams, just finished my 'last assignment' after my youngest graduated high school last spring. I served 2-yrs as the Treasurer of Mounds View Youth Hockey Association. I enjoyed my time with these activities as it puts you in the position to meet more people and to work through team issues.

4. Why would you like to serve on this committee or commission?

I am one of the 98% that feel the trail system in Shoreview is great and is a very important feature in our city. I want to see it continued and expanded in the future and I am sure there a financial pressures on the trail system. I am in favor of adding the connector link between the new highway 96 trail and Reiland as this would connect many to the Community Center, Library, and City Hall (& a hockey rink!). I think I bring a solid professional background, a proven record of working with others, and a desire to make Shoreview an outstanding community.

Additional Comments:

Thank you for your consideration!

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Bill Zervas

Signature

11/25/2015

Date



Citizen Advisory Committees and Commissions Application Form

Name: Leslie Sharkey

Address: 1018 Sherwood Rd, Shoreview MN 55126

*Home phone number 651-402-1261 (cell) *Work phone number _____

E-mail: shark009@umn.edu

How long have you lived in the City of Shoreview? 12 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Environmental Quality Committee
2. Bike and Trails Committee
3. Bike and Trails Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

I am a biologist by training, with an interest in conservation and how ecologic factors impact economic, physical and social well being in communities. Working toward sustainable utilization of resources will be key for the long term viability of our cities and towns; thus management of

water, maintenance and improvement of urban forests, and promoting retention/recruitment of multi-use greenspace are key for quality of life for our residents.

Briefly describe your work experience or other background information that would relate to this committee.

I am a veterinarian with a strong academic background in ecology and biology. I am a professor at the University of Minnesota. I have served on many committees both at UMN and at Tufts University when I was on faculty there, so I am familiar with how committees work in terms of the needs for open dialogue, compromise and to bring discussions to an actionable conclusion. I enjoy working with the public, I am comfortable with public speaking, and I have good conflict resolution skills when needed.

Please list other organizations or clubs that you have participated in.

Volunteer for Great River Greening

Volunteer for the Animal Humane Society

Mentor for VeTouch, a student outreach group at the University of Minnesota College of Veterinary Medicine that provides free veterinary services for underserved communities in collaboration with the Hennepin Ave Methodist Church

Mentor for Student Initiative for Reservation Veterinary Services, a student outreach group at the University of Minnesota that provides free veterinary services for native communities (Leech Lake, White Earth, etc).

American Society for Veterinary Clinical Pathology (previous Executive Board member and President)

Why would you like to serve on this committee or commission?

Shoreview is a wonderful community where I have raised my three children. I have tremendous appreciation for how the local government strives to maintain and improve our quality of life, and now that my children are off to college, I would like to give back to the community that has been our home for the last 12 years.

Additional Comments: _____

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Leslie Sharkey
Signature

11/14/15
Date



**Citizen Advisory Committees and Commissions
Application Form**

Name April King

Address 4675 Dale St N

Shoreview, MN 55126

*Home phone number 651-483-0911 *Work phone number same

E-mail april@aprileking.com

How long have you lived in the City of Shoreview? 14 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

If yes, please explain:

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Environmental Quality Committee

2. Economic Development Authority

3. Planning Commission

1. What are your specific areas of interest within this committee's or commission's scope of responsibilities?

I have been a vegetable gardener from childhood and believe a long-term view of natural and community resources will motivate wise choices and yield better quality of life for all. I have a strong interest in public policy generally and a growing interest in environmental quality research and using data for city decision making. I would like to encourage Shoreview citizens toward a healthy recognition that the word "efficient" is not very illuminating without stating the goal toward which an action is or is not considered efficient, and toward a humble understanding of how little we know, so that citizens rally around policies that both take that long-term view of natural and community resources because they make sense to the citizens.

2. Briefly describe your work experience or other background information that would relate to this committee.

I am an attorney and well used to reading dense information and applying it to specific cases. My background relating to environmental causes would mainly relate to home gardening and composting, but I am interested in expanding.

3. Please list other organizations or clubs that you have participated in.

Twin Cities North Chamber of Commerce; Minnesota State Bar Association; Love in the Name of Christ (now closed).

4. Why would you like to serve on this committee or commission?

I would like to broaden the types of activities considered for the environmental quality awards, learn about how citizens can improve water quality, have more say in water consumption policy, and see how city policies might do more to encourage gardening, especially vegetable gardening, which can greatly decrease a household's carbon footprint.

Additional Comments:

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

April E. King

11/20/2015

Signature

Date

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to appoint _____ and _____ to
the Planning Commission for three year terms expiring on January 31, 2019.

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

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to appoint _____ as Chair of the Planning Commission
and _____ as Vice Chair for one year terms expiring on
January 31, 2017.

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

TO: MAYOR AND COUNCIL

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: JANUARY 8, 2016

**SUBJECT: APPOINTMENTS TO PLANNING COMMISSION AND APPOINTMENT OF
CHAIR AND VICE CHAIR**

INTRODUCTION

Any person who has served two full terms on the Planning Commission must reapply when their term expires and will be considered along with any new applicants.

Also, as required by City Code, the Council annually appoints a chair and vice chair for the Planning Commission.

BACKGROUND

Two Planning Commission members' (Steve Solomonson and Pat Schumer) terms will expire on January 31, 2016. Staff advertised for these vacancies and the Council interviewed the following three candidates at a special workshop meeting on January 11, 2016:

Pat Schumer
Steve Solomonson
Abraham Wolfe

Following the interviews, the Council asked that the appointment of Planning Commission members be placed on the next Council agenda.

CHAIR AND VICE CHAIR

Commission members who expressed interest in these positions include the following:

Brian McCool

Mr. McCool has served on the Planning Commission since February of 2012 and was appointed as Vice Chair for 2015. Mr. McCool has expressed interest in serving as Vice Chair for another year. He has expressed interest in serving as Chair in the future but is concerned that this is not the best time for him to do this due to existing professional and personal commitments.

Steve Solomonson

Mr. Solomonson was appointed to the Planning Commission in February of 2004 and has served as Chair since 2012. He has indicated that he is interested in serving as Chair or Vice Chair but feels the Planning Commission needs another person with Chair experience.

John Doan

Mr. Doan has served on the Planning Commission since December of 2014 and has expressed interest in serving as Chair.

RECOMMENDATION

Staff is recommending the Council appoint two of the applicants to fill the current vacancies and to appoint a Chair and Vice Chair for the Planning Commission.

EMAIL EXCERPTS

Brian McCool

I would be interested in serving again as Vice Chair of the Planning Commission for 2016. I believe that my background as a real estate attorney who focuses specifically on land use and zoning work provides me a relatively unique background for processing the issues that come before the Planning Commission. I know that I don't always have the best ideas, nor the most popular ones, but I do believe that I typically contribute positively to the overall discussion of the matters we review. I sincerely enjoy serving on the Planning Commission and, if called upon to ever fill in for the Chair, I believe that my background, coupled with my meeting management and presentation skills, would serve me well in helping conduct the business of the Planning Commission in an orderly and efficient manner. I remain interested in one day serving as Chair of the Planning Commission, but due to my existing professional and personal commitments, I am concerned that this is not the best time for me to seek this additional responsibility. As such, serving as the Vice Chair again will (hopefully) continue to prepare me in the event I ever am selected to serve as Chair of the Planning Commission.

Please let me know if you have any questions or if the City Council requires any additional information from me.

Steve Solomonson

Please include me for consideration by the city council for the planning commission chair or vice chair.

I have been chair for 4 years. During that time the planning commission has worked well together. I have never been vice chair. I would be glad to fill either role of chair or vice chair, but feel the planning commission needs another person with chair experience.

City staff does a great job, which makes our job very easy. I'm hopeful that the city council will ask for input from you, Rob and Niki for the chair and vice chair. I feel the planning commission has been working well together and that everyone should have an opportunity to be chair or vice chair as it brings a different perspective to the planning commission and improves leadership, communication and team building skills.

John Doan

I am interested in serving as Chair of the Shoreview Planning Commission to continue the legacy of a Planning Commission that is open, transparent, deliberate and forward thinking. For me, the role of the planning commission is to not only review, recommend and at times approve development applications; but also to help guide a longer term

vision for the City's land use through studies, zoning recommendations and the Comprehensive Plan.

Working with staff and the City Council, the 2016 Planning Commission and its chair will play an instrumental role to develop the City's next Comprehensive Plan, while continuing to judiciously review development requests. As a former transportation consultant and member of the Metropolitan Council, I have a unique perspective of the comprehensive planning process and have worked with cities to develop their comprehensive plans. Collaborating with my fellow planning commissioners, staff and the Council on how we shape our City for the next generation is inherent in the process. I believe we need to go beyond the usual suspects, to reach others in our community through a broad and inclusive community engagement process. The Planning Commission is staffed by professionals who I have faith and trust to support developing a comprehensive plan and the accompanying planning process that we can all be proud of.

I have had prior opportunities to chair groups that utilize Roberts Rules, such as the State Council on Asian Pacific Minnesotans, Congestion Pricing Outreach Committee for the National Academies of Sciences' Transportation Research Board and Education Committee of the St Thomas Academy Board of Trustees. Through these experiences, I have learned that at times, you can go faster by going slower. That a deliberative and inclusive process on the front end can head off more protracted contention on the back end. As a body that is directly accountable to the City Council and thus indirectly to the citizens of Shoreview, the Planning Commission is successful when it takes a thoughtful, consistent and measured approach that aligns review of development proposals with the City's zoning and broader land use goals. I am committed to help lead the Planning Commission towards this end.

I would be remiss if I did not acknowledge the steady and thoughtful leadership of our current chair Steve Solomonson. Steve has ably led the Planning Commission for a number of years. I consulted with Steve about my interest and he encouraged me to apply with his support. I would be proud, honored and humbled to serve as Chair of the Planning Commission.



**Citizen Advisory Committees and Commissions
Application Form**

Name pat Schumer

Address 1510 Pinewood Drive

Shoreview

*Home phone number 651-786-6998 *Work phone number 651-247-2025

E-mail officiatingguy@hotmail.com

How long have you lived in the City of Shoreview? 22 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

If yes, please explain:

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Planning Commission

2. Planning Commission

3. Park and Recreation Commission

1. What are your specific areas of interest within this committee's or commission's scope of responsibilities?

Development within the city of Shoreview.

2. Briefly describe your work experience or other background information that would relate to this committee.

I have served as a planning commissioner for the past 11 years.

3. Please list other organizations or clubs that you have participated in.

Park and Recreation committee for 8 years prior to that.

4. Why would you like to serve on this committee or commission?

I enjoy working on this committee and feel that I keep it at the citizens level. I don't have the knowledge that a Steve Solomonson or Brian McCool has, but I feel that I am the down to earth presence that the Commission needs.

Additional Comments:

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No



Signature

9-22-15

Date

**City of Shoreview
Citizen Advisory Committees and Commissions**

Name: Steven Solomonson

Address: 4799 Kent St. Shoreview, MN 55126

Home phone number: 651 490 5143 **Work:** 651 733 3364 **Cell:** 651 485 3974

How long have you lived in the City of Shoreview? 25 years (*moved to Shoreview November 1991*)

Is there any reason that you would be unable to attend meetings on a regular basis?

Yes No

On what committees or commissions are you interested in serving?

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission**
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

The planning commission is an advisory commission to the city council with specific responsibilities of planning, updating the comprehensive plan for the city, variances, modifying the municipal code and making recommendations. The comprehensive plan is an expression of the vision of the community for future growth and development. The specific areas of interest that I have in the commission's responsibilities are to participate in the vision that directs the future growth and development of the city. My interest is to maintain the quality of life that Shoreview currently has. This can be done by participating in the updating of the comprehensive plan, hearing proposals for redevelopment, and acting on variance requests to name a few. Finally, an important

need and area of interest is the changes needed to address an aging community and to attract young families.

2. Briefly describe your work experience or other background information that would relate to this committee

Work Experience

I received my B.S degree from the University of Minnesota in Material Science and Engineering in 1985 and received my master's degree from the University of St. Thomas in Manufacturing Systems and Engineering in 1993. I am currently employed as a Lead Product Development Specialist at 3M Company in St. Paul. I have worked there for 28 years. My major responsibilities over the past 28 years have been to develop products in the laboratory and scale them up to manufacturing. I have had several successful product scale-ups and launches. In the last 13 years, my responsibilities have also included leading teams.

My education, training and work experience have given me opportunities to lead diverse cross functional teams and to solve complex problems. Team related training includes project management, project leadership, team building, and conflict resolution. The leadership courses have given me valuable experience in goal setting, motivation techniques, team building, and conflict resolution. The leadership opportunities have shown me the importance of listening and working with people.

Mentorship

I have mentored several students and young engineers and enjoy working with people. I am currently mentoring five people.

Shoreview Sister City

My wife and I hosted three exchange students from Zawiercie Poland through the Shoreview sister city association. It was a wonderful experience and we still keep in touch.

Shoreview Planning Commissioner

I was appointed to the Shoreview planning commission in February of 2004. I have 12 years experience on the planning commission including four years as chairman (2012-present). During this time, I have gained valuable experience with Shoreview's comprehensive guide plan, municipal codes and ordinances. The planning commission has also given me the opportunity to work with city staff, work and interact with other commissions, talk to applicants, and to have open discussions on proposals leading to consensus in most cases.

I attended four land use planning workshops offered by the University of Minnesota on planning and zoning and roles as a planning commissioner. In 2007 I was appointed to the Hwy 49 task force as a citizen member to help with the design of Hwy 49. I took two

classes in 2011: advanced zoning and lake shore management. I was appointed to the GLWMO in 2011 to help determine 10 year plan and to make a recommendation about mergers.

Appointed to Planning commission Feb 2004
Your role as a planning commissioner U of M 2006
Planning and zoning U of M ~2006
Hwy 49 task force member: 2007
Advanced zoning 2011
Lake shore management course 2011
GLWMO task force member 2011
Planning Commission Chair 2012-2015
Ecumen "Community for the Aging Workshop" 2012
[Highway corridor transition study discussion 2014](#)

Why would you like to serve on this committee or commission?

All of my life I have enjoyed helping people. My greatest assets are passion for public service, honesty, trust, empathy, fairness, problem solving skills, and good listening skills. I try to keep an open mind on all issues and attempt to compromise when possible and will take unpopular positions if need be.

My reason for wanting to serve on the Shoreview Planning Commission is to preserve the quality of life that Shoreview currently enjoys. Preserving quality of life means a lot of things: low crime, reasonable taxes, providing good public services, maintaining trails and open space, ensuring good water quality and quality of lakes, good public safety, maintaining neighborhoods, and enforcing codes to name a few. The most important things that should be protected are the bike trails, open space, parks, and quality of lakes. People are very satisfied with Shoreview. The key is to make changes for the future without impacting quality of life and resident satisfaction. Shoreview is mostly developed and the biggest challenge facing the city is in-fill and redevelopment. We have revisited some of our codes to address this, but I feel that further tweaks or discussions are necessary. I would also like to preserve the character of neighborhoods as much as possible during redevelopment and encourage homeowners to invest in their properties. I realize that change is inevitable in most cases. In order to continue to be a star city, I realize that unpopular decisions have to be made to keep our city vibrant and attractive. That is the biggest challenge going forward: finding the right balance of density, business opportunities, building heights and transitions and open space that make our community a desirable place to live and to locate a business.

Business climate and jobs are important to any city. An additional challenge is to attract and keep business in Shoreview. A balance has to be made between neighborhoods, open spaces, parks and business to maintain Shoreview's quality of life.

Additional Comments

I have enjoyed my 12 years on the planning commission and have admired the commitment and professionalism of the cities staff and elected officials. It has been a pleasure to serve in this environment.

The skills that I feel are important to a planning commissioner are honesty, trust, fairness, ability to delegate to commissions and staff, trust, empathy (depending on the situation), good listening skills, time, commitment, patience, courtesy, and a love for the city and its citizens.

It is very difficult to make everyone happy when proposals are submitted. The most important thing is for citizens to believe that the planning commissioners are honest, fair, and open minded about proposals. Ultimately a decision has to be made and the conduct and attitude of planning commission during the decision process is key for the citizens believing their opinions count and the process is fair. It is very important for the citizens to believe that they can make a difference in the process, and that their concerns are being listened to, respected, and acknowledged. In the end, it is important for citizens to believe the process is fair, honest and attempts to find the best solution for the city even if people don't get everything they want.

I have had the opportunity over the last 12 years to use the skills that I feel are important to be a good planning commissioner. I have also enjoyed being chairman for the last four years and feel that the planning commission has enjoyed a harmony during that time and worked very well together. I have strived to get participation from everyone and all comments are respected. The planning commission has been fair, patient, and collaborative in dealing with proposals. In most cases a consensus is reached. However, on several occasions, consensus was not possible and the differing opinions were respected.

*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No



**Citizen Advisory Committees and Commissions
Application Form**

Name Abraham J. Wolfe

Address 733 Mercury Dr W

Shoreview, MN 55126

*Home phone number 952-240-1884 *Work phone number 763-531-0300

E-mail abeandsarahwolfe@gmail.com

How long have you lived in the City of Shoreview? 8 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

If yes, please explain:

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Planning Commission
2. Public Safety Committee
3. Park and Recreation Commission

1. What are your specific areas of interest within this committee's or commission's scope of responsibilities?

I have many interests within all three listed above. I love seeing land get developed in a natural or general improved ways that allows Shoreview to shine. My previous experience with law enforcement and being a reserve / 1st responder allows me to see the great opportunity to help bridge understanding of needs and problems that may be presented. Lastly, parks and recreation are a huge key to how families and our community members plan their events, meetings, and health and wellness. All three would be a great opportunity to improve our community.

2. Briefly describe your work experience or other background information that would relate to this committee.

I have been a warehouse distributor, retail, jewelry repair, financial advisor, banker, law enforcement reserve officer, and hobbyist grape grower, and many other things. I am very good at putting together complex plans and completing the task at hand in everything I do. The experiences in my life have given me the opportunity to work with all types of people, personalities, and backgrounds. Which allows me to learn and work with most everyone as a team and lead when needed.

3. Please list other organizations or clubs that you have participated in.

I have been a part of Minnesota Grape Growers Association, Bayport Police Department Reserve program and ECC youth in the recent years.

4. Why would you like to serve on this committee or commission?

I have learned and become a great leader in many different ways and I would like to use my talents I have and also learn from other leaders within my community. My young children are getting older and I personally need something to be a part of that I can put my efforts and passions into. Another great reason is that I am right in the middle of generation X and the millennial generation. The gap allows me to see what has been, what is present, and what may be needed in views, understanding, and the expectations of the future community members.



Additional Comments:

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Abraham J. Wolfe

11/25/2015

Signature

Date

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 16-5 revising the committee structure and Mission Statement for the Public Safety Committee.

ROLL CALL: AYES _____ **NAYS** _____

JOHNSON _____

QUIGLEY _____

SPRINGHORN _____

WICKSTROM _____

MARTIN _____

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: JANUARY 15, 2016

**SUBJECT: RESOLUTION APPROVING REVISIONS TO THE COMMITTEE STRUCTURE
AND UPDATING THE MISSION STATEMENT FOR THE PUBLIC SAFETY
COMMITTEE**

INTRODUCTION

The City Council is being asked to consider Resolution No. 16-5 that could make revisions to the structure of the Public Safety Committee and also update its mission statement.

BACKGROUND

Several months ago, the City Council met with the Public Safety Committee to review some recommendations for updating the Committee's mission statement and revising the Committee structure. The proposed revisions to the committee structure are designed to make the committee more consistent with other city advisory boards. The current structure has standing ex-officio committee members from Allina Health Services (ambulance), Ramsey County Sheriff's Department, and the Lake Johanna Fire Department. Since the representatives from these groups can change from meeting to meeting, it is suggested that these groups serve as resources to the committee, rather than be official members of the committee. The Public Safety Committee's make up would then consist of seven to nine residents of Shoreview, similar to other City committees/commissions.

The proposed updates to the mission and purpose of the committee was discussed at several committee meetings during the past two years. The purpose has been expanded to include more specific responsibilities and activities for the commission.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council adopt Resolution No. 16-5 revising the structure of the Public Safety Committee and updating the mission statement for the committee.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 19, 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 19, 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. 16-05

**REVISIONS TO COMMITTEE STRUCTURE AND MISSION STATEMENT
OF THE PUBLIC SAFETY COMMITTEE**

WHEREAS, the City Council recognizes the need to modify the scope and mission statement of citizen advisory committees and commissions from time to time; and

WHEREAS, the intent of the City Council is to enhance the experience of citizens serving as volunteers on advisory committees and commissions; and

WHEREAS, the Public Safety Committee has recommended revision to the committee structure to allow 7-9 members so it is consistent with other advisory committees/commissions in the City; and

WHEREAS, the Public Safety Committee has recommended revision to the structure of the committee to show that representatives from the Sheriff's Department, Fire Department and Allina Health Emergency Services shall now serve as resources for the committee;

WHEREAS, the Public Safety Committee has also recommended an update to its Mission Statement and Purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREVIEW, MINNESOTA, that the new committee structure and mission statement for the Public Safety Committee be adopted.

ORGANIZATION AND MISSION STATEMENT
PUBLIC SAFETY COMMITTEE
January 19, 2016

MISSION: Maintain Shoreview as a safe and desirable City (community) to work, live and play.

STRUCTURE: The Public Safety Committee shall be a standing committee of the City of Shoreview with continuing responsibility as advisers to the City Council. The committee will consist of seven-nine members appointed by the City Council for three year terms.

The committee will annually, at its first meeting of the year, select a Chair and Vice Chair. The Chair of the meeting is responsible for presiding at the meetings and presenting any recommendations or reports to the City Council. Members may be removed by majority vote of the City Council at any time.

Representatives from the Ramsey County Sheriff's Department, Lake Johanna Fire Department, and Allina Health Emergency Medical Services (ambulance service provider) will be invited to all committee meetings and serve as resources to the Committee.

PURPOSE: The Public Safety Committee shall assist and advise the Council on matters pertaining to the public safety and welfare in the City of Shoreview including police service, fire service, ambulance service, animal control and emergency services. More specifically, the Committee will:

1. Monitor services provided by police, fire, animal control, and ambulance contract service providers to Shoreview residents.
 - Receive regular updates from police, fire, and ambulance service providers.
 - Review and analyze annual reports, call for service reports, response time data and other reports prepared by contract service providers.
 - Report and advise the City Council on positive and negative trends associated with this information.
 - Periodically review the City's Civil Defense and Emergency Management Plan that is prepared and coordinated by Ramsey County's emergency management personnel.

2. Address public safety concerns reported by residents or significant public safety events.
 - Participate in special meetings that address threats to public safety as requested by the City Council or City Manager.
 - Serve as liaison to the City Council by reviewing public safety and welfare concerns and making recommendations for City actions and involvement.

3. Review vulnerabilities, risks and threats to public safety in Shoreview.
 - Advocate for residents by identifying and exploring new or emerging public safety/emergency management issues before they become threats.
 - Provide recommendations to the City Council on City involvement or action on these issues.

4. Review any changes to the City Code and Comprehensive Plan as they relate to public safety.
 - Periodically review City Code for opportunities to update or improve public safety related ordinances based on emerging trends and safety issues.
 - Review and make recommendations to the City Council on any proposed code amendments or comprehensive plan amendments (typically every 10 years) relating to public safety and welfare.

5. Promote opportunities for increasing awareness and enhancing personal responsibility to protect neighborhood safety, life and properties in Shoreview.
 - Promote and participate when appropriate in crime prevention programs such as Neighborhood Watch and Night to Unite.
 - Promote Sheriff's Department volunteer programs such as Citizens Academy, Community Affairs Officers, Volunteers Involved in Public Safety (VIPS), Community Emergency Response Team (CERT) and others.
 - Review and make recommendations on website improvements to provide more comprehensive information about public safety services, events, and programs.
 - Promote public fire education activities including fire department open houses, smoke detector information and education, and other fire education activities.
 - Review and suggest public safety topics for inclusion in the ShoreViews newsletter.

6. Recommend opportunities to enhance Shoreview's reputation as a safe City.
 - Review results of community surveys to determine residents' perception of public safety.
 - Review crime reports to identify areas of concern or emerging trends.
 - Provide recommendations to the City Council to improve public safety in Shoreview.