

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
MAY 16, 2016
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

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

COUNCIL COMMENTS

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

1. May 2, 2016 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes—
 - Human Rights Commission, March 24, 2016
 - Bike & Trails Committee, April 7, 2016
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
4. Verified Claims

5. Purchases
6. License Applications
7. Developer Escrow Reduction
8. Establish Project and Authorize Professional Services Agreement – Bucher Lift Station, City Project 15-13
9. Approve Change Order #3 – Water Treatment Plant, City Project 14-02
10. Award of Bid—Water Heater Replacement
11. Award of Bid—Pool Filtration System Replacement

PUBLIC HEARING

12. Public Hearing —Approval of On-Sale and Off-Sale Liquor License—Kowalski’s Market, 411 Highway 96

GENERAL BUSINESS

13. Approval of Liquor License Renewals

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
May 2, 2016**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on May 2, 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 Wicksrom.

APPROVAL OF AGENDA

Mayor Martin added a brief discussion of the June 13, 2016 Council workshop meeting to the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the May 2, 2016 agenda as revised.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

Mayor Martin read the following proclamation in recognition of National Police Week:

[please insert proclamation]

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Springhorn:

The Shoreview Human Rights Commission is seeking nominations for the Caring Youth Award. This award is given each year to a high school student who is working to make Shoreview a quality community. Nomination forms are available on the City website and are due by June 15, 2016.

Attended the Ramsey County League of Local Governments meeting and heard a presentation from the Minnesota Diversity Council. He encouraged more diverse bands to be scheduled for the Concert in the Commons Series during the summer.

Councilmember Wickstrom:

Applications are being accepted for the Shoreview Green Community Award for residents who use environmentally friendly practices on their property.

Councilmember Quigley:

Noted the great amount of information available in the Park and Recreation Brochure recently distributed. City Manager Schwerm added that the information is also on the City website.

Councilmember Johnson:

Happy Birthday to Councilmember Quigley.

Thanked Mr. Dan Hoverman, retiring Superintendent of Schools, for all he has done for the community. Welcome to the new Superintendent, Mr. Chris Lennox.

Attended the Annual Lake Johanna Fire Department Appreciation Dinner. The members of the Fire Department are an amazing group of individuals and she expressed her special appreciation for all they do.

Mayor Martin:

Echoed Councilmember Johnson in wishing Councilmember Quigley a Happy Birthday and thanking him for the many quiet ways he serves the community.

May 21, 2016 will be Cleanup Day. Residents are urged to participate.

The City has received information from Canadian Pacific Railroad indicating that Xcel Energy had power line work to complete before all quiet zones can be implemented. Once the power line work is completed, a 21-day waiting period is required before the quiet zone can be officially established. This will probably be mid- to late June.

CONSENT AGENDA

Item No. 10 was pulled for separate discussion. Mayor Martin stated that City policy is to pass any Mayor and Council salary raises in an election year to take effect the following year. The raises amount to a \$14 per month increase for the Mayor and \$12 per month increase for each Councilmember. Many people are not aware that the Mayor makes only \$9,000 per year; Councilmembers make \$6,900 per year. This is true of most metropolitan cities. The only cities with full-time mayors are Minneapolis and St. Paul.

Councilmember Johnson requested that item No. 1 be voted on separately.

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to adopt the Consent Agenda for May 2, 2016, and all relevant resolutions for item Nos. 2 through 11:

2. April 18, 2016 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes
 - Environmental Quality Committee Minutes, April 25, 2016
4. Verified Claims in the Amount of \$1,132,879.62
5. Purchases
6. Authorize Ad for Bid - 2016 Street Seal Coat, Project 16-04
7. Developer Escrow Reduction
8. Authorize Purchase of Street Light Materials for 2016 Street Light Replacements, City Project 16-03, and Street Reconstruction, Projects 16-01 and 16-02
9. Approve Site and Building Plan Application to Demolish and Rebuild Two Existing Detached Garages at Midland Terrace Complex and Repave Portion of Parking Area
10. Approval of Ordinance Amending Mayor and Council Salaries
11. Authorization to Enter Into Agreement with BWBR - Community Center Expansion Project

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve item No. 1, the April 11, 2016 City Council workshop meeting minutes.

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

Councilmember Johnson abstained, as she did not attend the April 11th meeting.

PUBLIC HEARING

There were none.

GENERAL BUSINESS

ACCEPT BID AND AUTHORIZE CONSTRUCTION CONTRACT - VIRGINIA, DENNISON, LILAC RECONSTRUCTION, GRAND AVENUE RECONSTRUCTION AND EXTENSION, AND HIGHWAY 96 TURN LANE, CITY PROJECTS 16-01, 16-02 AND 16-07

Presentation by Public Works Director Mark Maloney

City Projects 16-01, 16-02 and 16-07 were bid as one contract award. The work includes reconstruction of streets; utility repairs; addition of storm sewer collection and treatment systems; and a left turn lane for access to the Kowalski site. Plans and specifications were approved by the City Council on March 21, 2016. Bids were opened April 16, 2016.

Three competitive bids were received were less than the Engineer’s Estimate of \$1.9 million. The low bid is \$1,677,690.50 from Midwest Civil Constructors. The PVC piping is a much lower cost than estimated. Although Midwest Civil Constructors has not done work in Shoreview, the company has done a significant amount of good work in Ramsey County, St. Paul and Bloomington.

The bid award shows the following breakdown of costs:

Virginia/Dennison/Lilac

Street construction	\$724,000
Storm sewer	\$266,000
Water Main	\$305,000
Sanitary Sewer	\$ 53,000

Total Estimated Costs: \$1,348,000

Highway 96 left turn lane: \$229,000

Grand Avenue

Street construction	\$354,000
Storm sewer	\$185,000
Water Main	\$ 3,500
Sanitary sewer	\$ 1,500
Trail Extension	\$ 20,000

Grand Avenue Total Estimate: \$564,000

Total Combined Project Costs: \$2,141,000 compared to the \$2.3 million estimated

Project Funding for Virginia/Dennison/Lilac:

Street Renewal	\$665,392
Surface Water Fund	\$224,570
Water Fund	\$281,800
Sewer Fund	\$ 53,000
Assessments/Bond	\$123,238

Highway 96 Turn Lane

Street Renewal	\$229,000
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Grand Avenue

Street Renewal	\$257,000
Surface Water Fund	\$ 14,213
Water Fund	\$ 3,500
Sewer Fund	\$ 1,500
Community Investment (Trail for emergency	

	egress)	\$ 20,000
Developer Payments		\$109,000
Assessments/Bond		\$ 23,787

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adopt Resolution No. 16-35 accepting the bid from Midwest Civil Constructors, LLC, for the Virginia, Dennison, Lilac Reconstruction, Grand Avenue Reconstruction and Extension, and the Highway 96 Turn Lane, City Projects 16-01, 16-02 and 16-07 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$1,677, 690.50.

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

ACCEPT BID AND AUTHORIZE CONSTRUCTION CONTRACT - GRAMSIE ROAD REHABILITATION, CITY PROJECT 16-05

This project is for the portion of Gramsie Road between Rice Street and Victoria Street. The work includes a full depth street reclamation with emulsion; replacement of concrete curb and gutter in some areas to re-establish grade. Plans and specifications were approved April 4, 2016. Bids were opened April 28, 2016.

Five competitive bids were received. The Engineer’s Estimate was \$750,000; the low bid was from Northwest Asphalt, Inc. at \$531,883.42. The bids received are significantly lower in price than what has been experienced in the last three years. The total estimated project cost of \$650,000 includes an allowance for engineering, administrative and contingency costs. The project will be funded through Municipal State Aid (MSA) dollars. Staff is recommending acceptance of the low bid.

Councilmember Wickstrom noted the work on I-694 and Lexington and asked the approximate length of time for this project. Mr. Maloney stated that the contract includes a window of time for the project to be completed so it is not dragged out a long time. There will not be a great amount of disruption of traffic because the road will not be closed to traffic. The rehabilitation of Victoria was deleted from the project because of all the other work being done on Lexington Avenue.

Mayor Martin asked if there is an opportunity to improve the underpass where flooding often occurs. Mr. Maloney acknowledged the tunnel is at a level that makes it flood prone. Water comes from both directions and to address the issue, the road grade would have to be changed.

Councilmember Quigley stated that residents have contacted him about trails under water in that area. Mr. Maloney stated that ground water levels are high, which is the reason for the water in the tunnel, and unfortunately not much can be done to change the tunnel elevation.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt Resolution No. 16-36 accepting the low bid from Northwest Asphalt, Inc. for the

Gramsie Road Rehabilitation, City Project 16-05 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$531,883.42.

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

Councilmember Quigley asked how long a favorable bidding climate is expected to last. Mr. Maloney stated that a bid package is put together based on past similar work with an inflationary cost added. These bids are low in comparison to the average of the last five years. Before the City's estimate would be re-evaluated lower, there would have to be at least a year of such favorable project bids.

APPROVAL OF RESOLUTION RELOCATING CITY POLLING PLACE

Presentation by City Manager Terry Schwerm

The City was notified that St. Odilia would no longer be a polling place for the City. At the same time, the Public Safety Committee requested the City look into making polling places at elementary schools safe. The principal at Emmet D. Williams identified a way for voters to directly access the gym to vote without interaction with students. The best solution at Turtle Lake School in Precinct 6 does not completely eliminate possible contact with students, and consideration was being given to hire additional deputies for that day at the school. The preference is to not use schools as a polling location because of security. The Fire Chief has agreed to a polling location at the fire station, which is directly across the street from Turtle Lake School. Plans will be in place to address any traffic issues with student drop off and pickup. Overall, staff believes this location will work better for the long term. The school district is appreciative of this change. While staff would also like to find an alternative location to Emmet D. Williams School, the fact that there can be direct access to the voting area without going through the school, will make that location work better

Because of the traffic situation that will be created at the Turtle Lake School/Fire Station location, Councilmember Johnson asked the reason the polling place for Precinct 6 could not be at City Hall. Mr. Schwerm responded that all polling places must be within one mile of the precinct boundary.

Councilmember Johnson expressed her concern about children and the congestion of the area. Mr. Schwerm agreed that peak traffic times of drop off and pickup at the school are difficult. He noted that more people are using absentee ballots. When the letter is sent informing residents of the change, voting times will be suggested that do not conflict with peak traffic times.

Councilmember Wickstrom stated that the traffic will not be different from using the school as the polling place. The traffic issue will be during peak traffic with cars exiting onto County Road I. She suggested parking only for voters on Lepak Court. Mr. Schwerm stated that it is too hard to identify who is a voter. The key will be for election judges to be able to park in the school lot to leave the fire station parking lot and on-street parking for voters. There will be access from both sides of the fire station.

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to approve Resolution No. 16-40 revising City polling locations.

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

SPECIAL ORDER OF BUSINESS

June 13, 2016 Workshop Meeting

Mayor Martin asked if Councilmembers would be able to change the June 13 workshop date due to conflicts. Consideration will be given to a workshop meeting before or after the Council meeting on June 20, 2016, or possibly June 21st.

ADJOURNMENT

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

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

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

Terry Schwerm
City Manager

**HUMAN RIGHTS COMMISSION
DRAFT MEETING MINUTES
March 24, 2016**

CALL TO ORDER

Co-Chair Wedell Ueki called the meeting to order at 7:00 p.m. with the following members present:

Present:

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

Excused:

Mark Hodkinson
Mary Johnson

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

APPROVAL OF MINUTES

Commissioner Williams indicated that the minutes from February 22, 2016 should reflect the reason why the dialogue with the Ramsey County Sheriff's department was left off the Action Planning section. It should reflect that the Sheriff's department already has specific initiatives in place that align with the HRC's goal to improve Police/Community Relations and the Sheriff has indicated that they would welcome the Commission's support for some of those initiatives.

Commissioner Williams moved that the Minutes of February 22, 2016 be approved with those changes. Commissioner Chu seconded the motion. The motion was adopted unanimously and the minutes were approved as amended.

UPDATE ON INEZ MULHOLLAND DOCUMENTARY

Commissioner Wedell Ueki stated that she came across this free film/documentary and sent an email asking for a copy. She contacted the Ramsey County library about a screening and they were receptive to the idea. She also indicated that she spoke with Mindy Grieling from the League of Women Voter and they were supportive of the idea, as well as members of the Roseville HRC. She mentioned that there isn't much that the Shoreview HRC has to do, but she wanted to get some feedback on dates that would be good for a showing of the film.

The Commission discussed potential dates and the connection between Women's Equality Day, and Inez's birthday, both of which occur in August this year. The Commission indicated that mid-August would be a good time, and more specifically August 16, 17, or 18th.

ACTION PLANNING UPDATE

Mounds View Cultural Fair: Reach out to the Mounds View schools regarding their annual Cultural Fair. There was interest in partnering in some way on this event.

- a. The following HRC members will be responsible for reaching out and making contact and/or working on a partnership: Elaine Carnahan, Mark Hodkinson, Sunny Chen.*

Commissioner Carnahan has reached out to Mounds View. She will call Brian Peloquin, Dean of Students regarding the Cultural Fair. She will work on soliciting new student representatives for the Commission. One suggestion was to put up flyers/ads during the cultural fair.

OTHER

Commissioner Williams brought up the topic of mental illness. She stated that she has dealt with a lot of these issues in her career and sees that this is an issue that needs to be addressed, particularly as it pertains to some of the issues between police and residents. She mentioned that this was an issue that she would like to explore further and see if there is something we can do to address this in a respectful manner in a “community dialogue” platform.

ADJOURNMENT

Due to the Shoreview Citizens’ Leadership Academy schedule, the next meeting of the Human Rights Commission is scheduled for Monday, April 25th in the upper conference room.

There being no further business before the Commission, Commissioner Bokovoy moved to adjourn. Commissioner Chen seconded the motion. The motion was approved unanimously. The meeting adjourned at 8:00 p.m.

SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

Meeting Minutes

April 7, 2016

1. CALL TO ORDER

The meeting was called to order at 7:06 p.m.

2. ROLL CALL

Members Present: Craig Francisco, Ted Haaf, John Hakes, Jay Martin, Craig Mullenbach, Keith Severson, Mark Stange, and Bill Zerfas

Members Absent: Bob Johnson

Guests: None

City Staff: David Yang

3. APPROVAL OF AGENDA

The committee added items concerning maintenance on the Gramsie woodchip trail east of Green Mill, and flooding on Snail Lake trail, then approved the updated agenda.

4. APPROVAL OF MEETING MINUTES

The minutes of the March 3, 2016 meeting were reviewed and approved by consensus of the Committee.

5. COMMITTEE DISCUSSION ITEMS

City staff presented highlights from the Public Works monthly report. It was pointed out that the Public Works Department has initiated a review of the City's current pedestrian safety guidelines and existing facilities. There was a brief discussion concerning the kind of work the Department of Corrections crew do around the City. Staff provided an update on the construction progress of the new water treatment plant and the Ramsey County project on Lexington Avenue and County Road F. Staff noted that the Ramsey County

project will not affect the Tour de Trails event. There was also a brief discussion concerning residents clearing snow from County trails during the winter, specifically the segment between Lexington Avenue and Island Lake. Committee members asked if it was possible for the City to plow the trail from the Island Lake boat landing to Milton because of its benefit as an east/west connector. Flooding on Snail Lake Trail was brought up as a concern and inconvenience.

The committee assigned its members to look over the Tour de Trails checklist from last year's event and provide feedback by the next meeting. Staff reported that there are 70 t-shirts left from last year's event. Committee members will contact Slice of Shoreview Days organizers about getting the event on their schedule and fliers. Staff would look into getting the Tour de Trails posted on the next ShoreViews May/June issue, and get the registration website up and running. There was also discussion concerning adding walking and hiking brochures, information from the Shoreview Walking Club, and Metro Transit information at the event booth. The committee wants to get the event into The Press and The Bulletin, and for committee members to come up with a time table of events.

The meeting was adjourned at 8:40 P.M.

Memorandum

To: Mayor and City Council Members
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: May 12, 2016

Re: Monthly Report
- Administration Department
- Community Development Department

ADMINISTRATION DEPARTMENT

Citizens' Leadership Academy

The Citizen's Leadership Academy (CLA) concluded on May 4th with a Community Development bus tour around the city. We have had very positive feedback from participants, and the sessions have been interactive, engaging, and informative. The City Council is invited to participate in a graduation ceremony beginning at 6:00 p.m. in the Community Room on Monday, June 20th prior to the City Council meeting where the participants will be formally recognized.

Elections

The new voting equipment from Ramsey County has been delivered. This new equipment will be used during both the Primary and General elections. Administration staff recently attended election training at Ramsey County where they got hands-on training on the use of the new voting system. The equipment will be on display at city hall prior to the general election.

Staff is also currently monitoring several election bills in the legislature, including one that could potentially affect this year's election. One proposed bill would allow for a change in the process for in-person absentee voting 7 days prior to the election. Currently, absentee ballots are placed in a series of envelopes and not processed until after the voter has left the building. If passed, the changes would allow in-person absentee voters to place their ballots directly into a secure tabulator beginning 7 days before Election Day. Another bill being considered that may have financial implications for the city is a bill establishing a Presidential primary. This bill was prompted by the large turnout at this year's party caucuses. It appears the legislature is amenable to providing some type of reimbursement to local units of government who would be responsible for administering the primary election. It is estimated to cost around \$5 million if the State moves to a Presidential primary.

Deputy City Clerk Position

Current Deputy City Clerk Terri Hoffard continues to work closely in training of recently hired Amy Truhlar, as part of the transition period before Ms. Hoffard retires at the end of June. Ms. Truhlar continues to learn the multitude of processes and procedures involved with the position, with the primary focus on the administration and duties of coordinating the election.

CenturyLink Cable Franchise

Staff has begun negotiations with CenturyLink for a new cable television franchise. The city is once again working with Robert Vose from Kennedy & Graven law firm to assist with the legal issues in this process. Staff anticipates having a representative from CenturyLink as well as our consulting attorney Robert Vose attend a workshop meeting in the next few months to update the Council.

Summer Photo Contest

This year's theme for the contest will focus on outdoor sports for both youth and adults, thereby increasing our content in this genre and further engaging residents in an activity that promotes health, wellness, and community. The contest deadline for submissions is Monday, July 18th. More information including rules and entry form can be found on our website.

COMMUNITY DEVELOPMENT DEPARTMENT

Joint EDA/EDC Work Plan Meeting

The Economic Development Authority (EDA) and Economic Development Commission (EDC) met in a joint meeting with the City Council at the workshop on May 9th to discuss business and economic development work plan goals and priorities. It has been a goal for the EDA and EDC to get together at least once a year to review respective work plans, review missions and roles, and identify major goals and initiatives with City Council.

The Economic Development Commission has already reviewed and updated their proposed work plan for 2016-2017. The EDC is recommending a focus on the Business Retention & Expansion (BRE) Program including developing a database for tracking communications with our businesses, a goal of conducting business visits, developing a resources packet for business retention and attraction, and continuing and broadening our business outreach.

The Economic Development Authority has not yet updated their two-year work plan, but will do so at their next meeting based on the feedback received at the joint meeting discussion from the City Council and EDC.

Business Exchange

The City hosted the business networking social event, the Shoreview Business Exchange, on April 27th at the North Metro Meeting & Event Center (part of the newly renamed Best Western Plus). The EDC had suggested moving the twice-a-year event from the months of May and December to April and October to avoid scheduling conflicts and improve attendance from our businesses. Additionally, based on a

suggestion from the Economic Development Authority, Mayor Martin provided a brief update on City issues, projects, developments.

Business Workshop

The next jointly-sponsored business seminar is scheduled for Wednesday, May 25th in Arden Hills on the topic of cyber-security. The north east metro business series is sponsored by area cities, including Shoreview, along with the area Chambers of Commerce. Shoreview will likely be the host of the next seminar in late summer/early fall. Below is more information on the upcoming session, including how to register to attend. The event will be promoted on the City's website and through social media.

WED, MAY 25 AT 7:30 PM, SAINT PAUL, MN

My Website's Been Hacked! Why It Happened, What To Do, How To Prevent It

By: Communities & Business Groups Along Hwy 96/North Metro Corridor



My Website's Been Hacked!
Why It Happened, What To Do, How To Prevent It
Wednesday, May 25 from 7:30 to 9:30 am
Flaherty's Arden Bowl, 1273 County Rd E, Arden Hills, MN 55112
7:30-8:00 am networking
8:00 to 9:30 session

Your website is a target of cyber-criminals. In this seminar you will learn why you are at risk, what they attackers want, what to do if it happens to you, and most importantly, how to prevent it from happening in the first place. Join us and learn specific steps you can take to secure your website, make sure it does not become a victim of cyber-criminals

Sign up: <http://NEMetrobizseriesMay.eventbrite.com>

Presenters: Bob Weiss and Troy King
 Bob Weiss has over 15 years of experience providing computer security, network security, and web site security services to small business customers in the upper Midwest running his own IT support business. Last October he joined Computer Integration Technologies as their cyber-security practice manager. Bob is Microsoft Certified System Engineer, Microsoft Small Business Specialist, and Certified Ethical Hacker, and holds the A+ certification from CompTIA. He is current working to achieve the CISSP certification. He also is a long time cyber-security blogger at WyzGuys Cybersecurity.com, and can be seen at public presentation where he discusses the state of cyber-security, and how to best protect your digital assets from cyber-attackers.

Troy R. King is the founder and owner of King Web Agency. The company was founded with the goal of providing exceptional and personal customer service. Troy grew up in the suburbs of St. Paul, Minnesota. He learned the basics of web coding in the mid 90's. Troy took his skills as a web programmer and founded a new type of web development firm that would focus on caring for its clients. Since then, King Web Agency has grown into a reputable web development firm that is recognized for superior customer service and dedication to each and every project.

Development Update

- **Kowalski's Market** – Kowalski's will soon be issued a full building permit to start construction on the major renovations of the former Rainbow Foods building. They have already begun interior demolition work in preparation for the construction project. Kowalski's expects to open their new grocery store and operations in mid-November of this year.

The City will be undertaking a public improvement project to install a new left-turn lane access into the Kowalski's property from eastbound Highway 96. This project will be done later this summer and completed in advance of the store opening.

- **Elevage Housing/Retail Project** – Agreements and related documents are being executed with the Elevage Development Group on their mixed-use development project that will include 134 apartments, ground floor retail space, and 14 townhomes. Once a building permit is submitted and issued by the City, construction on the project is expected to begin in June with an estimated completion in about 18-24 months.

Planning Activities

- The Planning Commission will hold their regular monthly meeting on May 24th. Five applications were received and include two commercial projects and three residential projects. The commercial projects include a Site and Building Plan review and Comprehensive Sign applications for a proposed commercial building on the former Rainbow Foods property, 441 Highway 96. This commercial building will be occupied by a bank (North American Banking Company) and an insurance agency. A Site and Building Permit Review application was also received for the expansion of the commercial building at 1080 County Road E for the expansion of Odds & Ends Again. The project involves the addition of retail space in front of the building and warehousing on the back end of the building. Information regarding these applications can be found on the City's website at <http://www.shoreviewmn.gov/departments/community-development/planning-and-zoning/current-development-projects>.
- A workshop was tentatively scheduled before the regular Planning Commission meeting on May 24th but may be re-scheduled in light of the number of applications received for the regular meeting.
- The Official Zoning Map has been updated and is available online on the City's website at the following link: <http://www.shoreviewmn.gov/home/showdocument?id=2083>.
- Planning staff attended a training session facilitated by the Family Housing Fund and the Urban Land Institute of the Minnesota/Regional Council of Mayors (ULI MN/RCM) on mixed income housing. The session reviewed tools and strategies to encourage mixed income housing in new housing developments. A technical assistance grant is available to communities who are interested in preparing housing policies that encourage mixed income housing.

- The Planning Commission held a workshop after their April 26th meeting and discussed text amendments pertaining to building height and parking. The building height amendment proposes changes to the City's maximum building height permitted in the multi-family residential, commercial, and industrial zoning districts. Changes proposed for the parking standards relate to the parking ratio requirements for non-single family residential land uses. Parking ratio's for other uses were also discussed and tend to be more complex since parking needs for commercial and industrial uses vary dependent on the specified use. Staff will be preparing draft text amendments for the Commission to review prior to scheduling a public hearing.
- Planning staff also continues to work on an amendment for beekeeping and anticipates a draft ordinance later in the year.

Housing and Code Enforcement

Rental Licensing:

- The following table compares the number of issued General Dwelling Unit (GDU) licenses:

Rental Licenses (GDUs)			
Year	2014	2015	2016 (to date)
Issued	554	606	575

- Inspections for the GDU units started in late February and are geographically scheduled by neighborhood throughout the City. Three hundred-five (305) GDU units are scheduled for inspection in 2016. One hundred-ten (110) properties have been inspected out of the 305 properties required to be inspected this year.
- Inspections for Zone 6 are scheduled the week of May 16th. Zone 6 is on the west side of Turtle Lake, south of County Road I and north of Highway 96

Code Enforcement:

There have been 13 new Code Enforcement cases in the past month. The following table summarizes the Code Enforcement activity:

Code Enforcement Cases			
	Total No. of Cases	Open Citations	Hoarding Cases
2016	40	1	3
2015	185	3	2

**Ongoing Hoarding Cases – 6*

- The City has executed Abatement, Assessment and Compliance Agreements with 6 property owners in the City to address hoarding conditions. These agreements permit the City and Fire Department to conduct follow-up inspections to insure the homes and property are being maintained in accordance with the code standards. These follow-up inspections are being scheduled and conducted by the Housing and Code Enforcement Officer and Fire Marshal.

- The City's Housing and Code Enforcement Officer, along with Ramsey County Health, Sheriff's Department, Fire Marshal, and Animal Control, conducted a "stop and knock" at a property along County Road E West, after a report of hoarding conditions inside the home. In the past, the City has had a number of property and housing maintenance cases on this property, but this was the first time we had a person come forward with information on the poor conditions inside the house. The agencies were allowed access inside the home, and discovered significant hoarding conditions that were rated a 4 out of 5 on a scale system we use. The City posted the house as "uninhabitable" due to the severe conditions, and Animal Control removed 2 dogs and 3 cats from the house. City and Lake Johanna Fire staff met with the homeowner and are trying to get the homeowner to enter into an Abatement, Assessment and Compliance Agreement with the City. The first re-inspection of the property will be conducted the week of May 16th.
- The hoarding and other unsanitary conditions that were recently discovered at a home on Mackubin Street during a medical call have been brought into compliance. The homeowner did enter into an Abatement, Assessment and Compliance Agreement with the City and a contractor assisted with the clean-out. A recent inspection found that the home complies with the City's Housing and Fire Codes and was deemed habitable. The homeowner has returned to the home. A follow-up inspection will be conducted the week of May 16th continued re-inspections per the executed agreement will be necessary to ensure the property stays in compliance with City and Fire codes.
- City staff, Lake Johanna Fire Department staff and Ramsey County Housecalls Program staff recently re-inspected a home on Nancy Place. This homeowner previously signed an Abatement and Assessment Agreement with the City in 2014. During the inspection conditions were discovered that required correction and the homeowner worked with assistance from Ramsey County to bring the property into compliance again. The home was re-inspected on April 25th and found to be in compliance.
- **SHINE Program.** The City has selected the neighborhoods on the north and east side of Lake Owasso for the Spring SHINE program. Property owners were notified in late April and given information on the City's property and housing maintenance requirements, as well as the upcoming Clean-Up Day. An inspection of the neighborhoods will be conducted in late May and results letters will be sent out to homeowners. Department staff will then follow-up with homeowners that have property or housing maintenance violations.

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.
- Long-time City employee, Cecy Lukoskie, has announced her retirement as of July 1st. Cecy began her career working at the Community Center, then moving on to the Finance Department, and has been a valued member of the Community Development Department for the past 15 years.

HousingResource Center - NorthMetro

City of Shoreview Monthly Status Report

July 1, 2001 - April 30, 2016

	Jan-Dec '13		Jan-Dec '14		Jan-Dec '15		Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16	Aug '16	Sep '16	Oct '16	Nov '16	Dec '16	Yr-to-Date	TOTAL	
	2507	152	181	166	4	13	21	9	0	0	0	0	0	0	0	0	0	0	0	47	3,053
Number of Calls	2507	152	181	166	4	13	21	9	0	0	0	0	0	0	0	0	0	0	0	47	3,053
MHFA Fix Up Fund/Rehab																					
Loan Applications Rec'd	45	2	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52
Loans Closed	26	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31
Shoreview Home Improvement Loan																					
Loan Applications Rec'd	13	8	1	4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27
Loans Closed	11	5	0	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	20
Ramsey County Deferred Loan																					
Loan Applications Rec'd	21	4	3	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33
Loans Closed	14	3	2	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	23
Construction Consultation Report																					
Consultation Phone or Walk-in	770	117	114	67	5	10	11	12	0	0	0	0	0	0	0	0	0	0	0	38	1,106
Site Visits	547	91	80	67	4	4	13	5	0	0	0	0	0	0	0	0	0	0	0	26	811
Scopes & Inspections	113	4	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2	120
Total SERVICES Provided	4,067	387	387	319	13	28	48	27	0	116	5,276										

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service. Shoreview Home Improvement Loan started 2010

**CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2016 WITH 2015**

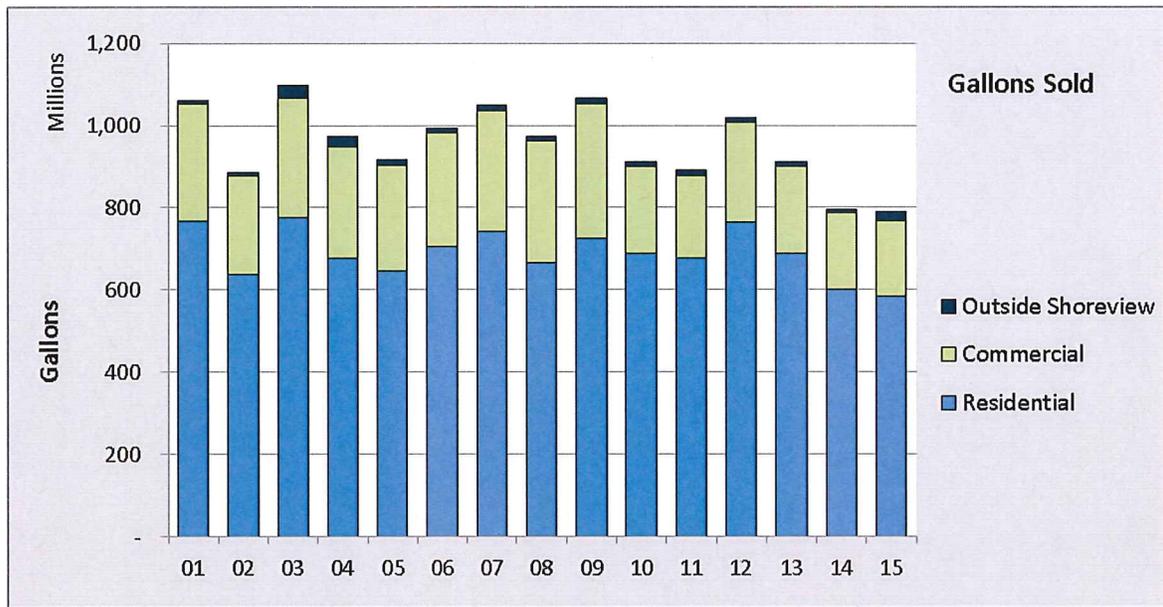
	APRIL 2016		TO DATE 2016		APRIL 2015		TO DATE 2015	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$315,000	4	\$1,212,000	2	\$450,000	4	\$1,064,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	4	\$222,000	6	\$512,000	3	\$50,000	6	\$354,000
GARAGES	1	\$55,000	3	\$115,000			1	\$9,000
MISCELLANEOUS	93	\$573,449	269	\$2,009,315	100	\$598,983	221	\$1,513,858
APARTMENTS			1	\$5,300,000			0	\$0
OFFICES			0	\$0			0	\$0
RETAIL			0	\$0			1	\$1,500,000
INDUSTRIAL/WAREHOUSE			0	\$0			0	\$0
PUBLIC BUILDINGS			1	\$10,300,000			0	\$0
COMMERCIAL ADDITIONS			0	\$0			0	\$0
COMMERCIAL ALTER	5	\$241,500	18	\$862,257	3	\$3,000	11	\$67,400
TOTAL	104	\$1,406,949	302	\$20,310,572	108	\$1,101,983	244	\$4,508,258

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

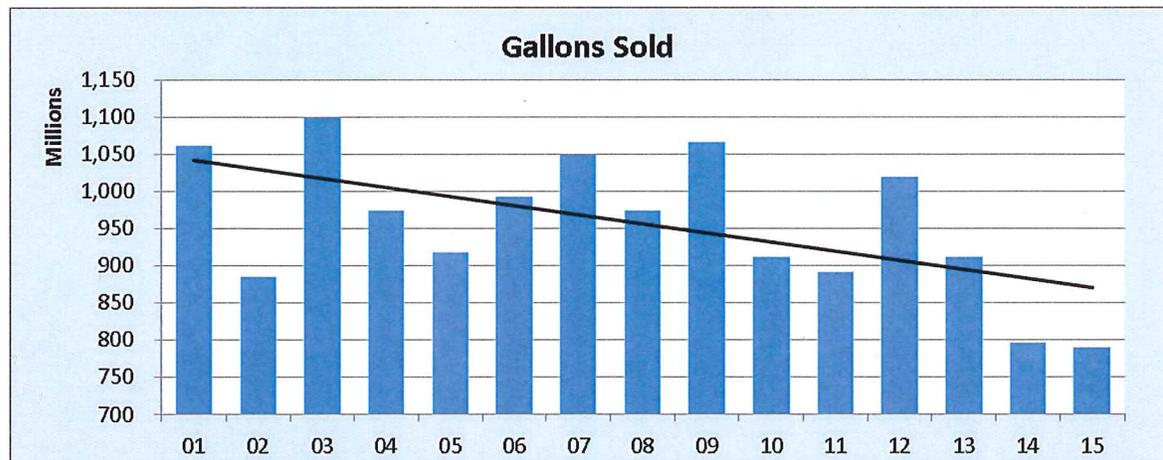
TO: Terry Schwerm, City Manager
 FROM: Fred Espe, Finance Director
 DATE: May 11, 2016
 RE: Monthly Finance Report

Water Use Trends

The graph below illustrates changes in total water consumption (gallons sold) over the last fifteen years. On average, residential gallons account for 72.3% of gallons, commercial/industrial gallons account for 26.2% of gallons and about 1.5% of gallons are sold to neighboring communities.

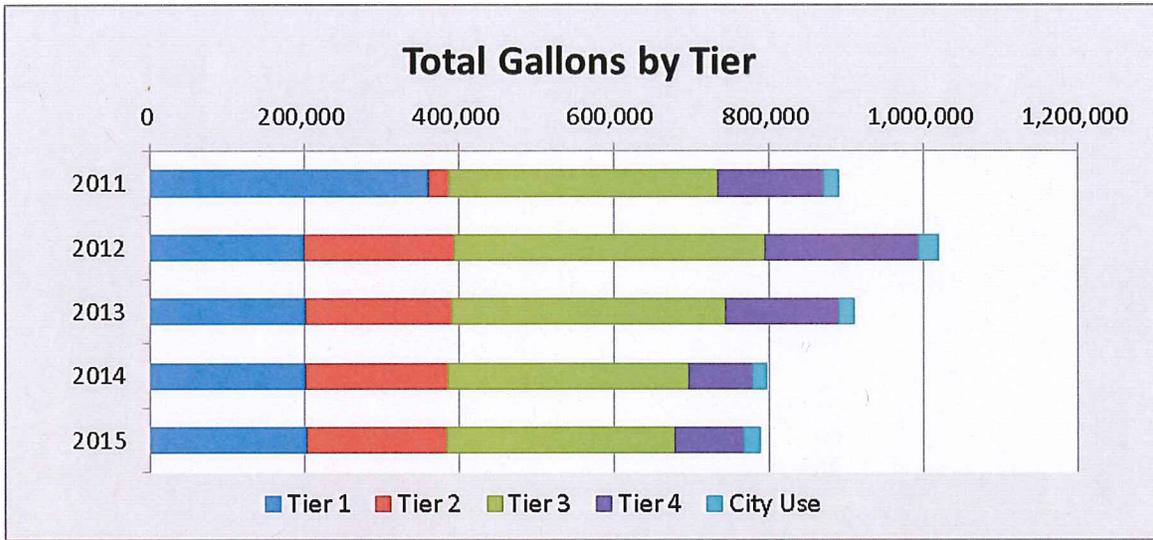


The next graph shows total gallons sold with a trend line that provides an overall indication of declining gallons, 2015 gallons sold were the lowest over the fifteen year period due to a cool and wet summer.

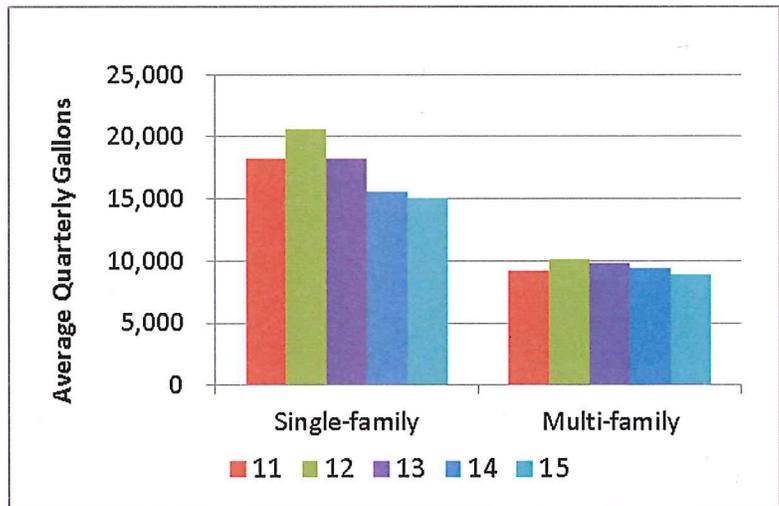


Gallons billed by tier over the last five years are shown in the next graph. In 2010 there were structural changes in rates (tiered Commercial rates) represented by the red bar in the graph, this same tier was expanded in 2012 by splitting the lowest residential tier into two tiers. Between the change in tiers and the adopted water rate increases, the City has been successful in closing the gap between water revenue and operating expense in spite of declining gallons sold.

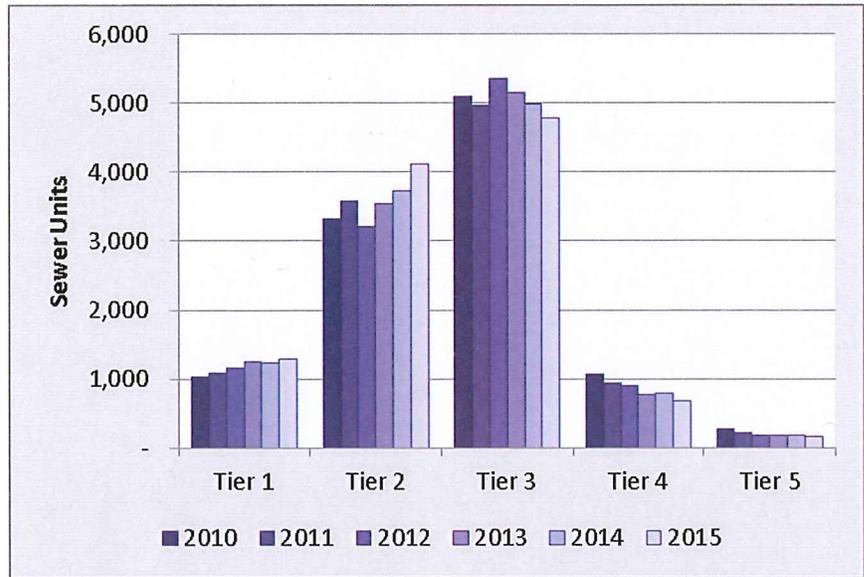
Total gallons billed in tier 1 and 2 have ranged from 38.5% of total gallons billed in 2012 to 48.6% in 2015, while the gallons in tier 3 fell to 37.4% in 2015 from an average of 39% for the years 2011 – 2014 and tier 4 fluctuates the most (due to weather conditions in the summer months).



The graph at right shows average quarterly gallons per residential unit for the last five years. Multi-family gallons have remained constant (apartments, condominiums and townhome structures with one meter for multiple units), and average single-family gallons per unit vary based on weather patterns (for instance the dry summer during 2012 led to higher water use for the year).



Winter water consumption is used to compute residential sewer bills throughout the year, because sewage flow is not metered at the home and winter water use provides the best measure of water sent into the sewer system. The table at right illustrates the gradual decline in residential water consumption because the number of units billed in the lowest two tiers is growing and the number of units billed in the middle and highest two tiers is declining.



Permit Revenue

The table below provides a summary of permit revenues to date in 2016, in comparison to the same period in previous years (January through April). Revenue to date this year is 87.4% of the budget allowance.

	2012	2013	2014	2015	2016
Revenue Received					
Building permits	\$ 116,761	\$ 55,928	\$ 42,266	\$ 59,809	\$ 142,762
Plan check	56,904	21,744	12,043	13,752	62,348
Heating/electric/plumbing	64,065	39,140	40,727	32,785	48,269
Total Revenue	\$ 237,730	\$ 116,812	\$ 95,036	\$ 106,346	\$ 253,379
Percent of budget allowance	92.1%	42.9%	33.8%	36.4%	87.4%
Budget allowance:					
Building permits	\$ 150,000	\$ 150,000	\$ 162,000	\$ 170,000	\$ 170,000
Plan check	45,000	50,000	46,000	50,000	40,000
Heating/electric/plumbing	63,000	72,000	73,000	72,000	80,000
Total Budget	\$ 258,000	\$ 272,000	\$ 281,000	\$ 292,000	\$ 290,000

Financial Software

In March the City distributed a Request for Proposal for financial software, the deadline for vendors to submit a proposal was Wednesday May 11th. The City received four vendor submissions. Over the next several months staff will be evaluating the proposals and conducting on site presentations and demonstrations. It is anticipated that a vendor will be selected in July with Council approval in August, implementation will be completed in December of 2017.

Monthly Report

Attached is the monthly report for April of 2016.

General Fund
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	7,321,858		7,321,858		
Licenses & Permits	354,000	218,853	135,147	61.82	31.81
Intergovernmental	480,622	126,851	353,771	26.39	26.44
Charges for Services	1,224,520	204,962	1,019,558	16.74	8.55
Fines & Forfeits	42,500	9,919	32,581	23.34	22.46
Interest Earnings	50,000		50,000		
Miscellaneous	25,450	7,173	18,277	28.18	28.83
TOTAL REVENUES	9,498,950	567,757	8,931,193	5.98	3.85
EXPENDITURES					
General Government					
Administration	575,203	167,922	407,281	29.19	27.57
Communications	235,448	62,923	172,525	26.72	26.33
Council & commiss	156,597	76,387	80,210	48.78	51.16
Elections	39,574	15	39,559	.04	
Finance/accounting	571,295	174,426	396,869	30.53	28.59
Human Resources	295,128	83,920	211,208	28.44	25.71
Information systems	348,684	168,980	179,704	48.46	38.30
Legal	132,000	24,447	107,553	18.52	23.67
Total General Government	2,353,929	759,019	1,594,910	32.24	30.46
Public Safety					
Fire	1,474,420	633,177	841,243	42.94	41.97
Police	2,096,500	620,073	1,476,427	29.58	28.92
Total Public Safety	3,570,920	1,253,250	2,317,670	35.10	34.09
Public Works					
Forestry/nursery	122,311	35,554	86,757	29.07	5.76
Pub Works Adm/Engin	434,492	124,487	310,005	28.65	26.62
Streets	871,799	148,676	723,123	17.05	17.74
Trail mgmt	131,148	19,499	111,649	14.87	9.72
Total Public Works	1,559,750	328,216	1,231,534	21.04	18.67
Parks and Recreation					
Municipal buildings	117,633	7,894	109,739	6.71	5.81
Park Maintenance	1,276,575	262,326	1,014,249	20.55	18.77
Park/Recreation Adm	387,297	115,853	271,444	29.91	28.81
Total Parks and Recreation	1,781,505	386,073	1,395,432	21.67	19.90
Community Develop					
Building Inspection	161,368	53,402	107,966	33.09	23.33
Planning/zoning adm	484,478	152,459	332,019	31.47	28.07
Total Community Develop	645,846	205,862	439,984	31.87	26.77

General Fund
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,911,950	2,932,421	6,979,529	29.58	27.66
OTHER					
Transfers In	811,000	66,667	744,333	8.22	7.44
Transfers Out	-398,000	-84,667	-313,333	21.27	21.69
TOTAL OTHER	413,000	-18,000	431,000	-4.36	-7.12
Net change in fund equity		-2,382,664	2,382,664		
Fund equity, beginning		4,627,122			
Fund equity, ending		2,244,458			
Less invested in capital assets					
Net available fund equity		2,244,458			

Recycling
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	75,469		75,469		
Charges for Services	536,500		536,500		
TOTAL REVENUES	611,969		611,969		
EXPENDITURES					
Public Works					
Recycling	566,151	103,008	463,143	18.19	17.82
Total Public Works	566,151	103,008	463,143	18.19	17.82
TOTAL EXPENDITURES	566,151	103,008	463,143	18.19	17.82
Net change in fund equity	45,818	-103,008	148,826		
Fund equity, beginning		352,762			
Fund equity, ending		249,754			
Less invested in capital assets					
Net available fund equity		249,754			

STD Self Insurance
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	2,688	4,812	35.84	34.61
Interest Earnings	500		500		
TOTAL REVENUES	8,000	2,688	5,312	33.60	32.45
EXPENDITURES					
Miscellaneous					
Short-term Disab	9,000	1,461	7,539	16.23	62.35
Total Miscellaneous	9,000	1,461	7,539	16.23	62.35
TOTAL EXPENDITURES	9,000	1,461	7,539	16.23	62.35
Net change in fund equity	-1,000	1,227	-2,227		
Fund equity, beginning		40,020			
Fund equity, ending		41,247			
Less invested in capital assets					
Net available fund equity		41,247			

Community Center
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
REVENUES					
Charges for Services	2,468,215	887,406	1,580,809	35.95	35.22
Interest Earnings	5,000		5,000		
Miscellaneous	12,500		12,500		
TOTAL REVENUES	2,485,715	887,406	1,598,309	35.70	34.97
EXPENDITURES					
Parks and Recreation					
Community center	2,733,905	818,979	1,914,927	29.96	28.54
Total Parks and Recreation	2,733,905	818,979	1,914,927	29.96	28.54
TOTAL EXPENDITURES	2,733,905	818,979	1,914,927	29.96	28.54
OTHER					
Transfers In	384,000	128,000	256,000	33.33	33.33
TOTAL OTHER	384,000	128,000	256,000	33.33	33.33
Net change in fund equity	135,810	196,428	-60,618		
Fund equity, beginning		1,306,938			
Fund equity, ending		1,503,366			
Less invested in capital assets					
Net available fund equity		1,503,366			

Recreation Programs
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,500,041	356,618	1,143,423	23.77	25.99
Interest Earnings	2,000		2,000		
TOTAL REVENUES	1,502,041	356,618	1,145,423	23.74	25.95
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	103,345	11,612	91,733	11.24	10.01
Aquatics	143,054	39,328	103,726	27.49	21.48
Community programs	99,626	33,448	66,178	33.57	26.33
Drop-in Child Care	69,740	21,822	47,918	31.29	26.82
Fitness Programs	179,218	57,271	121,947	31.96	27.54
Park/Recreation Adm	473,302	145,684	327,618	30.78	26.77
Preschool Programs	101,618	38,872	62,746	38.25	35.97
Summer Discovery	274,570	6,576	267,994	2.39	4.66
Youth/Teen	37,408	13,172	24,236	35.21	27.17
Total Parks and Recreation	1,481,881	367,784	1,114,097	24.82	22.24
TOTAL EXPENDITURES	1,481,881	367,784	1,114,097	24.82	22.24
OTHER					
Transfers In	84,000		84,000		
Transfers Out	-130,000	-43,333	-86,667	33.33	33.33
TOTAL OTHER	-46,000	-43,333	-2,667	94.20	83.33
Net change in fund equity	-25,840	-54,500	28,660		
Fund equity, beginning		996,137			
Fund equity, ending		941,637			
Less invested in capital assets					
Net available fund equity		941,637			

Cable Television
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	435,000	7,500	427,500	1.72	71.72
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	400	800	33.33	33.33
TOTAL REVENUES	437,900	7,900	430,000	1.80	71.19
EXPENDITURES					
General Government					
Cable television	120,183	25,584	94,599	21.29	9.61
Total General Government	120,183	25,584	94,599	21.29	9.61
Capital Outlay					
Cable television	100,000	15,560	84,440	15.56	136.08
Total Capital Outlay	100,000	15,560	84,440	15.56	136.08
TOTAL EXPENDITURES	220,183	41,145	179,038	18.69	25.99
OTHER					
Transfers Out	-200,000	-66,667	-133,333	33.33	33.33
TOTAL OTHER	-200,000	-66,667	-133,333	33.33	33.33
Net change in fund equity	17,717	-99,911	117,628		
Fund equity, beginning		468,181			
Fund equity, ending		368,270			
Less invested in capital assets					
Net available fund equity		368,270			

Econ Devel Auth/EDA
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	110,000		110,000		
TOTAL REVENUES	110,000		110,000		
EXPENDITURES					
Community Develop					
Econ Development-EDA	107,013	34,311	72,702	32.06	29.31
Total Community Develop	107,013	34,311	72,702	32.06	29.31
TOTAL EXPENDITURES	107,013	34,311	72,702	32.06	29.31
Net change in fund equity	2,987	-34,311	37,298		
Fund equity, beginning		203,698			
Fund equity, ending		169,387			
Less invested in capital assets					
Net available fund equity		169,387			

HRA Programs of EDA
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	100,000		100,000		
TOTAL REVENUES	100,000		100,000		
EXPENDITURES					
Community Develop					
Housing Programs-HRA	92,907	35,447	57,460	38.15	35.93
Total Community Develop	92,907	35,447	57,460	38.15	35.93
TOTAL EXPENDITURES	92,907	35,447	57,460	38.15	35.93
Net change in fund equity	7,093	-35,447	42,540		
Fund equity, beginning		103,180			
Fund equity, ending		67,733			
Less invested in capital assets					
Net available fund equity		67,733			

Liability Claims
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	3,366	26,634	11.22	17.14
TOTAL REVENUES	32,200	3,366	28,834	10.45	15.97
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	1,493	30,507	4.66	70.11
Total Miscellaneous	32,000	1,493	30,507	4.66	70.11
TOTAL EXPENDITURES	32,000	1,493	30,507	4.66	70.11
Net change in fund equity	200	1,873	-1,673		
Fund equity, beginning		212,846			
Fund equity, ending		214,719			
Less invested in capital assets					
Net available fund equity		214,719			

Slice SV Event
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	27,000	17,200	9,800	63.70	67.11
Miscellaneous	32,000	21,736	10,264	67.93	42.52
TOTAL REVENUES	59,000	38,936	20,064	65.99	53.66
EXPENDITURES					
General Government					
Slice of Shoreview	67,900	8,692	59,208	12.80	13.89
Total General Government	67,900	8,692	59,208	12.80	13.89
TOTAL EXPENDITURES	67,900	8,692	59,208	12.80	13.89
OTHER					
Transfers In	10,000		10,000		
TOTAL OTHER	10,000		10,000		
Net change in fund equity	1,100	30,244	-29,144		
Fund equity, beginning		81,406			
Fund equity, ending		111,650			
Less invested in capital assets					
Net available fund equity		111,650			

Water Fund
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	3,193,000	686,718	2,506,282	21.51	22.18
Late fees		10,341	-10,341		
Water meters	5,500	5,015	485	91.18	51.10
Other prop charges	20,000	2,571	17,429	12.85	169.29
Interest Earnings	38,000		38,000		.09
TOTAL REVENUES	3,256,500	704,645	2,551,855	21.64	22.86
EXPENDITURES					
Proprietary					
Water Operations	1,581,485	303,486	1,277,999	19.19	19.28
Total Proprietary	1,581,485	303,486	1,277,999	19.19	19.28
Capital Outlay					
Water Operations		2,000	-2,000		
Total Capital Outlay		2,000	-2,000		
TOTAL EXPENDITURES	1,581,485	305,486	1,275,999	19.32	19.28
OTHER					
Depreciation	-669,000	-223,000	-446,000	33.33	33.33
Transfers Out	-363,000		-363,000		
GO Revenue Bonds	-307,431	-78,886	-228,545	25.66	59.74
TOTAL OTHER	-1,339,431	-301,886	-1,037,545	22.54	26.51
Net change in fund equity	335,584	97,272	238,312		
Fund equity, beginning		13,256,009			
Fund equity, ending		13,353,281			
Less invested in capital assets		9,427,325			
Net available fund equity		3,925,956			

Sewer Fund
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,500	547	953	36.45	17.40
Utility Charges	4,051,000	1,293,390	2,757,610	31.93	32.00
Late fees		18,477	-18,477		
Facility/area chgs	4,000	9,900	-5,900	247.50	51.01
Other prop charges	2,500		2,500		
Interest Earnings	27,000		27,000		.10
TOTAL REVENUES	4,086,000	1,322,314	2,763,686	32.36	32.24
EXPENDITURES					
Proprietary					
Sewer Operations	3,359,142	977,910	2,381,232	29.11	27.50
Total Proprietary	3,359,142	977,910	2,381,232	29.11	27.50
TOTAL EXPENDITURES	3,359,142	977,910	2,381,232	29.11	27.50
OTHER					
Depreciation	-354,000	-118,000	-236,000	33.33	33.33
Transfers Out	-183,000		-183,000		
GO Revenue Bonds	-78,764	-24,522	-54,242	31.13	57.36
TOTAL OTHER	-615,764	-142,522	-473,242	23.15	25.09
Net change in fund equity	111,094	201,882	-90,788		
Fund equity, beginning		7,844,543			
Fund equity, ending		8,046,425			
Less invested in capital assets		4,725,848			
Net available fund equity		3,320,577			

Surface Water Mgmt
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	1,546,000	507,233	1,038,767	32.81	32.68
Late fees		6,520	-6,520		
Lake Impr Dist chgs	44,503	8,409	36,094	18.89	30.72
Other prop charges	7,500	2,020	5,480	26.93	46.00
Interest Earnings	9,000		9,000		.11
TOTAL REVENUES	1,607,003	524,182	1,082,821	32.62	32.88
EXPENDITURES					
Proprietary					
Snail Lake Aug.	29,275	3,957	25,318	13.52	12.16
Surface Water Oper	940,244	120,315	819,929	12.80	11.03
Total Proprietary	969,519	124,271	845,248	12.82	11.07
TOTAL EXPENDITURES	969,519	124,271	845,248	12.82	11.07
OTHER					
Depreciation	-269,000	-89,667	-179,333	33.33	33.33
Transfers Out	-159,000		-159,000		
GO Revenue Bonds	-82,239	-39,995	-42,244	48.63	61.12
TOTAL OTHER	-510,239	-129,662	-380,577	25.41	27.03
Net change in fund equity	127,245	270,249	-143,004		
Fund equity, beginning		8,974,651			
Fund equity, ending		9,244,900			
Less invested in capital assets		6,135,855			
Net available fund equity		3,109,045			

Street Light Utility
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	551,000	179,828	371,172	32.64	32.93
Late fees		2,487	-2,487		
Interest Earnings	2,500		2,500		
TOTAL REVENUES	553,500	182,315	371,185	32.94	33.23
EXPENDITURES					
Proprietary					
Street lighting	279,118	49,651	229,467	17.79	20.76
Total Proprietary	279,118	49,651	229,467	17.79	20.76
Capital Outlay					
Capital Projects		441	-441		
Total Capital Outlay		441	-441		
TOTAL EXPENDITURES	279,118	50,091	229,027	17.95	21.05
OTHER					
Depreciation	-69,000	-23,000	-46,000	33.33	33.33
Transfers Out	-25,400		-25,400		
TOTAL OTHER	-94,400	-23,000	-71,400	24.36	24.89
Net change in fund equity	179,982	109,223	70,759		
Fund equity, beginning		1,598,216			
Fund equity, ending		1,707,439			
Less invested in capital assets		432,561			
Net available fund equity		1,274,878			

Central Garage Fund
For Year 2016 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000		184,000		
Cent Garage chgs	1,281,150	1,481	1,279,669	.12	.17
Interest Earnings	10,500		10,500		1.62
TOTAL REVENUES	1,475,650	1,481	1,474,169	.10	.16
EXPENDITURES					
Proprietary					
Central Garage Oper	638,373	189,915	448,458	29.75	25.71
Total Proprietary	638,373	189,915	448,458	29.75	25.71
Capital Outlay					
Central Garage Oper		104,495	-104,495		
Total Capital Outlay		104,495	-104,495		
TOTAL EXPENDITURES	638,373	294,410	343,963	46.12	38.10
OTHER					
Sale of Asset	32,000	7,018	24,982	21.93	
Transfers In	119,400		119,400		
Depreciation	-663,000	-221,000	-442,000	33.33	33.33
Transfers Out	-15,000		-15,000		
GO CIP Bonds	-110,635	-63,378	-47,257	57.29	59.69
TOTAL OTHER	-637,235	-277,360	-359,875	43.53	44.97
Net change in fund equity	200,042	-570,288	770,330		
Fund equity, beginning		4,493,970			
Fund equity, ending		3,923,682			
Less invested in capital assets		3,228,575			
Net available fund equity		695,107			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 04-30-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
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	1.268100
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
1,243	Dain Rauscher Investment Services	CD	1,092	02-08-16	02-04-19	248,000.00	1.656000
1,249	Oppenheimer & Co. Inc.	CD	1,097	03-02-16	03-04-19	248,000.00	1.147900
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
1,250	Dain Rauscher Investment Services	CD	2,191	03-04-16	03-04-2022	247,000.00	1.850000
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,246	Morgan Stanley Smith Barney LLC	CD	31,93	02-22-16	02-22-2024	243,000.00	1.500000
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: 33						7,801,000.00	

FEDERAL HOME LN BK

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
Total Number Of Investments: 2						1,000,000.00	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 04-30-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
FED HM MORTG POOL							
<hr/>							
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
Total Number Of Investments: 2						960,000.00	
<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
1,248	Dain Rauscher Investment Services	MB	4,720	03-01-16	02-01-2029	518,805.00	3.015900
Total Number Of Investments: 3						833,575.75	
<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
1,247	Dain Rauscher Investment Services	TM	797	02-24-16	05-01-18	806,336.00	1.528700
1,252	Oppenheimer & Co. Inc.	TM	763	03-29-16	05-01-18	502,590.00	1.552800
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,245	Dain Rauscher Investment Services	TM	896	02-17-16	08-01-18	256,074.80	1.419800
1,251	Wells Fargo Brokerage Services	TM	897	03-18-16	09-01-18	401,444.00	1.322500
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	2.322300
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
1,253	Dain Rauscher Investment Services	TM	1,329	04-25-16	12-15-19	535,829.00	1.956500
1,244	Dain Rauscher Investment Services	TM	1,536	02-16-16	05-01-2020	506,450.00	2.015100
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,254	Dain Rauscher Investment Services	TM	1,695	04-25-16	12-15-2020	363,198.96	2.300500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
Total Number Of Investments: 19						8,813,591.66	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 04-30-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
						19,408,167.41	
						3,939,192.60	
						11,930,242.82	
						8,440.31	
						169,968.01	
						7,382.10	
						86,726.49	
						35,550,119.74	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
 FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
 DATE: MAY 12, 2016
 SUBJ: PUBLIC WORKS MONTHLY REPORT

CITY TREE SALE- NEW VARIETIES AND INCREASED PARTICIPATION

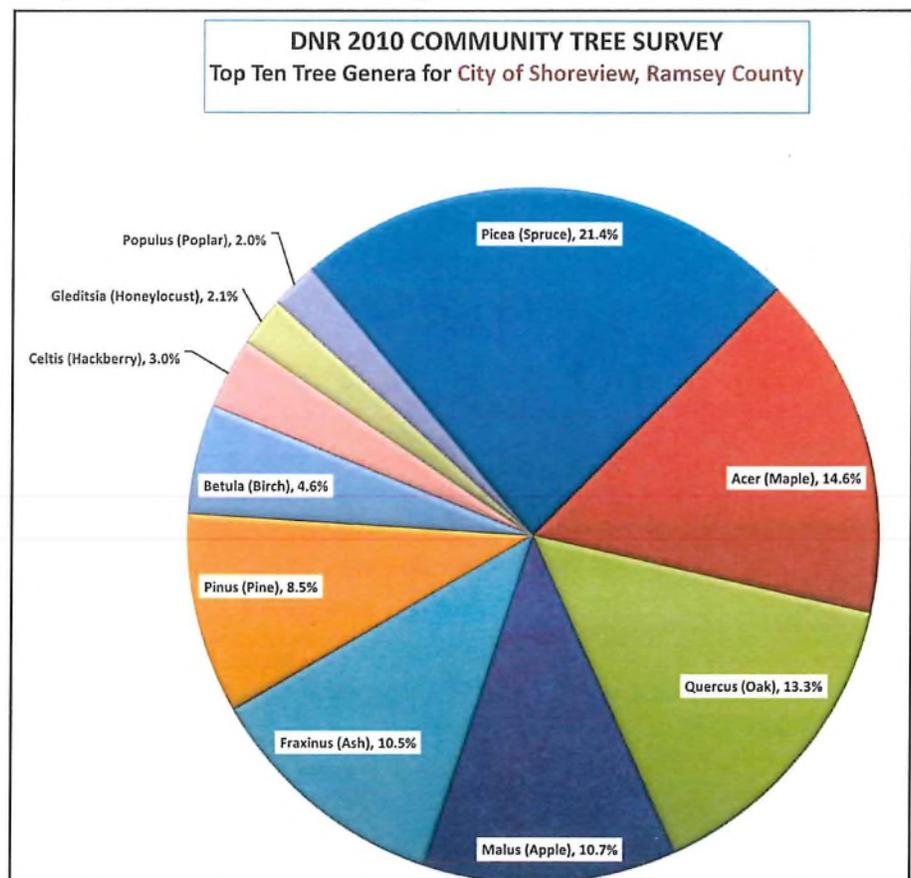
After the discovery of Emerald Ash Borer in Shoreview in 2012, the City reinstated its annual tree sale. Typically the City Tree Sale offers 1 ornamental tree variety (crabapple or tree lilac), a few shade tree options (elm, oak, birch, linden, etc.), and two coniferous tree options (spruce or pine), sold at wholesale prices through a nursery. The same tree options were offered in the 2013, 2014, and 2015 tree sales, with growing participation in each sale.

The goal of the city tree sale is to help promote reforestation of Shoreview’s urban forest in the wake of EAB, and after the 2015 sale staff re-evaluated the species offered. The trend of the sales between 2013 and 2015 was a growing popularity of spruce trees with the 2015 sale topping out at 30% spruce trees. While having a popular tree is good for sales and participation, it is not always the best for the urban forest diversity effort if it is also the #1 most common tree species in the City. And, as the piechart below illustrates, spruce trees are the most common trees in Shoreview.

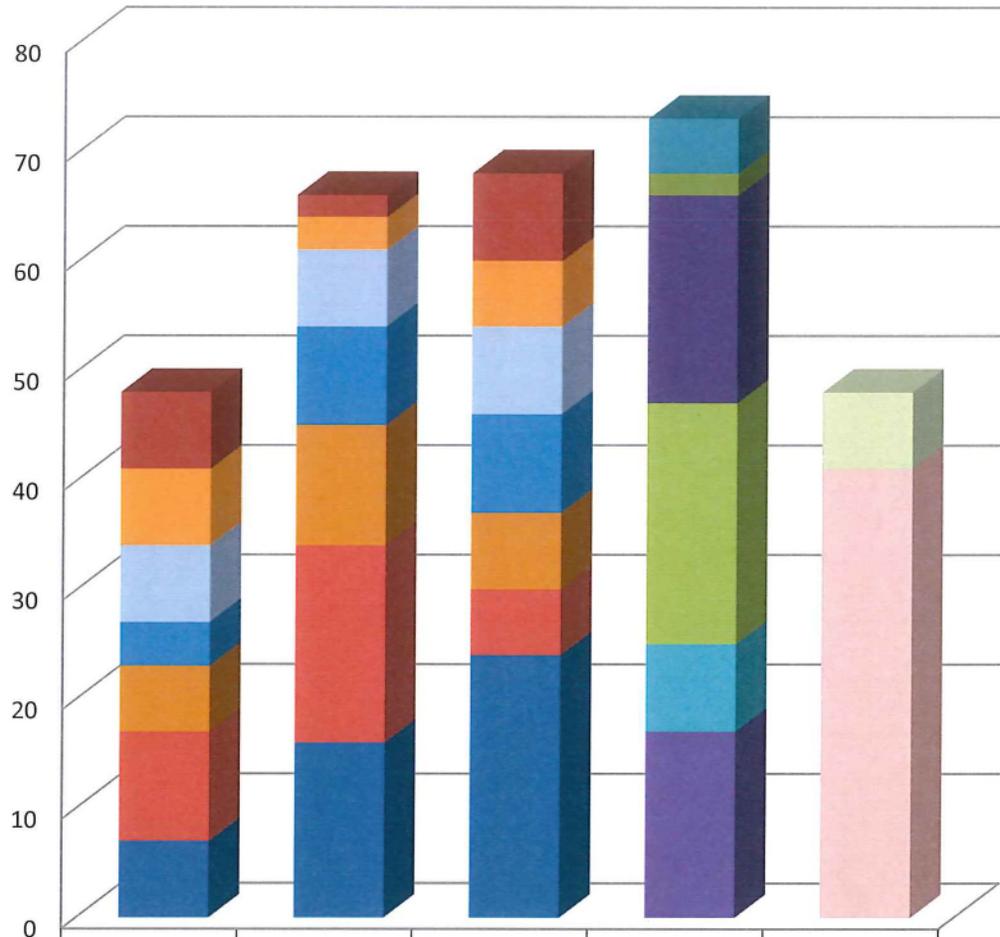
To change the lineup of the 2016 sale, staff looked at the 5 most common tree species in Shoreview (Spruce, Maple, Oak, Apple, and Ash) and took them out of the options for the 2016 sale. Next, staff

identified tree varieties that had the characteristics a tree needs to survive in the City environment and were offered by the nursery at a price residents are willing to pay. In addition, this year two shrub options and a 20-gallon slow release watering bag were offered. In total, 48 shrubs, 73 trees, and 15 watering bags were purchased this year in the City Tree Sale.

The graph on the next page illustrates each year’s sale and the species offered. Lessons learned this year are that shrubs are a welcomed addition, as well as new tree varieties. Next year the varieties will change again to continue our efforts of diversifying the City’s Urban Forest.



Tree (and shrub) Sale Results 2013-2016



	2013	2014	2015	2016	2016 Shrub
Chokeberry					7
Nannyberry Viburnum					41
American Linden				5	
Kentucky Coffeetree				2	
Dakota Pinnacle Birch				19	
Japanese Tree Lilac				22	
Austrian Pine				8	
Canadian Hemlock				17	
Swamp White Oak	7	2	8		
Hackberry	7	3	6		
Princeton Elm	7	7	8		
River Birch	4	9	9		
Prairifire Crabapple	6	11	7		
White Pine	10	18	6		
Black Hills Spruce	7	16	24		

ENVIRONMENTAL SERVICES

Water Conservation Program

The grant has undergone an amendment with the grant administrators to allow excess funds to be utilized for increased technological assistance for the water reports. WaterSmart will be the partner to develop the water usage reports for all of the “Know Your Flow” participants for two years. The first reports will be delivered in May. The Know Your Flow project will be used as a pilot project for potential expansion to a larger project for the Shoreview Water Utility Program.

Recycling

Staff is preparing for the 2016 Spring Cleanup Day event, scheduled for May 21st from 7AM to 12PM. We will again be partnering with Arden Hills at the Ramsey County Public Works site this year. No major program or pricing changes are occurring. Information regarding the event is in the May/June ShoreViews newsletter and is available online and at City Hall.

EAB Treatment Program

The Forestry Interns are currently promoting the EAB treatment program available for residents. Information on the program is in the May/June ShoreViews newsletter.

MAINTENANCE ACTIVITIES

The Maintenance Center hosted the Citizen’s Academy this month, and participants were given a Public Works Department overview as well as tours of the Facility and Water Treatment Plant. Participants were also involved in interactive/hands-on activities with department personnel involving heavy equipment and snow plows, traffic sign production, asset management systems, the SCADA system for the water utility, and forestry/EAB identification. Despite the weather requiring some adjustments to the planned activities, the event appeared successful and well-received by the Citizen’s Academy participants.

Streets and Utilities crews have been working together to get the 2016 seal coat area ready by repairing water main break areas, patching distressed areas, crack filling, and preparing areas around gate valves and manholes.

With the significant rainfall Street crews continue to monitor and clear debris from catch basins and storm ponds throughout the city. Annual load limits were lifted on the 25th of April so crews removed weight limit signs on streets throughout the city. Spring street and trail sweeping has been a priority; we have completed the third round of city-wide sweeping. City personnel removed the trail surfacing along Lexington Ave north of the new bridge and installed new asphalt as part of trail rehab. General asphalt and catch basin repair is occurring throughout the city.

Utility Crews continue with their daily inspections, collecting water samples and marking locations for excavations. Location requests begin to ramp up this time of year and more personnel are required for marking city utilities. Regular and routine maintenance cleaning of the wells and lift stations continues. Crews have begun to jet and clean sewer lines in the southern half of the City. Utility personnel are also repairing hydrants, exercising and repairing gate valves as we go along. We have a number of water shut offs or turn ons with the Library, the I-694 water main project and new water treatment plant activities. Crews are also repairing manholes, valves, hydrant flags and curb stops as time allows.

The Department of Corrections crew has gone back to cleaning the Maintenance Facility two times a week. Crews have been trimming trees, and chipping brush along trails, ponds and in parks. They have begun spring clean up in parks, around ponds and along the Highway 96 and Lexington corridors. They are picking up trash and raking out flower beds. As time allows they are cleaning vehicles and the garage and around the maintenance facility.

PROJECT UPDATES

Water Treatment Plant – Project 14-02 – Work inside the building is continuing and includes the installation of the filter under drains, interior masonry walls, painting of walls, and the installation of mechanical and electrical systems.

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

Relocation of Water Main – I694 3rd Lane – Project 15-10 – The contractor has completed the installation of the casing pipe and is starting the installation of the water main. The project is expected to be complete by the end of May.

Virginia/Dennison/Lilac Reconstruction – Project 16-01 – The project was awarded to the low bidder and a pre-construction meeting was held on May 10th. The project will be constructed in conjunction with the Grand Avenue reconstruction and the contractor is planning start work on the Grand Avenue project first then move to the Virginia/Dennison area. It is estimated construction work will start in mid-June.

Grand Avenue Reconstruction & Extension – Project 16-02 – The project was awarded to the low bidder and a pre-construction meeting was held on May 10th. The contractor is planning to start the installation of the stormwater infrastructure the week of May 16th.

2016 Street Light Replacements – Project 16-03 – The materials have been ordered for this year's project along with new lights in the Virginia/Dennison/Lilac and Grand Avenue construction projects. Currently our consultant is gathering quotes for the installation of the lights. The quotes are scheduled to be presented for City Council consideration at the June 6th meeting.

2016 Street Seal Coat – Project 16-04 – The project is currently out for bids. This project is located in the northeast portion of the City. Bids are scheduled for City Council consideration at the June 6th meeting.

Gramsie Road Rehabilitation – Project 16-05 – The project was awarded to the low bidder and staff is working to schedule a pre-construction meeting. At the meeting the contractor will provide a construction schedule for the project.

Well No. 6 Raw Water Pipeline – Project 16-06 – The contractor has completed some of the underground work at the well site and has started the installation of the underground piping in the Xcel easement areas.

Highway 96 Turn Lane – Project 16-07 – The project was awarded to the low bidder and a pre-construction meeting was held on May 10th. The contractor is planning to start the demolition of the existing median the week of May 23rd.

REGULAR COUNCIL MEETING

MAY 16, 2016

t:/monthly/2016/May 2016 Monthly Report

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: MAY 11, 2016

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

There is a variety of activity occurring during the month of April and early May in the Parks and Recreation Department. Park maintenance crews are preparing baseball, softball, soccer and lacrosse fields for use by high school sports teams, youth athletic associations, and our own spring sports programs. Spring recreation programs have all started and the staff is busy interviewing and hiring associate staff for the summer. Summer program registration has also started.

Some of our popular special events are only about a month away. The Shoreview Farmers' Market will begin on Tuesday, June 14th. The market will then run every Tuesday through mid-October. The Concert in the Commons Summer Music Series will begin on Wednesday, June 15th at 7:00 pm at the pavilion. The Back Yard Band will be performing and the Shoreview Community Foundation will be providing free ice cream treats at the concert.

The renovation of the front counter area at the Parks and Recreation office is nearly complete. Over the next two weeks, the new desktop surfaces will be installed and computers will be moved back to the area. The remodeled space will provide more accessibility and be more functional for the Department. Planning for pool shutdown in September is ongoing. During shutdown, the City will be replacing the hot water heater and 1000 gallon water tank that serves the pool locker rooms and other restrooms that are part of the original Community Center. In addition, the UV filtration system for the pool will be replaced. The lights in the pool area will also be upgraded to LED fixtures that should be brighter and have a much longer useful life.

COMMUNITY CENTER

Daily visits to the Shoreview Community Center remain strong with year to date admission revenue more than \$30,000 above 2015. Daily admission revenue to the Indoor Playground increased 35% compared to last April. Staff has been working diligently to keep the Tropical Adventure Indoor Playground clean and maintenance free with all of the additional traffic.

Staff has continued to investigate different marketing opportunities to highlight affordable and flexible membership options at the Shoreview Community Center. The annual 30 Days for \$35

promotional membership started the beginning of May. Over 40 membership specials were sold in the first week. Membership retention remained at a favorable 90% this past month.

Membership revenue has remained fairly consistent the past few years. There were four fewer memberships sold this month compared to last year. However there was a 50% increase in Family Annual memberships which resulted in a slight increase in membership revenue. Membership revenue for the year has increased a small amount compared to last year.

The meeting rooms stayed busy hosting 61 parties and 97 corporate events which is a 30% increase this April compared to last year. There were over 240 reservations in the meeting rooms.

Regular corporate groups were Metro ECSI, Twin Cities Bicycling Club, Blue Cross Blue Shield, Friends of the Ramsey County Library, MN Department of Corrections, and University of St. Cloud. A majority of those gatherings in meeting rooms were revenue events. The Community Center allows non-profit Shoreview organizations the use of one two-hour block per month of meeting room time during certain time blocks throughout the week to host their events. Most of these groups are local youth organizations and community groups.

Staff has continued working with Silver and Fit for this new insurance reimbursement program. The program should begin at the beginning of July. Staff is also investigating other fitness program offerings. A possibility of creating a better space in the gym activity room would enable senior fit classes to be relocated and provide a better atmosphere for cycling classes. Staff has also met with Beat Boss which is a group cycling program that will be introduced next month.

The themed pool side birthday party rooms were well used hosting birthday parties and pool side party packages. Nearly every birthday party slot was utilized with nearly 40 birthday party packages booked this past month. The new birthday party packages include a beach towel for the birthday child instead of a typical T-shirt. The price difference is very nominal and participants have enjoyed this new item. The poolside party packages had every time slot booked during April.

RECREATION PROGRAMS

This past month, the weather was much more cooperative than in previous years allowing youth sports programs a successful start. Youth Sports leagues in our community continue to gain interest with over a 5% increase in the number of participants compared to last season. The most significant increase is in the youth soccer program which serves children between the ages of 4 through 11. There are nearly 600 participants in all three sport leagues including t-ball, baseball and soccer. Ten years ago these same three programs had a total of 230 participants.

Pickleball is beginning to move outdoors. The outdoor courts were available on April 8th at Bobby Theisen Park. A new program has been initiated called Pickleball Academy Drill Groups. The drill group sessions will cover proper ground strokes, volleys, and serving techniques. Drill groups are the best way to improve skills and develop better habits. Drill sessions are two hours in length; one hour of structured drills and one hour of game styled practice.

Staff continues to hire and train summer coordinators and instructors. A group interview process was implemented a few years ago for the Summer Discovery Program. This allows small groups of 12 to 16 candidates to participate in a variety of activities which demonstrates their communication skills, team work, creativity, and leadership skills. This process has been useful in assessing candidates' individual strengths and utilizing them in roles where they will be the most successful ensuring a quality program.

Registration for Adventure Quest Playground Program has started. Tiny Trekkers, which is a class designed for children 3-5 years old, has nearly 100 children registered. Every class is currently at capacity. The Travelers Class which is designed for children kindergarten through 5th grade has 85 children enrolled with three of the four classes at capacity. This is the first time that all these classes have been at capacity. These classes provide an affordable option for children to enjoy fun activities at two of the local Shoreview Parks.

The Summer Discovery Parent Handbook which includes orientation information, policies, Field Trip and Lunch Program registration was mailed to parents this month. This is the second summer that all information has been mailed electronically. The Docusign program has been used to gather all additional paperwork that needs to be completed by participants. This ensures accurate and complete information while being more customer friendly eliminating an additional trip to the Community Center to deliver necessary paper work. Enrichment classes that will be offered this summer include private tutoring, piano and guitar lessons, swim lessons, and specialty classes.

In preparation for the upcoming summer months, an All About Boating Safety Class is being offered through Shoreview Parks and Recreation. This class is contracted with the U.S. Coast Guard and meets the requirements for watercraft operator permits in both Minnesota and Wisconsin. Many insurance carriers will offer discounts after completing this course. Class topics include boating laws and safety, safety equipment, trailering, navigation, and boat protection.

AARP Tax Aide finished on April 20th with 300 participants in the program this tax season. The AARP Smart Driver program was successful this past month with the addition of one 8 hour course with nearly 60 participants. Other popular adult activities and classes were Social Media classes and Knitting and Crocheting.

PARKS MAINTENANCE

Now that the weather is warming up and all the Youth Associations have started playing games on the fields, the Parks maintenance crew is having to do turf maintenance on a daily basis. The crew has started mowing all turf areas at least once a week and athletic surfaces are being mowed twice a week. The crew trimmed some pines along the west edge of the soccer fields at Shamrock Park. The DOC crew started adding mulch to the beds at the Community Center. The crew completed spring leaf cleanup at the Community Center. All of the park parking lots have been swept.

The crew has started to drag and line up to fourteen ballfields in a day. All the foul lines have been installed and painted as well. The crew has installed two full sized soccer fields, ten modified size soccer fields and one lacrosse field. All of these fields will have the lines mowed and painted on a weekly basis. The crew is in the process of turning on all irrigation systems in the parks and the Community Center. They are making any repairs at the time of start up. Three out of the four scoreboards at Rice Creek Fields needed repairs this spring. They are all up and running at this time. All the drinking fountains in the parks have also been turned on.

The crew has finished with all repairs from the first round of playground inspections. The replacement crawl tube at Sitzler was delivered and has been installed. The crew replaced parts on the planter box in the skate park. They also replaced the skate-lite surface on it also. There were repairs needed in a restroom at Rice Creek Fields and a pipe broke over winter in the concession room.

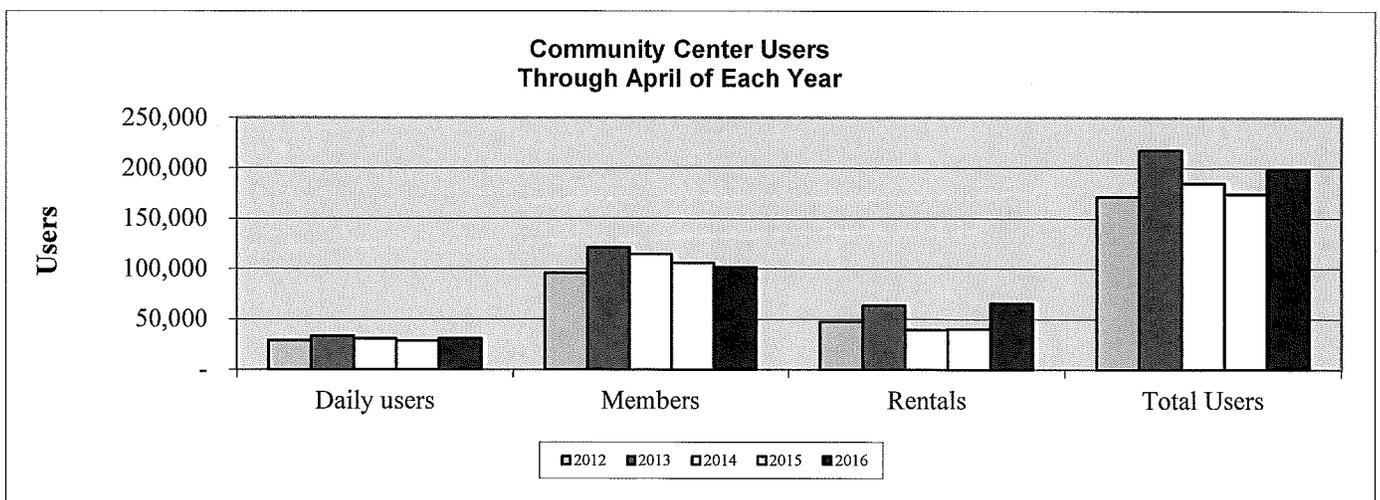
The crew continues to pick up trash on a daily basis at the Community Center, the Library and in the parks. Now that games are taking place on all the fields, the trash receptacles are being dumped twice a week. The off leash dog walk areas are also being cleaned twice a week. The crew cleans the restrooms at Rice Creek Fields on a daily basis. The restrooms at the pavilion are cleaned before every rental. In June, they are cleaned twice a day for Summer Discovery and evening rentals.

COMMUNITY CENTER MAINTENANCE

The crew is busy trying to keep the building on its cleaning schedule which has been difficult with two crew members on vacation at the same time. They were still were able to clean the carpet in the Shoreview Room.

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

	2012	2013	2014	2015	2016
Number of Users:					
Daily users	28,747	33,090	30,758	28,428	30,878
Members	95,532	121,273	114,767	105,659	101,837
Rentals	47,324	63,838	39,373	40,052	65,669
Total Users	171,603	218,201	184,898	174,139	198,384
Revenue:					
Admissions	\$ 231,541	\$ 268,396	\$ 264,038	\$ 269,535	\$ 292,830
Memberships-annual	336,638	349,391	362,693	336,638	345,775
Memberships-seasonal	31,778	32,929	35,603	28,896	26,952
Room rentals	87,187	108,903	108,157	117,934	114,113
Wave Café	73,311	89,852	94,712	88,214	89,397
Commissions	2,053	1,675	1,705	784	1,697
Locker/vending/video	8,585	6,472	7,053	6,247	6,061
Merchandise	5,273	5,946	4,269	4,375	5,350
Other miscellaneous	61	(168)	(151)	1,607	(9)
Transfers in	100,000	104,000	113,000	122,000	128,000
Total Revenue	876,427	967,396	991,079	976,230	1,010,165
Expenditures:					
Personal services	410,790	424,076	414,811	451,448	504,393
Supplies	150,092	176,781	177,932	169,287	163,860
Contractual	163,064	155,993	142,083	168,005	150,726
Other	5,727	-	-	-	-
Total Expenditures	729,673	756,850	734,826	788,740	818,979
Rev less Exp Year-to-date	\$ 146,754	\$ 210,546	\$ 256,253	\$ 187,490	\$ 191,186



**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	166,873	1,053,913
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	3,669	21,069
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	310,785	2,771,001
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	172,187	1,556,367
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	32,373	30,528	59,768	489,831
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	106,691	40,890	70,383	651,730
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	302,338	2,697,928
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	\$ 8,447	\$ 73,073
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	\$ 73,073	

**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
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	

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description		
04/29/16	Accounts payable		\$125,588.53
05/05/16	Accounts payable		\$64,258.93
05/11/16	Accounts payable		\$94,314.86
05/11/16	Accounts payable		\$368,339.23
	Sub-total Accounts Payable	\$	652,501.55
05/13/16	Payroll (including direct deposits)		\$163,868.24
	Sub-total Payroll	\$	163,868.24
	Total	\$	816,369.79

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
TUPPER, TALYA	RSV# 1236273 REFUND REFUND	220	22040					\$137.10	\$137.10
U S BANK CREDIT CARD FEES	APRIL 2016 CREDIT CARD FEES	220	43800	4890		002		\$3,407.78	\$4,829.34
		225	43400	4890				\$1,421.56	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$60.11	\$60.11
UPPER CUT TREE SERVICES INC	WO 16-11 PRIVATE TREE REMOVAL EAB	101	43900	3190		003		\$362.09	\$362.09
UPPER CUT TREE SERVICES INC	WO 16-06 CITY HAZARD TREE REMOVAL EASMT	101	43900	3190		002		\$2,740.00	\$2,740.00
UPPER CUT TREE SERVICES INC	WO 16-15 PRIVATE TREE REMOVAL EAB	101	43900	3190		003		\$1,829.70	\$1,829.70
WATER CONSERVATION SERVICE, IN	LOCATE WATER MAIN BREAK 831 EDGEWATER	601	45050	3190		004		\$268.90	\$268.90
WHITE, CASSANDRA	RSV# 1235818 REFUND REFUND	220	22040					\$50.00	\$50.00
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001		\$60.00	\$60.00
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140				\$5,570.93	
		220	43800	3610				\$12,299.25	\$17,870.18
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610				\$857.85	
		101	43710	2140				\$566.21	\$7,868.87
		601	45050	3610				\$6,095.69	
		601	45050	2140				\$349.12	
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610				\$723.46	
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610				\$585.34	\$585.34
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610				\$61.67	\$61.67
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610				\$44.12	\$44.12
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610				\$14.02	\$14.02
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/N OAKS:ELECTRIC	101	42200	3610				\$43.76	\$43.76
XIONG, SHIRLEY	RSV# 1235754 REFUND REFUND	220	22040					\$25.00	\$25.00

Total of all invoices: \$368,339.23

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
2ND WIND EXERCISE EQUIPMENT	REPLACEMENT CLIMBMILL FOR FITNESS CENTER	405	43800	5300			\$5,695.00	\$5,695.00
AFRIKYAN, KRISTINE	RSV# 1235786 REFUND REFUND	220	22040				\$25.00	\$25.00
ALLEN, DEANNE	5-2-16 COUNCIL MEETING MINUTES	101	40200	3190		001	\$200.00	\$200.00
ALVARADO, KENIA	RSV# 1231389 REFUND REFUND	220	22040				\$21.42	\$21.42
BAUER BUILT TIRE AND BATTERY I	TIRES	701	46500	2230		001	\$143.26	\$143.26
BAUER BUILT TIRE AND BATTERY I	TIRES FOR UNIT 306	701	46500	2230		001	\$409.52	\$409.52
CAPETILLO, LAURA	RSV# 1235771 REFUND REFUND	220	22040				\$25.00	\$25.00
CARSON, LAFREDIA	RSV# 1235762 REFUND REFUND	220	22040				\$25.00	\$25.00
COORDINATED BUSINESS SYSTEMS	MAY MITA LASER PRINTER USAGE	101	40550	3860		004	\$219.75	\$219.75
CULLIGAN	IRON FILTER SERVICE	220	43800	3190		007	\$88.00	\$88.00
DEPARTMENT OF LABOR & INDUSTRY	ELEVATOR OPERATING LICENSE FEE	220	43800	4890		003	\$100.00	\$100.00
ERICKSON, SAMANTHA	SOCCER LEAGUE (AGE 4-K)	220	22040				\$65.00	\$65.00
FOX, PETER	RSV# 1234731 REFUND REFUND	220	22040				\$26.78	\$26.78
FOX, PETER	RSV# 1235801 REFUND REFUND	220	22040				\$25.00	\$25.00
GEBRETSADIK, MENDEREN	RSV# 1235745 REFUND REFUND	220	22040				\$500.00	\$500.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 05-06-16	101	20431				\$280.47	\$442.97
		101	20432				\$162.50	
GONZALEZ, JASON	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$55.00	\$55.00
GREEN MILL	SPRING BUSINESS EXCHANGE	240	44400	2180		002	\$721.17	\$721.17
HEO, YOUNG	RSV# 1231308 REFUND REFUND	220	22040				\$22.02	\$22.02
JONES, LISA	RSV# 1235734 REFUND REFUND	220	22040				\$25.00	\$25.00
KLEVEN, KARISA	RSV# 1235689 REFUND REFUND	220	22040				\$500.00	\$500.00
LEE, CHOU	RSV# 1235841 REFUND REFUND	220	22040				\$25.00	\$25.00
LHB INC.	ELEVAGE REDEVELOPMENT DISTRICT	101	22020				\$430.50	\$430.50
LINCOLN AQUATICS	RUBBER CORNER BUMPERS FOR SWIM PLATFORM	225	43520	2170		002	\$222.56	\$222.56
MACON, KENISHA	RSV# 1235829 REFUND REFUND	220	22040				\$25.00	\$25.00
MALONEY, MARK J.	REIMBURSEMENT FOR CERTIFICATE RENEWAL	101	42050	4330			\$122.00	
MCMONIGAL, KELLY	AQUATICS - PRIVATE L	220	22040				\$242.00	\$242.00
MENARDS CASHWAY LUMBER *MAPLEW	TRAFFIC COUNTER SUPPLIES	101	42200	2180		001	\$47.86	\$47.86
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: APRIL 2016	101	40500	4890		001	\$87.75	\$351.00
		220	43800	4890		001	\$87.75	
		601	45050	4890		001	\$87.75	
		602	45550	4890		001	\$87.75	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: APRIL 2016	701	46500	2120			\$234.27	
MUNICIPAL BUILDERS INC	WTP CONSTRUCTION PROJ # 14-02	454	47000	5900			\$310,137.95	\$310,137.95
PETTY CASH - CITY OF SHOREVIEW	CHANGE FOR SPRING CLEAN UP DAY EVENT	101	10200				\$2,000.00	\$2,000.00
PLUG'N PAY TECHNOLOGIES INC.	APR/RETAIL/CC FEES	220	43800	4890		002	\$233.47	\$294.00
		225	43400	4890			\$60.53	
PLUG'N PAY TECHNOLOGIES INC.	APR/ECOMM/CC FEES	220	43800	4890		002	\$2.31	
		225	43400	4890			\$21.24	\$23.55
POWER SYSTEMS	REPAIR SUPPLIES CC	220	43800	2240		001	\$167.20	\$167.20
RAMSEY COUNTY TREASURER	LIFE INSURANCE: MAY 2016	101	20414				\$2,965.73	\$3,178.23
		101	20417				\$212.50	
RICOH USA, INC.	LEASE: MPC3003 C84066191/5-23 TO 6/22/16	101	40200	3930		002	\$273.62	\$273.62
SAYLES, LATOYIA	RSV# 1235861 REFUND REFUND	220	22040				\$25.00	\$25.00
SCHREIBER MULLANEY CONSTRCT CO	REPLACEMENT KEYS FOR PARTY LOCKERS	220	43800	2240		001	\$130.00	
SCHREIBER MULLANEY CONSTRCT CO	REPAIRS TO SHOREVIEW ROOM CEILING	220	43800	3810		003	\$2,700.50	\$2,700.50
ST. PAUL, CITY OF	RIVERPRINT:ORDER 9114/CHMIELEWSKI CARDS	601	45050	2010		001	\$42.00	\$42.00
ST. PAUL, CITY OF	RIVERPRINT:ORDER 9117/TRUHLAR BUS.CARDS	101	40200	2010		003	\$42.00	\$42.00
ST. PAUL, CITY OF	RIVERPRINT:ORDER 9231/EDA EDC BUS.CARDS	240	44400	2180			\$322.00	\$322.00
TASC	VEBA ADMINISTRATION FEE: APRIL 2016	101	20416				\$325.60	\$325.60

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
STAR TRIBUNE	SUBSCRIPTION - 5/20 - 8/19/16	101	40200	4330		009	\$42.25	\$42.25
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$162.42	\$162.42
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$356.96	\$356.96
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,673.23	\$1,673.23
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$42.92	\$42.92
SUPPLYWORKS	REPAIR TO SCRUBBER CC	220	43800	3890			\$63.00	\$63.00
SUPPLYWORKS	REPAIRS TO FLOOR SCRUBBER CC	220	43800	3890			\$528.30	\$528.30
SUPPLYWORKS	REPAIRS TO ADVANCE FLOOR SCRUBBER	220	43800	3890			\$299.58	\$299.58
SUPPLYWORKS	REPAIRS TO IPC EAGLE SCRUBBER	220	43800	3890			\$338.61	\$338.61
SUPPLYWORKS	CLEANING SUPPLIE CC	220	43800	2110			\$1,373.00	\$1,373.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$507.30	\$507.30
SUPPLYWORKS	OASIS BATHROOM CLEANER FOR RCF	101	43710	2110			\$482.34	\$482.34
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$18.57	\$18.57
SUPPLYWORKS	REPAIR SUPPLIES CC	220	43800	2240		001	\$104.95	\$104.95
SUPPLYWORKS	COIL GUN SPRAYER CREDIT -26.23	101	43710	2110			\$67.04	\$67.04
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$311.64	\$311.64
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002	\$2,533.65	\$2,533.65
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002	\$2,031.75	\$2,031.75
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002	\$2,303.18	\$2,303.18
TERMINAL SUPPLY CO	HIGH AMP CERCUIT BREAKER CRANE UNIT 302	701	46500	2220		001	\$29.46	\$29.46
TESSMAN SEED CO	BROADLEAF WEED CONTROL FOR PARKS	101	43710	2260			\$370.62	\$370.62
TESSMAN SEED CO	CHAMELEON STICKER/SPREADER	101	43710	2260			\$240.00	\$240.00
TWIN CITY GARAGE DOOR COMPANY	SHOP GARAGE DOOR REPAIRS	701	46500	3196		001	\$37.00	\$37.00
TWIN SOURCE SUPPLY	TRASH BAGS	701	46500	2183		002	\$175.60	\$175.60
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970			\$71.87	\$71.87
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT	220	43800	3970			\$63.38	\$63.38
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$44.67	\$178.70
		601	45050	3970		001	\$44.67	
		602	45550	3970		001	\$44.67	
		603	45850	3970		001	\$22.35	
		701	46500	3970		001	\$22.34	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970			\$72.84	\$72.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT	220	43800	3970			\$62.48	\$62.48
UNLIMITED SUPPLIES INC	STAINLESS STEEL SCREWS FOR SKATE PARK	101	43710	2240			\$435.00	\$435.00
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2240			\$146.96	\$146.96
WIN-911 SOFTWARE	SCADA ALERTING SOFTWARE	101	40550	3860		002	\$495.00	\$495.00
WINNICK SUPPLY	SEWER PARTS	602	45550	2280		001	\$63.96	\$63.96
WSB & ASSOCIATES, INC.	WILSON PARK PLAYGROUND MARCH 1-31, 2016	401	43710	5200			\$383.50	
YALE MECHANICAL INC	REPAIRS TO POOL PUMP ROOM	220	43800	3810		007	\$167.25	\$167.25
YALE MECHANICAL INC	RPZ TESTING FOR LARSON HOUSE	101	43710	3190			\$212.25	\$212.25
YALE MECHANICAL INC	RPZ TESTING FOR COMM CNTR AND LIBRARY	101	43710	3190			\$331.25	\$331.25
YALE MECHANICAL INC	RPZ TESTING IN CC	220	43800	3810		003	\$464.75	\$464.75
YALE MECHANICAL INC	REPAIRS TO SERVER ROOM COOLING	220	43800	3810		001	\$479.75	\$479.75

Total of all invoices: \$94,314.86

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
INNOVATIVE OFFICE SOLUTIONS LL	GENERAL OFFICE SUPPLIES	225	43555	2170				\$16.92	\$87.16
		101	40200	2010		001		\$70.24	
INNOVATIVE OFFICE SOLUTIONS LL	LITERATURE RACKS	101	40210	2180				\$38.10	\$38.10
INNOVATIVE OFFICE SOLUTIONS LL	MAGNETIC TAPE	225	43400	2180				\$18.25	\$18.25
INNOVATIVE OFFICE SOLUTIONS LL	ELECTION OFFICE SUPPLIES	101	40300	2180				\$164.65	\$164.65
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190		001		\$240.00	\$240.00
JEDDELOH, JOE	SUMMER CONCERT 7/27/2016 JIM TONES	225	43590	3173		002		\$350.00	\$350.00
LAKE JOHANNA FIRE DEPT	STATION 2 - PRESSURE WASHER/REEL	405	41200	3190				\$2,995.19	
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$34.40	\$537.50
		101	40200	3360		001		\$40.85	
		101	40200	3360		001		\$77.40	
		101	40200	3360		001		\$335.40	
		460	47000	5950				\$49.45	
LYNDA.COM INC	TRAINING SUITE FOR IT STAFF	101	40550	4500		005		\$1,674.95	\$1,674.95
MAC QUEEN EQUIPMENT INC.	REPAIRS TO CROSSWINDS SWEEPER	701	46500	3190		001		\$1,323.02	
MAC QUEEN EQUIPMENT INC.	Y CONNECTOR CROSSWINDS SWEEPER	701	46500	2220		001		\$20.47	\$20.47
MCFOA	MCFOA MEMBERSHIP	101	40200	4330		006		\$35.00	\$35.00
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$346.15	\$346.15
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$28.01	\$28.01
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$119.82	\$119.82
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$55.86	\$55.86
NORTHERN ELECTRICAL CONTRACTOR	REPAIR BUILDING LIGHTS AT RCF	101	43710	3190				\$570.30	\$570.30
ERN ELECTRICAL CONTRACTOR	CHECK ELECTRIC POWER TO SCOREBOARD	101	43710	3190				\$184.00	\$184.00
OFFICE OF THE SECRETARY OF STA	NOTARY COMMISSION - AMY TRUHLAR	101	40200	4890				\$120.00	\$120.00
ON SITE SANITATION INC	TOILET RENTAL FOR BUCHER PARK	101	43710	3950				\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL FOR COMMONS PARK	101	43710	3950				\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950				\$160.00	\$160.00
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950				\$250.00	\$250.00
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				\$505.00	\$505.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950				\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL FOR BOBBY THEISEN PARK	101	43710	3950				\$160.00	\$160.00
ON SITE SANITATION INC	TOILET RENTAL FOR WILSON PARK	101	43710	3950				\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL FOR SNAIL LAKE SCHOOL	101	43710	3950				\$75.00	\$75.00
OXYGEN SERVICE COMPANY	WELDING RODS	701	46500	2220		003		\$17.68	\$17.68
PIONEER MANUFACTURING CO	BRITE STRIPE WHITE FIELD MARKING PAINT	101	43710	2260				\$1,743.75	\$1,743.75
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$103.15	\$103.15
POPE ASSOCIATES INC	DESIGN FEES P&R OFFICE REMODEL	405	43800	3810				\$482.67	\$482.67
PROPET DISTRIBUTORS, INC	DOGI POT LITTER PICKUP BAGS	101	43710	2240				\$172.90	\$172.90
QUALITY FLOW SYSTEMS INC	VORTEX IMPELLS REILAND LIFT STATION	602	45550	2282		001		\$2,493.00	\$2,493.00
QUALITY FLOW SYSTEMS INC	2 KSB PUMPS FOR STORM WATER LIFT STATION	603	45850	3190				\$15,800.00	\$15,800.00
RAMSEY COUNTY	CAD SERVICES FOR APRIL	101	41100	3190				\$1,835.89	\$1,835.89
RAMSEY COUNTY	911 DISPATCH SERVICES FOR APRIL	101	41100	3190		001		\$8,444.78	\$8,444.78
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$177.84	\$177.84
REHBEIN'S BLACK DIRT	BLACK DIRT FOR SOD REPAIRS	101	42200	2180		001		\$96.00	\$96.00
SCHINDLER ELEVATOR CORPORATION	YEARLY ELEVATOR MAINTENANCE AGREEMENT	701	46500	3196		002		\$1,754.94	\$1,754.94
SHOREVIEW NORTHERN LIGHTS BAND	SPRING CONCERT TICKET SALES	101	22079		301			\$510.00	\$510.00
S. EXGRINNELL LP	SERVER ROOM MONITORING AND SUPPRESSION	220	43800	3810		001		\$1,695.74	\$1,695.74
S. EXGRINNELL LP	ALARM MONITORING CITY HALL	220	43800	3810		001		\$598.23	\$598.23
ST. PAUL, CITY OF	PATCHING ASPHALT	101	42200	2180		001		\$488.09	\$488.09
STANTEC CONSULTING SERVICES IN	DESIGN FEES FOR WATER HEATER REPLACEMENT	405	43800	3810				\$2,883.86	\$2,883.86

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
DAYSRING PRODUCTIONS INC	LAMP REPLACEMENT	230	40900	3190			-\$4,927.99	-\$4,927.99
DAYSRING PRODUCTIONS INC	CREDIT MEMO 3-22-16 LABOR CHARGE	230	40900	3190			\$415.00	\$415.00
ACE SOLID WASTE	SOLID WASTE COLLECTION	701	46500	3640		001	\$259.23	\$259.23
ADVANCED GRAPHIX INC	SIGN SUPPLIES	101	42200	2180		003	\$471.86	\$471.86
AIM ELECTRONICS, INC	REPAIR SCOREBOARDS AT RCF	101	43710	3190			\$430.78	\$430.78
ALLIANCE BENEFIT GROUP INC	COBRA FEE	101	40210	3190		003	\$22.00	\$22.00
APPLIED MAINTENANCE SUPPLIES	SHOP SUPPLIES	701	46500	2220		003	\$478.79	\$478.79
AUTO NATION FORD WHITE BEAR LA	PARTS FOR UNIT 302	701	46500	2220		001	\$316.83	\$316.83
BAUER BUILT TIRE AND BATTERY I	INNERTUBE FOR TRACKLESS MOWER	701	46500	2220		002	\$15.60	\$15.60
BAUER BUILT TIRE AND BATTERY I	TIRES FOR TOOLCAT	701	46500	2230		002	\$416.30	\$416.30
BEDFORD TECHNOLOGY, LLC LUMBER	REPLACEMENT BOARDS RCF TOILET ENCLOSER	101	43710	2240			\$231.24	\$231.24
BEISSWENGERS HARDWARE	IRRIGATION REPAIR SUPPLIES	101	43710	2240			\$19.03	\$19.03
BEISSWENGERS HARDWARE	HEDGE TRIMMER FOR STREETS	701	46500	2400		002	\$298.00	\$298.00
BEISSWENGERS HARDWARE	SMALL TOOLS	701	46500	2400		006	\$27.98	\$27.98
BEISSWENGERS HARDWARE	SCREWS TO REPAIR RCF TOILET ENCLOSER	101	43710	2240			\$13.98	\$13.98
BEISSWENGERS HARDWARE	IRRIGATION REPAIR SUPPLIES	101	43710	2240			\$29.85	\$29.85
CDW GOVERNMENT, INC	MONITOR MOUNTING HARDWARE	101	40550	2010		004	\$221.02	\$221.02
CDW GOVERNMENT, INC	HP SERVER MEMORY ADDITION	422	40550	5800		010	\$2,094.00	\$2,094.00
CDW GOVERNMENT, INC	HP SERVER MEMORY ADDITION	422	40550	5800		010	\$2,094.00	\$2,094.00
CDW GOVERNMENT, INC	HARD DRIVE REPLACEMENT-STORAGE NETWORK	101	40550	3860		004	\$268.70	\$268.70
COMMERCIAL FURNITURE SERVICES	MOD AND SALES OFFICE REPAIRS	220	43800	3810		003	\$7,176.99	\$7,176.99
COMMERCIAL FURNITURE SERVICES	CABINET FOR SALES OFFICE	220	43800	2240		001	\$497.69	\$497.69
CONTINENTAL RESEARCH CORPORATI	MIGHTY FOAM AND WASP SPRAY	602	45550	2280		001	\$813.69	\$813.69
COVERT, SHEILA M	SUMMER CONCERT 6/22/2016 BEATLES TRIBUTE	225	43590	3173		002	\$1,500.00	\$1,500.00
DAVIS LOCK & SAFE	REKEY RICE CREEK FIELDS PARK BLDG	101	43710	2240			\$343.00	\$343.00
DELL SOFTWARE INC.	DELL BAKBONE SOFTWARE MAINTENNACE	101	40550	3860		011	\$2,530.50	\$2,530.50
E.G. RUD & SONS, INC.	REPLACE PROPERTY IRONS ON DEMAR AVE.	578	47000	5950			\$438.00	\$438.00
FACTORY MOTOR PARTS COMPANY	BATTERY FOR UNIT 302	701	46500	2220		001	\$242.40	\$242.40
FERGUSON WATERWORKS #2516	A-1 COVERS FOR WATER AND SEWER	601	45050	2280		004	\$1,310.36	\$1,557.49
		602	45550	2280		001	\$247.13	
FERGUSON WATERWORKS #2516	REPAIR CLAMPS FOR WATER MAINS	601	45050	2280		002	\$316.74	
FLEETPRIDE INC	FUEL ADDITIVE FOR UNDERGROUND TANKS	701	46500	2130		001	\$755.24	\$755.24
FLEETPRIDE INC	HYD HOSE SWEEPER S1	701	46500	2220		002	\$53.40	\$53.40
FLEETPRIDE INC	SEAL KIT FOR UNIT 306 REEL MOTOR	701	46500	2220		001	\$69.48	\$69.48
GAME TIME/A PLAYCORE COMPANY	REPLACEMENT CRAWL TUBE SITZER PLAYGROUND	101	43710	2240			\$527.00	\$527.00
GILL ASSOCIATES LLC	SHIP ID PRINTER FOR REPAIR	101	40550	2010		005	\$26.00	\$26.00
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	\$166.03	\$664.10
		602	45550	3190		001	\$166.03	
		603	45850	3190		001	\$166.02	
		604	42600	3190			\$166.02	
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$80.48	\$80.48
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240			\$267.16	\$267.16
HAWKINS, INC.	FLUORIDE AND CHLORINE WELL 6 AND BOOSTER	601	45050	2160		001	\$1,293.73	
		601	45050	2160		002	\$2,277.66	
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL - APRIL 2016	101	41100	3190		003	\$207.00	
HUGO EQUIPMENT COMPANY	FUEL TANK VENT FOR WEED WHIPS	701	46500	2220		002	\$16.20	\$16.20
HUGO EQUIPMENT COMPANY	WEED WHIP PARTS	701	46500	2220		002	\$205.28	\$205.28
HUGO EQUIPMENT COMPANY	ATTACHMENTS FOR WEED WHIPS	701	46500	2220		002	\$479.98	\$479.98
HUGO EQUIPMENT COMPANY	SPROCKET GUARD TRIM POLE SAW	701	46500	2220		002	\$11.29	\$11.29
HUGO EQUIPMENT COMPANY	PARTS FOR PUSH MOWERS AND TRIM SAW	701	46500	2220		002	\$80.91	\$80.91
HUGO EQUIPMENT COMPANY	THROTTLE CABLE FOR PIONEER FIELD LINER	701	46500	2220		002	\$12.99	\$12.99

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
LIABOE, NATALIE	RSV# 1229716 REFUND REFUND	220	22040					\$25.00	\$25.00
LONG, COURTNEY	RSV# 1229703 REFUND REFUND	220	22040					\$25.00	\$25.00
MALIKOWSKI, RODNEY P.	SOFTBALL UMPIRE APRIL 21	225	43510	3190		001		\$48.00	\$48.00
MENARDS CASHWAY LUMBER **FRIDL	REPAIR SUPPLIES CC	220	43800	2240		001		\$4.78	\$4.78
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES APRIL 2016	602	20840					\$2,485.00	\$2,460.15
		602	34060					-\$24.85	
MILLER, DEANNA K.	SPRING CROCHETING CLASS	225	43590	3174		003		\$112.00	\$112.00
MILLER, DEANNA K.	SPRING KNITTING CLASS	225	43590	3174		003		\$212.00	\$212.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - PICKLEBALL	225	43510	3190		015		\$492.48	
MOUNDS VIEW PUBLIC SCHOOLS	BLD SUP FEE- SPRING MUSTANG BBALL CAMP	225	43510	3190		015		\$90.00	\$90.00
MOUNDS VIEW YOUTH HOCKEY	REFUND EXCESS ESCROW: 2015 EARNINGS	803	22010					\$3,059.03	\$3,059.03
NEOFUNDS BY NEOPOST	POSTAGE/INVOICE 11273104/SUPPLIES	101	40200	3220				\$3,000.00	\$3,025.95
		101	40200	3220				\$25.95	
PORTER, DANIEL	SOFTBALL UMPIRE APRIL 18,19,21	225	43510	3190		002		\$144.00	\$144.00
REPUBLIC SERVICES INC #899	APRIL RECYCLING SERVICES	210	42750	3190				\$30,281.11	
RICOH USA INC.	MAINTENANCE:2352 & 3003 COPIES/3-23/4-22	101	40200	3850		002		\$239.04	\$239.04
RUGRODEN, JOHN L.	SOFTBALL UMPIRE APRIL 19 & 26	225	43510	3190		001		\$96.00	\$96.00
SAARION, CARL	SOFTBALL UMPIRE APRIL 26	225	43510	3190		001		\$48.00	\$48.00
SAM'S CLUB DIRECT	500 COFFEE CART SUPPLIES	225	43590	2174		002		\$71.26	\$71.26
SANCHEZ, KARI	RSV# 1229713 REFUND REFUND	220	22040					\$25.00	\$25.00
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-146 GALTIER PL	604	42600	3810		003		\$561.48	\$561.48
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5765 LAMETTI LN	604	42600	3810		003		\$294.05	\$294.05
KELSEY	RSV# 1229723 REFUND REFUND	220	22040					\$25.00	\$25.00
ST. PAUL, CITY OF	SHOREVIEW CC LETTERHEAD	220	43800	2201				\$262.29	\$262.29
ST. PAUL, CITY OF	RENTAL DEPARTMENT BUSINESS CARDS	220	43800	2201				\$43.00	\$43.00
ST. PAUL, CITY OF	OLIVIA HUSO BUSINESS CARDS	220	43800	2201				\$28.00	\$28.00
STORBAKKEN, MELISSA	RSV# 1229721 REFUND REFUND	220	22040					\$25.00	\$25.00
T-MOBILE	CELL PHONE SERVICE - 3/27/16-4/26/16	601	45050	3190				\$60.71	\$60.71
TEPLEY, LISA	RSV# 1229677 REFUND REFUND	220	22040					\$25.00	\$25.00
THAO, SHENG	RSV# 1229692 REFUND REFUND	220	22040					\$100.00	\$100.00
THOMSEN, SHANNON	RSV# 1229695 REFUND REFUND	220	22040					\$25.00	\$25.00
TIGER OAK PUBLICATIONS INC	MINNESOTA BRIDE E-NEWSLETTER LISTING	220	43800	2201		004		\$97.50	\$97.50
TONY RESSIE PHOTOGRAPHY	REFUND SLICE BOOTH FEE	270	34900			306		\$125.00	\$125.00
TYCON COMPANIES	LANDSCAPE RED LAKEVIEW TER RES 16-37	101	22020					\$4,000.00	\$4,000.00
UPPER CUT TREE SERVICES INC	WO 16-09 BLVD TREE REMOVAL EA	101	43900	3190		002		\$306.00	\$306.00
UPPER CUT TREE SERVICES INC	WO 16-05 ASH REMOVAL AT 1695 LOIS DR	101	43900	3190		003		\$250.68	\$250.68
UPPER CUT TREE SERVICES INC	WO 16-07 EAB ASH REMOVAL PRIVATE	101	43900	3190		003		\$347.09	\$347.09
UPPER CUT TREE SERVICES INC	WO 16-12 PRIVATE TREE REMOVAL EAB	101	43900	3190		003		\$535.63	\$535.63
UPPER CUT TREE SERVICES INC	WO 16-13 PRIVATE TREE REMOVAL EAB	101	43900	3190		003		\$385.65	\$385.65
UPPER CUT TREE SERVICES INC	WO 16-14 PRIVATE TREE REMOVAL EAB	101	43900	3190		003		\$473.50	\$473.50
UPPER CUT TREE SERVICES INC	WO 16-16 PRIVATE TREE REMOVAL EAB	101	43900	3190		003		\$891.28	\$891.28
W S & D PERMIT SERVICE	PERMIT REFUND 2016-00731	101	32500					\$298.65	\$310.98
		101	20802					\$7.33	
		101	34850					\$5.00	
ZUTZ, JOANNE	RSV# 1229672 REFUND REFUND	220	22040					\$500.00	\$500.00

Total of all invoices: \$64,258.93

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AARP C/O RAY MURRAY	AARP SMART DRIVER 8HR 4/25 & 4/27	225	43590	3174		003		\$515.00	\$515.00
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640				\$1,284.99	\$2,053.72
		101	43710	3950				\$768.73	
ASHA ALFORD	RSV# 1229727 REFUND REFUND	220	22040					\$25.00	\$25.00
BALAND, MICHELLE	RSV# 1229701 REFUND REFUND	220	22040					\$25.00	\$25.00
BELSON OUTDOORS INC	REPLACEMENT BENCHES	220	43800	2240		001		\$420.00	\$420.00
BURNS, BRUNA	RSV# 1229679 REFUND REFUND	220	22040					\$100.00	\$100.00
BWBR ARCHITECTS	DESIGN FEES FOR WALLPAPER PROJECT	405	43800	3810				\$1,990.50	
C & E HARDWARE	KEYS FOR MAIL	601	45050	2280		001		\$4.98	\$4.98
C & E HARDWARE	SHOP SUPPLIES	701	46500	2220		003		\$19.71	\$19.71
C & E HARDWARE	SIGN SHOP SUPPLIES	101	42200	2180		003		\$9.99	\$9.99
CARLSON, BETTY	PICKLEBALL SHIRT	220	22040					\$13.00	\$13.00
CHESS	APRIL MTCE PLAN	101	40210	3190		007		\$625.00	\$625.00
COMMERCIAL FURNITURE SERVICES	REPAIR SUPPLIES CC	220	43800	2240		001		\$75.00	\$75.00
DANCE COMPANY, HAPPY FEET	RSV# 1229668 REFUND REFUND	220	22040					\$525.00	\$525.00
DAVE'S SPORT SHOP	SAPC - SHIRTS	225	43510	2170		020		\$1,395.00	\$1,395.00
DEBORAH A. SORENSON, D.C.	PERSONALYSIS CONSULT - 1 HR	220	43800	4500				\$100.00	\$100.00
DOAN, ERIN	SAFETY - LIFEGUARD T	220	22040					\$258.00	\$258.00
FLEET FARM/GE CAPITAL RETAIL B	RAKES, SHOVELS AND POST HOLE DIGGER	101	42200	2180		001		\$117.85	\$117.85
GOLDFINE, DANIELA	TREKKER MCCULLOUGH	220	22040					\$73.00	\$73.00
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$23.75	
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$16.94	\$16.94
GUARNERI, RON	RSV# 1229674 REFUND REFUND	220	22040					\$500.00	\$500.00
HAMERNICK, PAIGE	RSV# 1229730 REFUND REFUND	220	22040					\$25.00	\$25.00
HAVERTY, JAMES	RSV# 1229719 REFUND REFUND	220	22040					\$25.00	\$25.00
HILL, NICOLE	MILEAGE	101	44100	3270				\$21.38	\$21.38
HODGES, WHITNEY	RSV# 1229708 REFUND REFUND	220	22040					\$50.00	\$50.00
HOFMEISTER, DONALD	SOFTBALL UMPIRE APRIL 18 & 21	225	43510	3190		001		\$96.00	\$96.00
IDENTITY STORES, LLC	CITIZENS ACADEMY SHIRTS	101	40100	4890		007		\$890.00	\$890.00
IRONDALE YOUTH HOCKEY ASSOCIAT	REFUND EXCESS ESCROW: 2015 EARNINGS	803	22010					\$1,311.01	\$1,311.01
JEWELL, TED W.	SOFTBALL UMPIRE APRIL 19 & 26	225	43510	3190		001		\$96.00	\$96.00
JOHNSEN, RIANNA	RSV# 1229690 REFUND REFUND	220	22040					\$25.00	\$25.00
JOHNSON, JEFFREY L	TOTAL BODY WORKOUT	220	22040					\$78.91	\$78.91
KANGAS, SUSAN	CREDIT BALANCE REFUND REFUND	220	22040					\$60.00	\$60.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/MAY 2016	220	43800	3960		004		\$1,320.00	\$1,320.00
KIEFER SWIM PRODUCTS	SWIM LESSON EQUIPMENT	225	43520	2170		002		\$408.13	\$408.13
KLEIS, ANNEMARIE	AQUATICS - PRIVATE L	220	22040					\$61.13	\$61.13
KOUNEV, KALIN	RSV# 1229725 REFUND REFUND	220	22040					\$50.00	\$50.00
LAKES MARKETING GROUP	30 DAYS 35 DOLLARS AD - TC CLIPPER	220	43800	2201				\$485.00	\$485.00
LEMON, ABBY	RSV# 1229698 REFUND REFUND	220	22040					\$25.00	\$25.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
MOTION PICTURE LICENSING CORP	UMBRELLA LICENSE FOR MOVIES	225	43590	3173		004	\$582.63	\$582.63	
NCPERS MINNESOTA	PERA LIFE INSURANCE: MAY 2016	101	20413				\$240.00	\$240.00	
OLSON, REBECCA	EXPENSE REIMBURSEMENT	101	40100	4890		007	\$70.29	\$267.90	
		101	40200	4890		001	\$197.61		
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 4-29-16	101	21740				\$31,434.18	\$31,434.18	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 04-29-16	101	21710				\$24,827.19	\$62,286.45	
		101	21730				\$30,359.14		
		101	21735				\$7,100.12		
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$954.35		
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$449.83	\$449.83	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$150.01	\$150.01	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$74.33	\$74.33	
Total of all invoices:								\$125,588.53	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A & L SUPERIOR SOD, INC	SOD FOR SEWER REPAIR 821 CANNON	602	45550	2280		002	\$48.00	\$48.00
AMERICAN MESSAGING	SECURITY PAGER	101	40210	3190		009	\$4.15	\$4.15
C & E HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$9.56	\$9.56
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$440.40	\$440.40
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 04-29-16	101	21720				\$9,987.29	\$9,987.29
CUB FOODS	SUMMER STAFF MEETING FOOD	225	43590	2175		002	\$28.95	\$28.95
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$238.34	\$238.34
DUSTY'S DRAIN CLEANING	VIDEO AND CLEAN 1051 TILLER	602	45550	3190		002	\$350.00	\$350.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 04-29-16	101	20431				\$755.73	\$755.73
GRAINGER, INC.	PUMP ROOM SUPPLIES	220	43800	2200		002	\$90.99	\$90.99
GRANDMA'S BAKERY	SAFETY COMM CUPCAKES	101	40210	4890		008	\$91.20	\$91.20
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
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GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$23.75	\$23.75
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GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GREAT LAKES HIGHER ED GUARANTY	61-3073149/EDELSTEIN	101	20435				\$228.54	\$228.54
HAWKINS, INC.	POOL CHEMICALS REPLACEMENT OF VALVE	220	43800	2160		001	\$3,152.99	\$3,152.99
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$327.00	\$327.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 04-29-16	101	21750				\$5,873.21	\$5,873.21
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 04-29-16	101	20430				\$1,415.00	\$1,415.00
JEFF ELLIS & ASSOCIATES, INC	RENEWAL & NEW LIFEGUARD LICENSES	220	43800	2200		002	\$250.00	\$1,917.00
		220	43800	3190		007	\$1,667.00	
MATHESON TRI-GAS INC	CO2 FOR WHIRL POOL	220	43800	2160		002	\$134.27	
MINNESOTA DEPT OF HUMAN SERVIC	FEBRUARY CLEANING	220	43800	3190		004	\$180.00	\$180.00
MINNESOTA DEPT OF HUMAN SERVIC	MONTHLY CC CLEANING	220	43800	3190		004	\$300.00	\$300.00
MINNESOTA REVENUE	ID #L2033553984	101	20435				\$150.00	\$150.00
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$489.78	\$489.78
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$256.45	\$256.45
MONTGOMERY, DAVID	MUSTANG GIRLS SPRING BASKETBALL CAMPS	225	43510	3190		012	\$2,188.00	\$2,188.00

2

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	55,672
Vendor number	00545 1 2016
Vendor name	PUBLIC EMPLOYEES RETIREMENT ASSOC. ✓
Address	P.O. BOX 75608 ST. PAUL MN 55175-0608
EFT TRANSACTION - NO CHECK PRINTS	

Date	Comment line on check	Invoice number	Amount
04-29-16	EMPL/EMPLOYER CONTRIBUTIONS: 4-29-16	04-29-16	\$31,434.18 ✓

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 21740	\$31,434.18
SEE PERMANENT PAYROLL RECORDS	

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

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

Approved by: 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	

2

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	55,668
Vendor number	01446 1 2016
Vendor name	TREASURY, DEPARTMENT OF
Address	INTERNAL REVENUE SVC - EFT/NO CHECK EFTPS ENROLLMENT PROCESSING P.O. BOX 4210 IOWA CITY IA 52244

Date	Comment line on check	Invoice number	Amount
04-29-16	FEDERAL WITHHOLDING TAX: 04-29-16	05-04-16	\$62,286.45

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 21710	\$24,827.19
101 21730	\$30,359.14
101 21735	\$7,100.12
SEE PERMANENT PAYROLL RECORDS	

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

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

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	55,893
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
05-09-16	WTP CONSTRUCTION PROJ # 14-02	011	\$310,137.95

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.

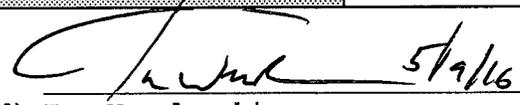
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5900	\$310,137.95

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

Reviewed by:  5/9/16
 (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	

LICENSE APPLICATIONS

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the License Applications as listed on the attached report dated May 16, 2016.

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

May 16, 2016
Regular City Council Meeting

CITY OF SHOREVIEW – LICENSE APPLICATIONS
May 16, 2016

LICENSE #	BUSINESS NAME	TYPE
2016-00034	Busy Bee Tree Service	Tree Trimmer
2016-00035	Vineland Tree Care	Tree Trimmer
2016-00036	Monster Tree	Tree Trimmer

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: MAY 11, 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.

811 Tanglewood Dr Garage removal/curb repairs completed
4277 Brigadoon Dr Erosion control completed
1179 Bucher Ave Grading Cert/trees completed
1218 Bucher Ave Grading Cert/trees completed
1178 Woodcrest Ave Grading Cert/trees completed
5946 Woodcrest Way Grading Cert/trees completed
5952 Woodcrest Way Grading Cert/trees completed
5958 Woodcrest Way Grading Cert/trees completed
4710 Cumberland St Erosion/Grad Cert replaced with new construction escrow

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:

811 Tanglewood Dr	Precision Remodeling	\$ 2,500.00
4277 Brigadoon Dr	Christine Thompson	\$ 1,000.00
1179 Bucher Ave	Pulte Homes	\$ 2,000.00
1218 Bucher Ave	Pulte Homes	\$ 2,000.00
1178 Woodcrest Ave	Pulte Homes	\$ 2,000.00
5946 Woodcrest Way	Pulte Homes	\$ 2,000.00
5952 Woodcrest Way	Pulte Homes	\$ 2,000.00
5958 Woodcrest Way	Pulte Homes	\$ 2,000.00
4710 Cumberland St	Shoreview Senior Living	\$ 12,700.00

PROPOSED

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

HELD MAY 16, 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 May 16, 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. 16-43

**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:

811 Tanglewood Dr	Precision Remodeling	\$	2,500.00
4277 Brigadoon Dr	Christine Thompson	\$	1,000.00
1179 Bucher Ave	Pulte Homes	\$	2,000.00
1218 Bucher Ave	Pulte Homes	\$	2,000.00
1178 Woodcrest Ave	Pulte Homes	\$	2,000.00
5946 Woodcrest Way	Pulte Homes	\$	2,000.00
5952 Woodcrest Way	Pulte Homes	\$	2,000.00
5958 Woodcrest Way	Pulte Homes	\$	2,000.00
4710 Cumberland St	Shoreview Senior Living	\$	12,700.00

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 16-42 establishing the project and authorizing execution of a Professional Services Agreement with WSB & Associates, Inc. for engineering and associated activities for the Sanitary Sewer Improvements – Bucher Lift Station, City Project #15-13.

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

REGULAR COUNCIL MEETING
MAY 16, 2016
TEW

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER
FROM: TOM WESOLOWSKI, CITY ENGINEER
DATE: MAY 11, 2016
SUBJECT: SANITARY SEWER IMPROVEMENTS – BUCHER LIFT STATION
ESTABLISH PROJECT AND AUTHORIZE PROFESSIONAL
SERVICES AGREEMENT CITY PROJECT #15-13

INTRODUCTION

The City's 2016 Capital Improvement Program includes the rehabilitation of the sanitary sewer infrastructure between the Bucher Avenue/Alameda Street intersection and Royal Oaks Drive, referred to as the Bucher easement and as shown on the attached plan. Professional services are required to prepare the plans and specifications and construction coordination activities for the preferred method of rehabilitation. Staff has identified the necessary services and recommends that the City Council authorize approval of a professional services agreement with WSB & Associates, Inc.

BACKGROUND

A portion of the City's sanitary sewer collection piping is installed across a wetland west of Bucher Avenue, as shown on the attached drawing. The piping and manholes were installed in 1971 and the pipeline was oversized with the expectation that the pipeline would become part of the Met Council waste water collection system in the future. Due to changes in development patterns, the regional collection plan of the Met Council changed and the City acquired and continues to operate the pipeline as part of the City's local system.

DISCUSSION

Due to the saturated soils and age of the piping and manholes, surface and groundwater inflow (I&I) into the pipeline and manholes has increased over time. The City's Utility Department has made attempts to waterproof the manholes, but the surface water and saturated ground has prevented access to most of the manholes. If the condition of the piping and manholes are not addressed the situation adds significantly to the I&I liability of the City.

Staff looked at three alternatives to address the infiltration issue and restore proper operation of the sanitary sewer. Two of the alternatives would rely on the use of the existing infrastructure. The soils in the area are poor and do not provide adequate support. When the piping was constructed wooden pilings were installed under the piping and manholes to provide support and keep the pipe and manholes from sinking. Sanitary pipeline located in other parts of the City that is supported on piles have had issues with settlement and reconstruction has been required. Most recently pilings under a section of sanitary sewer along Highway 96 by Dale Street had settled and it was decided to abandon the pipe and install a lift station and forcemain. Given the soils in

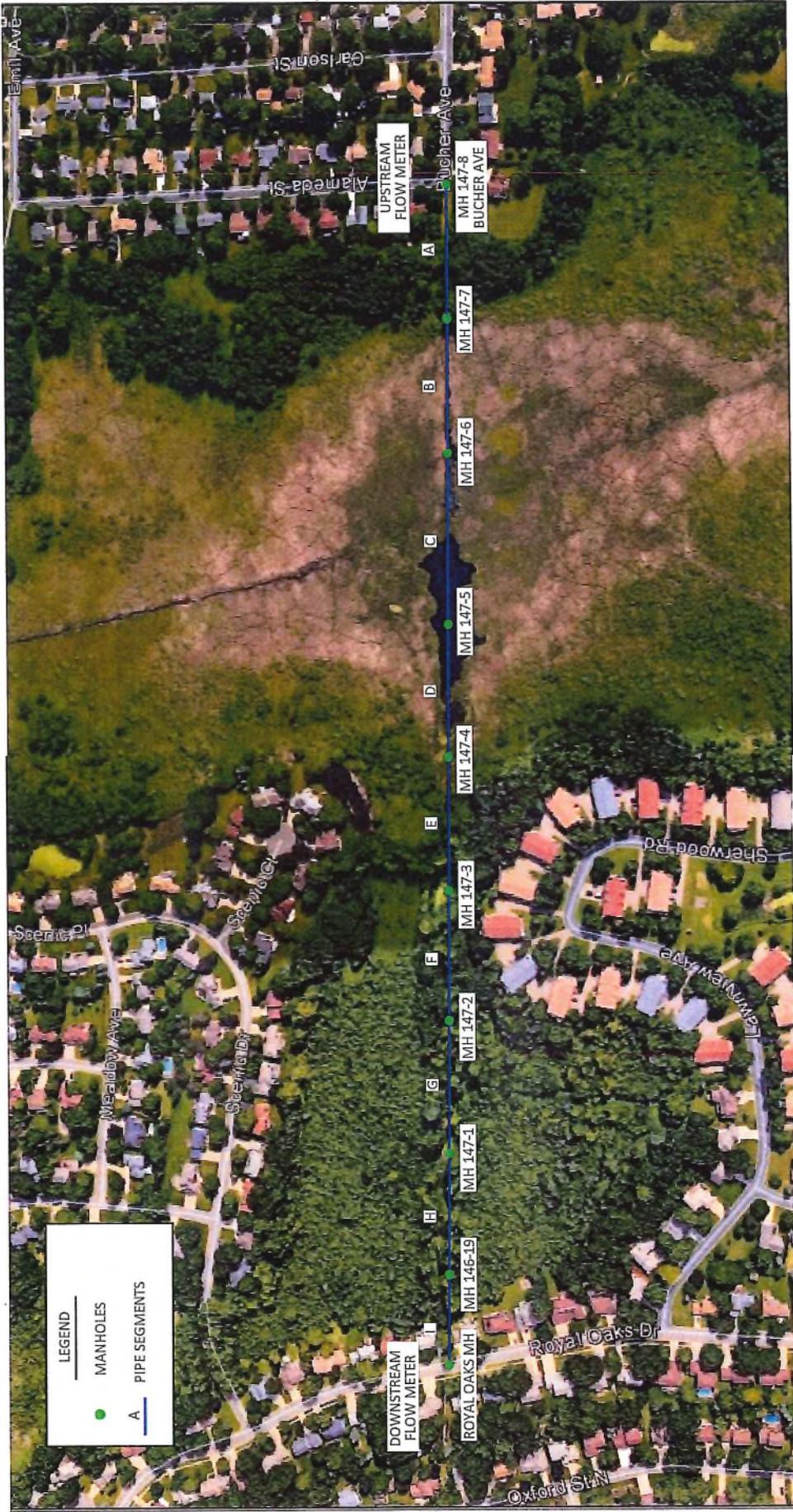
the project area and based on past experience there is a high potential for settlement of the piping and manholes in the future, which would require additional rehabilitation work.

The third and preferred alternative consists of abandoning the existing sanitary sewer and installing a lift station and forcemain to pump the sewage instead of having it flow by gravity. The lift station would be located on better foundation soils and the forcemain eliminates the dependence of gravity to move the sewage, eliminating the potential of future settlement and operational problems.

The development of specifications for this specialized type of work requires expertise beyond what cities like Shoreview typically have on staff. Accordingly, staff has negotiated a proposal for professional services (and associated work program) with a local firm specializing in these areas. The proposal from WSB & Associates, Inc. is attached for reference. The estimated cost for the development of plans and project administration is \$140,869.00.

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution establishing the project and authorizing execution of a professional services agreement with WSB & Associates, Inc. for engineering services for Sanitary Sewer Improvements – Bucher Lift Station, City Project #15-13.



LEGEND
 — MANHOLES
 ● PIPE SEGMENTS
 A

BUCHER SANITARY SEWER



Building a legacy – your legacy.

477 Temperance Street
St. Paul, MN 55101
Tel: 651-286-8450
Fax: 651-286-8488

May 10, 2016

Mr. Tom Wesolowski, PE
City Engineer
City of Shoreview
4600 Victoria Street N
Shoreview, MN 55126

Re: Proposal for Engineering Design, Bidding, and Construction Services
Bucher Lift Station
City of Shoreview, Minnesota

We appreciate the opportunity to provide this proposal to provide engineering design, bidding, and construction services for the Bucher Lift Station Project. This project entails the design of a sanitary sewer lift station to be located in the vicinity of Manhole 147-8 on Bucher Avenue, and a force main to convey flows to existing Manhole 147-3. The following proposal details tasks that reflect our understanding of the project's scope.

We have also attached a detailed proposed project schedule to this proposal. This schedule indicates windows of anticipated permit approvals.

SCOPE OF SERVICES

TASK 1: PRELIMINARY DESIGN PHASE SERVICES

The primary objective of the preliminary design phase is to develop the design concept and layouts of the proposed improvements in collaboration with City staff prior to initiating the final design. WSB will perform the following task as part of preliminary design:

Subtask 1.1 Conduct a project kick-off meeting with key members of our project team and City staff to discuss and define design criteria and design concepts to ensure design proceeds in a manner to meet the needs and expectations of the City and avoid costly end-of-the project design revisions.

Subtask 1.2 Prepare a brief Technical Memorandum (TM) summarizing key design criteria and concepts, and provide a detailed estimate of probable construction cost based on these design criteria. The intent of this task is to better define the scope and estimated cost for replacing the existing gravity sewer with a lift station and force main.

Subtask 1.3 Prepare a preliminary list of deliverables to be developed during final design and included in the final contract documents.

Subtask 1.4 A two person WSB survey crew will perform survey of the proposed lift station site, and the proposed tie-in location of the existing sewer, and prepare mapping as necessary for preparation of the final contract documents. WSB will also perform a Gopher State One Call and review existing utility as-builts to incorporate existing utilities into the drawings.

Subtask 1.5 Perform soil boring at site of proposed lift station, and prepare and submit geotechnical report summarizing findings.

Subtask 1.6 Prepare and submit to the City 30% complete contract drawings for review by the City, to verify the design is progressing to meet the needs and expectations of the City.

The 30% complete drawings will incorporate the following elements:

1. A preliminary site plan for the proposed lift station site.
2. Plan and sections for the proposed lift station.
3. Preliminary details for electrical, and instrumentation & control components of the project.
4. Preliminary plan and profile sheets showing the proposed force main routing.

Subtask 1.7 Prepare and submit to the City an updated estimate of probable construction cost based on the 30% complete plans.

TASK 2: PERMITTING

The wetland complex is DNR Public Wetland 256W. Rice Creek Ditch #8 also runs through the project. Therefore, we expect Minnesota Department of Natural Resources (DNR), US Army Corps of Engineers (COE), and Rice Creek Watershed District (RCWD) to have permitting authority. WSB will perform with the following permitting tasks.

Subtask 2.1 Wetland Delineation - Wetlands will be delineated in conformance with COE guidance and regional supplements. This delineation is anticipated to be for approximately 100 feet on each side of the proposed forcemain route and at proposed boring pit locations. The delineation will be marked in the field and the boundary GPS's. A wetland delineation report will be prepared and submitted for Rice Creek Watershed District and COE approval. This task also includes one TEP meeting to review the delineation and the project.

Delineation can be completed and report submitted within two weeks of authorization. *We would expect to receive RCWD approval of the delineation in 30-60 days from submittal.*

Subtask 2.2 Wetland Conservation Act (WCA), COE, and DNR Work in Public Waters - A WCA and COE joint application as well as the DNR Work in Public Waters Permit will be prepared. We anticipate that there will either be no, or minimal, wetland impact that could either be eligible for a utility exemption under the WCA and a General Permit from the COE. This will be dependent on the final design, but minimal wetland impacts are assumed with the proposed concept design.

Permit application will be submitted at, or a few days prior to, completion of the final plans. *We anticipate approval in 30-90 days from application submittal.*

Subtask 2.3 Rice Creek Erosion Control and Utility Permit - A permit application to meet the RCWD erosion control and utility permit requirements will be prepared. An Erosion Control permit is needed for projects that disturb 10,000 SF of land and are within 300 feet of a waterway. We are assuming this project will exceed this disturbance threshold based on the need to excavate for an approximately 30 feet deep wet well, boring pits, and tie-in to existing manhole; as well as impacts associated with contractor site access.

Based on preliminary review of RCWD's permit fee schedule, permit fees are anticipated to be approximately \$600. *Applications will be submitted within 2 weeks of completion of final plans. We anticipate approval in 30-90 days from application submittal.*

Subtask 2.4 DNR License to Cross Permit - For utility crossing of a DNR Public Water, a License to Cross Permit is needed. If the City does not have this permit or if a renewal is required, WSB will prepare the application. Based on preliminary discussions, we anticipate this permit application will be necessary. Directional boring is the preferred method and this task assumes that this is the method being used for this project. If other methods are proposed, additional costs may be incurred.

Permit fees include a \$2250 application fee plus additional fees to be determined by DNR based on final project details. Application will be submitted within 2 weeks of completion of final plans. *We anticipate approval in 30 days from application submittal.*

TASK 3: FINAL DESIGN PHASE SERVICES

The final design phase services include preparation of the bidding documents for the proposed improvements. The concepts developed in the Preliminary Design Phase will be utilized in production of the final design. Final design work includes engineering calculations, correspondence with equipment manufacturers, and development of final design drawings prior to preparation of construction contract drawings and specifications. Preparation of contract documents includes production of design drawings, specifications, and contract documents for use during the bid phase.

It is anticipated that this project will be bid as one construction contract. This will provide a single source of responsibility with the contractor and reduce contract and administration costs.

Subtask 3.1 Prepare final construction drawings and specifications pertinent to the force mains based upon preliminary design discussions with City Council and staff.

Subtask 3.2 Prepare final construction drawings and specifications pertinent to the lift station based upon preliminary design discussions with City Council and staff.

As noted above, the project will be bid as one prime contract, so the lift station and force main drawings will be in a combined set of drawings and specifications. Final contract drawings and specifications will include, but not be limited to:

1. Civil/site
2. Structural
3. Process
4. Mechanical
5. Electrical
6. Instrumentation & Control

Subtask 3.3 Provide a final estimate of probable construction cost reflecting specified equipment and based on the final contract documents. The final opinion of probable construction cost will be developed using cost estimating data from similar projects, data provided by equipment and material manufacturers and Means Construction Cost Data where applicable.

Subtask 3.4 Review final construction drawings and specifications with City staff to obtain comments and suggested revisions, if any.

Subtask 3.5 Incorporate City comments in the final construction drawings and specifications. It is assumed that no major revisions will be necessary due to the collaborative approach used in developing the design concepts during preliminary design.

TASK 4: BIDDING PHASE SERVICES

WSB will perform the following tasks associated with advertising and bidding the project.

Subtask 4.1 Assemble construction drawings and specifications (bidding documents) for one combined construction contract that includes the proposed improvements and distribute bidding documents to prospective bidders through Quest Construction Data Network.

Subtask 4.2 Conduct a pre-bid meeting to briefly present key project concerns to potential bidders and provide an opportunity for bidders to ask questions.

Subtask 4.3 Respond to questions from bidders and issue addendum(s) as required.

Subtask 4.4 Attend bid opening and prepare bid tabulation sheets. WSB will evaluate bids, including proposed substitute materials and equipment if applicable, and make a recommendation for award of construction contract.

TASK 5: CONSTRUCTION PHASE SERVICES

The construction phase services involve assisting in administration of the construction contract, assisting the contractor in interpretation of the contract documents, and observing the construction for general conformance with the contract documents. WSB will provide the following services during construction:

Subtask 5.1 Organize, coordinate, and lead a preconstruction conference. WSB will prepare the agenda, and provide and distribute meeting minutes.

Subtask 5.2 Assist in administering the contract by performing the following:

1. Review contractor submittals (shop drawings) for products and equipment
2. Review contractor-submitted construction progress schedules
3. Issue contract document clarifications, as required
4. Process contractor pay requests

Subtask 5.3 Establish reference points for construction staking of the project and provide construction staking throughout the duration of construction.

Subtask 5.4 Provide a full-time Resident Project Representative (RPR) to provide construction observation for general conformance with the contract documents. Full-time observation is assumed to equate to a total of 320 hours of observation. The RPR is the engineer's representative at the construction site. The RPR will communicate directly with the Project Manager and design staff on a regular basis and complete the following tasks:

1. Conduct on-site observations of the work to assist City in determining if work is proceeding in general accordance with the contract documents
2. Report to Project Manager when clarifications or modifications to the contract documents are required
3. Maintain daily log of site conditions and activities and library of pertinent project records

Subtask 5.5 Coordinate weekly construction progress meetings, and provide and distribute meeting minutes. The Resident Project Representative will attend weekly meetings, and the Project Manager will participate in monthly meetings.

Subtask 5.6 Review and process contract change order requests as required.

Subtask 5.7 Maintain record documents for the City until project completion, including shop drawings, testing records, construction photos, operation and maintenance manuals, etc.

Subtask 5.8 Coordinate and assist the City with start-up of the lift station, and coordinate supplier provided training.

Subtask 5.9 Review Operation and Maintenance manuals prepared by individual equipment supplier.

Subtask 5.10 Provide hard copy (3 full-size copies) and electronic copies of record drawings.

SCHEDULE AND ESTIMATED FEES

A. Project Schedule

The proposed design and bidding schedule includes the following target dates, which are dependent on permit approvals by permitting agencies as indicated in the attachment.

Task	Target Dates
City Authorizes Preparation of Plans and Specifications; WSB provided Notice to Proceed	May 17, 2016
Preliminary Design Phase	May 17 – June 8, 2016
Final Design Phase	June 8 – June 29, 2016
City Authorizes Advertisement to Bid	August 1, 2016
Award Construction Contract	September 6, 2016
Construction Begins	September 16, 2016
Construction Substantially Complete	November 4, 2016
Construction Final Completion	November 30, 2016

B. Estimated Fees

Compensation for tasks shall be on an hourly basis, based on the actual hours worked for personnel assigned to the project, plus reimbursable expenses. We propose to perform these services for the following proposed fees.

Task	Estimated Task Hours	Estimated Fees
1. Preliminary Design Phase Services	157	\$26,575 ¹
2. Permitting	63	\$6,871
3. Design Phase Services	242	\$31,661
4. Bidding Phase Services	63	\$7,914
<i>Design and Bidding Subtotal</i>		<i>\$73,021</i>
5. Construction Phase Services	523	\$64,498
Total Design and Bidding Services		\$137,519
<i>Estimated Permit Fees</i>		<i>\$3350</i>
Total (Including Estimated Permit Fees)		\$140,869

¹ Preliminary Design Phase fee includes \$3,050 fee for WSB to perform soil boring and prepare a geotechnical engineering report

Bucher Lift Station
May 10, 2016
Page 7

We will invoice the City on the basis of actual hours spent at our current billing rates plus the actual cost of reimbursable expenses. Any additional services requested will be invoiced on the basis of actual hours spent at our current billing rates plus the actual cost of reimbursable expenses. All services will be invoiced monthly.

Pending your approval of this proposal, we will forward you a professional services agreement.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in blue ink, appearing to read "Richard J. Parr".

Richard Parr, PE
Senior Project Manager

Attachment

***ATTACHMENT:
PROPOSED PROJECT SCHEDULE***

Proposed Bucher Lift Station Project Schedule

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 2016	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3

City provides
WSB Notice to
Proceed

Preliminary
Design Complete

Wetland
Delineation
Report Submitted

WCA/COE/DNR
Permit
Application
Submitted

Final Plans
Complete
(Pending Permit
Approvals)

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jul 2016	4 <i>COE approves wetland delineation (earliest expected date - 30 days from submittal)</i>	5 DNR License to Cross Permit Application Submitted	6	7	8 RCWD Erosion Control and Utility Permit Application Submitted	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28 <i>WCA/COE/DNR Permit Approved (earliest expected date - 30 days from submittal)</i>	29	30	31
Aug 2016	1 City Authorizes Advertisement for Bids	2 Advertisement to Quest CDN <i>COE approves wetland delineation (latest expected date - 60 days from submittal)</i>	3 Advertisement in Local Paper	4 DNR License to Cross Permit Approved <i>(expected date - 30 days from submittal)</i>	5	6	7
	8 RCWD Permit Approved <i>(earliest expected date - 30 days from submittal)</i>	9	10	11	12	13	14
	15	16	17	18	19	20	21

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	22	23	24	25	26	27	28
	29	30 Bids Due	31	1	2	3	4
	5	6 Award Construction Contract	7	8	9	10	11
	12	13	14	15	16 Begin Construction	17	18
Sep 2016	19	20	21	22	23	24	25
	26 WCA/COE/DNR Permit Approved (latest expected date - 90 days from submittal)	27	28	29	30	1	2
	3	4	5	6 RCWD Permit Approved (latest expected date - 90 days from submittal)	7	8	9
	10	11	12	13	14	15	16
Oct 2016	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	31	1	2	3	4	5	6
					Contractor Substantial Completion		
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
Nov 2016	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
			Contractor Final Completion				

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MAY 16, 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 May 16, 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. 16-42
ESTABLISHING THE PROJECT
AND
AUTHORIZE EXECUTION OF PROFESSIONAL
SERVICES AGREEMENT WITH WSB & ASSOCIATES, INC.
FOR SANITARY SEWER IMPROVEMENTS – BUCHER LIFT STATION
CITY PROJECT #15-13

WHEREAS, the rehabilitation of the section of sanitary sewer referred to as the Bucher easement is included in the City's 2016 Capital Improvement Plan; and

WHEREAS, outside professional services are required for the preparation of specifications and construction-related activities pertaining to the sanitary sewer improvements; and

WHEREAS, the City has received a proposal and scope of services from an engineering firm qualified for such activities.

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

1. Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13, is hereby established.
2. That the Mayor and City Manager are hereby authorized to execute a Professional Services Agreement with the firm WSB & Associates, Inc. for the provision of the necessary engineering services for an estimated cost of \$140,869.00 as is more fully described in attached Proposal for Engineering Services.
3. All costs for this improvement shall be funded by the Sewer Utility

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 16th day of May, 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 16th day of May, 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 authorizing execution of a professional services agreement with WSB & Associates, Inc. for services relating to Sanitary Sewer Improvements – Bucher Lift Station.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 17th day of May, 2016.

Terry Schwerm
City Manager

SEAL

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.16-41 approving Change Order No. 3 in the amount of \$63,805.58 for Water System Improvements – Water Treatment Plant, City Project 14-02.

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

REGULAR COUNCIL MEETING
MAY 16, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: TOM WESOLOWSKI - CITY ENGINEER
DATE: MAY 11, 2016
SUBJECT: WATER SYSTEM IMPROVEMENTS – WATER TREATMENT PLANT,
CITY PROJECT 14-02, CHANGE ORDER NO. 3

INTRODUCTION

The attached Change Order No. 3 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. On January 19, 2016, Change Order No. 2 in the amount of \$145,824.23 was approved by the City Council for a revised contract amount of \$10,148,698.82. Change Order No. 3 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. 3. A summary of and reasons for the required changes are listed below:

1. Process Changes – \$18,084.24 – An air release valve and air flow meter are required for proper automated operation of the plant. A backwash waste flow meter is required by the Metropolitan Council to accurately monitor the backwash waste flow from the plant.
2. Mechanical Modifications - \$1,644.90 – Site piping modifications completed in the winter required the ground to be thawed.
3. Site Modifications - \$9,433.27 – Due to Minnesota Department of Health comments, the sanitary sewer manholes on site were lowered requiring the installation of retaining walls. Modifications to the overflow structure and roof drain catch basin were required.
4. Electrical Upgrades - \$9,727.05 – An additional phone line for the fire alarm was required, additional light exterior and interior lights were added, and additional card readers were added at the booster station and water treatment plant.

5. Building Modifications - \$3,080.31 – The way the soffit was connected to the building was modified to provide a stronger connection between the soffit and building.
6. Architectural Modifications - \$21,835.80 – At the booster station, existing double doors that are badly rusted will be replaced with fiberglass doors that do not rust and existing caulking that was in poor condition was replaced. It was determined that paint in the water treatment plant that was specified as acrylic needs to be epoxy. Given the environment, the epoxy paint will last much longer than the acrylic.

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.3 for Water System Improvements – Water Treatment Plant, City Project 14-02.

CHANGE ORDER

No. 3

DATE OF ISSUANCE May 6, 2016 EFFECTIVE DATE May 6, 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. **Process Changes \$18,084.24:**
 - Air release valve installation = \$4,804.40 *(Necessary)*
 - Air flow meter and backwash waste flow meter = \$11,463.48 *(Necessary)*
 - Electrical disconnects for valves = \$1,816.36 *(Optional)*

2. **Mechanical Modifications \$1,644.90:**
 - Ground thaw for plumbing changes = \$1,644.90 *(Necessary)*

3. **Site Modifications \$9,433.27:**
 - Pave drain color change credit = \$885.00 *(Necessary)*
 - Overflow retaining wall upgrade = \$83.52 *(Optional)*
 - Sanitary sewer I&2 retaining wall = \$4,323.00 *(Necessary)*
 - Overflow structure size increase = \$2,236.75 *(Necessary)*
 - Roof drain catch basin and 15-inch RCP = \$3,675.00 *(Optional)*

4. **Electrical Modifications \$9,727.05:**
 - Phone line for fire alarm = \$1,752.50 *(Necessary)*
 - TV electrical = \$728.75 *(Optional)*
 - Exterior pedestal light = \$2,030.50 *(Optional)*
 - MAU control wires = \$962.80 *(Necessary)*
 - LED lights over walkways = \$1,596.00 *(Optional)*
 - Booster Station Security = \$2,189.25 *(Optional)*
 - WTP Security \$467.25 = *(Optional)*

5. **Building Modifications \$3,080.31:**
 - Roof soffit blocking = \$3,080.31 *(Optional)*

6. **Architectural Modifications \$21,835.80:**
 - New 6 foot doors in Booster station = \$16,473.95 *(Optional)*
 - Acrylic paint to epoxy change = \$4,000 *(Necessary)*
 - Replace existing caulk in booster station = \$1,361.85 *(Optional)*

Summary:

Necessary items = \$26,302.83

Optional items = \$37,502.74

See attached detail for individual descriptions

Reason for Change Order:

This change order is a result of:

1. Additional metering required by MPCA.
2. Modifications to the overflow and roof drainage.
3. Miscellaneous electrical items and security modifications.
4. Minor architectural modifications and scope additions.

Attachments: (List documents supporting change)

1. Cost proposals from Municipal Builders
 - a. Proposal dated April 29, 2016

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>2</u> : \$ <u>228,698.82</u>
Contract Price prior to this Change Order: \$ <u>10,148,698.82</u>
Net increase (decrease) of this Change Order: \$ <u>63,805.58</u>
Contract Price with all approved Change Orders: \$ <u>10,212,504.39</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: *Adam Valle*
ENGINEER (Authorized Signature)

APPROVED:

By: _____
OWNER (Authorized Signature)

ACCEPTED:

By: *Chris Suter*
CONTRACTOR (Authorized Signature)

Date: 5-6-2016

Date: _____

Date: 5/9/16

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.

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

HELD MAY 16, 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 May 16, 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. 16-41
APPROVING CHANGE ORDER NO.3
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 was approved by the City Council on January 19, 2016, which increased the contract amount to \$10,148,698.82, and

WHEREAS, Change Order No. 3 in the amount of \$63,805.58 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 \$10,212,504.39, and

WHEREAS, the City Engineer has recommended approval of the proposed Change Order No. 3.

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

1. That Change Order No. 3, in the amount of \$63,805.58, resulting in a revised contract amount of \$10,212,504.38 is hereby approved, and
2. That Change Order No. 3 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 16th day of May 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 16th day of May 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. 3, 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 17th day of May 2016.

SEAL

Terry C. Schwerm
City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To award the bid for the water heater and water tank replacement to Masters Plumbing, Heating & Cooling LLC, the lowest responsible bidder, in the amount of \$105,000.

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

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: MAY 11, 2016

SUBJECT: AWARD OF BID—WATER HEATER REPLACEMENT

INTRODUCTION

The 2016 Capital Improvement Program includes a project replacing the water heater and 1000 gallon water tank at the City Hall/Community Center. The Council is being asked to award the bid for this project.

BACKGROUND

The 2016 Capital Improvement Program includes the replacement of the water heater and 1000 gallon water tank for the Community Center/City Hall. The water heater is 12 years old and the water tank is more than 25 years old. It provides hot water for the City Hall, original Community Center building including the pool locker rooms.

Stantec Consulting Services, a local engineering firm, was hired to prepare plans and specifications for this project. Four bids were opened on April 26, 2016 as shown below.

<u>Contractor</u>	<u>Bid</u>
Masters Plumbing Heating & Cooling	\$105,000
Yale Mechanical	\$121,500
Northland Mechanical Contractors	\$129,900
NAC Mechanical & Electrical Services	\$137,000

Based on the bids, Stantec and City staff are recommending that the City award the bid to the lowest responsible bidder, Masters Plumbing, Heating & Cooling LLC, in the amount of \$105,000. The work would be completed during the annual pool shutdown in September so as not to disrupt the use of the pool. The project is funded through the Fixed Asset Revolving Fund.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council award the bid for the water heater and water tank replacement to Masters Plumbing, Heating & Cooling LLC, the lowest responsible bidder, in the amount of \$105,000.



Stantec Consulting Services Inc.
2335 Highway 36 West, St. Paul MN 55113

April 28, 2016

Terry Schwerm
City Manager
City of Shoreview
4600 Victoria Street N
Shoreview, MN 55126

Re: Shoreview City Hall Water Heater Replacement
Stantec Project No. 193803312
Bid Results

Dear Terry:

Bids were opened for the Project stated above on April 26, 2016. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder once the Project has been awarded.

There were a total of 4 Bids. The following summarizes the results of the Bids received:

	Contractor	Total Base Bid	Alternate No. 1
Low	Masters Plumbing Heating & Cooling LLC	\$105,000	
#2	Yale Mechanical LLC	\$121,500	
#3	Northland Mechanical Contractors, Inc.	\$129,900	\$142,800
#4	NAC Mechanical & Electrical Services	\$137,000	

The low Bidder on the Project was Masters Plumbing Heating & Cooling LLC with a Total Base Bid Amount of \$105,000. This compares to the Engineer's Opinion of Probable Costs of \$100,000. These Bids have been reviewed and found to be in order.

If the City Council wishes to award the Project to the low Bidder, then Masters Plumbing Heating & Cooling LLC should be awarded the Project on the Total Base Bid Amount of \$105,000.

Should you have any questions, please feel free to contact me at 651-604-4733.

Sincerely,

STANTEC CONSULTING SERVICES INC.

David C. Lindahl

David C. Lindahl, P.E.

Enclosure



Project Name: **Shoreview City Hall Water Heater Replacement**

I hereby certify that this is an exact reproduction of bids received.

City Project No.: _____

Stantec Project No.: 193803312

David C. Lindahl

Bid Opening: Tuesday, April 26, 2016 at 10:30 A.M., CDT

Owner: **City of Shoreview, Minnesota**

David C. Lindahl, PE
License No. 17649

BID TABULATION

Item Num	Item	Units	Qty	Bidder No. 1 Masters Plumbing Heating & Cooling LLC	Bidder No. 2 Yale Mechanical LLC	Bidder No. 3 Northland Mechanical Contractors Inc.	Bidder No. 4 NAC Mechanical & Electrical Services
				Total Price	Total Price	Total Price	Total Price
1-1.	BASE BID PART 1 - BASE BID: MATERIALS AND LABOR NECESSARY TO COMPLETE THE SCOPE OF WORK DEFINED ON THE PROJECT DRAWINGS AND IN THE PROJECT MANUAL TOTAL BASE BID	LS	1	\$105,000.00 \$105,000.00	\$121,500.00 \$121,500.00	\$129,900.00 \$129,900.00	\$137,000.00 \$137,000.00
2-1.	PART 2 - ALTERNATES (SEE SECTION 01 20 00 FOR DESCRIPTIONS): ALTERNATE NO. 1: SUBSTITUTE PRODUCT FOR WATER HEATERS.		1	\$0.00	\$0.00	\$142,800.00	\$0.00
	Contractor Name and Address:			Masters Plumbing Heating & Cooling LLC 3446 St. Hwy. 29 N Alexandria, MN 56308 320-852-7065 320-852-8046 Email: ttilleskior@masterphc.com Signed By: Jeremy Tilleskior Title: President	Yale Mechanical LLC 220 West 81st Street Bloomington, MN 55420 952-884-1661 952-884-0295 Email: accounting@yalemech.com Jennifer Martindale CFO	Northland Mechanical Contractors Inc. 9001 Science Center Drive New Hope, MN 55428 763-544-5100 763-544-5764 Email: phil.lind@northland-mn.com Phil Lind Senior Estimator	NAC Mechanical & Electrical Services 1001 Labore Industrial Ct. Vadnais Heights, MN 55110 651-490-9868 651-490-1636 Email: info@nac-hvac.com Lynn J. Bishop President
	Signed Responsible Contractor Certificate:			Yes	Yes	Yes	Yes
	Bid Security:			Bid Bond	Bid Bond	Bid Bond	Bid Bond
	Addenda Acknowledged:			None	None	None	None

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____
SECONDED BY COUNCILMEMBER _____

to award the quote for the replacement of the pool filtration system to Neuman Pools, the lowest responsible quote, in the amount of \$42,938.96.

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

TO: MAYOR AND COUNCILMEMBERS
FROM: TERRY SCHWERM, CITY MANAGER
DATE: MAY 11, 2016
**SUBJECT: AWARD OF QUOTE – POOL FILTRATION SYSTEM
REPLACEMENT APPROVAL**

INTRODUCTION

The City's 2016 Capital Improvement Program includes a project to replace of the filtration system for the main pool. The Council is being asked to approve the quote for this work.

BACKGROUND

The Capital Improvement Program includes a project to replace the filtration system for the pool at the Tropics Indoor Water Park. The City utilizes a UV (ultra-violet) filtration system for the water park, which is the current standard for pool filtration systems. Our current UV system is eight years old and is in need of replacement. The staff solicited quotes from two qualified vendors for the replacement of the current filtration system. Listed below are the quotes for the system.

<u>Company</u>	<u>Quote</u>
Neuman Pools	\$42,938.96
Horizon Pools	\$45,450.00

The quotes include the UV filtration system located within a stainless steel cabinet with an internal air conditioning system. The stainless steel cabinet and internal air conditioning will reduce corrosion and require less maintenance than the current filtration system. The low quote of \$42,938.96 is provided by Neuman Pools who has done work on the pool at the Community Center. This work will be completed during the pool shutdown period this fall.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council award the bid for the pool filtration system replacement to Neuman Pools in the amount of \$42,938.96

neuman pools inc.

WE CARE ENOUGH
TO BUILD IT BETTER.

BUILDERS OF RESIDENTIAL, COMMERCIAL, MUNICIPAL SWIMMING POOLS
AND RECREATIONAL WATER AMUSEMENTS

April 22, 2016

Shoreview Community Center
Attn: Dianna Buck
4580 Victoria Street North
Shoreview, MN 55126
E-mail: dbuck@shoreviewmn.gov

RE: UV System

Neuman Pools is pleased to provide our proposal for the following scope of work:

Scope of Work Description

Provide and install (1) UV Sanitation unit

I. Construction Services

- A. Provide (1) ETS ECF220-8V model UV Unit
 - a. Unit connects to 10" piping
 - b. Spectra Touch Controls
 - c. 480 Volt, 3 phase
- B. Replace connection piping and elbows within 4 feet of UV unit.
- C. Provide labor to install UV unit, Control Panel.
- D. Electrical from breaker panel to UV cabinet by others.
- E. Control Panel is stainless steel, sealed and with an air conditioner to prevent chemical latten air from entering the cabinet and destroying the circuit boards.

II. Duration

- A. The lead time for material and equipment procurement is 6 weeks from receipt of the signed notice to proceed.
- B. Being that the work being performed is in the mechanical space, it can be done during daytime hours.
- C.

III. Assumptions

- A. Owner will receive and inspect UV unit upon arrival.
- B. Owner will transport UV unit to the installation location.
- C. We are assuming existing electrical panel will support the necessary mechanical equipment additions.

neuman pools inc.

WE CARE ENOUGH
TO BUILD IT BETTER.



BUILDERS OF RESIDENTIAL, COMMERCIAL, MUNICIPAL SWIMMING POOLS
AND RECREATIONAL WATER AMUSEMENTS

Price

(1) UV with Installation	\$42,938.96
Sales Tax (0.00%).....	<u>\$ 0.00</u>
TOTAL	\$42,938.96

Project Billing

1. Initial payment of \$ 20,000.00
2. Price includes sales tax.
3. Balance of the project will be invoiced upon completion.
4. Payment net 20 days.

Note: Neuman Pools Terms and Conditions Attached

Additional Project Related Costs

1. Costs for permits and fees.

Acceptance and Authorization to Proceed

If this proposal meets with your approval, please sign below. Your acceptance of this proposal will serve as our notice to proceed.

Neuman Pools appreciates the opportunity to provide these project services, if you have any questions regarding this proposal, please don't hesitate to call.

Neuman Pools, Inc.

City of Shoreview

David Lemmenes
Commercial Service

Date: _____

Date: _____



2125 ENERGY PARK DRIVE, ST. PAUL, MN 55108

WWW.HORIZONPOOLSUPPLY.COM

1-800-969-0454

LOCAL 651-917-3075

FAX 651-917-3087



Customer Proposal / Quotation

Quoted to:

Shoreview Community Center
4580 Victoria St N

Shoreview, MN 55126

Contact 1: Diana Buck
Contact 2:
Phone: (651) 490-4790
Fax: (651) 490-4797

Date: 4/25/2016
Good Through: 5/25/16

Quote #:
20160425
SHO02

Description:

SHO02

Quoted by: Bob LaDuke

Provide and Install ETS Ultraviolet Sanitizer System(s) as follows:

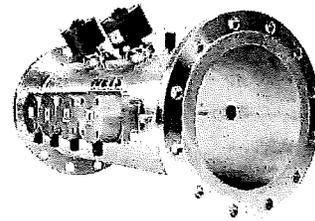
Pool: 185,000gallons; 800 GPM; 8" Return Piping

- Provide the following equipment:

- (1) ECF2208 ETS Medium Pressure UV Sanitizer System, rated to 930 GPM, 8" flanges. 460 Volt, 3 Phase
- (1) ECF-EZ EZ Flow 8" Strainer
- (1) Lot SCH80 Bypass Piping & Valves

- Install UV system, and replace 8" bypass plumbing from isolation valve to isolation valve
- Mount UV system controller.
- Provide system startup and staff training.

NOTES: • Quote does not include electrical (required).
• See included spec sheets and information.



Pricing:

Quantity	Item Number	Description	Unit Price	Total Price
1	ETS220-8	Provide and install ETS UV Sanitizer system as specified.	\$44,500	\$44,500
1	MISC	Replace 8" UV supply and discharge piping from isolation valve to isolation valve	\$950.00	\$950.00

\$45,450.00

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to close the public hearing.

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

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the application for an on-sale and off-sale liquor license for Kowalski's Market, to be located at 411 Highway 96, Shoreview, Minnesota.

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

Regular Council Meeting
May 16, 2016

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: MAY 9, 2016

**SUBJECT: APPLICATION FOR AN ON-SALE AND OFF-SALE LIQUOR
LICENSE—KOWALSKI'S MARKET, 411 HIGHWAY 96**

INTRODUCTION

An application has been received for an on-sale and off-sale liquor license for Kowalski's Market to be located at 411 Highway 96. The City Council must hold a public hearing prior to issuance of any new liquor license.

DISCUSSION

Kowalski's Market has submitted the necessary application for a liquor license to be located at 411 Highway 96. They anticipate an opening date in late fall. Payment will be required before issuance of the license.

Kowalski's Market will be running their catering business out of this location, therefore, they are applying for an on-sale license so that they are able to apply for a caterer's permit through the State of Minnesota.

Background checks have been conducted on the owners and managers and found to be satisfactory. They have been notified of our compliance check and administrative penalty regulations. Proof of liquor liability and workers' compensation insurance have also been submitted.

Public hearing notices have been published in the City's legal newspaper and sent to all property owners within 350 feet of the boundaries of the property. No comments have been received.

RECOMMENDATION

Staff recommends approval of an on-sale and off-sale liquor license for Kowalski's Market, to be located at 411 Highway 96.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
 1) City issued on sale intoxicating and Sunday liquor licenses
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License SHOREVIEW License Period From: _____ To: _____

Circle One: New License License Transfer Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale TO SHOREVIEW
TRANSFERRING ISSUANCE FROM WHITE BEAR LAKE

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: KOWALSKI'S CATERING, LLC DOB N/A Social Security # 47-1251341
(corporation, partnership, LLC, or Individual) EIN

Business Trade Name CATERING BY KOWALSKI'S Business Address NEW: 441 HWY 96 City SHOREVIEW
CURRENT: 1646 DUFFLEY ROAD, EAGAN, MN

Zip Code 55126 County RAMSEY Business Phone 888972-7890 Home Phone _____

Home Address _____ City _____ Licensee's MN Tax ID # 3688871

Licensee's Federal Tax ID # 47-1251341
(To apply call TRS 800-829-4933)

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes) (No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: SFM MUTUAL INS CO Policy # 020565-510

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar St., Suite 222, St. Paul, MN 55101-5133
 (651) 201-7507 FAX (651)297-5259 TTY(651)282-6555
 WWW.DPS.STATE.MN.US



APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received

Workers compensation insurance company. Name SFM MUTUAL INS CO Policy # 020565.510
 Licensee's MN Sales and Use Tax ID # 4413103 To apply for a MN sales and use tax ID #, call (651) 296-6181
 Licensee's Federal Tax ID # 81-1416345

If a corporation, an officer shall execute this application If a partnership, a partner shall execute this application.

Licensee Name (Individual, Corporation, Partnership, LLC) <u>KOWALSKI'S SHOREVIEW MARKET, INC</u>	Social Security # <u>ET</u>	Trade Name or DBA <u>KOWALSKI'S SHOREVIEW MARKET</u>
License Location (Street Address & Block No.) <u>441 HIGHWAY 96</u>	License Period From _____ To _____	Applicant's Home Phone #
City <u>SHOREVIEW,</u>	County <u>RAMSEY</u>	State <u>MN</u>
Name of Store Manager <u>BOJAN MALIE</u>	Business Phone Number <u>612 418 651 698-33667043</u>	Zip Code <u>55126</u>
		DOB (Individual Applicant) <u>7/23/66</u>

- If a corporation, date of incorporation 12-14-15, state incorporated in MN TAC, amount paid in capital 100. If a subsidiary of any other corporation, so state KOWALSKI'S HOLDINGS and give purpose of corporation HOLDINGS COMPANY. If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota? Yes No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state.
1005 SQUARE FEET OF FIRST FLOOR
- Is establishment located near any state university, state hospital, training school, reformatory or prison? Yes No If yes state approximate distance. _____
- Name and address of building owner: KOWALSKI'S RS-SHOREVIEW, INC.
33 SO. SYNDICATE AVE, ST. PAUL, MN 55105
Has owner of building any connection, directly or indirectly, with applicant? Yes No
- Is applicant or any of the associates in this application, a member of the governing body of the municipality in which this license is to be issued? Yes No If yes, in what capacity? _____
- State whether any person other than applicants has any right, title or interest in the furniture, fixtures or equipment for which license is applied and if so, give name and details. NO; WINE MARKET FIXTURES AND EQUIPMENT WILL BE PAID IN CASH BY KOWALSKI'S SHOREVIEW MARKET, INC.
- Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota? Yes No If yes, give name and address of establishment. WINE MARKETS AT:
 - 1646 DIFFLEY ROAD, SAGAN, MN
 - 8505 VALLEY CREEK ROAD, WOODBURY, MN
 - 5801 NEAL AVE. N, OAK PARK HEIGHTS, MN
 - 2440 HENNEPIN AVE., MINNEAPOLIS, MN
 - 4111 CATED STREET, CUMMINGS, MN

8. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? Yes No SEPARATE ENTRANCE FROM GROCERY STORE
9. State whether applicant has or will be granted, an On sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. Yes No Will be granted BEYOND IN CONJUNCTION WITH THIS OFF-SALE
10. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. Yes No Will be granted
11. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality. N/A
12. State Number of Employees _____
13. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? N/A
14. If this license is being issued by a County Board, is it located in an organized township? If so, attach township approval.

1. State whether applicant or any of the associates in this application, have ever had an application for a liquor license rejected by any municipality or state authority; if so, give dates and details. N/A
2. Has the applicant or any of the associates in this application, during the five years immediately preceding this application ever had a license under the Minnesota Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give dates and details. NO
3. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere, including State Liquor Control penalties? Yes No If yes, give dates, charges and final outcome.
4. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. Yes No If yes, attach a copy of the summons.

This licensee must have one of the following: (ATTACH CERTIFICATE OF INSURANCE TO THIS FORM.)

- Check one
- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.
- or
- B. A surety bond from a surety company with minimum coverage as specified in A.
- or
- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title <u>BRIAN MALLIE, STORE MANAGER</u>	Signature of Applicant <u>[Signature]</u>	Date <u>3/15/2016</u>
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REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department	Title	Signature
-----------------------------	-------	-----------

County Attorney's Signature PS 9136-(2009)

IMPORTANT NOTICE

All retail liquor licensees must register with the Alcohol, Tobacco Tax and Trade Bureau.
 For information call (513) 684-2979 or 1-800-937-8864

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the following liquor license renewals for the license term of July 1, 2016 to June 30, 2017:

<u>Establishment</u>	<u>Type of License</u>
Green Mill Restaurant	On Sale Intoxicating and Sunday
Meister's Bar and Grill	On Sale Intoxicating and Sunday
Hilton Garden Inn	On Sale Intoxicating and Sunday
Red Robin Gourmet Burger and Spirits	On Sale Intoxicating and Sunday
Bacchus Wine and Spirits	Off Sale Intoxicating
Trader Joe's	Off Sale Intoxicating
Target	Off Sale 3.2 Malt Beverage
Island Lake Golf Course	On Sale 3.2 Malt Beverage
Mansetti's Pizza and Pasta	On Sale 3.2 Malt Beverage and Wine
Wok Cuisine	On Sale 3.2 Malt Beverage and Wine
Red Ginger China Bistro	On Sale 3.2 Malt Beverage and Wine
Chipotle Mexican Grill	On Sale 3.2 Malt Beverage and Wine

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____
QUIGLEY _____
SPRINGHORN _____
WICKSTROM _____
MARTIN _____

Regular Council Meeting
May 16, 2016

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: MAY 10, 2016

SUBJECT: LIQUOR LICENSE RENEWALS

INTRODUCTION

The City Council must approve all liquor license renewals. All liquor license terms run from July 1st to June 30th of each year.

LICENSE RENEWALS

The following applications have been received for liquor license renewals:

<u>Establishment</u>	<u>License Type</u>
Green Mill Restaurant	On Sale Intoxicating & Sunday
Hilton Garden Inn	On Sale Intoxicating & Sunday
Meister's Bar and Grill	On Sale Intoxicating & Sunday
Red Robin Gourmet Burger and Spirits	On Sale Intoxicating & Sunday
Bacchus Wine and Spirits	Off Sale Intoxicating
Trader Joe's	Off Sale Intoxicating
Target	Off Sale 3.2 Malt Beverage
Island Lake Golf Course	On Sale 3.2 Malt Beverage
Mansetti's Pizza and Pasta	On Sale 3.2 Malt Beverage & Wine
Wok Cuisine	On Sale 3.2 Malt Beverage & Wine
Red Ginger China Bistro	On Sale 3.2 Malt Beverage & Wine
Chipotle Mexican Grill	On Sale 3.2 Malt Beverage & Wine

STAFF COMMENTS

City liquor regulations require that criminal background checks be conducted, and all taxes and utility bills be paid in full prior to the issuance or renewal of a liquor license.

Background checks were conducted by the Ramsey County Sheriff's Department on the managers and owners and no significant violations were found. Staff also reviewed a list of police calls made to each establishment and found no significant issues that would cause concern. All property taxes are current and all utility accounts are up to date for each of the properties. All license fees have been paid and necessary insurance information received. Alcohol compliance checks were done by the Ramsey County Sheriff's Office in December of 2015 and all establishments passed.

RECOMMENDATION

It is recommended that the City Council approve the liquor license renewals as listed on the proposed motion.