

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

Recognition of Councilmember Ady Wickstrom (1997 – 2016)

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

**COUNCIL COMMENTS**

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

1. December 5, 2016 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes—  
--Planning Commission, November 15, 2016
3. Monthly Reports  
--Administration/Community Development  
--Finance  
--Public Works  
--Park and Recreation
4. Verified Claims
5. Purchases

6. Designation of Official Depositories for 2017
7. Developer Escrow Reductions
8. Authorize Execution of Professional Services Agreement for Preliminary Design of a Portion of Owasso Blvd. N.
9. Solid Waste Haulers License for 2017
10. Approve Resolution Calling for Public Hearing in Consideration of Tax Increment District No. 11 for Proposed Redevelopment at 1005 Gramsie Road
11. Certification of Delinquent Tree Removal Charges
12. Certification of Delinquent Utility Bills
13. Approve Tree Trimmer Licenses for 2017

#### **PUBLIC HEARING**

14. Assessment Hearings – Nuisance Abatements
  - 189 Jerrold Avenue
  - 229 North Owasso Boulevard

#### **GENERAL BUSINESS**

15. Items Related to the Budget and 2017 Tax Levy
  - A. Amend 2017 Debt Levies
  - B. Adopt 2017 Tax Levy (City, HRA, and EDA)
  - C. Amend 2017 Budget
  - D. Amend Capital Improvement Program for 2017 through 2021
  - E. Adopt Ordinance 947 Establishing 2017 Utility Rates

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

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

#### **ADJOURNMENT**

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

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
December 5, 2016**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on December 5, 2016.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

**MOTION:** by Councilmember Johnson, seconded by Councilmember Wickstrom to approve the December 5, 2016 agenda as submitted.

**VOTE:**                                      Ayes -                      5                                      Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

**Mr. Richard Braun and Mrs. Sharon Braun**, 3535 Rustic Place, stated that they are speaking for themselves and their neighbors to inform the Council about what has been taking place in the neighborhood since the Elevage project was approved. Up until Elevage purchased two homes on Rustic Place that became vacant, there was little or no crime to report for Neighborhood Crime Watch volunteers. However, once vacant, the homes have been vandalized, then used for training by the Lake Johanna Fire Department and SWAT team, and eventually the homes were burned down by the fire department. The owner has done little to clean up the property. After complaints to the City Council, a dumpster was brought in which is still on the property. Part of the fencing is down. The area continues to attract trouble. Neighbors are reporting tampering with mailboxes, mail stolen, strangers loitering on the corner of County Road E and Rustic Place,

trespassing, strange vehicles cruising through the neighborhood, strangers walking the street at night and shining flashlights into homes. The Ramsey County Sheriff's Department now recognizes this as a problem area. Whenever Neighborhood Watch Captains are notified of an incident, it is required that an alert be sent out. The increased incidents has made that job time consuming and frustrating.

Prior to approval of the Elevage project in March 2016, the neighborhood was quiet. Once people moved in, they did not leave. The neighborhood is being compromised while waiting for the Elevage project to begin. The project start date keeps getting delayed. Neighbors do not feel safe and have taken measures to install motion detector lights and even leave porch and house lights on all night. Younger families are concerned about their children. **Mr. and Mrs. Braun** requested Councilmembers to visit the neighborhood to see what is happening and think about how long they would want to put up with such a situation in their neighborhoods.

Mayor Martin noted that Elevage reported their project schedule at the Economic Development Authority (EDA) meeting held earlier in the evening previous to this Council meeting. City Manager Schwerm stated that Elevage has applied for the Demolition Permit and the Footings and Foundations Permit to begin construction. The projected start date is December 12, 2016. Demolition of the vacant properties should help prevent strangers from loitering. Also, a construction fence is required to secure the site during construction. Staff will emphasize this requirement with Elevage.

Mayor Martin stated that the Neighborhood Watch Captains have done a good job of contacting the Ramsey County Sheriff. There should also be a City request to the Sheriff for surveillance at key times in the evening.

**Ms. Marcia Fegus**, 3538 Rustic Place, stated that because of the setback of her home and her neighbor to the rear, there is 100 feet that is totally dark at night. Her neighbor's dogs bark continually at night as if people were walking through that area. It is particularly scary for those living alone and for others who have spouses that travel. Putting up fencing around the construction site would be great if it could happen immediately. One neighbor, who has a dog, had his gate kicked in.

**Mr. Richard O'Neil**, 3530 Rustic Place, reported that the street lights on Rustic Place have been dark for 4 or 5 weeks. Mayor Martin thanked Mr. O'Neil for that report. Staff will take care of the problem.

## **COUNCIL COMMENTS**

### **Councilmember Johnson:**

This is a sad time at Mounds View High School with the death of two students at the intersection of Highway 96 and Highway 10. Residents are asked to be vigilant with

attention to flashing lights from emergency vehicles, obeying the speed limit, especially with winter weather. Deepest sympathy to the affected families.

**Councilmember Wickstrom:**

The Shoreview Northern Lights Variety Band will hold its Holiday Concert Saturday, December 10, 2016. Tickets are available at City Hall or at the door the night of the concert. All are encouraged to attend.

**Councilmember Springhorn:**

Thoughts and prayers are with everyone at Mounds View High School. It has been moving to see all the kids at Irondale High School and Centennial High School and other schools wearing green in support of Mounds View students.

Katie Hahn, a 10th grader at Mounds View High School, was awarded the Caring Youth Award from the Shoreview Human Rights Commission.

**Mayor Martin:**

The next regular Council meeting on December 19, 2016, will be Councilmember Wickstrom's last meeting after 20 years of serving on the Council. A reception will be held that evening prior to the Council meeting at 6:00 p.m., in the Weddell Room of the Community Center. All are encouraged to attend.

On December 6, 2016, the indoor Farmers' Market will take place from 3:00 to 6:00 p.m., also in the Weddell Room.

**CONSENT AGENDA**

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Springhorn to adopt the Consent Agenda for December 5, 2016, and all relevant resolutions for item Nos. 1, through 9:

1. November 14, 2016 City Council Workshop Minutes
2. November 21, 2016 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
  - Environmental Quality Committee, November 28, 2106
4. Verified Claims in the Amount of \$1,313,686.86
5. Purchases
6. Developer Escrow Reduction
7. Approve Change Order #2, City Project 16-01 and 16-02
8. Approve Stop Sign at Erik Lane and Pond Drive
9. Approve Ordinance Summary for Publication - Ordinance Amending City Code 706, Tobacco Products.

Discussion:

Mayor Martin noted the Ordinance amendment on tobacco, No. 9, is the ordinance the Council took action on at the last meeting. This approval is for the ordinance summary for publication. Vendors have been notified that the ordinance will take effect in February.

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

## **PUBLIC HEARING**

### **REVIEW OF 2017 BUDGET AND TAX LEVY**

#### **Presentation by Finance Director Fred Espe**

Budget materials are available on the City's website, including the 2017 Budget Summary, Utility Operations, Community Benchmarks, Biennial Budget and CIP, and the Five-Year Operating Plan.

Objectives of the budget are:

- Balance the General Fund budget
- Maintain existing services and programs
- Fund infrastructure replacement
- Continue 5-year financial planning
- Meet debt obligations
- Maintain AAA bond rating
- Amend biennial budget
- Protect and enhance parks and recreational facilities
- Position City to address future challenges and opportunities, which include:
  - Maintain and revitalize neighborhoods
  - Encourage business expansion and reinvestment
  - Assist redevelopment opportunities
  - Utilize technology to improve services and communications

The 2017 levy is increasing \$417,774 over the 2016 levy, a 3.92% increase. This is \$8,919 more than the amount adopted in the biennial budget. The 2017 HRA levy is \$105,000. The City's taxable value is increasing 6.67% in 2017. Combining the taxable value with the levy means that the City's tax rate is decreasing 3.28%. The fiscal

disparities contribution, which helps reduce property taxes, is increasing 11.79%. Shoreview receives no state aid from the State of Minnesota.

The largest impact to the City levy is increases to the public safety contracts for police and fire service. In 2017, that increase is \$180,400, which is approximately 43% of the levy increase. The second largest impact is from capital funds used to replace City assets and streets. In 2017, Capital funds represent 27% of the levy increase. Wages and benefits will increase 2.5%. The projected decrease in revenue from licenses and permits is a small increase to the levy along with several other smaller items.

Total operating expenses will increase 2.9%. Operating expenses include the General Fund, all revenue funds, debt service, enterprise funds (utilities), internal service funds (garage), liability claims and short term disability fund. The majority of increases are with public safety. Increase in depreciation is a result of showing depreciation of the new water treatment plant. The majority of operating expenses is 24% for utilities, 23% for parks and recreation, 14% for public safety and 10% for general government.

Operating revenue is expected to increase 4.4%. Most of the increase in revenue comes from utility charges totaling \$750,000, 37%; and property taxes totaling \$311,250, 31%; and charges for services at 22%. Charges for services is higher in Shoreview because of the Community Center and the park and recreation programs.

Strategies that the City uses to minimize impact on the budget and tax levy include:

- Contract for police and fire protection
- Continued use of Lino Lakes correctional crews
- No contingency allowance
- Planning for long-term preventative maintenance
- High deductible health insurance plan
- Capitalize on debt refunding opportunities
- Maintain AAA bond rating

Ramsey County provides information on home values through the Ramsey County Assessor. This year the information received shows the following:

- The largest portion of homes (29%) will increase in value between 5% and 10%.
- Approximately 27% of homes in the City will see a value change from 0 to 5%.
- Approximately 7% of homes will see no change in value.
- Approximately 13% of homes will decrease in value.

The impact of the City tax levy on property taxes shows a decrease or no change to over 44% of homes; 20% of homes will see an increase of \$1.00 to \$100.00; and 17% of

homes will have an increase of \$101 to \$200. Properties that have an increase of \$500 or more represent 2% of homes in Shoreview.

The Ramsey County Assessor has indicated that the median value single-family home in Shoreview will increase from \$253,800 in 2016 to \$267,300 in 2017, which is an increase in value of 5.3%. The City portion of taxes for this increase in value would be \$22.47.

The largest share of property tax distribution on a median value home in Shoreview is 41%, which goes to Ramsey County, then 32.48% to the Mounds View School District and 22.47% to the City.

Comparing Shoreview to 28 other metro-area cities of similar population, City taxes for a median value home in Shoreview rank 5th lowest at \$846, which is 21% lower than the average of \$1,068. When taking into account all taxing jurisdictions (County, school district and others), Shoreview is 2.6% above the average.

Staff is recommending amendment of the 2017 budget and Capital Improvement Program (CIP), and adoption of the 2017 tax levy and 2017 utility rates.

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

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to close the public hearing at 7:35 p.m.

ROLL CALL:                   Ayes - 5                   Nays - 0

The City Council will take final action on the budget at the December 19, 2016 meeting.

Councilmember Quigley asked for clarification on fiscal disparities and the reason for not having a contingency fund. Mr. Schwerm explained that fiscal disparities is a metro area tax base sharing program that pools 40% of the value of commercial and industrial development. Shoreview's position has traditionally been as a slight net gainer. There have been some years where Shoreview contributed more in to the pool than it received. This year the City will receive a little more than contributed. The increase in revenue this year is attributed to the growth of office and commercial development in the metro area. Because Shoreview is almost totally developed and much of the recent redevelopment activity in Shoreview has been residential, which is not subject to fiscal disparities. Generally, Shoreview has been a slight gainer under the fiscal disparities program. Further, Mr. Schwerm stated that in the past the City has had a relatively small contingency fund as part of the budget. The contingency fund was dropped when a policy decision was made to add a 10% reserve to the General Fund balance policy for unanticipated expenditures.

Mayor Martin noted that 60% of the increase in the general fund tax levy is in fire and police protection. Capital funds are another large part of the increase because Shoreview plans for the future. Long-range planning is part of the budget. The City tax is still 21% below other similar sized cities. Mayor Martin commended staff for their excellent work and presentation on the budget.

**PUBLIC HEARING VACATION REQUEST - BAUER/MCKENZIE, 1045 ISLAND LAKE AVENUE**

**Presentation by City Planner Kathleen Castle**

The applicants seek vacation of a 12-foot walkway easement adjacent to their property. The walkway was platted as part of Island Lake Heights in 1948. The walkway is on the north side of Island Lake Avenue. The walkway is not improved with a trail or sidewalk. It was dedicated to Chatsworth Avenue, but that portion of Chatsworth has already been vacated. The applicant's property is immediately west of the walkway. There are four owners of the property at 1045 Island Lake Avenue; three are requesting the vacation, which is a majority as required by Code.

The walkway is being maintained as yard area. There is no City infrastructure in the walkway. It is unlikely the property would ever be used for a walkway because of adjoining residential land use, lack of public infrastructure and an existing trail network on Lexington Avenue and in the Island Lake Open Space. If vacated, the walkway property will accrue to adjoining properties at 1045 and 1037 Island Lake Avenue.

Notice was published about the public hearing and mailed to affected property owners. The property owner at 1037 questioned the process, Code requirements and impact to individual property. Staff is recommending adoption of the vacation.

Mayor Martin asked about vacation of the walkway on the south side of Island Lake Avenue. Ms. Castle explained that vacation can only occur through petition of property owners or initiation by the City Council.

Councilmember Wickstrom noted that the walkway on the south side would become part of public property if vacated, which she would be less inclined to support.

City Attorney Beck stated that the public hearing notice is in order.

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

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





## NEW BUSINESS

### VARIANCE

**FILE NO:** 2644-16-43  
**APPLICANT:** DELORES MITTELMARK  
**LOCATION:** 266 LION LANE

#### **Presentation by Economic Development and Planning Associate Niki Hill**

The application is to reduce the 10-foot minimum rear setback for an accessory structure. The setback would be reduced to 3 feet. The new accessory structure would be a 160 square foot shed that on an existing concrete foundation.

The applicant states that while the existing shed is 10 feet from the rear property line, it is half on and half off the existing concrete slab, which makes it difficult to comply with tie-down requirements. The existing shed is in an awkward position in the yard. Placement of the shed is limited because the east side of the property is an unimproved road right-of-way where structures are prohibited.

Staff finds that the proposal is consistent with City land use and housing policies. Placing the shed in the proposed location is a reasonable use of the property. Practical difficulty is present. Unique circumstances include the concrete slab constructed by a previous owner for a previous shed. Using the concrete slab for the new shed would have the least impact to existing vegetation and would allow installation of an access ramp. There is a fence between the structure and rear lot line and also a row of trees just inside the lot line of the adjoining neighbor that provides screening. No homes are close to the rear lot line and there would be no visual impact.

Notices were sent to property owners within 150 feet. Adjacent neighbors have provided letters of support for putting the new shed on the concrete slab where a shed was located for a previous owner. Two additional comments of support have been received. Staff is recommending approval with the conditions listed in the staff report.

Commissioner Solomonson asked if the previous structure was legal. Ms. Hill stated that a permit was not issued for the previous structure. The home was built in 1956, and it is not known what rear setback requirements were at that time.

**Ms. Mittlemark**, Applicant, 266 Lion Lane, stated that the first shed on the slab was a small aluminum shed that collapsed under snow.

Vice Chair McCool asked how long the existing shed has been on the slab that you can see on the picture. **Ms. Mittlemark** stated that she received approval for it last September.

Commissioner Peterson expressed support for the proposal because of the unique circumstances of needing to tie down the structure and the screening provided.

Commissioner Solomonson questioned the right to rebuild on the concrete pad since the previous structure was totally torn down. The positive is that the structure will not impact any adjacent structures, but support of the neighbors should not be a reason for approval.

Commissioner Ferrington agreed with Commissioner Peterson in of the variance but noted Commissioner Solomonson's concern. Her view is that with the safety issue and the walkway next to the property means one less property that could be impacted.

Commissioner Thompson expressed support because the application meets the requirement of unique circumstances.

Vice Chair McCool echoed Commissioner Solomonson's statements. If the request for a new concrete pad in this location, he would not support it. If nothing is allowed on the pad, the pad will continue to exist in its location with nothing on it. Reusing the slab instead of disturbance of turf makes sense. The encroachment is for a small structure. While not a basis for a decision, neighbors do support the proposal.

Commissioner Wolfe expressed his support because if the slab is left without a structure, it will look unfinished.

**MOTION:** by Commissioner Thompson, seconded by Commissioner Solomonson to approve the variance request submitted by Delores Mittelmark, 266 Lion Lane, to reduce the required 10 foot rear setback to 3 feet for an accessory structure and adopt Resolution 16-106, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted as part of the Variance application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. This approval will expire after one year if the structure is not relocated.
3. The structure shall be used for the personal storage of household and lawn equipment.
4. The structure shall not be used in any way for commercial purposes.

This approval is subject to a 5-day appeal period.

This motion is based on the following findings:

1. The variance request to locate the shed in the proposed location closer to the rear lot line represents a reasonable use of the property. City Code permits detached structures as an accessory use. By establishing these provisions, the City deems that a detached structure represents a reasonable use of the property provided Code standards are met.
2. The variance request stems from the uniqueness of the existing cement foundation location that was not created by the property owner. The concrete slab was constructed by a previous owner, and the previous shed was located on the pad at least a decade ago (as verified for aerial photographs), well before the applicant purchased the property a



Adjacent property owners were notified of the application. No comments have been received. Staff finds that the proposal complies with the Development Code standards and recommends approval with the conditions listed in the staff report.

Commissioner Solomonson asked the distance from the Policoff driveway to the new property line and whether there is a buffer. Ms. Hill referred to the Certificate of Survey shows the property line does not directly follow the driveway.

Vice Chair asked if an additional 10 feet were discussed so that no variance would be needed for lot width. Further, would the land be used for a garage or other structure?

**Mr. Keith Loewen**, 4376 Reiland Lane, Applicant, stated that there was no discussion of an additional 10 feet to the subdivision. The land has been set aside to for preservation and is restricted. There are no plans for any structure.

Vice Chair McCool and Commissioners agreed that this is a straight forward application. It makes sense to add width and area to a small substandard lot.

### **Variance**

**MOTION:** by Commissioner Ferrington, seconded by Commissioner Thompson to approve the variance request submitted by Keith and Kendal Loewen for their property at 4376 Reiland Lane, to waive the 100 foot width requirement and adopt Resolution No. 16-105 subject to the following conditions:

1. This approval is subject to approval of the Minor Subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.
3. The approval is subject to a 5 day appeal period.

This motion is based on the following findings:

1. The applicant is proposing to use the property in a reasonable manner. The current homes and access will stay the same with the land exchange. No new development is proposed.
2. Unique circumstances are present due to the existing lot configurations. The property at 4376 Reiland Lane is a substandard riparian lot that has a current frontage of 42 feet at the front property line. With Lot 4 being split into the separate parcels currently, combining the two parts would double the amount of average width to approximately 89 feet as measured from the front, building setback and OWH lines. This will also nearly double square footage for the property at 4376 Reiland Lane.

3. The character of the neighborhood will not be altered at all. The existing homes and access to them will not be changed with the minor subdivision nor will any new lots be created.

**VOTE:**                      **Ayes - 6**                      **Nays - 0**

**Minor Subdivision**

**MOTION:** by Commissioner Ferrington, seconded by Commissioner Thompson to recommend approval to the City Council of the Minor Subdivision request submitted by Ivan and Joan Policoff for their property at 4380 Reiland Lane, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. The applicant shall enter into a Subdivision Agreement with the City. This agreement shall be executed before the City will endorse deeds for recording.
4. Resulting Parcel B shall be combined with the existing property at 4376 Reiland Lane (Parcel A), creating a single lot.
5. Approval of the Minor Subdivision is contingent upon the approval of a variance permitting waiving the 100 foot width requirement for 4376 Reiland Lane.
6. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

**VOTE:**                      **Ayes - 6**                      **Nays - 0**

**SITE AND BUILDING PLAN REVIEW - Withdrawn**

**FILE NO:**                      **2640-16-39**  
**APPLICANT:**                      **VENTURES 2000**  
**LOCATION:**                      **1030 COUNTY ROAD E**

This item was withdrawn from consideration at this meeting.

**MISCELLANEOUS**

Commissioners Wolfe and Thompson will respectively attend the November 21, 2016 and December 5, 2016 City Council meetings.

Vice Chair McCool noted that the Commission met in workshop session at 6:00 p.m. immediately prior to this regular meeting.

**ADJOURNMENT**

MOTION: by Commissioner Peterson, seconded by Commissioner Solomonson to adjourn the meeting at 7:36 p.m.

VOTE: Ayes - 6 Nays - 0

ATTEST:

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Kathleen Castle  
City Planner

# Memorandum

**To:** City Council Members  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** December 15, 2016  
**Re:** Monthly Report  
- Administration Department  
- Community Development Department

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## **ADMINISTRATION**

### **City Council Farewell and Welcome Receptions**

Administration staff has made preparations for two upcoming events relating to changes on the City Council. The City will host a reception to recognize and thank Councilmember Ady Wickstrom for her 20 years of service on the City Council and more than 25 years of service to the City at 6:00 p.m. on Monday, December 19<sup>th</sup> prior to the Council meeting. The public has been invited to attend this reception.

A reception to welcome newly elected Sue Denkinger to the City Council will take place at 6:00 p.m. on Tuesday, January 3<sup>rd</sup> in the Shoreview Room at the Shoreview Community Center, followed by the regular Council meeting for the swearing-in ceremony. The public is also invited to attend this event.

### **Website Redesign**

Staff continues to work on the redesign of both the City Hall and Community Center webpages. We have completed the Analytics/Consulting Phase as well as the Graphic Design Phase. Vision Internet is currently beginning the Development Phase of the project while city staff is working on content preparation to migrate over to the new website. This requires staff to review and update all the content on the websites, and consider where to locate it on the new sitemap for the redesigned webpages. We are working toward a soft launch date for the new websites sometime in early-mid June, 2017. Staff who are responsible for updating the website will also undergo a training in late January on best practices for writing for the web.

## **GARE Training**

City staff attended the final session of the 2016 Government Alliance on Race and Equity (GARE) cohort where each jurisdiction presented their final report on what they have learned and accomplished throughout the year-long training session. This was a good opportunity to learn how other cities have used the training throughout their organizations. In addition, we have identified the staff that will participate in this program throughout the year. The 2017 training will kick off in January. The team members are listed below:

Rebecca Olson	Assistant to the City Manager
Terry Schwerm	City Manager
Laurie Elliot	Human Resources Director
Debbie Engblom	Management Assistant-Finance
David Yang	Staff Engineer
Teresa Mills	Office Tech - Planning
Dan Curley	Public Works Superintendent
Angela Thunberg	Community Center Specialist
Jessica Riley	Community Center Manager

## **CenturyLink Cable Television Franchise**

Staff has been working with the City's cable franchise attorney, Robert Vose, to wrap up the final details on the CenturyLink cable franchise. The franchise would allow CenturyLink to operate a cable television franchise in the City of Shoreview. Staff anticipates having a final draft agreement to present to the City Council for review sometime after the beginning of the year.

## **Licenses**

Staff is currently working on renewing both massage therapist and cigarette licenses within the city. Currently there are 10 massage therapist locations with multiple therapists at each location. Each massage therapist must renew their individual license annually along with the renewal of the establishment's license. In addition, eleven cigarette licenses are up for renewal in the city. Staff has already sent these license holders a letter detailing the recent tobacco ordinance change and will send another letter reminding them of the change in January.

## **COMMUNITY DEVELOPMENT**

### **Mixed Income Housing Technical Assistance**

The City of Shoreview was selected to receive a technical assistance grant for the Minneapolis-St. Paul Mixed Income Housing Feasibility Education and Action project. This grant, funded by the Family Housing Fund and the Urban Land Institute, will provide technical assistance in

developing housing policies that encourage mixed income housing. The technical assistance team will be preparing options related to inclusionary housing policies and developer incentives for future review.

### **Planning Commission**

- The Planning Commission held their December meeting on December 13<sup>th</sup>. A Site and Building Plan Review application from St. Odilia for a building expansion was reviewed. The application was unanimously recommended for approval to the City Council.
- Chair/Vice Chair interest and appointments were discussed along with the upcoming opening with Deb Ferrington choosing not to reapply.
- Staff presented a draft ordinance on Building Heights that allowed taller building heights for Business and Commercial Districts, and created greater setbacks for Multi-Family Residential Districts from Detached and Attached Residential Districts, including a potential transition zone to soften the effect of a the building mass. Planning Commissioners provided feedback on the proposed changes and staff will come back with an updated version in their January meeting.
- Staff gave an update on the Bee Ordinance that we will be working on. The video of the special workshop that involved a bee expert to answer questions from the commissioners is anticipated to be available soon for viewing for the Council and Planning Commission member who were not able to attend. Bee Ordinance discussion will continue in February or March.
- The City has interviewed two rounds of candidates for the open Associate Planner position. It has been narrowed down to two finalists. A decision is expected to be made soon to fill this position created by the retirement of long-time Senior Planner Rob Warwick.

### **Business and Development Updates**

- Redevelopment Proposal/1005 Gramsie Road (Shoreview Corporate Center) --- Eagle Ridge Partners, the owners of the Shoreview Corporate Center, is working with Greco Development on a potential multi-family redevelopment of the vacant 1005 Gramsie Road property for high end market rate apartments. A concept of the proposed apartment project has been through an informal review and comment process with the EDA, Planning Commission, and City Council.

The proposal is to redevelop the 1005 Gramsie property for approximately 400 market rate apartments with high end amenities that would be constructed in two phases. Greco believes the Shoreview area is underserved by apartments, especially in the higher end market, and the subject property is an ideal location given the proximity to major

employers, retail and restaurants, freeway access, and separation from lower density residential neighborhoods.

The developer received mostly positive comments and is expected to return this winter with formal applications for consideration by the City. Greco and Eagle Ridge expect to submit formal development applications in January with the goal of starting construction in July of 2017. To the right is a preliminary drawing submitted by the developer showing the proposed conceptual site layout for the project, which if approved, would be constructed in two phases.

Greco/Eagle Ridge will be formally applying for tax increment financing assistance for the redevelopment project. A formal review of the project financing and request for public assistance will commence once the application is submitted to the City. A public hearing will be held on March 20, 2017 in consideration of the project financing. The EDA will be asked to review and provide a recommendation to the City Council on the developer's request for tax increment financing assistance. Concurrent with the financing consideration, the developer will be submitting development plans that will go through the Planning Commission and City Council for review. The developer expects to submit detailed development plans in January with the goal of going before the Planning Commission at their February, 2017 meeting.

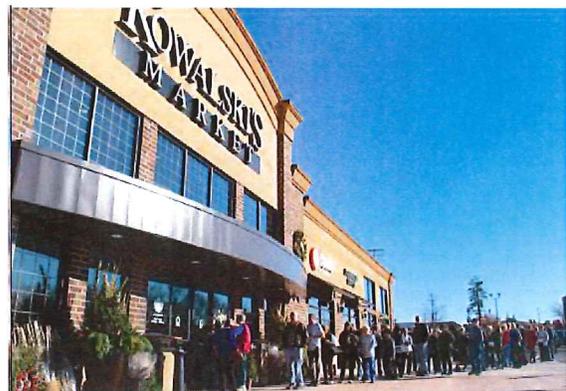


- The City has been working closely with the developer of the McMillan mixed-use apartment and townhome project at Rice Street and County Road E, as they are getting closer to starting demolition and construction work. Final agreements are close to being executed with the City, the developer has secured financing for the project, and building plans have been submitted. The City will be issuing building permits for the demolition and footings/foundation work soon, and the developer hopes to mobilize to start the work this month.
- The owners/operators of the new Shore 96 restaurant former Meister's Bar & Grill) had a "soft opening" of the establishment on December 6<sup>th</sup>, and is now open to the public. An

official Grand Opening of the restaurant was held on December 15<sup>th</sup>. The premise has undergone a complete renovation of both the dining and bar areas, addition of a private event area, and features a completely new menu.



- Kowalski’s Market opened in the former Rainbow Foods building at 441 Highway 96 on November 10<sup>th</sup>. A ribbon cutting ceremony celebrated the opening of the new store, which also includes the operation facilities for Kowalski’s (bakery, catering, distribution, and kitchen/gifts). Mayor Martin, along with many members of the City Council, EDA, EDC, and Planning Commission attended the event. The Kowalski family and executive staff are very appreciative of the support received by the City and the community, and report very brisk business since the opening.



**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	550*

\* This number reflects a drop in the number of rental licenses due to owners submitting affidavits stating that their property is no longer a rental property as part of the 2017 rental license renewal process.

- Inspections for the GDU units are geographically scheduled by neighborhood throughout the City. All inspections have been completed this year on the three-hundred eight (308) GDU units.

- MFU (Multiple Family Unit) inspections started on November 11<sup>th</sup> and have been completed. Overall, the inspections went well and property owners and managers were very prepared by conducting pre-inspections of the units. A total of nine MFU licenses in the City were inspected. Lake Johanna Fire Department conducted their inspections of the common areas of these buildings/complexes at the same time.
- The 2017 license renewal process began in mid November and ends on December 31<sup>st</sup> 2016. So far 453 applications have been received and 102 owners have yet to apply. Final notices will be sent out the week of December 19<sup>th</sup>. Staff believes there has been a drop in rental properties likely due to the strong housing sales market.

**Code Enforcement**

There have been 9 new Code Enforcement cases in the past month. The following table summarizes the Code Enforcement activity:

<b>Code Enforcement Cases</b>			
	Total No. of Cases	Open Citations	Hoarding Cases
2016	150	1	7
2015	185	3	2

- There were four new hoarding cases in the past month. Two of these cases were discovered during the annual MFU inspections at an apartment complex. The two other cases are single-family homes and these conditions were discovered during medical emergency calls attended by Lake Johanna Fire Department. City staff and Lake Johanna Fire Department staff have already addressed the two cases at the apartment complex and will be following up with the owners of the single-family homes during the week of December 19<sup>th</sup>.

**Other News and Information**

- The next issue of the ShoreViews city newsletter will include a feature on the work of the Economic Development Authority. An article on the Economic Development Commission and their efforts to strengthen relationships with the local business community was run several months ago in the newsletter.
- Attached is the monthly services report from the Housing Resource Center.
- Attached is the building permit activity summary from the Building Official.

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

	NOVEMBER 2016		TO DATE 2016		NOVEMBER 2015		TO DATE 2015	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$475,000	12	\$5,004,000	1	\$300,000	15	\$4,571,000
TOWNHOMES			5	\$0	0	\$0	0	\$0
ADDITIONS	2	\$165,000	20	\$1,109,000	23	\$1,020,000	23	\$1,020,000
GARAGES	1	\$54,000	163	\$592,000	1	\$55,000	6	\$152,000
MISCELLANEOUS	105	\$1,051,233	1025	\$8,481,251	47	\$334,758	1001	\$7,315,674
APARTMENTS			1	\$5,300,000	0	\$0	0	\$0
OFFICES			0	\$0	0	\$0	0	\$0
RETAIL			1	\$1,200,000	1	\$1,500,000	1	\$1,500,000
INDUSTRIAL/WAREHOUSE			0	\$0	0	\$0	0	\$0
PUBLIC BUILDINGS			2	\$10,300,000	2	\$1,532,000	2	\$1,532,000
COMMERCIAL ADDITIONS	1	\$600,000	2	\$635,000	0	\$0	0	\$0
COMMERCIAL ALTER	10	\$318,964	65	\$7,223,091	4	\$103,525	51	\$3,568,062
<b>TOTAL</b>	<b>120</b>	<b>\$2,664,197</b>	<b>1296</b>	<b>\$39,844,342</b>	<b>53</b>	<b>\$793,283</b>	<b>1099</b>	<b>\$19,658,736</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

# HousingResource Center - NorthMetro

## City of Shoreview Monthly Status Report

### July 1, 2001 - October 31, 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	9	17	12	12	12	12	21	13	0	0	131	3,137
<b>Number of Calls</b>																				
<b>MHFA Fix Up Fund/Rehab</b>																				
Loan Applications Rec'd	45	2	3	2	0	0	0	0	0	0	0	0	1	0	0	1	0	0	2	54
Loans Closed	26	1	3	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	32
<b>Shoreview Home Improvement Loan</b>																				
Loan Applications Rec'd	13	8	1	4	0	0	1	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	1	20
<b>Ramsey County Deferred Loan</b>																				
Loan Applications Rec'd	21	4	3	5	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	1	0	0	0	0	0	0	0	0	0	2	24
<b>Construction Consultation Report</b>																				
Consultation Phone or Walk-in	770	117	114	67	5	10	11	12	7	12	11	11	9	11	11	4	0	0	92	1,160
Site Visits	547	91	80	67	4	4	13	5	5	8	7	1	11	11	4	0	0	0	62	847
Scopes & Inspections	113	4	0	1	0	1	1	0	0	1	0	0	0	0	0	0	0	0	3	121
<b>Total SERVICES Provided</b>	<b>4,067</b>	<b>387</b>	<b>387</b>	<b>319</b>	<b>13</b>	<b>28</b>	<b>48</b>	<b>27</b>	<b>22</b>	<b>38</b>	<b>31</b>	<b>22</b>	<b>44</b>	<b>22</b>	<b>44</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>295</b>	<b>5,455</b>

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

TO: Terry Schwerm, City Manager  
 FROM: Fred Espe, Finance Director  
 DATE: December 14, 2016  
 RE: Monthly Finance Report

**TAX COLLECTIONS**

The table below provides a summary of 2016 property tax collections, followed by a summary of tax increment (TIF) collections. Shoreview's tax collection rate remains very strong at 97.3% of current year levies, before the final 2016 settlement which is received in January 2017. The rate was 98.1% at the same time in 2015.

Fund Description	2016 Tax Collections						Adopted Levy	Percent Collected	
	Current	Delinquent	Excess TIF	Mobile Home	Fiscal Disparity	Total Collections		Current	Total
General	\$ 6,512,298	\$ 49,640	\$ 7,670	\$ 3,976	\$ 613,929	\$ 7,187,513	\$ 7,321,858	97.3%	98.2%
EDA	97,837	597	-	57	9,223	107,714	110,000	97.3%	97.9%
HRA	89,048	525	-	51	8,276	97,900	100,000	97.3%	97.9%
2004 CIB Bonds	117,405	949	-	73	11,068	129,495	132,000	97.3%	98.1%
2006 Street Bonds	188,560	1,530	-	117	17,776	207,983	212,000	97.3%	98.1%
2013 Street Bonds	168,103	1,250	-	102	15,848	185,303	189,000	97.3%	98.0%
Closed Bonds	-	26	-	-	-	26	-	-	-
2006 Impr Bonds	12,452	87	-	8	1,174	13,721	14,000	97.3%	98.0%
Community Inv.	-	83	-	1	-	84	-	-	-
Street Renewal	889,432	6,612	-	540	83,849	980,433	1,000,000	97.3%	98.0%
GFA Revolving	1,311,913	9,920	-	800	123,677	1,446,310	1,475,000	97.3%	98.1%
Info Technology	26,683	150	-	15	2,515	29,363	30,000	97.3%	97.9%
Central Garage	163,656	1,407	-	103	15,428	180,594	184,000	97.3%	98.1%
<b>Total City</b>	<b>\$ 9,577,387</b>	<b>\$ 72,776</b>	<b>\$ 7,670</b>	<b>\$ 5,843</b>	<b>\$ 902,763</b>	<b>\$10,566,439</b>	<b>\$10,767,858</b>	<b>97.3%</b>	<b>98.1%</b>

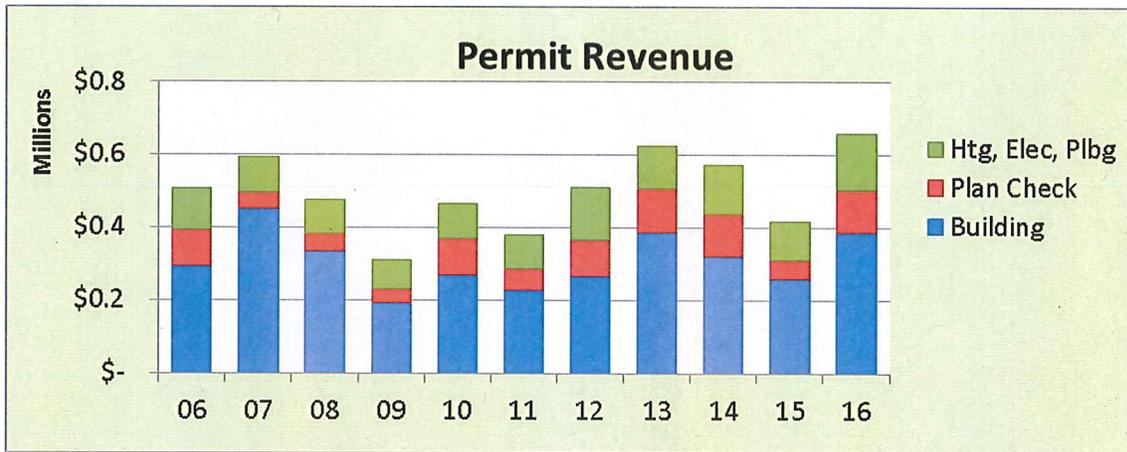
The overall collection rate for tax increment receipts is 97.0% (for all districts combined), and is 100% for four of the districts. Collections are lower for TIF District #6.

	2016 TIF Collections		
	Total TIF Collections	Expected Collections	Percent Collected
TIF #4-Scandia Shores	\$ 133,031	133,031	100.0%
TIF #6-Gateway	88,215	111,749	78.9%
TIF #7 Shoreview Sr. Living	212,242	212,242	100.0%
TIF #8 Lakeview Terrace	245,932	245,932	100.0%
TIF #9 TSI Inc.	73,312	73,312	100.0%
<b>Total TIF Revenue</b>	<b>\$ 752,732</b>	<b>\$ 776,266</b>	<b>97.0%</b>

## PERMIT REVENUE

The table below provides a summary of permit revenues through November of 2016 in comparison to revenue received through November in four previous years. Total permit revenue to date in 2016 is \$369,062 higher than the budget allowance.

	2012	2013	2014	2015	2016
<b>Revenue Received</b>					
Building permits	\$ 265,584	\$ 385,320	\$ 321,665	\$ 259,245	\$ 386,568
Plan check	99,146	120,611	115,919	49,203	116,339
Heating/electric/plumbing	144,428	119,642	136,368	109,515	156,155
<b>Total Revenue</b>	<b>\$ 509,158</b>	<b>\$ 625,573</b>	<b>\$ 573,952</b>	<b>\$ 417,963</b>	<b>\$ 659,062</b>
<b>Percent of budget allowance</b>	<b>197.3%</b>	<b>230.0%</b>	<b>204.3%</b>	<b>143.1%</b>	<b>227.3%</b>
<b>Budget allowance:</b>					
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
<b>Total Budget</b>	<b>\$ 258,000</b>	<b>\$ 272,000</b>	<b>\$ 281,000</b>	<b>\$ 292,000</b>	<b>\$ 290,000</b>



## MONTHLY REPORT

Attached is the monthly report for November. Additional explanations are provided below:

### General Fund

- Property tax revenue on this report reflects revenue received through the end of November, therefore it is lower than in the table presented on the previous page (because the final tax payment was received on December 2)
- License and permit revenue exceeds the budget due to higher permit revenue
- Intergovernmental revenue exceeds the budget primarily due to State Fire Aid that is paid directly to the Lake Johanna Fire Department (\$67,342)
- Charges for service revenue is above budget due to higher engineering, zoning and subdivision and plan check fees (\$113,113), reduced by capital project administrative charges which are calculated subsequent to year end (\$90,000)

- Fines and forfeits are under budget due to administrative citations which are reported in the financial system subsequent to year end (\$15,000)
- Interest earnings are distributed to the funds subsequent to year end

#### Recycling

- Second half charges for services are remitted by Ramsey County with the tax settlement on December 2

#### Cable Television

- Charges for services are under budget due to the fourth quarter franchise and PEG fees which will be received in January of 2017 and booked back as revenue to 2016

#### Utility Funds and Central Garage Fund

- Capital costs appear to exceed the budget due to the manner in which major capital purchases are recorded during the year. As part of the year-end closing process the capital costs are reclassified to asset accounts (and the assets are depreciated over the useful life)

**General Fund**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	7,321,858	3,776,852	3,545,006	51.58	52.19
Licenses & Permits	354,000	635,257	-281,257	179.45	134.04
Intergovernmental	480,622	539,171	-58,549	112.18	116.07
Charges for Services	1,224,520	1,256,331	-31,811	102.60	87.27
Fines & Forfeits	42,500	29,508	12,992	69.43	63.07
Interest Earnings	50,000		50,000		
Miscellaneous	25,450	26,711	-1,261	104.96	93.25
<b>TOTAL REVENUES</b>	<b>9,498,950</b>	<b>6,263,830</b>	<b>3,235,120</b>	<b>65.94</b>	<b>63.10</b>
<b>EXPENDITURES</b>					
General Government					
Administration	575,203	499,029	76,174	86.76	87.63
Communications	235,448	174,879	60,569	74.27	83.50
Council & commiss	156,597	132,286	24,311	84.48	91.23
Elections	39,574	34,956	4,618	88.33	37.35
Finance/accounting	571,295	500,786	70,510	87.66	86.19
Human Resources	295,128	237,143	57,985	80.35	78.35
Information systems	348,684	331,343	17,341	95.03	88.00
Legal	132,000	75,283	56,717	57.03	76.23
<b>Total General Government</b>	<b>2,353,929</b>	<b>1,985,704</b>	<b>368,225</b>	<b>84.36</b>	<b>85.25</b>
Public Safety					
Fire	1,474,420	1,541,711	-67,291	104.56	83.87
Police	2,096,500	1,726,713	369,787	82.36	89.40
<b>Total Public Safety</b>	<b>3,570,920</b>	<b>3,268,424</b>	<b>302,496</b>	<b>91.53</b>	<b>87.21</b>
Public Works					
Forestry/nursery	122,311	115,408	6,903	94.36	63.42
Pub Works Adm/Engin	434,492	378,457	56,035	87.10	79.18
Streets	871,799	753,844	117,955	86.47	86.51
Trail mgmt	131,148	108,452	22,696	82.69	77.29
<b>Total Public Works</b>	<b>1,559,750</b>	<b>1,356,162</b>	<b>203,588</b>	<b>86.95</b>	<b>81.80</b>
Parks and Recreation					
Municipal buildings	117,633	112,166	5,467	95.35	97.90
Park Maintenance	1,276,575	1,142,577	133,998	89.50	90.80
Park/Recreation Adm	387,297	326,285	61,012	84.25	94.88
<b>Total Parks and Recreation</b>	<b>1,781,505</b>	<b>1,581,027</b>	<b>200,478</b>	<b>88.75</b>	<b>92.19</b>
Community Develop					
Building Inspection	161,368	159,035	2,333	98.55	92.85
Planning/zoning adm	484,478	443,839	40,639	91.61	89.55
<b>Total Community Develop</b>	<b>645,846</b>	<b>602,875</b>	<b>42,971</b>	<b>93.35</b>	<b>90.46</b>

**General Fund**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,911,950	8,794,192	1,117,758	88.72	86.98
OTHER					
Transfers In	811,000	794,333	16,667	97.94	98.14
Transfers Out	-398,000	-376,833	-21,167	94.68	94.58
TOTAL OTHER	413,000	417,500	-4,500	101.09	101.78
Net change in fund equity		-2,112,861	2,112,861		
Fund equity, beginning		4,627,122			
Fund equity, ending		2,514,261			
Less invested in capital assets					
Net available fund equity		2,514,261			

**Recycling**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	75,469	72,188	3,281	95.65	116.43
Charges for Services	536,500	291,454	245,046	54.33	51.59
TOTAL REVENUES	611,969	363,642	248,327	59.42	58.71
EXPENDITURES					
Public Works					
Recycling	566,151	441,258	124,893	77.94	84.32
Total Public Works	566,151	441,258	124,893	77.94	84.32
TOTAL EXPENDITURES	566,151	441,258	124,893	77.94	84.32
Net change in fund equity	45,818	-77,616	123,434		
Fund equity, beginning		352,762			
Fund equity, ending		275,146			
Less invested in capital assets					
Net available fund equity		275,146			

**STD Self Insurance**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	7,352	148	98.03	95.52
Interest Earnings	500		500		
<b>TOTAL REVENUES</b>	<b>8,000</b>	<b>7,352</b>	<b>648</b>	<b>91.90</b>	<b>89.55</b>
<b>EXPENDITURES</b>					
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
<b>TOTAL EXPENDITURES</b>	<b>9,000</b>	<b>1,461</b>	<b>7,539</b>	<b>16.23</b>	<b>62.35</b>
Net change in fund equity	-1,000	5,891	-6,891		
Fund equity, beginning		40,020			
Fund equity, ending		45,911			
Less invested in capital assets					
Net available fund equity		45,911			

**Community Center**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,468,215	2,133,002	335,213	86.42	87.55
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	2,660	9,840	21.28	8.00
<b>TOTAL REVENUES</b>	<b>2,485,715</b>	<b>2,135,662</b>	<b>350,053</b>	<b>85.92</b>	<b>86.97</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,733,905	2,448,406	285,499	89.56	86.60
<b>Total Parks and Recreation</b>	<b>2,733,905</b>	<b>2,448,406</b>	<b>285,499</b>	<b>89.56</b>	<b>86.60</b>
<b>TOTAL EXPENDITURES</b>	<b>2,733,905</b>	<b>2,448,406</b>	<b>285,499</b>	<b>89.56</b>	<b>86.60</b>
<b>OTHER</b>					
Transfers In	384,000	352,000	32,000	91.67	91.67
<b>TOTAL OTHER</b>	<b>384,000</b>	<b>352,000</b>	<b>32,000</b>	<b>91.67</b>	<b>91.67</b>
Net change in fund equity	135,810	39,256	96,554		
Fund equity, beginning		1,306,938			
Fund equity, ending		1,346,194			
Less invested in capital assets					
Net available fund equity		1,346,194			

**Recreation Programs**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,500,041	1,258,927	241,114	83.93	90.37
Interest Earnings	2,000		2,000		
<b>TOTAL REVENUES</b>	<b>1,502,041</b>	<b>1,258,927</b>	<b>243,114</b>	<b>83.81</b>	<b>90.25</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	103,345	95,112	8,233	92.03	105.99
Aquatics	143,054	115,350	27,704	80.63	80.25
Community programs	99,626	89,982	9,644	90.32	91.97
Drop-in Child Care	69,740	59,533	10,207	85.36	86.41
Fitness Programs	179,218	158,495	20,723	88.44	76.12
Park/Recreation Adm	473,302	404,453	68,849	85.45	96.42
Preschool Programs	101,618	92,176	9,443	90.71	91.30
Summer Discovery	274,570	245,426	29,144	89.39	131.98
Youth/Teen	37,408	27,486	9,922	73.48	70.39
<b>Total Parks and Recreation</b>	<b>1,481,881</b>	<b>1,288,014</b>	<b>193,867</b>	<b>86.92</b>	<b>95.91</b>
<b>TOTAL EXPENDITURES</b>	<b>1,481,881</b>	<b>1,288,014</b>	<b>193,867</b>	<b>86.92</b>	<b>95.91</b>
<b>OTHER</b>					
Transfers In	84,000	84,000		100.00	100.00
Transfers Out	-130,000	-119,167	-10,833	91.67	91.67
<b>TOTAL OTHER</b>	<b>-46,000</b>	<b>-35,167</b>	<b>-10,833</b>	<b>76.45</b>	<b>79.17</b>
Net change in fund equity	-25,840	-64,254	38,414		
Fund equity, beginning		996,137			
Fund equity, ending		931,883			
Less invested in capital assets					
Net available fund equity		931,883			

**Cable Television**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	435,000	339,462	95,538	78.04	152.18
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	1,100	100	91.67	1,921.7
<b>TOTAL REVENUES</b>	<b>437,900</b>	<b>340,562</b>	<b>97,338</b>	<b>77.77</b>	<b>157.99</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	120,183	126,864	-6,681	105.56	58.67
<b>Total General Government</b>	<b>120,183</b>	<b>126,864</b>	<b>-6,681</b>	<b>105.56</b>	<b>58.67</b>
Capital Outlay					
Cable television	100,000	26,514	73,486	26.51	250.79
<b>Total Capital Outlay</b>	<b>100,000</b>	<b>26,514</b>	<b>73,486</b>	<b>26.51</b>	<b>250.79</b>
<b>TOTAL EXPENDITURES</b>	<b>220,183</b>	<b>153,378</b>	<b>66,805</b>	<b>69.66</b>	<b>83.56</b>
<b>OTHER</b>					
Transfers Out	-200,000	-183,333	-16,667	91.67	91.67
<b>TOTAL OTHER</b>	<b>-200,000</b>	<b>-183,333</b>	<b>-16,667</b>	<b>91.67</b>	<b>91.67</b>
<b>Net change in fund equity</b>					
Fund equity, beginning	17,717	3,851	13,866		
Fund equity, ending		472,032			
Less invested in capital assets					
Net available fund equity		472,032			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	110,000	56,540	53,460	51.40	51.80
TOTAL REVENUES	110,000	56,540	53,460	51.40	51.80
EXPENDITURES					
Community Develop					
Econ Development-EDA	107,013	88,861	18,152	83.04	98.89
Total Community Develop	107,013	88,861	18,152	83.04	98.89
TOTAL EXPENDITURES	107,013	88,861	18,152	83.04	98.89
Net change in fund equity	2,987	-32,321	35,308		
Fund equity, beginning		203,698			
Fund equity, ending		171,377			
Less invested in capital assets					
Net available fund equity		171,377			

**HRA Programs of EDA**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	100,000	51,403	48,597	51.40	51.92
TOTAL REVENUES	100,000	51,403	48,597	51.40	51.92
EXPENDITURES					
Community Develop					
Housing Programs-HRA	92,907	75,432	17,475	81.19	83.25
Total Community Develop	92,907	75,432	17,475	81.19	83.25
TOTAL EXPENDITURES	92,907	75,432	17,475	81.19	83.25
Net change in fund equity	7,093	-24,029	31,122		
Fund equity, beginning		103,180			
Fund equity, ending		79,151			
Less invested in capital assets					
Net available fund equity		79,151			

**Liability Claims**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	8,066	21,934	26.89	27.53
<b>TOTAL REVENUES</b>	<b>32,200</b>	<b>8,066</b>	<b>24,134</b>	<b>25.05</b>	<b>25.65</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	4,559	27,441	14.25	102.42
<b>Total Miscellaneous</b>	<b>32,000</b>	<b>4,559</b>	<b>27,441</b>	<b>14.25</b>	<b>102.42</b>
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>4,559</b>	<b>27,441</b>	<b>14.25</b>	<b>102.42</b>
Net change in fund equity	200	3,506	-3,306		
Fund equity, beginning		212,846			
Fund equity, ending		216,352			
Less invested in capital assets					
Net available fund equity		216,352			

**Slice SV Event**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	27,000	29,350	-2,350	108.70	103.91
Miscellaneous	32,000	32,712	-712	102.22	93.51
TOTAL REVENUES	59,000	62,062	-3,062	105.19	98.22
EXPENDITURES					
General Government					
Slice of Shoreview	67,900	70,948	-3,048	104.49	100.15
Total General Government	67,900	70,948	-3,048	104.49	100.15
TOTAL EXPENDITURES	67,900	70,948	-3,048	104.49	100.15
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	1,100	1,114	-14		
Fund equity, beginning		81,406			
Fund equity, ending		82,520			
Less invested in capital assets					
Net available fund equity		82,520			

**Water Fund**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,814	-1,814		
Utility Charges	3,193,000	2,573,065	619,935	80.58	81.00
Late fees		37,611	-37,611		
Water meters	5,500	11,365	-5,865	206.64	146.30
Other prop charges	20,000	8,813	11,187	44.06	289.24
Interest Earnings	38,000		38,000		.09
<b>TOTAL REVENUES</b>	<b>3,256,500</b>	<b>2,632,668</b>	<b>623,832</b>	<b>80.84</b>	<b>82.11</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,581,485	1,416,009	165,476	89.54	85.12
<b>Total Proprietary</b>	<b>1,581,485</b>	<b>1,416,009</b>	<b>165,476</b>	<b>89.54</b>	<b>85.12</b>
Capital Outlay					
Water Operations		58,755	-58,755		
<b>Total Capital Outlay</b>		<b>58,755</b>	<b>-58,755</b>		
<b>TOTAL EXPENDITURES</b>	<b>1,581,485</b>	<b>1,474,764</b>	<b>106,721</b>	<b>93.25</b>	<b>85.12</b>
<b>OTHER</b>					
Contributed Assets		2,743	-2,743		
Depreciation	-669,000	-613,250	-55,750	91.67	91.67
Transfers Out	-363,000	-363,000		100.00	100.00
GO Revenue Bonds	-307,431	-405,157	97,726	131.79	144.22
<b>TOTAL OTHER</b>	<b>-1,339,431</b>	<b>-1,378,664</b>	<b>39,233</b>	<b>102.93</b>	<b>99.72</b>
Net change in fund equity	335,584	-220,760	556,344		
Fund equity, beginning		13,256,009			
Fund equity, ending		13,035,249			
Less invested in capital assets		9,427,325			
Net available fund equity		3,607,924			

**Sewer Fund**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		2,707	-2,707		
Charges for Services	1,500	1,069	431	71.24	79.52
Utility Charges	4,051,000	3,567,963	483,037	88.08	88.24
Late fees		62,643	-62,643		
Facility/area chgs	4,000	10,549	-6,549	263.73	178.89
Other prop charges	2,500	5,746	-3,246	229.85	
Interest Earnings	27,000		27,000		.10
<b>TOTAL REVENUES</b>	<b>4,086,000</b>	<b>3,650,677</b>	<b>435,323</b>	<b>89.35</b>	<b>89.28</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,359,142	3,065,536	293,606	91.26	93.09
<b>Total Proprietary</b>	<b>3,359,142</b>	<b>3,065,536</b>	<b>293,606</b>	<b>91.26</b>	<b>93.09</b>
<b>TOTAL EXPENDITURES</b>	<b>3,359,142</b>	<b>3,065,536</b>	<b>293,606</b>	<b>91.26</b>	<b>93.09</b>
<b>OTHER</b>					
Contributed Assets		4,500	-4,500		
Depreciation	-354,000	-324,500	-29,500	91.67	91.67
Transfers Out	-183,000	-183,000		100.00	100.00
GO Revenue Bonds	-78,764	-88,138	9,374	111.90	140.68
<b>TOTAL OTHER</b>	<b>-615,764</b>	<b>-591,138</b>	<b>-24,626</b>	<b>96.00</b>	<b>96.57</b>
Net change in fund equity	111,094	-5,997	117,091		
Fund equity, beginning		7,844,543			
Fund equity, ending		7,838,546			
Less invested in capital assets		4,725,848			
Net available fund equity		3,112,698			

**Surface Water Mgmt**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		663	-663		
Utility Charges	1,546,000	1,377,980	168,020	89.13	88.76
Late fees		22,338	-22,338		
Lake Impr Dist chgs	44,503	30,005	14,498	67.42	109.78
Other prop charges	7,500	8,670	-1,170	115.60	193.60
Interest Earnings	9,000		9,000		.11
<b>TOTAL REVENUES</b>	<b>1,607,003</b>	<b>1,439,656</b>	<b>167,347</b>	<b>89.59</b>	<b>90.60</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	29,275	10,470	18,805	35.76	43.36
Surface Water Oper	940,244	813,556	126,688	86.53	71.70
<b>Total Proprietary</b>	<b>969,519</b>	<b>824,026</b>	<b>145,493</b>	<b>84.99</b>	<b>70.76</b>
<b>TOTAL EXPENDITURES</b>	<b>969,519</b>	<b>824,026</b>	<b>145,493</b>	<b>84.99</b>	<b>70.76</b>
<b>OTHER</b>					
Depreciation	-269,000	-246,583	-22,417	91.67	91.67
Transfers Out	-159,000	-159,000		100.00	100.00
GO Revenue Bonds	-82,239	-94,771	12,532	115.24	127.49
<b>TOTAL OTHER</b>	<b>-510,239</b>	<b>-500,354</b>	<b>-9,885</b>	<b>98.06</b>	<b>99.48</b>
Net change in fund equity	127,245	115,276	11,969		
Fund equity, beginning		8,974,651			
Fund equity, ending		9,089,927			
Less invested in capital assets		6,135,855			
Net available fund equity		2,954,072			

**Street Light Utility**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		304	-304		
Utility Charges	551,000	490,852	60,148	89.08	89.76
Late fees		8,470	-8,470		
Interest Earnings	2,500		2,500		
<b>TOTAL REVENUES</b>	<b>553,500</b>	<b>499,625</b>	<b>53,875</b>	<b>90.27</b>	<b>90.91</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	279,118	203,968	75,150	73.08	78.62
<b>Total Proprietary</b>	<b>279,118</b>	<b>203,968</b>	<b>75,150</b>	<b>73.08</b>	<b>78.62</b>
Capital Outlay					
Street lighting		120,294	-120,294		
<b>Total Capital Outlay</b>		<b>120,294</b>	<b>-120,294</b>		
Capital Outlay					
Capital Projects		4,555	-4,555		
<b>Total Capital Outlay</b>		<b>4,555</b>	<b>-4,555</b>		
<b>TOTAL EXPENDITURES</b>	<b>279,118</b>	<b>328,816</b>	<b>-49,698</b>	<b>117.81</b>	<b>135.40</b>
<b>OTHER</b>					
Depreciation	-69,000	-63,250	-5,750	91.67	91.67
Transfers Out	-25,400	-25,400		100.00	100.00
<b>TOTAL OTHER</b>	<b>-94,400</b>	<b>-88,650</b>	<b>-5,750</b>	<b>93.91</b>	<b>93.78</b>
Net change in fund equity	179,982	82,159	97,824		
Fund equity, beginning		1,598,216			
Fund equity, ending		1,680,375			
Less invested in capital assets		432,561			
Net available fund equity		1,247,814			

**Central Garage Fund**  
For Year 2016 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	184,000	94,912	89,088	51.58	51.88
Cent Garage chgs	1,281,150	1,279,188	1,962	99.85	100.62
Interest Earnings	10,500		10,500		1.62
Miscellaneous		570	-570		
<b>TOTAL REVENUES</b>	<b>1,475,650</b>	<b>1,374,670</b>	<b>100,980</b>	<b>93.16</b>	<b>93.38</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	638,373	477,008	161,365	74.72	82.22
<b>Total Proprietary</b>	<b>638,373</b>	<b>477,008</b>	<b>161,365</b>	<b>74.72</b>	<b>82.22</b>
Capital Outlay					
Central Garage Oper		523,772	-523,772		
<b>Total Capital Outlay</b>		<b>523,772</b>	<b>-523,772</b>		
<b>TOTAL EXPENDITURES</b>	<b>638,373</b>	<b>1,000,779</b>	<b>-362,406</b>	<b>156.77</b>	<b>161.88</b>
<b>OTHER</b>					
Sale of Asset	32,000	16,970	15,030	53.03	
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-663,000	-607,750	-55,250	91.67	91.67
Transfers Out	-15,000		-15,000		
GO CIP Bonds	-110,635	-124,234	13,599	112.29	101.27
<b>TOTAL OTHER</b>	<b>-637,235</b>	<b>-595,614</b>	<b>-41,621</b>	<b>93.47</b>	<b>88.77</b>
Net change in fund equity	200,042	-221,723	421,765		
Fund equity, beginning		4,493,970			
Fund equity, ending		4,272,247			
Less invested in capital assets		3,228,575			
Net available fund equity		1,043,672			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 11-30-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
4M Term Series							
<hr/>							
1,272	PMA Securities, Inc.	4T	90	11-23-16	02-21-17	4,000,000.00	.450200
Total Number Of Investments: 1						4,000,000.00	

CERTIFICATE DEPOSIT

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
1,265	Wells Fargo Brokerage Services	CD	551	08-24-16	02-26-18	248,000.00	.800000
1,233	Wells Fargo Brokerage Services	CD	813	12-08-15	02-28-18	245,000.00	1.214700
1,266	Wells Fargo Brokerage Services	CD	551	08-29-16	02-28-18	248,000.00	.850000
1,269	Wells Fargo Brokerage Services	CD	546	08-31-16	02-28-18	248,000.00	.900000
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	1.446800
1,255	Morgan Stanley Smith Barney LLC	CD	730	06-15-16	06-15-18	190,000.00	1.050000
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
1,273	Morgan Stanley Smith Barney LLC	CD	730	11-29-16	11-29-18	248,000.00	1.250000
1,239	Wells Fargo Brokerage Services	CD	1,097	12-09-15	12-10-18	248,000.00	1.498600
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	1.455300
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
1,270	Dain Rauscher Investment Services	CD	1,095	09-26-16	09-26-19	248,000.00	1.400000
1,229	Dain Rauscher Investment Services	CD	1,461	10-28-15	10-28-19	247,000.00	2.000000
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
1,271	Oppenheimer & Co. Inc.	CD	1,270	09-20-16	03-13-2020	247,504.00	1.307200
1,240	Wells Fargo Brokerage Services	CD	1,827	12-09-15	12-09-2020	247,000.00	2.200000
1,256	Dain Rauscher Investment Services	CD	30,83	07-25-16	07-26-2021	248,000.00	1.249300
1,260	Oppenheimer & Co. Inc.	CD	1,825	07-27-16	07-26-2021	249,000.00	1.400000
1,259	Oppenheimer & Co. Inc.	CD	1,829	07-29-16	07-29-2021	249,000.00	1.400000
1,257	Dain Rauscher Investment Services	CD	31,02	07-15-16	01-14-2022	248,000.00	1.400700

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 11-30-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,258	Dain Rauscher Investment Services	CD	2,010	07-27-16	01-27-2022	249,000.00	1.300000
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
1,262	Dain Rauscher Investment Services	CD	31,56	08-08-16	08-08-2023	245,000.00	2.149900
1,246	Morgan Stanley Smith Barney LLC	CD	31,93	02-22-16	02-22-2024	243,000.00	1.500000
Total Number Of Investments: 42						10,136,504.00	

FEDERAL HOME LN BK

1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,264	Morgan Stanley Smith Barney LLC	FH	1,826	08-17-16	08-17-2021	500,000.00	1.899000
Total Number Of Investments: 2						1,000,000.00	

FEDERAL NATL MTG

1,263	Oppenheimer & Co. Inc.	FN	1,826	08-17-16	08-17-2021	499,875.00	1.549100
Total Number Of Investments: 1						499,875.00	

FED HM MORTG POOL

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	

TAX EXMPT MNCPL BOND

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	3.001700
Total Number Of Investments: 3						833,575.75	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 11-30-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
TAXABLE MUNCL BONDS							
<hr/>							
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	1.670900
1,252	Oppenheimer & Co. Inc.	TM	763	03-29-16	05-01-18	502,590.00	1.621800
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	2.120100
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
1,261	Dain Rauscher Investment Services	TM	3,199	07-28-16	05-01-2025	500,000.00	2.148500
Total Number Of Investments: 19						8,891,565.71	

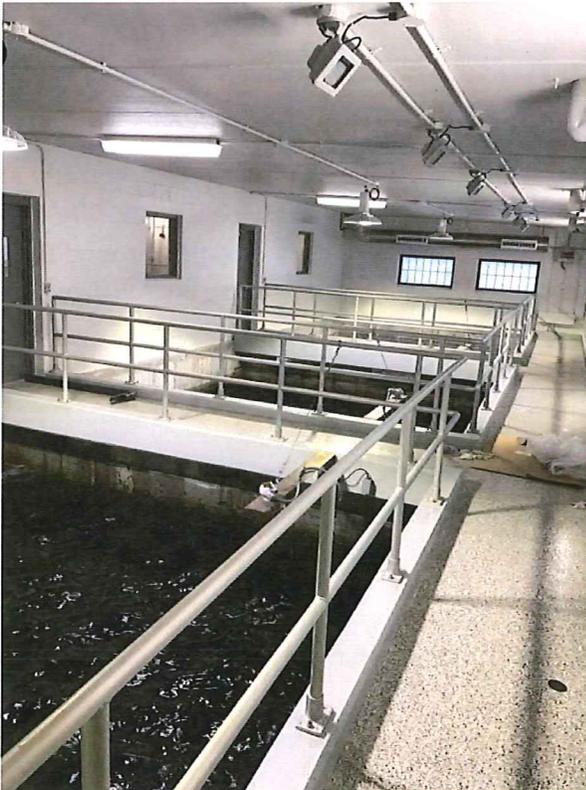


TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: TOM WESOLOWS, CITY ENGINEER  
DATE: DECEMBER 15, 2016  
SUBJ: PUBLIC WORKS MONTHLY REPORT

**WATER TREATMENT PLANT**



The project that started in December of 2013 has come to fruition. Some minor items remain to be completed, but the majority of the project work is done and the water treatment plant is operating and has been treating water since October 31<sup>st</sup>. The plant is operating as designed and is removing iron and manganese below the secondary drinking water standards of 0.3mg/l for iron and 0.05mg/l for manganese. The level of manganese in the raw water is currently averaging at 0.17mg/l and after treatment is reduced to 0.01mg/l. The level of iron in the raw water is currently averaging 0.20mg/l and after treatment is reduced to 0.00mg/l. The water is also remaining stable out in the distribution system and chlorine residuals are consistent.



## ENVIRONMENTAL SERVICES

### **Wildlife Management**

The Victoria Valley Orchard bowhunt is ongoing. As of December 13th, no deer have been harvested. This annual hunt is part of a City effort to lower the concentration of deer in the area with the goal of reducing property damage and vehicle collisions. The hunt will continue through December 31st (except on December 24th and 25th).

## MAINTENANCE ACTIVITIES

Crews have worked together on three full crew plowing events. There have been a couple lighter snow fall events where anti-icing and or de-icing has been necessary. After each event plows and equipment are inspected, repaired, cleaned and prepared for the next event. Crews repaired a few mailboxes and repaired sod damage after the first plowing event. Jamie Meyer, Mike Coyle, Dave Thury and Austin Klooz attended a defensive driving course for snow plow drivers.

Street crews have begun trimming boulevard trees and chipping up brush along the trail system. They are repairing and replacing street signs as needed. Crews have cleaned up the back yard and hauled away waste material from maintenance activities. They cleaned and re-arranged the salt shed and storage areas. After the first snow event crews cleaned and opened catch basins along the streets to ensure continued, proper drainage.

Utility crews inspect and maintain wells and lift stations daily. They continue to collect water samples and analyze samples as required by the MDH. Each day crews respond to location requests by marking underground utilities in proposed excavation areas. Crews continue jetting/cleaning sanitary sewer lines and have been televising lines with the new camera truck.

Utility crews have been going through extensive training on the new water treatment plant. They are going through operations training, and training on the new water sampling/testing equipment. As time has allowed they are inspecting manholes and repairing valves as necessary.

The Department of Corrections crew continues cleaning the Maintenance Facility twice a week. They have been busy trimming trees in parks and along the trail system. They have been cleaning around the maintenance center and cutting back summer plantings. They completed painting all the boards around the City's outdoor ice hockey rinks.

## PROJECT UPDATES

**Water Treatment Plant – Project 14-02** – The water treatment plant is on line and treated water is being supplied to all areas of Shoreview. The contractor is concentrating on finishing the interior work in the water treatment plant and booster station.

**Relocation of Water Main – I694 3<sup>rd</sup> Lane – Project 15-10** – A majority of the work is complete, the water main is in service, and only punch list items remain. The punch list items will be completed in the spring of 2017.

**Bucher Lift Station – Project 15-13** – The lift station and piping are installed and the disturbed areas have been restored. The installation of the electrical service and control panel will be completed in the next few weeks. It is expected the lift station will be operational by the end of December.

**Virginia/Dennison/Lilac Reconstruction – Project 16-01** – All of the work is complete and only punch list items remain, which will be completed in the spring of 2017.

**Grand Avenue Reconstruction & Extension – Project 16-02** – All of the work is complete and only punch list items remain, which will be completed in the spring of 2017.

**Gramsie Road Rehabilitation – Project 16-05** – The contractor completed the work to raise the road through the flooded area and the road is now open to traffic. The work that was completed to raise the road is temporary. The final design for the permanent road section will be completed this winter and the construction will be completed in the spring or summer of 2017, after the water level recedes from the road and adjacent right of way. The additional costs required for the permanent road section will be determined during the final design and presented to the City Council for consideration in 2017.

**Rustic/Colleen/Dawn Reconstruction – Project 17-01** – City staff is currently working on the feasibility report and associated preliminary design for the project. A second resident information meeting will held in January to provide residents an opportunity to view preliminary plans and provide comment. It is expected the feasibility report will be presented to the City Council in February.

REGULAR COUNCIL MEETING

December 19, 2016

t:/monthly/December 2016 Monthly Report

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: DECEMBER 15, 2016**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

### **DEPARTMENT ACTIVITY**

The month of December is generally the busiest month of the year at the Community Center. Our managers and guest services staff sell and process the largest number of memberships during the month typically averaging more than \$160,000 in revenue, which is about double the membership sales level of most months during the year. In addition, the activity level at the Center always is high with increased use of the fitness center and heavy daily use of the Tropics Water Park and Tropical Adventure Indoor Playground due to colder weather and the school break period.

With seasonal weather finally arriving in December, our parks maintenance crews have been focusing on preparing our seven hockey and seven general skating rinks for the winter months. The colder weather the past week has allowed the crews to make ice and the rinks are now scheduled to open on Monday, December 19<sup>th</sup> in time for the school break period.

Our staff is also preparing for the family oriented New Year's Eve party. This annual celebration will be held from 5:30 pm to 8:00 pm and will feature a "Surfing into Paradise" theme. In recent years, this event has attracted more than 500 people. It is becoming more difficult to find staff to work this event because many of our staff has other plans on that evening.

### **COMMUNITY CENTER**

The Holiday Membership promotion started after Thanksgiving and will run until December 24<sup>th</sup>. This is the annual 30 days for \$35 special. Last year this special was replaced by the 25 days for \$25 dollars in recognition of the Community Center's 25<sup>th</sup> anniversary. There have been more than 100 of these promotional memberships sold the first two weeks. Membership revenue exceeded \$100,000 during the month of November which is similar to last year and membership retention remains at a favorable 95%.

The Silver and Fit membership program continues to grow in popularity. There are now over 160 of these memberships resulting in \$6,000 in additional revenue during the first six weeks of offering this program. Staff is monitoring the members to ensure that the community center is getting properly credited and reimbursed for the member visits. Only 15 of the Silver and Fit members that initially registered for membership have not used the facility. Staff has sent

letters to these new members inviting them to attend the monthly Silver and Fit social gatherings or to visit for a complimentary fitness orientation.

Staff has been meeting frequently with our maintenance provider, Master Link Sports, in an effort to keep all of the fitness equipment in good working order during the high usage time of year. It becomes increasingly difficult to keep all the equipment in the fitness center clean during the winter months due to the salt and sand that are typically tracked into the center.

The new equipment in the fitness center has been well received. The five new Matrix treadmills have already logged a total of about 1000 hours of service since October 28<sup>th</sup>. The Octane Lateral X has been popular and has more than 150 hours of service. Staff has been conducting numerous new equipment orientation sessions and personal trainers have redeemed over 70 personal training sessions.

A new "Black Friday" fitness punch card special was offered this year on Thanksgiving weekend. These punch cards allowed 8 fitness classes for the same price as 5 classes. There were nearly 150 of these punch cards purchased during the three days with revenue exceeding \$5,000 for the recreations program fund.

A variety of holiday parties, corporate events, and receptions were held in the banquet rooms during November. Some of the corporate events were hosted by Arby's, Blue Cross/Blue Shield, Great Water's Financial, MnDOT, and Minnesota Department of Health. The Wedell Community Room's revenue increased 28% in November compared to last year.

The meeting rooms were also well used hosting 70 meetings, 60 birthday parties, and an additional 50 nonprofit groups during the month. The themed poolside birthday party rooms hosted 23 birthday parties and there were 5 poolside party packages. The rental team has received over 500 calls on the phone log and booked more than 600 future events.

## **RECREATION PROGRAMS**

The Parks and Recreation Department continues to contract with Mayer Arts to provide Ballet Classes at the Community Center. The "Wish upon a Ballet" class was at capacity during the fall session. Another contracted program that continues to be successful is the Tae Kwon Do courses conducted by the Sun Yi Academy. There were over 60 participants registered for classes during the fall session.

Winter registration has begun with 1,300 registrations processed during the first week of registration. This is a significant increase compared to last year when 1,200 registrations were processed in the first two weeks. More than 60% of the registrations were done online with the majority of the registrations in the fitness and aquatics program areas. A few new fitness classes will be added during the winter session. These include TRX, which is a small group class

that incorporates cables that allow participants to use their own body weight as resistance, and some Functional Training sessions, which focus on proper body mechanics to allow the body to move more efficiently and prevent injuries. Functional Training will be offered right after drop in pickleball.

The Girl's Volleyball League is entering its 7<sup>th</sup> season with 15 teams registered for this program. This is a collaborative program that is run with the cities of Arden Hills and Mounds View. Eight of the twelve teams registered through Shoreview's park and recreation department.

Kids Care Drop-In Childcare has had another busy year and is on track to have a slightly higher attendance than 2015. Between January and November there has been over 7,500 children visit the program for nearly 10,000 hours. Earlier this year a surveillance camera was installed in the Kids Care room. This has not only provided better monitoring of the program, but has also allowed the City to lessen the number of staff at the beginning and end of shifts when there are fewer children in the room.

Fall Ice Skating lessons at the Shoreview arena concluded on Saturday, December 10<sup>th</sup>. Participation was similar to previous years with 56 children enrolled in skating lessons this fall. The most popular classes are the beginning levels with more than 50% of the children enrolled in the Pre-Snowplow, Snowplow, and Level 1 classes. We offered a total of 7 classes this fall and are continuing to use less ice time on Saturdays in an effort to reduce the cost of the program. The winter season of skating lessons will begin in January.

The "Pumpkin Pie and Bingo" event took place before Thanksgiving. This event had 20 people participating in Turkey Bingo while enjoying a slice of pumpkin pie. Prizes included Cub gift cards. Staff is preparing for some of the holiday events including The Holiday Shopping Spree, Holiday Cookie Decorating, and Breakfast with Santa.

The Dive In Movie that was held in November featured the movie "Angry Birds" and was a tremendous success. Staff advertised this event on Facebook and had over 1000 replies from people that said they would be attending. A notice was put out on the website and Facebook informing people of the pool capacity. There were more than 300 people in attendance. A food drive was held in conjunction with this event that provided children with a free glow stick to wear during the movie if they brought in a food shelf donation. Staff delivered all of the donated food items to the Ralph Reader Food Shelf.

## **PARKS MAINTENANCE**

With an unseasonably warm November, park maintenance staff was still maintaining turf and doing typical fall park clean-up activities until late in the month. The crews spent a significant amount of time picking up leaves at the Community Center and Shoreview Commons area, as well as at Bucher Park and Rice Creek Fields. The DOC crew also assisted by picking up leaves at Shamrock and Wilson Park.

In early December, maintenance crews shifted their focus to getting prepared for the winter skating season. New gate planks were purchased and installed at the seven parks with skating rinks. The rubber matting on the warming house floors has been installed and the hockey nets were delivered to each of the sites. The boardwalk was installed at Wilson Park to allow skaters to get from the warming house to the rinks. In the early part of December, the ground was too wet and soft to begin flooding, but that has changed dramatically during the past 10 days or so. The rinks now will be ready to open in time for the school break period.

All of summer equipment has been put into storage for the winter and the brooms, snow blowers, and plows are ready for the season. The crew plowed a few times following the recent snow falls and has been working to keep the parking lots and sidewalks clear of snow and ice at the Community Center, the Library, the Larson House and the Fire Stations.

The crew has also replaced burned out lamps on parking lot lights at Bucher, Sitzer and Wilson Parks. All carbon monoxide and smoke detectors in the park shelters have had the batteries replaced. A contractor has gone out to check and clean and replace the filters at every furnace for this coming season.

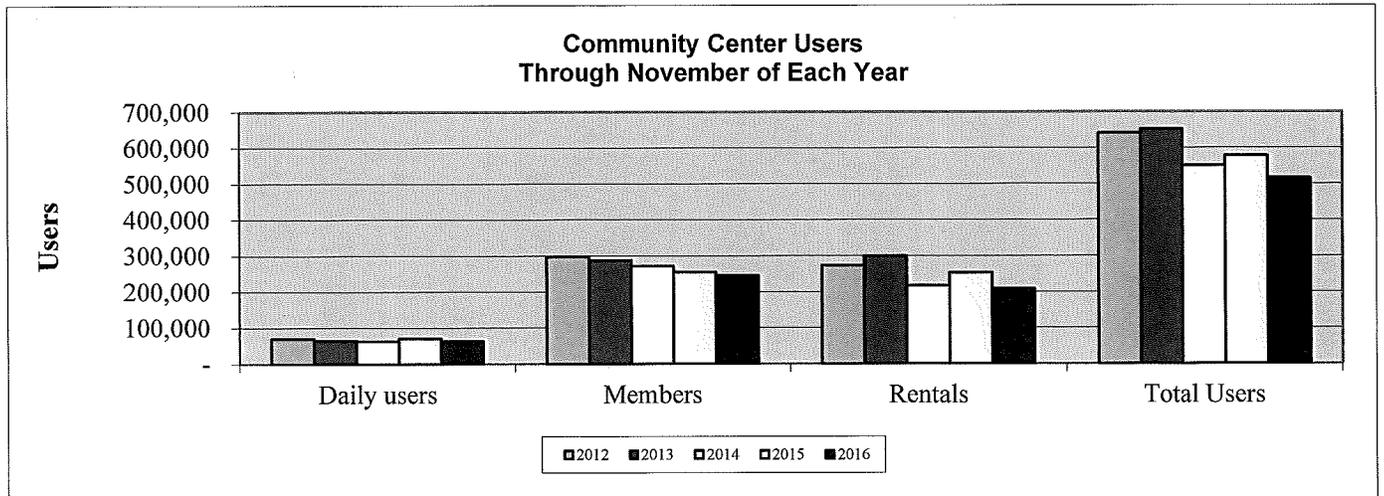
The crew continues to pick up trash at the Community Center, the Library and the Parks on a daily basis. The trash receptacles are dumped on an as needed basis. The restrooms at the pavilion will start being cleaned whenever the rinks open.

#### **COMMUNITY CENTER MAINTENANCE**

The crew continues to try and keep the building on its cleaning schedule. They were able to clean the carpeting in the Fireside Lounge, Community Room hallway, and the City Hall lobby. There have been several large spills on the carpet in the Shoreview Room that have required some spot cleaning. We are still trying to complete the LED Lighting Retrofit project. The contractor hopes to replace all of the lights in the Shoreview Room and Wedell Community Room this year. After this work is completed, we will consider bids for the replacement of the outdoor lighting on the Community Center grounds and the task lights at desks throughout the building. This should complete the retrofit of the lights as planned at the start of this project. In future years we anticipate undertaking LED conversions throughout the park system.

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

	2012	2013	2014	2015	2016
<b>Number of Users:</b>					
Daily users	69,789	64,870	63,048	70,697	63,213
Members	297,488	287,283	271,722	254,965	245,103
Rentals	273,023	300,156	216,262	252,748	207,820
<b>Total Users</b>	<b>640,300</b>	<b>652,309</b>	<b>551,032</b>	<b>578,410</b>	<b>516,136</b>
<b>Revenue:</b>					
Admissions	\$ 504,926	\$ 534,700	\$ 545,067	\$ 586,917	\$ 589,012
Memberships-annual	849,863	854,807	861,354	809,226	819,008
Memberships-seasonal	83,754	80,711	89,420	77,814	79,918
Room rentals	233,850	275,566	278,178	299,153	316,759
Wave Café	174,893	194,375	198,642	201,419	193,644
Commissions	14,184	11,873	13,359	14,040	10,693
Locker/vending/video	21,087	20,105	18,199	17,400	19,464
Merchandise	13,601	13,378	10,978	12,518	12,801
Other miscellaneous	192	(19)	649	3,229	2,821
Building charge	100,000	101,687	100,000	103,000	89,000
Transfers in	275,000	286,000	310,750	335,500	352,000
<b>Total Revenue</b>	<b>2,271,350</b>	<b>2,373,183</b>	<b>2,426,596</b>	<b>2,460,216</b>	<b>2,485,120</b>
<b>Expenditures:</b>					
Personal services	1,263,616	1,322,768	1,315,159	1,384,180	1,422,785
Supplies	377,223	410,809	451,448	430,063	421,187
Contractual	525,618	557,796	563,370	581,347	604,435
Other	5,727	-	-	-	-
<b>Total Expenditures</b>	<b>2,172,184</b>	<b>2,291,373</b>	<b>2,329,977</b>	<b>2,395,590</b>	<b>2,448,406</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 99,166</b>	<b>\$ 81,810</b>	<b>\$ 96,619</b>	<b>\$ 64,626</b>	<b>\$ 36,713</b>



**Community Center Monthly Activity  
For the Year 2016**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,061	7,809	8,598	6,410	4,741	4,488	5,426	5,741	2,118	4,109	5,712	-	63,213
Members	28,059	25,528	24,674	23,576	20,972	20,218	20,729	20,926	17,555	20,310	22,556	-	245,103
Rentals	12,862	15,461	18,059	19,287	20,882	24,070	20,983	21,905	15,262	18,880	20,169	-	207,820
<b>Total Users</b>	<b>48,982</b>	<b>48,798</b>	<b>51,331</b>	<b>49,273</b>	<b>46,595</b>	<b>48,776</b>	<b>47,138</b>	<b>48,572</b>	<b>34,935</b>	<b>43,299</b>	<b>48,437</b>	<b>-</b>	<b>516,136</b>
<b>Revenue:</b>													
Admissions	\$ 69,854	\$ 61,365	\$ 81,059	\$ 53,235	\$ 41,509	\$ 39,528	\$ 56,494	\$ 49,350	\$ 14,422	\$ 30,874	\$ 39,344	\$ -	\$ 537,034
Indoor playground	8,167	7,099	6,441	5,422	3,382	2,643	3,474	4,350	2,855	3,269	4,876	-	51,978
Memberships	128,819	95,586	80,042	68,073	61,409	73,028	65,452	69,649	71,002	84,949	100,917	-	898,926
Room rentals	38,084	30,681	31,954	23,564	35,873	21,429	36,467	22,400	24,403	25,675	26,228	-	316,759
Wave Café	22,983	24,230	24,115	18,018	16,991	13,952	14,789	15,465	9,662	16,411	17,027	-	193,644
Commissions	422	678	-	597	96	398	909	1,352	2,160	1,486	2,595	-	10,693
Locker/vending/video	6	2,133	1,831	2,091	2,059	2,558	1,900	2,376	869	1,399	2,243	-	19,464
Merchandise	1,051	1,472	1,434	1,393	1,170	1,052	1,727	1,431	430	715	928	-	12,801
Other miscellaneous	(66)	45	26	(14)	21	61	91	2,629	32	52	(56)	-	2,821
Building charge	-	-	-	-	-	89,000	-	-	-	-	-	-	89,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	-	352,000
<b>Total Revenue</b>	<b>301,321</b>	<b>255,289</b>	<b>258,901</b>	<b>204,378</b>	<b>194,511</b>	<b>275,648</b>	<b>213,303</b>	<b>201,003</b>	<b>157,835</b>	<b>196,830</b>	<b>226,101</b>	<b>-</b>	<b>2,485,120</b>
<b>Expenditures:</b>													
Personal services	82,429	127,211	121,967	172,786	123,576	125,454	124,341	136,528	169,283	116,518	122,691	-	1,422,785
Supplies	17,699	37,660	54,982	53,519	36,750	41,298	33,378	24,529	54,000	33,049	34,323	-	421,187
Contractual	10,385	31,222	77,851	31,268	53,288	59,081	59,625	58,508	56,605	110,763	55,839	-	604,435
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>110,513</b>	<b>196,093</b>	<b>254,800</b>	<b>257,573</b>	<b>213,615</b>	<b>225,833</b>	<b>217,344</b>	<b>219,566</b>	<b>279,888</b>	<b>260,330</b>	<b>212,853</b>	<b>-</b>	<b>2,448,406</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 190,808</b>	<b>\$ 59,196</b>	<b>\$ 4,101</b>	<b>\$ (53,195)</b>	<b>\$ (19,104)</b>	<b>\$ 49,815</b>	<b>\$ (4,041)</b>	<b>\$ (18,563)</b>	<b>\$ (122,053)</b>	<b>\$ (63,500)</b>	<b>\$ 13,249</b>	<b>\$ -</b>	<b>\$ 36,713</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 190,808</b>	<b>\$ 250,003</b>	<b>\$ 254,105</b>	<b>\$ 200,910</b>	<b>\$ 181,807</b>	<b>\$ 231,621</b>	<b>\$ 227,580</b>	<b>\$ 209,017</b>	<b>\$ 86,965</b>	<b>\$ 23,465</b>	<b>\$ 36,713</b>	<b>\$ 36,713</b>	<b>\$ 36,713</b>

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	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
<b>Total Users</b>	<b>47,536</b>	<b>44,739</b>	<b>42,854</b>	<b>39,010</b>	<b>40,979</b>	<b>71,536</b>	<b>83,879</b>	<b>74,465</b>	<b>37,102</b>	<b>54,239</b>	<b>42,051</b>	<b>42,099</b>	<b>620,509</b>
<b>Revenue:</b>													
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
<b>Total Revenue</b>	<b>290,158</b>	<b>237,586</b>	<b>255,822</b>	<b>192,664</b>	<b>186,969</b>	<b>306,621</b>	<b>194,177</b>	<b>214,591</b>	<b>173,071</b>	<b>189,336</b>	<b>219,221</b>	<b>310,785</b>	<b>2,771,001</b>
<b>Expenditures:</b>													
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	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>102,641</b>	<b>215,607</b>	<b>249,819</b>	<b>220,673</b>	<b>248,674</b>	<b>189,992</b>	<b>218,812</b>	<b>210,097</b>	<b>233,236</b>	<b>316,088</b>	<b>189,951</b>	<b>302,338</b>	<b>2,697,928</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 187,517</b>	<b>\$ 21,979</b>	<b>\$ 6,003</b>	<b>\$ (28,009)</b>	<b>\$ (61,705)</b>	<b>\$ 116,629</b>	<b>\$ (24,635)</b>	<b>\$ 4,494</b>	<b>\$ (60,165)</b>	<b>\$ (126,752)</b>	<b>\$ 29,270</b>	<b>\$ 8,447</b>	<b>\$ 73,073</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 187,517</b>	<b>\$ 209,496</b>	<b>\$ 215,499</b>	<b>\$ 187,490</b>	<b>\$ 125,785</b>	<b>\$ 242,414</b>	<b>\$ 217,779</b>	<b>\$ 222,273</b>	<b>\$ 162,108</b>	<b>\$ 35,356</b>	<b>\$ 64,626</b>	<b>\$ 73,073</b>	

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

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

## MOTION SHEET

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

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

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

Date	Description		
12/07/16	Accounts payable	\$	581,519.41
12/07/16	Accounts payable	\$	35,915.67
12/08/16	Accounts payable	\$	123,921.80
12/14/16	Accounts payable	\$	253,630.25
12/15/16	Accounts payable		\$371,605.93
	<b>Sub-total Accounts Payable</b>	<b>\$</b>	<b>1,366,593.06</b>
12/09/16	Payroll (including direct deposits)		\$165,189.18
	<b>Sub-total Payroll</b>	<b>\$</b>	<b>165,189.18</b>
	<b>Total</b>	<b>\$</b>	<b>1,531,782.24</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ALLEN, DEANNE	EDA MEETING MINUTES 12-5-16	240	44400	3190		002	\$200.00	\$200.00
ALLEN, DEANNE	CITY COUNCIL MEETING MINUTES 12-5-16	101	40200	3190		001	\$200.00	\$200.00
AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP/ZONING PRACTICE	101	44100	4330			\$335.00	\$335.00
AWARDS BY HAMMOND INC	ANNUAL NAMES PLATES-EMPLOYEE EVENT	101	40210	4890		004	\$25.50	\$25.50
BARR ENGINEERING CO	TREATMENT POND INVENTORY ENGR SERVICES	603	45850	3190		002	\$1,255.50	\$1,255.50
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$744.72	
DEBORAH A. SORENSON, D.C.	NEW EMPLOYEE REPORT/CONSULT:WILL	101	40500	4500		010	\$400.00	
DELUXE	YEAR END FORMS W2/1096/1099/ENVELOPES	101	40500	2010		005	\$297.88	\$297.88
EDAM	MEMBERSHIP RENEWAL	240	44400	4330			\$495.00	\$495.00
FINANCE & COMMERCE, INC.	SUBSCRIPTION RENEWAL	240	44400	4330			\$249.00	\$249.00
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$24.75	\$24.75
GREATER MSP	SALESFORCE RENEWAL	240	44400	4330			\$450.00	\$450.00
HARMON, LEE	IT SYMPOSIUM	101	40550	3270		002	\$67.52	\$67.52
IDENTITY STORES, LLC	EMPLOYEE SHIRTS	220	43800	2180		005	\$119.80	
JEFF ELLIS & ASSOCIATES, INC	AQUATIC SAFETY AUDIT	220	43800	3190		007	\$850.00	\$850.00
JEFF ELLIS & ASSOCIATES, INC	LIEFGUARD LICENSES	220	43800	3190		007	\$360.00	\$360.00
JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD LICENSES	220	43800	3190		007	\$1,592.00	\$1,812.00
		220	43800	2200		002	\$220.00	
KELLY & LEMMONS, P.A.	NOVEMBER 2016 LEGAL FEES	101	40600	3020			\$3,500.00	
		101	40600	3030			\$3,505.88	\$7,005.88
LEAGUE OF MINNESOTA CITIES	2016 REGIONAL MEETING - WICKSTROM	101	40100	4500		002	\$45.00	
MATHESON TRI-GAS INC	CO2	220	43800	2160		002	\$119.07	\$119.07
MATHESON TRI-GAS INC	CO2 FOR WHRIL POOL	220	43800	2160		002	\$119.07	\$119.07
MENARDS CASHWAY LUMBER **FRIDL	STORAGE FOR BOOSTER	601	45050	2280		001	\$452.99	\$452.99
MIDWEST CIVIL CONSTRUCTORS, LLC	PAYMENT #7, CP 16-01,16-02,16-07	449	47000	5900			\$15,100.79	\$15,243.79
		578	47000	5900			\$143.00	
MINNESOTA SECRETARY OF STATE -	TRADEMARK RENEWAL TROPICS INDOOR WATERPA	220	43800	3190		007	\$25.00	\$25.00
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$394.60	\$394.60
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$533.76	\$533.76
MUNICIPAL BUILDERS INC	WTP CONSTRUCTION PROJ # 14-02	454	47000	5900			\$304,506.00	
NELSON, JAMES	REFUND DUPLICATE PYMT/ERROR BY RESIDENT	601	36190			003	\$182.56	\$182.56
CONNELL, MICHAEL	REFUND BLDG PERMIT 2007-00454 5486 LAKE	101	32500				\$2,406.25	
		601	36170				\$192.00	\$5,873.25
		601	36150				\$275.00	
		101	22030				\$2,000.00	
		101	22025				\$1,000.00	
ORIENTAL TRADING COMPANY	PRESCHOOL SUPPLIES	225	43555	2170			\$42.40	\$42.40
PMA FINANCIAL NETWORK, INC	OCTOBER 2016 BANK FEES	101	40500	4890		004	\$166.11	\$166.11
REPUBLIC SERVICES INC #899	2016 FALL CLEAN UP DAY REFUSE/WASTE	210	42750	3190			\$15,357.85	\$15,357.85
RICE, ROB	IT SYMPOSIUM	101	40550	3270		001	\$60.67	\$60.67
SYSCO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2591		001	\$125.65	\$594.18
		220	43800	2590		001	\$468.53	
TETZLAFF, DALE	SANTA FOR INDOOR FM & SANTAS WORKSHOP	225	43590	3174		001	\$150.00	\$150.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES- TOKLE INSPECTIONS	101	44300	3090			\$9,467.00	\$9,467.00
UPPER CUT TREE SERVICES INC	PUBLIC TREE REMOVAL WO 16-38	101	43900	3190		002	\$540.00	\$540.00
UPPER CUT TREE SERVICES INC	PUBLIC TREE REMOVAL WO 16-101	101	43900	3190		002	\$1,185.00	\$1,185.00
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL WO 16-112	101	43900	3190		003	\$696.32	\$696.32
VANCO SERVICES	NOV FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$138.50	\$138.50
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$820.26	

Total of all invoices: \$371,605.93

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
A-1 HYDRAULICS SALES & SERVICE	HYDRAULIC PART	701	46500	2220		002		\$15.88	\$15.88
ACE SOLID WASTE	CC AND PARKS DUMPSTER SERVICE	101	43710	3950				\$1,391.40	\$1,391.40
AID ELECTRIC CORPORATION	WELL 7 REWIRE	601	45050	3190		003		\$1,268.48	
BRAKE & EQUIPMENT WAREHOUSE	301 TIE ROD END	701	46500	2220		001		\$81.77	\$81.77
CHESS	NOVEMBER MTCE PLAN	101	40210	3190		007		\$800.00	\$800.00
CONTINENTAL RESEARCH CORPORATI	GLOVES FOR GUYS	601	45050	2280		001		\$143.37	\$143.37
CRYSTEEL TRUCK EQUIPMENT	CYLINDER FOR V-PLOW	701	46500	2220		002		\$279.00	\$279.00
CUMMINS NPOWER, LLC	REPAIR GENERATOR 5	601	45050	3190		003		\$782.25	\$782.25
DAKOTA COUNTY TECHNICAL COLLEG	4 DEFENSIVE DRIVING	601	45050	4500		003		\$200.00	\$800.00
		602	45550	4500		003		\$200.00	
		101	42200	4500		001		\$200.00	
		603	45850	4500		003		\$200.00	
EARL F. ANDERSON & ASSOC., INC	CHANEL POST FOR SIGNS	101	42200	2180		003		\$358.00	\$358.00
EULL'S MANUFACTURING CO INC	MORTAR MIX CURB REPAIRS	101	42200	2180		001		\$410.20	\$410.20
FACTORY HARDWOOD LLC	BOX BOARDS FOR 215	701	46500	2220		001		\$150.40	\$150.40
FLEETPRIDE INC	CHOCK FOR 1 TONS	601	45050	2280		005		\$35.70	\$35.70
FRONTIER AG & TURF INC	PULL BEHIND BLOWER	701	46500	2220		002		\$451.91	\$451.91
GERTENS WHOLESALE	WINTER DECOR FOR C.C. OUTDOOR PLANTERS	101	43710	2260				\$170.83	\$170.83
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$100.00	\$399.60
		602	45550	3190		001		\$100.00	
		603	45850	3190		001		\$100.00	
		604	42600	3190				\$99.60	
GRAINGER, INC.	LIGHT BULBS FOR PARKING LOT LIGHTS	101	43710	2240				\$46.29	\$46.29
GRAINGER, INC.	LIGHT BULBS FOR PARKING LOT LIGHTS	101	43710	2240				\$174.54	\$174.54
HACH COMPANY	REAGENTS FOR CL17 WTP	601	45050	2160		001		\$1,256.31	\$1,256.31
HAWKINS, INC.	CLEANER FOR WTP	601	45050	2160		001		\$135.85	\$135.85
HAWKINS, INC.	1 TON CHLORINE	601	45050	2160		001		\$700.00	\$700.00
HAWKINS, INC.	FLUORIDE	601	45050	2160		001		\$2,496.90	\$2,496.90
HILLCREST ANIMAL HOSPITAL	FORE PERIOD ENDING 12-1-16	101	41100	3190		003		\$73.00	\$73.00
HUGO EQUIPMENT COMPANY	MOWER FUEL CAP/GASKET	701	46500	2220		002		\$26.48	\$26.48
INNOVATIVE OFFICE SOLUTIONS LL	BINDERS	101	42200	2180				\$21.20	\$21.20
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190		001		\$320.00	\$320.00
KENNEDY & GRAVEN, CHARTERED	CENTURYLINK FRANCHISE	230	40900	3190				\$418.05	\$418.05
LARSON COMPANIES	OIL FILTERS	701	46500	2220		001		\$19.77	
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$94.33	\$94.33
MAC QUEEN EQUIPMENT INC.	WINDOW STRIPS FOR S1	701	46500	2220		002		\$42.71	\$42.71
MASTER-LINK SPORTS INC	FITNESS EQUIPMENT REPAIR PARTS	220	43800	2240				\$325.00	\$325.00
MIDWEST LOCK & SAFE INC	REPAIR WOMENS LOCKER ROOM DOOR	220	43800	3810				\$535.99	\$535.99
MIDWEST LOCK & SAFE INC	REPAIRS TO LOWER VESTBULE DOOR	220	43800	3810				\$535.99	\$535.99
MIDWEST OVERHEAD CRANE CORP	ANNUAL CRANE INSPECTIONS	220	43800	3810				\$205.45	\$616.33
		701	46500	3196				\$410.88	
MOTOROLA SOLUTIONS INC	800 MGHZ RADIOS FOR TRUCKS AND EQUIPMENT	701	46500	5800				\$8,139.00	\$8,139.00
MUNICIPAL BUILDERS INC	CHECK VALVES BOOSTER	601	45050	3190				\$34,810.14	\$34,810.14
MYERS TIRE SUPPLY COMPANY-MPLS	TIRE SEAL AND LUBE	701	46500	2230				\$152.60	
NAPA AUTO PARTS	TRANNY MOUNT #201	701	46500	2220		001		\$17.49	\$17.49
NEWMAN SIGNS	SIGN BLANKS	101	42200	2180		003		\$836.72	\$836.72
NORM'S TIRE SALES	#301 ALIGNMENT	701	46500	2220		001		\$109.95	\$109.95
NUSS TRUCK & EQUIPMENT INC	CAP FOR WASHER FLUID RESEVOIR- CROSSWIND	701	46500	2220		002		\$9.12	\$9.12
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	225	43400	2180				\$6.81	\$230.05
		225	43580	2172		001		\$4.38	
		225	43580	2172		001		\$99.08	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		101	40550	2010		002		\$114.99	
		101	40500	2010		008		\$4.79	
OFFICE DEPOT	EMPLOYEE PACKET SUPPLIES	225	43400	2180				\$60.58	\$60.58
ON SITE SANITATION INC	TOILET RENTAL FOR RICE CREEK FIELDS	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	CLEAN TIPPED TOILET	101	43710	3950				\$20.00	\$20.00
ON SITE SANITATION INC	TOILET RENTAL FOR BUCHER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR COMMONS PARK	101	43710	3950				\$125.00	\$125.00
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR RICE CREEK FIELDS	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SHAMROCK PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR BOBBY THEISEN PARK	101	43710	3950				\$75.00	\$75.00
OXYGEN SERVICE COMPANY	FORKLIFT AND TORCH GASES - GARAGE	701	46500	2220		003		\$229.61	\$229.61
PRESS PUBLICATIONS	FALL JOBS BULLET LIST	101	40210	3360		001		\$456.00	\$456.00
PRO-TEC DESIGN	NEW STRIKE FOR CH MAIN ENTRANCE DOOR	220	43800	3810		001		\$597.84	\$597.84
RAMSEY COUNTY	911 DISPATCH SERVICES FOR NOVEMBER	101	41100	3190		001		\$8,444.78	\$8,444.78
RAMSEY COUNTY	CAD SERVICES FOR NOVEMBER	101	41100	3190				\$1,835.89	\$1,835.89
RAMSEY COUNTY	SERVICES FOR DECEMBER 2016	101	41100	3190		001		\$172,554.80	\$172,554.80
RICK JOHNSON DEER AND BEAVER I	2 DEER REMOVAL TANGLEWOOD / GRAMSIES	101	42200	3190				\$290.00	\$290.00
SAFE-FAST INC	WARNING FLAGS FOR NEW SIGN INSTALLATIONS	101	42200	2180		003		\$25.44	
SITEIMPROVE	PRORATED ANALYTICS NOV-JAN	230	40900	3190				\$625.95	\$625.95
ST PAUL PIONEER PRESS	UTILITY MTCE WORKER	101	40210	3360		002		\$1,220.00	\$1,220.00
ST. PAUL, CITY OF	RIVERPRINT:ORDER#10072/WATER SHUTOFF TAG	601	45050	2280				\$280.98	\$280.98
STAR TRIBUNE	ASSOC PLANNER/ENGINEER TECH	101	40210	3360		002		\$1,533.60	\$1,533.60
SUPPLYWORKS	GORILLA TAPE	220	43800	2240				\$66.24	\$66.24
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$1,034.79	\$1,034.79
SUPPLYWORKS	CLEANING / RESTROOM SUPPLIES	220	43800	2110				\$319.36	\$319.36
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$35.43	\$35.43
SUPPLYWORKS	CLEANING EQUIPMENT REPAIRS	220	43800	3890				\$905.84	\$905.84
SUPPLYWORKS	CLEANING EQUIPMENT REPAIRS	220	43800	3890				\$625.88	\$625.88
SUPPLYWORKS	CLEANING EQUIPMENT REPAIRS	220	43800	3890				\$214.11	\$214.11
SUPPLYWORKS	CLEANING EQUIPMENT REPAIRS	220	43800	3890				\$93.00	\$93.00
T.A. SCHIFSKY & SONS, INCORPOR	GATE VALVE REPAIRS AND HIGH IRON	101	42200	2180		002		\$112.14	\$112.14
TAPCO	SPEES BUMPS FOR CITY HALL	101	42200	2180		004		\$521.65	\$521.65
TERMINAL SUPPLY CO	LIGHTS AND O-RINGS	701	46500	2220		003		\$125.92	\$125.92
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT.	101	43710	3970				\$70.89	\$70.89
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT.	220	43800	3970				\$58.56	\$58.56
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.34	\$173.32
		601	45050	3970		001		\$43.34	
		602	45550	3970		001		\$43.34	
		603	45850	3970		001		\$21.65	
		701	46500	3970		001		\$21.65	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970				\$70.84	\$70.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT	220	43800	3970				\$54.89	\$54.89
WATER CONSERVATION SERVICE, IN	LOCATE 1053 GLENN PAUL CT	601	45050	3190		002		\$266.20	\$266.20
ZEP MANUFACTURING COMPANY	ZEP METER MIST	701	46500	2220		003		\$298.12	\$298.12

Total of all invoices: \$253,630.25

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLPHASE COMPANIES, INC	SIGN #2, 3 PRE-CAST CONCRETE CAPS INSTAL	453	43800	3190				\$4,600.00	\$4,600.00
BAROTT, MELISSA	RSV# 1420956 REFUND REFUND	220	22040					\$25.00	\$25.00
BERGERON, SABRINA	RSV# 1420958 REFUND REFUND	220	22040					\$25.00	\$25.00
CARNEY, JESSICA	RSV# 1420963 REFUND REFUND	220	22040					\$25.00	\$25.00
COMCAST	COMMUNITY CENTER CABLE - DECEMBER	220	43800	3190		001		\$185.44	\$185.44
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 12-9-16	101	21720					\$9,549.19	\$9,549.19
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 12-9-16	101	20420					\$156.50	\$156.50
COOK, HARRY	T/C FAQURG REFUND	220	22040					\$47.50	\$47.50
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$256.14	\$256.14
CUMMINGS, DEAN	CREDIT BALANCE REFUND REFUND	220	22040					\$220.00	\$220.00
FRATTALLONES HARDWARE STORES	DISTILLED WATER SAMPLES	601	45050	2280		001		\$7.16	\$7.16
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 12-09-16	101	20431					\$754.10	\$754.10
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 12-9-16	101	20418					\$5,775.00	\$5,775.00
GERMAN, DAN	RSV# 1420970 REFUND REFUND	220	22040					\$25.00	\$25.00
HUGO FEED MILL	GRASS SEED	601	45050	2280		001		\$167.50	\$167.50
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 12-9-16	101	21750					\$4,548.27	\$4,548.27
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS PAYDATE: 12-9-16	101	20430					\$850.00	\$850.00
IDENTITY STORES, LLC	BIRTHDAY BEACH TOWEL	220	43800	2591		001		\$2,552.40	\$2,552.40
JONES, JODI L	REFUND DUPLICATE UTILITY PAYMENT	601	36190			003		\$330.94	\$330.94
KEESLING, TAYLOR	RSV# 1420953 REFUND REFUND	220	22040					\$25.00	\$25.00
LYNCH, NANCY	RSV# 1420938 REFUND REFUND	220	22040					\$100.00	\$100.00
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: NOV 2016	101	40500	4890				\$88.25	\$353.00
		220	43800	4890				\$88.25	
		601	45050	4890				\$88.25	
		602	45550	4890				\$88.25	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 12-9-16	101	20435					\$151.62	\$151.62
MINNESOTA ENVIRONMENTAL FUND	EMPLOYEE DEDUCTIONS: 12-9-16	101	20420					\$36.00	\$36.00
MINNESOTA PREMIER PUBLICATIONS	WATERPARK MN PARENT LISTING	220	43800	2201				\$199.00	\$199.00
MONSON, SILVIA	RSV# 1420955 REFUND REFUND	220	22040					\$25.00	\$25.00
MORRIS, LATANYA	RSV# 1420972 REFUND REFUND	220	22040					\$25.00	\$25.00
NELSON, DAVE	PASS APRESD TYPE: ANNUAL MEMBERSHIPS PA	220	22040					\$198.36	\$198.36
OBUL, NAGABHUSHANAM	RSV# 1420959 REFUND REFUND	220	22040					\$50.00	\$50.00
OSTROWSKI, LAURA	RSV# 1421923 REFUND REFUND	220	22040					\$128.55	\$128.55
PEPPIN, GILBERT	PASS APREGS TYPE: ANNUAL MEMBERSHIPS PA	220	22040					\$15.78	\$15.78
PRESS PUBLICATIONS	SV/VH/WB PRESS 30 DAYS \$35 HOLIDAY GUIDE	220	43800	2201				\$2,462.96	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 12-09-16	101	21740					\$30,230.26	\$30,230.26
RAMSEY CO., HEAD START-MV	CREDIT BALANCE REFUND REFUND	220	22040					\$29.40	\$29.40
SADEK, AMANDA	RSV# 1420961 REFUND REFUND	220	22040					\$25.00	\$25.00
TACHENY, DEBRA	RSV# 1420943 REFUND REFUND	220	22040					\$50.00	\$50.00
TASC	VEBA ADMINISTRATION FEE: NOV 2016	101	20416					\$365.20	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 12-9-16	101	21710					\$23,877.29	\$58,598.53
		101	21730					\$27,817.74	
		101	21735					\$6,903.50	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 12-9-16	101	20420					\$38.00	
UTKE, KATHRYN	CREDIT BALANCE REFUND REFUND	220	22040					\$240.00	\$240.00
VANG, MARY	RSV# 1420949 REFUND REFUND	220	22040					\$100.00	\$100.00
WEHNER, REGINA	RSV# 1420968 REFUND REFUND	220	22040					\$25.00	\$25.00
WILKIE, JENNIFER	RSV# 1420965 REFUND REFUND	220	22040					\$25.00	\$25.00
WIZIK, BETH	RSV# 1420941 REFUND REFUND	220	22040					\$100.00	\$100.00
XIONG, TER	RSV# 1420935 REFUND REFUND	220	22040					\$100.00	\$100.00
YANG, ZONG	RSV# 1420962 REFUND REFUND	220	22040					\$100.00	\$100.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ZAUGG, TAMARA	RSV# 1420977 REFUND REFUND	220	22040				\$25.00	\$25.00
Total of all invoices:								\$123,921.80

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
CLASSIC CATERING/PICNIC PLEASE	EMPLOYEE WINTER EVENT	101	40210	4890		003	\$1,439.46	\$1,439.46
LEAGUE OF MINNESOTA CITIES	LEADERSHIP CONFERENCE FOR NEWLY ELECTED	101	40100	4500		002	\$325.00	\$325.00
METROPOLITAN AREA MANAGEMENT A	LUNCHEON 7-14; PARKS & REC - TERRY SCHWE	101	40200	4500		006	\$20.00	\$20.00
MEZCO INC	GRADING CERT 4929 HANSON RD RES 16-113	101	22025				\$1,000.00	\$1,000.00
MILLS, TERESA	MILEAGE	101	44100	4500			\$55.08	\$55.08
REPUBLIC SERVICES INC #899	RECYCLING SERVICES	210	42750	3190			\$30,038.27	\$30,038.27
SPRINT	SERVICE THROUGH 11-14-2016	101	40200	3210		002	\$65.04	\$65.04
T-MOBILE	CELL PHONE SERVICE THROUGH 11-17-16	601	45050	3190			\$121.16	\$121.16
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL WO 16-103	101	43900	3190		003	\$1,714.00	\$1,714.00
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL WO 16-111	101	43900	3190		003	\$600.43	\$600.43
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL WO 16-107	101	43900	3190		003	\$537.23	\$537.23
Total of all invoices:								\$35,915.67

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MAYER ARTS, INC	WISH UPON A BALLET	225	43580	3170				\$330.00	\$330.00
MEDICA	HEALTH INSURANCE: DEC 2016	101	20410					\$68,107.35	\$68,107.35
MENARDS CASHWAY LUMBER **FRIDL	COTTON SWAPS FOR CLEANING CL17	601	45050	2160		001		\$5.96	\$5.96
MENARDS CASHWAY LUMBER **FRIDL	BROOMS AND SQUEEGEES	601	45050	2280		001		\$176.93	\$176.93
MIDWEST CIVIL CONSTRUCTORS, LLC	PAYMENT #6, CP 16-01, 16-02 & 16-07	452	47000	5900				\$2,249.28	\$426,638.10
		578	47000	5900				\$159,319.78	
		449	47000	5900				\$265,069.04	
MIDWEST LOCK & SAFE INC	REPAIRS TO VARIOUS DOORS CC & CITY HALL	220	43800	3810		003		\$4,062.96	\$4,062.96
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: NOVEMBER 2016	701	46500	2120				\$250.23	\$250.23
MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: NOVEMBER 2016	220	21810					\$12,658.00	\$13,589.00
		701	46500	2120		003		\$37.00	
		601	21810					\$884.00	
		220	43800	3610				\$10.12	
		220	43800	2140				\$1.07	
		101	40210	4890		001		-\$1.00	
		101	40210	4890		001		-\$0.07	
		220	43800	4500				-\$0.12	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: OCTOBER 2016	101	20802					\$1,268.05	
		101	34060					-\$25.36	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$334.85	\$334.85
NCO INC	ROPE LIGHTS FOR RESALE - DIVE IN	220	43800	2591		002		\$275.54	\$275.54
NCPERS MINNESOTA	PERA LIFE INSURANCE: DEC 2016	101	20413					\$192.00	\$192.00
NEOFUNDS BY NEOPOST	POSTAGE/INVOICE 14976799/11273104/351860	101	40200	3220				\$3,379.27	\$3,379.27
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES- KEVIN WHITE	101	44300	3190				\$975.00	
ORIENTAL TRADING COMPANY	SILLY BANDS FOR SWIM LESSONS	225	43520	2170		002		\$39.99	\$39.99
RICOH USA INC.	MAINTENANCE:2352&3003 COPIES/10/23-11/22	101	40200	3850		002		\$224.36	\$224.36
RICOH USA INC.	RICOH 821DN PRINTER/11-28-16 TO 2-27-17	101	40550	3860		004		\$73.79	\$73.79
SAM'S CLUB DIRECT	SAFETY COMMITTEE / B-DAY SUPPLIES	220	43800	2591		001		\$19.74	\$45.18
		101	40210	4890		008		\$25.44	
SEGLER, MAX	EROSION RED 1265 SUNVEIW CT RES 16-113	101	22030					\$1,000.00	\$1,000.00
SIGNATURE LIGHTING INC	STREET LIGHT CONSULTING FEE PROJ 16-03	604	42600	5300				\$1,805.00	\$1,805.00
SIMPLEXGRINNELL LP	REPLACE CORRODED SPRINKLER PIPE POOL	220	43800	3810		007		\$2,373.29	\$2,373.29
ST ODILIA CHURCH	EROSION RED 3495 VICTORIA ST RES 16-113	101	22030					\$1,450.00	\$1,450.00
TYCO INTEGRATED SECURITY LLC	QUARTERLY CHARGES	101	40210	3190		008		\$101.05	\$101.05
UNIVERSITY OF MINNESOTA	REGISTER CEAM CONF JAN 2017, MEMBERSHIPS	101	42050	4500				\$1,140.00	\$1,140.00
UNIVERSITY OF MINNESOTA	REGISTER JAN 9, 2017 T.MILLS, M.LUCHT	101	44300	4500				\$220.00	\$220.00
US BANK	SERVICE AWARD FEE PER CARD 3.95 X 8 CARD	101	40210	4890		004		\$31.60	\$31.60
VERUS CORPORATION	(2) FIREWALL APPLIANCES	422	40550	5800		007		\$9,795.00	\$9,795.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,459.59	
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001		\$60.00	\$60.00
WSB & ASSOCIATES, INC.	BUCHER LIFT STATION ENG SERVICES CP15-13	432	47000	5910				\$11,627.50	\$11,627.50
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610				\$1,007.76	\$1,290.82
		101	43710	2140				\$283.06	
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610				\$731.35	

Total of all invoices: \$581,519.41

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 08-05-16	101	20431					-\$658.70	-\$658.70
AARP C/O RAY MURRAY	AARP 8HR SMART DRIVER 11/28 & 11/30	225	43590	3174		003		\$140.00	\$140.00
AMERICAN MESSAGING	SECURITY SYSTEM PAGER	101	40210	3190		009		\$4.15	\$4.15
BARSNESS, KIRSTIN	NOVEMBER ECONOMIC DEV. CONSULTING	240	44400	3190				\$522.50	\$1,900.00
		101	22020					\$807.50	
		101	22020					\$570.00	
BEISSWENGERS HARDWARE	PARTS FOR SNOWBLOWER	701	46500	2220		002		\$7.18	\$7.18
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$18.15	\$18.15
CANTEEN	COFFEE SUPPLIES	220	43800	2590		001		\$565.50	\$761.46
		101	40800	2180				\$195.96	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$419.28	\$419.28
CULLIGAN	POOL IRON FILTER SERVICE FEE	220	43800	3190		007		\$93.28	\$93.28
DELTA DENTAL	DENTAL COVERAGE: DEC 2016	101	20415					\$6,756.65	\$7,182.20
		101	20411					\$425.55	
ENGELSMA CONSTRUCTION INC	EROSION RED 3500 RUSTIC PL RES 16-113	101	22030					\$500.00	\$500.00
ENGLESMA CONSTRUCTION INC	EROSION RED 185 CO RD E RES 16-113	101	22030					\$500.00	\$500.00
EXCEPTIONAL HOMES BY DESIGN	EROSION RED 400 HORSESHOE DR R RES16-113	101	22030					\$1,000.00	\$1,000.00
EXCEPTIONAL HOMES BY DESIGN	RELEASE TREES 3351 EMMERT ST RES 16-113	101	22020					\$1,000.00	\$1,000.00
EXCEPTIONAL HOMES BY DESIGN	RED TREE 990 CHATSWORTH PL RES 16-113	101	22020					\$250.00	\$250.00
FRATTALLONES HARDWARE STORES	PARTS FOR LIFT STATION16	602	45550	2282		001		\$5.57	
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 12-2-16	101	20431					\$299.00	\$461.50
		101	20432					\$162.50	
GRANDMA'S BAKERY	ACCIDENT INJURY FREE MONTH -SAFETY COMM.	101	40210	4890		008		\$87.60	\$87.60
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14
HEALTHY CONTRIBUTIONS	FITNESS INCENTIVE PROCESSING FEES	220	43800	3190		003		\$5.75	
HEALTHY CONTRIBUTIONS	FITNESS INCENTIVE PROCESSING FEES	220	43800	3190		003		\$5.75	\$5.75
HEALTHY CONTRIBUTIONS	FITNESS INCENTIVE PROCESSING FEES	220	43800	3190		003		\$5.75	\$5.75
HOFFMAN & MCNAMARA CO.	LANDSCAPING WTP - CP 14-02	454	47000	5900				\$12,698.00	\$12,698.00
HOTSY EQUIPMENT CO	HOTSY PARTS AND SERVICE	701	46500	2220		002		\$116.52	
HOTSY EQUIPMENT CO	HOTSY PARTS AND SERVICE	701	46500	2220		002		\$851.77	\$851.77
LIFE NUTRITION & COMPANY,LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$72.00	\$72.00
LLOYD, KEVIN	FAUCET REPAIRS 323 LILAC LN CP 16-01	578	47000	5950				\$511.00	\$511.00
MATHESON TRI-GAS INC	CO2	220	43800	2160		002		\$81.97	\$81.97
MATHESON TRI-GAS INC	CO2 AND OXYGEN	220	43800	2160		002		\$119.79	\$156.01
		220	43800	2200		001		\$36.22	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,334
Vendor number	01734 1 <span style="float: right;">2016</span>
Vendor name	MUNICIPAL BUILDERS INC
Address	17125 ROANOKE STREET NW ANDOVER MN 55304

Date	Comment line on check	Invoice number	Amount
12-07-16	WTP CONSTRUTION PROJ # 14-02	017	\$304,506.00

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.

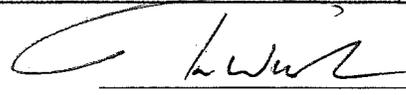
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
454 47000 5900	\$304,506.00

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

Reviewed by:  12/7/16  
 (signature required) Tom Wesolowski

Approved by:   
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,288	MBI doing WTP had them change out valves
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
12-01-16	CHECK VALVES BOOSTER	12-01-16	\$34,810.14

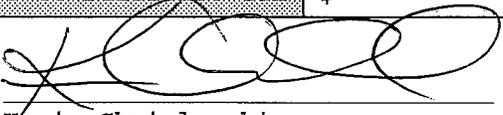
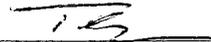
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
601 45050 3190	\$34,810.14

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	
(signature required)	Kevin Chmielewski
Approved by:	
(signature required)	Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,435
Vendor number	01337 2 <span style="float: right;">2016</span>
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
12-01-16	SERVICES FOR DECEMBER 2016	SHRFL-001556	\$172,554.80

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,327
Vendor number	01446 1 <span style="float: right;">2016</span>
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
12-09-16	FEDERAL WITHHOLDING TAX: 12-9-16	12-14-16	\$58,598.53

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

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

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

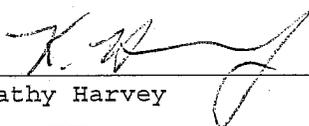
Purchase was made through another source. The state's cooperative purchasing venture was considered.

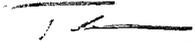
Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
101 21710	\$23,877.29
101 21730	\$27,817.74
101 21735	\$6,903.50
SEE PERMANENT PAYROLL RECORDS	

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

Reviewed by:   
 (signature required) Kathy Harvey

Approved by:   
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,330
Vendor number	00545 1 <span style="float: right;">2016</span>
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
12-09-16	EMPL/EMPLOYER CONTRIBUTIONS: 12-09-16	12-9-16	\$30,230.26

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	\$30,230.26
SEE PERMANENT PAYROLL RECORDS	

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

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	60,264
Vendor number	01901 1 <span style="float: right;">2016</span>
Vendor name	REPUBLIC SERVICES INC #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
11-25-16	RECYCLING SERVICES	0899-002952341	\$30,038.27

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
210 42750 3190	\$30,038.27

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

Reviewed by: Mary Lucht  
 (signature required) Mary Lucht

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	



PROPOSED MOTION

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

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

To adopt resolution 16-115 designating official depositories for Shoreview City funds for the year 2017.

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

REGULAR COUNCIL MEETING  
DECEMBER 19, 2016

TO: City Manager, Terry Schwerm  
Mayor and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: December 7, 2016

SUBJECT: 2017 Official Depositories

### INTRODUCTION

According to state law, cities must designate the official depositories for city funds each year. Our official depository for daily banking services is US Bank Shoreview. On a daily basis, excess funds are swept from our checking account at US Bank into the 4M fund and invested in allowable investments. This enables the City to earn a higher rate of interest on its daily cash balance.

### DISCUSSION

During the year, additional investments are made with Morgan Stanley, LLC; Oppenheimer & Co, Inc.; PMA Financial Network Incorporated; RBC Capital Markets Incorporated; Wells Fargo Securities, LLC; and Wells Fargo Bank. All of the City's investments are in accordance with Minnesota statutes and the City's investment policy adopted by the City Council on January 4, 1999.

### RECOMMENDATION

Staff recommends approval of resolution 16-115 designating official depositories for Shoreview City funds for the year 2017.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a Regular 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 December 19, 2016 at 7:00 P.M. The following members were present: \_\_\_\_\_

and the following members were absent: \_\_\_\_\_.

Councilmember Johnson introduced the following resolution and moved its adoption.

**RESOLUTION 16-115**

**RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR  
SHOREVIEW CITY FUNDS FOR THE YEAR 2017  
AND PROVIDING FOR AN INVESTMENT PROGRAM FOR IDLE FUNDS**

WHEREAS, Minnesota Statutes, section 427.01 requires that the City Council of any city designate a depository for city funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shoreview that the below listed nine (9) institutions be and hereby are designated as the official depositories for the City of Shoreview, Minnesota, demand and time deposit funds for the year 2017.

1. RBC Capital Markets, Incorporated
2. Voyageur Asset Management Inc / PMA Financial Network, Inc. (4M Fund)
3. Wells Fargo Securities, LLC
4. Wells Fargo Bank
5. Morgan Stanley, LLC
6. US Bancorp
7. US Bank Corporate Trust Services
8. US Bank Shoreview
9. Oppenheimer & Co. Inc.

RESOLUTION 16-115

Page Two

BE IT FURTHER RESOLVED that the City Treasurer is directed to invest City funds in those approved securities or deposits in other permitted financial institutions as authorized by Minnesota Statutes Chapter 118A and other statutory authority in order to provide the City with a flexible, sound investment program, and to authorize the Finance Director/Treasurer to substitute acceptable forms of collateral as needed at US Bank - Shoreview.

The motion for the adoption of the foregoing resolution was moved by \_\_\_\_\_ and duly supported by Councilmember \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 19th day of December 2016.

RESOLUTION 16-115  
Page Three

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

I, the undersigned, being the duly qualified and City Manager of the City of Shoreview of Ramsey County Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 19th day of December, 2016, with the original thereof on file in my office and same is a full, true, and complete transcript therefrom insofar as the same relates to Designating Official Depositories for Shoreview City Funds for the Year 2017 and Providing for an Investment Program for Idle Funds.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota, this 19th day of December 2016.

---

Terry Schwerm  
City Manager

SEAL

PROPOSED MOTION

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

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

to approve Resolution No. 16-123 reducing the following escrows:

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

544 Lake Bayview Ct	Brian Follese	\$ 1,000.00
3456 Victoria St	Keith Ketchmark	\$ 2,000.00
Wabasso Bay	Donald Zibell	\$ 9,500.00

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

Wabasso Bay	Donald Zibell	
Community Resource Bank LOC No. 320		\$293,250.00

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

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: DECEMBER 15, 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.

544 Lake Bayview Ct	Erosion control completed
3456 Victoria St	Erosion and Garage removal completed
Wabasso Bay	Grading Cert, Garage & Tennis Ct removal complete

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

<u>Wabasso Bay</u>	Donald Zibell
Community Resource Bank LOC No. 320 Streets, Utilities, Trees, St Lights	

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:

544 Lake Bayview Ct	Brian Follese	\$ 1,000.00
3456 Victoria St	Keith Ketchmark	\$ 2,000.00
Wabasso Bay	Donald Zibell	\$ 9,500.00

Reducing the Letter of Credit for the following properties in the amounts listed below:

Wabasso Bay	Donald Zibell	
Community Resource Bank LOC No. 320		\$293,250.00



**REDUCTION NO.1**

**STATEMENT OF REQUIRED IMPROVEMENTS AND SECURITY**

**WABASSO BAY - ZIBELL PLAT**

**A. MAJOR IMPROVEMENTS**

	<u>Original Amount</u>	<u>Reduction 12/19/16</u>	<u>Balance 12/19/16</u>
1. Street and Public Utilities	\$ 200,000.00	\$ 192,500.00	\$ 7,500.00
2. Street Lights @ \$6,000.00 Ea.	\$ 13,000.00	\$ 13,000.00	\$ 0.00
3. Street Signs - ID and Stop Signs	\$ 300.00	\$ 300.00	\$ 0.00
	<u>\$ 213,300.00</u>	<u>\$ 205,800.00</u>	<u>\$ 7,500.00</u>
Per Ordinance	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
	<u>\$ 266,625.00</u>	<u>\$ 257,250.00</u>	<u>\$ 9,375.00</u>

**B. MISCELLANEOUS IMPROVEMENTS**

1. Boulevard Sod 825 SY @ \$6.00 SY	\$ 4,950.00	\$ 0.00	\$ 4,950.00
2. Seal Coating 1,444 SY @ \$1.35 SY	<u>\$ 1,950.00</u>	<u>\$ 0.00</u>	<u>\$ 1,950.00</u>
	\$ 6,900.00	\$ 0.00	\$ 6,900.00
Per Ordinance	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
	<u>\$ 8,625.00</u>	<u>\$ 0.00</u>	<u>\$ 8,625.00</u>

TOTAL A \$ 266,625.00 \$ 257,250.00 \$ 9,375.00

TOTAL B \$ 8,625.00 \$ 0.00 \$ 8,625.00

GRAND TOTAL \$ 275,250.00 \$ 257,250.00 \$ 18,000.00

LANDSCAPING \$ 48,000.00 \$ 36,000.00 \$ 12,000.00

NOTES: Completion Date for Major Improvements – July 1, 2017  
 Completion Date for Misc. Improvements - November 1, 2017

**\*PROPOSED\***

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

**HELD DECEMBER 19, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 19, 2016 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 16-123**

**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:

544 Lake Bayview Ct	Brian Follese	\$ 1,000.00
3456 Victoria St	Keith Ketchmark	\$ 2,000.00
Wabasso Bay	Donald Zibell	\$ 9,500.00

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

Wabasso Bay	Donald Zibell	
Community Resource Bank LOC No. 320		\$293,250.00



PROPOSED MOTION

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

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

to adopt Resolution No. 16-122 authorizing execution of a Professional Services Agreement with SEH Inc. for preliminary engineering design services for Owasso Boulevard North from Soo Street to Horseshoe Drive East, City Project #16-14.

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

REGULAR COUNCIL MEETING  
DECEMBER 19, 2016  
TEW

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER  
FROM: TOM WESOLOWSKI, CITY ENGINEER  
DATE: DECEMBER 14, 2016  
SUBJECT: AUTHORIZE PROFESSIONAL SERVICES AGREEMENT  
FOR PRELIMINARY ENGINEERING DESIGN SERVICES  
CITY PROJECT #16-14

INTRODUCTION

Professional services are required for the preliminary design of Owasso Boulevard North from Soo Street to Horseshoe Drive East, City Project 16-14. Staff has identified the necessary services and recommends that the City Council authorize approval of a professional services agreement with SEH Inc.

The proposal from SEH is attached for reference.

BACKGROUND

Ramsey County is currently working on the design of improvements for the Lake Owasso County Park and is planning to start construction of the improvements in the fall of 2017. The park is adjacent to a section of Owasso Boulevard North and the road corridor in the vicinity of the park needs to be integrated with the park and its uses. The section of Owasso Boulevard North that would be included in the preliminary design is shown on the attached drawing.

DISCUSSION

The preliminary design will evaluate the existing road alignment and cross-section, grade, and underground utilities. Design concepts will be developed and evaluated, with input from Ramsey County staff, to determine the best option for the City that balances uses of the roadway with uses in the park. Some of the items to be considered include the roadway alignment, grades, park access and parking options, as well as options for bicycle and pedestrian crossings. The preferred roadway corridor improvements will be incorporated in the Ramsey County park design, which will be presented to the City Council for review in early 2017. The roadway is not scheduled for reconstruction in the City Capital Improvement Program until 2020.

Since the potential changes to the roadway could include modifications to the road alignment and grades and the complexity of the interaction between the roadway corridor and the park could include traffic calming and bicycle and pedestrian crossings the design expertise required is beyond what cities like Shoreview typically have on staff. Accordingly, staff requested proposals for professional services from local firms specializing in these areas. Three proposals were received and evaluated. Based on the evaluation, SEH Inc. had the best understanding of what the City required for a final product at a competitive cost. The proposal from SEH Inc. is attached

for reference. The estimated cost for the preliminary engineering design services is \$19,500.00 and would be funded from the City's Municipal State Aid Fund.

Stormwater runoff from the park area and the section of Owasso Boulevard North currently discharges directly into Lake Owasso and Lake Wabasso. The Ramsey-Washington Metro Watershed District has identified the elimination of the direct discharges as a high priority and has offered to provide technical assistance to develop a comprehensive stormwater management plan for the park and road section. The preliminary design will be used by the Watershed in the development of the stormwater management plan.

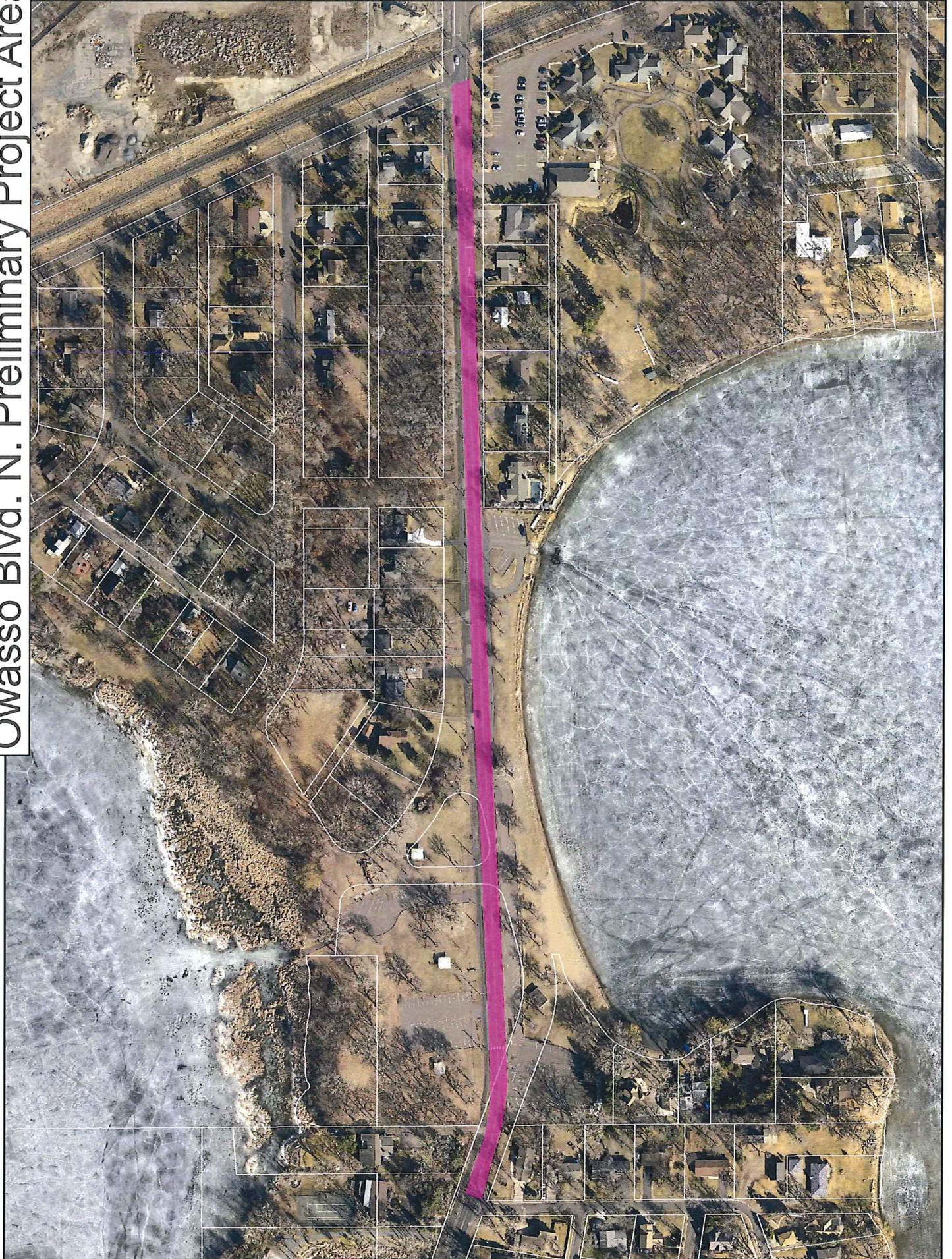
The City's Capital Improvement Program includes the reconstruction of Owasso Boulevard North from Soo Street to Owasso Boulevard West in 2020. The preliminary design for the section of Owasso Boulevard North would be the first step in the development of a design for the entire section of Owasso Boulevard North.

It is anticipated that all of the preferred improvements to the section of Owasso Boulevard North would be completed with the overall reconstruction project in 2020. There is a potential that during the preliminary design it may become apparent that some of the preferred improvements to the roadway may need to be constructed in 2017 or 2018 to facilitate the improvements to the County Park. The potential improvements to the road corridor would then be presented to the City Council for consideration.

#### RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing execution of a professional services agreement with SEH Inc. for engineering services for the preliminary design of North Owasso Boulevard North from Soo Street to Horseshoe Drive East, City Project #16-14.

# Owasso Blvd. N. Preliminary Project Area



1 inch = 250 feet

Date: 12/13/2016



Building a Better World  
for All of Us®

November 18, 2016

RE: City of Shoreview  
Owasso Boulevard North Preliminary  
Design Services

Tom Wesolowski  
City Engineer  
City of Shoreview  
4600 Victoria St. N.  
Shoreview, MN 55126-5817

Dear Tom:

Thank you for the opportunity to respond to your request to provide professional services to the City of Shoreview. The Ramsey County Parks and Recreation Department started a design development process at the Lake Owasso Park County Park in August with the intent to implement improvements in 2017. Since Owasso Boulevard North bisects the park, potential changes to the alignment, cross section and profile of the roadway will influence not only access and safe crossing of the road, but also space and useable area considerations. Given the City's desire to reconstruct Owasso Boulevard North in 2020, the City plans to work with Ramsey County to identify a number of concepts that address the interaction of the roadway with the park and prepare a preliminary layout of the preferred alternate with preliminary costs, so the Park and Recreation Department can complete their design of the other internal park elements.

## Background

Lake Owasso County Park is a 9 acre park. It was originally built in the 1960's and has not seen any improvements for 50 years. The park is located between Lake Owasso and Lake Wabasso and is split by Owasso Boulevard North. The southerly park adjacent to Lake Owasso supports parking, boating and a swimming beach, and the north park adjacent to Lake Wabasso has picnic shelters, a playground and parking. Owasso Boulevard North is a Municipal State Aid (MSA) collector roadway that carries 3350 Average Daily Traffic (ADT) in 2015, but tends to carry a higher volume of peak hour traffic in the am and pm.

Currently, there are a number of driveways that access the boat launch and parking areas. There is a continuous bituminous path on the north side that connects to Rice Street on the east and Victoria Street on the west. There are no pedestrian facilities on the south side and currently, very little room, given the parking that exists today. One designated cross walk between the parks is located on the westerly end. Park redevelopment plans include improving pedestrian access with American with Disabilities Act compliant facilities, improved parking for cars and boat trailers and accessible and safe routes to the park and for the park visitors. Concepts for the layout of Owasso Boulevard North are expected to be reviewed by the City and Park staff as a preferred alternate is developed. Owasso Boulevard North is on the City's Municipal State Aid (MSA) system requiring the design to meet Mn/DOT State Aid rules.

This proposal describes the scope of work that will bring the proposed project from the conceptual phase through to selection of a preferred alternate, preliminary layout (30 percent design) and cost estimate.

## **Scope of Work**

### **Data Gathering and Mapping**

We understand that the County will be providing the survey and base map for the project. We expect they will include right of way, topo, private utilities and TIN. We expect to add plan and profile information regarding the existing city storm sewer, sanitary and water main to the base map based on record drawings. This will help understand the potential impacts to changes to the existing roadway alignment and profile.

### **Development of Conceptual Layouts and Meetings**

We understand that this project is unique in the fact that the schedule for the park and the roadway improvements are years apart, but must be coordinated to best serve the public. SEH will develop concepts and facilitate a screening process that puts forward the best option for the community with an eye toward balancing access and mobility, and near and far term needs. We have assumed that the City, County and SEH staff will be able to identify at least three concepts to develop into sketches for further review, discussion and evaluation. Some of the ideas may be related to roadway section and alignment and other design features that may promote traffic calming. Consideration for the location of parking access and options for bicycles and pedestrian crossings will also need to be identified.

SEH will sketch the improvement concept alternates and then review them with County and City staff to determine the preferred concept that will then be developed into the preliminary layout. Establishing the screening criteria is expected to take place at the first meeting, so we are ready to screen the concepts at the second meeting. Typical criteria include cost, right of way/park impacts, environmental impacts/considerations, access provisions, on-street parking needs, opportunities for amenities, etc. The criteria must also reflect the project issues, problems, and the needs and be consistent with overall project goals. We propose to estimate a high level conceptual cost for each alternative and present the alternates in a simple matrix with the other criteria, weighted against the need and goals of the project.

We have included three meetings in this proposal as suggested by the rfp. These meetings also frame our proposed process for alternate selection. A second review meeting may be necessary, if a preferred alternate cannot be identified at the second meeting without another round of revisions. We have identified the following meetings and proposed topics:

#### **Kick Off Meeting:**

- Review scope of work and schedule
- Understand overall project goals and key success factors
- Brainstorm concepts.
- Agree on three concepts to sketch
- Establish criteria for alternate selection

Concept Alternates Meeting:

- Present Concepts
- Review with criteria for alternate selection
- Discuss and select a preferred concept

Preferred Alternative Draft Review Meeting

- Review Draft Layout and Preliminary Costs
- Discuss revisions, and additions
- Capture design notes and scope potential issues for future final design phase

### **Preliminary Design and Cost Estimate**

After selection of the preferred alternate, we will prepare a colored geometric layout, typical section and profile of the proposed improvements. This will be a tool for sharing information with residents, project partners and a jump start on roadway design prior to 2020. During this phase of work SEH will also prepare preliminary construction limits for use in determining the area of impact of the roadway construction in the area of the park. We will also identify right of way needs and any City/County agreements that may be needed in the effort to coordinate the work in the park with the future roadway construction.

While this scope of work is limited to preliminary roadway design, the design team will likely encounter and identify issues regarding drainage, soils, or private and public utility elements that will not be addressed in this phase, but identified. For example, we understand that the watershed and City are interested in determining the change in impervious area to plan for future surface water management. SEH proposes to capture this type of information and other potential issues and document them, together with design notes, and create a memo to aid the final design team in the future. We will work with the City to include these other conceptual costs along with the preliminary cost estimate developed for the layout, so that a total project cost can be identified.

### **Project Team**

Sue Mason will be the Project Manager and will be responsible for the overall coordination and management of the project team. Zach Stafslie will be the project engineer. Adam Bona will be the lead technician. We intend to consult with Heather Kienitz our traffic engineer who has specialized pedestrian/bicycle expertise to advise us and help with layout ideas. We have Eric Gjerdingen, a graphic designer on our team to create illustrated typical sections and to colorize the layout for use in public meetings to make it easier for your community to understand.

### **Schedule**

The work will begin upon notice of approval of our proposal, assuming the survey is completed. We expect to hold the kick off meeting in early December and the next two meetings in January and February. The work is expected to wrap up at the end of February, unless another meeting or more options are required.

### **Compensation**

SEH proposes to be compensated for the scope of the work proposed in this Agreement on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses,

Tom Wesolowski  
November 18, 2016  
Page 4

including reproductions, mileage and equipment. We have estimated the preliminary design services described above and detailed on the enclosed work hour spreadsheet to cost **\$19,500**.

We look forward to working with you, your staff and the community on this project. Thanks for the opportunity to continue to work with the City of Shoreview.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Susan M. Mason, P.E.  
Principal

c: Mark Lobermeier

<b>Owasso Boulevard North - Preliminary Design</b>							
<b>Deliverables:</b> Concept options, 30% Design: (layout, profile, construction limits), Preliminary cost estimate Prepare Meeting Minutes and Agendas, Prepare End of Preliminary Design Scoping Memo							
Task	Project Manager	Specialist	Project Engineer	Lead Tech	Graphics	Admin	
<b>A. Preliminary Basemap</b>							
Information gathering (record plans, plats, etc.)			4				2
Preliminary basemapping (streets, utilities, rv, etc.) - by others							
Add public utilities to base map, plan and profile							
Coordinate with County Survey			4	2			
<b>B. Concept Alternates</b>							
Concept option sketches - assume 3	2	2	24				
Concept typicals	2		8		2		
High level costs	2		4				
Evaluate Alternates	2	1	2				
<b>C. Preliminary Design - Preferred Alternate</b>							
Typical sections	1		2				
Horizontal and geometric design		1	8				
Alignments and profiles			8	4			
Cross sections and earthwork			8	4			
Preliminary construction limits			8				
High level scoping memo for final design elements,	4		4				
<b>D. Preliminary Drainage Design (not in this scope)</b>							
Calculate change in impervious area			1				
<b>E. Preliminary Layout</b>							
Prepare colored layout	1		6			4	
Prepare graphic typical sections	1		1			4	
<b>F. Prepare Preliminary Cost Estimate</b>							
Quantity Take off			8				
Finalize spreadsheet	1		2				
Concept costs for other potential design elements	1		4				
<b>G. Meetings</b>							
Kick Off Meeting	3		4				1
Concept Alternates Meeting	3		4				
Preferred Alternative Draft Review Meeting	3		4				
<b>Total hours</b>	<b>171</b>	<b>26</b>	<b>4</b>	<b>118</b>	<b>10</b>	<b>10</b>	<b>3</b>
<b>Project labor cost this phase</b>	<b>\$19,430</b>						
<b>Equipment charges</b>							
Mileage	12						
Reproductions	100						
	0						
<b>Total project cost this task</b>	<b>\$19,500</b>						
<b>Unique components or assumptions:</b>							
Assumes no stormwater management, traffic or other public/private utility design, landscaping tasks							
No public involvement							

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 19, 2016 at 7:00 p.m. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-122  
AUTHORIZE EXECUTION OF PROFESSIONAL  
SERVICES AGREEMENT WITH SEH INC.  
FOR PRELIMINARY ENGINEERING DESIGN  
OF OWASSO BOULEVARD NORTH  
FROM SOO STREET TO HORSESHOE DRIVE EAST  
CITY PROJECT #16-14

WHEREAS, Ramsey County is improving the Lake Owasso Count Park in 2017; and

WHEREAS, the road corridor of Owasso Boulevard North adjacent to and near the park needs to positively interact with the park and its uses; and

WHEREAS, outside professional services are required for the preliminary design of the section of Owasso Boulevard North from Soo Street to Horseshoe Drive East to aid Ramsey County in the design of the park 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. That the Mayor and City Manager are hereby authorized to execute a Professional Services Agreement with the firm SEH Inc. for the provision of the necessary engineering services for an estimated cost of \$19,500.00 as is more fully described in attached Proposal for Engineering Services.
2. All costs for this improvement shall be funded by the Municipal State Aid 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 19<sup>th</sup> day of December, 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 19<sup>th</sup> day of December, 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 SEH Inc. Inc. for services relating to preliminary design of Owasso Boulevard North from Soo Street to Horseshoe Drive East.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 20<sup>th</sup> day of December, 2016.

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

SEAL

**LICENSE APPLICATIONS**

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

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

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

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

December 19, 2016

Rubbish Haulers License Applications 2017  
On Consent Agenda December 19, 2016

ACE SOLID WASTE	2017-00011
ASPEN WASTE SYSTEMS INC.	2017-00012
KEITH KRUPENNY & SONS DISPOSAL	2017-00013
RAY ANDERSON & SONS CO INC	2017-00014
REPUBLIC SERVICES	2017-00015
TWIN CITY REFUSE RECYCLING & TRANSFER	2017-00016
WALTERS RECYCLING & REFUSE	2017-00017
WASTE MANAGEMENT OF MN INC	2017-00018
ADVANCED DISPOSAL SERVICES	2017-00019
CURBSIDE WASTE	2017-00020

LICENSES to be mailed out on 12/28/2016

# Proposed Motion

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

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

To adopt Resolution No. 16-121, calling for a Public Hearing on March 20, 2017 for the proposed Modification to Municipal Development District No. 2, establishment of Tax Increment Financing District No. 11 (a Redevelopment Development District), all in consideration of the proposed multi-family residential redevelopment project by Greco Development/Eagle Ridge Partners for the 1005 Gramsie Road property in the Shoreview Corporate Center.

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

# Memorandum

**To:** Mayor and City Council Members

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

**Date:** December 15, 2016

**Re:** Resolution Calling for Public Hearing for Tax Increment Financing District Greco Development/Eagle Ridge Partners Multi-Family Residential Redevelopment 1005 Gramsie Road Property – Shoreview Corporate Center

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## **Introduction**

The City Council is being asked to adopt a resolution calling for a public hearing on March 20, 2017 in consideration of establishing a Tax Increment Financing (TIF) Redevelopment District for a proposed multi-family residential redevelopment project by Greco Development and Eagle Ridge Partners for the 1005 Gramsie Road property in the Shoreview Corporate Center.

## **Project Overview**

Eagle Ridge Partners, the owners of the Shoreview Corporate Center, is working with Greco Development on a potential multi-family redevelopment of the vacant 1005 Gramsie Road property for high end market rate apartments. A planning unit development concept of the proposed apartment project has been through an informal review and comment process with the EDA, Planning Commission, and City Council.

The proposal is to redevelop the 1005 Gramsie property for approximately 400 market rate apartments with high end amenities that would be constructed in two phases. Greco believes the Shoreview area is underserved by apartments, especially in the higher end market, and the subject property is an ideal location given the proximity to major employers, retail and restaurants, freeway access, and separation from lower density residential neighborhoods.

The developer received very positive comments and is expected to return this winter with formal applications for consideration by the City. Greco and Eagle Ridge expect to submit formal development applications in January with the goal of starting construction in July of 2017.

Shown below is a preliminary drawing submitted by the developer showing the proposed conceptual site layout for the project, which if approved, would be constructed in two phases.



### TIF Qualifying and Review Process

Eagle Ridge Partners has previously entered into a preliminary agreement with the City to initiate that start of the qualifying review for tax increment financing, including providing an escrow to cover legal and consulting services. The City engaged the services of LHB, Inc., to conduct a comprehensive report on the conditions of the 1005 Gramsie building. LHB is a well respected engineering firm that specializes in inspections/evaluations of buildings for the purpose of tax increment financing (TIF) qualification for projects. The LHB report (paid for by



Eagle Ridge) concludes that the property clearly meets all qualifying standards for eligibility as a Redevelopment TIF District. Their report includes the following finding:

‘In our professional opinion, one (1) out of one (1) buildings (100 percent) in the proposed TIF District are structurally substandard to a degree requiring substantial renovation or clearance, because of defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance. This exceeds the 50 percent requirement of Subdivision 10a (1).’

Greco/Eagle Ridge will be formally applying for tax increment financing assistance for the redevelopment project, and has worked with City staff in outlining a review and approval schedule for both the requested financing and development plans that could meet their goal of starting construction the summer of 2017.

A formal review of the project financing and request for public assistance will commence once the application is submitted to the City, starting with a meeting before the EDA on January 9<sup>th</sup>. The review will include evaluation of their construction pro forma, income projections and financing structure, confirmation of the project financial gap that would require assistance, and identification of eligible project costs for reimbursement – all standard due diligence of the review process. The review process will take approximately 60 to 90 days to fulfill all the statutory requirements, including necessary notifications to the County and School District, along with the public hearing requirements.

The EDA will be asked to review and provide a recommendation to the City Council on the developer’s request for tax increment financing assistance. Concurrent with the financing consideration, the developer will be submitting development plans that will go through the Planning Commission and City Council for review. The developer expects to submit detailed development plans in January with the goal of going before the Planning Commission at their February, 2017 meeting.

### **Recommendation**

It is recommended that a public hearing date be set for March 20, 2017 before the City Council in consideration of this financing request. Included is Resolution 16-121 that has been prepared for City Council consideration calling for the public hearing. The Economic Development Authority passed a similar resolution at their December 5<sup>th</sup> meeting recommending the Council take this action.

**THE CITY OF SHOREVIEW**

**RESOLUTION NO. 16-121**

**RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY OF SHOREVIEW ON THE PROPOSED THE MODIFICATION OF MUNICIPAL DEVELOPMENT DISTRICT NO. 2 AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 11 (A REDEVELOPMENT DISTRICT) AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN ALL RELATING TO REDEVELOPMENT PROJECT BY GRECO DEVELOPMENT/EAGLE RIDGE PARTNERS FOR 1005 GRAMSIE ROAD.**

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

Section 1. Public Hearing. This Council shall meet on Monday, March 20, 2017 at approximately 7:00 pm, to hold a public hearing on the proposed modification of the Development Program for the Municipal Development District No. 2 and the proposed establishment Tax Increment Financing District No.11, and the proposed adoption of a Tax Increment Financing Plan, therefor, all pursuant to and accordance with Minnesota Statutes, Sections 469.090 through 469.1081, inclusive, as amended, and with Minnesota Statutes, Sections 469.124 to 469.134, inclusive as amended, and Minnesota Sections 469.174 through 469.174, inclusive, as amended in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Plans. City staff is authorized and directed to prepare the Development Program and the Tax Increment Financing Plan (the "Plans") and forward documents to the appropriate taxing jurisdictions including Ramsey County and Independent School District No. 621. The City Manager is authorized and directed to cause notice of the hearing, together with the appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30 days prior to March 20, 2017, and to place a copy of the Plans on file in the City Manager's office at City Hall and to make such copy available for inspection by the public.

ADOPTED DATE:

ATTEST:

\_\_\_\_\_  
Sandy Martin, Mayor

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

**PROPOSED MOTION**

**MOVED BY:** \_\_\_\_\_

**SECONDED :** \_\_\_\_\_

To adopt Resolution 16-114 directing the County Auditor to extend the amount of delinquent tree removal charges to be collected with property taxes payable in 2017 as indicated on the attached listing.

<b>Roll Call:</b>	<b>AYES</b>	<b>NAYS</b>
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

Regular Council Meeting  
December 19, 2016

TO: City Manager, Terry Schwerm  
Mayor and City Council

FROM: Robert Falk, Accountant

DATE: December 19, 2016

SUBJECT: 2016 Delinquent Tree Removal Charges

In October, a notice was sent to all properties with a tree removal account 120 days past due. The notice informed all properties the past due amount would be certified on their 2017 property taxes, if payment was not received by December 1, 2016.

Attached is a listing of delinquent tree removal charges to be certified to the County Auditor for property taxes payable in 2017. This list represents outstanding accounts as of December 13, 2016. The amount to be certified is \$1,280.50.

Staff recommends adoption of resolution 16-114 certifying delinquent tree removal charges to the County Auditor.

EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular 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 December 19, 2016 at 7:00 P.M. The following members were present: \_\_\_\_\_

And the following members were absent: \_\_\_\_\_.

Council member \_\_\_\_\_ introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-114  
RESOLUTION AUTHORIZING THE COLLECTION OF DELINQUENT  
TREE REMOVAL BILLS

WHEREAS, certain Tree Removal charges are now due, and have been delinquent and are owing to the City of Shoreview, and

WHEREAS, due and proper notice has been given, and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of these delinquent accounts, together with a legal description of the premises served.

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of such delinquent accounts as part of the tax levy on the premises served to be collected during the ensuing year.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:; \_\_\_\_\_

And the following voted against same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 19<sup>th</sup> day of December 2016.

See the attached list.

CITY OF SHOREVIEW

DELINQUENT TREE REMOVAL CHARGES

<b>PIN #</b>	<b>ADDRESS</b>	<b>AMOUNT</b>
25.30.23.11.0086	242 Nichols Ct	\$ 492.78
04.30.23.43.0019	1741 Oakwood Dr	\$ 787.72
	<b>TOTAL</b>	<b><u>\$1,280.50</u></b>

**PROPOSED MOTION**

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

SUPPORTED BY COUNCILMEMBER \_\_\_\_\_

to adopt resolution 16-116 directing the County Auditor to certify delinquent sewer, water, surface water and street light utility accounts for collection with property taxes payable in 2017 as indicated by the attached listing.

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

Regular Council Meeting  
December 19, 2016

TO: Terry Schwerm, City Manager  
Mayor and City Council

FROM: Terese Roesler, Accounting Clerk

DATE: December 14, 2016

SUBJECT: Certification of Delinquent Utility Accounts

In October, a notice was sent to all utility customers with a delinquent balance greater than \$100 and over 90 days past due (three months overdue). The notice informed the customer that the past due amount would be certified to their 2017 property tax bill if payment was not received by December 2, 2016.

Attached is a list of utility accounts that remained delinquent as of December 14, 2016.

The table below provides a listing of amounts certified annually for the past five years, in comparison to 2016 delinquent accounts.

Year	Number of Accounts	Amount Certified
2011	216	158,898.01
2012	210	158,765.37
2013	203	154,188.13
2014	187	147,578.72
2015	186	150,664.45
2016	211	161,067.14

Staff recommends adoption of Resolution 16-116 certifying delinquent utility accounts to the County Auditor.

EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular 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 December 19, 2016 at 7:00 P.M. The following members were present: \_\_\_\_\_

And the following members were absent: \_\_\_\_\_

\_\_\_\_\_ introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-116

RESOLUTION AUTHORIZING THE COLLECTION OF DELINQUENT  
UTILITY ACCOUNTS

WHEREAS, certain utility charges are now, and have been delinquent and are owed to the City of Shoreview, and

WHEREAS, due and proper notice has been given, and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of these delinquent accounts, together with a legal description of the premises served.

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of such delinquent accounts as part of the tax levy on the premises served to be collected during the ensuing year.

The motion for the adoption of the foregoing resolution was duly supported by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof \_\_\_\_\_

And the following voted against: \_\_\_\_\_

WHEREUPON, said resolution was declared duly passed and adopted.

See the attached 9 pages.

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

PIN	Acct#	Res	Service Address	Total
013023210002	169243	2	394 COUNTY ROAD J W	353.25
013023210015	124925	1	492 COUNTY ROAD J W	1,035.16
013023210025	157644	1	5888 STEPHEN CIRCLE	1,072.74
013023210073	168773	1	5973 TURTLE LAKE ROAD	1,545.84
013023220031	126367	1	549 EMIL AVENUE	1,346.93
013023230003	155085	2	5870 KITKERRY COURT S	411.85
013023230072	175364	1	552 VICKI LANE	188.08
013023240004	163873	1	412 BUCHER AVENUE	1,936.73
013023320144	167411	1	5666 DONEGAL DRIVE	816.73
013023320197	141465	1	5723 DONEGAL DRIVE	921.66
013023330123	183178	1	5647 HEATHER RIDGE COURT	341.89
013023330163	157230	2	5572 DONEGAL DRIVE	200.33
013023420003	124669	1	296 SHERWOOD ROAD	477.10
013023420008	172221	1	344 SHERWOOD ROAD	1,393.27
013023420102	167577	1	308 OAKWOOD DRIVE	160.76
013023430002	143966	1	5630 TURTLE LAKE ROAD	883.79
013023430011	169185	1	335 OAKWOOD DRIVE	1,326.66
013023430057	172981	1	5574 BRICKSTONE COURT	755.50
023023110016	124974	1	684 COUNTY ROAD J W	825.67
023023110041	159590	1	720 DORIS AVENUE	218.53
023023110052	148486	1	675 EMIL AVENUE	503.52
023023110061	125542	1	5903 HODGSON ROAD	1,108.94
023023110067	126904	1	5882 ST ALBANS STREET N	215.19
023023110074	124313	1	5910 ST ALBANS STREET N	310.91
023023110101	126870	1	5914 CARLSON STREET	1,062.62

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

<u>PIN</u>	<u>Acct#</u>	<u>Res</u>	<u>Service Address</u>	<u>Total</u>
033023340014	159012	1	1375 KNOLL DRIVE	722.37
033023340027	156885	1	5544 KNOLL DRIVE	1,162.80
033023340028	157982	1	5540 KNOLL DRIVE	981.30
033023340030	163238	4	5530 KNOLL DRIVE	91.27
033023340033	154872	1	5535 KNOLL DRIVE	1,147.33
033023420226	173161	1	1302 SUNVIEW COURT	888.03
033023440010	172965	1	1181 LEPAK COURT	1,147.26
043023410015	130948	1	1683 LOIS DRIVE	131.37
043023410041	129007	1	1649 HILLVIEW ROAD	386.52
043023410065	129148	1	1684 HILLVIEW ROAD	1,100.67
043023420018	129817	1	1779 LOIS DRIVE	945.92
043023420030	130419	1	5762 SCHUTTA ROAD	126.85
043023430052	130484	1	1724 TERRACE DRIVE	921.11
043023430068	128744	1	1733 PINWOOD DRIVE	1,495.54
043023430091	128991	1	5573 FAIRVIEW AVENUE N	950.70
043023440017	130088	1	5588 ALDINE STREET	343.30
113023110029	231548	1	640 TAYLOR AVENUE	965.28
113023110039	231571	1	664 GASTON AVENUE	635.64
113023120007	225987	1	814 COUNTY ROAD I W	1,226.48
113023220017	282913	1	5475 LAKE AVENUE	1,019.63
113023220044	226761	1	5486 LAKE AVENUE	211.97
113023320001	228163	1	1090 NELSON DRIVE	1,465.99
113023320055	233288	1	1075 NELSON DRIVE	797.66
113023440019	214510	1	5091 ALAMEDA STREET	246.82
133023230016	237610	2	578 KENT CIRCLE	703.28

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

PIN	Acct#	Res	Service Address	Total
233023220135	239731	1	4474 CHURCHILL STREET	818.08
233023230070	245613	1	4385 CHATSWORTH STREET N	846.92
233023230103	242909	1	1037 AMBLE ROAD	692.67
233023230206	248534	1	4334 CHATSWORTH CIRCLE	829.03
233023230228	248054	1	4364 CHATSWORTH STREET N	840.27
233023310025	220749	2	885 DAWN AVENUE	129.31
233023310065	221663	1	4223 SHIRLEE LANE N	180.56
233023310095	206417	1	4266 SYLVIA LANE N	457.44
233023310098	205260	1	4260 SYLVIA LANE N	122.19
233023310103	259150	2	4250 SYLVIA LANE N	856.22
233023320006	214619	1	4447 VICTORIA STREET N	727.07
233023330060	263905	4	4113 OXFORD STREET	169.03
233023340050	253443	1	4195 SYLVIA LANE S	698.78
233023340128	246025	2	4178 SYLVIA LANE S	868.90
233023340140	247122	1	4154 SYLVIA LANE S	956.35
233023340145	247056	1	4140 SYLVIA LANE S	976.39
233023340177	246769	1	4157 SYLVIA COURT	840.68
233023340195	245944	1	4123 SYLVIA LANE S	768.67
233023340270	225573	1	4137 NANCY PLACE	593.63
233023340291	220384	1	4192 NANCY PLACE	889.84
233023340320	220970	2	4203 SHIRLEE LANE N	238.02
233023420090	248195	2	4231 VICTORIA STREET N	313.77
233023430019	244111	1	4115 VICTORIA STREET N	890.79
233023440036	217125	1	4094 BRIGADOON DRIVE	819.99
243023110045	352633	1	4544 GALTIER STREET	835.84

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

PIN	Acct#	Res	Service Address	Total
243023440079	308833	1	179 COUNTY ROAD F W	919.21
253023110086	318584	1	242 NICHOLS COURT	575.32
253023220020	318618	1	580 SUZANNE AVENUE	900.46
253023220061	388215	1	584 LAKE RIDGE DRIVE	2,958.74
253023330009	328666	1	3680 KENT STREET	1,223.36
253023440020	302174	1	205 ST MARIE STREET	1,023.20
263023110081	317487	3	4050 VICTORIA STREET N	406.66
263023120028	325522	1	835 GRAMSIE ROAD	921.18
263023120345	312371	2	789 GRAMSIE ROAD	941.66
263023140051	342535	1	3900 VICTORIA STREET N	818.67
263023330003	300368	1	1009 ISLAND LAKE AVENUE	748.54
263023330011	300319	1	1065 ISLAND LAKE AVENUE	1,006.79
263023330025	327155	3	1028 ISLAND LAKE AVENUE	952.27
353023110012	343632	1	685 HARRIET AVENUE	300.00
353023110019	301473	3	3486 VICTORIA STREET N	242.68
353023140009	304675	1	3417 DALE STREET N	890.70
353023140057	315523	1	3464 OWASSO STREET	1,274.75
353023210007	332726	2	910 COUNTY ROAD E W	741.42
353023210008	312868	1	950 COUNTY ROAD E W	712.85
353023210040	332262	1	3506 MILTON STREET N	783.45
353023230063	304436	1	1000 CANNON AVENUE	920.26
353023240002	328070	1	3469 VIVIAN AVENUE	1,215.75
353023240054	312207	4	3477 CHATSWORTH STREET N	7.00
353023310042	307413	1	899 COBB ROAD	568.78
353023320001	307447	1	979 TILLER LANE	1,136.79

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

<u>PIN</u>	<u>Acct#</u>	<u>Res</u>	<u>Service Address</u>	<u>Total</u>
363023230036	343798	2	536 LAKE COVE COURT	178.06
363023230042	340521	1	508 LAKE COVE COURT	1,048.29
363023230256	333757	1	3400 DALE STREET N	1,371.03
363023410028	304014	1	189 JERROLD AVENUE	704.87
363023410030	316711	2	171 JERROLD AVENUE	862.38
363023410034	334912	4	224 OWASSO BOULEVARD N	207.70
363023410037	301861	1	256 OWASSO BOULEVARD N	1,819.33
363023410039	302745	1	229 OWASSO BOULEVARD N	549.40
363023410041	302828	4	221 OWASSO BOULEVARD N	737.88
363023410043	305219	1	199 OWASSO BOULEVARD N	368.12
363023440031	306456	1	168 OWASSO LANE E	838.86
Total Delinquent Accounts: 211			Total Crt:	161,067.14

**LICENSE APPLICATIONS**

Moved by Councilmember \_\_\_\_\_

Seconded by Councilmember \_\_\_\_\_

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

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

December 19, 2016  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**December 19, 2016**

<b><u>LICENSE #</u></b>	<b><u>BUSINESS NAME</u></b>	<b><u>TYPE</u></b>
2017-00001	Ken's Tree Service	Tree Trimmer
2017-00002	Monster Tree East Metro	Tree Trimmer
2017-00003	Langer's Tree LLC	Tree Trimmer
2017-00004	Precision Landscape & Tree Inc.	Tree Trimmer

The above licenses are recommended for approval: \_\_\_\_\_  
**License/Permit Clerk**

PUBLIC HEARING AGENDA  
FOR  
189 JERROLD AVENUE AND 229 NORTH OWASSO BOULEVARD

Purpose: NUISANCE ABATEMENT  
ASSESSMENT

Published Date: NOVEMBER 30, 2016

Affidavit of Publication: NOVEMBER 30, 2016

Affidavit of Mailing: NOVEMBER 23, 2016

Review of Affidavits of Mailing and  
Publication by City Attorney: DECEMBER 19, 2016

Open Public Hearing - Time: \_\_\_\_\_

Hearing Discussion:

MOVE TO CLOSE PUBLIC HEARING BY COUNCILMEMBER

\_\_\_\_\_

SECONDED BY COUNCILMEMBER

\_\_\_\_\_

**ROLL CALL:**      **AYE**      \_\_\_\_\_      **NAY**      \_\_\_\_\_

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

REGULAR COUNCIL MEETING  
DECEMBER 19, 2016

**PROPOSED MOTION  
TO APPROVE ASSESSMENT FOR NUISANCE ABATEMENT**

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

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

To approve Resolution 16-124 adopting the assessment for the cost of the nuisance and/or vegetative growth abatement at the properties located at:

189 Jerrold Avenue  
229 North Owasso Boulevard

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

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

Regular City Council Meeting  
December 19, 2016

**TO:** Mayor, City Council, City Manager  
**FROM:** Kathleen Castle, City Planner  
**DATE:** December 14, 2016  
**SUBJECT:** Assessment Hearing- Nuisance Abatement

### **INTRODUCTION**

The City Council will hold a Public Hearing on December 19, 2016 to hear all comments, objections and concerns with regard to assessing the following properties for the cost associated with the abatement of a public nuisance:

1. 189 Jerrold Avenue
2. 229 North Owasso Boulevard

The property owners of record have been notified of the assessment hearing and proper notice was published in the City's legal newspaper on November 30, 2016.

### **DISCUSSION**

Violations of exterior property maintenance related to vegetative growth existed on the above mentioned properties. By order of the City Council a contractor was hired to abate the nuisance(s) on these properties, and the work was performed this summer. An abatement assessment public hearing is required before the City can assess the costs against the property.

#### **189 Jerrold Avenue**

- Abatement hearing was held before the City Council on June 20, 2016.
- The City Council adopted Resolution 16-58 authorizing the abatement of vegetative growth and to charge the property owner, for the cost of abatement, including administrative costs. The property owner is deceased. Notice in his name was mailed as he is still registered as the property owner. The assessment bill has not been paid.
- The amount proposed to be assessed to the property is \$195.36.

#### **229 North Owasso Boulevard**

- The City conducted two emergency abatements on the property to abate conditions that were determined hazardous to the public's health, safety and welfare. On December 29, 2015 unsecured openings were boarded up and refuse was removed from the property on January 8, 2016. The property owner was billed the cost of the abatements, but the bill has not been paid.
- The amount proposed to be assessed for this property is \$707.83

# Nuisance Abatement Assessment Hearing



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community

**RECOMMENDATION**

Staff recommends the City Council conduct the Public Hearing and approve Resolution 16-124 adopting the assessments for these public nuisance abatements.

Attachments:

- 1) Motion
- 2) Location Map
- 3) Property Files -Invoice
- 4) Resolution No. 16-124

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



City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126  
651-490-4600 phone  
651-490-4699 fax  
[www.shoreviewmn.gov](http://www.shoreviewmn.gov)

**NOTICE OF PUBLIC HEARING ON  
ASSESSMENT ROLL FOR  
189 JERROLD AVENUE FOR ABATEMENT OF A PUBLIC NUISANCE**

Account Number: 103062

Eric R Malmgren  
189 Jerrold Avenue  
Shoreview, MN 55126

Property address: 189 Jerrold Ave

Past Due Date: 08/14/16

Invoice Number: 5795

Amount: \$195.36

NOTICE IS HEREBY GIVEN that the City Council of the City of Shoreview, Minnesota, will meet at the Shoreview City Hall Council Chambers, 4600 Victoria Street North, Shoreview, Ramsey County, Minnesota, at **7:00 p.m., on Monday, December 19, 2016.**

This hearing is being held to hear, consider and pass upon any and all written or oral objections which may be offered with respect to the assessment roll for a nuisance abatement on the above referenced property. The proposed assessment roll is now on file and open to public inspection by all persons interested at the Office of Community Development, 4600 Victoria Street North, Shoreview, Minnesota.

The nature of the above abatement was for the removal of a public nuisance. The property proposed to be assessed in respect to said abatement includes land in the City of Shoreview described as:

PID # 36-30-23-41-0028, 189 Jerrold Avenue

This notice is given pursuant to Minnesota Statutes, Chapter 429, as amended. The property proposed to be assessed for such abatement is described above. The City of Shoreview's total cost of the abatement is \$195.36. The proposed amount to be assessed is \$195.36.

Such persons as desire to be heard with reference to the proposed assessment will be heard at this meeting.

An owner may appeal an assessment to District Court pursuant to Minnesota Statute 429.081 by serving notice of appeal upon the Mayor or City Manager of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten (10) days after service upon the Mayor or City Manager; however, no appeal may be taken as to the

amount of any individual assessment unless a written objection signed by the affected property owner is filed with the City Manager prior to the assessment hearing or presented to the presiding officer at the hearing.

You may at anytime prior to certification of the assessment to the County Auditor, pay the entire assessment on such property to the City of Shoreview. No interest shall be charged on this assessment.

### **BACKGROUND**

An abatement hearing was held before the City Council on Monday, June 20, 2016. At the hearing the City Council adopted Resolution 16-58 to abate vegetative growth at 189 Jerrold Avenue and to charge the property owner, for the cost of abatement, including administrative costs. The City Manager was also authorized to monitor the property throughout the 2016 and 2017 growing seasons and to abate any future vegetative growth on the property that does not comply with City Regulations.

Our records indicate that the amount shown on your abatement account is past due. Pursuant to Section 210.030 of the Municipal Code, the unpaid account balance will be certified to the County Auditor as a lien against the property, and the County Auditor will levy an assessment on next year's tax statement.

Even though these charges will be added to the property tax statement, this does not make them tax deductible on your income taxes. According to Internal Revenue Code Section 164, only the total property before special assessments and other charges can be deducted for income tax purposes. Special assessments and service charges such as certified delinquent abatement bills (including administrative fees, late fees, and the cost of the abatement) are not deductible because they represent charges for services that, if paid in a timely fashion, would not have been collected on the property tax statement.

To avoid certification of these charges, pay the amount due by 12-19-16
-------------------------------------------------------------------------

For your convenience, we will accept credit card payments. If you have any questions relating to your account or the certification process, please feel free to contact me at 651-490-4687 or via email at [bmarshall@shoreviewmn.gov](mailto:bmarshall@shoreviewmn.gov).

BY ORDER OF THE CITY COUNCIL

/s/ Terry C. Schwerm, City Manager  
MAILED: November 23, 2016



CITY OF SHOREVIEW  
4600 Victoria Street North  
Shoreview, MN 55126-5817

# Invoice

Invoice Number	5795
Account Number	103062
Webstop ID	269431790956
Due Date	08-14-16
Amount Due	\$195.36

MALMGREN, ERIC R  
189 JERROLD AVE  
SHOREVIEW, MN 55126

00005795000000019536

Charges for goods and/or services as follows:

TALL GRASS & WEED ABATEMENT AT 189 JERROLD AVE ON JUNE 21, 2016

Billing Charge	120.50
Billing Charge	74.86

TOTAL DUE: \$195.36

Please make check payable to: City of Shoreview

Questions may be directed to (651)490-4629.

Please Retain This Portion For Your Records

Invoice Number	5795
Account Number	103062
Webstop ID	269431790956
Due Date	08-14-16
Amount Due	\$195.36

<--Pay by this date to avoid late fees

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



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

**NOTICE OF PUBLIC HEARING ON  
ASSESSMENT ROLL FOR  
229 NORTH OWASSO BOULEVARD  
FOR ABATEMENT OF A PUBLIC NUISANCE**

Account Number: 102976

Cheryl Joy Herrou  
229 N. Owasso Boulevard  
Shoreview, MN 55126

Journey Homes Minnesota  
855 Village Center Drive  
North Oaks, MN 55127

Property address: 229 N.Owasso Boulevard	
Invoice Number: 5647	Amount: \$293.64
	Past Due Date: 01/28/16
Invoice Number: 5657	Amount: \$414.19
	Past Due Date: 02/07/16
	<b>Total: \$707.83</b>

NOTICE IS HEREBY GIVEN that the City Council of the City of Shoreview, Minnesota, will meet at the Shoreview City Hall Council Chambers, 4600 Victoria Street North, Shoreview, Ramsey County, Minnesota, at **7:00 p.m., on Monday, December 19, 2016.**

This hearing is being held to hear, consider and pass upon any and all written or oral objections which may be offered with respect to the assessment roll for a nuisance abatement on the above referenced property. The proposed assessment roll is now on file and open to public inspection by all persons interested at the Office of Community Development, 4600 Victoria Street North, Shoreview, Minnesota.

The nature of the above abatement was for an emergency board up and refuse removal to remedy a public nuisance on the property. The property proposed to be assessed in respect to said abatement includes land in the City of Shoreview described as:

PID # 36-30-23-41-0039, 229 North Owasso Boulevard

This notice is given pursuant to Minnesota Statutes, Chapter 429, as amended. The property proposed to be assessed for such abatement is described above. The City of Shoreview's total cost of the abatement is \$707.83. The proposed amount to be assessed is \$707.83

Such persons as desire to be heard with reference to the proposed assessment will be heard at this meeting.

An owner may appeal an assessment to District Court pursuant to Minnesota Statute 429.081 by serving notice of appeal upon the Mayor or City Manager of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten (10) days after service upon the Mayor or City Manager; however, no appeal may be taken as to the amount of any individual assessment unless a written objection signed by the affected property owner is filed with the City Manager prior to the assessment hearing or presented to the presiding officer at the hearing.

You may at anytime prior to certification of the assessment to the County Auditor, pay the entire assessment on such property to the City of Shoreview. No interest shall be charged on this assessment.

### **BACKGROUND**

Our records indicate that the amount shown on your abatement account is past due. Pursuant to Section 210.030 of the Municipal Code, the unpaid account balance will be certified to the County Auditor as a lien against the property, and the County Auditor will levy an assessment on next year's tax statement.

Even though these charges will be added to the property tax statement, this does not make them tax deductible on your income taxes. According to Internal Revenue Code Section 164, only the total property before special assessments and other charges can be deducted for income tax purposes. Special assessments and service charges such as certified delinquent abatement bills (including administrative fees, late fees, and the cost of the abatement) are not deductible because they represent charges for services that, if paid in a timely fashion, would not have been collected on the property tax statement.

To avoid certification of these charges, pay the amount due by 12-19-16
-------------------------------------------------------------------------

For your convenience, we will accept credit card payments. If you have any questions relating to your account or the certification process, please feel free to contact me at 651-490-4687 or via email at [bmarshall@shoreviewmn.gov](mailto:bmarshall@shoreviewmn.gov).

BY ORDER OF THE CITY COUNCIL

/s/ Terry C. Schwerm, City Manager  
MAILED: November 23, 2016



CITY OF SHOREVIEW  
4600 Victoria Street North  
Shoreview, MN 55126-5817

# Invoice

Invoice Number	5647
Account Number	102976
Webstore ID	439481700964
Due Date	01-28-16
Amount Due	\$293.64

HEROU, CHERRYLL JOY  
229 N OWASSO BLVD  
SHOREVIEW, MN 55126

00005647000000029364

Charges for goods and/or services as follows:

Payment to Anytime Restoration for emergency board up @ 229 N. Owasso Blvd

Billing Charge                      293.64

TOTAL DUE:                      \$293.64

Please make check payable to: City of Shoreview

Questions may be directed to (651)490-4629.

Please Retain This Portion For Your Records

Invoice Number	5647
Account Number	102976
Webstore ID	439481700964
Due Date	01-28-16
Amount Due	\$293.64

<--Pay by this date to avoid late fees



CITY OF SHOREVIEW  
4600 Victoria Street North  
Shoreview, MN 55126-5817

## Invoice

Invoice Number	5657
Account Number	102976
Webstore ID	439481700964
Due Date	02-07-16
Amount Due	\$414.19

HEROU, CHERRYLL JOY  
229 N OWASSO BLVD  
SHOREVIEW, MN 55126

00005657000000041419

Charges for goods and/or services as follows:

EMERGENCY ABATEMENT REFUSE REMOVAL

Billing Charge                      414.19

TOTAL DUE:                      \$414.19

Please make check payable to: City of Shoreview

Questions may be directed to (651)490-4629.

Please Retain This Portion For Your Records

Invoice Number	5657
Account Number	102976
Webstore ID	439481700964
Due Date	02-07-16
Amount Due	\$414.19

<--Pay by this date to avoid late fees

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

**HELD DECEMBER 19, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 19, 2015, at 7:00 p.m.

The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-124

**RESOLUTION ADOPTING THE ASSESSMENT  
FOR THE COST OF NUISANCE ABATEMENTS**

WHEREAS, the City Council of the City of Shoreview, Minnesota, pursuant to proper mailed and published notice in accordance with Minnesota State Statute 429.061, has held a public hearing to consider the proposed assessment for the cost of nuisance and/or vegetative growth abatement.

WHEREAS, the City Council has received and passed upon all written and oral objections presented to it with regard to said proposed assessment.

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

Resolution 16-124

Abatement Assessment Costs

1. The proposed assessment is hereby accepted and shall constitute a special assessment against the properties located at:

ADDRESS	PID #	COUNTY ASSESMENT. #	AMOUNT
189 Jerrold Avenue	PID #36-30-23-41-0028	83170038	\$195.36
229 North Owasso Boulevard	PID #36-30-23-41-0039	83170039	\$707.83

2. The assessment for the cost of nuisance and/or vegetative growth abatement, on the property, is to be paid in single installments.
3. The owner of the property so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the entire amount of the assessment on such property with interest accrued to the date of payment to the City Treasurer, except that no interest shall be charged if said assessment is paid within thirty (30) days from the date of the adoption of this Resolution.
4. The City Manager shall transmit a certified copy of this assessment to the County Auditor to be extended on the property tax list of the County Auditor and such assessment shall be collected and paid over the same manner as other municipal taxes.

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

And the following voted against the same:

WHEREUPON, said Resolution was declared duly passed and adopted this 19th day of December 2016.

Resolution 16-124  
Abatement Assessment Costs

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 19th day of December, 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 adopting the Assessment for the cost of nuisance and/or vegetative growth abatement.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 19th day of December, 2016.

\_\_\_\_\_  
Terry C. Schwerm  
City Manager

SEAL

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt proposed resolution number 16-117 reducing debt levies for fiscal year 2017 per Minnesota Statutes.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 19, 2016  
Regular Council Meeting

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 9, 2016

RE: Tax Levies for Bonded Indebtedness

The finance department prepares cash flow projections for all debt service funds on an annual basis for the purpose of monitoring cash flow activity and determining necessary tax support. Tax levies in support of debt payments are established annually as part of the budget process. The proposed motion and attached resolution revise the scheduled debt levies (as recorded at the County) from \$1,625,506.47 down to \$731,000.00 for 2017. Below is a list of the scheduled and proposed levies by debt issue.

Bond Issue	Original Principal	Scheduled		Debt Levy
		Debt Levy	Added (Reduced)	
2004 C GO Cap Impr Plan Bonds	\$ 1,600,000	\$ 153,657.00	\$(153,657.00)	\$ -
2006 A GO Impr Bonds	1,335,000	6,990.00	(6,990.00)	-
2006 B GO Street Impr Bonds	2,500,000	244,104.00	(244,104.00)	-
2009 A GO Impr Bonds	1,415,000	4,541.66	(4,541.66)	-
2013 B GO Cap Impr Plan Refunding Bonds	750,000	144,690.00	(12,690.00)	132,000.00
2013 B GO Street Impr Refunding Bonds	1,380,000	220,290.00	(6,290.00)	214,000.00
2013 B GO GO Impr Refunding Bonds	100,000	9,402.90	2,597.10	12,000.00
2013 A GO Street Impr Bonds	4,150,000	198,837.20	(9,837.20)	189,000.00
2013 C GO Impr Bonds	2,270,000	12,072.62	(12,072.62)	-
2014 A GO Cap Impr Plan Refunding Bonds	4,670,000	405,838.12	(221,838.12)	184,000.00
2014 A GO GO Impr Refunding Bonds	100,000	7,431.09	(7,431.09)	-
2014 A GO GO Water Refunding Bonds	915,000	105,262.50	(105,262.50)	-
2014 A GO GO Sewer Refunding Bonds	730,000	85,036.88	(85,036.88)	-
2014 A GO GO Surface Wtr Refunding Bonds	265,000	27,352.50	(27,352.50)	-
	<u>\$ 22,180,000</u>	<u>\$ 1,625,506.47</u>	<u>\$(894,506.47)</u>	<u>\$ 731,000</u>

- The levy is eliminated for the 2009A and 2013C GO improvement and 2014A GO improvement refunding debt issues because the scheduled levy is not needed at this time. This often occurs due to special assessment prepayments in previous years.
- The levy is increased to \$12,000 for the 2013B GO improvement refunding issue due to prior year assessment prepayments that resulted in reductions in prior year levies.
- The levy is rounded to \$132,000 for the 2013 capital improvement plan refunding bonds (for fire station improvements) so that the levy is more consistent from year to year.
- The levy is rounded to \$214,000 for the 2013 street refunding bonds to provide levy consistency from year to year.
- The levy is rounded to \$189,000 for the 2013 street bonds to provide levy consistency from year to year.
- The levy is reduced to \$184,000 for the maintenance center bonds because of the allocated share of debt payments provided by utility funds.

- The levy is eliminated for the 2004C, 2006A and 2006B bonds because these bonds were refunded by the 2013B refunding bonds and the 2004C and 2006A bonds were called on 2/1/14, and the 2006B bonds were called on 2/1/15.
- The 2014A Water, Sewer and Surface Water Refunding bonds levies are eliminated because these debt issues are being repaid with utility revenue.

This proposed action to amend debt levies is consistent with the proposed tax levy and the revised budget as presented under separate items in this agenda. Staff recommends adoption of the proposed resolution.

File: t:\data\word\taxes\Council Rpts and Resolu\Pay 2016 Debt levy memo

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 19, 2016 at 7:00 p.m. The following members were present: \_\_\_\_; and the following members were absent: \_\_\_\_.

Council member \_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 16-117  
REDUCING THE DEBT LEVY**

WHEREAS, the City of Shoreview has determined that the scheduled tax levies for certain bond issues is to be amended for fiscal year 2017.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota, a tax levy has been appropriated to be levied in 2016 and collected in 2017 for the following bonds heretofore issued by this municipality. In accordance with Minnesota Statutes, the County Auditor of Ramsey County, is hereby authorized and directed to amend the tax that would otherwise be included in the rolls for the year 2016, collectible in the year 2017 as follows:

Bond Issue	Original Principal	Scheduled		Debt Levy
		Debt Levy	Added (Reduced)	
2004 C GO Cap Impr Plan Bonds	\$ 1,600,000	\$ 153,657.00	\$(153,657.00)	\$ -
2006 A GO Impr Bonds	1,335,000	6,990.00	(6,990.00)	-
2006 B GO Street Impr Bonds	2,500,000	244,104.00	(244,104.00)	-
2009 A GO Impr Bonds	1,415,000	4,541.66	(4,541.66)	-
2013 B GO Cap Impr Plan Refunding Bonds	750,000	144,690.00	(12,690.00)	132,000.00
2013 B GO Street Impr Refunding Bonds	1,380,000	220,290.00	(6,290.00)	214,000.00
2013 B GO GO Impr Refunding Bonds	100,000	9,402.90	2,597.10	12,000.00
2013 A GO Street Impr Bonds	4,150,000	198,837.20	(9,837.20)	189,000.00
2013 C GO Impr Bonds	2,270,000	12,072.62	(12,072.62)	-
2014 A GO Cap Impr Plan Refunding Bonds	4,670,000	405,838.12	(221,838.12)	184,000.00
2014 A GO GO Impr Refunding Bonds	100,000	7,431.09	(7,431.09)	-
2014 A GO GO Water Refunding Bonds	915,000	105,262.50	(105,262.50)	-
2014 A GO GO Sewer Refunding Bonds	730,000	85,036.88	(85,036.88)	-
2014 A GO GO Surface Wtr Refunding Bonds	265,000	27,352.50	(27,352.50)	-
	<u>\$ 22,180,000</u>	<u>\$ 1,625,506.47</u>	<u>\$(894,506.47)</u>	<u>\$ 731,000</u>

The City Manager of the City of Shoreview, Minnesota, is hereby authorized and directed to furnish a copy of this resolution to the County Auditor of Ramsey County forthwith.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_; and the following voted against the same: \_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 19<sup>st</sup> day of December 2016.

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt proposed resolution number 16-118 adopting a City tax levy of \$11,085,632 and an HRA tax levy of \$105,000 for taxes payable in 2017.

Note: The above levy is the amount necessary to support the 2017 budget as presented under separate report.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
Regular Council Meeting  
December 19, 2016

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 9, 2016

RE: Proposed 2017 Property Tax Levy

The attached resolution provides for the adoption of the 2017 Property Tax Levy, and the table below provides a two-year comparison of the tax levy for all funds. As shown, the largest change in the levy occurs in the General Fund, where the increase in police and fire costs account for most of the increase (\$180,400 of the \$301,290 increase in the General Fund tax levy is due to increased police and fire costs). The City's total tax levy increases \$417,774, and the HRA levy increases \$5,000.

Description	2016	2017	2017	Change from 2016 Adopted		Impact on Total Levy *
	Adopted Levy	Original Levy	Recommended Levy	to 2017 Recommended Levy Dollars	Percent	
General fund	\$ 7,321,858	\$ 7,638,713	\$ 7,623,148	\$ 301,290	4.11%	2.82%
EDA	110,000	115,000	115,000	5,000	4.55%	0.05%
Debt (including Cent Garage)	731,000	733,000	731,000	-	0.00%	0.00%
Street Renewal fund	1,000,000	1,060,000	1,060,000	60,000	6.00%	0.56%
General Fixed Asset Repl fund	1,475,000	1,495,000	1,521,484	46,484	3.15%	0.44%
Capital Acquisition Fund (IT)	30,000	35,000	35,000	5,000	16.67%	0.05%
<b>Total City Levy</b>	<b>\$ 10,667,858</b>	<b>\$ 11,076,713</b>	<b>\$ 11,085,632</b>	<b>\$ 417,774</b>	<b>3.92%</b>	<b>3.92%</b>
HRA tax levy	\$ 100,000	105,000	\$ 105,000	5,000	5.00%	
Taxable value (estim for 2017)	\$ 27,549,119		\$ 29,385,891	\$ 1,836,772	6.67%	
City tax rate (estim for 2017)	35.357%		34.196%		-3.28%	
HRA tax rate (estim for 2017)	0.332%		0.324%		-2.41%	
Fiscal disparity (estim for 2017)	\$ 927,390		\$ 1,036,745	\$ 109,355	11.79%	
Net Tax paid by property owners	\$ 9,740,468		\$ 10,048,887	\$ 308,419	3.17%	
<b>Change in Tax Paid by Prop Owners</b>	<b>4.71%</b>		<b>3.17%</b>			

\* Percent change in this column is computed as the impact on the "Total City Levy"

The fiscal disparities share of the levy increases \$109,355 (a 3.17% increase).

Staff recommends adoption of the attached resolution.

T: data\word\taxes\Council Rpts\Levy adopt memo

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 19, 2016 at 7:00 p.m. The following members were present, \_\_\_\_; and the following members were absent: \_\_\_\_.

Council member \_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 16-118  
DIRECTING THE COUNTY AUDITOR TO LEVY  
TAXES UPON THE TAXABLE PROPERTY IN THE CITY  
OF SHOREVIEW FOR THE FISCAL YEAR 2017**

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

The County Auditor of Ramsey County, State of Minnesota shall levy taxes upon the taxable property in the City of Shoreview, County of Ramsey, State of Minnesota, for the fiscal year 2017 for the purpose of operating the City of Shoreview, Minnesota as follows:

General fund	\$ 7,623,148
EDA	115,000
Capital project funds	<u>2,616,484</u>
Sub-total General Levy	10,354,632
Debt service	
Debt funds	547,000
Central Garage (debt)	<u>184,000</u>
Sub-total Debt Levy	<u>731,000</u>
Total City Tax Levy	\$ 11,085,632
HRA levy	<u>\$ 105,000</u>
Total Certified Levy	<u>\$ 11,190,632</u>

The City Manager of the City of Shoreview, Minnesota, is hereby authorized and directed to prepare a certified copy of this resolution and to certify the same to the County Auditor of Ramsey County, Minnesota.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_; and the following voted against the same: \_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 19<sup>th</sup> day of December 2016.

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt resolution number 16-119 approving the 2017 budget amendments, transfers between funds, benefits and job classification system and pay plan as detailed on the attached pages.

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

Fred Espe  
Finance Director  
Regular Council Meeting  
December 19, 2016

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 7, 2016

RE: Resolution approving the 2017 Budget amendments, transfers between funds, benefit and job classification system and pay plan changes.

## **INTRODUCTION**

The City adopted the 2016 - 2017 biennial budget in December of 2015, in accordance with State Statutes, the second year of the biennial budget is considered a planning document until reaffirmed or amended by the City Council. The attached resolution meets the requirements of State Statutes.

## **DISCUSSION**

The City Council reviewed the budget at workshop meetings from August to November, and the budget hearing was held on December 5. According to State Law, the budget and tax levy must be adopted and certified to the State of Minnesota and the County Auditor no later than December 28, 2016.

The attached resolution provides for the amendment of the second year of the biennial budget (calendar year 2017) for the General and Special Revenue Funds. These funds meet the definition in State Statutes of funds that must have budgets and that are "legally adopted" by resolution. For practical purposes, the City prepares budgets for all of the remaining operating funds (debt, utility and internal service) as part of the City's biennial budget document.

Tables provided in this report provide budgeted levels as originally adopted in the biennial budget and as amended by the proposed resolution.

## **INTERFUND TRANSFERS**

Transfers between funds are used when resources are accumulated in one fund and will be used to support costs in another fund. Planning for inter-fund transfers occurs as a routine part of the City's budget process, occasionally there are adjustments due to project delays, changes in funding sources, changes in project costs, or the timing of outside revenues. All transfers outlined in this report are anticipated and are consistent with the City's funding plans.

## **INSURANCE & HRA CONTRIBUTION**

Staff is recommending a \$30 increase to the City insurance contribution amount for 2017. After reviewing the city contributions for comparable cities, and considering the significant cost increases employees with family health coverage have experienced in recent years, this contribution change will ease some of their additional financial costs. This increase would result in the 2017 cost sharing percentage for employees with family insurance coverage remain the same as 2013 (City 64.9%, employee 35.1%).

Staff is also recommending increasing the HRA contribution for employees who select family health insurance by \$30, to \$150 per month. This would match the HRA contribution that employees with single health coverage currently receive. These contribution adjustments have been included in the 2017 budget and were previously discussed at budget workshop meetings.

## **JOB CLASSIFICATION PLAN AND WAGE ADJUSTMENT**

*Wage Adjustment:* A 2.5% wage adjustment has been included in the proposed 2017 budget for all regular employees. The proposed motion makes the wage increase effective on December 17, 2016 in conjunction with the start of the pay period that includes the first paycheck in 2017. This is the first pay period that 2017 insurance premium amounts will be deducted from an employee's pay.

*Pay Grade Adjustments:* Two positions are being recommended for a one grade adjustment based on market analysis and pending federal regulations that would increase the salary required for a position to remain exempt from overtime pay. The Recreation Program Coordinator position is being moved from Grade P13 to Grade P14. The Recreation Program Supervisor position is being moved from Grade P15 to Grade P16.

*New Position:* Many years ago the City had an Engineering Tech position and it was eventually removed from the Job Classification and Pay Plan because there were no employees in the position. At this time the Engineering Division has determined that an Engineering Tech will be able to meet their needs when we fill the recent vacancy for the Sr. Engineering Tech.

*Job Title Changes:* All of our "IS" (Information Systems) positions have had title changes to reflect the more commonly used "IT" (Information Technology) term for these positions. The "IS" term has been replaced by "IT" for all positions. The Asst. IS Manager title has been changed to IT Systems Administrator to more accurately describe the work being performed in this position. Having up-to-date job titles is important for the recruiting and hiring process.

The attached 2017 Job Classification and Pay Plan includes the above changes.

## **RECOMMENDATION**

Staff recommends adoption of the attached resolution approving the 2017 amendments to the General and Special Revenue Fund budgets; transfers between funds, benefit and job classification system and pay plan changes effective December 17, 2016. Per the City's budget policy, the 2017 budget becomes spendable on January 1, 2017.

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**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 19, 2016 at 7:00 p.m. The following members were present: \_\_\_;

and the following members were absent: \_\_\_.

Council member \_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 16-119  
AMEND 2017 BUDGET**

WHEREAS, it is desirable to collect certain revenues and establish certain expenditure limits for operating the City of Shoreview for the fiscal year 2017, and

WHEREAS, it is a sound financial practice to plan beyond single year budget cycles, and

WHEREAS, the City's budget policy provides for a biennial budget.

WHEREAS, the City of Shoreview adopted a biennial budget for the years 2016 and 2017 on December 21, 2015.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that anticipated revenue and expenditure limits be amended for fiscal year 2017 for those funds contained on the following attached page, and

That inter-fund transfers be approved according to the following attached page entitled "2017 Budgeted Transfers Between Funds".

That a 2.5% wage adjustment to the job classification system, the attached page entitled "2017 Job Classification And Pay Plan" and a \$30/month increase in the City insurance contribution level and a \$30 per month increase to the family HRA contribution be approved effective December 17, 2016.

That the recommended position pay grade adjustments be effective on December 17, 2016.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_; and the following voted against same: \_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 19<sup>th</sup> day of December 2016.

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	2015 Actual	2016		2017		
		Budget	Revised Estimate	Original Budget	Budget Changes	Amended Budget
<b>General Fund</b>						
Revenue						
Property Taxes	\$ 7,008,972	\$ 7,321,858	\$ 7,321,858	\$ 7,638,713	\$ (15,565)	7,623,148
Licenses and Permits	500,102	354,000	515,250	317,700	5,350	323,050
Intergovernmental	541,105	480,622	482,622	480,622	2,000	482,622
Charges for Services	1,400,266	1,224,520	1,414,720	1,252,000	(5,930)	1,246,070
Fines and Forfeits	52,581	42,500	42,500	42,500	-	42,500
Interest Earnings	54,212	50,000	50,000	55,000	-	55,000
Other Revenues	30,077	25,450	22,309	25,650	-	25,650
Total Revenue	9,587,315	9,498,950	9,849,259	9,812,185	(14,145)	9,798,040
Expense						
General Government	\$ 2,128,723	\$ 2,353,929	\$ 2,357,022	\$ 2,394,470	\$ (56,982)	\$ 2,337,488
Public Safety	3,461,565	3,570,920	3,570,920	3,691,870	59,500	3,751,370
Public Works	1,418,473	1,559,750	1,547,441	1,597,377	4,465	1,601,842
Parks and Recreation	1,734,769	1,781,505	1,772,439	1,892,649	(13,216)	1,879,433
Community Development	614,329	645,846	667,270	664,819	(7,912)	656,907
Total Expense	9,357,859	\$ 9,911,950	\$ 9,915,092	\$ 10,241,185	\$ (14,145)	\$ 10,227,040
Other Sources (Uses)						
Transfers In	748,000	811,000	811,000	837,000	-	837,000
Transfers Out	(797,730)	(398,000)	(398,000)	(408,000)	-	(408,000)
Net Increase (Decrease)	179,726	-	347,167	-	-	-
Fund Equity, beginning	4,447,398	4,257,497	4,627,124	4,974,291		4,974,291
Fund Equity, ending	\$ 4,627,124	\$ 4,257,497	\$ 4,974,291	\$ 4,974,291		\$ 4,974,291

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Recycling Fund</b>						
Revenue						
Intergovernmental	\$ 83,913	\$ 75,469	\$ 77,469	\$ 69,000	\$ 10,762	79,762
Charges for Services	520,695	536,500	538,500	547,500	(7,000)	540,500
Interest Earnings	2,766	-	-	-	-	-
Total Revenue	607,374	611,969	615,969	616,500	3,762	620,262
Expense						
Public Works	\$ 521,266	\$ 566,151	\$ 566,461	\$ 583,939	\$ (885)	\$ 583,054
Net Increase (Decrease)	86,108	45,818	49,508	32,561	4,647	37,208
Fund Equity, beginning	266,654	352,762	352,762	402,270		402,270
Fund Equity, ending	\$ 352,762	\$ 398,580	\$ 402,270	\$ 434,831		\$ 439,478

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Community Center Fund</b>						
Revenue						
Charges for Services	\$ 2,410,658	\$ 2,468,215	\$ 2,474,915	\$ 2,518,300	\$ 6,400	\$ 2,524,700
Interest Earnings	18,953	5,000	5,000	6,000	-	6,000
Other Revenues	12,063	12,500	12,500	12,500	-	12,500
Total Revenue	2,441,674	2,485,715	2,492,415	2,536,800	6,400	2,543,200
Expense						
Parks and Recreation	2,694,278	2,733,905	2,715,963	2,786,944	22,664	2,809,608
Other Sources (Uses)						
Transfers In	366,000	384,000	384,000	402,000	-	402,000
Transfers Out	-	-	-	(200,000)	-	(200,000)
Net Increase (Decrease)	113,396	135,810	160,452	(48,144)	(16,264)	(64,408)
Fund Equity, beginning	1,193,542	1,306,938	1,306,938	1,467,390		1,467,390
Fund Equity, ending	\$ 1,306,938	\$ 1,442,748	\$ 1,467,390	\$ 1,419,246		\$ 1,402,982

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Recreation Programs Fund</b>						
Revenue						
Charges for Services	\$ 1,446,360	\$ 1,500,041	\$ 1,425,041	\$ 1,543,711	\$ (70,000)	\$ 1,473,711
Interest Earnings	13,214	2,000	2,000	2,500	-	2,500
Other Revenues	1,606	-	-	-	-	-
Total Revenue	1,461,180	1,502,041	1,427,041	1,546,211	(70,000)	1,476,211
Expense						
Parks and Recreation	\$ 1,388,825	\$ 1,481,881	\$ 1,483,789	\$ 1,457,160	\$ 7,398	\$ 1,464,558
Other Sources (Uses)						
Transfers In	72,000	84,000	84,000	86,000	-	86,000
Transfers Out	(120,000)	(130,000)	(130,000)	(340,000)	-	(340,000)
Net Increase (Decrease)	24,355	(25,840)	(102,748)	(164,949)	(77,398)	(242,347)
Fund Equity, beginning	971,782	996,137	996,137	893,389		893,389
Fund Equity, ending	\$ 996,137	\$ 970,297	\$ 893,389	\$ 728,440		\$ 651,042

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Cable Television Fund</b>						
Revenue						
Charges for Services	\$ 604,810	\$ 435,000	\$ 435,000	\$ 435,000	\$ -	\$ 435,000
Interest Earnings	3,840	1,700	1,700	1,800	-	1,800
Other Revenues	23,061	1,200	1,200	1,200	-	1,200
Total Revenue	631,711	437,900	437,900	438,000	-	438,000
Expense						
General Government	\$ 188,690	\$ 220,183	\$ 240,578	\$ 120,623	\$ 30,356	\$ 150,979
Other Sources (Uses)						
Transfers Out	(167,000)	(200,000)	(200,000)	(200,000)	-	(200,000)
Net Increase (Decrease)	276,021	17,717	(2,678)	117,377	(30,356)	87,021
Fund Equity, beginning	192,159	468,180	468,180	465,502		465,502
Fund Equity, ending	\$ 468,180	\$ 485,897	\$ 465,502	\$ 582,879		\$ 552,523

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>EDA Fund</b>						
Revenue						
Property Taxes	\$ 89,517	\$ 110,000	\$ 110,000	\$ 115,000	\$ -	\$ 115,000
Interest Earnings	2,449	-	-	-	-	-
Total Revenue	91,966	110,000	110,000	115,000	-	115,000
Expense						
Community Development	\$ 97,443	\$ 107,013	\$ 108,710	\$ 109,526	\$ 1,416	\$ 110,942
Net Increase (Decrease)	(5,477)	2,987	1,290	5,474	(1,416)	4,058
Fund Equity, beginning	209,176	203,699	203,699	204,989		204,989
Fund Equity, ending	\$ 203,699	\$ 206,686	\$ 204,989	\$ 210,463		\$ 209,047

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>HRA Fund</b>						
Revenue						
Property Taxes	\$ 94,525	\$ 100,000	\$ 100,000	\$ 105,000	\$ -	\$ 105,000
Interest Earnings	921	-	-	-	-	-
Total Revenue	95,446	100,000	100,000	105,000	-	105,000
Expense						
Community Development	\$ 80,209	\$ 92,907	\$ 93,606	\$ 96,846	\$ 396	\$ 97,242
Net Increase (Decrease)	15,237	7,093	6,394	8,154	(396)	7,758
Fund Equity, beginning	87,943	103,180	103,180	109,574		109,574
Fund Equity, ending	\$ 103,180	\$ 110,273	\$ 109,574	\$ 117,728		\$ 117,332

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Slice of Shoreview Fund</b>						
Revenue						
Charges for Services	\$ 27,535	\$ 27,000	\$ 27,000	\$ 27,570	\$ -	\$ 27,570
Interest Earnings	1,077	-	-	-	-	-
Other Revenues	34,050	32,000	32,000	32,000	-	32,000
Total Revenue	62,662	59,000	59,000	59,570	-	59,570
Expense						
General Government	\$ 67,608	\$ 67,900	\$ 67,900	\$ 68,370	\$ -	\$ 68,370
Other Sources (Uses)						
Transfers In	10,000	10,000	10,000	10,000	-	10,000
Net Increase (Decrease)	5,054	1,100	1,100	1,200	-	1,200
Fund Equity, beginning	76,351	81,405	81,405	82,505		82,505
Fund Equity, ending	\$ 81,405	\$ 82,505	\$ 82,505	\$ 83,705		\$ 83,705

**2017 Budgeted Transfers Between Funds  
Based on the Budget and Capital Improvement Program**

Adopted Budget	From Fund	To Fund	Description
\$ 262,000	101 General Fund	220 Community Center	General fund contrib/community support
86,000	101 General Fund	225 Recreation Programs	General fund contrib/recreation programs
10,000	101 General Fund	270 Slice of Shoreview	General fund contrib/Slice of Shoreview event
50,000	101 General Fund	318 Refunding Cert of Particip 2011	General fund contrib/comm cntr expansion debt service
200,000	220 Community Center	439 Community Center expansion	Community Center contrib/community center expansion
140,000	225 Recreation Programs	220 Community Center	Recr Programs contrib/community center operations
200,000	225 Recreation Programs	439 Community Center expansion	Recr Programs contrib/community center expansion
200,000	230 Cable Television	101 General Fund	Cable TV contrib/communication costs
50,000	351 Closed Bond Fund	318 Refunding Cert of Particip 2011	Closed Bond fund contrib/comm cntr expansion debt svc
175,000	401 Community Investment Fund	318 Refunding Cert of Particip 2011	Comm Inv Fund contrib/comm cntr exp debt service
800,000	402 MSA Fund	[1] Street Rehabilitation	MSA Fund contrib/project costs
766,500	404 Street Renewal	[1] Windward Heights	Street Renewal Fund contrib/project costs
345,204	405 General Fixed Asset Revolving	422 Capital Acquisition/IS	Computer/technology capital costs
180,000	405 General Fixed Asset Revolving	318 Refunding Cert of Particip 2011	Capital Impr contrib/comm cntr expansion debt serv
330,000	601 Water	101 General Fund	Water contrib/general fund
43,000	601 Water	701 Central Garage	Water contrib/maintenance center debt
20,163	601 Water	422 Capital Acquisition/IS	Water contrib/computer systems
144,000	602 Sewer	101 General Fund	Sewer contrib/general fund
43,000	602 Sewer	701 Central Garage	Sewer contrib/maintenance center debt
20,163	602 Sewer	422 Capital Acquisition/IS	Sewer contrib/computer systems
137,000	603 Surface Water Mgmt	101 General Fund	Surface Water contrib/general fund
31,000	603 Surface Water Mgmt	701 Central Garage	Surface water contrib/maintenance center debt
26,000	604 Street Lighting	101 General Fund	Street Lighting contrib/general fund
2,400	604 Street Lighting	701 Central Garage	Street Lighting contrib/maintenance center debt
14,000	701 Central Garage	422 Capital Acquisition/IS	Central Garage contrib/computer systems

\$ 4,275,430

	Transfers Out		Transfers In	
\$	2,008,726	\$	1,909,400	Operating fund transfers
\$	2,266,704	\$	2,366,030	Non-operating transfers
<u>\$</u>	<u>4,275,430</u>	<u>\$</u>	<u>4,275,430</u>	

Transfers to and from capital funds are not shown in the operating budget.

**City of Shoreview**  
**2017 JOB CLASSIFICATION AND PAY PLAN**  
**Effective December 17, 2016**

Grade	Job Class	2016 Salary Range			2017 Salary Range		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P016	Accountant	\$ 54,101	\$ 63,336	\$69,826	\$ 55,454	\$ 64,919	\$ 71,572
P011	Accounting Tech I	42,557	49,858	54,974	43,621	51,104	56,348
P013	Accounting Tech II	46,862	54,870	60,507	48,034	56,242	62,020
P013	Administrative Tech	46,862	54,870	60,507	48,034	56,242	62,020
P011	Aquatics Coordinator	42,557	49,858	54,974	43,621	51,104	56,348
P017	Aquatics Manager	58,094	68,058	75,046	59,546	69,759	76,922
P015	Aquatics Supervisor	51,501	60,258	66,498	52,789	61,764	68,160
P013	Assistant Mechanic	46,862	54,870	60,507	48,034	56,242	62,020
P016	Associate Planner	54,101	63,336	69,826	55,454	64,919	71,572
P026	Asst City Mgr/CD Director	101,754	122,637	134,867	104,298	125,703	138,239
P015	Asst Community Center Mgr	51,501	60,258	66,498	52,789	61,764	68,160
P005	Asst Customer Service Rep	27,851	32,594	35,859	28,547	33,409	36,755
P023	Asst Finance Director	78,416	94,536	104,000	80,376	96,899	106,600
P019	Asst to the City Manager	64,480	75,525	83,283	66,092	77,413	85,365
P014	Building Maintenance Tech	49,442	57,866	63,794	50,678	59,313	65,389
P022	Building Official	73,528	88,650	97,510	75,366	90,866	99,948
P022	Buildings & Grounds Supt	73,528	88,650	97,510	75,366	90,866	99,948
P024	City Engineer	84,594	101,941	112,112	86,709	104,490	114,915
P027	City Manager	124,946	-	151,091	128,070	-	154,868
P023	City Planner	78,416	94,536	104,000	80,376	96,899	106,600
P015	Communications Coordinator	51,501	60,258	66,498	52,789	61,764	68,160
P010	Community Center Coordinator	40,726	47,674	52,541	41,744	48,866	53,855
P023	Community Center General Mgr	78,416	94,536	104,000	80,376	96,899	106,600
P018	Community Center Manager	61,006	71,406	78,728	62,531	73,191	80,696
P007	Community Center Specialist	33,134	38,792	42,661	33,962	39,762	43,728
P008	Custodian	35,776	41,912	46,176	36,670	42,960	47,330
P007	Customer Service Rep	33,134	38,792	42,661	33,962	39,762	43,728
P014	Deputy Clerk	49,442	57,866	63,794	50,678	59,313	65,389
P016	Econ Devel & Planning Assoc	54,101	63,336	69,826	55,454	64,919	71,572
P016	Engineering Tech	54,101	63,336	69,826	55,454	64,919	71,572
P026	Finance Director	101,754	122,637	134,867	104,298	125,703	138,239
P014	Housing & Code Enf Officer	49,442	57,866	63,794	50,678	59,313	65,389
P025	Human Resources Director	90,709	109,346	120,224	92,977	112,080	123,230
P017	GIS Coordinator	58,094	68,058	75,046	59,546	69,759	76,922
P015	IT Analyst	51,501	60,258	66,498	52,789	61,764	68,160
P023	IT Manager	78,416	94,536	104,000	80,376	96,899	106,600
P021	IT Systems Administrator	70,741	82,784	91,270	72,510	84,854	93,552
P013	Lead Custodian	46,862	54,870	60,507	48,034	56,242	62,020
M005	Maintenance Worker	42,370	54,870	60,507	43,429	56,242	62,020
P015	Management Assistant	51,501	60,258	66,498	52,789	61,764	68,160
P014	Mechanic	49,442	57,866	63,794	50,678	59,313	65,389
P020	Maintenance Supervisor	67,413	78,915	86,965	69,098	80,888	89,139
P013	Natural Resources Specialist	46,862	54,870	60,507	48,034	56,242	62,020

**City of Shoreview**

**2017 JOB CLASSIFICATION AND PAY PLAN (continued)**

**Effective December 17, 2016**

Grade	Job Class	2016 Salary Range			2017 Salary Range		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P010	Office Tech	40,726	47,674	52,541	41,744	48,866	53,855
P025	Parks & Recreation Director	90,709	109,346	120,224	92,977	112,080	123,230
P026	Public Works Director	101,754	122,637	134,867	104,298	125,703	138,239
P023	Public Works Superintendent	78,416	94,536	104,000	80,376	96,899	106,600
P014	Recreation Program Coordinator	49,442	57,866	63,794	50,678	59,313	65,389
P020	Recreation Program Manager	67,413	78,915	86,965	69,098	80,888	89,139
P016	Recreation Program Supervisor	54,101	63,336	69,826	55,454	64,919	71,572
P011	Sr Community Center Coord	42,557	49,858	54,974	43,621	51,104	56,348
P017	Senior Engineering Tech	58,094	68,058	75,046	59,546	69,759	76,922
P018	Senior IT Analyst	61,006	71,406	78,728	62,531	73,191	80,696
P018	Senior Planner	61,006	71,406	78,728	62,531	73,191	80,696
P017	Staff Engineer	58,094	68,058	75,046	59,546	69,759	76,922

\* Employees reach Step 6 after four years of service. The Merit Max column is 10% above the step 6 wage. In order to be eligible for Merit Pay, an employee must be at Step 6 for one year, have at least two years of total experience with the City, and a consistent performance rating of "exceeds expectations" or "distinguished performer." Merit can be awarded in increments of 1-5%.

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt resolution number 16-120 amending the capital improvement program for the years 2017 through 2021 as detailed on the attached pages.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 19, 2016  
Regular Council Meeting

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 9, 2016

RE: Capital Improvement Program

In December of 2015 the City Council adopted a Capital Improvement Program (CIP) as part of the biennial budget. During Council budget meetings this fall the City Council discussed proposed changes for the next 5 years. The proposed resolution formalizes these changes.

It is important to note that adoption of the CIP does not authorize the construction of individual projects, under the City's purchasing policy, City Council approval is required for any expenditure (including projects) in excess of \$25,000.

Annual project costs by project type, during the 5 years covered by the CIP, are summarized in the following table, and on the page attached to the proposed resolution.

Description	2017	2018	2019	2020	2021	Total
Collector St	\$ 800,000	\$ 420,000	\$ 125,000	\$4,227,000	\$ -	\$ 5,572,000
Streets	2,399,700	2,548,200	1,568,000	3,231,500	3,358,600	13,106,000
Park Impr	746,000	1,028,000	233,200	836,000	65,800	2,909,000
Trail Impr	160,000	80,000	80,000	80,000	80,000	480,000
Buildings	8,785,670	376,300	498,560	280,000	488,600	10,429,130
Utility Impr	825,000	271,220	1,227,230	413,410	1,034,740	3,771,600
Major Equip	1,578,838	861,592	909,290	875,160	850,800	5,075,680
	<u>\$15,295,208</u>	<u>\$ 5,585,312</u>	<u>\$4,641,280</u>	<u>\$9,943,070</u>	<u>\$5,878,540</u>	<u>\$41,343,410</u>

Staff recommends adoption of the proposed resolution amending the CIP.

T/data/word/budget/resolutions/CIP memo

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 19, 2016**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 19, 2016 at 7:00 p.m. The following members were present: \_\_\_\_\_ and the following members were absent: \_\_\_\_\_.

Council member \_\_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 16-120  
AMENDMENT OF CAPITAL IMPROVEMENT PROGRAM  
FOR THE YEARS 2017 TO 2021**

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that the capital improvement program for the years 2017 through 2021 be established as follows:

Description	2017	2018	2019	2020	2021	Total
Collector St	\$ 800,000	\$ 420,000	\$ 125,000	\$4,227,000	\$ -	\$ 5,572,000
Streets	2,399,700	2,548,200	1,568,000	3,231,500	3,358,600	13,106,000
Park Impr	746,000	1,028,000	233,200	836,000	65,800	2,909,000
Trail Impr	160,000	80,000	80,000	80,000	80,000	480,000
Buildings	8,785,670	376,300	498,560	280,000	488,600	10,429,130
Utility Impr	825,000	271,220	1,227,230	413,410	1,034,740	3,771,600
Major Equip	1,578,838	861,592	909,290	875,160	850,800	5,075,680
	<u>\$15,295,208</u>	<u>\$ 5,585,312</u>	<u>\$4,641,280</u>	<u>\$9,943,070</u>	<u>\$5,878,540</u>	<u>\$41,343,410</u>

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_; and the following voted against the same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 19<sup>th</sup> day of December 2016.

Project Costs						
Description	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021
<b>Collector Streets</b>						
Street Rehabilitation	\$ 900,000	\$ 800,000	\$ -	\$ 125,000	\$ -	\$ -
Lexington Ave Reconstruction	50,000	-	-	-	-	-
Rice Street/I-694 Interchange	-	-	420,000	-	-	-
Highway 49/Hodgson (H96-Gramsie)	-	-	-	-	497,000	-
Owasso Boulevard N Reconstruction	-	-	-	-	3,730,000	-
Total Collector Streets	950,000	800,000	420,000	125,000	4,227,000	-
<b>Street Improvements</b>						
Sealcoat Streets	333,400	345,200	348,200	355,000	361,500	368,600
Railroad Crossing Quiet Zones	441,517	-	-	-	-	-
Grand Avenue Reconstruction	624,000	-	-	-	-	-
Windward Heights Neighborhood	1,428,000	2,054,500	-	-	-	-
Bridge, Lion Neighborhood	-	-	2,200,000	-	-	-
Wabasso Neighborhood	-	-	-	1,213,000	-	-
Edgetown Acres-Schutta/Lois/Hillview	-	-	-	-	2,870,000	2,990,000
Total Street Improvements	2,826,917	2,399,700	2,548,200	1,568,000	3,231,500	3,358,600
<b>Park Improvements</b>						
Park Facility Replacements	180,000	423,000	238,000	174,000	28,000	60,000
Park Facility Improvements	-	-	700,000	-	750,000	-
Parking & Driveways	-	293,000	50,000	4,200	5,000	5,800
Tennis & Basketball Court Pavement	-	30,000	40,000	40,000	40,000	-
Park Building Rehabilitation	-	-	-	15,000	13,000	-
Total Park Improvements	180,000	746,000	1,028,000	233,200	836,000	65,800
Trail Rehabilitation and Extensions	160,000	160,000	80,000	80,000	80,000	80,000
<b>Municipal Buildings</b>						
Fire Stations	35,960	17,670	40,300	23,560	-	-
General Government Buildings	142,168	-	-	-	-	-
Community Center Rehabilitation	468,997	383,000	52,000	180,000	90,000	95,000
Banquet Facility	7,345	190,000	55,000	20,000	90,000	20,000
Pool & Locker Room Areas	50,439	62,000	129,000	95,000	20,000	253,600
Furniture & Equipment	30,000	88,000	50,000	130,000	30,000	70,000
Community Center Improvements	15,035	45,000	50,000	50,000	50,000	50,000
Community Center Expansion	-	8,000,000	-	-	-	-
Total Municipal Buildings	749,944	8,785,670	376,300	498,560	280,000	488,600
<b>Utility Improvements</b>						
Water Systems	1,025,000	-	-	-	-	700,000
Water Treatment Plant	5,957,000	400,000	-	-	-	-
Sanitary Sewer Rehabilitation	150,000	-	-	950,000	-	-
Sewer Lift Stations	650,000	30,000	30,000	30,000	-	75,000
Pretreatment Structures	120,000	160,000	-	-	160,000	-
Residential Street Lights	150,000	235,000	241,220	247,230	253,410	259,740
Total Utility Improvements	8,052,000	825,000	271,220	1,227,230	413,410	1,034,740
<b>Major Equipment</b>						
Fire Equipment	78,957	541,508	84,692	117,490	128,960	62,000
Warning Sirens	20,990	32,000	-	33,000	-	22,000
Computer Systems	304,976	443,330	211,900	192,800	182,200	215,800
Central Garage Equipment	558,945	562,000	565,000	566,000	564,000	551,000
Total Major Equipment	963,868	1,578,838	861,592	909,290	875,160	850,800
Total Capital Projects	\$13,882,729	\$15,295,208	\$5,585,312	\$4,641,280	\$9,943,070	\$5,878,540

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt the attached ordinance number 947 establishing a utility fee schedule effective January 1, 2017.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 19, 2016  
Regular Council Meeting

TO: Terry Schwerm, City Manager  
Mayor and City Council

FROM: Fred Espe, Finance Director

DATE: December 12, 2016

RE: Utility Rate Adjustment

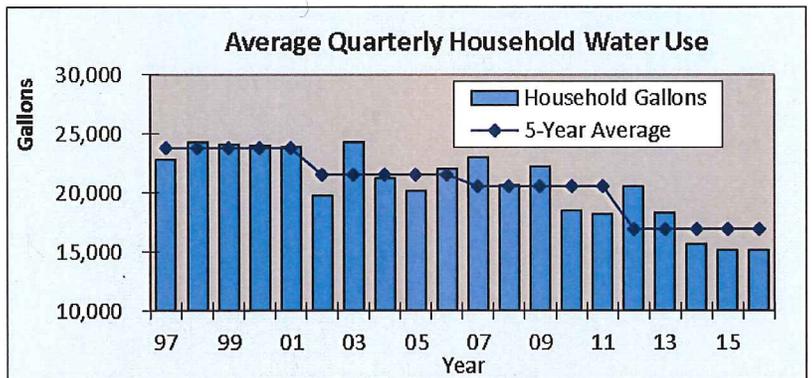
**INTRODUCTION**

Each year a financial analysis of utility funds is conducted to consider changes in utility rates for the coming year. The analysis considers cash balances, debt levels, debt payments (current and future), operating costs, growth projections (new connections), water consumption trends, sewage flows, capital costs (additions, repairs and replacements) and maintenance strategies.

**WATER OPERATIONS**

In recent years it has been clear that a combination of weather (rainfall), an aging population, and changes in consumption habits have contributed to an overall decline in average water usage. Although the City expects variations in water consumption from year to year (due to rainfall fluctuations), and expects a net loss in some years and a net gain in others, the overall trend is toward reduced consumption levels. Therefore the water rate structure is designed to use periods of temporary higher profits (due to higher gallons sold) to have a modest reduction in future rates by providing funding for planned capital, operating and debt costs.

Water Use Trends - Average quarterly water consumption by residential customers has been in a downward trend since the late 1990s. Average quarterly use for the years 2002 to 2006 was 21,490 gallons, and declined 4.5% to 20,528 gallons in the years 2007 to 2011. Over the last 5 years average quarterly use declined an additional 17.4% to 16,949 gallons.



Unfortunately, fewer gallons sold has little impact on operating costs because the primary water cost related to gallons sold is for electricity, which represents only 6% of Water Fund operating costs. This means that necessary operating income must be generated through changes to the rate structure instead of higher gallons sold.

Base Gallons - For two decades the City has used a “base year” approach for estimating the gallons of water sold. The theory behind this approach is that it enables the City to set rates at levels that support operations, without allowing temporary fluctuations in revenue to increase the gallon projections. Revenue projections for 2017 are based on the assumption that gallons sold will drop back to 2011 levels (a near record low year).

Water Rates –The Five-year Operating Plan adopted in December of 2015 recommended an 8% increase in water rates for 2017. The financial model used to calculate water utility rates includes assumptions related to operations, capital and debt. Revisions related to contractual and chemical costs resulted in a \$96,873 increase in 2017 budgeted expenses. Staff recommends adopting a 12% water rate adjustment for 2017 which will provide the necessary cash flow to meet operating capital and debt service needs.

Residential					
2016 Rates			2017 Rates		
Gallons	Rate		Gallons	Rate	Basis
Avail chg	\$ 16.73		Avail chg	\$ 18.74	Per unit
Tier 1	5,000 \$ 1.36		Tier 1	5,000 \$ 1.52	Per thousand gallons
Tier 2	5,000 \$ 2.17		Tier 2	5,000 \$ 2.43	Per thousand gallons
Tier 3	20,000 \$ 3.01		Tier 3	20,000 \$ 3.37	Per thousand gallons
Tier 4	remainder \$ 4.95		Tier 4	remainder \$ 5.54	Per thousand gallons

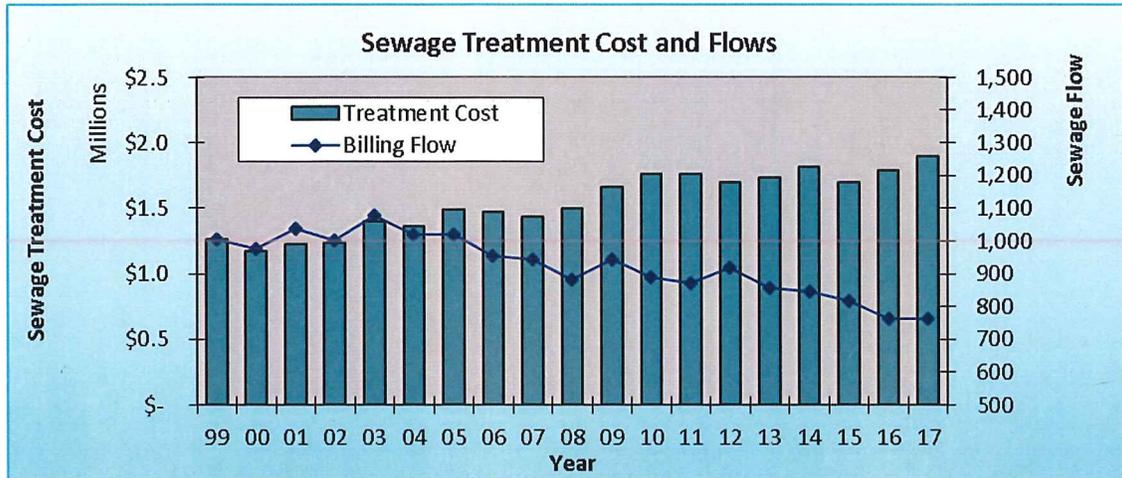
As shown in the table above, for 2017 the water availability charge will increase \$2.01 per quarter, and tiered rates per thousand gallons will increase 16 cents for tier 1, 26 cents for tier 2, 36 cents for tier 3, and 59 cents for tier 4.

Water Projections - The proposed water rates outlined above are expected to generate a net profit in 2017.

## SEWER OPERATIONS

Sewage Flow - Sewage flow is metered by MCES on a quarterly basis, and is used to compute the City’s sewage treatment bills in the following year. The table at right and the graph that follows show a history of sewage flow and treatment costs. It is important to note that sewage flow is impacted by water consumption as well as rainfall because heavy extended periods of rain can increase groundwater infiltration. For 2017, a sewage flow increase of .1% and a rate increase of 5.81%, results in a \$106,000 increase in 2017 sewage treatment costs (roughly a 5.9% cost increase).

Year	Billing Flow (millions)	Rate Per Million Gallons	Annual Cost (millions)
2008	883	\$ 1,697	\$ 1.497
2009	945	\$ 1,754	\$ 1.657
2010	888	\$ 1,981	\$ 1.758
2011	871	\$ 2,026	\$ 1.764
2012	917	\$ 1,854	\$ 1.699
2013	856	\$ 2,029	\$ 1.737
2014	846	\$ 2,142	\$ 1.812
2015	816	\$ 2,084	\$ 1.701
2016	762	\$ 2,348	\$ 1.789
2017	763	\$ 2,485	\$ 1.895



**Sewer Rates** – The previous Five-year Operating Plan provided for a 3% adjustment to 2017 sewer rates, and staff is recommending that the planned sewer rate increase for 2017 remain at 3%. A two-year comparison of residential sewer rates is provided in the table below.

Description	2016	2017	Basis
Avail chg	\$ 41.43	\$ 42.67	Per quarter
Tier 1 < 5,000 gallons	\$ 17.51	\$ 18.04	Per quarter
Tier 2 From 5,000 to 10,000 gallons	\$ 30.14	\$ 31.04	Per quarter
Tier 3 From 10,000 to 20,000 gallons	\$ 46.22	\$ 47.61	Per quarter
Tier 4 From 20,000 to 30,000 gallons	\$ 62.86	\$ 64.75	Per quarter
Tier 5 More than 30,000 gallons	\$ 81.66	\$ 84.11	Per quarter

**Sewer Projections** - The proposed sewer rates outlined above are expected to generate a net profit in 2017.

**SURFACE WATER OPERATIONS**

**Surface Water Rates** - Projected operating costs, debt payments, and capital costs indicate the need for a 10% adjustment to surface water rates for 2017 (largely due to storm sewer improvement costs). The single-family rate will increase \$2.57 per quarter, the multi-family rate will increase \$2.73 per quarter, and the rate for all other customers will increase \$21.51 per acre per quarter.

Description	2016	2017	Basis
Single-family	\$ 25.73	\$ 28.30	Per unit
Multi-family	\$ 27.25	\$ 29.98	Per unit
All other	\$ 215.13	\$ 236.64	Per acre

**Surface Water Projections** - The proposed surface water rates outlined above are expected to generate a net profit for the Surface Water Fund in 2017.

## STREET LIGHTING OPERATIONS

Street Lighting Rates - Estimated operating costs and continued capital replacement costs indicates the need for a 15% adjustment to lighting rates for 2017. The residential rate will increase \$1.63 per unit per quarter; the condominium, apartment and mobile home rate will increase \$1.22 per unit per quarter; and the rate for all other customers will increase \$4.89 per acre per quarter.

Description	2016	2017	Basis
Residential	\$ 10.85	\$ 12.48	Per unit
Condo,apartment and mobile home	\$ 8.14	\$ 9.36	Per unit
All other	\$ 32.58	\$ 37.47	Per acre

Street Lighting Projections – The proposed street lighting rates outlined above are expected to generate a profit for the Street Light Fund in 2017.

## IMPACT ON RESIDENTIAL CUSTOMERS

The change in the total utility bill will vary based on the amount of water used by each customer, and by the type of customer. To put the rate change into perspective, two tables are presented to estimate the change for residential customers at various water usage levels.

For the average residential customer (using an average of 15,000 gallons of water per quarter, and 12,000 gallons in the winter) the total utility bill will increase \$12.74 per quarter. The majority of the increase is for water charges.

Average User			
	2016	2017	Change
Water	\$ 49.43	\$ 55.34	\$ 5.91
Sewer	87.65	90.28	2.63
Surface water	25.73	28.30	2.57
Street lighting	10.85	12.48	1.63
State fee	1.59	1.59	-
<b>Total</b>	<b>\$ 175.25</b>	<b>\$ 187.99</b>	<b>\$ 12.74</b>

The table below shows the change in the utility bill for residential customers at 6 different usage levels. The second column of the table shows the percentage of residential customers that fall within each usage level.

Use Level	% of Homes	Water Gallons	Sewer Gallons	Total Utility Bill		Change in Quarterly Bill	Percent Change
				2016	2017		
Very low	13%	5,000	4,000	\$120.64	\$129.42	\$ 8.78	7.3%
Low	27%	10,000	10,000	\$144.12	\$154.57	\$ 10.45	7.3%
Average	40%	15,000	12,000	\$175.25	\$187.99	\$ 12.74	7.3%
Above avg	16%	25,000	22,000	\$221.99	\$238.83	\$ 16.84	7.6%
High	2%	55,000	26,000	\$360.79	\$394.18	\$ 33.39	9.3%
Very high	2%	80,000	34,000	\$503.34	\$552.04	\$ 48.70	9.7%

A summary of financial activity by fund incorporating the recommended rate increases is attached.

## **SUMMARY**

Staff recommends adoption of the attached proposed ordinance providing for increases in utility rates effective January 1, 2017. The ordinance will be published after adoption.

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Water Fund</b>						
Revenue						
Special Assessments	\$ 2,080	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	973	-	-	-	-	-
Charges for Services (utility chgs)	2,587,180	3,218,500	2,863,500	3,477,000	125,000	3,602,000
Interest Earnings	48,877	38,000	38,000	42,000	-	42,000
Total Revenue	2,639,110	3,256,500	2,901,500	3,519,000	125,000	3,644,000
Expense						
Enterprise Operations	1,430,934	1,581,485	1,573,450	1,569,265	93,605	1,662,870
Debt Service	301,702	307,431	465,047	437,926	3,268	441,194
Depreciation	647,552	669,000	669,000	799,000	-	799,000
Total Expense	2,380,188	2,557,916	2,707,497	2,806,191	96,873	2,903,064
Other Sources (Uses)						
Transfers Out	(345,249)	(363,000)	(369,137)	(376,400)	(16,763)	(393,163)
Net Increase (Decrease)	(86,327)	335,584	(175,134)	336,409	11,364	347,773
Note: Excludes contributed assets						

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Sewer Fund</b>						
Revenue						
Special Assessments	\$ 2,970	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	775	-	-	-	-	-
Charges for Services (misc)	919	1,500	1,500	1,500	-	1,500
Charges for Services (utility chgs)	3,941,395	4,057,500	4,030,500	4,179,500	-	4,179,500
Interest Earnings	35,796	27,000	27,000	30,000	-	30,000
Total Revenue	3,981,855	4,086,000	4,059,000	4,211,000	-	4,211,000
Expense						
Enterprise Operations	3,191,670	3,359,142	3,357,775	3,497,181	(344)	3,496,837
Debt Service	73,480	78,764	83,372	75,469	135	75,604
Depreciation	339,842	354,000	354,000	348,000	-	348,000
Total Expense	3,604,992	3,791,906	3,795,147	3,920,650	(209)	3,920,441
Other Sources (Uses)						
Transfers Out	(181,249)	(183,000)	(189,137)	(190,400)	(16,763)	(207,163)
Net Increase (Decrease)	195,614	111,094	74,716	99,950	(16,554)	83,396
Note: Excludes contributed assets						

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Surface Water Fund</b>						
Revenue						
Special Assessments	\$ 676	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	282	-	-	-	-	-
Charges for Services (utility chgs)	1,473,809	1,598,003	1,616,267	1,751,538	4,973	1,756,511
Interest Earnings	10,352	9,000	9,000	10,000	-	10,000
Total Revenue	1,485,119	1,607,003	1,625,267	1,761,538	4,973	1,766,511
Expense						
Enterprise Operations	752,030	969,519	969,987	947,460	16,229	963,689
Debt Service	88,186	82,239	89,865	79,061	256	79,317
Depreciation	260,585	269,000	269,000	277,000	-	277,000
Total Expense	1,100,801	1,320,758	1,328,852	1,303,521	16,485	1,320,006
Other Sources (Uses)						
Transfers Out	(152,000)	(159,000)	(159,000)	(168,000)	-	(168,000)
Net Increase (Decrease)	232,318	127,245	137,415	290,017	(11,512)	278,505
Note: Excludes contributed assets						

	2015 Actual	2016		2017		
		Budget	Revised Estimate	Budget	Budget Changes	Amended Budget
<b>Street Lighting Fund</b>						
Revenue						
Special Assessments	\$ 246	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services (utility chgs)	520,938	551,000	554,000	634,000	3,000	637,000
Interest Earnings	3,300	2,500	2,500	2,700	-	2,700
Total Revenue	524,484	553,500	556,500	636,700	3,000	639,700
Expense						
Enterprise Operations	244,207	279,118	278,885	287,637	(6,818)	280,819
Depreciation	61,482	69,000	69,000	75,000	-	75,000
Total Expense	305,689	348,118	347,885	362,637	(6,818)	355,819
Other Sources (Uses)						
Sale of Asset-Gain (Loss)	(33)	-	-	-	-	-
Transfers Out	(22,400)	(25,400)	(25,400)	(28,400)	-	(28,400)
Net Increase (Decrease)	196,362	179,982	183,215	245,663	9,818	255,481
Note: Excludes contributed assets						

CITY OF SHOREVIEW

ORDINANCE NO. 947

AN ORDINANCE DETERMINING A UTILITY FEE SCHEDULE FOR  
THE CITY OF SHOREVIEW, EFFECTIVE JANUARY 1, 2017  
OF THE CODE OF THE CITY OF SHOREVIEW

THE COUNCIL OF THE CITY OF SHOREVIEW ORDAINS:

**Section 1.** Pursuant to Minnesota Law, and the Shoreview City Code, and upon review and analysis of City Enterprise Funds, a fee schedule for City Utility Services is hereby adopted.

**2017 Utility Fee Schedule**

(a) The Code of the City of Shoreview establishes that certain fees be set from time to time by the Shoreview City Council.

(b) City staff has reviewed the current Utility Fee Schedule for the City of Shoreview and is hereby recommending that the 2017 Utility Fee Schedule, hereto attached as Exhibit A, be adopted.

(c) Upon consideration and review of the Shoreview City Council, the 2017 Utility Fee Schedule, hereto attached as Exhibit A, is hereby adopted and becomes effective January 1, 2017.

**Section 2:** This ordinance shall become effective one day after publication.

---

Sandra C. Martin, Mayor

Adopted December 19, 2016  
Published December 28, 2016  
Effective January 1, 2017

**EXHIBIT A  
2017 UTILITY FEE SCHEDULE  
QUARTERLY UTILITY RATES  
CITY OF SHOREVIEW, MINNESOTA**

**Water Charges:**

<b>Single, multi-family, town home, condo, apartment, mobile home</b>		
Water availability charge	\$ 18.74	per unit
Water usage charge:		
Tier 1 - 5,000 gallons of water per unit	\$ 1.52	per 1,000 gallons
Tier 2 - 5,000 gallons of water per unit	\$ 2.43	per 1,000 gallons
Tier 3 - 20,000 gallons of water per unit	\$ 3.37	per 1,000 gallons
Tier 4 - All remaining water	\$ 5.54	per 1,000 gallons
<b>Water standby - service available but not in use</b>		
Water availability charge	\$ 18.74	per unit
<b>Commercial, industrial, hotel, motel, public institution, religious/charitable, residential irrigation-only accounts</b>		
Water availability charge	\$ 18.74	per account
Water usage charge:		
Tier 1 - First 50,000 gallons of water	\$ 2.43	per 1,000 gallons
Tier 2 - Next 1,150,000 gallons of water	\$ 3.37	per 1,000 gallons
Tier 3 - All remaining water	\$ 5.54	per 1,000 gallons
<b>Automatic sprinkler system inspection charge</b>		
Fireline	\$ 6.00	per account

**Sewer Charges:**

<b>Single, multi-family, town home, condo, apartment</b>		
Sewer availability charge	\$ 42.67	per unit
Sewer usage charge (based on winter water consumption per unit):		
Tier 1 - Up to 5 thousand gallons per unit	\$ 18.04	per unit
Tier 2 - Between 5,001 and 10,000 gallons per unit	\$ 31.04	per unit
Tier 3 - Between 10,001 and 20,000 gallons per unit	\$ 47.61	per unit
Tier 4 - Between 20,001 and 30,000 gallons per unit	\$ 64.75	per unit
Tier 5 - More than 30,000 gallons per unit	\$ 84.11	per unit
Note: Winter readings are billed in February, March and April. Winter consumption is divided by units for multiple-unit buildings.		
<b>Sewer standby - service available but not in use</b>		
Sewer availability charge per unit	\$ 42.67	per unit
<b>Sewer only single-family and mobile home (availability and use charge combined)</b>		
Sewer usage charge (middle residential tier)	\$ 90.28	per unit
<b>Commercial, industrial, hotel, motel, public institution, religious/charitable</b>		
Sewer availability charge	\$ 42.67	per account
Sewer usage charge (based on current water consumption):		
All remaining water consumed	\$ 4.56	per 1,000 gallons

**Surface Water Management Charges:**

<b>Single-family</b>		
Surface water charge:	\$ 28.30	per unit
<b>Multi family, town home</b>		
Surface water charge:	\$ 29.98	per unit
<b>Condominium, apartment, mobile home, hotel, motel, commercial, industrial, public institution, religious/charitable</b>		
Surface water charge:	\$ 236.64	per acre
<b>Parks</b>		
Surface water charge:	\$ -	per acre

**Street Lighting System Charges:**

<b>Single, multi-family, town home</b>		
Street lighting system charge	\$ 12.48	per unit
<b>Condominium, apartment, mobile home</b>		
Street lighting system charge	\$ 9.36	per unit
<b>Hotel, motel, commercial, industrial, public institution, religious/charitable</b>		
Street lighting system charge	\$ 37.47	per acre
<b>Parks</b>		
Street lighting system charge	\$ -	per acre