

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
January 17, 2017  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

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

**COUNCIL COMMENTS**

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

1. January 3, 2017 City Council Meeting Minutes
2. Monthly Reports
  - Administration/Community Development
  - Finance
  - Public Works
  - Park and Recreation
3. Verified Claims
4. Purchases
5. Greater Metropolitan Housing Corporation (Housing Resource Center) Lease and Consultation Services Agreement
6. Resolution of Support for MNDEED Redevelopment Grant Application

7. Approve Tree Trimmer Licenses
8. Approval of Northeast Youth and Family Services Agreement
9. Developer Escrow Reduction
10. Approve Change Order #5 for Water Treatment Plant, City Project 14-02

## **PUBLIC HEARING**

## **GENERAL BUSINESS**

11. Planning Commission Appointment

## **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  
January 3, 2017**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on January 3, 2017.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

**OATH OF OFFICE**

City Attorney Kevin Beck administered the Oath of Office to re-elected Mayor Sandy Martin, re-elected Councilmember Emy Johnson and newly elected Councilmember Sue Denkinger.

**STATE OF THE CITY ADDRESS**

Mayor Martin delivered the State of the City address:

As we celebrate the City's 60<sup>th</sup> anniversary in 2017, I can honestly say that our community's future has never been brighter. Throughout the City's 60-year history, we have been fortunate to have tremendous leadership that has worked hard to maintain outstanding quality of life that makes Shoreview one of the best places in the nation to live, work, and play.

This unparalleled quality of life is due in large part to the City's emphasis on long-range planning and a vision for the community that establishes a standard for exceptional livability. The vision includes the provision of outstanding amenities such as our parks, trail system, and state-of-the-art Community Center. In addition, the City focuses on providing quality services and programs that are consistently rated among the best in the metropolitan area. These amenities, along with top-rated schools districts and an actively engaged citizenry who value giving back to the community, help make Shoreview one of the premier communities in the metropolitan area.

Before I review some of the highlights of the last year and discuss some of the city projects that are currently being planned for the coming year, I would like to welcome our newest Councilmember, Sue Denkinger. As a 20-year resident of Shoreview, Sue brings a great deal of business knowledge to the Council having worked in various positions at Thompson-Reuters for many years and also serving on the City's Economic Development Authority and Economic Development Commission for the past several years. Sue is joining Councilmember Emy Johnson, who was re-elected to a second four-year term, and continuing Councilmembers Terry Quigley and Cory Springhorn. Each of these Councilmembers gives a tremendous amount of their time and energy to make Shoreview a better community.

### Economic Development

Undoubtedly, the biggest news in Shoreview during the past year was the opening of the Kowalski's in early November at the former Rainbow Foods property that had been vacant for more than a year. The City Council and Economic Development Authority worked closely with the developer and representatives from Kowalski's to ensure that we would continue to have a grocery store at the highly visible location at the northwest corner of Highway 96 and Hodgson Road. The City was extremely pleased to be able to attract Kowalski's, a high quality, service-oriented market that will be a perfect fit in the community for many years to come. A new branch of the North American Banking Company will also be opening on this site in late January.

We are also excited to welcome a new restaurant, Shore 96, to the Shoreview Mall at Highway 96 and Lexington Avenue in the former Meister's Bar and Grill location. The restaurant has undergone a complete renovation of the dining and bar areas and has a new updated menu. It opened for business in early December.

Despite limited land availability, the City has continued to see strong interest in residential development. Earlier this year, the City Council approved a major redevelopment project that includes a market-rate apartment building and rental townhomes. This project, called the McMillan is located on the former retail strip mall site at Rice Street and County Road E just north of I-694, will include 134 apartment units, ground floor retail space and 16 townhome units. In addition, the Shoreview Senior Living Complex located on Hodgson Road just north of I-694 will soon be opening an additional 34 apartment units as part of their senior housing development.

The City Council also expects to be considering a large multi-family redevelopment proposal for the property at 1005 Gramsie Road in the Shoreview Corporate Center across from the Best Western Hotel/Green Mill Restaurant. This two phase market rate apartment project is being proposed by Eagle Ridge Partners/Greco Development. The 400 unit apartment project will include underground parking and many other high end amenities.

This area is considered an excellent location for this project due to the proximity of major employers and many retail establishments along Lexington Avenue corridor.

Another major work item that will begin in 2017 is an update of the City's Comprehensive Plan. The Metropolitan Council requires that all cities update these plans, which serve as a blue print for future development in the City, every 10 years. It is an important document because it not only needs to conform to the Metropolitan Council's development framework, but also serves as policy guide for the future vision for our community.

### Other Major Projects

During 2016, the City completed construction on a \$12 million water treatment plant that is located along Highway 96 just west of the Ice Arena. The new water treatment plant will reduce the amount of iron and manganese from the City's drinking water and provide more consistent water quality and improved efficiencies throughout the water system. The new water treatment plant became operational this fall and was completed ahead of schedule and on budget. The new plant will serve the City well for many years and will not require additional staff to operate.

Another City project that was completed in 2016 is the implementation of quiet zones at the at-grade railroad crossings at North Owasso Boulevard and Jerrold Avenue. All four rail crossings in Shoreview have now been designated as 24-hour quiet zones as have several other rail crossings to the south in Little Canada. The excessive noise from train horns that resulted from a large increase in rail traffic over the past few years had a significant impact on the quality of life for residents in southern Shoreview.

The Minnesota Department of Transportation (MnDOT) began work on the reconstruction of I-694 between Rice Street and Lexington Avenue in 2016. The important project will add a third general purpose travel lane in each direction and rebuild the freeway ramps through the corridor to help eliminate the traffic bottlenecks that occur during rush hours. This \$42 million dollar project, funded through the State Corridors of Commerce program, will also ease traffic congestion by allowing MnDOT to open up both lanes on the bridge from northbound 35E to westbound I-694. The project will be completed in the fall of 2017. In 2016, Ramsey County also completed the reconstruction of Lexington Avenue from County Road F to Red Fox Road to improve traffic flow and safety in the area.

### Shoreview Commons and Community Center

There are many exciting changes in the works for the Shoreview Commons area. The 40-acre Shoreview Commons includes the Community Center, City Hall, Library, Ice Arena, and surrounding park area. On January 28<sup>th</sup>, the reconstructed Ramsey County Library will open to the public. The new regional library will include much larger children and teen areas, expanded public spaces, more meeting rooms, improved technology, and longer

hours. The existing library is currently being remodeled and will be home to the Mounds View School District's administrative offices.

The Shoreview Community Center is now more than 25 years old. Although it continues to attract more than 500,000 visitors per year and be well maintained, in 2017 we plan to undertake a major expansion and update of the Community Center to ensure that it continues to be the central gathering place and vibrant facility for our residents for many years into the future. Expansion plans include a larger indoor playground with a toddler play area and improved seating area, updated and larger group fitness rooms, multi-purpose rooms, an indoor water park addition, and expanded family changing areas. The current plan is to complete the architectural design for the expansion this spring and begin constructions this summer or early fall.

We are also exploring several improvements to the Shoreview Commons Campus area. The City Council and Parks and Receptions Commission have completed an update of the Master Plan for Shoreview Commons Park. Some of the key features of this updated plan include the development of a destination playground, a new park building, a new wedding/reception venue, formal gardens, and unique decorative pond that will be used for ice skating when frozen. The current plan is to begin work on some of the new features in 2017.

### Conclusion

On behalf of the entire City Council, I would like to thank all of the members of our City's Committees and Commissions who provide us with sound recommendations and advice. I would also like to thank the community organizations such as the Shoreview Northern Lights Variety Band, Shoreview-Einhausen Sister City Association, Slice of Shoreview Committee, Gallery 96, Shoreview Historical Society, and the Shoreview Community Foundation who help build civic pride and make our community stronger. I would also like to express our appreciation to the City staff who works tremendously hard to provide high quality services and programs to residents, businesses, and visitors to our community.

In today's era of distrust and dislike of government, I can honestly say that I greatly enjoy working in government at the local level because it is where we can make a significant difference in the quality of life that our residents experience. As a City, we continually strive to look toward the future so that our community does not only serve this generation, but future generations of Shoreview residents. This is not always easy, because building a better future often requires change – and change is almost always difficult. However, if we plan carefully and thoughtfully for this change, and continually make sound investments in our facilities and programs that have made us the community we are today, I believe we can continue to maintain Shoreview as one of the premier communities in the metro area for the next 60 years.

It continues to be an honor and privilege to serve as mayor of our great City, and I look forward to working with our residents and the Council in 2017. Happy New Year to everyone.

**APPROVAL OF AGENDA**

**MOTION:** by Councilmember Springhorn, seconded by Councilmember Denkinger to approve the January 3, 2017 agenda as submitted.

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

**PROCLAMATIONS AND RECOGNITIONS**

Mayor Martin welcomed Deputy Sheriff Jack Serier.

Deputy Serier announced Sheriff Bostrom’s retirement that day. Deputy Sheriff Serier will become the new Ramsey County Sheriff for the next two years to finish Sheriff Bostrom’s term. He has been honored to serve with Sheriff Bostrom and is committed to doing his best in the next two years.

The new records management system has been in place for a year in the Sheriff’s Department and is doing well. With the new system, the Department has been able to partner with the New Brighton, Mounds View, Maplewood, and St. Paul Police Departments.

At this time requests for proposals have been sent out to create a new jail management system. Two vendors have responded. A vendor will be chosen in the next month to implement a new system.

During this cold weather, he invited anyone interested to come have Coffee with A Cop. This program is open to the public and is a good opportunity for deputies to be out in the community and for residents to talk to an officer on any topic.

During the summer, there is Hot Dog with a Deputy. This is an opportunity for neighborhoods to meet with deputies. A trailer is used and volunteer deputies serve hot dogs, chips, water and freezies. The first night this was done over 400 hot dogs were served. The program has been very successful.

The Drop Box Program is an effort to address opiate abuse. Medications can be put in the drop box. The Sheriff’s Department will then properly dispose of them. There is one in Shoreview. He urged residents to turn in medications not being used so as not to tempt someone to misuse them.

Thank you to all in the community who came to the Fright Farm. It was very successful with approximately 1,000 people a night participating. Over \$100,000 was raised for the Ramsey County Foundation. The money will be used for youth programs and other Sheriff outreach programs.

Mayor Martin congratulated Deputy Serier on his appointment and stated that Shoreview looks forward to working with him.

### **Robotics Club**

Assistant to the City Manager, Rebecca Olson, welcomed three top high school robotics teams, two from Mounds View High School and one from Irondale High School.

A team representative stated that all robotics teams are part of an organization called FIRST—For Inspiration and Recognition of Science and Technology—an international organization. FIRST promotes teamwork. Many technical jobs are not filled because people do not have the technical skills. FIRST allows youth from elementary school to high school to participate in hands-on learning of technology. As top teams, part of their goal is to reach out to other teams and to the community in general. The teamwork emphasis helps to build strong working relationships for the betterment of the participants and the community.

The team representatives requested space at the new library for the Grand Opening in order to give a demonstration. Mayor Martin explained that the library is under Ramsey County, but she would provide contact information for the teams to make the request to the correct organization.

The teams presented a demonstration for the Council. Teams from Mounds View and Irondale High Schools will compete at Williams Arena in April.

Councilmember Quigley asked if specific classes have to be taken before someone can be on a team. The team members answered that anyone can join a team with no prerequisites.

Councilmember Springhorn noted that robotics competitions need many volunteers. Anyone interested should contact one of the team members.

### **CITIZEN COMMENTS**

**Mr. Tim Pratt**, Chair of the Environmental Quality Committee, announced that the Speaker Series will begin the third Wednesday of the month, January 18, 2017. The program is also aired on Cable. The January presentation will be by Mr. Steve Woods, Executive Director of the Fresh Water Society and will focus on surface water

management—how lakes are managed in Shoreview and why Shoreview is in two watershed districts.

In February, Public Works Director Mark Maloney will give a presentation on the City's water system focus on new water treatment plant and drinking water goals.

### **COUNCIL COMMENTS**

#### **Mayor Martin:**

She is excited to continue to serve as Mayor and looks forward to the next two years.

The new regional library will open January 28, 2017. The official ceremony is at 10:00 a.m. with events going on all day.

#### **Councilmember Johnson:**

Thanked residents for the incredible opportunity and honor to serve Shoreview as a Councilmember for four years and now the opportunity to serve a second term. She thanked City Manager Schwerm and all City staff who make the position so fulfilling. It is also fulfilling when meeting residents who say, "I love Shoreview."

Councilmember Johnson also thanked her husband, Scott; children, Cameron and Alissa; and mother who all are very supportive of the work she does. She is humbled to be given the chance to serve another four years.

#### **Councilmember Quigley:**

Asked about the New Year's Eve Party at the Community Center. City Manager Schwerm reported a record attendance with over 900 people at the event. Many staff and volunteers worked to put on this event.

#### **Councilmember Springhorn:**

Announced the next Dive-In Movie on Friday, January 20, 2017. The movie being shown is *Finding Dory*.

Noted that there were three Lego League teams from Chippewa Middle School, two from Island Lake Elementary School and three from St. Odilia who were in the regional competition in November and chosen to compete in February.

#### **Councilmember Denkinger:**

Expressed her appreciation to be able to serve as a Councilmember. She thanked all who read her information, talked to her about their concerns and ideas, and voted for her. She is thankful and honored to be able to serve. Her door is open to anyone who wishes to talk to her.

## **CONSENT AGENDA**

**MOTION:** by Councilmember Johnson, seconded by Councilmember Springhorn to adopt the Consent Agenda for January 3, 2017, and all relevant resolutions for item Nos. 1, through 8:

1. December 12, 2016 City Council Workshop Meeting Minutes
2. December 19, 2016 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:  
- Bikeways and Trails Committee, December 1, 2016
4. Verified Claims in the Amount of \$1,212,057.33
5. Purchases
6. Developer Escrow Reduction
7. Authorize Replacement Purchase of Units 302, 303, 304 and 611
8. Approve License Applications

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

## **PUBLIC HEARINGS**

There were none.

## **GENERAL BUSINESS**

### **SITE AND BUILDING PLAN REVIEW - 3495 NORTH VICTORIA STREET, STATION 19 ARCHITECTS (ST. ODILIA)**

#### **Presentation by City Planner Kathleen Castle**

The request is for approval for an expansion of the church and school facility at St. Odilia. Two additions are proposed, one on the northwest corner of the building and one on the southeast corner. There will also be interior renovations as well as minor changes to the parking area to improve circulation.

The addition on the southeast is one story and consists of 2,820 square feet. It will consist of an entrance lobby, a multi-purpose music room, restrooms and a playground access point. The exterior will match the existing building. The playground for the preschool will be relocated further south and east with a 6-foot privacy screening fence on the east side.

The northwest addition is two stories and consists of 9,518 square feet of foundation area. This addition will be for administrative offices, multipurpose rooms, locker rooms, classrooms and will improve accessibility. Again, the exterior will match the existing

building. The purpose of the two additions is to better separate the two uses of the building for the church and for the school.

The property is designated I, Institutional in the Comprehensive Plan. Church and school uses are consistent with this designation. Surrounding land uses include low density residential, institutional, park and natural uses. The property is zoned R1, Detached Residential. Public and quasi-public uses are permitted in the R1 District through the Site and Building Plan Review process using Office District standards as a guide.

Both additions exceed the minimum structure setbacks required from adjacent residential properties. The playground area has a 20-foot setback from a side lot line and will have a wooden, privacy screening fence.

Improvements to parking include better identification of traffic patterns, including bus area striping and drop off curbing. The number of parking stalls will be reduced but still exceed the requirement of the Development Code. Currently, there are 532 parking stalls, which will be reduced to 490, which exceeds the required 429.

Ramsey-Washington Metro Watershed District has indicated that no permit is required. Impervious surface coverage will increase slightly from 52.2% to 52.9%, which is less than the 70% allowed in the Office District. A rain garden is planned to capture storm water from the addition on the southeast side of the building. New signage will require a Comprehensive Sign Plan.

Property owners within 350 feet were notified of the request. No comments have been received. The Lake Johanna Fire Department has indicated no concerns with the proposal. The Planning Commission reviewed the application at its December 13, 2016 meeting. Discussion focused on preschoolers having to cross an access drive to reach the playground. There will be a striped crosswalk. Added signage was also discussed with parking and traffic circulation. The Planning Commission recommended approval with a vote of 7 to 0.

Staff is recommending approval.

**Ms. Jeannie Shaaf**, Parish Administrator, St. Odilia, expressed her appreciation for the work of the Planning Commission in their discussion and recognizing the reinvestment of St. Odilia. The community is growing because of the work done by the Council and City staff. Class sizes are increasing at St. Odilia. The expansion will allow current classrooms being used for other purposes to be reclaimed for actual classroom purposes. Relocating the preschool playground makes it possible to enlarge the playground. Its use will be controlled between the hours of drop off and pickup. Children will not be present during high traffic times.

Councilmember Springhorn asked if future classroom growth is expected to be addressed with this addition. **Ms. Schaff** explained that some classrooms are now being used for other purposes. The addition will allow those classrooms to be reclaimed for future growth.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Quigley to approve the Site and Building Plan Review application submitted by Station 19 Architects on behalf of the Catholic Community of St. Odilia, 3495 North Victoria Street. Said approval is subject to the following:

1. The project must be completed in accordance with the submittal site and building plans. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission and the City Council.
2. The approval will expire after one year if a building permit has not been issued.
3. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
4. The items identified in the memo from the City Engineer must be addressed prior to the issuance of a building permit.
5. Prior to the installation of any signs, a Comprehensive Sign Plan is required by the City.
6. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This approval is based on the following findings of fact:

1. The existing and proposed land use is consistent with the Institutional land use in the Comprehensive Plan.
2. The expansion of the church and school facility is compatible with the adjoining land uses and will not have a significant adverse impact on surrounding properties.
3. The proposed expansion complies with the Development Code standards.

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

### **AUTHORIZATION TO HIRE BWBR ARCHITECTS FOR THE COMMUNITY CENTER EXPANSION**

**Presentation by City Manager/Park and Recreation Director Terry Schwerm**

BWBR Architects was first hired in 2013 to look at a potential expansion to the Community Center. A concept report was completed in January, 2014. Last year BWBR was hired again to further refine the scope of the expansion. The project, as currently envisioned and discussed by the Council, would include two additions to the building.

One would be a 2-story addition off the gymnasium for an expanded indoor playground area and additional fitness rooms on the lower level with a new access the playground area. The upper level would be multi-purpose rooms to serve the Summer Discovery program, provide for community meeting space, additional recreation program space, and provide some small office area for community groups. The second expansion area would be to the water park to create an indoor interactive play area. Additional family changing areas are also planned as part of the expansion.

BWBR has a long history with the City and was the original architect for the Community Center and again for the expansion in 2003. The cost estimate for architectural services for the proposed expansion is \$740,000. The total project cost is estimated at \$11 million. Schematic design will be done in the next six weeks and then design development. Bidding for construction for the project is anticipated for this summer. Staff is recommending hiring BWBR Architects for this project.

A separate design consultant will be hired for the pool improvements who will work with BWBR on the overall design.

Councilmember Quigley asked the amount of time for construction and what kind of bidding climate is anticipated. Mr. Schwerm responded that construction is expected to take 8 to 12 months. BWBR will provide design services for all mechanical systems and electrical work, as well as provide construction oversight. A construction manager or owner's representative will also need to be hired for the project. The bidding climate is expected to be good. Interest rates have increased slightly which means bidding will not be as favorable as in the last three or four years. It is expected that the City will maintain its AAA bond rating with this project and see some very competitive bids for the construction and for the financing.

Councilmember Quigley asked for more detail on the indoor water play area. Mr. Schwerm explained that it will be an addition of approximately 5,000 square feet and will be an indoor/outdoor expanded pool area with an interactive play area similar to what is found in many waterparks. The design will be brought to the Council once the design consultant has been hired.

Councilmember Johnson noted that a Request For Proposal was done to hire an architect. She supports hiring BWBR who will provide continuity to the Community Center project. Mr. Schwerm stated that other architects have been hired in the past for various projects. For this expansion, BWBR has the knowledge of the construction history of the building.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Denkinger to approve the retention of BWBR Architects for the Community Center

Expansion Project and authorize the Mayor and City Manager to execute the agreement for architectural services.

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

Councilmember Johnson stated that this expansion is an exciting time for Shoreview. The expansion approved for St. Odilia exemplifies the growth that is occurring in the City.

### **DESIGNATION OF LEGAL NEWSPAPER FOR 2017**

#### **Presentation by City Manager Schwerm**

State statute requires the City Council to designate its legal newspaper for official announcements at the first meeting of the year. The City spends approximately \$2,000 a year on legal announcements. Bids have been received from both weekly papers that serve Shoreview, the *Shoreview Press* and the *Shoreview-Arden Hills Bulletin*. The City has a history of rotating legal designation between the two papers. However, a few years ago the *Shoreview Press* began publishing on a bi-weekly basis. The *Shoreview-Arden Hills Bulletin* is a slightly lower cost and serves the City better with weekly publication that helps to meet deadlines of legal notices.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Denkinger to designate the *Shoreview-Arden Hills Bulletin* as the legal newspaper for the City of Shoreview for the 2017 calendar year.

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

### **COMMITTEE/COMMISSION REAPPOINTMENTS**

Mayor Martin noted that this item is only for reappointments. Vacancies will be filled over the next month.

City Manager Schwerm stated that the process is for applications of vacancies to be sent to the respective committees and commissions for review and recommendation. Applicants for the Planning Commission are interviewed by the Council. As recommendations are received, they will be scheduled for a Council vote.

**MOTION:** by Councilmember Springhorn, seconded by Councilmember Denkinger to reappoint the following individuals to their respective committees and/or commissions for terms expiring January 31, 2020.

Bikeways and Trails Committee

Ted Have  
Keith Severson  
Mark Stange

Environmental Quality Committee

Paige Ahlborg  
Lynne Holt

Human Rights Commission

Mark Hodkinson  
Mary Yee Johnson  
Lisa Wedell Ueki

Parks and Recreation Commission

Athrea Hedrick  
Tom Lemke  
Charlie Oltman

Planning Commission

Kent Peterson

Public Safety Commission

Nicole Hertel

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

Mayor Martin noted that interviews need to be scheduled with the Council for five candidates applying for the Planning Commission vacancy.

It was the consensus of the Council to hold a special meeting for interviews of Planning Commission candidates at 5:00 p.m. on Tuesday, January 17, 2017, prior to the regular Council meeting.

### **COUNCIL APPOINTMENTS FOR 2017**

**MOTION:**     by Councilmember Quigley, seconded by Councilmember Springhorn to appoint the following individuals to represent the City of Shoreview on various organizations for the year 2017:

#### **Fire Department Board of Directors**

Shoreview Board Members:

Councilmember Johnson  
City Manager Schwerm

#### **Fire Department Benefit Association**

Delegate:

Councilmember Johnson

Alternate:

City Manager Schwerm

**League of Minnesota Cities**

Delegate: Councilmember Springhorn  
Alternate: Councilmember Denkinger

**Municipal Legislative Commission**

Delegate: Mayor Martin  
Alternate: City Manager Schwerm

**Northeast Youth and Family Services**

Delegate: Councilmember Springhorn  
Alternate: Councilmember Johnson

**Ramsey County League of Local Governments**

Delegate: Councilmember Denkinger  
Alternate: Councilmember Springhorn

**Suburban Rate Authority**

Delegate: Public Works Director Mark Maloney  
Alternate: Councilmember Quigley

**Metro Cities (Association of Metropolitan Municipalities)**

Delegate: Councilmember Denkinger  
Alternate: Councilmember Springhorn

**Acting Mayor**

Delegate: Councilmember Springhorn

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

**ADJOURNMENT**

**MOTION:** by Councilmember Springhorn, seconded by Councilmember Johnson to adjourn the meeting at 9:00 p.m.

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

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_\_ 2017.

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Terry Schwerm  
City Manager

# Memorandum

**To:** City Council Members  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** January 11, 2017  
**Re:** Monthly Report  
- Administration Department  
- Community Development Department

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## ADMINISTRATION DEPARTMENT

### **Human Rights Commission Film Series**

The Shoreview and Roseville Human Rights Commissions, along with Do Good Roseville are cosponsoring a film series at the Ramsey County Library in Roseville. The film and discussion series - ***RACE-The Power of an Illusion*** is a provocative three-hour series that questions the very idea of race as biology. ***RACE – The Power of an Illusion*** is an eye-opening discussion tool to help people examine their beliefs about race, privilege, policy and justice. Discussions will be moderated by Donald Eubanks, Social Work Field Director, Metropolitan State University.

#### **Part 1: The Difference Between Us**

Wednesday, March 1, 6:30 -8:30 p.m.

How recent scientific discoveries have toppled the concept of biological race

#### **Part 2: The Story We Tell**

Wednesday, March 8, 6:30-8:30 p.m.

The roots of the race concept

#### **Part 3: The House We Live In**

Wednesday, March 15, 6:30-8:30 p.m.

How institutions shape and create race, giving different groups vastly unequal life chances

### **Citizens Leadership Academy**

The dates have been set for the 2017 Leadership Academy. This 6-week course is designed to give residents an inside look into how the City operates. The first session will kick off on Wednesday, March 15<sup>th</sup> at 6:00 p.m. at Shoreview City Hall. Applications are now being

accepted on a first-come basis. The class size is limited to 20 participants and staff has already received five (5) applications. The dates of the sessions are listed below.

Wednesday, March 15

Wednesday, March 22

Wednesday, March 29

Wednesday, April 5

Wednesday, April 12

Wednesday, April 19

Monday, May 1 (Graduation and presentation at City Council Meeting)

### **Communications Strategy for Community Center Expansion**

Staff is currently working on putting together a Communications strategy for both the Community Center Expansion as well as the Commons Master Plan. The objective of this plan is to provide the public with balanced and objective information to assist them in understanding the timeline and purpose of the projects. Staff has broken this process into 3 phases listed below.

**Phase 1: Inform residents that Council authorized a Community Center Expansion and Commons Master Plan development Project. Share details about the plan/projects.**

Goal: Build support through an awareness campaign

**Phase 2: Inform Residents of process/timeline of the project.**

Goal: Build trust through transparency and communication

**Phase 3: Inform Residents of updates throughout the project.**

Goal: Build and maintain credibility, trust and support through on-going communication.

Currently staff is working on *Phase 1* and putting together an action plan. As part of this action plan, a webpage will be developed for residents and interested parties with information about the Community Center Expansion and/or Commons Master Plan.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **Planning Commission**

The Planning Commission will hold their monthly meeting on January 24<sup>th</sup>. The City did not receive any applications for this meeting, however, the Planning Commission will still meet and continue their work on text amendments related to building height, beekeeping and parking. A draft ordinance addressing building heights was reviewed by the Commission at the December meeting. While the Commission is supportive of changing our regulations to permit taller buildings, Commission members expressed concerns that the proposed changes did not adequately address the impact of taller buildings on lower density residential neighborhoods.

### **Planner Hired**

The City has hired Aaron Sedey to fill the Associate Planner position. Aaron has worked as a Planner in both the private and public sectors serving cities and counties in Northwest Iowa, Minnesota and Wisconsin with their planning and zoning efforts. Further, he also has experience in grant administration and economic development. He received his Bachelor's and Master's Degrees in Geography and Planning from Minnesota State University, Mankato. Aaron will join the Department on January 23<sup>rd</sup>. He fills the planning position created upon the retirement of long-time employee Rob Warwick.

### **Development Update**

- Elevage Development Group – Demolition of the two single family homes on Rice Street has been completed. The contractor is also in the process of deconstructing the shopping center. A security fence has been installed around the perimeter of the project site, and building demolition is expected soon.
- Mounds View School District – Building permit application has been submitted by Mounds View School District for the original Ramsey County Library building, 4570 Victoria Street.
- Gramsie Woods – Four building permits have been issued to Hanson Builders for new homes in this 7-lot single family residential subdivision located on Gramsie Road, west of Victoria Street. The City staff is also processing building permit applications for two new homes, leaving one lot that remains undeveloped.
- 1005 Gramsie Road Redevelopment – 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 400-420 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 has formally applied for tax increment financing assistance for the redevelopment project. A formal review of the project financing and request for public assistance has begun and the Economic Development Authority had their first review of the proposal at their meeting earlier this week.

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.



## Housing and Code Enforcement

### Rental Licensing

- A total of 536 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses have been applied for the 2017 license year. Four licenses have not been applied for yet. These late applications are subject to an additional late fee of seventy five dollars and the properties are also considered in violation of City Code for not having the required rental license. Staff is currently following up with these owners and will take formal enforcement action if necessary.
- Affidavits were submitted by owners during the renewal process stating that their properties were either sold or no longer being rented. This reduced the total number of rental properties approximately by forty five from the start of the renewal process. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses.
- The following table compares the number of issued General Dwelling Unit (GDU) licenses:

Rental Licenses (GDUs)				
Year	2014	2015	2016	2017* (to date)
Issued	554	606	585	536

\* This number reflects a small 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 GDU units will start in February and will be geographically scheduled by neighborhood throughout the City.
- Inspections of all nine MFU complexes will be conducted in the fall to allow for GDU inspections to be completed first. Approximately 1/3 of the dwelling units within each of the MFU complexes are inspected for compliance with the City's housing and property maintenance code. These MFU inspections are coordinated with the Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

### Code Enforcement

- There have been 8 new Code Enforcement cases in the past month. The following table summarizes the Code Enforcement activity:

<b>Code Enforcement Cases</b>			
	<b>Total No. of Cases</b>	<b>Open Citations</b>	<b>Hoarding Cases</b>
2016	158	1	8
2015	185	3	2

- There have been four new hoarding cases in just the past two months. 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 complexes. Ramsey County *Housecalls* staff was also involved in these cases.
- The third hoarding case found in a single family home has already been brought into compliance with City Code requirements as the City has executed an Abatement, Assessment and Compliance Agreement with the homeowners. A contractor was hired to manage the clean-out of the home. Ramsey County Public Health staff was also involved and addressed sanitation, pests and rodent infestation. Ramsey County *Housecalls* provided assistance by supplying dumpsters. The homeowners were able to pay for the clean-up, therefore, the cost does not need to be assessed to the property.
- The fourth hoarding case is also in a single family home. Ramsey County Public Health, Lake Johanna Fire and the City have issued correction orders. Ramsey County *Housecalls* is providing assistance by providing dumpsters and is seeking financial assistance for the homeowners through other resources. The City has not been able to execute an agreement with the property owners due to personal circumstances.
- Six of the executed Abatement, Assessment and Compliance Agreements the City has with property owners remain active. These agreements permit the City and Fire Department to conduct follow-up inspections to insure the homes and property are being maintained in accordance with the code standards. These follow-up inspections are being scheduled and conducted by the Housing and Code Enforcement Officer and Fire Marshal.

**Other News and Information**

- Attached is the monthly services report from the Housing Resource Center.
- Attached is the building permit activity summary from the Building Official, showing the total 2016 results. Permit valuation reached nearly \$42 million, which is one of the higher numbers in the past decade.

# CITY OF SHOREVIEW

## BUILDING INSPECTOR MONTHLY REPORT COMPARISON OF YEAR 2016 WITH 2015

	DECEMBER 2016		TO DATE 2016		DECEMBER 2015		TO DATE 2015	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	2	\$520,000	14	\$5,524,000	4	\$1,722,000	19	\$6,293,000
TOWNHOMES			5	\$0			0	\$0
ADDITIONS			20	\$1,109,000			23	\$1,020,000
GARAGES			163	\$592,000			6	\$152,000
MISCELLANEOUS	32	\$240,899	1057	\$8,722,150	32	\$259,025	1033	\$7,574,699
APARTMENTS			1	\$5,300,000			0	\$0
OFFICES			0	\$0			0	\$0
RETAIL			1	\$1,200,000			1	\$1,500,000
INDUSTRIAL/WAREHOUSE			0	\$0			0	\$0
PUBLIC BUILDINGS			2	\$10,300,000			2	\$1,532,000
COMMERCIAL ADDITIONS			2	\$635,000			0	\$0
COMMERCIAL ALTER	2	\$1,268,868	67	\$8,491,959	6	\$44,800	57	\$3,612,862
<b>TOTAL</b>	<b>36</b>	<b>\$2,029,767</b>	<b>1332</b>	<b>\$41,874,109</b>	<b>42</b>	<b>\$2,025,825</b>	<b>1141</b>	<b>\$21,684,561</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

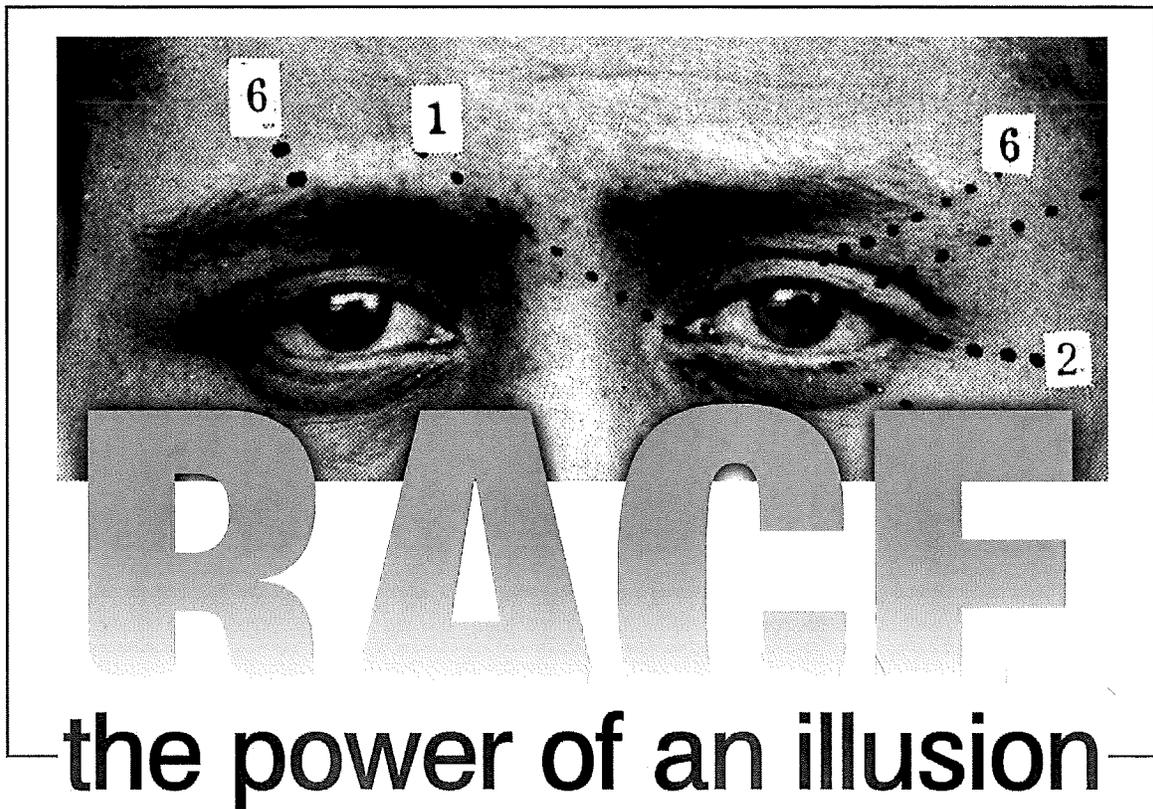
# HousingResource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - December 31, 2016

	Jan-Dec '01-'12	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
Number of Calls	2507	152	181	166	4	13	21	9	9	17	12	12	21	13	7	2	140	3,146
<b>MHFA Fix Up Fund/Rehab</b>																		
Loan Applications Rec'd	45	2	3	2	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	1	0	1	0	2	33
<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	1	27
Loans Closed	11	5	0	3	0	0	1	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	33
Loans Closed	14	3	2	3	0	0	0	1	1	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	9	11	4	0	2	94	1,162
Site Visits	547	91	80	67	4	4	13	5	5	8	7	1	11	4	4	0	66	851
Scopes & Inspections	113	4	0	1	0	1	1	0	0	1	0	0	0	0	0	0	3	121
<b>Total SERVICES Provided</b>	4,067	387	387	319	13	28	48	27	22	38	31	22	44	22	12	4	311	5,471

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

# FILM AND DISCUSSION SERIES

presented at the Ramsey County Library in Roseville



Join the Roseville and Shoreview Human Rights Commissions and Do Good Roseville presented at the Ramsey County Library in Roseville for the film and discussion series ***RACE—The Power of an Illusion***, a provocative three-hour series that questions the very idea of race as biology. ***RACE—The Power of an Illusion*** is an eye-opening discussion tool to help people examine their beliefs about race, privilege, policy, and justice. Discussions will be moderated by Donald Eubanks, Social Work Field Director, Metropolitan State University.

**Part 1: The Difference Between Us**

Wednesday, March 1, 6:30-8:30 p.m.

How recent scientific discoveries have toppled the concept of biological race

**Part 2: The Story We Tell**

Wednesday, March 8, 6:30-8:30 p.m.

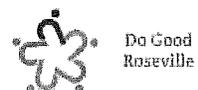
The roots of the race concept

**Part 3: The House We Live In**

Wednesday, March 15, 6:30-8:30 p.m.

How institutions shape and create race, giving different groups vastly unequal life chances

**Ramsey County Library | 2180 N. Hamline Ave. | Roseville**



TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: January 11, 2017

RE: Monthly Finance Report

**Utility Revenue**

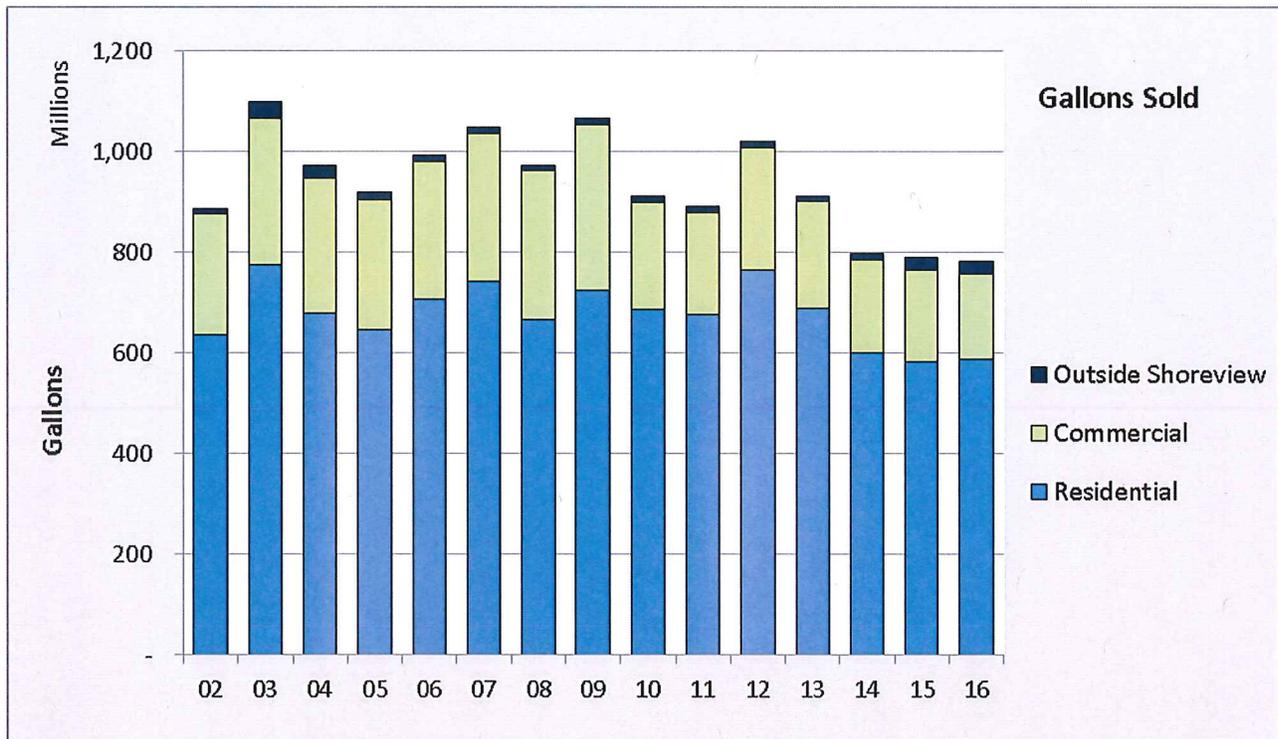
The table below provides a two-year comparison of utility revenue and gallons of water sold, and shows the variance to the adopted budget (the last two lines of the table). Water revenue for the year is 12.1% below budget (\$383,835 below). The variance is due to gallons sold being below projected levels.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-15	53,824,710	\$ 173,100	\$ 317,620	\$ 112,881	\$ 41,631	\$ 645,232
Feb-15	42,069,513	\$ 129,794	\$ 274,262	\$ 93,405	\$ 35,848	\$ 533,309
Mar-15	54,275,495	\$ 175,320	\$ 370,349	\$ 145,925	\$ 52,062	\$ 743,656
Apr-15	46,516,846	\$ 153,019	\$ 316,439	\$ 113,630	\$ 41,751	\$ 624,839
May-15	44,075,778	\$ 140,461	\$ 277,207	\$ 93,886	\$ 36,012	\$ 547,566
Jun-15	65,246,965	\$ 207,621	\$ 378,089	\$ 146,665	\$ 52,365	\$ 784,740
Jul-15	76,606,274	\$ 236,878	\$ 319,652	\$ 113,640	\$ 41,913	\$ 712,083
Aug-15	71,083,917	\$ 237,890	\$ 283,729	\$ 95,621	\$ 36,344	\$ 653,584
Sep-15	95,126,082	\$ 302,185	\$ 392,080	\$ 145,181	\$ 52,130	\$ 891,576
Oct-15	104,519,742	\$ 327,864	\$ 324,777	\$ 114,026	\$ 42,012	\$ 808,679
Nov-15	67,662,636	\$ 225,231	\$ 283,922	\$ 93,982	\$ 36,450	\$ 639,585
Dec-15	68,351,372	\$ 226,428	\$ 392,852	\$ 157,969	\$ 52,420	\$ 829,669
<b>Total 2015</b>	<b>789,359,330</b>	<b>\$ 2,535,791</b>	<b>\$ 3,930,978</b>	<b>\$ 1,426,811</b>	<b>\$ 520,938</b>	<b>\$ 8,414,518</b>
Jan-16	49,091,020	\$ 178,545	\$ 326,798	\$ 124,672	\$ 44,250	\$ 674,265
Feb-16	43,168,757	\$ 150,941	\$ 284,573	\$ 103,038	\$ 38,424	\$ 576,976
Mar-16	53,059,807	\$ 191,615	\$ 378,274	\$ 160,513	\$ 55,153	\$ 785,555
Apr-16	43,541,415	\$ 161,599	\$ 322,223	\$ 125,531	\$ 44,488	\$ 653,841
May-16	42,507,171	\$ 151,657	\$ 285,606	\$ 103,190	\$ 38,639	\$ 579,092
Jun-16	67,302,246	\$ 237,213	\$ 388,355	\$ 161,552	\$ 55,489	\$ 842,609
Jul-16	85,922,075	\$ 297,932	\$ 325,274	\$ 125,453	\$ 44,539	\$ 793,198
Aug-16	88,563,042	\$ 334,740	\$ 294,699	\$ 103,837	\$ 38,811	\$ 772,087
Sep-16	102,914,841	\$ 366,130	\$ 401,318	\$ 161,821	\$ 55,669	\$ 984,938
Oct-16	87,595,068	\$ 301,669	\$ 327,978	\$ 125,857	\$ 44,606	\$ 800,110
Nov-16	59,143,340	\$ 214,279	\$ 295,802	\$ 104,854	\$ 39,292	\$ 654,227
Dec-16	60,804,633	\$ 214,845	\$ 385,824	\$ 160,412	\$ 55,468	\$ 816,549
<b>Total 2016</b>	<b>783,613,415</b>	<b>\$ 2,801,165</b>	<b>\$ 4,016,724</b>	<b>\$ 1,560,730</b>	<b>\$ 554,828</b>	<b>\$ 8,933,447</b>
Change	-0.7%	10.5%	2.2%	9.4%	6.5%	6.2%
2016 rate increase		12.0%	3.0%	10.0%	6.0%	
<b>Budget (2016)</b>		<b>\$ 3,185,000</b>	<b>\$ 4,051,000</b>	<b>\$ 1,546,000</b>	<b>\$ 551,000</b>	<b>\$ 9,333,000</b>
Variance to budget in \$		<b>\$ (383,835)</b>	<b>\$ (34,276)</b>	<b>\$ 14,730</b>	<b>\$ 3,828</b>	<b>\$ (399,553)</b>
Variance to budget in %		<b>-12.1%</b>	<b>-0.8%</b>	<b>1.0%</b>	<b>0.7%</b>	<b>-4.3%</b>

The utility revenue shown on the previous page includes revenue from late fees. To illustrate the impact of late fees on total revenue, the table below provides a 5-year history of these fees, as well as the percent of total utility revenue. For 2016, late fees account for 1.6% of utility revenue

Year	Water	Sewer	Surface Water	Street Lighting	Total	Percent of Revenue
2012	\$45,780	\$72,949	\$17,422	\$ 7,879	\$144,030	1.8%
2013	\$45,772	\$66,762	\$18,842	\$ 8,579	\$139,955	1.7%
2014	\$44,619	\$67,830	\$19,512	\$ 8,655	\$140,616	1.8%
2015	\$42,045	\$68,487	\$21,888	\$ 8,846	\$141,266	1.7%
2016	\$42,033	\$68,978	\$24,407	\$ 9,328	\$144,746	1.6%

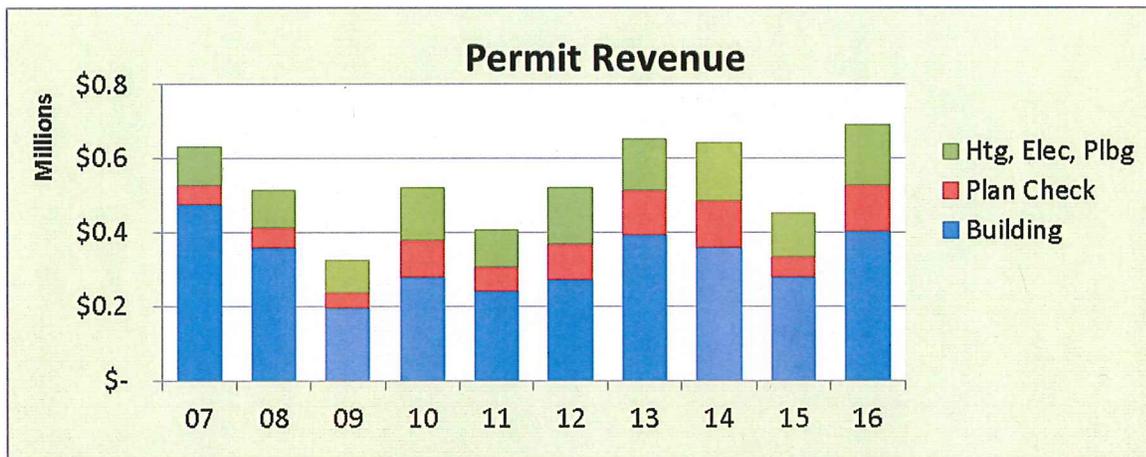
The graph that follows shows the gallons billed over a 15-year period. The year 2016 is lowest, followed by 2015 at second lowest. The year 2003 had the highest consumption, followed by 2009.



## Permit Revenue

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

	2012	2013	2014	2015	2016
<b>Revenue Received</b>					
Building permits	\$ 270,420	\$ 391,867	\$ 359,025	\$ 279,832	\$ 402,065
Plan check	99,800	121,547	127,567	53,030	124,386
Heating/electric/plumbing	151,369	139,291	153,886	117,315	162,586
<b>Total Revenue</b>	<b>\$ 521,589</b>	<b>\$ 652,705</b>	<b>\$ 640,478</b>	<b>\$ 450,177</b>	<b>\$ 689,037</b>
<b>Percent of budget allowance</b>	<b>202.2%</b>	<b>240.0%</b>	<b>227.9%</b>	<b>154.2%</b>	<b>237.6%</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 December of 2016. The balances in this report are preliminary, and do not include year-end adjustments, accruals, or the allocation of interest income for the year.

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr
<b>REVENUES</b>				
Property Taxes	7,321,858	7,305,243	16,615	99.77
Licenses & Permits	354,000	695,607	-341,607	196.50
Intergovernmental	480,622	549,299	-68,677	114.29
Charges for Services	1,224,520	1,284,861	-60,341	104.93
Fines & Forfeits	42,500	32,723	9,777	77.00
Interest Earnings	50,000		50,000	
Miscellaneous	25,450	28,624	-3,174	112.47
<b>TOTAL REVENUES</b>	<b>9,498,950</b>	<b>9,896,356</b>	<b>-397,406</b>	<b>104.18</b>
<b>EXPENDITURES</b>				
General Government				
Administration	575,203	545,983	29,220	94.92
Communications	235,448	205,360	30,088	87.22
Council & commiss	156,597	198,572	-41,975	126.80
Elections	39,574	50,863	-11,289	128.53
Finance/accounting	571,295	537,248	34,047	94.04
Human Resources	295,128	261,261	33,867	88.52
Information systems	348,684	351,833	-3,149	100.90
Legal	132,000	82,289	49,711	62.34
<b>Total General Government</b>	<b>2,353,929</b>	<b>2,233,409</b>	<b>120,520</b>	<b>94.88</b>
Public Safety				
Fire	1,474,420	1,541,711	-67,291	104.56
Police	2,096,500	2,093,869	2,631	99.87
<b>Total Public Safety</b>	<b>3,570,920</b>	<b>3,635,580</b>	<b>-64,660</b>	<b>101.81</b>
Public Works				
Forestry/nursery	122,311	124,556	-2,245	101.84
Pub Works Adm/Engin	434,492	419,117	15,375	96.46
Streets	871,799	798,099	73,700	91.55
Trail mgmt	131,148	109,949	21,199	83.84
<b>Total Public Works</b>	<b>1,559,750</b>	<b>1,451,722</b>	<b>108,028</b>	<b>93.07</b>
Parks and Recreation				
Municipal buildings	117,633	114,363	3,270	97.22
Park Maintenance	1,276,575	1,228,846	47,729	96.26
Park/Recreation Adm	387,297	353,857	33,440	91.37
<b>Total Parks and Recreation</b>	<b>1,781,505</b>	<b>1,697,067</b>	<b>84,438</b>	<b>95.26</b>
Community Develop				
Building Inspection	161,368	180,381	-19,013	111.78
Planning/zoning adm	484,478	473,021	11,457	97.64
<b>Total Community Develop</b>	<b>645,846</b>	<b>653,402</b>	<b>-7,556</b>	<b>101.17</b>

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,911,950	9,671,180	240,770	97.57	
OTHER					
Transfers In	811,000	811,000		100.00	
Transfers Out	-398,000	-398,000		100.00	
TOTAL OTHER	413,000	413,000		100.00	
Net change in fund equity		638,176	-638,176		
Fund equity, beginning		4,627,122			
Fund equity, ending		5,265,298			
Less invested in capital assets					
Net available fund equity		5,265,298			

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr
REVENUES				
Intergovernmental	75,469	79,702	-4,233	105.61
Charges for Services	536,500	535,104	1,396	99.74
TOTAL REVENUES	611,969	614,806	-2,837	100.46
EXPENDITURES				
Public Works				
Recycling	566,151	517,923	48,228	91.48
Total Public Works	566,151	517,923	48,228	91.48
TOTAL EXPENDITURES	566,151	517,923	48,228	91.48
Net change in fund equity	45,818	96,883	-51,065	
Fund equity, beginning		352,762		
Fund equity, ending		449,645		
Less invested in capital assets				
Net available fund equity		449,645		

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	7,992	-492	106.56	
Interest Earnings	500		500		
<b>TOTAL REVENUES</b>	<b>8,000</b>	<b>7,992</b>	<b>8</b>	<b>99.90</b>	
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	9,000	1,461	7,539	16.23	
Total Miscellaneous	9,000	1,461	7,539	16.23	
<b>TOTAL EXPENDITURES</b>	<b>9,000</b>	<b>1,461</b>	<b>7,539</b>	<b>16.23</b>	
Net change in fund equity	-1,000	6,531	-7,531		
Fund equity, beginning		40,020			
Fund equity, ending		46,551			
Less invested in capital assets					
Net available fund equity		46,551			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,468,215	2,403,837	64,378	97.39	
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	3,380	9,120	27.04	
<b>TOTAL REVENUES</b>	<b>2,485,715</b>	<b>2,407,217</b>	<b>78,498</b>	<b>96.84</b>	
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,733,905	2,684,151	49,754	98.18	
<b>Total Parks and Recreation</b>	<b>2,733,905</b>	<b>2,684,151</b>	<b>49,754</b>	<b>98.18</b>	
<b>TOTAL EXPENDITURES</b>	<b>2,733,905</b>	<b>2,684,151</b>	<b>49,754</b>	<b>98.18</b>	
<b>OTHER</b>					
Transfers In	384,000	384,000		100.00	
<b>TOTAL OTHER</b>	<b>384,000</b>	<b>384,000</b>		<b>100.00</b>	
Net change in fund equity	135,810	107,066	28,744		
Fund equity, beginning		1,306,938			
Fund equity, ending		1,414,004			
Less invested in capital assets					
Net available fund equity		1,414,004			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,500,041	1,396,501	103,540	93.10	
Interest Earnings	2,000		2,000		
<b>TOTAL REVENUES</b>	<b>1,502,041</b>	<b>1,396,501</b>	<b>105,540</b>	<b>92.97</b>	
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	103,345	99,111	4,234	95.90	
Aquatics	143,054	121,902	21,152	85.21	
Community programs	99,626	91,713	7,913	92.06	
Drop-in Child Care	69,740	64,399	5,341	92.34	
Fitness Programs	179,218	171,403	7,815	95.64	
Park/Recreation Adm	473,302	437,978	35,324	92.54	
Preschool Programs	101,618	101,440	178	99.82	
Summer Discovery	274,570	246,049	28,521	89.61	
Youth/Teen	37,408	34,811	2,597	93.06	
<b>Total Parks and Recreation</b>	<b>1,481,881</b>	<b>1,368,806</b>	<b>113,075</b>	<b>92.37</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,481,881</b>	<b>1,368,806</b>	<b>113,075</b>	<b>92.37</b>	
<b>OTHER</b>					
Transfers In	84,000	84,000		100.00	
Transfers Out	-130,000	-130,000		100.00	
<b>TOTAL OTHER</b>	<b>-46,000</b>	<b>-46,000</b>		<b>100.00</b>	
Net change in fund equity	-25,840	-18,305	-7,535		
Fund equity, beginning		996,137			
Fund equity, ending		977,832			
Less invested in capital assets					
Net available fund equity		977,832			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	435,000	339,462	95,538	78.04	
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	1,100	100	91.67	
<b>TOTAL REVENUES</b>	<b>437,900</b>	<b>340,562</b>	<b>97,338</b>	<b>77.77</b>	
<b>EXPENDITURES</b>					
General Government					
Cable television	120,183	137,880	-17,697	114.73	
<b>Total General Government</b>	<b>120,183</b>	<b>137,880</b>	<b>-17,697</b>	<b>114.73</b>	
Capital Outlay					
Cable television	100,000	26,514	73,486	26.51	
<b>Total Capital Outlay</b>	<b>100,000</b>	<b>26,514</b>	<b>73,486</b>	<b>26.51</b>	
<b>TOTAL EXPENDITURES</b>	<b>220,183</b>	<b>164,395</b>	<b>55,788</b>	<b>74.66</b>	
<b>OTHER</b>					
Transfers Out	-200,000	-200,000		100.00	
<b>TOTAL OTHER</b>	<b>-200,000</b>	<b>-200,000</b>		<b>100.00</b>	
Net change in fund equity	17,717	-23,833	41,550		
Fund equity, beginning		468,181			
Fund equity, ending		444,348			
Less invested in capital assets					
Net available fund equity		444,348			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	110,000	107,715	2,285	97.92	
<b>TOTAL REVENUES</b>	<b>110,000</b>	<b>107,715</b>	<b>2,285</b>	<b>97.92</b>	
<b>EXPENDITURES</b>					
Community Develop Econ Development-EDA	107,013	95,644	11,369	89.38	
Total Community Develop	107,013	95,644	11,369	89.38	
<b>TOTAL EXPENDITURES</b>	<b>107,013</b>	<b>95,644</b>	<b>11,369</b>	<b>89.38</b>	
Net change in fund equity	2,987	12,071	-9,084		
Fund equity, beginning		203,698			
Fund equity, ending		215,769			
Less invested in capital assets					
Net available fund equity		215,769			

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr
REVENUES				
Property Taxes	100,000	97,900	2,100	97.90
TOTAL REVENUES	100,000	97,900	2,100	97.90
EXPENDITURES				
Community Develop Housing Programs-HRA	92,907	80,724	12,183	86.89
Total Community Develop	92,907	80,724	12,183	86.89
TOTAL EXPENDITURES	92,907	80,724	12,183	86.89
Net change in fund equity	7,093	17,176	-10,083	
Fund equity, beginning		103,180		
Fund equity, ending		120,356		
Less invested in capital assets				
Net available fund equity		120,356		

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	82,549	-52,549	275.16	
<b>TOTAL REVENUES</b>	<b>32,200</b>	<b>82,549</b>	<b>-50,349</b>	<b>256.36</b>	
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	4,559	27,441	14.25	
<b>Total Miscellaneous</b>	<b>32,000</b>	<b>4,559</b>	<b>27,441</b>	<b>14.25</b>	
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>4,559</b>	<b>27,441</b>	<b>14.25</b>	
Net change in fund equity	200	77,989	-77,789		
Fund equity, beginning		212,846			
Fund equity, ending		290,835			
Less invested in capital assets					
Net available fund equity		290,835			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	27,000	29,660	-2,660	109.85	
Miscellaneous	32,000	32,747	-747	102.33	
<b>TOTAL REVENUES</b>	<b>59,000</b>	<b>62,407</b>	<b>-3,407</b>	<b>105.77</b>	
<b>EXPENDITURES</b>					
General Government					
Slice of Shoreview	67,900	70,984	-3,084	104.54	
<b>Total General Government</b>	<b>67,900</b>	<b>70,984</b>	<b>-3,084</b>	<b>104.54</b>	
<b>TOTAL EXPENDITURES</b>	<b>67,900</b>	<b>70,984</b>	<b>-3,084</b>	<b>104.54</b>	
<b>OTHER</b>					
Transfers In	10,000	10,000		100.00	
<b>TOTAL OTHER</b>	<b>10,000</b>	<b>10,000</b>		<b>100.00</b>	
Net change in fund equity	1,100	1,423	-323		
Fund equity, beginning		81,406			
Fund equity, ending		82,829			
Less invested in capital assets					
Net available fund equity		82,829			

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr
<b>REVENUES</b>				
Special Assessments		4,757	-4,757	
Utility Charges	3,193,000	2,779,091	413,909	87.04
Late fees		42,033	-42,033	
Water meters	5,500	11,663	-6,163	212.05
Other prop charges	20,000	9,814	10,186	49.07
Interest Earnings	38,000		38,000	
<b>TOTAL REVENUES</b>	<b>3,256,500</b>	<b>2,847,358</b>	<b>409,142</b>	<b>87.44</b>
<b>EXPENDITURES</b>				
Proprietary				
Water Operations	1,581,485	1,534,739	46,746	97.04
<b>Total Proprietary</b>	<b>1,581,485</b>	<b>1,534,739</b>	<b>46,746</b>	<b>97.04</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>1,593,494</b>	<b>-12,009</b>	<b>100.76</b>
<b>OTHER</b>				
Contributed Assets		2,743	-2,743	
Depreciation	-669,000	-669,000		100.00
Transfers Out	-363,000	-363,000		100.00
GO Revenue Bonds	-307,431	-405,459	98,028	131.89
<b>TOTAL OTHER</b>	<b>-1,339,431</b>	<b>-1,434,716</b>	<b>95,285</b>	<b>107.11</b>
Net change in fund equity	335,584	-180,853	516,437	
Fund equity, beginning		13,256,009		
Fund equity, ending		13,075,156		
Less invested in capital assets		9,427,325		
Net available fund equity		3,647,831		

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr
<b>REVENUES</b>				
Special Assessments		7,340	-7,340	
Charges for Services	1,500	1,193	307	79.52
Utility Charges	4,051,000	3,947,746	103,254	97.45
Late fees		68,978	-68,978	
Facility/area chgs	4,000	11,099	-7,099	277.48
Other prop charges	2,500	7,952	-5,452	318.09
Interest Earnings	27,000		27,000	
<b>TOTAL REVENUES</b>	<b>4,086,000</b>	<b>4,044,307</b>	<b>41,693</b>	<b>98.98</b>
<b>EXPENDITURES</b>				
Proprietary				
Sewer Operations	3,359,142	3,269,970	89,172	97.35
<b>Total Proprietary</b>	<b>3,359,142</b>	<b>3,269,970</b>	<b>89,172</b>	<b>97.35</b>
<b>TOTAL EXPENDITURES</b>	<b>3,359,142</b>	<b>3,269,970</b>	<b>89,172</b>	<b>97.35</b>
<b>OTHER</b>				
Contributed Assets		62,427	-62,427	
Depreciation	-354,000	-354,000		100.00
Transfers Out	-183,000	-183,000		100.00
GO Revenue Bonds	-78,764	-88,212	9,448	112.00
<b>TOTAL OTHER</b>	<b>-615,764</b>	<b>-562,785</b>	<b>-52,979</b>	<b>91.40</b>
Net change in fund equity	111,094	211,552	-100,458	
Fund equity, beginning		7,844,543		
Fund equity, ending		8,056,095		
Less invested in capital assets		4,725,848		
Net available fund equity		3,330,247		

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,805	-1,805		
Utility Charges	1,546,000	1,536,323	9,677	99.37	
Late fees		24,407	-24,407		
Lake Impr Dist chgs	44,503	33,133	11,370	74.45	
Other prop charges	7,500	9,520	-2,020	126.93	
Interest Earnings	9,000		9,000		
<b>TOTAL REVENUES</b>	<b>1,607,003</b>	<b>1,605,188</b>	<b>1,815</b>	<b>99.89</b>	
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	29,275	11,286	17,989	38.55	
Surface Water Oper	940,244	863,214	77,030	91.81	
<b>Total Proprietary</b>	<b>969,519</b>	<b>874,500</b>	<b>95,019</b>	<b>90.20</b>	
<b>TOTAL EXPENDITURES</b>	<b>969,519</b>	<b>874,500</b>	<b>95,019</b>	<b>90.20</b>	
<b>OTHER</b>					
Depreciation	-269,000	-269,000		100.00	
Transfers Out	-159,000	-159,000		100.00	
GO Revenue Bonds	-82,239	-95,171	12,932	115.72	
<b>TOTAL OTHER</b>	<b>-510,239</b>	<b>-523,171</b>	<b>12,932</b>	<b>102.53</b>	
Net change in fund equity	127,245	207,517	-80,272		
Fund equity, beginning		8,974,651			
Fund equity, ending		9,182,168			
Less invested in capital assets		6,135,855			
Net available fund equity		3,046,313			

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr
<b>REVENUES</b>				
Special Assessments		827	-827	
Utility Charges	551,000	545,500	5,500	99.00
Late fees		9,328	-9,328	
Interest Earnings	2,500		2,500	
<b>TOTAL REVENUES</b>	<b>553,500</b>	<b>555,655</b>	<b>-2,155</b>	<b>100.39</b>
<b>EXPENDITURES</b>				
Proprietary				
Street lighting	279,118	222,563	56,555	79.74
<b>Total Proprietary</b>	<b>279,118</b>	<b>222,563</b>	<b>56,555</b>	<b>79.74</b>
Capital Outlay				
Street lighting		122,099	-122,099	
<b>Total Capital Outlay</b>		<b>122,099</b>	<b>-122,099</b>	
Capital Outlay				
Capital Projects		4,895	-4,895	
<b>Total Capital Outlay</b>		<b>4,895</b>	<b>-4,895</b>	
<b>TOTAL EXPENDITURES</b>	<b>279,118</b>	<b>349,557</b>	<b>-70,439</b>	<b>125.24</b>
<b>OTHER</b>				
Depreciation	-69,000	-69,000		100.00
Transfers Out	-25,400	-25,400		100.00
<b>TOTAL OTHER</b>	<b>-94,400</b>	<b>-94,400</b>		<b>100.00</b>
Net change in fund equity	179,982	111,698	68,284	
Fund equity, beginning		1,598,216		
Fund equity, ending		1,709,914		
Less invested in capital assets		432,561		
Net available fund equity		1,277,353		

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr
<b>REVENUES</b>				
Property Taxes	184,000	180,594	3,406	98.15
Cent Garage chgs	1,281,150	1,279,188	1,962	99.85
Interest Earnings	10,500		10,500	
Miscellaneous		2,651	-2,651	
<b>TOTAL REVENUES</b>	<b>1,475,650</b>	<b>1,462,432</b>	<b>13,218</b>	<b>99.10</b>
<b>EXPENDITURES</b>				
Proprietary				
Central Garage Oper	638,373	543,350	95,023	85.11
<b>Total Proprietary</b>	<b>638,373</b>	<b>543,350</b>	<b>95,023</b>	<b>85.11</b>
Capital Outlay				
Central Garage Oper		531,911	-531,911	
<b>Total Capital Outlay</b>		<b>531,911</b>	<b>-531,911</b>	
<b>TOTAL EXPENDITURES</b>	<b>638,373</b>	<b>1,075,261</b>	<b>-436,888</b>	<b>168.44</b>
<b>OTHER</b>				
Sale of Asset	32,000	47,970	-15,970	149.91
Transfers In	119,400	119,400		100.00
Depreciation	-663,000	-663,000		100.00
Transfers Out	-15,000		-15,000	
GO CIP Bonds	-110,635	-124,234	13,599	112.29
<b>TOTAL OTHER</b>	<b>-637,235</b>	<b>-619,864</b>	<b>-17,371</b>	<b>97.27</b>
Net change in fund equity	200,042	-232,692	432,734	
Fund equity, beginning		4,493,970		
Fund equity, ending		4,261,278		
Less invested in capital assets		3,228,575		
Net available fund equity		1,032,703		

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 12-31-16

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 12-31-16

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
Total Number Of Investments: 1						500,000.00	

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
1,264	Morgan Stanley Smith Barney LLC	HP	1,826	08-17-16	08-17-2021	500,000.00	1.899000
Total Number Of Investments: 3						1,460,000.00	

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 12-31-16

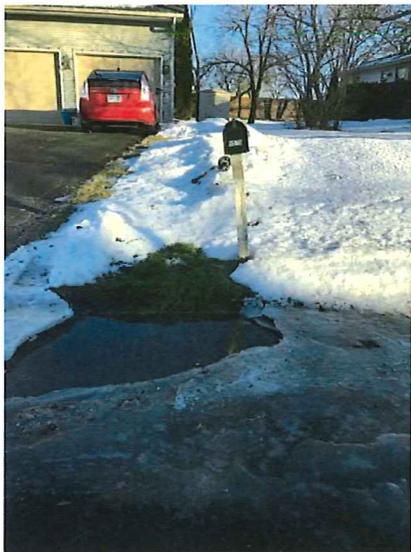
Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
TAXABLE MUNCL BONDS							
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1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,247	Dain Rauscher Investment Services	TM	797	02-24-16	05-01-18	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: 18						8,488,493.71	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 12-31-16

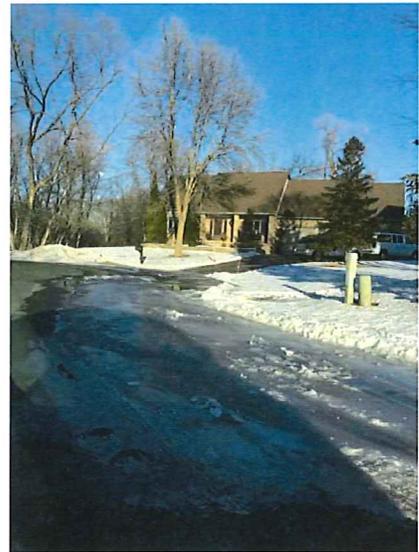
Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					25,918,448.46	
					484.34	
					3,747,237.31	
					52,490.15	
					209,595.63	
					7,109.64	
					5,500,949.32	
					28,533.87	
					35,464,848.72	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR  
DATE: JANUARY 12, 2017  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **COLD WEATHER REALITIES**



The flooding in the Grass Lake area and high surface water levels throughout the city are an obvious indication of the recent wet weather cycle which included record rainfall this past year. As groundwater levels throughout the city are correspondingly high as well, sump pumps and residential foundation drains are working overtime, even into the winter months. As a result, we're being asked to respond to icing conditions on streets where sump pumps are discharging ground water onto the streets and its



freezing and causing ice to build up. Removing the ice with heavy equipment is difficult and requires care not damage the pavement and concrete curb. We're working on areas like those in the photos as time allows, in between plowing events.

### **ENVIRONMENTAL SERVICES**

Ellen Brenna, the City's new Natural Resource Specialist, began working in the Public Works Department on Monday, January 9<sup>th</sup>. She is getting involved in the responsibilities of the position and will be introduced to the Environmental Quality Committee at their meeting on January 23<sup>rd</sup>. Ellen will also be responsible for delivery of all forestry related services as well as coordinate Clean Up Day events and be the City's liaison for the Know Your Flow and WaterSmart Initiatives.

### **MAINTENANCE ACTIVITIES**

Public works crews have responded to three full crew plowing events, where all the streets, cul-de-sacs and trails have been cleared of snow. Street crews have pre-treated (anti-icing) the streets on four separate occasions and they have applied salt (de-icing) to hills, intersections and curves on four separate events. Before and after each event all plows, trucks and equipment are inspected and repaired. After each event all equipment is washed, cleaned, prepared and stored until the next event. DOC crews

complete the hand snow removal from bus shelters and along trails and boardwalks where equipment cannot be used.



At the time of the writing of this report, the first water main break of the 2016/2017 winter season had been reported along Lexington Avenue near Edgewater Avenue. The City's response to the repair is being delayed by Xcel Energy's inability to properly locate a buried gas line. It is anticipated that the City's repair work can be completed prior to Monday, January 16. In the interim water service will continue to be provided to Shoreview water customers in the area.

Each day utility crews inspect and perform routine maintenance to all the wells, lift stations, towers, the booster station and the water treatment plant. Since the water treatment plant has been online crews have been monitoring and sampling water more frequently than before. As the crews get used to operating and maintaining the plant and the treated water, sampling will resume its normal schedule as required by the Minnesota Department of Health (MDH). Utility crews also respond each day to location requests by locating and marking underground City utilities in proposed excavation areas. They continue to utilize the camera equipment by televising segments of the sanitary sewer lines throughout the city. They have been inspecting manholes and flushing sanitary sewer lines.

In between snow plowing and de-icing events street crews have been trimming boulevard trees and chipping up brush along the trail system. When time permits they are repairing and replacing street signs. Also between events they have been opening catch basins to insure adequate drainage and have been breaking up ice in areas where extremely high ground water levels are causing excessive ice along streets.

The Dept. of Corrections crew continues cleaning the Maintenance Facility twice a week. When they haven't been removing snow, they have been cleaning trucks and equipment. They cleaned and degreased the wash bay area and are preparing it for painting. They have been painting and touching up areas in the garage. As time allows they remove buckthorn on City property. Also as the snow accumulates they shovel around fire hydrants throughout the City as needed.

## **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 January.

**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.

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: JANUARY 11, 2017**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

**DEPARTMENT ACTIVITY**

At its January 3<sup>rd</sup> meeting, the City Council authorized the retention of BWBR Architects to begin schematic design work for the Community Center expansion project. BWBR has held one kick off meeting with staff and we are currently in the process of scheduling a second meeting to further refine the plans for the new fitness rooms and multi-purpose rooms that are part of the expansion plans. Staff is also in the process of obtaining a proposal from Water Technology for the design of the water play area that is part of the expansion project and exploring different owner's representatives that would help manage the project for the City. The City used an owner's representative during the previous expansion project in 2002 and found that it was extremely helpful in managing the relationship with the general contractor and in helping manage the timing of the project. The staff hopes to have a proposal from Water Technology for the first regular meeting in February.

The annual Family New Year's Eve Party was a tremendous success. There were more than 900 participants registered for the event, a new record. One of the highlights of this annual event is the balloon drop at 8:00 pm that features three strings of balloons that are tied onto the bottom of the track. This resulted in a gymnasium filled with children popping balloons after the traditional New Year's Eve countdown. Another new feature at this year's event was the addition of a photo booth which was very popular with many of the people at the event.

The City is continuing to work on the lighting project to retrofit all of the lighting at the City Hall and Community Center to more energy efficient LED fixtures. The project, which started in 2015, was originally estimated to cost about \$300,000. There also was an Xcel Energy rebate of about \$75,000 that was anticipated. To date, the City has spent about \$180,000 on the project and received more than \$57,700 back in rebates. There is an additional \$112,415.00 scheduled to be spent in 2017 for the lights in the banquet rooms, desk task lights, and the parking lot lights. The City anticipates a rebate of about \$28,000 when this remaining work is completed. Based on the work completed to date, we are now seeing a savings of about \$4,000 per month on our electric bill from Xcel Energy. This is fairly close to the savings that were projected which estimated a payback in energy savings in about 4-5 years. In addition, we anticipate far less maintenance with the longer lasting LED fixtures.

## COMMUNITY CENTER

Daily admission revenue was 15% higher in December, 2016 compared to December, 2015. Coupon books and gift cards were popular holiday purchases with more than 100 coupon books and 240 gift cards being sold. Gift card sales accounted for approximately \$6,000 in revenue.

The total number of memberships sold increased slightly in 2015 to more than 2,700 total memberships resulting in nearly 6,000 community center members. During the month of December, over 70 seasonal memberships were sold which is a 28% increase compared to last year. For the year, membership revenue was at about the same level as last year. There were nearly 200 of the 30-day memberships for \$35 sold this month, which is comparable to last year. Overall, membership retention stayed at a favorable 95%.

The new Silver and Fit Membership category continues to grow in popularity. There are now a total of 230 Silver and Fit members. Nearly all of the people in this membership category have visited the Community Center at least once this month, which is important for our revenue stream. Staff anticipates that this number of active members may decrease slightly during the next few months as some of the Silver and Fit members travel south for winter.

As we enter the busy winter season, the staff needs to work hard on maintenance and repairs in the indoor playground, fitness center, and Water Park. The whirlpool currently has a small leak which will be repaired next month. All of our fitness equipment has been kept in good working order for our members and guests.

On December 18<sup>th</sup>, the aquatics staff hosted a hiring event in an effort to increase the number of life guards and swim instructors at the Community Center. There will be two more of these events in the coming months. New Lifeguard training classes are offered following these events. In the past two months, we have been able to hire 7 lifeguards and 9 new swim instructors.

Birthday parties in the themed poolside rooms were a popular choice during the month of December. There were 25 separate birthdays hosted in these rooms on weekends in December which is a 25% increase compared to last year. We ended 2016 with more than 280 parties being celebrated in the birthday party rooms this past year.

Both banquet rooms hosted numerous events, which is somewhat unusual for the month of December. There were over 17 different parties, a reception, and a corporate event held in the banquet rooms. In an effort to increase usage of the Wedell Community Room, customers were able to book half the room on Saturdays. This change in our practice allowed the facility to accommodate more birthday parties and holiday parties. The Wedell Community Room rental revenue increased about \$4,000 this year while Shoreview Room rental revenue increased nearly \$10,000 this year. Overall, annual rental revenue increased more than \$20,000 in 2016 and is up more than \$90,000 since 2012.

## **RECREATION PROGRAMS**

Kids Corner Preschool will be hosting their annual Open House and Registration for the 2017-18 school year on Thursday, January 19th. Preschool classes are offered for children ranging in age from one and a half years to five years old. During the open house families meet with teachers in the program, tour the classrooms, and register for classes. As a result of a decrease in afternoon class attendance, an incentive program is being offered in 2017. Currently there are 2 afternoon pre-school classes offered during the week. There is a Monday, Wednesday, and Friday class as well as a Tuesday and Thursday class. If a participant registers for both afternoon classes, they will receive a 15% discount on the total cost. Participants that are currently enrolled in our classes have priority registration one week prior to the preschool open house.

The winter Ice Skating session held at the Ramsey County Ice Arena is off to a great start with more than 90 youth and adults enrolled in classes. Staff will continue to evaluate the number of classes that are offered and explore different methods to reduce our ice rental costs by combining some classes and holding more classes on the ice at the same time.

AARP Income Tax Assistance will begin on Wednesday, February 3<sup>rd</sup> and run through April 18<sup>th</sup>. This popular free program provides seniors and low income taxpayers with individual assistance in completing their federal and state income tax returns. Reservations are required and can be made by calling the Parks and Recreation office. Many appointment times have already been filled.

Applications for the 2017 Farmers Market season will be sent out the week of January 23<sup>rd</sup>. The new indoor Farmers Market format has been a success. This indoor market has two more dates, January 17<sup>th</sup> and February 21<sup>st</sup>. There are 14 different vendors selling seasonal vegetables, baked goods, jams and jellies, and fresh eggs in the upper level lobby and throughout the Fireside Lounge. The last two markets will include a gluten-free vendor. The indoor market, which has been held every other week since November, has averaged about 250 visitors per event.

The opening of our outdoor ice skating rinks was delayed one week from our advertised opening date. Generally the outdoor ice rinks open in mid-December, but due to warm weather conditions, staff was unable to get an ice foundation. Once temperatures were below freezing, maintenance staff worked diligently, flooding both our hockey and general skating rinks at seven different parks to ensure that they would be open during the holiday break. The schedule for warming house hours is posted on the City website and in the ShoreViews.

Some of the special events offered during the month of December were Letters from Santa, Kids Holiday Shopping Spree and Santa's Workshop. Staff noticed an increase in the Santa's Workshop event with both sessions hosting more than 120 participants. This event includes a continental breakfast, crafts, and time with Santa.

## **PARKS MAINTENANCE**

During December and early January the park maintenance crews were focused on flooding the hockey and general skating rinks at seven different park locations. When the weather finally turned cold in mid-December the crews were able to put in some extra time to get the rinks open by Monday, December 19<sup>th</sup>. This was the earliest date that the rinks have opened since the winter of 2010-2011. The rain that fell on Christmas Day was a significant setback, but the crews again worked diligently to get most of the rinks back in shape by the New Year's weekend.

The crew continues to clean and flood rinks on a daily basis, weather permitting. The crew set out a new rubber walkway on the trail section that leads from the warming house to the hockey rink at Wilson Park. We had received a few complaints from walkers in recent years of how slippery the path got when the area was flooded in previous years. We have received a few calls complimenting us on this change.

There were three snow falls that resulted in the crew needing to come in to plow the parking lots and sidewalks at the Community Center, Library, Parks and Fire Stations. The Park Maintenance crews have also started snow plowing and clearing of the walks at the new County Library site as required by our agreement with the County and Mounds View School District. The crew also plows all of the ice rinks and trails in the parks. During these events, many of the sidewalks were shoveled and ice melt spread on them. There were three occasions where a crew member was called in to salt the parking lots after a minor snowfall or freezing rain event.

The crew replaced burned out parking lot lights at the Community Center, and at McCullough, Sitzer and Theisen parks. There were also lights replaced in the landscaping along Highway 96. The crew replaced the batteries in all the thermostats and CO detectors in all the park buildings. A contractor checked furnaces in all of the park buildings and made repairs when needed. The crew then replaced all of the furnace filters.

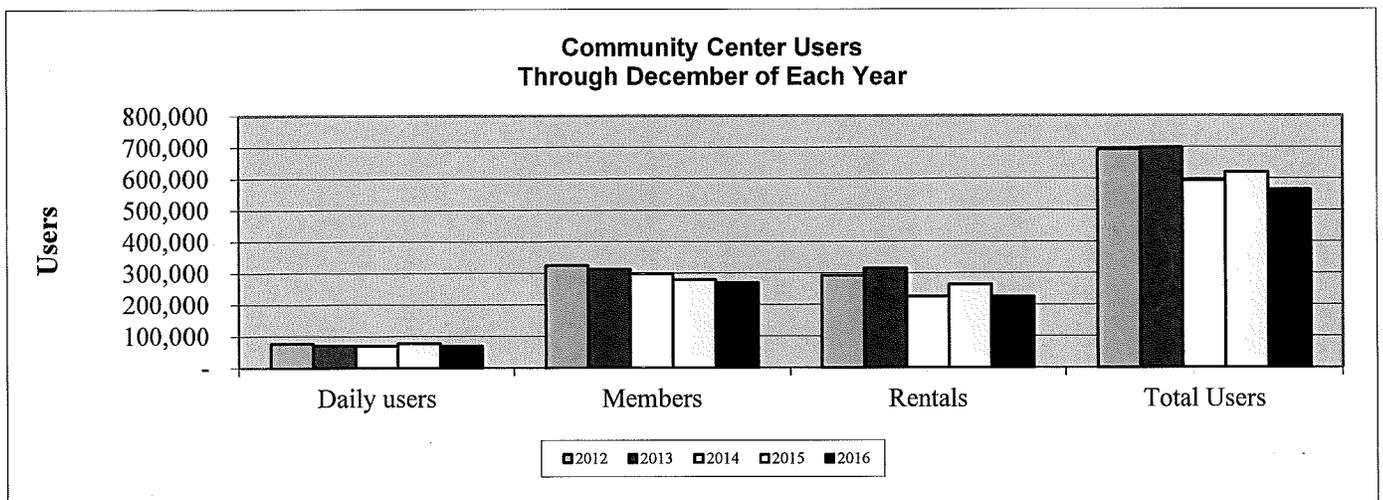
The crew continues to pick up trash on a daily basis at the Community Center and the Parks. Once the new Library is open we'll add that back in the mix. The trash and recycling receptacles are checked on a daily basis in all of the park buildings. Now that rinks are open, the restrooms at the pavilion are cleaned on a daily basis.

## **COMMUNITY CENTER MAINTENANCE**

The crew has been busy keeping the building on its cleaning schedule. They cleaned the carpet in the Wave Cafe area and in the upper level Park and Recreation and City Hall lobbies this past month. The part time custodial staff was very busy during the holiday break period doing continual cleaning in the Wave Café area and throughout the building since we had such a high number of youth using the building on a daily basis.

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

	2012	2013	2014	2015	2016
<b>Number of Users:</b>					
Daily users	76,521	70,573	69,699	77,913	69,767
Members	324,216	313,395	297,735	279,026	269,609
Rentals	291,879	314,924	225,738	263,570	225,068
<b>Total Users</b>	<b>692,616</b>	<b>698,892</b>	<b>593,172</b>	<b>620,509</b>	<b>564,444</b>
<b>Revenue:</b>					
Admissions	\$ 555,209	\$ 580,832	\$ 596,787	\$ 642,912	\$ 655,167
Memberships-annual	1,040,037	1,007,551	1,013,369	961,578	951,641
Memberships-seasonal	97,673	97,272	105,793	92,335	103,583
Room rentals	255,186	303,211	307,634	325,075	344,495
Wave Café	192,351	210,860	217,033	216,908	213,293
Commissions	14,546	12,025	13,602	14,356	10,693
Locker/vending/video	26,453	24,198	22,042	21,069	22,152
Merchandise	14,521	14,005	11,691	13,435	13,654
Other miscellaneous	672	14,259	13,346	14,333	2,788
Building charge	101,757	101,687	113,615	103,000	89,000
Transfers in	300,000	312,000	339,000	366,000	384,000
<b>Total Revenue</b>	<b>2,612,505</b>	<b>2,635,065</b>	<b>2,819,836</b>	<b>2,771,001</b>	<b>2,790,468</b>
<b>Expenditures:</b>					
Personal services	1,399,969	1,473,504	1,475,983	1,556,367	1,547,514
Supplies	446,077	478,444	528,352	489,831	478,612
Contractual	599,683	624,145	670,493	651,730	650,219
Other	5,727	-	-	-	-
<b>Total Expenditures</b>	<b>2,451,456</b>	<b>2,576,093</b>	<b>2,674,828</b>	<b>2,697,928</b>	<b>2,676,345</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 161,049</b>	<b>\$ 58,972</b>	<b>\$ 145,008</b>	<b>\$ 73,073</b>	<b>\$ 114,123</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	6,554	69,767
Members	28,059	25,528	24,674	23,576	20,972	20,218	20,729	20,926	17,555	20,310	22,556	24,506	269,609
Rentals	12,862	15,461	18,059	19,287	20,882	24,070	20,983	21,905	15,262	18,880	20,169	17,248	225,068
<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>48,308</b>	<b>564,444</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	\$ 41,061	\$ 57,480	\$ 596,231
Indoor playground	8,167	7,099	6,441	5,422	3,382	2,643	3,474	4,350	2,855	3,269	5,108	6,726	58,936
Memberships	128,819	95,586	80,042	68,073	61,409	73,028	65,452	69,649	71,002	84,949	101,193	156,022	1,055,224
Room rentals	38,084	30,681	31,954	23,564	35,873	21,429	36,467	22,400	24,403	25,675	26,228	27,737	344,495
Wave Café	22,983	24,230	24,115	18,018	16,991	13,952	14,789	15,465	9,662	16,411	17,293	19,384	213,293
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	2,688	22,152
Merchandise	1,051	1,472	1,434	1,393	1,170	1,052	1,727	1,431	430	715	950	831	13,654
Other miscellaneous	(66)	45	26	(14)	21	61	91	2,629	32	52	(56)	(33)	2,788
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	32,000	384,000
<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>228,614</b>	<b>302,835</b>	<b>2,790,468</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	124,729	1,547,514
Supplies	17,699	37,660	54,982	53,519	36,750	41,298	33,378	24,529	54,000	33,049	34,323	57,425	478,612
Contractual	10,385	31,222	77,851	31,268	53,288	59,081	59,625	58,508	56,605	110,763	55,839	45,784	650,219
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>227,938</b>	<b>2,676,345</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>\$ 15,761</b>	<b>\$ 74,897</b>	<b>\$ 114,123</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>\$ 39,226</b>	<b>\$ 114,123</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
Total Users	47,536	44,739	42,854	39,010	40,979	71,536	83,879	74,465	37,102	54,259	42,051	42,099	620,509
<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
Total Revenue	290,158	237,586	255,822	192,664	186,969	306,621	194,177	214,591	173,071	189,336	219,221	310,785	2,771,001
<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	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	102,641	215,607	249,819	220,673	248,674	189,992	218,812	210,097	233,236	316,088	189,951	302,338	2,697,928
Rev less Exp (monthly)	\$ 187,517	\$ 21,979	\$ 6,003	\$ (28,009)	\$ (61,705)	\$ 116,629	\$ (24,635)	\$ 4,494	\$ (60,165)	\$ (126,752)	\$ 29,270	\$ 8,447	\$ 73,073
Rev less Exp (ytd)	\$ 187,517	\$ 209,496	\$ 215,499	\$ 187,490	\$ 125,785	\$ 242,414	\$ 217,779	\$ 222,273	\$ 162,108	\$ 35,356	\$ 64,626	\$ 73,073	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<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		
01/12/17	Accounts payable	\$	708,713.40
01/11/17	Accounts payable	\$	828,488.87
01/04/17	Accounts payable	\$	26,495.00
01/04/17	Accounts payable	\$	76,428.49
12/30/16	Accounts payable	\$	71,375.45
12/30/16	Accounts payable	\$	9,892.97
12/30/16	Accounts payable	\$	297.20
	<b>Sub-total Accounts Payable</b>	<b>\$</b>	<b>1,721,691.38</b>
01/06/17	Payroll (including direct deposits)		\$162,238.74
	<b>Sub-total Payroll</b>	<b>\$</b>	<b>162,238.74</b>
	<b>Total</b>	<b>\$</b>	<b>1,883,930.12</b>

ROLL CALL:	AYES	NAYS
Denkinger		
Johnson		
Quigley		
Springhorn		
Martin		

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
A & L SUPERIOR SOD, INC	SOD FOR WESTON WOODS SWALE	603	45850	3190		001		\$379.20	\$379.20
ABM EQUIPMENT & SUPPLY INC	VAC TRUCK HOSE	701	46500	2220		002		\$299.97	\$299.97
ACE SOLID WASTE	SOLID WASTE COLLECTION	701	46500	3640		001		\$280.79	\$280.79
ALERUS RETIREMENT AND BENEFITS	COBRA ADMINISTRATION	101	40210	3190		003		\$52.00	\$52.00
BEISSWENGERS HARDWARE	2" PVC CAP	602	45550	2280		001		\$14.78	\$14.78
BEISSWENGERS HARDWARE	HINGES - SHOP SUPPLIES	701	46500	2220		003		\$8.58	\$8.58
BROCK WHITE CO LLC	CONCRETE CURB SUPPLIES	101	42200	2180		001		\$295.69	\$295.69
BROCK WHITE CO LLC	WELL 6 LANDSCAPING SUPPLIES	601	45050	2280		005		\$106.80	\$106.80
CHESS	SAFETY CONSULTANT DECEMBER MTCE PLAN	101	40210	3190		007		\$800.00	\$800.00
CRYTEEL TRUCK EQUIPMENT	212 PLOW BLADES	701	46500	2220		002		\$347.40	\$347.40
CUMMINS NPOWER, LLC	SET UP & TEAR DOWN TEMP RENTAL GENERATOR	220	43800	3190				\$1,672.10	\$1,672.10
DIAMOND VOGEL PAINT	PAINT SUPPLIES FOR SHOP	701	46500	2220		003		\$148.09	\$148.09
FLEETPRIDE INC	HYD COUPLER FOR JD 1585	701	46500	2220		002		\$40.70	\$40.70
FLEETPRIDE INC	JD1585 BLOWER FITTING	701	46500	2220		002		\$4.58	\$4.58
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$38.14	\$152.55
		602	45550	3190		001		\$38.14	
		603	45850	3190		001		\$38.14	
		604	42600	3190				\$38.13	
GRAINGER, INC.	EAR PLUGS FOR PARK MAINT CREW	101	43710	2180				\$84.40	\$84.40
HALDEMAN-HOMME INC	REPAIR CURTAIN MOTOR-INSTALL NEW SEAL	220	43800	3810				\$1,025.00	\$1,025.00
HIGH POINT NETWORKS, LLC	EXTREME NETWORKS NETWORK SWITCHES MAINT	101	40550	3860		011		\$11,509.00	\$11,509.00
HILLCREST ANIMAL HOSPITAL	ANIMAL SERVICES PERIOD ENDING 12-31-16	101	41100	3190		003		\$170.00	\$170.00
HUGO EQUIPMENT COMPANY	TRIM SAW	701	46500	2400		002		\$28.99	\$28.99
LAKE JOHANNA FIRE DEPT	FIRST HALF PAYMENT FOR 2017 SERVICES	101	41200	3190		001		\$653,627.47	\$653,627.47
LARSON COMPANIES	OIL FILTERS FOR TRUCKS	701	46500	2220		001		\$20.95	
LEYMAR COMPANIES LLC	LASERFICHE LICENSES/MAINTENANCE	101	40550	3860		009		\$13,699.00	\$13,699.00
LUBRICATION TECHNOLOGIES, INC	ENGINE COOLANT	701	46500	2130		001		\$512.38	\$512.38
MASTERS PLUMBING HEATING & COO	FINAL PAYMENT WATER HEATER PROJECT	405	43800	3810				\$5,250.00	\$5,250.00
METROPOLITAN AREA MANAGEMENT A	ANNUAL DUES - R.OLSON	101	40200	4330		003		\$45.00	\$45.00
MINNESOTA DEPARTMENT OF AGRICU	MN GROWN LINCENSE 2017	225	43590	3174		001		\$60.00	\$60.00
MINNESOTA FARMERS MARKET ASSOC	MRMA MEMBERSHIP RENEWAL 2017	225	43590	3174		001		\$70.00	\$70.00
MSSA	MSSA MEMBERSHIP FOR JOE K. AND DAN C.	101	42050	4500		007		\$150.00	\$150.00
ON SITE SANITATION INC	TOILET RENTAL FOR BUCHER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR RICE CREEK FIELDS	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SHAMROCK PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR BOBBY THEISEN PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR WILSON PARK	101	43710	3950				\$75.00	\$75.00
PLUMMASTER, INC	REPAIR SUPLLIES CC	220	43800	2240		001		\$433.64	\$433.64
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$287.97	\$287.97
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$27.46	\$27.46
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$834.24	\$834.24
PLUNKETT'S PEST CONTROL, INC	PEST CONTROL AT MAINTENANCE CENTER ANNUA	701	46500	3196		001		\$1,001.26	\$1,001.26
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$187.20	\$187.20
REINDERS, INC.	ICEMELT FOR SIDEWALKS	101	43710	2260				\$642.42	\$642.42
RT VISION INC	PUBLIC WORKS:PROJECT MGMT SOFTWARE UPG	101	40550	3860				\$1,700.00	\$1,700.00
SAFE-FAST INC	SAFETY JACKET FOR J. BOYER	101	42200	2180		001		\$54.95	\$54.95
SAFE-FAST INC	SAFETY HARNESES FOR BUCKET TRUCK	101	42200	2180		001		\$832.43	\$832.43
SAFE-FAST INC	CLASS 3 HOOD	601	45050	2280		001		\$54.95	\$54.95

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
SHERWIN WILLIAMS INC	PAINT FOR MTCE CENTER	701	46500	2220		003		\$592.23	\$592.23
ST. PAUL, CITY OF	VEHICLE RADIO MAINTENANCE SERVICE	701	46500	3190		001		\$151.50	\$151.50
STAR TRIBUNE	SUBSCRIPTION	101	40200	4330		009		\$20.00	\$20.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$1,868.45	\$1,868.45
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$524.44	\$524.44
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$343.60	\$343.60
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$90.36	\$90.36
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$1,230.03	\$1,230.03
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$343.60	\$343.60
SUPPLYWORKS	REPAIRS TO COMPASS UNIT	220	43800	3890				\$269.53	\$269.53
TERMINAL SUPPLY CO	PLOW LIGHTS	701	46500	2220		001		\$256.25	\$256.25
THYSSEN KRUPP ELEVATOR CORPORT	ELEVATOR SERVICE CONTRACT FEE	220	43800	3190		004		\$1,177.13	\$1,177.13
TRI STATE BOBCAT, INC.	COUPLERS FOR SKID STEER	701	46500	2220		002		\$127.65	\$127.65
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
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.25	\$173.03
		601	45050	3970		001		\$43.25	
		602	45550	3970		001		\$43.25	
		603	45850	3970		001		\$21.64	
		701	46500	3970		001		\$21.64	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.02	\$172.08
		601	45050	3970		001		\$43.02	
		602	45550	3970		001		\$43.02	
		603	45850	3970		001		\$21.51	
		701	46500	3970		001		\$21.51	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$70.89	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$56.56	\$56.56
YALE MECHANICAL INC	QUARTERLY HVAC MAINTENANCE AGREEMENT	701	46500	3196		003		\$1,549.30	
YALE MECHANICAL INC	REPAIRS TO COUNCIL CHAMBERS	220	43800	3810		001		\$587.75	\$587.75
YALE MECHANICAL INC	REPAIRS TO WESTIBULE HEATERS CC	220	43800	3810		003		\$1,051.10	\$1,051.10
YALE MECHANICAL INC	REPAIRS TO HVAC SYSTEM CC	220	43800	3810		003		\$420.25	\$420.25
Total of all invoices:									\$708,713.40

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640				\$1,207.13	\$1,412.27
		101	43710	3950				\$205.14	
ACE SOLID WASTE	CLEAN UP OF MAINTENANCE CENTER YARD	701	46500	3640		001		\$1,402.30	
ALLEN, DEANNE	PLANNING MINUTES 12-13-16	101	44100	3190				\$150.00	\$150.00
ALLEN, DEANNE	CC MINUTES, 1-3-17	101	40200	3190		001		\$200.00	\$200.00
AMERICAN MESSAGING	LOCKBOX 1/1-1/31/17	101	40210	3190		009		\$4.15	\$4.15
ARC SERVICES INC	REPAIRS TO WHIRLPOOL GATE POOL	220	43800	3810		007		\$399.47	\$399.47
ATIR ELECTRIC CORPORATION	LED LIGHTS AT CITY HALL FRON DESKS	220	43800	3810		001		\$2,521.00	\$2,521.00
BAD GIRLFRIENDS	DEPOSIT FOR SLICE ENTERTAINMENT	270	40250	3190		001		\$600.00	\$600.00
BARR ENGINEERING CO	TREATMENT POND INVENTORY ENGR SERVICES	603	45850	3190		002		\$2,858.50	\$2,858.50
BATTERIES PLUS	BATTERIES FOR UPS WELLS	601	45050	2280		005		\$39.90	\$39.90
BEISSWENGERS HARDWARE	JD 1585 SNOW BLOWER	701	46500	2220		002		\$4.09	\$4.09
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$19.37	\$19.37
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$19.00	\$19.00
BROCK WHITE CO LLC	STRAW FOR WELL 6 REHAB	601	45050	2280		001		\$107.70	\$107.70
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 01-06-17	101	21720					\$10,108.27	\$10,108.27
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 01-06-17	101	20420					\$336.00	\$336.00
CUB FOODS	NYE STAFF DINNER/ BINGO PRIZES	225	43580	2172		002		\$236.88	\$236.88
EHLERS	MN PUBLIC FINANCE SEMINAR - EHLERS	240	44400	4500				\$285.00	\$285.00
FLAHERTY'S ARDEN BOWL	LITTLE STRIKERS(DEC 26 & 28; 3 KIDS)	225	43510	3190		012		\$84.00	\$84.00
FRESHWATER SOCIETY	FEB 2, 2017 REGISTRATION MALONEY, BRENN	101	42050	4500				\$270.00	\$270.00
GEISLINGER & SONS, INC.	PAY EST 1 - BUCHER LIFT STATION CP 15-13	432	47000	5900				\$287,395.75	\$287,395.75
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 01-06-17	101	20431					\$2,741.13	\$2,741.13
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 01-06-17	101	20418					\$6,000.00	\$6,000.00
GRANICUS, INC	MONTHLY MANAGED SERVICE 1/1-3/31/17	230	40900	3890				\$1,500.00	\$1,500.00
GTS EDUCATIONAL EVENTS	HSEM GOVERNORS CONFERENCE FOR DAN C.	101	42050	4500		004		\$325.00	\$325.00
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001		\$307.12	\$307.12
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001		\$1,166.18	\$1,166.18
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 01-06-17	101	21750					\$7,618.07	\$7,618.07
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS PAYDATE: 01-06-17	101	20430					\$850.00	\$850.00
IDENTITY STORES, LLC	VOLLEYBALL SHIRT ORDER	225	43510	2170		010		\$915.25	\$915.25
JEFF ELLIS & ASSOCIATES, INC	ANNUAL CLIENT RETAINER	220	43800	3190		007		\$900.00	\$900.00
LOADBALANCER.ORG INC	LOADBALANCERS:DESKTOP CONNECTION SERVERS	101	40550	3860				\$952.00	\$952.00
MENARDS CASHWAY LUMBER *MAPLEW	CONTAINER FOR SALT STORAGE	101	42200	2180		001		-\$29.91	-\$29.91
MENARDS CASHWAY LUMBER *MAPLEW	CONTAINER FOR SALT STORAGE	101	42200	2180		001		\$29.91	\$29.91
MENARDS CASHWAY LUMBER *MAPLEW	CONDUIT AND SOAP FOR BOOSTER	601	45050	2280		001		\$35.05	\$35.05
MENARDS CASHWAY LUMBER *MAPLEW	MAILBOX POST	101	42200	2181		003		\$24.95	\$24.95
METROPOLITAN COUNCIL	SEWER SERVICE-JANUARY 2017	602	45550	3670				\$157,944.62	\$157,944.62
METROPOLITAN COUNCIL	SEWER SERVICE-FEBRUARY 2017	602	45550	3670				\$157,944.62	\$157,944.62
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES DECEMBER 2016	602	20840					\$12,425.00	\$12,300.75
		602	34060					-\$124.25	
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: DEC 2016	101	40500	4890				\$88.75	
		220	43800	4890				\$88.75	\$355.00
		601	45050	4890				\$88.75	
		602	45550	4890				\$88.75	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 01-06-17	101	20435					\$141.50	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: DECMEBER 2016	701	46500	2120				\$489.06	\$489.06
MINNESOTA ENVIRONMENTAL FUND	EMPLOYEE DEDUCTIONS: 01-06-17	101	20420					\$114.00	\$114.00
MINNESOTA PREMIER PUBLICATIONS	MN PARENT EDUCATION W.PARK/CAMP LISTING	220	43800	2201				\$399.00	\$399.00
MOUNDS VIEW PUBLIC SCHOOLS	LIFEGUARD TRAINING	220	43800	3190		007		\$33.00	\$33.00
MPSTMA	MEMBERSHIP DUES	101	43710	4500				\$50.00	\$50.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
NIHCA	ANNUAL MEMBERSHIP FOR NIHCA 2017	220	43800	4330				\$399.00	\$399.00
NORTHERN TOOL/BLUE TARP FINANC	PRESSURE WASHER WTP	601	45050	2280		001		\$699.99	\$699.99
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES-KEVIN WHITE	101	44300	3190				\$1,365.00	\$1,365.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$83.78	\$83.78
PMA FINANCIAL NETWORK, INC	SEPTEMBER 2016 BANK FEES	101	40500	4890		004		\$137.55	\$137.55
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 01-06-17	101	21740					\$30,470.17	\$30,470.17
RAMSEY CONSERVATION DISTRICT	EROSION CONTROL INSPECTION SERVICES	603	45850	3190		009		\$2,178.52	\$2,178.52
RAMSEY COUNTY	SURVEY SERVICES OWASSO BLVD N	101	42050	3190				\$3,825.00	\$3,825.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: JAN 2017	101	20414					\$2,694.84	\$2,894.84
		101	20417					\$200.00	
REPUBLIC SERVICES INC #899	SERVICES DECEMBER 2016	210	42750	3190				\$30,233.55	
RICOH USA INC.	MAINTENANCE: MPW3601 12/30/16-12/29/17	101	40200	3850		002		\$136.08	\$136.08
ROLLINS, MARISA A	DUPLICATE RENTAL LICENSE STRIPE PAYMENT	101	32790					\$75.00	\$75.00
RT VISION INC	PUBLIC WORKS:PROJECT MGMT SOFTWARE MAINT	101	40550	3860				\$2,781.00	\$2,781.00
SCHREIBER MULLANEY CONSTRCT CO	CARD READER INSTALL	220	43800	3810		003		\$2,175.00	
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR 4100 SNAIL LK BLVD	604	42600	3810		003		\$359.54	\$359.54
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-559 SHERWOOD RD	604	42600	3810		002		\$1,669.82	\$1,669.82
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-555 LAKE COVE CT	604	42600	3810		003		\$162.70	\$162.70
SIMPLEXGRINNELL LP	SECURITY MONITORING FOR TREATMENT PLANT	601	45050	3190		003		\$449.93	\$449.93
SUSA	DAN C AND KEVIN C MEBERSHIP FEE	601	45050	4500		001		\$250.00	\$250.00
TASC	VEBA ADMINISTRATION FEE: DEC 2016	101	20416					\$356.40	\$356.40
THE MONITOR	MIDWAY COMO MONITOR ADS JAN NOV DEC 17	220	43800	2201				\$1,839.00	\$1,839.00
THOM, JON	MIKE AND KIRILL WATER SCHOOL	601	45050	4500		003		\$300.00	\$300.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES-TOKLE INSPECTIONS	101	44300	3090				\$10,272.80	\$10,272.80
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 01-06-17	101	21710					\$25,505.15	\$62,520.27
		101	21730					\$29,999.16	
		101	21735					\$7,015.96	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 01-06-17	101	20420					\$126.00	
UNIVERSITY OF MINNESOTA	SHADE TREE CONFERENCE FOR DAN C.	101	42050	4500		003		\$200.00	\$200.00
UNIVERSITY OF MINNESOTA	MAY 8-9 REGISTRATION J.HAAS	101	42050	4500				\$250.00	\$250.00
URBAN LAND INSTITUTE	MEMBERSHIP RENEWAL NOTICE	240	44400	4330				\$220.00	\$220.00
WSB & ASSOCIATES, INC.	BUCHER LS ENGR CONSTR MANAGEMENT CP15-13	432	47000	5910				\$7,131.00	\$7,131.00
YALE MECHANICAL INC	HVAC SERVICE CONTRACT WORK	220	43800	3190		004		\$3,207.73	\$3,207.73
YALE MECHANICAL INC	POOL PUMP ROOM REPAIRS	220	43800	3810		007		\$159.25	\$159.25

Total of all invoices: \$828,488.87  
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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
VARIN/DOMESTIC ENGINEERING	ZIBELL HOARDING CLEANOUT 460 W SHORE CT	101	11700				\$26,495.00	\$26,495.00
							Total of all invoices:	\$26,495.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
BARSNESS, KIRSTIN	DECEMBER ECON. DEV. CONSULTING	101	22020				\$2,565.00	
BS&A SOFTWARE	ANIMAL LICENSE DATA CONVERSION	422	40550	5750			\$2,650.00	\$2,650.00
CITY & COUNTY CREDIT UNION	EROS,TREES,GRADE 1001 RED FOX RES 17-01	101	22030				\$3,390.00	\$15,390.00
		101	22025				\$3,000.00	
		101	22020				\$9,000.00	
CORNERSTONE UTILITY CONST	EROSION RED 5939 RICE CRK P DR RES 17-01	101	22030				\$1,000.00	
CULLIGAN	IRON FILTER SERVICE FEES	220	43800	3190		007	\$93.28	\$93.28
DELTA DENTAL	DENTAL COVERAGE: JAN 2017	101	20415				\$6,578.45	\$7,004.00
		101	20411				\$425.55	
GOODMANSON CONSTRUCTION	EROSION RED 4153 SYLVIA CT	101	22030				\$2,000.00	
GOVERNMENT FINANCE OFFICERS AS	D. MALONEY - ANNUAL DUES 2/1/17-1/31/18	101	40500	4330		004	\$150.00	\$150.00
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
MASTER-LINK SPORTS INC	REPAIRS TO FITNESS EQUIPMENT	220	43800	3890			\$801.00	\$801.00
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$901.07	
NITTI ROLLOFF SERVICES	EROSION RED 795 HWY 96 RES 17-01	101	22030				\$1,000.00	\$1,000.00
OAK HILL MONTESSORI	GRADE CERT,TREES 4665 HODGSON RES 17-01	101	22025				\$1,000.00	\$2,500.00
		101	22020				\$1,500.00	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 10-28-16	101	21740				\$30,794.15	\$30,794.15
RAMSEY COUNTY LIBRARY	EROSION RED 805 HIGHWAY 96 RES 17-01	101	22030				\$1,000.00	
SCHWERM, TERRANCE	EXPENSE REIMBURSEMENT	101	40200	4330			\$208.00	\$334.68
		101	40200	4890			\$126.68	
SYSCO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$541.23	\$541.23
UNIVERSITY OF MINNESOTA	BRIDGE SAFETY TRAINING T.WESOLOWSKI	101	42050	4500			\$95.00	\$95.00
WEIS BUILDERS INC	STREET REPAIR 4785 HODGSON RD RES 17-01	101	22020				\$7,500.00	\$7,500.00
Total of all invoices:							\$76,428.49	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A-1 HYDRAULICS SALES & SERVICE	PLOW FITTING	701	46500	2220		002	\$16.41	\$16.41
ABLE HOSE & RUBBER INC.	FLOODING HOSE GASKETS	101	43710	2240			\$13.56	\$13.56
BAUER BUILT TIRE AND BATTERY I	#105	701	46500	2230		001	\$413.36	\$413.36
BAUER BUILT TIRE AND BATTERY I	#308	701	46500	2230		001	\$1,703.96	\$1,703.96
FRATTALLONES HARDWARE STORES	COPPER PIPE	601	45050	2280		001	\$4.49	\$4.49
FRATTALLONES HARDWARE STORES	FLARING TOOL FOR COPPER	601	45050	2280		001	\$19.99	\$19.99
GREENHAVEN PRINTING	NOV-DEC SHOREVIEWS	101	40400	3220		002	\$4,476.70	\$22,567.70
		101	40400	3390		001	\$18,091.00	
HEALTHY CONTRIBUTIONS	FITNESS INCENTIVE PROCESSING FEES	220	43800	3190		003	\$5.75	\$5.75
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES DECEMBER 16	601	45050	3190		001	\$300.00	
KENNEDY & GRAVEN, CHARTERED	CENTURYLINK FRANCHISE	230	40900	3190			\$175.00	\$175.00
LAKE JOHANNA FIRE DEPT	SUPPLY HOSE AND HOSE REPLACEMENT, NOZZLE	405	41200	3190			\$6,200.00	\$6,200.00
LAKE JOHANNA FIRE DEPT	STATION BUDGET - A/V EQUIPMENT	405	41200	3190			\$19,840.00	\$19,840.00
LAKE JOHANNA FIRE DEPT	HELMETS, UPDATING ALL CLOTHING	405	41200	3190			\$15,345.00	\$15,345.00
NEWMAN SIGNS	SIGN BLANKS	101	42200	2180		003	\$1,218.30	\$1,218.30
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40100	4890		004	\$22.57	\$160.23
		101	40200	2010		002	\$137.66	
ON SITE SANITATION INC	TOILET RENTAL FOR SHAMROCK PARK	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL/RICE CR FIELD/LESS CREDIT	101	43710	3950			-\$21.25	-\$21.25
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950			\$75.00	\$75.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC AND CITY HALL	220	43800	3190			\$343.86	\$343.86
SAFE-FAST INC	4 CHAIN SAW HELMETS	101	42200	2180		001	\$195.80	\$195.80
SUPPLYWORKS	REN45 BLUE MAT	220	43800	2110			\$635.78	\$635.78
T.A. SCHIFSKY & SONS, INCORPOR	ASPHALT FOR SPOT REPAIRS	101	42200	2180		002	\$412.13	\$412.13
TERMINAL SUPPLY CO	LIGHT FOR UNIT 204	701	46500	2220		001	\$226.25	\$226.25
TWIN CITY SAW & SERVICE CO	CHAINSAW/BAR/CHAINS	701	46500	2400		002	\$881.86	\$881.86
TWIN SOURCE SUPPLY	STAINLESS WIPES FOR MTCE CENTER	701	46500	2183		002	\$95.42	\$95.42
UNIQUE PAVING MATERIALS CORPOR	UPM FOR WINTER POTHOLE	101	42200	2180		002	\$210.60	\$210.60
UNLIMITED SUPPLIES INC	ELECTRIC REPAIR TRAILERS	701	46500	2220		002	\$18.47	\$18.47
UNLIMITED SUPPLIES INC	SIGN SHOP SUPPLIES	101	42200	2180		003	\$60.53	\$60.53
YALE MECHANICAL INC	REPAIRING LIEBERT UNIT	220	43800	3810			\$182.25	\$182.25

Total of all invoices: \$71,375.45

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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	101	20431					-\$1,472.91	
		101	20432					-\$162.50	-\$1,635.41
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 9-9-16	101	20432					\$162.50	\$162.50
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE	101	20431					-\$1,472.91	-\$1,635.41
		101	20432					-\$162.50	
AARP C/O TOY, BOY	AARP 4HR SMART DRIVER 12.28.2016	225	43590	3174		003		\$325.00	
ALERUS RETIREMENT AND BENEFITS	OCTOBER COBRA ADMIN	101	40210	3190		003		\$44.00	\$44.00
AMAZON CAPITAL SERVICES	BOOK HOLDER READING RACKS	220	43800	2180		001		\$93.55	\$93.55
ARMOUR, CINDY	NYE FACE PAINTER	225	43580	3172		002		\$200.00	\$200.00
BARNES, SANDRA	REFUND CLOSING OVRPYMT-251 OAKWOOD DR	601	36190			003		\$12.74	\$12.74
BIDEGARAY, PEDRO	REFUND CLOSING OVRPYMT-1055 LAWNVIEW AVE	601	36190			003		\$200.53	\$200.53
CANTEEN	COFFEE SUPPLIES	220	43800	2590		001		\$333.85	\$585.85
		101	40800	2180				\$252.00	
CHERRYWOOD HILLS HOA	REFUND CLOSING OVRPYMT-826 SHERWOOD RD	601	36190			003		\$2.23	\$2.23
CITY OF SHOREVIEW	PETTY CASH FOR PARK AND RECREATION	225	43590	2174		002		\$19.00	
		270	40250	4890		006		\$21.99	\$46.96
		225	43590	2175		001		\$5.97	
CITY OF SHOREVIEW	REPLENISH PETTY CASH - CITY HALL	601	45050	4500		003		\$13.00	
		101	42200	4500		001		\$12.00	
		101	42200	4500		001		\$16.00	\$58.50
		601	45050	4500		002		\$6.50	
		101	42200	4500		001		\$11.00	
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/NOV STMT/14@6/1@25	307	44100	4890				\$109.00	
ELEMENTARY, ANDOVER	RSV# 1437160 REFUND REFUND	220	22040					\$211.40	\$211.40
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 12-30-16	101	20431					\$1,007.02	\$1,169.52
		101	20432					\$162.50	
GRANDMA'S BAKERY	CAKE FOR MIKE S RETIREMENT	101	40200	4890	001			\$67.75	\$67.75
GRAY, JOHN	RSV# 1441637 REFUND REFUND	220	22040					\$100.00	\$100.00
GREISING-MURSCHEL, ANTHONY	PASS APREGF TYPE: ANNUAL MEMBERSHIPS PA	220	22040					\$365.97	\$365.97
HUISMAN, THERESA	REFUND CLOSING OVRPYMT-947 SYLVIA LANE	601	36190			003		\$10.59	\$10.59
HUSTEN, MICHAEL	REFUND CLOSING OVERPYMT-1035 EDGEWATER	601	36190			003		\$245.80	\$245.80
JONES, SHARON M	REFUND CLOSING OVRPYMT-950 MONTEREY CT S	601	36190			003		\$23.89	\$23.89
KANG, EUNSIL	ICE SKATING PRIVATE	220	22040					\$168.00	\$168.00
KANG, EUNSIL	ICE SKATING PRIVATE	220	22040					\$8.00	\$8.00
KANG, EUNSIL	ICE SKATING PRIVATE	220	22040					\$10.00	\$10.00
KELLY, KEVIN OR KATHERINE	REFUND CLOSING OVRPYMT-5970 ST ALBANS ST	601	36190			003		\$189.02	\$189.02
KOEHLER, SARAH	REFUND CLOSING OVRPYMT-910 LAWNVIEW AVE	601	36190			003		\$340.36	\$340.36
LIFEGUARD STORE, THE	RISE RESCUE KEY CHAINS	225	43520	2170		001		\$46.00	\$46.00
LIFEGUARD STORE, THE	LAP LANES	225	43520	2170		002		\$1,000.00	
		220	43800	2200		002		\$835.00	\$1,835.00
LONGEN, SUSAN	REFUND CLOSING OVRPYMT-831 ARBOGAST ST	601	36190			003		\$50.35	\$50.35
LU, EMERALD	REFUND CLOSING OVRPYMT-3463 DALE ST N	601	36190			003		\$55.62	\$55.62
MAHONEY, REBECCA	AQUATICS - YOUTH BEG	220	22040					\$71.00	\$71.00
MARCHIONE, KRISTINE	NYE FACE PAINTER	225	43580	3172		002		\$300.00	\$300.00
MCEVOY, ROBERT	PASS APRESD TYPE: ANNUAL MEMBERSHIPS PA	220	22040					\$380.20	\$380.20
MINNESOTA DEPARTMENT OF AGRICU	RENEW PESTICIDE APPLICATOR LICENSES	101	43710	4500				\$20.00	\$20.00
MINNESOTA GIS/LIS CONSORTIUM	GIS 2016 CONF J.HAAS IN DULUTH MN	101	42050	4500				\$275.00	\$275.00
MINNESOTA RECREATION & PARK AS	MRPA WORKSHOP	101	43400	4500				\$40.00	\$40.00
MOORE, JASON	RSV# 1442573 REFUND REFUND	220	22040					\$25.00	\$25.00
NCPERS MINNESOTA	PERA LIFE INSURANCE: JAN 2017	101	20413					\$192.00	\$192.00
OLSON, KURT	TOTAL BODY WORKOUT	220	22040					\$53.00	\$53.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
OLSON, REBECCA	REIMBURSEMENT FOR COUNCIL SUPPLIES	101	40100	4890		003	\$35.55	\$35.55
ROYER, JEAN	PASS SREGS TYPE: SEASONAL MEMBERSHIPS P	220	22040				\$155.00	\$155.00
VOLAVKA, LYNDA	NYE FACE PAINTER	225	43580	3172		002	\$150.00	\$150.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,818.19	\$1,818.19
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610			\$840.47	\$840.47
XCEL ENERGY	PARKS: ELECTRIC	101	43710	3610			\$1,140.47	\$1,651.99
		101	43710	2140			\$511.52	
YUKON RENOVATION LLC	REFUND CLOSING OVRPYMT-818 MARTHA LK CT	601	36190			003	\$184.29	
ZHANG, WEN HAO	REFUND CLOSING OVRPYMT-1310 ROYAL OAKS	601	36190			003	\$233.97	\$233.97
Total of all invoices:								\$9,892.97

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002		\$119.07	
PMA FINANCIAL NETWORK, INC	NOVEMBER 2016 BANK FEES	101	40500	4890		004		\$178.13	\$178.13
Total of all invoices:									\$297.20

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,918		
Vendor number	20466 1	2017	
Vendor name	GEISLINGER & SONS, INC.		
Address	511 CENTRAL AVE S. PO BOX 437 WATKINS, MN 55389		

Date	Comment line on check	Invoice number	Amount
01-09-17	PAY EST 1 - BUCHER LIFT STATION CP 15-13	1	\$287,395.75

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.

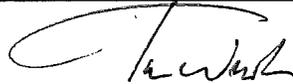
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
432 47000 5900	\$287,395.75

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

Reviewed by:  1/9/17  
 (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	60,855
Vendor number	00416 1 <span style="float: right;">2017</span>
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
12-09-16	SEWER SERVICE-JANUARY 2017	1061932	\$157,944.62

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
602 45550 3670	\$157,944.62

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

Reviewed by: Debbie Engblom  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,856
Vendor number	00416 1 <span style="float: right;">2017</span>
Vendor name	METROPOLITAN COUNCIL <span style="float: right;">DE</span>
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
01-05-17	SEWER SERVICE-FEBRUARY 2017	1062831	\$157,944.62

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
602 45550 3670	\$157,944.62

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

Reviewed by: Debbie Engblom  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,826
Vendor number	01901 1 <span style="float: right;">2017-2016</span>
Vendor name	REPUBLIC SERVICES INC #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
12-25-16	SERVICES DECEMBER 2016	0899-002966183 ✓	\$30,233.55 ✓

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	\$30,233.55

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	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	60,897
Vendor number	00545 1 <span style="float: right;">2017</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
01-06-17	EMPL/EMPLOYER CONTRIBUTIONS: 01-06-17	01-06-17	\$30,470.17

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?*

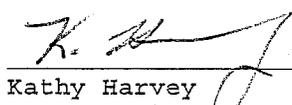
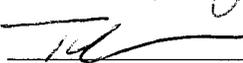
Purchase was made through the state's cooperative purchasing venture.

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	\$30,470.17
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	60,895
Vendor number	01446 1 <span style="float: right;">2017</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
01-06-17	FEDERAL WITHHOLDING TAX: 01-06-17	01-11-17	\$62,520.27

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.

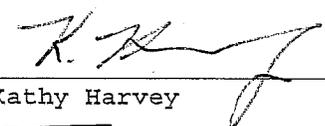
Purchase was made through another source. The state's cooperative purchasing venture was considered.

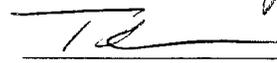
Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
101 21710	\$25,505.15
101 21730	\$29,999.16
101 21735	\$7,015.96
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	59,483
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
10-28-16	EMPL/EMPLOYER CONTRIBUTIONS: 10-28-16	10-28-16	\$30,794.15

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.

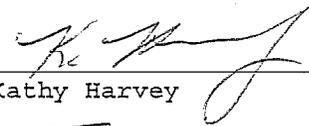
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to:	
------------	--

Account Coding	Amount
101 21740	\$30,794.15

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	60,746
Vendor number	00374 1
Vendor name	LAKE JOHANNA FIRE DEPT
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126

2016  
 2017

Date	Comment line on check	Invoice number	Amount
01-01-17	FIRST HALF PAYMENT FOR 2017 SERVICES	573	\$653,627.47

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41200 3190 001	\$653,627.47

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Amy Truhler	
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	

**Proposed Motion**

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

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

To recommend to the City Council execute the Consultation Services Agreement and approve a month to month lease renewal for 2017 with the Greater Metropolitan Housing Corporation for the Housing *Resource* Center located in the historic Lepak-Larson House at 1170 Lepak Court.

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

City Council Meeting  
January 17, 2017

To: Mayor, City Council, and City Manager  
From: Kathleen Castle, City Planner  
Date: January 11, 2017  
Subject: 2017 Lease Renewal and Consultation Services Agreement – Greater Metropolitan Housing Corporation

## **BACKGROUND**

The City of Shoreview leases the historic Lepak-Larson house, 1170 Lepak Court to the Greater Metropolitan Housing Corporation (GMHC) who operates the North and East Metro Housing *Resource* Center on the property. The City also contracts with the GMHC for services related to the City's housing programs, including administration of the Shoreview Home Energy Improvement Loan Program, through the Housing *Resource* Center. The 2017 Lease and Consultation Services Agreement are being presented to the Economic Development Authority for review.

## **LEASE AGREEMENT**

The proposed lease is similar to previous lease agreements executed with GMHC for this property with the exception of the lease term. The proposed annual rent \$13,109 is consistent with the approved annual rent for the 2016 calendar year, however, GMHC is requesting the lease term be changed from annual to monthly.

## **CONSULTANT SERVICES AGREEMENT**

The proposed agreement is also similar to the previous agreement for 2016, including the administration of the Shoreview Home Energy Loan Program. The annual \$12,000 fee has not increased from previous years. In the past, one annual payment was made to the HRC for these services. With this agreement, the City would be billed monthly and monthly payments will be required.

The agreement also retains the flat fee structure from processing Shoreview Home Improvement Loans. This fee structure is based on the actual cost of administering the program and does not vary with the loan amount.

The Shoreview Home Improvement Loan program is designed to assist residents who are interested in undertaking home improvement but have difficulty obtaining financing through conventional means. Through the Economic Development Authority, the City Council authorized the allocation of \$300,000 for the program using existing tax increment funds. The fund is revolving and payments received are made available for more loans. As of December,

2016, 20 loans have been processed with a funding total of \$294,542.08 leaving a balance of \$176,264.99 (including income) in the loan pool.

Other housing services provided by the HRC including the administration of other loan programs such as the Minnesota Housing Finance Agency Fix-up Fund and Rehabilitation Loan. The Center also provides consultation services to residents who are considering home improvements and will assist with the developing a scope of work and the bid process. In addition, the HRC provides housing information to residents on emergency assistance, first time homebuyers and limited rental information.

## **DISCUSSION**

GMHC has asked the City to provide some flexibility regarding the annual rent by permitting this be paid on a monthly basis rather than an annual basis. The consultation services fee will also be changed requiring a monthly payment rather than an annual payment. GMHC is currently reviewing the structure and financing of their HRC's in the Metropolitan Area in response to a decline in funding. This decline will affect the services provided by the HRC and there is an uncertainty as to whether or not the HRC will be able to continue operations. While GMHC is looking at the potential closure of one of their Minneapolis offices, it is their intent to maintain the Shoreview office provided the Center's can be financially self-sufficient.

In the Staff's opinion, the HRC provides a valuable service to City residents through their construction consultations and administration of loan programs, including the City's home improvement loan. Further discussion may be warranted regarding the status of the HRC and impact the closure of this office may have on the community.

## **ECONOMIC DEVELOPMENT AUTHORITY (EDA) REVIEW**

The EDA reviewed this matter at their January 9<sup>th</sup> meeting and recommended the City Council approve the agreement and lease with a 5-0 vote. The EDA members expressed support for the services provided by HRC and benefit to the community. Additional discussion with the EDA will be needed if the HRC can no longer provide these services.

## **RECOMMENDATION**

Staff is recommending the City Council execute the Consultation Services Agreement and renew the annual Lease Agreement with the GMHC for the HousingResource Center at 1170 Lepak Court.

### Attachments

- 1) Lease Renewal Letter to GMHC
- 2) Consultation Services Agreement



## CONSULTANT SERVICES AGREEMENT

**THIS IS AN AGREEMENT** entered into the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Shoreview, a Minnesota municipal corporation, (“the City”), and **GREATER METROPOLITAN HOUSING CORPORATION**, a Minnesota non-profit corporation (“Consultant”).

### RECITALS

A. The Consultant has a division called The Housing Resource Center (“HRC”). GMHC has agreed to provide certain Services through HRC (as defined below) in connection with the City’s housing program.

B. The City desires to hire the Consultant to render this technical, professional, and marketing assistance in connection with housing programs in the City for the term as set forth in this Agreement.

C. Consultant is willing to provide such services on the terms and conditions set forth herein.

In consideration of the foregoing recitals and following terms, conditions and mutual promises contained herein, the parties agree as follows:

1. **Scope of Services.** The Consultant shall provide services as follows (the “Services”):

- a. Administer the following home improvement programs for residents of the City of Shoreview: MHFA Fix Up Fund, (collectively the “MHFA Programs”) and the Shoreview Home Improvement Loan:
  1. Providing information to residents and property owners about the programs, upon request;
  2. Assist the City in developing procedures for the programs;
  3. Receipt of applications from residents;
  4. Processing applications;
  5. Closing loans to qualified applicants in accordance with the applicable program;
  6. Overseeing the draw process for the funds, including, as necessary, reviewing draws, reviewing the progress of the work and collecting lien waivers and certificates of occupancy. Consultant may, for this purpose, rely on third-party representations and certifications.
  7. Provide monthly reports about the number of loans closed and the balance in each loan program.

- b. Service the loans made to City residents under the Shoreview Home Improvement Program:
    - 1. Direct the Community Reinvestment Fund (“CRF”) to collect such payments pursuant to a contract dated July 2, 2000 between Consultant and CRF (the “CRF Contract”),
    - 2. Direct CRF to take such action pursuant to the CRF Contract if there is an Uncured default by a borrower under a loan pursuant to an Installment Loan Program.
    - 3. Receive all payments made by borrowers to CRF.
    - 4. Disburse all payments received by Consultant as directed, in writing, by the City which may include disbursing the funds pursuant to the Shoreview Home Improvement Loan Program.
  - c. Assist City residents considering rehabilitation, including property visits, meet with homeowners and potential contractors, suggest alternatives for rehabilitation to homeowners, educate homeowners on the construction bid process, assist homeowners to evaluate bids and work completed and construction progress.
  - d. Provide HRC housing information to City residents, including information on emergency assistance, housing rehabilitation, first time homebuyers and limited rental information;
  - e. Assist the City in developing programs to purchase and rehabilitate homes;
  - f. Coordinate these services out of Consultant’s Housing Resource Center, 1170 Lepak Court, Shoreview, MN 55126; and
  - g. Have Consultant’s staff visit residences as determined necessary by Consultant.
2. **Term.** This Agreement shall be in full force and effect from January 1, 2017 and shall continue through December 31, 2017, unless otherwise terminated as set forth below.

3. **Compensation.**

Core HRC Services. The City shall pay the Consultant Twelve Thousand Dollars (\$12,000) annually. Following the execution of this Agreement GMHC shall invoice the City monthly for \$1,000.

Shoreview Home Energy Loan Program Administration. The City shall pay the Consultant a fee of \$800 for each loan closed. Fees will be paid monthly based on the number of loans closed during the month. For those loans that will not close because the applicants have been denied or are no longer pursuing financing through this program, the City shall pay the Consultant a fee of \$75.00 for each application which shall be charged monthly.

The Consultant shall receive compensation for administering the MHFA Programs directly from the Minnesota Housing Finance Agency and not from the City.

**Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- a. Either party may terminate this Agreement at any time with 30 days written notice, in which case the parties shall agree to the amount of fees payable to Consultant.
- b. The City may terminate this Agreement upon the breach by Consultant of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by Consultant of a written notice from the City, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that Consultant cannot reasonably cure same in the thirty (30) day period, Consultant shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by Consultant of such written notice. In the event of termination by the City hereunder, Consultant shall be entitled to fees due to the date the notice of breach is sent by the City.
- c. If Consultant or City (as applicable) (i) files a voluntary petition in bankruptcy (ii) files a voluntary petition for reorganization under any bankruptcy law, statute or regulation or other similar statute or regulation, (iii) is adjudicated a bankrupt, (iv) makes an assignment for the benefit of creditors or applies for or consents to the appointment of a receiver or trustee as part of or in conjunction with a "creditor plan" with respect to any substantial part of its assets, or (v) a receiver or trustee is appointed, or an attachment or execution levied with respect to any substantial part of its assets, and said appointment is not vacated, or the attachment or execution not released, within sixty (60) days, then this Agreement shall, effective as of such date, without notice or further action by either party, immediately terminate.
- d. Consultant may terminate this Agreement upon the breach by City of any of its material covenants contained herein, where such breach shall have continued for a

period of thirty (30) days following the receipt by City of a written notice from Consultant, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that City cannot reasonably cure same in the thirty (30) day period, City shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by City of such written notice. In the event of termination by Consultant hereunder. Consultant shall be entitled to retain the entire fee under this Agreement.

5. **Insurance.**

- a. During the term of this Agreement, the Consultant shall obtain and maintain workers compensation, comprehensive general liability, and automobile liability insurance. Comprehensive general liability insurance shall have an aggregate limit of Two Million Dollars (\$2,000,000.00).
- b. Upon request by the City, the Consultant shall provide a certificate or certificates of insurance relating to the insurance required. Such insurance secured by the Contractor shall be issued by insurance companies licensed in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess.
- c. Such insurance shall be in force on the date of execution of an Agreement and shall remain continuously in force for the duration of the Agreement.

6. **Indemnification.**

- a. Notwithstanding anything to the contrary in this Agreement, the City, its officers, agents, and employees shall not be liable or responsible in any manner to the Consultant, the Consultant's successors or assigns, the Consultant's subcontractors, or to any other person or persons for any third party claim, demand, damage, or cause of action of any kind, nature, or character, including intentional acts, arising out of or by reason of the performance of this Agreement by Consultant. The Consultant, and the Consultant's successors or assigns, agree to protect, defend and save the City, and its officers, agents, and employees, harmless from all third party claims, demands, damages, and causes of action, to the extent caused by the negligence or wrongful acts of Consultant, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting services, and other technical, administrative or professional assistance.
- b. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466, or otherwise.

7. **Assignment.** This Agreement shall not be assigned, sublet, or transferred, in whole or in part without the prior written approval of the City.

8. **Conflict of Interest.** The Independent Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Independent Contractor, with the prior written consent of the City, shall arrange for suitable alternative services.

9. **Compliance with Laws.** The Consultant shall comply with all applicable Federal, State, and local laws, rules, ordinances, and regulations at all times and in the performance of the services pursuant to this Agreement.

10. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Consultant: Greater Metropolitan Housing Corporation  
15 South 5<sup>th</sup> Street, Suite 710  
Minneapolis, MN 55402  
ATTN: Suzanne Snyder

City: City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126

Or such other address as either party may provide to the other by notice given in accordance with this provision.

11. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Consultant, and supersedes any other written or oral agreements between the City and the Consultant. This Agreement can only be modified in writing signed by the City and the Consultant.

12. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

13. **Counterparts.** This Agreement may be signed in one or more counterparts but all of which taken together shall constitute one instrument.

14. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

15. **Agreement Not Exclusive.** The City retains the right to hire other housing program consultants, in the City's sole discretion.

16. **Data Practices Act Compliance**. Data provided to the Consultant or created by the Consultant under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective dates indicated below.

CITY:

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

Its: Mayor

Date: \_\_\_\_\_, 20\_\_.

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

Its: City Manager

Date: \_\_\_\_\_, 20\_\_.

CONSULTANT:

GREATER METROPOLITAN HOUSING CORPORATION

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

Its: President

Date: \_\_\_\_\_, 20\_\_.



January 18, 2017

Ms. Carolyn Olson  
Greater Metropolitan Housing Corporation  
15 South Fifth Street, suite 710  
Minneapolis, MN 55402

Re: Lease Agreement – Housing Resource Center, 1170 Lepak Court

Dear Ms. Olson:

The City has renewed the option to the Premises Lease Agreement executed with the City of Shoreview for the rental of the property at 1170 Lepak Court. The option enables GMHC to renew the lease for an additional one year period commencing on January 1, 2016. The base rent for each year of an Option Term is an amount equal to the base rent of the previous year multiplied by a fraction, the numerator of which is the CPIU (Consumer Price Index for Urban Consumers/Twin Cities Region). The rent, commencing on January 1 is \$13,109 annually with a payment of \$1,092 made monthly on the First day of each calendar month.

Please acknowledge your agreement to renew the lease agreement by exercising the Option to Renew, including the rent, by providing Ms. Olson's signature below. I would appreciate it if you could return this letter with her signature by February 1<sup>st</sup>. Please contact me at 651-490-4682 or via e-mail at [kcastle@shoreviewmn.gov](mailto:kcastle@shoreviewmn.gov) if you have any questions.

Sincerely,

Kathleen Castle  
City Planner

---

Carolyn Olson, President – GMHC

---

Date

P:/gmhchrc/01-09-17leaseservicesrenewal.docx



**PROPOSED MOTION  
AUTHORIZING SUBMITTAL OF APPLICATION TO THE MINNESOTA  
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT'S  
REDEVELOPMENT GRANT PROGRAM**

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

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

To adopt Resolution 17-03 in support of a grant application to the Minnesota Department of Employment and Economic Development's Redevelopment Grant Program for the 1005 Gramsie Road Redevelopment project.

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

Regular City Council Meeting  
January 17, 2017

**TO:** Mayor, City Council and City Manager  
**FROM:** Niki Hill, AICP, Economic Development and Planning Associate  
**DATE:** January 12, 2017  
**SUBJECT:** Application for Minnesota Department of Employment and Economic Development (DEED) Redevelopment Grant Program

### **INTRODUCTION**

Staff is seeking City Council support for an application to the State Department of Employment and Economic Development (DEED) and their Redevelopment Grant Program for the redevelopment of the 1005 Gramsie Building. This program helps communities with the costs of redeveloping blighted industrial, residential, or commercial sites and putting land back into productive use. The Redevelopment Grant Program can pay up to 50 percent of the redevelopment costs for a qualifying site. Redevelopment costs may include acquisition, demolition, relocation, and infrastructure improvements. A 50 percent local match is required. The match may come from any funds available to the City – including Tax Increment Financing. The due date is February 1<sup>st</sup> and the application would be submitted by the City of Shoreview on behalf of Eagle Ridge Partners/Greco.

### **PROPOSED APPLICATION**

Staff is preparing an application for funds to assist with the redevelopment of the 1005 Gramsie building. As the Council is aware, the building has been vacant/underutilized for nearly 10 years. The owners have been actively pursuing finding a tenant and exploring redevelopment options. The proposal is to redevelop the 1005 Gramsie property with approximately 418 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 site has qualified for Tax Increment Financing from the City. Redevelopment Grant funds will be requested for eligible costs including acquisition, demolition and infrastructure such as underground parking sidewalks, lighting and ponding.

### **STAFF RECOMMENDATION**

Staff recommends the Council adopt the attached Resolution No. 17-03 in support of the application to DEED's Redevelopment Grant Program for the 1005 Gramsie building.

#### Attachments:

- 1) Resolution 17-03
- 2) Motion Sheet

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JANUARY 17, 2017**

\* \* \* \* \*

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 at 7:00 PM

The following members were present:

The following members were absent:

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

**RESOLUTION 17-03**

**AUTHORIZING APPLICATION TO THE MINNESOTA DEPARTMENT  
OF EMPLOYMENT AND ECONOMIC DEVELOPMENT'S  
REDEVELOPMENT GRANT PROGRAM**

**BE IT RESOLVED** that the City of Shoreview acts as the legal sponsor for the 1005 Gramsie Road Redevelopment project contained in the Redevelopment Grant Program to be submitted on February 1, 2017 and the Mayor and the City Manager/Clerk is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Shoreview.

**BE IT FURTHER RESOLVED** that the City of Shoreview has the legal authority to apply for financial assistance and the institutional, managerial, and financial capability to ensure adequate project administration.

**BE IT FURTHER RESOLVED** that the sources and amounts of the local match identified in the application are committed to the project identified.

**BE IT FURTHER RESOLVED** that if the project identified in the application fails to substantially prove the public benefits listed in the application within five years from the date of the grant aware, the City of Shoreview may be required to repay 100 percent of the awarded grant per Minn. Stat. § 116J.575 Subd. 4;

**BE IT FURTHER RESOLVED** that the City of Shoreview has not violated any Federal, State or local laws pertaining to fraud bribery, graft, kickbacks, collusion, conflict of interest or other unlawful corrupt practice.

**BE IT FURTHER RESOLVED** that upon approval of its application by the State, the City of Shoreview may enter into an agreement with the State of Minnesota for the above-referenced project and that the City of Shoreview certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

**NOW THEREFORE BE IT RESOLVED** that the Mayor and the City Manager/Clerk are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the application.

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

And the following voted against the same:

WHEREUPON, said resolution was declared passed and adopted the 17<sup>th</sup> day of January, 2017.

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

ATTEST:

\_\_\_\_\_  
Terry Schwern  
City Manager/Clerk

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 of Shoreview City Council held on the 17<sup>th</sup> day of January, 2017 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 Resolution 17-03.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 17th day of January, 2017.

---

Terry C. Schwerm  
City Manager

SEAL

**LICENSE APPLICATIONS**

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

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

To approve the License Applications as listed on the attached report dated January 17, 2017.

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

January 17, 2017  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**January 17, 2017**

<b>LICENSE #</b>	<b>BUSINESS NAME</b>	<b>TYPE</b>
2017-00011	The Davey Tree Expert Company	Tree Trimmer
2017-00012	Arbor Tree Service	Tree Trimmer
2017-00013	Haydens Ridge Tree Service	Tree Trimmer
2017-00014	Northeast Tree Inc.	Tree Trimmer
2017-00015	Natures Trees Inc.	Tree Trimmer
2017-00016	YTS Companies, LLC	Tree Trimmer

**The above licenses are recommended for approval:**

\_\_\_\_\_ **License/Permit Clerk**

**PROPOSED MOTION**

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

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

To approve the Partnership Contractual Agreement With Northeast Youth and Family Services

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

Regular Council Meeting  
January 17, 2017

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: JANUARY 11, 2017**

**SUBJECT: APPROVAL OF 2017 PARTNERSHIP AGREEMENT WITH NORTHEAST YOUTH AND FAMILY SERVICES**

### **INTRODUCTION**

Northeast Youth and Family Services (NYFS) has asked its member cities to approve an updated Partnership Agreement.

### **BACKGROUND**

Since 1977, the City of Shoreview, along with several other cities in the north metro area entered into a joint power agreement with the Northwest Youth Services Bureau. The agreement indicated that the cities intended to act as financial sponsors for this non-profit corporation whose mission was to provide counseling and guidance programs for youth and families.

This JPA was replaced with individual contract agreements that better defined the roles and responsibilities of NYFS and the Cities in 1998. The agreement has been in place since that time, but was recently updated to reflect the name change for "Northwest" to "Northeast," as well as other minor changes to better reflect how the organization currently operates.

NYFS is asking cities to execute the updated agreement.

### **RECOMMENDATION**

Based on the foregoing information, it is recommended that the Council approve the updated contractual agreement with Northeast Youth and Family Services.



Northeast Youth & Family Services  
**Transforming Lives**  
**Celebrating 40 Years**

December 22, 2016

Terry Schwerm  
City Administrator  
City of Shoreview  
4600 N. Victoria  
Shoreview, MN 55126

Dear Terry,

Enclosed is the 2017 partnership agreement with Northeast Youth & Family Services. I have also included the addendum referenced in section III-B Services Provided and Exhibit A referenced in section III-D-2 Funding.

Please sign and return a fully executed copy of the agreement to me. You can either send a hard copy through the mail or a pdf electronically. Either way we need a copy in our files for our audit.

We appreciate our partnership with you and look forward to another year of working in concert to serve the residents of our community. I will reach out to you in early January about setting up our annual presentation to the council.

If you have any questions or need more information, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jerry Hromatka', written over a light blue horizontal line.

Jerry Hromatka  
President & CEO

# AGREEMENT

## I. PARTIES

This agreement is made and entered into by and between the City of Shoreview Minnesota ("City") and Northeast Youth and Family Services ("NYFS").

## II. RECITALS

- A. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282 and 832.
- B. Through this Agreement the City intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- C. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the City and NYFS.

## III. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- A. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- B. Services Provided. NYFS shall provide the City and its residents with youth and family programs set forth in the Addendum attached hereto.
- C. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:
  - 1. Report regarding proposed changes in services and programs to the City; and

2. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

D. Funding

1. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
2. The City shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation using the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U). Such adjustment shall not exceed plus or minus 3% in any year. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
3. Any new City joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
4. Amounts payable by the City shall be paid to NYFS on or before January 30<sup>th</sup> of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year.

E. Board of Directors. This agreement is contingent upon the City having the right to a seat on the Board of Directors. The Board of Directors shall be limited to not more than 30 Board members.

F. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the following:

1. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.
2. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.

3. On or before November 30, of any year NYFS shall submit a written report to the City including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.
4. Periodically advising the City of services available through NYFS to the City's residents;
5. Establishing a sliding scale for services available through NYFS to the City's residents and periodically advising the City of such fees;
6. Providing other reasonable information requested by the City;
7. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the City as an additional insured and providing a copy of the insurance certificate evidencing such policy to the City;
8. Provide the City with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
9. NYFS shall defend and indemnify the City from any and all claims or causes of actions brought against the City of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
10. Without the written approval of the City, NYFS will not enter into any agreement with any other city which differs from the terms and conditions of this Agreement.

G. Term. The term of this agreement will be through December 31, 2017. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the City if a successor agreement has not been executed prior to the end of the term.

H. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

1. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
2. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

1. Consider the request and by a majority vote deny it.
2. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
3. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on this date set forth below.

**CITY OF SHOREVIEW**

By: \_\_\_\_\_  
Elected Official

Its: \_\_\_\_\_  
Clerk/Manager

Dated: \_\_\_\_\_

**NORTHEAST YOUTH & FAMILY SERVICES**

By:   
\_\_\_\_\_  
President/CEO

Its:   
\_\_\_\_\_  
Chair of the Board of Directors

Dated: 12/22/2016

## **Northeast Youth & Family Services**

NYFS services fall into two categories: mental health services and youth development programs. By serving both areas within our agency, we can provide a continuum of care. This has proven beneficial because although mental health and youth development have similar goals, their distinctions also complement each other.

### **Contracted Services**

#### **Mental Health Services:**

- *Mental Health Counseling* – licensed mental health staff provide therapy for the emotional health of children, teens and adults.

#### **Youth Development Programs:**

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Senior Chore Program* – youth and other adults complete seasonal and household tasks to help seniors remain independent.

### **Non Contracted Services**

#### **Mental Health Services:**

- *Northeast Educational & Therapeutic Services (NETS)* – provides academics and therapy for youth with mental illnesses who can not function in traditional school environments in grades 6-12.
- *REACH Academy* - program run in collaboration with the Mounds View School District that provides academic instruction and therapeutic support to middle and high school youth receiving special education services.

#### **Youth Development Programs:**

- *Out of School Time* – underperforming youth receive support to increase grades, explore career and educational opportunities, and develop leadership in the community .

Northeast Youth & Family Services  
 City Participation Figures

<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Same as 2010 no increase	3% increase from 2011	1.7% increase CPI-U @ 6-12	1.1% increase CPI-U @6-13	2.1% increase CPI-U 6-14	0.04% increase CPI-U 6-15	1.0% increase CPI-U 6/15
40,596	41,814	42,526	42,993	43,896	44,071	44,512
Shoreview						

PROPOSED MOTION

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

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

to approve Resolution No. 17-2 reducing the following escrows:

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

4785 Hodgson Rd	United Properties	\$ 47,950.00
-----------------	-------------------	--------------

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

DENKINGER	_____	_____
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
MARTIN	_____	_____

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: JANUARY 11, 2017  
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.

4785 Hodgson Rd                      Partial Erosion, Tree Protect, Landscape completed

RECOMMENDATION

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

4785 Hodgson Rd                      United Properties                      \$ 47,950.00

**\*PROPOSED\***

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

**HELD JANUARY 17, 2017**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 17, 2017 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. 17-2**

**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:

4785 Hodgson Rd	United Properties	\$ 47,950.00
-----------------	-------------------	--------------

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

and the following voted against the same:



PROPOSED RESOLUTION

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

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

to adopt Resolution No.17-04 approving Change Order No. 5 in the amount of \$29,001.12 for Water System Improvements – Water Treatment Plant, City Project 14-02.

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

REGULAR COUNCIL MEETING  
JANUARY 17, 2017

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: TOM WESOLOWSKI - CITY ENGINEER  
DATE: JANUARY 11, 2017  
SUBJECT: WATER SYSTEM IMPROVEMENTS – WATER TREATMENT PLANT,  
CITY PROJECT 14-02, CHANGE ORDER NO. 5

### INTRODUCTION

The attached Change Order No. 5 has been prepared by Advanced Engineering, the City's Consultant for the project, reviewed by staff, and must be approved by the City Council in order to modify the contract.

### BACKGROUND

On June 1, 2015, the City Council awarded a contract to Municipal Builders Inc. in the amount of 9,920,000.00 for Water System Improvements – Water Treatment Plant, City Project No. 14-02, and authorized the Mayor and City Manager to sign said contract. On September 21, 2015, Change Order No. 1, in the amount of \$82,874.59 was approved by the City Council for a revised contract amount of \$10,002,874.59. On January 19, 2016, Change Order No. 2 in the amount of \$145,824.23 was approved by the City Council for a revised contract amount of \$10,148,698.82. On May 16, 2016, Change Order No. 3 in the amount of \$63,805.58 was approved by the City Council for a revised contract amount of \$10,212,504.39. On October 17, 2016, Change Order No. 4 in the amount of \$63,502.43 was approved by the City Council for a revised contract amount of \$10,276,006.83. Change Order No. 5 has been prepared to address certain changes, additions, or revisions to the contract.

### DISCUSSION

A number of items in different categories were added to the contract and a detailed list of the items is included on the attached Change Order No. 5. A summary of and reasons for the required changes are listed below:

1. Site Changes - \$8,456.64 – Additional work on the site piping at wells 3 and 4 was required during the installation of the meter vaults. The actual site piping conditions differed from what was shown on the record drawings. Some of the existing fencing adjacent to the water treatment plant was changed from galvanized chain link to black vinyl to match the new fencing installed with the water treatment plant.
2. Architectural Modifications - \$5,139.17 – Additional wall base was installed in the process piping area of the water plant and in the booster station to reduce future maintenance requirements. Additional cabinets and a window blind were installed in the office area.
3. Process Modifications - \$12,969.36 – During the completion of the piping modifications in the booster station, it was determined the air/vacuum valves on the

existing booster pumps were not operating properly and needed to be replaced. To improve the treatment process at the plant a second chlorine diffuser was installed on the raw water influent piping.

4. Mechanical Modifications - \$2,435.95 – After the plant was placed on line, it was determined an additional dehumidification unit was needed in the lower level piping gallery to control condensation in the area and reduce future maintenance requirements.

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

#### RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No. 5 for Water System Improvements – Water Treatment Plant, City Project 14-02.

## CHANGE ORDER

No. 5

DATE OF ISSUANCE January 6, 2017 EFFECTIVE DATE January 6, 2017

OWNER City of Shoreview

CONTRACTOR Municipal Builders Inc., Andover, Minnesota

Contract: Contract No. 1 – Shoreview Water Treatment Plant

Project: Shoreview Water Treatment Plant

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

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

**Description:**

This change order includes the following items:

1. SITE CHANGES \$8,456.64:
  - HYDRANT EXTENSION DUE TO CURB (15% MBI – NC) \$ 651.64
  - BLACK VINYL FENCE POSTS \$ 4,305.00
  - DRYDEN EXCAVATING (MV 3 & 4) \$ 3,500.00
  
2. ARCHITECTURAL MODIFICATIONS \$5,139.17:
  - ADDITIONAL WALL BASE \$ 3,833.92
  - WINDOW BLIND \$ 366.50
  - TWO UPPER CABINETS IN LAB \$ 938.75
  
3. PROCESS MODIFICATIONS \$12,969.36
  - BOOSTER STATION AIR/VAC VALVES \$11,888.00
  - 2nd CHLORINE DIFFUSER \$ 1,081.36
  
4. MECHANICAL MODIFICATIONS \$2,435.95
  - ADDITIONAL DEHUMIDIFIER (5% MBI – NC) \$ 2,435.95

**Reason for Change Order:**

This change order is a result of:

1. Minor site changes and modification to the meter vault site piping.
2. Minor interior finish improvements
3. New air release valves in booster station and chlorine diffusers for improved chlorine injection
4. Dehumidifier for basement area.

**Attachments: (List documents supporting change)**

1. Cost proposals from Municipal Builders
  - a. Proposal dated January 6, 2017

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>9,920,000.00</u>
Net Increase (Decrease) from previous Change Orders No. <u>1</u> to <u>4</u> : \$ <u>356,006.83</u>
Contract Price prior to this Change Order: \$ <u>10,276,006.83</u>
Net increase (decrease) of this Change Order: \$ <u>29,001.12</u>
Contract Price with all approved Change Orders: \$ <u>10,305,007.95</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: (days or dates) WTP Substantial Completion: <u>December 1, 2016</u> Final Completion: <u>March 1, 2017</u>
Net change from previous Change Orders No. <u>1</u> to No. <u>4</u> : (days) WTP Substantial Completion: <u>0</u> Final Completion: <u>0</u>
Contract Times prior to this Change Order: (days or dates) WTP Substantial Completion: <u>December 1, 2016</u> Final Completion: <u>March 1, 2017</u>
Net increase (decrease) this Change Order: (days) WTP Substantial Completion: <u>0</u> Final Completion: <u>0</u>
Contract Times with all approved Change Orders: (days or dates) WTP Substantial Completion: <u>December 1, 2016</u> Final Completion: <u>March 1, 2017</u>

RECOMMENDED:

By: *[Signature]*  
ENGINEER (Authorized Signature)

APPROVED:

By: \_\_\_\_\_  
OWNER (Authorized Signature)

ACCEPTED:

By: \_\_\_\_\_  
CONTRACTOR (Authorized Signature)

Date: 1-11-17

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EJCDC 1910-8-B (1996 Edition)

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

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

**HELD JANUARY 17, 2017**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 17, 2017, at 7:00 pm. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 17-04  
APPROVING CHANGE ORDER NO. 5  
WATER SYSTEM IMPROVEMENTS – WATER TREATMENT PLANT  
CITY PROJECT 14-02

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

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

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

WHEREAS, Change Order No. 2 in the amount of \$145,824.23 was approved by the City Council on January 19, 2016, which increased the contract amount to \$10,148,698.82, and

WHEREAS, Change Order No. 3 in the amount of \$63,805.58 was approved by the City Council on May 16, 2016, which increased the contract amount to \$10,212,504.39, and

WHEREAS, Change Order No. 4 in the amount of \$63,502.43 was approved by the City Council on October 17, 2016, which increased the contract amount to \$10,276,006.83, and

WHEREAS, Change Order No. 5 in the amount of \$29,001.12 has been prepared to address certain changes, additions, or revisions to the contract, and

Resolution No. 17-04  
Page Two

WHEREAS, said changes and modifications to the project will increase the contract

amount to \$10,305,007.95, and

WHEREAS, the City Engineer has recommended approval of the proposed Change Order No. 5.

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

1. That Change Order No. 5, in the amount of \$29,001.12, resulting in a revised contract amount of \$10,305,007.95 is hereby approved, and
2. That Change Order No. 5 will be funded from the Water Fund.

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

WHEREUPON, said resolution was declared duly passed and adopted this 17<sup>th</sup> day of January 2017.

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 17<sup>th</sup> day of January 2017, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Change Order No. 5, for Water System Improvements – Water Treatment Plant, C.P 14-02.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 18<sup>th</sup> day of January 2017.

SEAL

---

Terry C. Schwerm  
City Manager

PROPOSED MOTION

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

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

To appoint \_\_\_\_\_ to the Planning Commission for a three year term expiring on January 31, 2020.

**ROLL CALL:**

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Denkinger  
Johnson  
Quigley  
Springhorn  
Martin

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED MOTION

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

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

To appoint \_\_\_\_\_ as Chair of the Planning Commission and \_\_\_\_\_ as Vice Chair for one-year terms expiring on January 31, 2018.

**ROLL CALL:**

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Denkinger  
Johnson  
Quigley  
Springhorn  
Martin

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO: MAYOR AND COUNCIL**

**FROM: REBECCA OLSON  
ASSISTANT TO THE CITY MANAGER**

**DATE: JANUARY 17, 2017**

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

### **INTRODUCTION**

With the resignation of Deb Ferrington from the Planning Commission, that leaves a vacancy on the Commission. Staff advertised and solicited applications during the months of November and December and received five applications. Council interviewed applicants prior to the Council meeting on January 17, 2017.

### **BACKGROUND**

Two Planning Commission members' (Kent Peterson and Deborah Ferrington) terms will expire on January 31, 2017. According to the City's Open Appointment Policy:

*"Any person who has served two full terms on the Planning Commission...and reaches the end of their term must reapply and will be considered along with any new applicants. If the member has not yet served the time frame noted above, staff will check to see if they wish to be reappointed and convey their interest in being reappointed to the City Council."*

Kent Peterson has only served 1 term and indicated he would like to be reappointed. Council reappointed him to the Planning Commission at their January 3, 2017 meeting. Deborah Ferrington has chosen not to seek reappointment which leaves one vacancy for the City Council to appoint.

The City Council interviewed the following 5 candidates at their special meeting on Tuesday, January 17, 2017:

Barb Yarusso  
Kaori Kenmotsu  
Richard Bokovoy  
Joshua Wing  
Tom Snuggerud

### **Chair and Vice Chair**

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

#### **John Doan**

Mr. Doan has served on the Planning Commission since 2015 and was appointed as Chair in 2016. Mr. Doan has expressed interest in serving as Chair again.

#### **Steve Solomonson**

Mr. Solomonson was appointed to the Planning Commission in 2012 and served as Chair from 2012 to 2016. He has indicated that he is interested in serving as Chair or Vice Chair. His comments are included in the agenda packet.

### **RECOMMENDATION**

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