

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
MARCH 19, 2012  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

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

**COUNCIL COMMENTS**

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

1. March 5, 2012 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes
  - Parks and Recreation Commission, January 26, 2012
  - Environmental Quality Committee, February 27, 2012
3. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation
4. Verified Claims

5. Purchases
6. License Applications
7. Acceptance of Donations for Slice of Shoreview
8. Developer Escrow Reduction
9. Approval of Private Street Sweeping Contracts for 2012
10. Resolution Authorizing the Execution of an Assessment Agreement and a Consent to Assignment Regarding the Development Agreement between the City and Shoreview Senior Living, LLC
11. Declaration of Intent to Bond
12. Approval of Tree Removal and Ash Injection Quotes
13. Approval of Quotes for Community Center Campus and Roadway Directional Signs

#### **PUBLIC HEARING**

14. Public Hearing and Authorization to Prepare Plans and Specifications—Floral Drive/County Road F/Demar Road Reconstruction, CP 12-01

#### **GENERAL BUSINESS**

15. Approval of Resolution Revising and Reestablishing New City Voting Precincts
16. Text Amendment—Environmental Standards
17. Adoption of Emerald Ash Borer Management Plan

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

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

#### **ADJOURNMENT**

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
March 5, 2012**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on March 5, 2012.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

Councilmember Huffman was absent.

**APPROVAL OF AGENDA**

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the March 5, 2012 agenda as submitted.

VOTE:                   Ayes - 4                   Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

There were none.

**COUNCIL COMMENTS**

**Mayor Martin:**

The Shoreview Human Rights Commission will jointly hold a community dialogue with the Roseville Human Rights Commission on Elder Abuse. The dates are March 19 and April 23, from 3:00 to 5:00 p.m. More detailed information is on the City website. Please make reservations to attend, as attendance is expected to be high.

The annual German Dinner sponsored by the Sister City Organization will be held at the Gasthaus Bavarian Inn in Stillwater on April 14, 2012. Councilmember Quigley noted that the keynote speaker is the German Consul located in Minneapolis who will speak on the European economic situation.

The Mounds View Superintendent of Schools has requested to attend a Council workshop and update the Council on the school district. It was the consensus of the Council to invite him to attend an upcoming workshop.

**Councilmember Wickstrom:**

The Environmental Quality Committee speaker series will continue this month on March 21, 2012, at 7:00 p.m. Dr. Larry Baker from the University of Minnesota will speak on "The Twin Cities Ecosystem Project." The program is in the Council Chambers.

Beyond the Yellow Ribbon for Suburban Ramsey County is close to being recognized as an official Yellow Ribbon organization. Recognition will be given at a Saints game in May.

**Councilmember Withhart:**

The Elder Abuse program will consist of two presentations: "How Not to Get Swindled" and "How to Shut the Door on Scammers". He commended the Human Rights Commission for their work on issues across all age spectrums.

He noted that Public Works Director Mark Maloney is on a Mn/DOT committee to work on a pass lane on I-35W. If that happens, he requested that a lane be added for that convenience and not subtract a lane from regular traffic.

An update report from the Ramsey County Sheriff's Department on criminal behavior shows that there were only a handful of reports in Shoreview compared to neighboring cities. A cat caught in an animal trap in Shoreview is a wonderful contrast to what is reported in other cities.

**CONSENT AGENDA**

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the Consent Agenda for March 5, 2012, and all relevant resolutions for all item Nos. 1 through 6:

Discussion:

Councilmember Wickstrom corrected the listing of her phone number on page 3 of the February 21, 2012 City Council Meeting Minutes. It should read 780-5245.

1. February 13, 2012 City Council Workshop Meeting Minutes
2. February 21, 2012 City Council Meeting Minutes, as corrected
3. Receipt of Committee/Commission Minutes
  - Planning Commission, January 24, 2012
4. Verified Claims in the Amount of \$575,246.69
5. Purchases
6. License Applications

VOTE:           Ayes - 4                   Nays - 0

## **PUBLIC HEARINGS**

There were none.

## **GENERAL BUSINESS**

### **PLANNED UNIT DEVELOPMENT CONCEPT STAGE - LAKEVIEW TERRACE/TYCON COMPANIES, MIDLAND PLAZA, 3588 OWASSO STREET**

#### **Presentation by City Planner Kathleen Nordine**

A Planned Unit Development Concept Stage application has been submitted by Tycon Companies for redevelopment of Midland Plaza. The project proposes a high density apartment complex of 120 units. The project includes a public road improvement with the realignment of Owasso Street with the west leg of County Road E. Public utilities will be relocated, the sidewalk will be replaced, and a new trail will be built. The final design has not been completed, which may impact the layout of the plan.

The main building would consist of 120 apartment units (1-3 bedrooms); a surface parking lot and underground parking garage. The applicant is seeking flexibility from building height, setback regulations and parking design standards. The exterior is brick with a mansard seam roof. Staff finds that the proposal satisfies criteria for a PUD relating to architectural and site design, sustainability and redevelopment. It also complies with the Development Code, land use and housing policies.

The Planning Commission held a review on this project and does support the overall project. The Commission was particularly impressed with the high quality of the building and the developer's willingness to use a sustainable design. Commissioners' concerns were expressed about the height of the building and the need for six stories. There is also concern about the impact of the building with its proximity to Victoria Street and whether parking is adequate. Commissioners suggested the setback from Victoria be increased by shifting the building further east. There are 237 parking stalls proposed, which is 1.97 stalls per unit. Overflow parking could be at Midland Terrace, if needed. Other comments were in regard to the traffic generated by adjoining land uses--two schools--as well as the possibility of integrating a commercial element on the first floor of the building.

The R-3 Multi-Family Residential District allows a maximum height of 35 feet and 80 feet is proposed. Additional height can be considered if it does not exceed firefighting capabilities. The Lake Johanna Fire Department has indicated there are no concerns with this proposal. The Code requires that for every foot of additional height, an additional foot of setback would be provided. Staff believes the visual impact from the adjoining single-family neighborhood to the south is mitigated somewhat by the structure design and 580-foot distance to the nearest single family property across the lake. Staff does not believe that a reduction in height would have a significant effect because of the distance between the two land uses. Traffic is expected to be slightly higher than Midland Terrace, but the distribution pattern will be different. The apartment complex will be a destination point for residents only as opposed to Midland Plaza being a destination point for the neighborhood. The new intersection design takes school traffic into consideration.

The Owasso Street realignment includes storm water improvements to the wetland pond area. The developer is exploring storm water improvements throughout the Midland Terrace complex.

Notices were sent to property owners within 350 feet of the project. There is support for the road realignment. Opposition focuses on the density, height, visual impact, neighborhood compatibility, wetland water quality and traffic.

**Mr. Noah Bly**, Urban Works Architecture, 901 N. 3rd Street, Minneapolis, introduced Max Segler and Alan Menning, Midland Companies; and Dan Tilson who is the civil engineer on the project. The road turned out to be a little wider, which means the building will need to shift somewhat from the concept plan shown. The building has 120 units. The size of the units is unique. The one-bedroom is 950 square feet. It is upscale units not found elsewhere in Shoreview. The developer is making a significant investment with a high quality building. There is a concrete deck buffer between the parking area and building to make the ground-floor units more desirable. Rain gardens and infiltration will be on the east and west ends of the building. The LEED process will be used for sustainability features, such as possible geothermal heat and storm water improvements to improve the water quality of the pond.

The timeline for development approvals is based on the road reconstruction plans. The developer plans to return to the Council this spring for the Development Stage Review.

Councilmember Withhart stated that he believes the building setback from Victoria is difficult with a building this size. **Mr. Bly** stated that there is not much room to shift the building to the east, but it can be moved slightly.

Councilmember Wickstrom asked for further clarification about the concrete deck with grass growing on top. **Mr. Bly** stated that it is essentially a green roof. The soil depth will be approximately 18 inches with the concrete underneath. Underground parking will be under the concrete deck.

Councilmember Withhart expressed some concern that grass will not grow on that north side of the building. Native plants may need to be used.

Planning Commissioner Brian McCool stated that there is a lot of excitement about the quality of this project and a new housing option in the City. The main focus of question for the Planning Commission was the height of the proposed building.

Mayor Martin stated that the original apartments were built in the early 1970s, which have been well maintained, but the Council is pleased to see this upgrade to make sure the units do not deteriorate. The strip mall is no longer viable. There are traffic issues on County Road E that will be improved with the road realignment. The developer is eager to reinvest in the complex. This type of housing is needed in today's market.

Mayor Martin opened the discussion to public comment.

**Mr. Gene Purcell** stated that he and his wife live at 675 Harriet Avenue. He spoke at the Planning Commission meeting. After that meeting, he reviewed comments from neighbors and found that in most instances other comments correlated with his own. The biggest complaint is the height. The information submitted by the Hoff family, who live on Victoria and will be the most impacted, covers the issue well. He can understand the gains for the City, but a lot of development is being given up for those gains. Almost every building code is being violated. It is a question as to whether the building fits the land mass, or the land mass is being changed to fit the building. Another issue is the future. Once this building is completed, the developer will begin to redevelop existing units. Neighbors are concerned that additional buildings of this size will be proposed. The height nonconformity to building codes are the main problems. He asked if the Housing Action Plan takes precedence over Building Code regulations, and if so, will there be other such instances where the Building Code is set aside? The long-term vision for the complex is not described, and neighbors are worried that it means more six-story buildings.

**Mr. Greg Berl**, 625 Harriet Avenue, thanked City Planner Nordine for her excellent responses to communication. His concern, too, is the height of the building. He asked if it is shorter than the water tower and taller than the new billboard on I-694. It is hard to envision how tall it is in that small area. It is a beautiful building, but it is too much in too small a space. Increased traffic in an area where traffic is already a problem is also a concern.

Mayor Martin explained that Building Codes must be met, but development regulations are handled differently with a Planned Unit Development (PUD) zoning request. Ms. Nordine added that the PUD process has flexibility from the development regulation process. In exchange, the City looks at what benefits will be received from the development. The benefits gained from this project are architectural and site design, sustainability, and expanding housing choice and life-cycle housing in the community. If the Council determines that this development will benefit the community, then flexibility

can be granted through the PUD process. The Development Code regulates how land can be developed. The Housing Action Plan is an implementation plan which guides meeting housing goals, policies and participation in the Metropolitan Council Livable Communities Program. This project is one that enables the City to meet those goals.

Mayor Martin further stated that especially with infill and redevelopment, the PUD process is used because there are extenuating circumstances when development has already occurred. The issue is to look at what requirements can be made flexible for a greater good. As for future redevelopment, the City would look very differently on a similar sized building to be redeveloped adjacent to single-family homes. Part of the reason this building is proposed in the current location is its distance from the residential neighborhood.

**Mr. Bly** stated that the developer's focus is on this project at this time. There is interest in improvements to the entire site, but there are no overall plans for review.

Councilmember Withhart stated that the strip mall and intersection were not viable. The City's Economic Development Authority has been working on this project for a number of years to bring improvement to this area rather than see it become blighted. He understands the concerns about height, but he believes the 580-foot distance between the building and neighbors will make a difference. This project will retain housing values and keep Shoreview fresh and new. The pond is actually Lake Shoreview, and the project includes improvements to water quality. There is an economic stake in making that happen.

To put the height in perspective, City Manager Schwerm stated that the water tower is double the height of the proposed building. The new billboard is 75 feet in height. Also the cell tower in Sitzer Park is 75 feet tall.

Councilmember Wickstrom stated that she would like to see quality trees, not necessarily the fastest growing trees, which will provide additional buffer. She understands the reasons for the height of the building, and the trees will soften the view. She would not support this size building on the south side of the site. She asked for more details about storm water runoff improvements.

Mayor Martin responded that there will be an inlet at the intersection of County Road E, which will be a great improvement, as runoff now flows directly into the lake. It is not known at this time what additional measures will be included. City Manager Schwerm stated that improving water quality is a concern of the developer. He expects to see more detail on water quality as the proposal moves forward. He added that another issue that was raised was traffic. The majority of traffic from this apartment complex will use County Road E/Owasso Street/Victoria intersection. With the road improvements planned, he believes traffic and pedestrian safety will be better.

Councilmember Wickstrom noted that one concern raised in a written statement is the high vacancy rate of apartments. Staff has checked this information and found that vacancy rates in the area are in the 90% range.

Mayor Martin stated that although the building is large, it will break up the unattractive view of the empty strip mall and water tower. She is not sure much is gained by lowering the building one level because some architectural amenities would be lost, and there is not much difference in the view from 580 feet away. She asked the developer to describe the benefits being received for the height required.

**Mr. Bly** stated that with the proposed scale of the building, the developer has more opportunity to provide attractive features and amenities. With this height, the full height of the building will be brick. A wood building would be limited to three stories because the brick can only be 35 feet. A smaller wood frame building might appear to be the same height as what is proposed because the space in between the doors would be as much as two feet. The concrete building has 8 inches between units. Largely, it is the tradeoff in quality and durability. The setbacks are to create buffers, but this site is unique in that it is adjacent to a road, a railroad, a lake, and a water tower. The location is suitable for this building. Sometimes the impact of what is seen is greater than building height. What will be seen is a quality, attractive building.

In regard to setbacks, Mayor Martin asked if there would be any consideration given to replacing the building to the east and have two buildings that would comply with the setback requirement, or move the proposed building further to the east to increase the proposed setback. **Mr. Bly** stated that replacing a second building would make the project much bigger and more complicated. The building to the east is occupied. Some changes will be possible.

It was the consensus of the Council that it would be preferable to increase the setback from Victoria, even if it means moving the proposed new building closer to the building to the east.

Mayor Martin expressed the Council's appreciation for the discussion and input.

#### **APPOINTMENT TO PARKS AND RECREATION COMMISSION AND PUBLIC SAFETY COMMITTEE**

City Manager Schwerm stated that there is one vacancy on the Parks and Recreation Commission. One application was received and reviewed, and it is recommended that Desaree Crane be appointed.

City Manager Schwerm reported receipt of three applications for the two vacancies on the Public Safety Committee. All are well qualified. It was recommended that Mary Ann Johnson and Gil Schroepfer be appointed.

**MOTION:** by Councilmember Withhart, seconded by Councilmember Wickstrom to appoint Desaree Crane to the Park and Recreation Commission for a term ending January 31, 2013.

**ROLL CALL:** Ayes: Quigley, Wickstrom, Withhart, Martin  
Nays: None

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Quigley to appoint Mary Ann Johnson to the Public Safety Committee, for a term ending January 31, 2014, and to appoint Gil Schroepfer to the Public Safety Committee for a term ending January 31, 2015.

**ROLL CALL:** Ayes: Wickstrom, Withhart, Quigley, Martin  
Nays: None

### **APPOINTMENTS TO GRASS LAKE WATER MANAGEMENT ORGANIZATION**

City Manager Schwerm reported that GLWMO has been in place since 1983. The Council recently took action for GLWMO to be dissolved. However, there is still some business that GLWMO needs to attend to. With only three current members, it is difficult to reach a quorum. Staff is recommending that two Councilmembers be appointed so that GLWMO can move forward with business that needs to be done before GLWMO can dissolve. A meeting is scheduled for March 22, 2012.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to appoint Councilmembers Huffman and Withhart to the Grass Lake Water Management Organization Board for terms expiring with the dissolution of the organization consistent with Shoreview City Council Resolution No.12-11.

Discussion:

Councilmember Withhart stated that he would recuse himself from voting. Further, this is a rare opportunity to dissolve a unit of government.

**VOTE:** Ayes - 3 Nays - 0 Abstain - 1 (Withhart)

### **ADJOURNMENT**

**MOTION:** by Councilmember Withhart, seconded by Councilmember Quigley to adjourn the meeting at 8:30 p.m.

**VOTE:** Ayes - 4 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_\_  
2012.

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



**MINUTES**  
**PARKS & RECREATION COMMISSION**  
**January 26, 2012**

**CALL TO ORDER**

The meeting was called to order at 6:58 p.m.

**ROLL CALL**

Members present: L. Larson, C. Healy, P. Sager, M. Murphy, A. Hedrick, C. Oltman, C. Jauch, K. Peterson

Members absent: none

Staff present: Terry Schwerm, City Manager; Shari Kunza, Recreation Program Manager

**MINUTES**

The minutes of November 17, 2011 were approved as mailed.

**ATHLETIC ASSOCIATIONS**

Shari Kunza presented the youth athletic association applications for recognition and field scheduling priority. The four youth athletic associations requesting scheduling priority are: Mounds View Softball Association, North Suburban Soccer Association, Shoreview Area Youth Baseball, and Mounds View Lacrosse Association. All meet the established requirements. Motion to approve recognition and scheduling priority made by Oltman, seconded by Healy. Motion passed 8-0.

**PARK CAPITAL PROJECTS UPDATE**

Terry Schwerm informed the Commission of three major park projects listed in the 2012 Parks Capital Project Budget. Shamrock Park will have a trail extension on the east side of the park connecting the current trail from the softball fields to the picnic shelter. This trail will provide access to the soccer fields and complete a walking loop within the park. Wilson Park will have a playground replacement and relocation of two amenities. The playground will be moved to the hockey rink and a picnic shelter will be added north of the playground. Bucher will undergo a major renovation including a playground replacement and miscellaneous undefined improvements. The City will hire a consultant to manage the project. The Park Commission, Bucher neighborhood, and youth athletic associations will be asked for input at various stages of the project. Terry updated the commission on minor projects in the Community Center such as banquet chair cushion replacements, additional seating in the Wave Café, and aesthetic improvements to the track walls.

**STAFF UPDATES**

The Parks and Recreation Commission has one vacancy. Terry Schwerm reported that the City has received one application which will be brought to the Commission at the February meeting. Terry

Schwerm informed the Commission of a pool accessibility issue in which the City is required to provide accessible lifts in the deep end of the pool, the hot tub, and possibly the wading pool. Staff is looking into alternative solutions to the wading pool such as a splash pad in lieu of a lift. Terry Schwerm reported the rinks are open, but due to weather, not in great shape. Shari invited the Commission to the Taste of Slice, a fundraiser for the Slice of Shoreview, on February 23, 2012 at 4:30 p.m.

#### **REAPPOINTMENT OF COMMISSION CHAIR**

Motion by Healy, second by Peterson to reappoint Mike Murphy as the Chair of the Park and Recreation Commission for 2012. Motion passed 7-0; Mike Murphy abstained.

#### **COMMISSION REPORTS**

There were no Commission reports.

#### **ADJOURNMENT**

Meeting adjourned at 8:13 p.m.

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# **Minutes of Regular Meeting ENVIRONMENTAL QUALITY COMMITTEE**

**February 27th, 2011**

**1. CALL TO ORDER**

The meeting was called to order at approximately 7:02pm.

**2. ROLL CALL**

- a. Members present: Tim Pratt, Susan Rengstorf, Lisa Shaffer-Schreiber, Len Ferrington, Mike Prouty, Katrina Corum, John Suzukida
- b. Members absent: Scott Halstead, Daniel Westerman
- c. City staff present: Jessica Schaum

**3. APPROVAL OF AGENDA**

- a. The agenda was approved with no changes.

**4. APPROVAL OF MEETING MINUTES – January 30th, 2012**

- a. The minutes were approved with no changes.

**5. BUSINESS**

**A. Speaker Series Update**

- a. Feb 15, Attracting Birds to your Yard – Karen Eckman
  - i. We had about 24 people in the audience, Karen's interactive presentation had residents watching at home so engaged they Tweeted about it.
  - ii. The videos will be uploaded to the City website once Matt Baker returns from vacation.
  - iii. Tim will submit a promotion article to the paper for March's presentation.
- b. March 21, Twin Cities Household Ecosystem Project – Lawrence Baker
- c. April 18, The Future of Public transit in Shoreview – John Doan

**B. Green Community Awards**

- a. Existing program: The existing program will continue in 2012 as Len has agreed to spearhead with some modifications. The modifications include not having a tour and not having a larger public gathering like in 2011. What will remain is getting applications, judging properties, and having a public award ceremony at a City Council meeting for water quality projects. Advertising this year will have a short time frame, but members agreed the most worthwhile form of advertising was word of mouth.
- b. Progress reports from mini task forces – Lisa passed around a draft proposal for the Shoreview Community Environmental Quality Award Program and discussed initial thoughts for the program. Possible future advertising tools for this expanded program could include utility bill stuffers or seeking a corporate sponsor – like Xcel Energy. Possible future awards include planting a tree in a City park with a plaque.
  - i. By next meeting, the criteria task groups will draft guidelines to present and discuss based off of the proposal drafted by Lisa and Mike.
  - ii. Implementation- Task groups were formed to develop these guidelines:
    - 1. Water quality and conservation: Len, Scott
    - 2. Energy: Mike, John
    - 3. General Innovation: Tim, Mike
    - 4. Marketing and publicity: Lisa, Mike, Jessica, John to brainstorm.

The Marketing task force will meet in April after others have developed criteria.

C. “Shoreview Businesses – Partners for a Better Environment” – Revive?

- a. Jessica shared a binder of material that the 1999 EQC created and distributed to businesses about being green – it contained information ranging from recycling, lighting, pallets and stormwater. The Committee discussed that much of this information could be compiled online now. They agreed it was worthwhile effort but decided the EQC may not be the best messengers for this type of outreach. Jessica will see if the EDC is interested.

D. Newsletter Topics

- a. April issue (Due May 20<sup>th</sup> for June 30<sup>th</sup> delivery)
  - i. Energy awareness- John
  - ii. Environmentally friendly bug and weed protection.
  - iii. How to look for Emerald Ash Borer symptoms?

E. Public Works Update

- a. The feasibility report for the 2012 reconstruction project that includes Floral Drive, and County Road F and Demar Avenue West of Hodgson Road has been completed and presented to the Council. The Council accepted the report and scheduled a public hearing for March 19.

The proposed improvements include a 24-foot wide road for Floral Drive and a 28-foot wide road for County Road F and Demar Avenue, which are fairly close to the existing road widths. The City standard is a 28-foot wide road, which allows parking on both sides of the street with enough room for an emergency vehicle to pass. With a 24-foot wide road, parking is restricted to one side to allow enough room for an emergency vehicle to pass. The main reason the 24-foot wide road was proposed for Floral was due to the large number of trees that are located close to the road, which are comprised mainly of oak. The narrower road will significantly reduce the number of trees that will be affected by the road reconstruction. The residents in the neighborhoods support the proposed widths.

Stormwater will be collected in catch basins and directed to underground infiltration chambers identical to the type installed for the Hawes, Demar, Rustic reconstruction project completed in 2010. I did look at pervious concrete, but the cost would have been approximately 25% higher than the underground chambers. Due to the much higher cost the pervious concrete was not considered financially feasible. Stormwater that is not infiltrated will be discharge to a wetland located to the west of the project area that eventually drains to Grass Lake. Currently stormwater from the area is discharged directly into the wetland without treatment, so the addition of the infiltration chambers will eliminate the four direct discharges located in the project area. The wetland is classified under "Protect" in the City's Surface Water Management Plan.

F. Other

- a. Diana McKeown, GreenStep Cities speaker – March 26th meeting at 7:00
- b. Landscape Revival scheduled for June 2<sup>nd</sup> at Roseville Rainbow Foods
- c. Future guests? – decided to have guests quarterly. The Committee is interested to see what direction the Grass Lake Watershed will go and would like more information on watersheds in general.

G. Adjournment

The meeting adjourned at approximately 8:30pm.

# Memorandum

**To:** Mayor and City Council Members  
City Manager

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

**Date:** March 15, 2012

**Re:** Monthly Reports – Administration Department  
– Community Development Department

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## Development Project Updates

**Red Fox Road Retail.** Construction work continues on the phase one retail center project along Red Fox Road near Lexington Avenue just north of the Super Target. The 6-acre development site has been cleared and grading has commenced for preparing footings for the retail center building. Some minor modifications are being considered to the site, structure and sign package in response to tenant needs.

The developer DPS-Shoreview, LLC (Stonehenge USA) anticipates the retail center to be completed by this summer. The project will include Chipotle and Leeann Chin restaurants and a Sport Clips hair establishment, with the last two tenants expected to be announced soon. The developer also reports that they continue to make good progress towards securing an anchor tenant for the phase two building pad for a potential specialty market.

**Shoreview Senior Living.** Contractors for the developer of the Shoreview Senior Living housing are making good progress on the building construction for the mixed-care senior housing project. The building will total 105 units, with 30 independent care units, 43 assisted living units, and 32 memory care units. Work on capping the foundation is nearing completion and framing on the two-story section should begin next week with trusses installed by the end of this month. The project is expected to take a little over a year to complete with an opening of the senior housing facility in April 2013.

**Midland Plaza Redevelopment/Midland Terrace Apartments.** The concept plan was presented to both the Planning Commission and City Council for public comment on the proposed redevelopment of the Midland Plaza strip center for the construction of a new luxury six-story 120 unit apartment building in the Midland Terrace Apartments complex. The concept stage is an informal process, with the developer considering the comments and feedback as they prepare more detailed site and building plans for the next stage of the approval process. The developer expects to submit the planned unit development stage application for formal review at a public hearing in front of the Planning Commission on April 24<sup>th</sup>.

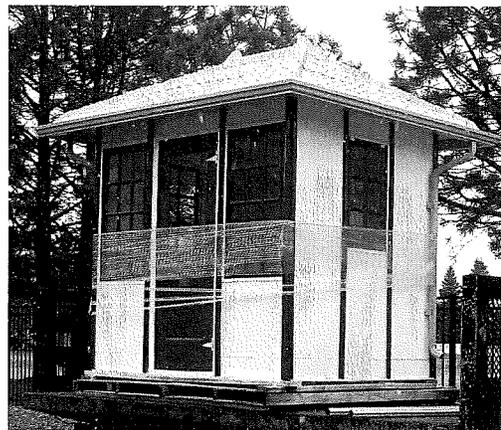
The redevelopment project will also include the proposed creation of a new tax increment financing district to serve as the primary funding source for the public improvements and other

eligible development costs to benefit the project. The developer has submitted a formal application request to start the tax increment financing review process that will go on a concurrent track with the development review. The goal is to have both the financing and development components completed by the end of June so the City can move forward with the Owasso Street realignment project at Victoria Street and County Road E.

The tentative schedule calls for the public road improvements to be undertaken in summer of this year with the majority of the street realignment completed by late fall 2012. The private construction of the new apartment building would begin in spring 2013 and completed by spring of 2014.

**Guerin Gas Station Restoration**

The completely restored Guerin Gas Station will soon be installed in the next week at its new permanent location on the grounds of the Historic Lepak/Larson Farmhouse on County Road I and Lepak Court. Staff will be working with a sign company and project consultant on finalizing the display with identification and interpretive signage. The Shoreview Historical Society is also exploring potential artifacts for the structure. To the right is a photograph showing the historic structure restored to its original color scheme.



**Housing and Code Enforcement Activity**

**Rental Housing Licensing.** Community Development Department staff has completed the issuance of 2012 rental license applications for 427 general dwellings and 7 multi-family complexes. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses. Staff will continue to actively identify and investigate rental properties that have not been licensed.

The 2012 rental property inspections have commenced with a total of about 250 general dwelling units and 420 multi-family units scheduled for inspection this year. To date, 407 multi-family unit inspections have been conducted with the remainder scheduled in April. Overall, we have found the management of the multi-family complexes to be very well prepared for the inspections and follow-up quickly with necessary repairs. The general dwelling rental inspections are geographically scheduled by neighborhood, conducted every other week starting in mid-March.

**Code Enforcement.** There have been 10 new code enforcement cases opened this past month. The following table summarizes the code enforcement activity this past year and this year to date:

Year	Total Cases	Cases Open	Cases Closed
2011	200	23	177
2012	20	8	12

Three citations issued in 2011 remain pending. One continuing case involves barking dogs and animal waste, for which a second citation was issued in January. The two others stem from outdoor storage/refuse conditions. Three citations have also been issued so far in 2012 for refuse, outside storage and renting without a license. Two of these were issued for the same property and the property owner has been in contact with City staff and is working to bring the property into compliance.

### **Miscellaneous**

- The planning staff is preparing for March 27<sup>th</sup> Planning Commission meeting. Two conditional use permits and one residential design review/variance application is scheduled for review. Work on temporary business signs will continue with further discussion with the Planning Commission members.
- Cummins Power Generation has been issued a full final inspection and occupancy permit for the major facility renovations to their new global headquarters in the former Medtronic building at Victoria Street and I-694. Corporate identification signs have been installed at the property. Cummins expects another 400 employees to move to the facility in the next several weeks, with upwards of 800 employees locating by mid-2012. City staff has discussed with Cummins officials the potential for holding a special meeting of the Economic Development Commission at their headquarters later this spring.
- Land O' Lakes is now leasing the 1050 County Road F building in the Shoreview Corporate Center and has undertaken major renovations to convert the space to office use. They expect to complete the upgrades and move employees into the building by May. With this addition, Land O' Lakes will now fully occupy the first two buildings in the business park nearest County Road F and Lexington Avenue.
- Attached is the monthly report on building permit activity from the Building Official through February, 2012. The City is out-pacing last year's valuation from the same time last year with a couple of larger commercial remodel projects including a major interior renovation of the Super Target and upgrades to the 1050 County Road F building by Land O' Lakes. There have also been a much higher number of home remodels/additions so far this year compared to the same time last year.
- Rondo Community Land Trust staff will continue to be available to meet with Ramsey County residents who may be facing foreclosure to review their situation and whether or not the Trust's Foreclosure program is a viable option for them. Appointments are still available at the City Hall, Lower Conference Room, from 5:00 to 8:00 pm on March 22 and April 12. Residents can call the Rondo Community Land Trust at 651.221.9884 for more information or to schedule an appointment.
- Included is the monthly summary from the Housing Resource Center (HRC) showing services provided to Shoreview residents through the month of February. The HRC has provided 10 loans through the Shoreview Home Energy Improvement Loan Program.
- The City received a high number of applications for the new full-time Communications Coordinator position in the Administration Department that was approved in the 2012-2013 budget. The position will be responsible for oversight and managing the City's website, ShoreViews newsletter, cable access channel and programming, and other communications

and media for the organization. Applications are now being reviewed and interviews will be scheduled with the goal of filling the position by May.

- The meeting of the new Shoreview Business Council hosted by the Twin Cities North Chamber of Commerce will be held this coming Wednesday, March 21 from 7:30-8:30 a.m. at the Northwest Youth & Family Services building in Suite 205 at 3490 Lexington Avenue. A number of area cities have business councils through the local chamber that meet monthly and discuss topics of interest to the business community. The TCN Chamber has asked that the City provide speakers to some of the monthly meetings.
- The Shoreview Human Rights Commission will co-sponsor a Community Dialogue Series on Elder Abuse with the Roseville Human Rights Commission. The first session will be held on Monday, March 19, and will focus on “Why Seniors Get Swindled and How to Shut the Door on Scammers.” The second session will be on Monday, April 23, and will focus on “Reporting Elder Abuse and Understanding What Happens Next.” The dialogue is scheduled both days from 3-5 p.m. in the Shoreview Community Center. Both sessions are free, but reservations are required. Enclosed is a flyer for the Community Dialogue Series. To attend, please contact Tessia Melvin at 651.490.4613 or [tmelvin@shoreviewmn.gov](mailto:tmelvin@shoreviewmn.gov).

**CITY OF SHOREVIEW  
BUILDING INSPECTOR MONTHLY REPORT  
COMPARISON OF YEAR 2012 WITH 2011**

	FEBRUARY 2012		TO DATE 2012		FEBRUARY 2011		TO DATE 2011	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$385,000	2	\$685,000	2	\$505,000	3	\$855,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	1	\$290,000	19	\$486,925	1	\$10,000	1	\$10,000
GARAGES			0	\$0			0	\$0
MISCELLANEOUS	35	\$571,184	35	\$571,184	16	\$336,419	36	\$498,306
APARTMENTS			0	\$0			0	\$0
OFFICES			0	\$0			0	\$0
RETAIL			1	\$1,310,000			0	\$0
IND/WAREHOUSE			0	\$0			0	\$0
PUBLIC BUILDINGS			0	\$0			0	\$0
COMMERCIAL ADD			0	\$0			0	\$0
COMMERCIAL ALTER	3	\$1,914,000	4	\$2,814,000	2	\$14,000	2	\$14,000
<b>TOTAL</b>	<b>40</b>	<b>\$3,160,184</b>	<b>61</b>	<b>\$5,867,109</b>	<b>21</b>	<b>\$865,419</b>	<b>42</b>	<b>\$1,377,306</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

# Housing Resource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - February 29, 2012

	July- Dec '01	Jan- Dec '02	Jan- Dec '03	Jan- Dec '04	Jan- Dec '05	Jan- Dec '06	Jan- Dec '07	Jan- Dec '08	Jan- Dec '09	Jan- Dec '10	Jan- Dec '11	Jan '12	Feb '12	Mar '12	Apr '12	May '12	Jun '12	Jul '12	Aug '12	Sep '12	Oct '12	Nov '12	Dec '12	Yr-to- Date	TOTAL
Home Buyer Information	6	10	13	10	13	13	9	10	6	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	95
Refinance/Satisfactions/Subordinated	0	0	2	0	1	4	5	4	4	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	23
Energy Assistance (1)	0	1	1	1	1	1	1	2	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12
Mortgage Foreclosure Prevention	0	1	0	2	2	0	5	5	3	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0	25
Home Improvement Information (2)	37	184	544	148	143	204	239	136	110	256	128	2	4	0	0	0	0	0	0	0	0	0	0	6	2,135
Rental/Emergency Housing Issues (3)	0	1	4	5	8	18	13	9	4	8	3	0	1	0	0	0	0	0	0	0	0	0	0	1	74
Other	0	11	25	2	2	0	3	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	49
<b>MHFA Fix Up Fund/Rehab/Rental</b>																									
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	43
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25
<b>Shoreview Home Energy Loan</b>																									
Loan Applications Rec'd																									11
Loans Closed																									9
<b>Ramsey County Deferred Loan</b>																									
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	20
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	0	1	0	0	0	0	0	0	0	0	0	0	1	13
<b>Construction Consultation Report</b>																									
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	2	5	0	0	0	0	0	0	0	0	0	0	7	736
Site Visits	0	25	31	51	31	58	88	67	43	78	47	2	3	0	0	0	0	0	0	0	0	0	0	5	524
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	113
<b>TOTAL SERVICES PROVIDED</b>	53	312	698	300	281	379	499	357	253	488	267	6	14	0	0	0	0	0	0	0	0	0	0	20	3,907
<b>TOTAL CLIENTS SERVED</b>																									
	21	199	235	162	173	229	258	165	126	261	138	2	4	0	0	0	0	0	0	0	0	0	0	6	1,973

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service.

- (1) ENERGY ASSISTANCE DENOTES REFERRALS TO SOCIAL SERVICE AGENCIES THAT PROVIDE MONETARY ASSISTANCE FOR ENERGY EXPENSES.
- (2) HOME IMPROVEMENTS INCLUDES REFERRALS TO MHFA, PRIVATE LENDERS OR OTHERS FOR FINANCIAL INFORMATION ON HOME IMPROVEMENTS
- (3) RENTAL/EMERGENCY HOUSING ISSUES IS A NEW CATEGORY AND WAS COMBINED WITH OTHER IN PREVIOUS YEARS.

TO: Terry Schwerm, City Manager

FROM: Jeanne A. Haapala, Finance Director *JH*

DATE: March 15, 2012

RE: Monthly Finance Report

**2011 AUDIT**

The finance department is preparing for final audit work, which is scheduled to begin on April 2. Auditors will be on site for approximately two weeks conducting their audit, while staff begins preparing the financial report. Staff expects to issue the financial report in late May.

**FINAL 2012 TAX RATES**

Typically the March monthly report contains final tax rates for the current year, as well as revised residential property tax estimates. Unfortunately, the County has not yet released final tax rates. We hope to have this information in time for the April report.

**MONTHLY REPORT**

Attached is the monthly report for February of 2012.

The table below provides a summary of permit revenues to date in 2012, as compared to the same period in previous years (January and February).

	2008	2009	2010	2011	2012
<b>Revenue Received</b>					
Building permits	\$ 33,947	\$ 17,391	\$ 9,434	\$ 16,144	\$ 45,495
Plan check	5,467	5,487	1,821	4,965	21,561
Heating/electric/plumbing	13,033	9,130	7,966	10,102	28,488
Total Revenue	\$ 52,447	\$ 32,008	\$ 19,221	\$ 31,211	\$ 95,544
Percent of budget allowance	16.8%	10.4%	7.7%	13.0%	37.0%
<b>Budget allowance:</b>					
Building permits	\$ 180,000	\$ 185,000	\$ 150,000	\$149,000	\$150,000
Plan check	50,000	50,000	40,000	35,000	45,000
Heating/electric/plumbing	82,000	73,000	60,000	57,000	63,000
Total Budget	\$ 312,000	\$ 308,000	\$ 250,000	\$241,000	\$258,000

**General Fund**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	6,467,060		6,467,060		
Licenses & Permits	292,750	80,259	212,491	27.42	10.81
Intergovernmental	183,002	82,232	100,771	44.93	44.73
Charges for Services	1,164,450	30,314	1,134,136	2.60	.62
Fines & Forfeits	62,000	5,667	56,333	9.14	4.31
Interest Earnings	45,000		45,000		
Miscellaneous	35,160	6,682	28,478	19.00	23.58
<b>TOTAL REVENUES</b>	<b>8,249,422</b>	<b>205,153</b>	<b>8,044,269</b>	<b>2.49</b>	<b>1.54</b>
<b>EXPENDITURES</b>					
General Government					
Administration	537,154	69,391	467,763	12.92	20.41
Communications	171,288	13,208	158,080	7.71	3.55
Council & commiss	140,231	64,424	75,807	45.94	4.64
Elections	34,453	51	34,402	.15	
Finance/accounting	541,508	67,436	474,072	12.45	12.15
Human Resources	248,382	27,949	220,433	11.25	
Information systems	312,594	73,236	239,358	23.43	18.14
Legal	100,000		100,000		6.77
<b>Total General Government</b>	<b>2,085,610</b>	<b>315,695</b>	<b>1,769,915</b>	<b>15.14</b>	<b>12.06</b>
Public Safety					
Emergency services	7,333	1,057	6,276	14.41	5.53
Fire	854,900	430,111	424,789	50.31	49.88
Police	1,858,994	346,714	1,512,280	18.65	16.60
<b>Total Public Safety</b>	<b>2,721,227</b>	<b>777,882</b>	<b>1,943,345</b>	<b>28.59</b>	<b>26.79</b>
Public Works					
Forestry/nursery	75,596	2,271	73,325	3.00	6.33
Pub Works Adm/Engin	433,056	56,449	376,607	13.04	2.92
Streets	769,973	88,515	681,458	11.50	3.73
Trail mgmt	121,384	6,029	115,355	4.97	12.05
<b>Total Public Works</b>	<b>1,400,009</b>	<b>153,264</b>	<b>1,246,745</b>	<b>10.95</b>	<b>4.33</b>
Parks and Recreation					
Municipal buildings	126,119	3,131	122,988	2.48	2.45
Park Maintenance	1,117,133	97,489	1,019,644	8.73	9.49
Park/Recreation Adm	345,201	49,049	296,152	14.21	16.07
<b>Total Parks and Recreation</b>	<b>1,588,453</b>	<b>149,669</b>	<b>1,438,784</b>	<b>9.42</b>	<b>10.77</b>
Community Develop					
Building Inspection	151,486	20,126	131,360	13.29	13.10
Planning/zoning adm	382,837	54,112	328,725	14.13	11.80
<b>Total Community Develop</b>	<b>534,323</b>	<b>74,238</b>	<b>460,085</b>	<b>13.89</b>	<b>12.17</b>

**General Fund**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,329,622	1,470,749	6,858,873	17.66	15.17
OTHER					
Transfers In	481,000	18,500	462,500	3.85	
Transfers Out	-400,800	-137,500	-263,300	34.31	32.26
TOTAL OTHER	80,200	-119,000	199,200	-148.38	-313.60
Net change in fund equity		-1,384,596	1,911,196		
Fund equity, beginning		3,921,134			
Fund equity, ending		2,536,538			
Less invested in capital assets					
Net available fund equity		2,536,538			

**Recycling**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	69,000		69,000		
Charges for Services	451,300	42	451,258	.01	
<b>TOTAL REVENUES</b>	<b>520,300</b>	<b>42</b>	<b>520,258</b>	<b>.01</b>	
<b>EXPENDITURES</b>					
Public Works					
Recycling	489,474	31,715	457,759	6.48	6.33
Total Public Works	489,474	31,715	457,759	6.48	6.33
<b>TOTAL EXPENDITURES</b>	<b>489,474</b>	<b>31,715</b>	<b>457,759</b>	<b>6.48</b>	<b>6.33</b>
Net change in fund equity	30,826	-31,673	62,499		
Fund equity, beginning		59,671			
Fund equity, ending		27,998			
Less invested in capital assets					
Net available fund equity		27,998			

**STD Self Insurance**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	1,256	6,244	16.75	16.59
Interest Earnings	600		600		
<b>TOTAL REVENUES</b>	<b>8,100</b>	<b>1,256</b>	<b>6,844</b>	<b>15.51</b>	<b>14.64</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	8,000		8,000		61.09
<b>Total Miscellaneous</b>	<b>8,000</b>		<b>8,000</b>		<b>61.09</b>
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>		<b>8,000</b>		<b>61.09</b>
Net change in fund equity	100	1,256	-1,156		
Fund equity, beginning		45,189			
Fund equity, ending		46,445			
Less invested in capital assets					
Net available fund equity		46,445			

**Community Center**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,269,985	422,355	1,847,630	18.61	18.98
Interest Earnings	8,000		8,000		
Miscellaneous		20	-20		
<b>TOTAL REVENUES</b>	<b>2,277,985</b>	<b>422,375</b>	<b>1,855,610</b>	<b>18.54</b>	<b>18.87</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,445,989	278,190	2,167,799	11.37	13.02
<b>Total Parks and Recreation</b>	<b>2,445,989</b>	<b>278,190</b>	<b>2,167,799</b>	<b>11.37</b>	<b>13.02</b>
Capital Outlay					
Community center	12,930		12,930		
<b>Total Capital Outlay</b>	<b>12,930</b>		<b>12,930</b>		
<b>TOTAL EXPENDITURES</b>	<b>2,458,919</b>	<b>278,190</b>	<b>2,180,729</b>	<b>11.31</b>	<b>13.02</b>
<b>OTHER</b>					
Transfers In	300,000	50,000	250,000	16.67	
<b>TOTAL OTHER</b>	<b>300,000</b>	<b>50,000</b>	<b>250,000</b>	<b>16.67</b>	
Net change in fund equity	119,066	194,184	-75,118		
Fund equity, beginning		600,652			
Fund equity, ending		794,836			
Less invested in capital assets					
Net available fund equity		794,836			

**Recreation Programs**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,277,740	141,010	1,136,730	11.04	8.55
Interest Earnings	4,600		4,600		
Miscellaneous		20	-20		
<b>TOTAL REVENUES</b>	<b>1,282,340</b>	<b>141,030</b>	<b>1,141,310</b>	<b>11.00</b>	<b>8.52</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	109,238	11,525	97,714	10.55	5.34
Aquatics	129,694	13,035	116,659	10.05	12.55
Community programs	99,102	18,888	80,214	19.06	1.35
Drop-in Child Care	67,409	9,697	57,712	14.39	16.74
Fitness Programs	198,987	31,207	167,780	15.68	14.67
Park/Recreation Adm	331,258	42,637	288,621	12.87	11.75
Preschool Programs	73,656	13,356	60,300	18.13	18.36
Summer Discovery	167,245	1,275	165,970	.76	.86
Youth/Teen	70,213	8,118	62,095	11.56	11.92
<b>Total Parks and Recreation</b>	<b>1,246,802</b>	<b>149,739</b>	<b>1,097,063</b>	<b>12.01</b>	<b>9.88</b>
<b>TOTAL EXPENDITURES</b>	<b>1,246,802</b>	<b>149,739</b>	<b>1,097,063</b>	<b>12.01</b>	<b>9.88</b>
<b>OTHER</b>					
Transfers In	65,000		65,000		
Transfers Out	-75,000	-12,500	-62,500	16.67	16.67
<b>TOTAL OTHER</b>	<b>-10,000</b>	<b>-12,500</b>	<b>2,500</b>	<b>125.00</b>	<b>233.33</b>
Net change in fund equity	25,538	-21,209	171,747		
Fund equity, beginning		407,898			
Fund equity, ending		386,689			
Less invested in capital assets					
Net available fund equity		386,689			

**Cable Television**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	280,000		280,000		
Interest Earnings	1,800		1,800		
Miscellaneous	1,200	200	1,000	16.67	5.00
<b>TOTAL REVENUES</b>	<b>283,000</b>	<b>200</b>	<b>282,800</b>	<b>.07</b>	<b>.04</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	165,095	73,461	91,634	44.50	55.92
<b>Total General Government</b>	<b>165,095</b>	<b>73,461</b>	<b>91,634</b>	<b>44.50</b>	<b>55.92</b>
<b>TOTAL EXPENDITURES</b>	<b>165,095</b>	<b>73,461</b>	<b>91,634</b>	<b>44.50</b>	<b>55.92</b>
<b>OTHER</b>					
Transfers Out	-121,950	-18,500	-103,450	15.17	
<b>TOTAL OTHER</b>	<b>-121,950</b>	<b>-18,500</b>	<b>-103,450</b>	<b>15.17</b>	
Net change in fund equity	-4,045	-91,761	294,616		
Fund equity, beginning		219,077			
Fund equity, ending		127,316			
Less invested in capital assets					
Net available fund equity		127,316			

**Econ Devel Auth/EDA**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	55,000		55,000		
TOTAL REVENUES	55,000		55,000		
EXPENDITURES					
Community Develop					
Econ Development-HRA	49,783	6,172	43,611	12.40	10.52
Total Community Develop	49,783	6,172	43,611	12.40	10.52
TOTAL EXPENDITURES	49,783	6,172	43,611	12.40	10.52
Net change in fund equity	5,217	-6,172	11,389		
Fund equity, beginning		174,651			
Fund equity, ending		168,479			
Less invested in capital assets					
Net available fund equity		168,479			

**HRA Programs of EDA**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	70,000		70,000		
<b>TOTAL REVENUES</b>	<b>70,000</b>		<b>70,000</b>		
<b>EXPENDITURES</b>					
Community Develop					
Housing Programs-HRA	53,726	5,123	48,603	9.54	9.53
<b>Total Community Develop</b>	<b>53,726</b>	<b>5,123</b>	<b>48,603</b>	<b>9.54</b>	<b>9.53</b>
<b>TOTAL EXPENDITURES</b>	<b>53,726</b>	<b>5,123</b>	<b>48,603</b>	<b>9.54</b>	<b>9.53</b>
Net change in fund equity	16,274	-5,123	21,397		
Fund equity, beginning		13,968			
Fund equity, ending		8,845			
Less invested in capital assets					
Net available fund equity		8,845			

**Liability Claims**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Interest Earnings	2,200		2,200		
Miscellaneous	20,000		20,000		
<b>TOTAL REVENUES</b>	<b>22,200</b>		<b>22,200</b>		
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	250	31,750	.78	
Total Miscellaneous	32,000	250	31,750	.78	
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>250</b>	<b>31,750</b>	<b>.78</b>	
<b>Net change in fund equity</b>	<b>-9,800</b>	<b>-250</b>	<b>-9,550</b>		
Fund equity, beginning		175,040			
Fund equity, ending		174,790			
Less invested in capital assets					
Net available fund equity		174,790			

**Slice SV Event**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	22,000	7,019	14,981	31.90	10.18
Miscellaneous	25,000	3,110	21,890	12.44	15.84
<b>TOTAL REVENUES</b>	<b>47,000</b>	<b>10,129</b>	<b>36,871</b>	<b>21.55</b>	<b>13.26</b>
<b>EXPENDITURES</b>					
General Government					
Slice of Shoreview	57,200	6,225	50,975	10.88	.07
<b>Total General Government</b>	<b>57,200</b>	<b>6,225</b>	<b>50,975</b>	<b>10.88</b>	<b>.07</b>
<b>TOTAL EXPENDITURES</b>	<b>57,200</b>	<b>6,225</b>	<b>50,975</b>	<b>10.88</b>	<b>.07</b>
<b>OTHER</b>					
Transfers In	10,000		10,000		
<b>TOTAL OTHER</b>	<b>10,000</b>		<b>10,000</b>		
Net change in fund equity	-200	3,904	-4,104		
Fund equity, beginning		35,347			
Fund equity, ending		39,251			
Less invested in capital assets					
Net available fund equity		39,251			

**Water Fund**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	13,200		13,200		
Utility Charges	2,464,000	291,648	2,172,352	11.84	10.25
Late fees		4,953	-4,953		
Water meters	2,800	2,332	468	83.29	15.31
Other prop charges	2,000	1,851	149	92.53	19.36
Interest Earnings	55,000		55,000		
<b>TOTAL REVENUES</b>	<b>2,537,000</b>	<b>300,783</b>	<b>2,236,217</b>	<b>11.86</b>	<b>10.24</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,455,461	121,062	1,334,399	8.32	3.33
<b>Total Proprietary</b>	<b>1,455,461</b>	<b>121,062</b>	<b>1,334,399</b>	<b>8.32</b>	<b>3.33</b>
<b>TOTAL EXPENDITURES</b>	<b>1,455,461</b>	<b>121,062</b>	<b>1,334,399</b>	<b>8.32</b>	<b>3.33</b>
<b>OTHER</b>					
Depreciation	-630,000	-105,000	-525,000	16.67	16.67
Transfers Out	-240,000		-240,000		
GO Revenue Bonds	-184,287	-99,289	-84,998	53.88	46.53
<b>TOTAL OTHER</b>	<b>-1,054,287</b>	<b>-204,289</b>	<b>-849,998</b>	<b>19.38</b>	<b>18.53</b>
Net change in fund equity	27,252	-24,568	1,751,815		
Fund equity, beginning		12,678,909			
Fund equity, ending		12,654,341			
Less invested in capital assets		9,427,325			
Net available fund equity		3,227,016			

**Sewer Fund**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	10,515		10,515		
Charges for Services	200	95	105	47.30	11.15
Utility Charges	3,500,000	525,919	2,974,081	15.03	14.89
Late fees		9,048	-9,048		
Facility/area chgs	4,000	1,763	2,237	44.07	18.33
Other prop charges	2,500	2,100	400	84.00	108.00
Interest Earnings	25,000		25,000		
<b>TOTAL REVENUES</b>	<b>3,542,215</b>	<b>538,925</b>	<b>3,003,290</b>	<b>15.21</b>	<b>15.14</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	2,942,296	514,416	2,427,880	17.48	1.43
<b>Total Proprietary</b>	<b>2,942,296</b>	<b>514,416</b>	<b>2,427,880</b>	<b>17.48</b>	<b>1.43</b>
<b>TOTAL EXPENDITURES</b>	<b>2,942,296</b>	<b>514,416</b>	<b>2,427,880</b>	<b>17.48</b>	<b>1.43</b>
<b>OTHER</b>					
Depreciation	-300,000	-50,000	-250,000	16.67	16.67
Transfers Out	-188,000		-188,000		
GO Revenue Bonds	-72,843	-37,611	-35,232	51.63	36.81
<b>TOTAL OTHER</b>	<b>-560,843</b>	<b>-87,611</b>	<b>-473,232</b>	<b>15.62</b>	<b>13.33</b>
Net change in fund equity	39,076	-63,102	1,048,643		
Fund equity, beginning		7,178,611			
Fund equity, ending		7,115,509			
Less invested in capital assets		4,725,848			
Net available fund equity		2,389,661			

**Surface Water Mgmt**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	3,815		3,815		
Utility Charges	1,056,000	151,987	904,013	14.39	14.38
Late fees		2,561	-2,561		
Lake Impr Dist chgs	48,462	4,805	43,657	9.92	19.21
Other prop charges	5,000	930	4,070	18.60	21.80
Interest Earnings	24,000		24,000		
<b>TOTAL REVENUES</b>	<b>1,137,277</b>	<b>160,283</b>	<b>976,994</b>	<b>14.09</b>	<b>14.51</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	33,367	1,342	32,025	4.02	1.59
Surface Water Oper	726,866	40,882	685,984	5.62	13.69
<b>Total Proprietary</b>	<b>760,233</b>	<b>42,224</b>	<b>718,009</b>	<b>5.55</b>	<b>13.12</b>
<b>TOTAL EXPENDITURES</b>	<b>760,233</b>	<b>42,224</b>	<b>718,009</b>	<b>5.55</b>	<b>13.12</b>
<b>OTHER</b>					
Depreciation	-218,000	-36,332	-181,668	16.67	16.67
Transfers Out	-107,000		-107,000		
GO Revenue Bonds	-85,602	-44,878	-40,725	52.43	46.80
<b>TOTAL OTHER</b>	<b>-410,602</b>	<b>-81,210</b>	<b>-329,393</b>	<b>19.78</b>	<b>19.56</b>
Net change in fund equity	-33,558	36,849	588,378		
Fund equity, beginning		7,406,507			
Fund equity, ending		7,443,356			
Less invested in capital assets		6,135,855			
Net available fund equity		1,307,501			

**Street Light Utility**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Utility Charges	456,000	67,002	388,998	14.69	14.77
Late fees		891	-891		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>459,000</b>	<b>67,893</b>	<b>391,107</b>	<b>14.79</b>	<b>14.93</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	251,740	16,075	235,665	6.39	7.19
<b>Total Proprietary</b>	<b>251,740</b>	<b>16,075</b>	<b>235,665</b>	<b>6.39</b>	<b>7.19</b>
<b>TOTAL EXPENDITURES</b>	<b>251,740</b>	<b>16,075</b>	<b>235,665</b>	<b>6.39</b>	<b>7.19</b>
<b>OTHER</b>					
Depreciation	-40,000	-6,666	-33,334	16.67	16.67
Transfers Out	-15,600		-15,600		
<b>TOTAL OTHER</b>	<b>-55,600</b>	<b>-6,666</b>	<b>-48,934</b>	<b>11.99</b>	<b>13.08</b>
Net change in fund equity	151,660	45,152	204,376		
Fund equity, beginning		711,201			
Fund equity, ending		756,353			
Less invested in capital assets		432,561			
Net available fund equity		323,792			

**Central Garage Fund**  
For Year 2012 Through The Month Of February

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	216,000		216,000		
Intergovernmental	120,715		120,715		
Cent Garage chgs	1,137,680	814	1,136,866	.07	.03
Interest Earnings	22,000		22,000		
<b>TOTAL REVENUES</b>	<b>1,496,395</b>	<b>814</b>	<b>1,495,581</b>	<b>.05</b>	<b>.02</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	576,564	80,492	496,072	13.96	8.48
<b>Total Proprietary</b>	<b>576,564</b>	<b>80,492</b>	<b>496,072</b>	<b>13.96</b>	<b>8.48</b>
Miscellaneous					
Other Expenses	8,000		8,000		
<b>Total Miscellaneous</b>	<b>8,000</b>		<b>8,000</b>		
<b>TOTAL EXPENDITURES</b>	<b>584,564</b>	<b>80,492</b>	<b>504,072</b>	<b>13.77</b>	<b>8.48</b>
<b>OTHER</b>					
Sale of Asset	20,000		20,000		
Transfers In	180,600		180,600		
Depreciation	-673,000	-112,166	-560,834	16.67	16.67
GO CIP Bonds	-247,157	-124,341	-122,816	50.31	88.99
<b>TOTAL OTHER</b>	<b>-719,557</b>	<b>-236,507</b>	<b>-483,050</b>	<b>32.87</b>	<b>48.07</b>
Net change in fund equity	192,274	-316,184	1,875,758		
Fund equity, beginning		3,428,865			
Fund equity, ending		3,112,681			
Less invested in capital assets		3,228,575			
Net available fund equity		-115,894			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 02-29-12

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
1,075	Morgan Stanley Smith Barney LLC	CD	1,097	07-22-09	07-23-12	150,000.00	2.445500
1,076	Morgan Stanley Smith Barney LLC	CD	1,097	07-22-09	07-23-12	150,000.00	2.395600
1,077	Morgan Stanley Smith Barney LLC	CD	1,097	07-22-09	07-23-12	245,000.00	2.395600
1,143	Morgan Stanley Smith Barney LLC	CD	549	02-24-12	08-26-13	121,000.00	.548000
1,145	Morgan Stanley Smith Barney LLC	CD	730	02-29-12	02-28-14	249,000.00	.550000
1,141	Morgan Stanley Smith Barney LLC	CD	1,097	02-08-12	02-09-15	150,000.00	.998200
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.149200
1,142	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.299100
Total Number Of Investments: 8						1,561,000.00	
<hr/>							
FEDERAL HOME LN BK							
<hr/>							
1,133	Morgan Stanley Smith Barney LLC	FH	3,653	10-12-11	10-12-2021	600,000.00	2.997500
Total Number Of Investments: 1						600,000.00	
<hr/>							
FEDERAL NATL MTG							
<hr/>							
1,067	Morgan Stanley Smith Barney LLC	FN	1,826	05-01-09	05-01-14	700,000.00	2.948400
1,098	Wells Fargo Brokerage Services	FN	1,826	08-10-10	08-10-15	500,000.00	1.998900
1,122	Wells Fargo Brokerage Services	FN	1,607	03-17-11	08-10-15	462,000.00	2.044200
1,144	Dain Rauscher Investment Services	FN	1,782	02-24-12	01-10-17	501,423.23	2.688300
1,102	Dain Rauscher Investment Services	FN	32,63	08-25-10	07-27-2020	611,358.07	3.474700
1,105	Dain Rauscher Investment Services	FN	5,465	10-13-10	09-29-2025	661,980.00	4.174300
1,123	Dain Rauscher Investment Services	FN	-31,0	06-30-11	06-30-2026	1,000,000.00	4.829800
1,124	Dain Rauscher Investment Services	FN	5,479	06-30-11	06-30-2026	219,000.00	4.829800
1,129	Dain Rauscher Investment Services	FN	-31,0	09-21-11	09-21-2026	600,000.00	5.079600
1,130	Dain Rauscher Investment Services	FN	5,479	09-30-11	09-30-2026	500,000.00	4.663300
1,131	Dain Rauscher Investment Services	FN	5,479	09-30-11	09-30-2026	180,000.00	4.663300
1,134	Dain Rauscher Investment Services	FN	5,479	10-27-11	10-27-2026	1,000,000.00	4.163600
1,135	Dain Rauscher Investment Services	FN	5,479	10-27-11	10-27-2026	600,000.00	4.796500
1,066	Dain Rauscher Investment Services	FN	-29,8	04-20-09	06-15-2027	549,528.74	6.434800
Total Number Of Investments: 14						8,085,290.04	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 02-29-12

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
FED HM MORTG POOL							
<hr/>							
1,127	Dain Rauscher Investment Services	HP	3,653	07-29-11	07-29-2021	500,000.00	3.996700
1,132	Morgan Stanley Smith Barney LLC	HP	3,653	09-30-11	09-30-2021	500,000.00	3.197400
1,136	Morgan Stanley Smith Barney LLC	HP	3,653	11-09-11	11-09-2021	600,000.00	3.097500
1,137	Morgan Stanley Smith Barney LLC	HP	32,66	11-17-11	11-17-2021	550,000.00	3.197400
1,138	Dain Rauscher Investment Services	HP	3,653	12-15-11	12-15-2021	600,000.00	3.272300
1,139	Dain Rauscher Investment Services	HP	3,653	12-29-11	12-29-2021	600,000.00	3.247300
1,065	Dain Rauscher Investment Services	HP	4,743	03-27-09	03-22-2022	1,017,349.36	5.502400
1,096	Dain Rauscher Investment Services	HP	-32,1	07-27-10	07-27-2022	500,000.00	4.496900
1,110	Dain Rauscher Investment Services	HP	4,247	12-10-10	07-27-2022	602,400.00	4.640900
Total Number Of Investments: 9						5,469,749.36	
Sub-Total Of Investments:						15,716,039.40	
4M Municipal Money Mkt Fund						2,816,212.62	
2011 COP Debt Service Reserve						9,240.25	
GMHC Savings Acct USBank						41,760.94	
4M Fund - Hockey Escrow						8,294.25	
Western Asset Govt MM Fund						2,744,245.47	
GRAND TOTAL OF CASH & INVESTMENTS:						21,335,792.93	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: MARCH 19, 2012  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **ADMINISTRATIVE ACTIVITIES**

Shoreview's green/sustainable pavement initiatives were presented and discussed at a US Green Building Council Event – Engineering Green 2012 – earlier this month in Baltimore, Maryland. Staff has been following up with local government and infrastructure industry representatives concerning requests for construction related materials and specifications.

Staff is facilitating what is likely the last official meeting of the Board of the Grass Lake Water Management Organization (GLWMO) this month. Now with a full Board, it is assumed that the Organization will act on the dissolution requests of Roseville and Shoreview. The Board appears to be in agreement concerning the benefits of the jurisdiction moving to Ramsey-Washington Metro Watershed District. It is possible for the dissolution process to move in time for the area to be included in next year's RWMWD tax levy.

We're continuing to develop an improved sanitary sewer infrastructure database and asset management/tracking system. Our goal is to have a tool similar to our pavement management system where we can more effectively identify future rehabilitation needs of the sanitary sewer infrastructure, and be able to better estimate those costs. While we have sound preventative maintenance philosophies and a relatively small sewage back-up history. There is recognition that we need better information concerning the actual condition of the underground sewer pipes. Staff will continue to look at costs and implementation scenarios over the next few months and bring information forward as part of the annual budget process.

### **Environmental Services –**

Additional ash trees infested with Emerald Ash Borer have been identified by Minnesota Department of Agriculture surveys in the Shamrock Park neighborhood. Several more ash trees are suspected to be infested but not yet showing all the symptoms. Any infested trees and firewood need to be removed prior to April 30<sup>th</sup>, when the EAB emerge to infest new healthy trees.

Staff is working to notify nearby residents with suspect or healthy ash trees of treatment and removal options. At this point most ash trees in northwestern Shoreview are in danger of being infested with EAB. If untreated, the EAB will kill the tree and it will have to be removed. Until the trees leaf out, watching for the EAB galleries after woodpeckers have been present seems to be the best indicator of an infestation.

A GreenStep Cities representative will be joining the Environmental Quality Committee in March to discuss the program and start the process of becoming a GreenStep City. Staff is beginning to compile existing data for benchmarking and meeting program requirements.

Staff attended trainings related to Stormwater Best Management Practices, Erosion Control, Shade Trees, and GreenStep Cities.

## **MAINTENANCE ACTIVITIES**

### **Public Works Winter Maintenance -**

Since February 20<sup>th</sup>, we have had two full crew plowing events. Before each event crews pre-treated streets with anti-icing chemicals and after each event they spread salt to control ice. There were also two separate events in which it was necessary to spread salt for de-icing measures. Before and after each event equipment is cleaned, inspected and repaired as necessary. Trails were cleared after each event. Half of public works maintenance crews and supervisors attended the annual "Damage Prevention Seminar" for underground utilities. The other half of the crews and supervisors will attend on another date in the near future. Joe Keding attended the "Utilities Management Institute" sponsored by the University of Minnesota and AWWA. His tuition fees were paid for through a scholarship from Suburban Utilities Supervisors Association.

### **Utilities Maintenance –**

Utility Crews continue with daily inspections and routine maintenance of all the wells, lift stations, towers and the booster station. They pulled a pump at the North Carlson lift station for cleaning, inspection and repairs. They also started the biannual cleaning of all the sanitary sewer lift stations. They continue to respond daily to location requests by marking City utilities in proposed excavation areas. Water samples are collected and analyzed according to Minnesota Department of Health (MDH) requirements.

Crews are exercising and repairing valves, inspecting manholes and flushing and jetting the sanitary sewer system. They have also been removing bags from hydrants. Bags were put over select hydrants during the winter to help protect them from salt and corrosion and to insure easy operation if needed.

### **Street Maintenance –**

Street crews continued trimming trees along the boulevards and trails. As the weather warmed up they were able to get a good start to the spring clean up of streets and boulevards. They are sweeping streets and sweeping trails. Crews are cleaning catch basins and around ponds. Crews are cleaning, inspecting and repairing storm pond inlets, outlets, pipes and manholes. Spring load limits went into effect and they installed signage as needed. They also continue to repair and maintain streets signs.

### **DOC Crews –**

Crews spend time each day cleaning the Maintenance Facility. They completed the removal of snow at bus shelters and other trail segments as needed. They have been trimming and removing trees and clearing buckthorn from around ponds and along trails. They are working on spring clean up from landscaped areas around City Hall, the Community Center and along boulevards and medians. They also cleaned, scraped and painted the inside of the booster station, and have been scraping and sanding and painting trailers and other miscellaneous equipment.

### **PROJECT UPDATES**

#### **Tanglewood/Victoria Street Rehabilitation, Project 11-08**

Pavement markings have been completed. Several minor punch list items remain, which will be completed in the spring of 2012.

#### **Buffalo Lane Reconstruction, Project 11-09**

The project has been completed with several minor punch list items remaining, which will be completed in the spring of 2012. The property Assessment Hearing will be scheduled for September 2012.

#### **Floral/Demar/County Road F Neighborhood Reconstruction, Project 12-01**

The feasibility report was presented to the Council at the February 21<sup>st</sup> meeting. At that meeting the Council called for a public hearing for the project, which will be held at the March 19<sup>th</sup> Council meeting. The public hearing will give residents a chance to provide their comments and/or concerns about the project directly to the Council.

#### **Water System Improvements – Pressure Booster Station, Project 12-02**

The consulting engineer is continuing with the design of the project and is expecting to have the plans completed in late March/early April. City staff has had discussions with the management company for the Weston Woods Townhome Association and they are excited about the project. Over the years they have received many comments from townhome owners about low water pressure.

#### **Owasso Street Realignment**

Staff continues to meet with stakeholders for the proposed intersection realignment associated with the Midland Terrace redevelopment project. The plans for the public infrastructure improvements are proceeding, with Ramsey County concurrence on designs, layouts and cost participation. Dialog continues with the CP Rail, with two separate agreements required for property use and road crossing impacts. Staff has met with the Mounds View School District officials concerning the County Road E widening and off-street trail construction. Assuming that the Midland Terrace redevelopment project proceeds through the Planning Commission and

City Council approval process, the public infrastructure project schedule is targeting a construction contract award in July, with the bulk of the road construction occurring yet in 2012, with final completion in 2013.

### **Shoreview Cleanup Day**

In an effort to ease logistical obstacles, this year's Cleanup Day has been moved from the first to the third Saturday, May 19<sup>th</sup>. This will free up additional Allied Waste staff and equipment and create smoother event overall. Due to low traffic numbers in the late afternoon the event will also be shortened by one hour. (8:00am to 3:00pm) This will help cut down on staff and equipment costs for each event. The use of credit cards was also introduced at the 2011 fall Cleanup Day and with some minor changes, will be available at future Cleanup Days. The event will still be held at the Ramsey County Public Works site near Hamline and Highway 96.

REGULAR COUNCIL MEETING  
MARCH 19, 2012

TO: MAYOR AND COUNCILMEMBERS  
FROM: TERRY SCHWERM, CITY MANAGER  
DATE: MARCH 12, 2012  
RE: MONTHLY REPORT

### **DEPARTMENT ACTIVITY**

The unseasonably warm and dry winter has impacted Department operations in several ways.

- Hockey and ice rinks closed early and usage declined more than 25% from 2011. Usage dropped from almost 12,000 to just over 8,500.
- Maintenance crews have had the opportunity to do more work in the parks such as tree and brush trimming that has not been done in several years. In addition, crews also were able to better organize the new shop area in the renovated Maintenance Center.
- Demand for use of athletic fields and parks is already occurring which has moved up normal spring maintenance work. For example, tennis nets were installed this week and crews have already started clean up of flower beds around the Community Center and Shoreview Commons area. Typically, these activities do not occur until early to mid April.

Despite the Tropics Waterpark being closed for approximately 10 days in early February, daily admission revenue was only down about \$5,000 for the month of February and \$1,700 for the year. Total revenue for the Community Center through February is above primarily due to strong rental revenue income this year. As shown in the Community Center financial report, the Community Center had another successful year during 2011 with an anticipated surplus of slightly more than \$200,000. The Community Center now has had three solid years in a row that have resulted in increases to the Community Center fund balance.

The staff has sent out a request for proposal to three park planning firms for assistance in preparing plans for the renovation of Bucher Park. Proposals are due back the end of March and we anticipate having a consultant hired by the end of April to begin this project.

### **MAINTENANCE**

It was a difficult winter for the parks maintenance crew to maintain ice on the skating rinks and for this reason the skating rinks were closed early this year. The early rink closing allowed the park maintenance crew to work on other projects such as trimming trees in the parks, and which we have not had the opportunity in prior years. There were three times the crew had to come in and plow or salt the parking lots and sidewalks at the Community Center, library, fire stations and the Lepak/Larson House.

All hockey nets and broomball goals have been brought to the maintenance center and they have been repaired and put into storage. The crew installed gate plank holders at the hockey rinks which will keep the planks from being buried or broken when it snows.

All the buildings have been emptied of benches and trash receptacles, swept and the crew is in the process of stripping and waxing the floors. All the building thermostats have been adjusted to a constant 52 degrees so pipes do not freeze. The outside lights at Sitzer Park have been repaired. The sewer backed up at the Lepak/Larson House and, after the contractor opened the line, the crew cleaned and disinfected the basement.

The crew continues to pick up trash on a daily basis at the Community Center, library and parks. The trash receptacles are dumped on an as needed basis. The crew cleaned the Pavilion restrooms a renter after rinks were closed.

### COMMUNITY CENTER/CITY HALL MAINTENANCE ACTIVITIES

The crew has been busy keeping the building on its cleaning schedule. They have cleaned the carpet in the Tropical Adventure Indoor Playground and the upper level hallways and lobbies. The dance floor in the Shoreview Room has been sanded and refinished. We have purchased a new piece of equipment which allows us to sand the floor without dust blowing all over the room. It has an attachment which is a vacuum and a dust collector system so we are able to use it in multiple ways throughout the building.

### RECREATION PROGRAMS

Winter programs are now complete and the official participation numbers are in. We saw increases in participation for fitness programs, youth sports, adult enrichment, and special events. We had fewer adult sports teams due to the loss of our Sunday night broomball league and the broomball rink behind the Ramsey County Shoreview Arena.

<b>Winter Participation</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Adult Enrichment	213	205	228	181
Fitness	1369	1207	1137	1197
Adult Sports	16 teams	26 teams	30 teams	32 teams
Aquatics	606	596	575	538
Ice Skating	115	126	133	107
Preschool Programs	54	55	35	43
Special Events	914	705	751	175
Tumbling	47	46	45	56
Youth Programs	99	224	121	183
Youth Sports	200	148	91	68
<b>Total</b>	<b>3617</b>	<b>3338</b>	<b>3146</b>	<b>2577</b>
<b>Winter On-line Registrations</b>	<b>1530</b>	<b>1460</b>	<b>896</b>	<b>387</b>
<b>Ice Rink Attendance</b>	<b>2011-12</b>	<b>2010-11</b>	<b>2009-10</b>	<b>2008-2009</b>
	8,508	11,960	12,294	12,802

Summer Discovery registration began on Thursday, March 1st. The program is nearly full, with 217 children registered. School's Out Camps will be held during the 7 day spring break from March 15th-23rd. Youth will be kept active with crafts, games, theme activities, and swimming in the Tropics Indoor Waterpark.

Sixteen Shoreliners boarded a bus on March 7th and journeyed to the Chanhassen Dinner Theater for delicious lunch and the play "Hairspray". The next Shoreliner event is their Spring Tea on April 17th.

The dive-in movie was held on March 9th. Nearly 250 guests enjoyed watching "The Little Mermaid" while swimming and enjoying the Tropics Indoor Waterpark amenities, Wave Café popcorn special, and glow necklaces.

The Shoreview Egg Hunt will be held on Saturday, March 31st at the Haffeman Pavilion. Participants will enjoy refreshments, prizes, and the challenging hunt for pastel colored, prize-filled eggs. Bill the Juggler will then fascinate the crowd with his comedy and juggling talent.

We are accepting applications for summer employment for a wide variety of positions including: lifeguards, swim instructors, summer playground leaders, puppet wagon coordinator, and Summer Discovery leaders. Interviews will be conducted in late March.

Summer registration began for residents on March 13th and non-residents on March 20th. Registrations will be accepted until deadlines or classes fill. Many parents are happy have their summer planning complete by the end of March.

### **COMMUNITY CENTER**

The Community Center stayed active with daily visitors despite the unseasonably mild weather and the Tropics Indoor Waterpark being closed for the first nine days of the month. Many guests decided to enjoy the Tropical Adventure Indoor Playground as a fun alternative while the pool was closed for an unanticipated maintenance issue. The Tropical Adventure Indoor Playground had a 37% increase in daily traffic compared to last year. During the second half of the month, the Tropics Indoor Waterpark hosted many group visits, after hour parties, and daily walk-in customers. On Presidents Day, there was a 25% increase in daily admissions sold compared to the same day last year. Even with the Tropics Indoor Waterpark closed for nine days, we were surprised to only have a \$5,000.00 decrease in daily revenue compared to February 2011.

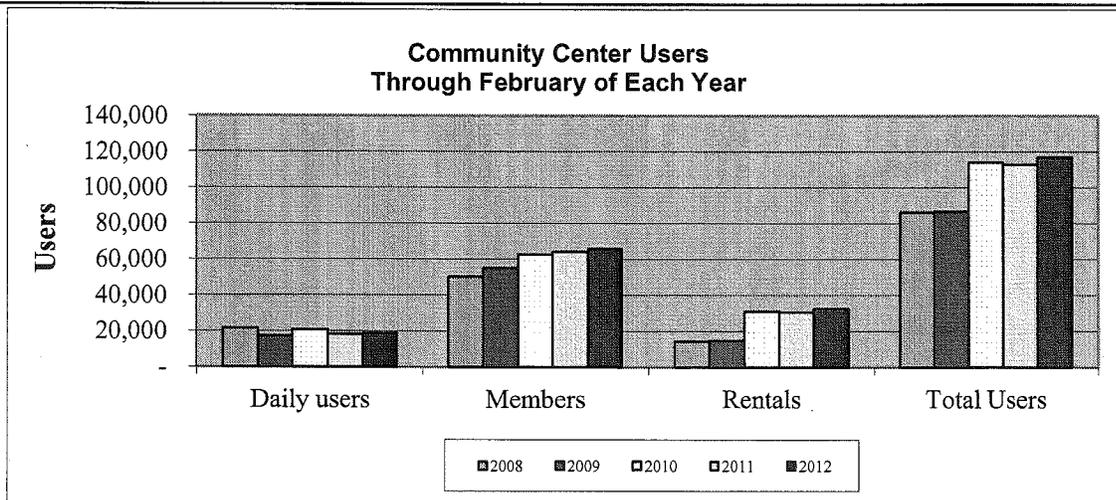
There was a twelve percent increase in the amount of meeting rooms rented this month compared to last February. The majority of the increase was due to birthday party bookings on weekends. Customers appreciate this option because it allows them the flexibility of bringing in their own food. Birthday parties in the tropically themed birthday party rooms did decrease this month compared to last year. Staff is planning on adding a new option for these rooms called "pool parties" during the times where the rooms are usually unoccupied. This new package would include 10 wristbands, both pool side party rooms, and the ability to bring your own food. Staff is hoping this will appeal to church youth groups, boy scouts, and athletic team year end parties.

The banquet rooms were occupied this month with many corporate events. The corporate events hosted were: Excel Engineering, Midwest Minature Guild, KinderCare, Fireside Hearth and Home, U.S Bank, and MnDOT. There were 25 events booked in the two banquet rooms the month of February. Rental revenue in the Shoreview Room alone increased 16% this month compared to last year. Emmanuel Covenant Church has renewed their contract for 2012. This rental is very staff intensive however it accounts for over \$45,000.00 of rental revenue annually.

This month the fitness center remained busy with our dedicated members. There were 30 new member orientations and 129 personal training sessions scheduled. Memberships did increase 11% this month compared to last February. The majority of the increase was due to a 20% in Shoreview resident memberships sold. There were more than 2,000 active memberships with 6,538 active members on March 1, 2011. The same date this year there were more than 2,700 active memberships with 6,697 active members. Retention rate stayed at a favorable 85% this month.

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

	2008	2009	2010	2011	2012
<b>Number of Users:</b>					
Daily users	21,568	17,074	20,640	18,127	18,610
Members	50,178	55,002	62,608	64,240	65,839
Rentals	14,349	14,701	30,823	30,584	32,464
<b>Total Users</b>	<b>86,095</b>	<b>86,777</b>	<b>114,071</b>	<b>112,951</b>	<b>116,913</b>
<b>Revenue:</b>					
Admissions	\$ 101,766	\$ 100,540	\$ 116,822	\$ 116,588	\$ 114,896
Memberships-annual	93,535	128,811	160,559	190,950	189,731
Memberships-seasonal	38,869	30,685	26,273	25,592	23,930
Room rentals	26,928	37,004	46,417	42,298	50,267
Wave Café	28,529	29,882	35,772	39,397	37,434
Commissions	800	-	1,921	143	279
Locker/vending/video	6,303	3,445	3,704	2,397	4,031
Merchandise	1,559	978	1,662	2,024	2,341
Other miscellaneous	142	(18)	(23)	(5)	53
Transfers in	31,666	51,200	51,668	49,500	50,000
<b>Total Revenue</b>	<b>330,097</b>	<b>382,527</b>	<b>444,775</b>	<b>468,884</b>	<b>472,962</b>
<b>Expenditures:</b>					
Personal services	185,593	189,143	195,018	189,279	194,732
Supplies	49,587	52,535	51,912	66,209	57,155
Contractual	48,741	35,075	31,426	52,942	26,303
<b>Total Expenditures</b>	<b>283,921</b>	<b>276,753</b>	<b>278,356</b>	<b>308,430</b>	<b>278,190</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 46,176</b>	<b>\$ 105,774</b>	<b>\$ 166,419</b>	<b>\$ 160,454</b>	<b>\$ 194,772</b>



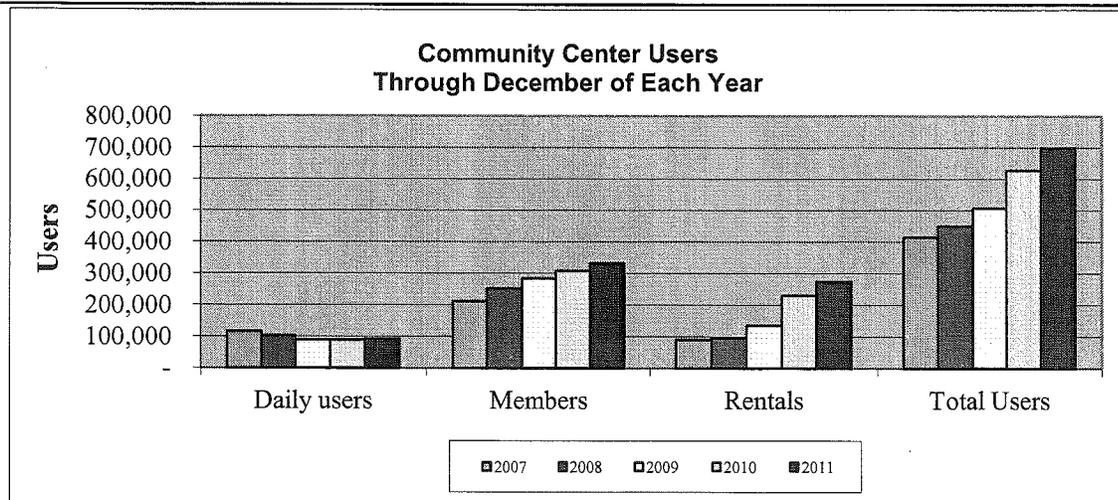
\* Rental users in 2010 and later years include Summer Discovery Prgm

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

	2007	2008	2009	2010	2011
<b>Number of Users:</b>					
Daily users	115,473	102,144	88,319	88,784	91,392
Members	210,964	251,898	284,384	308,404	332,762
Rentals	89,449	95,769	135,248	230,634	274,871
<b>Total Users</b>	<b>415,886</b>	<b>449,811</b>	<b>507,951</b>	<b>627,822</b>	<b>699,025</b>
<b>Revenue:</b>					
Admissions	\$ 471,356	\$ 494,723	\$ 548,432	\$ 522,371	\$ 597,051
Memberships-annual	588,632	649,790	783,741	933,541	1,007,883
Memberships-seasonal	186,880	140,658	115,668	106,953	103,304
Room rentals	199,285	213,668	219,052	220,664	249,704
Wave Café	152,575	149,110	163,086	176,816	195,578
Commissions	14,713	13,474	9,149	10,627	14,503
Locker/vending/video	42,950	33,757	32,458	29,470	29,606
Merchandise	6,450	7,658	9,577	10,656	13,724
Other miscellaneous	2,602	1,729	1,344	1,937	1,343
Building charge	88,851	95,152	89,882	94,415	97,000
Interest	29,888	18,693	8,171	8,017	-
Transfers in	220,000	250,000	310,000	310,000	297,000
<b>Total Revenue</b>	<b>2,004,182</b>	<b>2,068,412</b>	<b>2,290,560</b>	<b>2,425,467</b>	<b>2,606,696</b>
<b>Expenditures:</b>					
Personal services	1,217,868	1,243,857	1,287,914	1,319,263	1,352,471
Supplies	398,583	429,073	392,039	405,545	449,836
Contractual	470,056	503,357	507,043	544,864	594,803
<b>Total Expenditures</b>	<b>2,086,507</b>	<b>2,176,287</b>	<b>2,186,996</b>	<b>2,269,672</b>	<b>2,397,110</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ (82,325)</b>	<b>\$ (107,875)</b>	<b>\$ 103,564</b>	<b>\$ 155,795</b>	<b>\$ 209,586</b>

\*



\* Rental users in 2010 and later years include Summer Discovery Prgm



**Community Center Monthly Activity  
For the Year 2011**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	9,573	8,554	12,733	7,331	6,918	8,510	9,591	7,473	2,375	2,799	6,874	8,661	91,392
Members	33,665	30,575	34,019	29,225	25,468	24,211	24,352	23,544	23,660	26,968	27,680	29,395	332,762
Rentals	16,013	14,571	17,692	15,947	17,757	40,042	34,573	51,667	16,013	18,620	16,031	15,945	274,871
Total Users	59,251	53,700	64,444	52,503	50,143	72,763	68,516	82,684	42,048	48,387	50,585	54,001	699,025
<b>Revenue:</b>													
Admissions	\$ 54,768	\$ 50,219	\$ 82,024	\$ 37,760	\$ 32,531	\$ 48,104	\$ 57,434	\$ 41,854	\$ 19,315	\$ 26,708	\$ 35,198	\$ 58,481	\$ 544,396
Indoor playground	6,646	4,955	8,340	4,691	3,281	4,545	3,033	2,183	2,178	2,986	4,786	5,031	52,655
Memberships	134,134	82,408	85,134	64,611	61,088	69,882	64,747	69,299	77,050	85,320	115,092	202,422	1,111,187
Room rentals	22,729	19,569	29,892	16,023	24,736	20,859	19,322	18,740	22,956	21,955	10,411	22,512	249,704
Wave Café	20,526	18,871	25,987	17,064	15,650	15,441	16,165	14,920	10,577	13,462	12,687	14,228	195,578
Commissions	-	143	850	-	1,366	698	2,561	1,153	3,393	2,395	1,944	-	14,503
Locker/vending/video	(1,194)	3,591	2,745	3,128	2,566	3,560	3,243	883	1,842	2,649	1,596	4,997	29,606
Merchandise	1,006	1,018	1,492	1,340	948	1,826	1,546	1,204	1,014	819	879	632	13,724
Other miscellaneous	(80)	75	27	32	757	39	83	50	5	143	65	147	1,343
Building charge	-	-	-	-	-	97,000	-	-	-	-	-	-	97,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	297,000
Total Revenue	263,285	205,599	261,241	169,399	167,673	286,704	192,884	175,036	163,080	181,187	207,408	333,200	2,606,696
<b>Expenditures:</b>													
Personal services	84,388	104,891	105,118	99,020	100,804	107,049	156,509	108,982	96,532	99,084	104,360	185,734	1,352,471
Supplies	30,153	36,056	44,170	42,162	34,276	33,351	29,123	27,161	39,147	44,125	36,298	53,814	449,836
Contractual	21,270	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	90,093	594,803
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	135,811	172,619	185,773	183,424	183,762	195,029	249,068	180,367	192,154	208,766	180,696	329,641	2,397,110
Rev less Exp (monthly)	\$ 127,474	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,675	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (27,579)	\$ 26,712	\$ 3,559	\$ 209,586
Rev less Exp (ytd)	\$ 127,474	\$ 160,454	\$ 235,922	\$ 221,897	\$ 205,808	\$ 297,483	\$ 241,299	\$ 235,968	\$ 206,894	\$ 179,315	\$ 206,027	\$ 209,586	

**Community Center Monthly Activity  
For the Year 2010**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	12,396	8,244	10,145	5,086	6,293	7,811	8,478	7,899	2,600	5,189	6,669	7,974	88,784
Members	32,569	30,039	30,018	24,351	22,682	23,343	23,406	24,567	20,281	23,593	26,860	26,695	308,404
Rentals	16,552	14,271	16,027	14,710	16,223	30,877	29,480	32,456	14,120	16,373	13,243	16,302	230,684
<b>Total Users</b>	<b>61,517</b>	<b>52,554</b>	<b>56,190</b>	<b>44,147</b>	<b>45,198</b>	<b>62,031</b>	<b>61,364</b>	<b>64,922</b>	<b>37,001</b>	<b>45,155</b>	<b>46,772</b>	<b>50,971</b>	<b>627,822</b>
<b>Revenue:</b>													
Admissions	\$ 55,503	\$ 47,668	\$ 54,719	\$ 31,183	\$ 35,032	\$ 40,977	\$ 50,122	\$ 38,742	\$ 18,995	\$ 25,431	\$ 33,763	\$ 42,844	\$ 474,979
Indoor playground	7,028	6,623	6,012	2,611	2,846	4,446	2,790	3,305	620	2,541	3,920	4,650	47,392
Memberships	111,690	75,142	68,524	57,725	61,958	61,663	64,227	66,374	78,838	75,158	121,981	197,214	1,040,494
Room rentals	18,519	27,898	14,573	19,724	22,695	16,744	18,713	12,615	23,057	16,713	16,852	12,561	220,664
Wave Café	18,052	17,720	18,813	14,915	13,174	15,261	14,708	15,272	9,617	11,457	13,834	13,993	176,816
Commissions	870	1,051	-	658	-	1,375	1,367	763	1,967	1,356	227	993	10,627
Locker/vending/video	1,317	2,387	4,880	4,296	1,239	2,101	2,802	1,361	4	3,262	948	4,873	29,470
Merchandise	730	932	903	1,147	790	1,043	1,400	1,181	312	711	715	792	10,656
Other miscellaneous	(90)	67	25	(790)	1,025	30	414	171	89	80	183	733	1,937
Building charge	-	-	-	-	-	93,000	-	-	-	-	-	1,415	94,415
Interest	-	-	-	-	-	-	-	-	-	-	-	8,017	8,017
Transfers in	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,834	25,826	310,000
<b>Total Revenue</b>	<b>239,453</b>	<b>205,322</b>	<b>194,283</b>	<b>157,303</b>	<b>164,593</b>	<b>262,474</b>	<b>182,377</b>	<b>165,618</b>	<b>159,333</b>	<b>162,543</b>	<b>218,257</b>	<b>313,911</b>	<b>2,425,467</b>
<b>Expenditures:</b>													
Personal services	87,881	107,137	99,770	97,359	97,921	97,380	157,769	105,178	95,479	100,266	101,590	171,533	1,319,263
Supplies	13,838	38,074	39,579	27,156	36,732	32,132	30,501	29,798	35,361	28,190	24,843	69,341	405,545
Contractual	5,022	26,404	63,856	28,989	51,368	39,593	36,322	58,235	48,831	60,881	30,144	95,219	544,864
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>106,741</b>	<b>171,615</b>	<b>203,205</b>	<b>153,504</b>	<b>186,021</b>	<b>169,105</b>	<b>224,592</b>	<b>193,211</b>	<b>179,671</b>	<b>189,337</b>	<b>156,577</b>	<b>336,093</b>	<b>2,269,672</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 132,712</b>	<b>\$ 33,707</b>	<b>\$ (8,922)</b>	<b>\$ 3,799</b>	<b>\$ (21,428)</b>	<b>\$ 93,369</b>	<b>\$ (42,215)</b>	<b>\$ (27,593)</b>	<b>\$ (20,338)</b>	<b>\$ (26,794)</b>	<b>\$ 61,680</b>	<b>\$ (22,182)</b>	<b>\$ 155,795</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 132,712</b>	<b>\$ 166,419</b>	<b>\$ 157,497</b>	<b>\$ 161,296</b>	<b>\$ 139,868</b>	<b>\$ 233,237</b>	<b>\$ 191,022</b>	<b>\$ 163,429</b>	<b>\$ 143,091</b>	<b>\$ 116,297</b>	<b>\$ 177,977</b>	<b>\$ 155,795</b>	

## MOTION SHEET

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

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

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

Date	Description	Amount
03/05/12	Accounts payable	\$ 6,215.44
03/08/12	Accounts payable	\$ 324,480.24
03/12/12	Accounts payable	\$ 16,502.99
03/15/12	Accounts payable	\$ 24,981.97
03/19/12	Accounts payable	\$ 111,512.63
<b>Sub-total Accounts Payable</b>		<b>\$ 483,693.27</b>
03/09/12	Payroll 123879 to 123922 955965 to 956161	\$156,489.31
<b>Sub-total Payroll</b>		<b>\$ 156,489.31</b>
<b>TOTAL</b>		<b>\$ 640,182.58</b>

ROLL CALL:	AYES	NAYS
Huffman		
Quigley		
Wickstrom		
Withhart		
Martin		

03/19/12

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
BENDER, ERIC	DODGEBALL REF FEB 22 & 29	225	43510	3190			\$105.00	\$105.00
CASCADE BAY - CITY OF EAGAN	SUMMER DISCOVERY FIELD TRIP	225	43535	3190			\$225.00	\$225.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590			\$414.68	\$414.68
COMCAST.COM	MODEM 2 INTERNET CHARGES: FEBRUARY 2012	230	40900	3190			\$126.90	
		220	15500				-\$126.90	
COMCAST.COM	MODEM 2 INTERNET CHARGES: MARCH 2012	230	40900	3190			\$126.90	
		220	15500				-\$126.90	
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$345.98	\$345.98
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 03-02-12	101	20431				\$1,325.53	\$1,548.86
		101	20432				\$223.33	
GRANDMA'S BAKERY	BAKERY FOR RESALE - CONTINENTAL BRKFST	220	43800	2591			\$134.94	\$134.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.42	\$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.42	\$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.40	\$15.40
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.27	\$16.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.27	\$16.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.39	\$15.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.39	\$15.39
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
KANSAS STATE BANK-GOVT FINANCE	FIT.EQUIP CONTRACT LEASE PYMT/MARCH 2012	220	43800	3960			\$1,089.00	
MARTIN, DAVID	REIMBURSEMENT: MEETING SUPPLIES	220	43800	4500			\$11.39	\$11.39
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES:FEBRUARY 2012	101	40500	4890			\$104.21	\$416.81
		220	43800	4890			\$104.20	
		601	45050	4890			\$104.20	
		602	45550	4890			\$104.20	
NATIONAL GYM SUPPLY, INC	REPAIR SUPPLIES CC	220	43800	2240			\$251.90	\$251.90
ORIENTAL TRADING COMPANY	COMMUNITY CENTER RESALE ITEMS	220	43800	2591			\$575.00	\$575.00
PRAXAIR DISTRIBUTION INC	BIRTHDAY PARTY HELIUM	220	43800	2591			\$445.46	\$445.46
SAM'S CLUB DIRECT	TASTE OF SLICE/TUMBLING/ICE SKATING SUPP	270	40250	2180			\$77.47	\$118.37
		225	43580	2170			\$28.94	
		225	43580	2171			\$11.96	
TARGET COMMERCIAL INVOICE	KIDS CARE SUPPLIES	225	43560	2170			\$117.77	
TARGET COMMERCIAL INVOICE	SILVER SNEAKERS SOCIAL SUPPLIES	220	43800	2180			\$25.03	\$25.03
VANCO SERVICES	FEB FITNESS INCENTIVE PROCESSING FEE	220	43800	3190			\$160.75	\$160.75

Total of all invoices: \$6,215.44

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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			\$1,144.19	\$1,289.79
		101	43710	3950			\$145.60	
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$225.20	
ALLIED WASTE SERVICES #899	MARCH ALLIED WASTE SERVICES	210	42750	3190			\$46.37	\$46.37
ALLIED WASTE SERVICES #899	MARCH ALLIED WASTE SERVICES	210	42750	3190			\$28,126.42	\$28,126.42
AMERICAN MESSAGING	LOCKBOX 3/1/12-3/31/12	101	40210	3190			\$4.26	\$4.26
BACK 2 BASICS LEARNING	ABRAKADOODLE CAMP	225	43580	3190			\$295.00	\$295.00
BOYER, TERESA	KID'S NIGHT OUT	220	22040				\$20.00	\$20.00
BUSHHOUSE, SALLY	ACTIVITY REFUND	220	22040				\$41.00	\$41.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 03-09-12	101	21720				\$9,088.96	\$9,088.96
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:03-09-12	101	20420				\$103.25	\$103.25
FARKAS PROPERTIES	REFUND OVRPYMT MADE ON ACCT-958 MONTEREY	601	36190				\$1,470.63	\$1,470.63
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:03-09-12	101	20418				\$5,610.00	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 03-09-12	101	20431				\$635.37	\$745.37
		101	20432				\$110.00	
GILLETTE, KATY	PASS REFUND	220	22040				\$89.28	\$89.28
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:03-09-12	101	21750				\$5,725.93	\$5,725.93
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:03-09-12	101	20430				\$523.00	\$523.00
LEHMAN, LAURIE	PASS REFUND	220	22040				\$94.40	\$94.40
LES JONES ROOFING INC	GUERIN GAS STATION PROJECT	459	40800	5200			\$13,650.00	\$13,650.00
LINN, TAYLOR	VOLLEYBALL REF FEB 28, MARCH 3 & 6	225	43510	3190			\$120.00	\$120.00
METROPOLITAN COUNCIL ENVIRONME	SEWER SERVICE-APRIL 2012	602	45550	3670			\$141,589.12	\$141,589.12
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:03-09-12	101	20435				\$209.00	\$209.00
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: FEBRUARY 2012	701	46500	2120			\$415.80	\$415.80
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: FEBRUARY 2012	220	21810				\$10,978.00	\$11,528.00
		220	21810				-\$9,798.00	
		701	46500	2120			\$55.00	
		601	21810				\$507.00	
		101	40500	2010			\$7.69	
		101	40550	2010			\$8.44	
		101	40550	2180			\$25.70	
		101	40550	3860			\$194.62	
		220	43800	2200			\$36.96	
		220	43800	2240			\$21.55	
		220	43800	3960			\$73.29	
		225	43520	2170			\$32.55	
		225	43530	2170			\$120.21	
		225	43555	2170			\$24.87	
		225	43580	2170			\$24.68	
		422	40550	5800			\$492.11	
		601	45050	2280			\$41.16	
		701	46500	2220			\$126.17	
		220	21810				\$8,556.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:03-09-12	101	20420				\$27.00	
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - JAN & FEB PROGRAMS	225	43510	3190			\$1,161.00	\$1,161.00
NORDEEN, ERIC	KID'S NIGHT OUT	220	22040				\$20.00	\$20.00
NORDEEN, ERIC	KID'S NIGHT OUT	220	22040				\$20.00	\$20.00
PACK #233, CUB SCOUT	FACILITY REFUND	220	22040				\$200.00	\$200.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:03-09-12	101	21740				\$28,587.74	\$28,587.74
RAMSEY COUNTY TREASURER	LIFE INSURANCE: MARCH 2012	101	20414				\$2,678.02	\$2,878.02
		101	20417				\$200.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
SPRINT	SERVICE - 1/15 - 2/14/12	601	45050	3190				\$220.00	
		101	44300	3190				\$40.00	\$934.93
		101	40200	3210				\$674.93	
SWEENEY, BRIANA	VOLLEYBALL REF FEB 28, MARCH 3 & 6	225	43510	3190				\$105.00	
TARGET COMMERCIAL INTERIORS	PARK AND REC OFFICE RENOVATIONS	405	40800	5600				\$14,937.35	\$14,937.35
TAYLOR, KOBINA	DODGEBALL REF MARCH 7	225	43510	3190				\$50.00	\$50.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:03-09-12	101	21710					\$21,666.18	\$51,200.67
		101	21730					\$23,094.69	
		101	21735					\$6,439.80	
TROOP #408, BOY SCOUT	FACILITY REFUND	220	22040					\$100.00	\$100.00
U.S. BANK	2007A GO REV BDS/PAYING AGENT FEES	601	48300	6200				\$213.72	
		602	48300	6200				\$65.77	
		603	48300	6200				\$151.76	
U.S. BANK	2006A GO BDS/PAYING AGENT FEES	377	48200	6200				\$66.24	
		601	48300	6200				\$277.81	
		602	48300	6200				\$87.20	\$431.25
U.S. BANK	2004C GO CIP BDS/PAYING AGENT FEES	311	48130	6200				\$431.25	
U.S. BANK	2006B GO BDS/PAYING AGENT FEES	313	48100	6200				\$431.25	\$431.25
U.S. BANK	2002B GO BDS/PAYING AGENT FEES	375	48200	6200				\$154.51	\$431.25
		601	48300	6200				\$106.01	
		603	48300	6200				\$170.73	
U.S. BANK	2004A GO BDS/PAYING AGENT FEES	376	48200	6200				\$107.21	
		601	48300	6200				\$104.88	
		602	48300	6200				\$93.07	\$431.25
		603	48300	6200				\$126.09	
U.S. BANK	2004B TIF BDS/PAYING AGENT FEES	314	48150	6200				\$431.25	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:03-09-12	101	20420					\$99.00	
Y.E.A.H	FACILITY REFUND	220	22040					\$100.00	\$100.00
YOUNG, MATT	DODGEBALL REF MARCH 7	225	43510	3190				\$30.00	\$30.00
Total of all invoices:								\$324,480.24	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ARCHITECTURAL SPECIALTIES, INC	GUERIN GAS STATION PROJECT	459	40800	5200			\$3,015.00	\$3,015.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590			\$289.42	
FLEET FARM/GE CAPITAL RETAIL B	ROPE-PARKS GENERAL SUPPLIES	101	43710	2240			\$14.98	\$14.98
FSH COMMUNICATIONS LLC	TELEPHONE SERVICES: PAYPHONE	101	40200	3210			\$64.13	\$64.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.35	\$16.35
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$16.32	\$16.32
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.44	\$15.44
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.40	\$15.40
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590			\$15.40	\$15.40
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$8.52	\$8.52
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591			\$19.99	\$19.99
MCCAREN DESIGNS INC	APRIL HORTICULTURE SERVICES	220	43800	3190			\$1,278.23	\$1,278.23
MINNESOTA DEPARTMENT OF HEALTH	WATER CLASS: MEYER & RAUCHBAUER	601	45050	4500			\$350.00	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: FEBRUARY	101	20802				\$2,228.32	\$2,183.75
		101	34060				-\$44.57	
MINNESOTA SAFETY COUNCIL	MEYER & PAULNO TRENCHING & EXCAVATING	602	45550	4500			\$220.00	
		601	45050	4500			\$220.00	\$440.00
MRPA	ATTN DEB WEINREIS - MEN'S "D" BERTH	225	43510	3190			\$180.00	
PARALLEL TECHNOLOGIES, INC.	SIGN BOARD TECHNICAL SERVICES	459	20200				\$1,558.43	\$1,558.43
RICOH AMERICAS CORPORATION	MAINTENANCE: COPIES FOR PARKS/MT CENTER	101	40200	3850			\$521.12	\$521.12
SOLA, BECKY	REIMBURSEMENT:SUPPLIES	225	43560	2170			\$116.89	\$116.89
ST. PAUL STAMP WORKS, INCORPOR	BUILDING PERMITS POLY STAMPS	101	44300	2010			\$41.52	\$41.52
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210			\$829.00	
		230	40900	3190			\$386.91	
		101	43710	3210			\$254.00	
		601	45050	3210			\$35.40	
		101	11500				-\$1,505.31	
TOKLE INSPECTIONS INC	INSPECTION SERVICES MARCH 2012	101	44300	3090			\$2,496.64	\$2,496.64
ULINE	ANTI FATIGUE STANDING MAT	601	45050	2010			\$17.65	\$35.30
		602	45550	2010			\$17.65	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	101	40800	2180			\$194.66	\$194.66
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590			\$1,642.79	\$1,642.79
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590			\$11.75	\$11.75
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590			\$91.96	\$91.96
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590			\$1,630.05	\$1,630.05
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	101	40800	2180			\$168.03	\$168.03

Total of all invoices: \$16,502.99

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ADOBE STORE NORTH AMERICA	ADOBE CS5.5 SOFTWARE UPGRADE	101	40550	2180				\$599.04	\$599.04
AMAZON.COM	SIT/STAND STATIONS: BACHRACH/ROESLER	220	43800	2010				\$348.82	\$697.64
		601	45050	2010				\$174.41	
		602	45550	2010				\$174.41	
AMAZON.COM	HP90 INK CARTRIDGES	101	40550	2010				\$459.94	\$459.94
AMAZON.COM	MULTI PURPOSE HOLDER	220	43800	2180				\$30.69	\$30.69
APPLE INC.	APPLE IOS DEVELOPER PROGRAM	101	40550	3190				\$320.30	\$320.30
ARCHETYPE SIGNMAKERS	COMMUNITY CENTER PERMANENT SIGNS	220	43800	2180				\$207.00	
AV NOW.COM	FITNESS HEADSET/TRANSMITTER ONLY	225	43530	2170				\$267.49	
BRADY.COM	LABELER REFILL	101	40550	2010				\$74.93	\$74.93
BUILD.COM	TOILET REPAIR SUPPLIES	101	43710	2240				\$344.00	
CDW GOVERNMENT	WORKSURFACE FOR SIT/STAND STATIONS	220	43800	2180				\$418.52	\$418.52
CENTURY COLLEGE	ACCESS TEXTBOOKS: HARMON/ENGBLOM	101	40500	4500				\$32.45	\$64.90
		101	40550	4500				\$32.45	
CENTURY COLLEGE	EXCEL TEXTBOOKS: RILEY/MAJKOZAK	220	43800	4500				\$49.90	\$49.90
CLASSIC COLLISION CENTER	PREMIUM FUEL	701	46500	2120				\$86.39	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590				\$615.66	\$615.66
CONSTANT CONTACT.COM	EMAIL MARKETING SERVICE: FEBRUARY 2012	459	43800	3190				\$40.00	
		225	43400	4330				\$40.00	
CORCORAN, JOAN	REFUND DUPLICATE PET LICENSE:MAGGIE	101	32780					\$10.00	\$10.00
DAVE'S SPORT SHOP	SOFTBALLS (SUMMER & FALL LEAGUES)	225	43510	2170				\$1,551.82	\$1,551.82
DOCKTER, SHONA	AQUATICS - LEVEL 4	220	22040					\$140.00	\$140.00
DRAIN PRO PLUMBING, INC.	PERMIT REFUND 2012-00194	101	32620					\$35.00	\$40.00
		101	20802					\$5.00	
DYNAMEX DELIVERS NOW/ROADRUNNE	DELIVERY TO EAGAN POST OFFICE - 2-28-12	601	45050	3220				\$16.83	\$33.67
		602	45550	3220				\$16.84	
ERGO IN DEMAND	POS COUNTER MONITOR MOUNTS	220	43800	2180				\$319.90	\$319.90
ERICKSON, RIKKE	AQUATICS - PRESCHOOL	220	22040					\$60.00	\$60.00
FORESTRY SUPPLIERS.COM	GENERAL SUPPLIES	101	43900	2180				\$283.88	\$283.88
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$15.40	
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$15.40	\$15.40
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.28	\$16.28
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$16.35	\$16.35
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$15.44	\$15.44
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590				\$15.44	\$15.44
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591				\$19.99	\$19.99
I STOCK PHOTO LP.COM	I-STOCK COMMUNICATION MATERIAL PHOTOS	101	40200	4890				\$440.00	\$440.00
IDENTITY STORES, LLC	BASKETBALL CHAMPIONSHIP SHIRTS	225	43510	3190				\$200.25	
JOHNSON, CRAIG	REFUND CLOSING OVRPYMT-1516 SHERWOOD RD	601	36190					\$62.26	\$62.26
KELLETT, JAMES	PASS REFUND	220	22040					\$40.00	\$40.00
LANDWEHR, JANE	PASS REFUND	220	22040					\$40.00	\$40.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
LAVERDIERE, NANCY	PASS REFUND	220	22040					\$40.00	\$40.00
LEAGUE OF MN CITIES INS TRUST	2011/12 EDA GENERAL INSURANCE	240	44400	3410				\$1,042.25	\$1,137.00
		240	20200					\$94.75	
MICHAELS - ARTS AND CRAFTS	PICTURE FRAME/MATERIALS	701	46500	2183				\$30.21	\$30.21
MY CABLE MART	COAX CABLES	101	40550	2010				\$15.71	\$15.71
NELSON, ROBYN	AQUATICS - LEVEL 5	220	22040					\$140.00	\$140.00
NEUMANN, GILBERT	REFUND CLOSING OVERPYMT-1020 COTTAGE PL	601	36190					\$17.52	\$17.52
NORTHSTAR CHAPTER APA	MEMBERSHIP/MONTHLY MEETING: KUSCHEL	101	40500	4500				\$20.00	\$70.00
		101	40500	4330				\$50.00	
NORTHSTAR INSPECTION SERVICE	INSPECTIONS SERVICE MARCH 2012	101	44300	3190				\$422.50	\$422.50
OLARK.COM	REFUND CREDIT FOR OLARK WEB CHAT SUPPORT	101	40550	2180				-\$1,392.00	-\$1,392.00
PARK BUS COMPANY	CHANHASSEN SENIOR SHORELINER TRIP	225	43590	3174				\$547.50	\$547.50
PEDERSON, SARA	SAFETY - LIFEGUARD T	220	22040					\$200.00	\$200.00
PELTIER, TERRY	PASS REFUND	220	22040					\$22.95	\$22.95
POSTMASTER	DEPOSIT IN PERMIT IMPRINT #5606-ZONE 3	602	45550	3220				\$450.00	\$900.00
		601	45050	3220				\$450.00	
RYAN, GREG	PASS REFUND	220	22040					\$178.46	\$178.46
SIBER SYSTEMS	ROBOFORM EVERYWHERE 10 LICENSE RENEWAL	101	40550	3860				\$199.50	\$199.50
SOFTWARE KING.COM	VISIO 2010 SOFTWARE UPGRADE	101	40550	2180				\$209.99	\$209.99
SOLBREKK	LASERFICHE SOFTWARE MAINTENANCE	101	40550	3860				\$9,671.65	
STAR TRIBUNE	ONLINE ADVERTISING FOR COMMUNITY CENTER	459	43800	3190				\$1,099.00	\$1,099.00
THAO, ULA	FACILITY REFUND	220	22040					\$113.56	\$113.56
TOOLUP.COM	IMPACT WRENCH	701	46500	2400				\$455.92	\$455.92
TOWEL DEPOT INC.	SWIM TOWELS FOR RESALE	220	43800	2591				\$340.92	\$340.92
VIG, DAVID	STAR FISH 2	220	22040					\$70.00	\$70.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590				\$2,327.72	\$2,327.72
WAUGH, ANN	BBALL GR 6-7 SESS 1	220	22040					\$96.00	\$96.00
WHEATON, RANDI	PASS REFUND	220	22040					\$220.00	\$220.00
Total of all invoices:								\$24,981.97	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BATTERIES PLUS	BATTERY FOR WATER GUN	601	45050	2280				-\$49.25	-\$49.25
ABM EQUIPMENT & SUPPLY INC	PARTS FOR VAC-CON	701	46500	2220				\$22.84	\$22.84
ALLEN, DEANNE	MINUTES - 2/13 CC, 2/21 CC	101	40200	3190				\$400.00	\$400.00
AMERI PRIDE LINEN & APPAREL SE	UNIFORMS/MAINTENANCE CTR/517980A CREDIT	101	42200	3970				\$43.21	\$170.25
		601	45050	3970				\$43.21	
		602	45550	3970				\$43.21	
		603	45850	3970				\$21.64	
		701	46500	3970				\$21.64	
		101	42200	3970				-\$2.66	
AMSAN BRISSMAN KENNEDY	REPLACE HAND DRYERS BANQUET RESTROOMS	220	43800	2240				\$2,665.42	\$2,665.42
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$222.58	\$222.58
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$2,761.58	\$2,761.58
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$269.86	\$269.86
AMSAN BRISSMAN KENNEDY	FLOOR WAX FOR VARIOUS PARKS	101	43710	2110				\$552.70	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$2,263.56	\$2,263.56
ARC SERVICES, INC.	REPAIRS TO LOCKERS CC	220	43800	3810				\$732.05	\$732.05
BAUER BUILT TIRE AND BATTERY I	TIRES & MOUNTING FOR UNIT 303	701	46500	2230				\$1,142.51	\$1,142.51
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240				\$28.66	\$28.66
BEISSWENGERS HARDWARE	TAPE TO HOLD ROLLED RUBBER MATS	101	43710	2240				\$5.11	\$5.11
BEISSWENGERS HARDWARE	EYE BOLTS FOR BROOMBALL GOALS	101	43710	2240				\$3.10	\$3.10
BEISSWENGERS HARDWARE	POND SUPPLIES	603	45850	2180				\$3.19	\$3.19
BEISSWENGERS HARDWARE	CLEANING SUPPLIES PARKS	101	43710	2110				\$37.57	\$37.57
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240				\$28.88	\$28.88
BEISSWENGERS HARDWARE	WALL FILLER FOR B THEISEN PARK BLDG	101	43710	2240				\$24.13	\$24.13
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2180				\$20.51	\$20.51
BEISSWENGERS HARDWARE	POND SUPPLIES	603	45850	2180				\$9.92	\$9.92
BENCO EQUIPMENT	PARTS & LABOR FOR HOIST REPAIR	701	46500	2220				\$261.84	\$521.84
		701	46500	3190				\$260.00	
BOYER TRUCK PARTS INC.	PARTS FOR UNIT 207	701	46500	2220				\$6.83	\$6.83
BRADLEY & DEIKE, PA	SOUTHVIEW SENIOR LIVING	101	22020					\$85.00	
C & E HARDWARE	TOOLS	601	45050	2400				\$12.85	\$12.85
C & E HARDWARE	POND SUPPLIES	603	45850	2180				\$8.99	\$8.99
C & E HARDWARE	ELECTRICAL SUPPLIES	701	46500	2183				\$18.76	\$18.76
C & E HARDWARE	POND SUPPLIES	603	45850	2180				\$12.85	\$12.85
C & E HARDWARE	POND SUPPLIES3	603	45850	2180				\$10.40	\$10.40
C & E HARDWARE	FUSES FOR LIFT STATION PANELS	602	45550	2282				\$33.96	
C & E HARDWARE	EYE BOLTS FOR BROOMBALL GOALS	101	43710	2240				\$5.92	\$5.92
C & E HARDWARE	SUPPLIES FOR 607	701	46500	2220				\$13.79	\$13.79
C & E HARDWARE	SUPPLIES	701	46500	2180				\$3.74	\$3.74
CDW GOVERNMENT, INC	ELO CREDIT CARD READER	422	40550	5800				\$69.07	\$69.07
CDW GOVERNMENT, INC	CARD SWIPER FOR TIME CLOCKING PROJECT	422	40550	5800				\$147.69	\$147.69
CDW GOVERNMENT, INC	PC STATIONS FOR TIME CLOCK PROJECT	422	40550	5800				\$1,335.38	\$1,335.38
CDW GOVERNMENT, INC	TIMECLOCK PROJECT/PC REPLACEMENTS	422	40550	5800				\$3,137.01	\$3,137.01
CDW GOVERNMENT, INC	POS STATION/BLUE WAVE	422	40550	5800				\$592.58	\$592.58
CDW GOVERNMENT, INC	APC UPS BATTERY REPLACEMENT	101	40550	3860				\$447.05	\$447.05
CENTURY COLLEGE	ESPE/HAAPALA/MAJKOZAK/PELTON/RILEY	101	40500	4500				\$417.00	\$1,247.00
		101	40500	4500				\$417.00	
		220	43800	4500				\$139.00	
		101	40210	4500				\$135.00	
		220	43800	4500				\$139.00	
COMPLETE HEALTH, ENVIRONMENTAL	MTCE PLAN FEB 2012	101	40210	3190				\$610.00	\$610.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
CRYSTEEL DIST. INC.	PLOW LIGHTS FOR 212	701	46500	2220				\$293.05	\$293.05
CUB FOODS	OIL FOR LIFT STATION PUMPS	602	45550	2282				\$37.96	\$37.96
CUMMINS NPOWER LLC	REPAIRS TO GENERATOR CC	220	43800	3810				\$121.00	
DIAMOND VOGEL PAINT	PAINT FOR BOOSTER	601	45050	2280				\$136.00	\$136.00
DULTMEIER SALES	HOCKEY GOAL REPAIR SUPPLIES	101	43710	2240				\$164.44	\$247.48
		701	46500	2180				\$83.04	
DYNAMIX MUSIC	SPRING 2012 GRP FIT MUSIC ORDER DYNAMIX	225	43530	2170				\$87.85	\$87.85
EMERGENCY AUTOMOTIVE	PARTS FOR VAC-CON	701	46500	2220				\$332.38	\$332.38
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190				\$35.26	\$141.05
		602	45550	3190				\$35.27	
		603	45850	3190				\$35.26	
		604	42600	3190				\$35.26	
GRAFFITI SOLUTIONS, INC.	REPAIR SUPPLIES CC	220	43800	2240				\$87.32	\$87.32
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240				\$25.87	\$25.87
H & L MESABI, INC.	PLOW BLADES	701	46500	2220				\$185.96	
H & L MESABI, INC.	PLOW BLADES	701	46500	2220				\$266.16	\$266.16
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160				\$237.77	\$237.77
HILLCREST ANIMAL HOSPITAL	BOARDING FEES - FEBRUARY 2012	101	41100	3199				\$340.80	\$340.80
HOTSY EQUIPMENT CO	CAR WASH SOAP	701	46500	2180				\$372.41	\$372.41
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190				\$225.00	\$225.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICE	101	40200	3360				\$55.25	\$55.25
LUBRICATION TECHNOLOGIES, INC	GREASE	701	46500	2130				\$90.13	\$90.13
MAC QUEEN EQUIPMENT INC.	S-1 SWEEPER PARTS	701	46500	2220				\$6,244.18	\$6,244.18
MAC QUEEN EQUIPMENT INC.	PARTS FOR S-1 SWEEPER	701	46500	2220				\$474.46	
MENARDS CASHWAY LUMBER **FRIDL	SMALL TOOLS	101	43710	2400				\$66.19	\$66.19
MENARDS CASHWAY LUMBER **FRIDL	SKIMMER BOARDS	603	45850	2180				\$373.76	\$373.76
MENARDS CASHWAY LUMBER **FRIDL	CLEANING SUPPLIES	101	43710	2110				\$10.17	\$10.17
MUNICI-PALS	2012 DUES	101	40200	4330				\$25.00	\$25.00
OFFICE DEPOT	ELECTRIC STAPLER	101	40200	2010				\$58.59	\$58.59
OFFICE DEPOT	DEPOSIT SUPPLIES	101	40500	2010				\$5.34	\$5.34
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010				\$72.07	\$72.07
ON SITE SANITATION INC	BUCHER PARK UNIT	101	43710	3950				\$56.65	\$56.65
ON SITE SANITATION INC	MCCULLOUGH PARK UNIT	101	43710	3950				\$76.65	\$76.65
ON SITE SANITATION INC	SHAMROCK PARK UNIT	101	43710	3950				\$56.65	\$56.65
ON SITE SANITATION INC	SITZER PARK UNIT	101	43710	3950				\$76.65	\$76.65
ON SITE SANITATION INC	THEISEN PARK UNIT	101	43710	3950				\$56.65	\$56.65
ON SITE SANITATION INC	WILSON PARK UNIT	101	43710	3950				\$56.65	\$56.65
OPTUMHEALTH FINANCIAL SERVICES	FEB COBRA. RETIREES, GEN NOTICE	101	40210	3190				\$57.20	\$57.20
ORKIN EXTERMINATING CO., INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$72.39	\$72.39
OXYGEN SERVICE COMPANY	WELDING SUPPLIES	701	46500	2180				\$62.93	\$62.93
PARTS ASSOCIATES, INC.	PAINT FOR TRAILERS	701	46500	2220				\$658.03	\$658.03
POWER MUSIC, INC	SPRING 2012 GRP FIT MUSIC POWER MUSIC	225	43530	2170				\$136.60	\$136.60
PREFERRED SYSTEMS MAINTENANCE	SUN SERVER HARDWARE MAINTENANCE	101	40550	3860				\$672.00	\$672.00
PROPERTY PROPS	FENCEGUARD FOR SOCCER OVERTHROW NETS	101	43710	2240				\$654.40	\$654.40
RAMSEY COUNTY	FLEET SUPPORT FEE - FEBRUARY	101	41500	3890				\$24.96	\$24.96
RAMSEY COUNTY	LAW ENFORCEMENT - MARCH + RECONCILIATION	101	41100	3190				\$12,778.28	\$12,778.28
SHELEN-GRAY AUTO ELECTRIC	MOTOR FOR UNIT 310 PLOW	701	46500	2220				\$160.30	\$160.30
SCHREIBER MULLANEY CONSTRCT CO	CUT HOLES IN WAVE COUNTER	220	43800	3810				\$368.00	\$368.00
SIMPLEXGRINNELL LP	ADD SPRINKLER ABOVE NEW FRYER CC	459	43800	5300				\$1,247.00	\$1,247.00
SIMPLEXGRINNELL LP	FIRE PANEL MONITORING FEE	220	43800	3190				\$729.34	\$729.34
SOLBREKK	VEEAM NETWORK SOFTWARE	422	40550	5800				\$5,761.63	\$5,761.63

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SOLBREKK	LEFTHAND NETWORK STORAGE	422	40550	5800			\$17,153.44	\$17,153.44
ST. PAUL STAMP WORKS, INCORPOR	NAME BADGE - WEINHAGEN	101	40200	2180			\$12.97	\$12.97
STAR TRIBUNE	COMMUNICATION COORD.- 2 WEEKS	101	40210	3360			\$1,357.00	\$1,357.00
SUBURBAN RATE AUTHORITY	FIRST HALF 2012 DUES	101	40100	4330			\$1,200.00	\$1,200.00
T-MOBILE	SERVICE - 1/27 - 2/26/12	601	45050	3190			\$63.26	\$63.26
TARGET COMMERCIAL INVOICE	MEETING SUPPLIES	101	40200	4890			\$26.79	\$26.79
TEAM INC	ANNUAL SERVICES	101	40210	3190			\$1,800.00	\$1,800.00
TERMINAL SUPPLY CO	MARKER LIGHTS FOR EQUIPMENT	701	46500	2220			\$15.04	\$15.04
TOUSLEY FORD, INC	SERVICE REPAIR OF UNIT 608	701	46500	2220			\$1,233.08	\$1,860.08
		701	46500	3190			\$627.00	
TOUSLEY FORD, INC	PARTS FOR UNIT 608	701	46500	2220			\$25.53	\$25.53
TWIN SOURCE SUPPLY	BUILDING SUPPLIES	701	46500	2183			\$43.04	
WATER CONSERVATION SERVICE, IN	LOCATE 989 ARBORGAST	601	45050	3190			\$236.32	\$236.32
WSB & ASSOCIATES, INC.	WELLHEAD PLAN PART 2 - CONSULTING FEES	601	45050	4890			\$2,907.00	\$2,907.00
YALE MECHANICAL INC	REPAIRS TO HVAC SYSTEM CC	220	43800	3810			\$2,512.28	\$2,512.28
YALE MECHANICAL INC	REPAIRS TO POOL AHU BOILERS	220	43800	3810			\$6,654.50	\$6,654.50
YALE MECHANICAL INC	CONTRACT HVAC MAINTENANCE	220	43800	3810			\$3,191.62	\$3,191.62
YALE MECHANICAL INC	REPAIRS TO POOL AHU	220	43800	3810			\$1,298.25	\$1,298.25
YALE MECHANICAL INC	HVAC CONTRACT MAINTENANCE CC	220	43800	3190			\$895.00	\$895.00
YALE MECHANICAL INC	REPAIRS TO POOL HEATER CC	220	43800	3810			\$229.75	\$229.75
YALE MECHANICAL INC	EMERGENCY REPAIRS POOL LOCKER ROOMS	220	43800	3810			\$7,578.04	\$7,578.04
YALE MECHANICAL INC	REPAIRS TO WATER HEATER CC	220	43800	3810			\$573.98	\$573.98
YOCUM OIL COMPANY INC.	ON RD DIESEL FUEL	701	46500	2120			\$3,001.90	\$3,001.90
YOCUM OIL COMPANY INC.	OFF RD DIESEL FUEL	701	46500	2120			\$1,621.60	\$1,621.60
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120			\$3,243.20	\$3,243.20

Total of all invoices: \$111,512.63

=====

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	26,441
Vendor number	01901 1 <span style="float: right;">2012</span>
Vendor name	ALLIED WASTE SERVICES #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
02-25-12	MARCH ALLIED WASTE SERVICES	0899-002005030	\$28,126.42

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

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

*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
210 42750 3190	\$28,126.42

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Charlie Grill	
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	26,442
Vendor number	00416 1 <span style="float: right;">2012</span>
Vendor name	METROPOLITAN COUNCIL ENVIRONMENTAL
Address	SERVICES SDS 12-1064 P.O. BOX 86 MINNEAPOLIS MN 55486-1064

Date	Comment line on check	Invoice number	Amount
03-02-12	SEWER SERVICE-APRIL 2012	983726	\$141,589.12

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

Return to:

*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
602 45550 3670	\$141,589.12

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

Reviewed by: Debbie Engblom 3-7-12  
 (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:

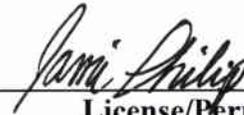
Quote 1	
Quote 2	
Explanation if no quote received	



**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**March 19, 2012**

<b><u>LICENSE #</u></b>	<b><u>BUSINESS NAME</u></b>	<b><u>TYPE</u></b>
12-00013	Arbor & Home Specialists	Tree License

The above licenses are recommended for approval:



License/Permit Clerk

**PROPOSED MOTION**

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

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

To approve the acceptance of a donation from Shoreview Einhausen Sister City Association for the 2012 Slice of Shoreview in the amount of \$1090.00.

ROLL CALL:	AYES	NAYS
HUFFMAN	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

Regular Council Meeting  
March 19, 2012

**TO: MAYOR AND CITY COUNCIL**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: MARCH 12, 2012**

**SUBJECT: ACCEPTANCE OF DONATIONS FOR THE 2012 SLICE OF  
SHOREVIEW**

### **INTRODUCTION**

The City of Shoreview may accept gifts for the benefit of its citizens in accordance with the terms prescribed by the donor. Minnesota Statute 465.03 requires that the City Council accept these gifts by resolution.

### **BACKGROUND**

The Slice of Shoreview is an annual festival celebrating the quality of life in Shoreview. The three-day event takes place over the last weekend of July at Island Lake Park and incorporates a wide variety of family-oriented activities. To kickoff fundraising for this event, the Slice of Shoreview committee held the 3<sup>rd</sup> annual Taste of Slice event on February 23, 2012. The Taste of Slice is a fundraising event that includes sampling food from area restaurants, fundraising games, activities, and drawings with all proceeds going to support the Slice of Shoreview. The Shoreview Einhausen Sister City Association (SESCA) contributed \$1090.00 from proceeds for this event to the City for the Slice of Shoreview.

### **RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 12-17 accepting the donation for the 2012 Slice of Shoreview from SESCO in the amount of \$1090.00.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MARCH 19, 2012**

\* \* \* \* \*

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 March 19 at 7:00 p.m.

The following members were present:

And the following members were absent:

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

**RESOLUTION NO. 12-17**

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR  
DONATION FROM SESCA FOR TASTE OF SLICE

**WHEREAS**, the City of Shoreview has received a monetary donation of \$1090.00 from the Shoreview Einhausen Sister City Association for the 2012 Taste of Slice.

**WHEREAS**, the City Council is appreciative of the donations.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, acknowledges and accepts the donation with gratitude and that the donations will be appropriated to the 2012 Slice of Shoreview festival.

The motion of the foregoing resolution 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 duly passed and adopted the 19<sup>th</sup> day of March 2012.

STATE OF MINNESOTA)

COUNTY OF RAMSEY )

CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 19th day of March, 2012, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the acceptance of gifts for the 2012 Slice of Shoreview.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 20<sup>th</sup> day of March, 2012.

---

Terry C. Schwerm, City Manager



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: MARCH 13, 2012  
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.

Shores Dev. Lexington/Co Rd D	As-built plan completed
Design 1/Verizon	Antenna Upgrade completed
Clearwire	Installations Completed or Terminated (See attached balance sheet)

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:

Shores Development	Sherman & Associates	\$ 7,300.00
745 County Rd E	Design 1/Verizon	\$ 4,857.50
Various Sites	Clearwire	\$ 1,346.55

**Clearwire – Wireless Telecommunications Escrow Deposit  
Balances  
City of Shoreview**

<b>Location</b>	<b>Site ID</b>	<b>Escrow \$</b>	<b>Total City Costs</b>	<b>Escrow Deposit Balance</b>
745 CR E (South Water Tower)	MN-MSP0368	\$8800	\$2550	\$6250
5880 Lexington (North Water Tower)	MN-MSP0243	\$8800	\$16153.45	-\$7353.45
4615 Victoria St (Maint. Center/Crown Castle)	MN-MSP0140	\$2500	\$2050	\$450
4344 Hodgson Rd (Sitzer Park)	MN-MSP0453	\$2500	\$1000	\$1500
5900 Mackubin (Bucher Park)	MN-MSP0450	\$4750	\$4250	\$500
				<b>\$1,346.55</b>

**\*PROPOSED\***

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

**HELD MARCH 19, 2012**

\* \* \* \* \*

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 March 19, 2012 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. 12-16**

**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:

Shores Development	Sherman & Associates	\$ 7,300.00
745 County Rd E	Design 1/Verizon	\$ 4,857.50
Various Sites	Clearwire	\$ 1,346.55

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 19<sup>th</sup> day of March, 2012.



PROPOSED MOTION

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

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

to approve the 2012 private street sweeping agreements between the City of Shoreview and the private street town home associations as noted in the report.

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

HUFFMAN	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
MARCH 19, 2012

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MARK MALONEY  
PUBLIC WORKS DIRECTOR

DATE: March 12, 2012

SUBJ: 2012 PRIVATE STREET SWEEPING AGREEMENTS  
+ CHEROKEE HILLS ASSOC. III  
+ LEXINGTON TH ASSOC. – HILL COURT  
+ LEXINGTON ESTATES 4 – LOIS COURT  
+ LEXINGTON CURVE TH ASSOC. – RAVENSWOOD COURT  
+ LEXINGTON ESTATES 2 – ROYAL COURT

### INTRODUCTION

The City maintains agreements with a limited number of townhouse associations for the provision of street sweeping services. We have received written requests for this service from the associations so noted, and agreements have been generated. Upon Council approval and agreement execution, the City will continue to sweep these private streets.

### BACKGROUND

A copy of a typical Private Street Sweeping Agreement between the City of Shoreview and a town home association is included for consideration. The agreement allows for the sweeping of a private street with reimbursement based upon an estimate of the labor and materials used. The cost for sweeping is annually adjusted to reflect changes in labor and equipment costs. The associations noted above have returned signed agreements, and await Council action.

### RECOMMENDATION

Staff recommends that Council approve the proposed street sweeping agreements with the townhouse associations noted.

MJM/cc

## 2012 STREET SWEEPING AGREEMENT

### BETWEEN THE CITY OF SHOREVIEW TOWNHOME ASSOCIATION (STREET)

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between **Townhome Association**, a Minnesota Corporation, in the County Ramsey, State of Minnesota, hereinafter referred to as the "Association," and the City of Shoreview, a Municipal Corporation, in the County of Ramsey, State of Minnesota, hereinafter referred to as the "City."

WHEREAS, the City has, within its territorial limits, a public street system which requires street sweeping by employees of the City, with City equipment; and

WHEREAS, the Association owns the real property of **Street**, and wishes to contract with the City so that the City will sweep said private street, upon the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the premises and other mutual agreements hereinafter set forth, the Association and the City agree as follows:

1. The City agrees to sweep the above-described private street, to the same extent as the City sweeps public streets, as deemed necessary by the Public Works Department of the City.
2. The Association agrees to pay \$155.00 (One Hundred Fifty Five and No/100 Dollars) per sweeping to have the City sweep **Street**, as covered in the Agreement.
3. The Association agrees to pay any such charges within thirty (30) days after billing by the City.
4. The Association agrees that the City will not be responsible for any damage to shrubs, landscaping, sod, asphalt driveways, curb and gutter, and mailboxes, which may occur during the sweeping. The Association shall indemnify and save harmless the City and all of its officers, agents, and employees, from any and all losses, damages, expense, including cost and expense and attorney fees of litigation arising from all suits, actions, or claims of any character, name and description, brought for, or on account of any injuries or damages received or sustained by any person or property during the course of street sweeping.

5. Either the Association or the City may terminate this Agreement upon giving ten (10) days written notice of termination to the other party. If either party terminates while work is in process or not yet billed, the Association shall nevertheless pay the City for such services performed by the City prior to termination.

IN WITNESS WHEREOF, the Townhome Association has caused this Agreement to be executed in its corporate name by its proper corporate officers pursuant to authority of the Board of Directors of said corporation, and the City of Shoreview has caused this Agreement to be executed by its Mayor and Manager by the authority of the City Council of the City of Shoreview, as of the day and year first above written.

**TOWNHOME ASSOCIATION  
(STREET)**

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

Its: \_\_\_\_\_

**CITY OF SHOREVIEW**

By: \_\_\_\_\_  
**Sandra Martin, Mayor**

**ATTEST:** \_\_\_\_\_  
**Terry Schwerm, City Manager**

# Proposed Motion

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

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

To adopt Resolution No. 12-19, authorizing the execution of an Assessment Agreement and a Consent to Assignment and Agreement regarding the Development Agreement between the City and Shoreview Senior Living, LLC.

VOTE:	AYES: _____	NAYS: _____
Huffman	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

# Memorandum

**To:** Mayor and City Council Members  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** March 15, 2012  
**Re:** Resolution Authorizing Execution of Assessment Agreement and Assignment of Tax Increment Financing Revenue Note Relating to Shoreview Senior Living, LLC

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## **Introduction**

Shoreview Senior Living, LLC, the developer of the 105 unit mixed-care senior housing project, currently under construction along east side of Hodgson Road between Highway 96 and Tanglewood Drive, is in the process of obtaining financing from State Bank & Trust of the Tax Increment Financing Revenue Note pledged by the City. The City is being asked to consent to the assignment of the TIF Note to their lender and make some representations on the status of the development agreement and note. Also, the lender has requested that the developer, City and County execute a minimum assessment agreement. A resolution has been prepared for City Council consideration for this requested action.

## **Background**

In December, 2011, the City approved the establishment of a new Economic Development Tax Increment Financing District, with the developer receiving reimbursement payments for eligible and agreed upon costs from future tax increment proceeds derived from the project. In accordance with the TIF Development Agreement executed between the City and Shoreview Senior Living, LLC, a “pay as you go” Revenue Note was issued that pledges \$750,000 plus interest to the developer only after project is constructed and documentation is submitted for TIF eligible costs. Reimbursements to the developer are provided once real estate taxes begin to be paid and there is enough tax increment generated to cover the principal and interest on the note. The City is not responsible for any shortfall.

## **Discussion**

The developer is now securing financing from a lending institution and therefore they are asking that the TIF Revenue Note pledged originally to the developer be formally assigned to the bank. In order for the bank to be certain that the loan will be repaid by the developer in the future, they are seeking an agreement between the parties and Ramsey County that would establish a minimum assessment value for the property to guarantee sufficient property taxes will be paid to provide the tax increment revenue to fulfill the obligation of the Revenue Note.

The City's tax increment financing attorney has prepared a resolution and draft minimum assessment agreement for consideration (see attached). The Ramsey County Assessor is currently reviewing the proposed minimum assessment value.

**Recommendation**

The assignment of a tax increment revenue note and establishing a minimum assessment value is an action the City has done for other development projects involving public financing assistance. There is no additional risk to the City and this action does not change the terms and conditions of the development agreement between the City and developer.

Staff is recommending the City Council adopt Resolution No. 12-19, authorizing the execution of an Assessment Agreement and a Consent to Assignment and Agreement regarding the Development Agreement between the City and Shoreview Senior Living, LLC.

**CITY OF SHOREVIEW, MINNESOTA**

**RESOLUTION NO. 12-19**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN ASSESSMENT AGREEMENT AND A CONSENT TO ASSIGNMENT AND AGREEMENT REGARDING THE DEVELOPMENT AGREEMENT BETWEEN THE CITY AND SHOREVIEW SENIOR LIVING, LLC**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREVIEW (the "City") AS FOLLOWS:**

**WHEREAS**, the City of Shoreview, Minnesota (the "City") has approved the establishment of Tax Increment Financing District No. 7 (the "District"), an economic development district, pursuant to the Minnesota Tax Increment Financing Law, Minnesota Statutes, sections 469.174-469.1799 (the "Tax Increment Act"); and

**WHEREAS**, the City has also entered into a Development Agreement dated as of December 19, 2011 (the "Development Agreement") with Shoreview Senior Living, LLC (the "Developer") providing for the development by the Developer of a senior residential housing facility in the City; and

**WHEREAS**, pursuant to the Development Agreement, the City has issued to the Developer a tax increment revenue note (the "Note") payable from tax increment generated from the District; and

**WHEREAS**, the Developer is proposing to assign the Note to its lender as security for a loan and its lender has required as a condition to making the loan that the City execute an agreement consenting to the assignment of the Note and that the City and Developer enter into an assessment agreement establishing a minimum market value for the housing facility being constructed by the Developer; and

**WHEREAS**, there have been presented to the City for its consideration an assessment agreement establishing a minimum market value for the housing facility and the land on which the facility is to be located and an instrument by which the City consents to the assignment of the Note to the Developer's lender.

**NOW, THEREFORE**, be it hereby resolved by the City Council of the City that the appropriate officers of the City are hereby authorized to execute the assessment agreement and consent in substantially the form presented to the City Council, subject to such changes as may be approved by the City Manager and the City's legal counsel.

Adopted this \_\_\_\_\_ day of March, 2012.

\_\_\_\_\_  
Mayor

Attest:  
\_\_\_\_\_

---

**ASSESSMENT AGREEMENT**

**and**

**ASSESSOR'S CERTIFICATION**

**By and among**

**CITY OF SHOREVIEW, MINNESOTA,**

**SHOREVIEW SENIOR LIVING, LLC,**

**and**

**COUNTY ASSESSOR OF THE COUNTY OF RAMSEY**

---

This document was drafted by:

BRADLEY & DEIKE, P.A.  
4018 West 65<sup>th</sup> Street, Suite 100  
Edina, Minnesota 55435

**THIS AGREEMENT**, dated as of this \_\_\_\_ day of March 2012, is by and between the City of Shoreview, Minnesota, a statutory city under the laws of the state of Minnesota (the "City") and Shoreview Senior Living, LLC, a Minnesota limited liability company (the "Developer").

**WITNESSETH:** that

**WHEREAS**, on or before the date hereof the City and Developer have entered into a Development Agreement (the "Development Contract") regarding certain real property located in the City of Shoreview hereinafter referred to as the "Property" and legally described in Exhibit A hereto; and

**WHEREAS**, it is contemplated that pursuant to the Development Contract the Developer will construct a housing facility on the Property; and

**WHEREAS**, the City, Developer and Developer's lender, State Bank & Trust, a North Dakota banking corporation (together with its successors and assigns, "Lender"), desire to establish a minimum market value for said land and the proposed improvements thereon, pursuant to Minnesota Statutes, Section 469.177, Subdivision 8; and

**WHEREAS**, the City and the County Assessor for the County of Ramsey, Minnesota have reviewed the preliminary plans and specifications for the improvements which it is contemplated will be erected.

**NOW, THEREFORE**, the parties to this Agreement, in consideration of the promises, covenants and agreements made by each to the other, do hereby agree as follows:

1. Commencing on January 1, 2013, and continuing on each tax assessment date thereafter until this Agreement is terminated, the minimum market value which shall be assessed for the land described in Exhibit A and the above described completed improvements shall be not less than Ten Million Five Hundred Thousand Dollars (\$10,500,000.00), notwithstanding incomplete construction of the above described improvements.

2. This Agreement shall terminate in its entirety on December 31, 2022.

3. This Agreement shall be promptly recorded at the expense of the Developer.

4. Neither the preambles nor provisions of this Agreement are intended to, nor shall they be construed as, modifying the terms of the Development Contract between the City and the Developer.

5. This Agreement, together with the burdens and benefits contained herein, shall run with title to the Property and shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

6. The City will not amend, terminate or otherwise modify this Agreement without the prior written consent of the Developer and Lender, except as provided in Section 2 above.

[Remainder of page intentionally blank]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

**CITY OF SHOREVIEW**

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

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

**SHOREVIEW SENIOR LIVING, LLC**

By \_\_\_\_\_  
Its \_\_\_\_\_

STATE OF MINNESOTA        )  
  )ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_, 2012, by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_ of the City of Shoreview, Minnesota, a statutory city under the laws of the state of Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA        )  
  )ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012 by \_\_\_\_\_ the \_\_\_\_\_ of Shoreview Senior Living, LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public



## **EXHIBIT A**

### **Legal Description of Property**

**PROPOSED MOTION**

Motion by Council Member \_\_\_\_\_

Seconded by Council Member \_\_\_\_\_

To adopt Resolution No. 12-20 to finance certain proposed projects to be undertaken, as listed within the resolution on Exhibit A, and establishing compliance with reimbursement bond regulations under the Internal Revenue Code.

<b>ROLL CALL:</b>	<b>AYES</b>	<b>NAYS</b>
Huffman	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

TO: City Manager, Mayor and City Council

FROM: Jeanne A. Haapala, Finance Director

DATE: March 15, 2012

RE: Intent to Bond Declaration for Project Costs

Internal Revenue Code requires that the City Council adopt a resolution noting its intent to bond for project costs prior to incurring costs. Exhibit A of the attached resolution contains estimates for 2012 project costs that were not already included in a previous declaration.

The resolution is an expression of intent and does not commit the City to the bonding levels proposed, nor does it commit the City to construct the projects listed. Funding levels shown are consistent with recent estimates or are included in the Capital Improvement Program. For the purpose of this estimate, an additional 20% allowance has been added to CIP estimates. This allowance helps the City avoid approving a revised declaration of intent for minor cost variances, as would be required by Internal Revenue Code.

It is recommended that the City Council approve resolution declaring the City's intent to bond for the proposed projects, and to establish compliance with reimbursement bond regulations under the Internal Revenue Code.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MARCH 19, 2012**

\* \* \* \* \*

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 March 19, 2012, at 7:00 p.m. The following members were present: \_\_\_\_;

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

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

**RESOLUTION NO. 12-20**

**RESOLUTION RELATING TO FINANCING OF  
CERTAIN PROPOSED PROJECTS TO BE  
UNDERTAKEN BY THE CITY OF SHOREVIEW;  
ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

WHEREAS, the City of Shoreview is in the practice of constructing certain improvements and in some instances, reimbursing itself for the cost of any portion of the improvements with bond proceeds, and

WHEREAS, the Internal Revenue Service has issued proposed Treasury Regulations Section 1.103-17 (as proposed and/or finally adopted, the "Regulations") dealing with the issuance of bonds where all or a portion of the proceeds are to be used to reimburse the City for any project costs paid by the City prior to the time of the issuance of the bonds, and

WHEREAS, the Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently-issued taxable or tax-exempt borrowing, that such declaration generally be made prior to, but not more than, two years before the time the expenditure is actually paid, that the borrowing occur and the reimbursement allocation be made from the proceeds of such borrowing within one year of the payment of the expenditure or, if longer, within one year of the date the project is placed in service, and the expenditures relate to property having a reasonably expected economic life of at least one year.

RESOLUTION 12-20

Page Two

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

1. Official Intent - The City desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified.
  - a. The City proposes to undertake the project(s) described on Exhibit A attached hereto.
  - b. Other than costs to be paid or reimbursed from sources other than a tax-exempt borrowing or costs permitted to be reimbursed pursuant to the transition provision of Section 1.103-17(1) of the Regulations, none of the costs of the foregoing projects as identified on Exhibit A has heretofore been paid by the City and none of the costs will be paid by the City until after the date of this Resolution. Each of the projects, and costs related thereto, constitutes property having a useful life of at least one year.
  - c. The City intends to reimburse itself for the payment of the designated project costs out of the proceeds of a tax-exempt bond issue, debt or similar borrowing (the "Bonds") to be issued by the City after the date of payment of all or a portion of the costs. Pending the issuance of the Bonds, the City reasonably expects to pay and temporarily finance the costs from the following source or sources of funds identified on Exhibit A.
  - d. The Bonds are proposed to be issued by the City pursuant to the provisions of Minnesota Statutes, Chapter 475, and other applicable statutory authority. The reasonably expected source or sources of funds to be issued by the City to pay the debt service on the Bonds are identified on Exhibit A.
2. Budgetary Matters - As of the date hereof, there are no City funds reserved or otherwise allocated pursuant to the City's budget (or expected to be reserved or allocated pursuant to the City's budget) to provide permanent financing for the bonding portion of the project costs, other than pursuant to the issuance of the Bonds. Furthermore, there has been no allocation, budgeting, or restriction of monies (or the adoption of a requirement or policy to reimburse a fund) as part of the City's budgetary process, the primary purpose of which is to prevent monies from said sources from being available for the permanent financing of the costs of the projects.

This resolution, therefore, is determined to be consistent with the City's budgetary and financial circumstances as they exist or are foreseeable on the date hereof, all within the meaning and content of the Regulations.

3. Filing - This resolution shall be filed in the publicly available official books, records, or proceedings of the City, which shall be continuously available for inspection by the general public. This resolution shall be available for inspection at City Hall during normal business hours of the City on every business day during the period beginning on the earlier of 10 days after the adoption hereto or the date of issuance of the reimbursement bonds and ending on the day after the issuance of such bonds.
  
4. Reimbursement Allocation - The City's Finance Director shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by the City to make payment of the prior costs of the projects. Each allocation shall be evidenced by an entry on the official books and records of the City maintained for the Bonds, shall specifically identify the actual prior expenditure being reimbursed, and shall be effective to relieve the proceeds of the Bonds from any restriction under the bond resolution or other relevant legal documents for the Bonds, and under any applicable state or federal statute, which would apply to the unspent proceeds of such bond issue.

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

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

WHEREUPON, said resolution was declared duly passed and adopted this nineteenth day of March 2012.

EXHIBIT A					
Project Description	Total Cost	Estimated Cost to be Reimbursed From Bond Proceeds	Source of Interim Financing	Source of Funds to Pay Bonds	
				Source	Amount
County Rd F, Demar, Floral	\$ 1,880,000	\$ 1,030,000	Street renewal fund	Special assessments	\$ 170,000
				Water fees	\$ 415,000
				Sewer fees	\$ 125,000
				Surface water fees	\$ 320,000
Water system improvements	\$ 145,000	\$ 145,000	Water fund	Water fees	\$ 145,000
Storm sewer improvements	\$ 120,000	\$ 120,000	Surface water fund	Surface water fees	\$ 120,000
TOTAL	\$ 2,145,000	\$ 1,295,000		Total	\$ 1,295,000



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: JESSICA SCHAUM, ENVIRONMENTAL OFFICER  
DATE: MARCH 19<sup>TH</sup>, 2012  
SUBJ: ACCEPTING QUOTES FOR 2012 TREE REMOVALS AND ASH TREE INJECTIONS

### INTRODUCTION

The City has solicited quotes for 2012 tree removals and ash tree injections. Staff has reviewed the quotes and is recommending that the City Council accept two quotes for these tree services.

### BACKGROUND

To control and prevent the spread of tree diseases such as Dutch elm disease and oak wilt, the City has maintained a diseased tree removal program through the Public Works Department. With the arrival of Emerald Ash Borer in Shoreview, the diseased tree program is expanding to include mitigation of EAB similar to other diseases and pests. The removal program includes utilizing a combination of private tree service contractors and in-house resources for removing trees on public property. The contractor may also be utilized to remove diseased trees on private properties. The City has budgeted approximately \$50,000 for forestry program contractual services in 2012.

The Public Works Department solicited quotes from tree service companies for tree/ stump removal, ash tree injections, and wood disposal. The City also received quotes for treating ash trees at a City rate and a private property rate, which will be extended to residents for private trees.

The proposal required that the Contractor to provide all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, and perform and complete all work required for the removal of trees and stumps in an efficient and workmanlike manner all in strict accordance with the contract documents for removal of trees.

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

<b>Contractor</b>	<b>S&amp;S Tree Specialists</b>	<b>Upper Cut Tree Services</b>	<b>Precision Landscape &amp; Tree</b>	<b>Hugo Tree</b>
	<i>Per DBH</i>	<i>Per DBH</i>	<i>Per DBH</i>	<i>Per DBH</i>
Tree & Stump Removal	\$39.95 City \$47.75 private	\$20 (0 to 28") \$32 (28" +)	\$28	\$25
Tree Removal only	\$34.75 City \$45.75 private	\$28 (0 to 28") \$39 (28" +)	\$26	\$21
Stump Removal only	\$4.00 City \$6.00 private	\$2.95	\$4	\$3.80
Inaccessible by equipment premium (additional per DBH)	\$35.00 City \$45.00 private	If over 40" or unusual, special bid	Special bid every time	\$15
Ash Tree Injections	\$9.00 City \$10.00 private	No quote	\$14	No quote

Based on the four quotes received, staff is recommending Upper Cut Tree Services for tree and stump removal and S&S Tree Specialists for ash tree injections. S&S Tree Specialists is aware that the City may not accept their entire proposal for tree removals, and are willing to offer ash tree injections at the quoted price of \$9/inch for City trees and \$10/inch for private trees. UpperCut Tree Services has been Roseville's tree contractor since 2004 and served a number of other suburban municipalities such as Saint Louis Park and Bloomington.

RECOMMENDATION

It is recommended that the City accept the quotes from Upper Cut Tree Services for tree removals and S&S Tree Specialists for ash tree treatments.

PROPOSAL FORM

2012

FOR CITY OF SHOREVIEW

- A. Tree & Stump Removal/Disposal \$ 39.95 per diameter inch
- B. Tree Removal/Disposal (Leave Stump) \$ 34.75 per diameter inch
- C. Stump Removal Only \$ 4.00 per diameter inch
- D. \*An assessment by Director of Public Works and/or Department Representative indicates tree(s) are inaccessible by removal equipment, **add** \$ 35.00 per diameter inch
- E. Ash Tree Injections – Treatment for EAB\*\* \$ 9.00 per diameter inch

\* Removal equipment is to be considered any necessary equipment for each specific site. This may include but is not limited to Removal Crane, Skid Steer and Stump Grinder.

\*\*The City is requesting proposals for Ash Tree Injections to help reduce Emerald Ash Borer infestations. This portion (E.) will not be factored into the weighting of proposals on page 6 of this document.

Residential

- A. Tree and stump \$ 47.75 per DBH
- B. Tree only \$ 45.75 per DBH
- C. Stump only \$ 6.00 per DBH
- D. Hard Trees **Add** \$ 45.00 per DBH
- E. Injections \$ 10.00 per DBH



**S&S**  
**TREE SPECIALISTS**

**TONY SYLVESTER**  
President  
Tree Care Division  
Consulting Arborist

cell : 651.303.1135  
email : tony@sstree.com  
office : 651.451.8907  
fax : 651.451.1737

www.sstree.com

**CITY OF SHOREVIEW  
4600 N. VICTORIA STREET  
SHOREVIEW, MINNESOTA 55126**

**AFFIDAVIT OF NON-COLLUSION**

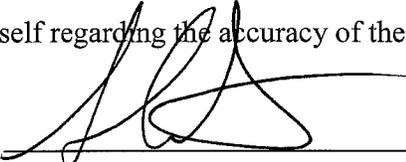
I hereby swear (or affirm) under the penalty for perjury:

(1) That I am the contractor (if the contractor is an individual), a partner in the contractor (if the contractor is a partnership), or an officer or employee of the contracting corporation having authority to sign on its behalf (if the contractor is a corporation); and

(2) That the attached proposal(s) have been arrived at by the contractor independently and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services, designed to limit independent quotes or competition; and

(3) That the contents of the proposal(s) have not been communicated by the contractor or its employees or agents to any person not an employee or agent of the contractor or its surety on any bond furnished with the proposal(s), and will not be communicated to any such person prior to the official opening of the proposal(s); and

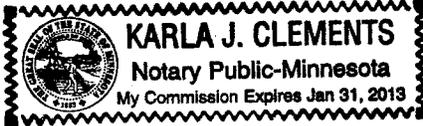
(4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: 

Firm Name: S&S Tree Specialists

Subscribed and sworn to before me

this 6<sup>th</sup> day of February, 2012  
Karla Clements



Notary Public  
My commission expires: 1/31, 2013

~~Upper Cut Tree~~

Vesse

Proposal Form  
2012  
For City of Shoreview

A. Tree and Stump Removal (Accessible Trees)

0-28" \$20.00 per diameter inch  
28"+ \$32.00 per diameter inch

B. Tree Removal (No driving access to tree, tree only)

0-28" \$28.00 per diameter inch  
28"+ \$39.00 per diameter inch

C. Stump Removal Only

\$2.95 per inch

We would ask that trees over 40" dbh or with unusual removal circumstances, as determined by the forester, to be special bid on an individual basis

CITY OF SHOREVIEW  
4600 N. VICTORIA STREET  
SHOREVIEW, MINNESOTA 55126

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty for perjury:

- (1) That I am the contractor (if the contractor is an individual), a partner in the contractor (if the contractor is a partnership), or an officer or employee of the contracting corporation having authority to sign on its behalf (if the contractor is a corporation); and
- (2) That the attached proposal(s) have been arrived at by the contractor independently and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services, designed to limit independent quotes or competition; and
- (3) That the contents of the proposal(s) have not been communicated by the contractor or its employees or agents to any person not an employee or agent of the contractor or its surety on any bond furnished with the proposal(s), and will not be communicated to any such person prior to the official opening of the proposal(s); and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: Jc Meranda

Firm Name: Upper Cut Tree Service

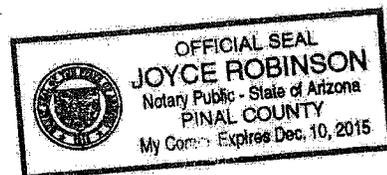
Subscribed and sworn to before me

this 22<sup>nd</sup> day of Feb, 2012

Joyce Robinson

Notary Public

My commission expires: 12/10, 2015



PROPOSAL FORM

Precision Tree  
Jed Poster

2012

FOR CITY OF SHOREVIEW

- A. Tree & Stump Removal/Disposal \$ 28.00 per diameter inch
- B. Tree Removal/Disposal (Leave Stump) \$ 26.00 per diameter inch
- C. Stump Removal Only \$ 4.00 per diameter inch
- D. \*An assessment by Director of Public Works and/or Department Representative indicates tree(s) are inaccessible by removal equipment, add \$ ~~30.00~~<sup>\*</sup> per diameter inch
- E. Ash Tree Injections – Treatment for EAB\*\* \$ 14.00 per diameter inch

\* Removal equipment is to be considered any necessary equipment for each specific site. This may include but is not limited to ~~Removal Crane~~, Skid Steer and Stump Grinder.  
*Bucket Truck*

\*\*The City is requesting proposals for Ash Tree Injections to help reduce Emerald Ash Borer infestations. This portion (E.) will not be factored into the weighting of proposals on page 6 of this document.

\* Since it is no ones intention to lose money on a tree removal, any tree that is inaccessible by removal equipment will be "special bid" for each individual situation.

**CITY OF SHOREVIEW  
4600 N. VICTORIA STREET  
SHOREVIEW, MINNESOTA 55126**

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under the penalty for perjury:

(1) That I am the contractor (if the contractor is an individual), a partner in the contractor (if the contractor is a partnership), or an officer or employee of the contracting corporation having authority to sign on its behalf (if the contractor is a corporation); and

(2) That the attached proposal(s) have been arrived at by the contractor independently and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services, designed to limit independent quotes or competition; and

(3) That the contents of the proposal(s) have not been communicated by the contractor or its employees or agents to any person not an employee or agent of the contractor or its surety on any bond furnished with the proposal(s), and will not be communicated to any such person prior to the official opening of the proposal(s); and

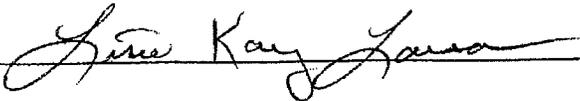
(4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: 

Firm Name: Precision Landscape + Tree, Inc

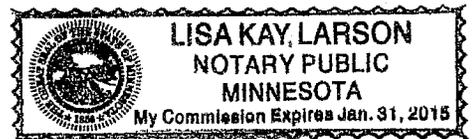
Subscribed and sworn to before me

this 16 day of February, 2012



Notary Public

My commission expires: January 31, 2012



PROPOSAL FORM

2012

FOR CITY OF SHOREVIEW

- A. Tree & Stump Removal/Disposal \$ 25.00 per diameter inch
- B. Tree Removal/Disposal (Leave Stump) \$ 21.00 per diameter inch
- C. Stump Removal Only \$ 3.80 per diameter inch
- D. \*An assessment by Director of Public Works and/or Department Representative indicates tree(s) are inaccessible by removal equipment, **add** \$ 15.00 per diameter inch
- E. Ash Tree Injections – Treatment for EAB\*\* \$ No Bid per diameter inch

\* Removal equipment is to be considered any necessary equipment for each specific site. This may include but is not limited to Removal Crane, Skid Steer and Stump Grinder.

\*\*The City is requesting proposals for Ash Tree Injections to help reduce Emerald Ash Borer infestations. This portion (E.) will not be factored into the weighting of proposals on page 6 of this document.

14728 IRISH AVE N  
HUGO MN 55038

**HUGO TREE**

651.429.3810 fax 651.429.4705



**CITY OF SHOREVIEW  
4600 N. VICTORIA STREET  
SHOREVIEW, MINNESOTA 55126**

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under the penalty for perjury:

(1) That I am the contractor (if the contractor is an individual), a partner in the contractor (if the contractor is a partnership), or an officer or employee of the contracting corporation having authority to sign on its behalf (if the contractor is a corporation); and

(2) That the attached proposal(s) have been arrived at by the contractor independently and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services, designed to limit independent quotes or competition; and

(3) That the contents of the proposal(s) have not been communicated by the contractor or its employees or agents to any person not an employee or agent of the contractor or its surety on any bond furnished with the proposal(s), and will not be communicated to any such person prior to the official opening of the proposal(s); and

(4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: John Olsen

Firm Name: HUGO'S TREE CARE, INC

Subscribed and sworn to before me

this 13 day of February, 2012

Sydney Harrison

Notary Public

My commission expires: 1/31, 2015



# Proposed Motion

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

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

To approve the proposal from Kaufman Sign Company for the total price of \$23,260.00 for the fabrication and installation of replacement of Community Center campus and roadway directional signs, addition of parking lot security camera signs, and new identification sign for the Haffeman Pavilion in accordance with the prepared plans and specifications.

VOTE:	AYES: _____	NAYS: _____
Huffman	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

# Memorandum

**To:** Mayor and City Council Members  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** March 15, 2012  
**Re:** Approval of Quote for Community Center Campus and Roadway Directional Signs

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## **Introduction**

City staff is seeking City Council approval of a work quote from a qualified sign contractor to manufacture and install new Community Center campus and roadway directional signs. Besides the proposed replacement of directional signs, the project would also include a new identification sign at the newly renamed Haffeman Pavilion in the Shoreview Commons.

## **Background**

In 2010, the City Council approved a general design theme for City signage consistent with the new City logo and undertook the replacement of several monument signs in the Shoreview Commons campus for the Community Center/City Hall and newly renovated Maintenance facility, including an electronic message center sign at the corner of Highway 96 and Victoria Street. The project was done as part of a planned phased replacement of campus signage which is now over 20 years old and showing damage, fading or are no longer functional.

**Directional Signs.** The City's sign design consultant, Bob Lane of the Lane Design Group, developed design plans and specifications for replacement of various directional signs on the Community Center campus and way-finder signs along the Highway 96 corridor. The directional signs at locations along Highway 96 guide motorists to the Community Center and City Hall, replacing old signs that have faded and/or have been damaged over the years.

The proposed campus directional signs will also replace existing signs but are designed to better direct visitors on where to access parking based on services or events they are seeking at the Community Center. The new signs will identify the lower level parking lot for visitors to the Tropics Indoor Waterpark, Fitness Center and Pavilion and the upper level parking lot as more convenient for persons attending banquets and meetings.

The proposed campus and roadway directional signs will be consistent with the color scheme and adopted sign design that was used for the monument signs (see proposed designs attached).

**Security Signs.** City staff is also proposing the installation of security signs throughout the upper and lower level parking lots of the Community Center informing visitors that there are security cameras in use (see proposed design attached). These types of security signs can be found at

many commercial and business locations and staff believes these would be an economical and effective tool in preventing vandalism and theft in our parking lots.

**Haffeman Pavilion Sign.** The final component to the proposed sign project is to install a new sign identifying the Commons pavilion as the Haffeman Pavilion. In December, the City Council formally renamed the pavilion after long-time Parks and Recreation Direction Jerry Haffeman in honor of his retirement. The proposed sign is a curved ban of lettering stating Haffeman Pavilion installed underneath the main arch above the performance area of the facility (refer to the attached plans and specifications).

**Quotes Received**

The City received quotes for the sign project from several qualified and experienced sign companies. Interested firms were asked to separate out the pricing for the fabrication and installation of the Haffeman Pavilion sign and the campus/directional signs. The City requested alternate quotes for use of aluminum lettering for the pavilion sign, which is generally more expensive. After further discussion, the sign consultant is recommending that the alternative and less expensive use of the Sintra/PVC plastic lettering which is more durable and will be a better match for the architectural materials of the pavilion.

Included with this report are quotes submitted from the following four sign companies:

<u>Sign Company</u>	<u>Project</u>	<u>Price Quote</u>
AE Sign Systems	Haffeman Pavilion	Not Quoted*
	Campus and Roadway	<u>\$19,828.84</u>
	(Total)	\$19,828.84*
Fourth Dimension	Haffeman Pavilion	\$ 6,400.85
	Campus and Roadway	<u>\$17,476.08</u>
	(Total)	\$23,876.93
→ Kaufman Sign Co.	Haffeman Pavilion	\$ 5,850.00
	Campus and Roadway	<u>\$17,410.00</u>
	(Total)	<b>\$23,260.00</b>
Lawrence Sign Co.	Haffeman Pavilion	\$ 9,250.00
	Campus and Roadway	<u>\$17,375.00</u>
	(Total)	\$26,625.00

Attached is a letter from the City’s sign design consultant providing comments and recommendations on the quotes submitted. Based on the proposals, Kaufman Sign Company provides the lowest price for both components of the sign project (Haffeman Pavilion and Roadway/Directional signage) at a total cost of \$23,260.00.

The sign consultant has reviewed the proposed scope of work with Kaufman Sign Company and verified their pricing. The City's project design consultant indicates that he has worked with Kaufman Sign Co. on many projects and they have a positive record for performance and responsiveness. Additionally, Kaufman Sign Company was the low bidder for the replacement of the monument signs and the City was very satisfied with their professionalism and work quality.

**Recommendation**

Based on the foregoing information and results of the solicitation of quotes from qualified sign companies, City staff and sign consultant recommend the City Council approve the proposal from Kaufman Sign Company at the total price of \$23,260.00 for fabrication and installation of replacement of Community Center campus and roadway directional signs, addition of parking lot security camera signs, and new identification sign for the Haffeman Pavilion in accordance with the prepared plans and specifications. The project will be paid through the Capital Improvement Fund and General Fixed Asset Revolving Fund.



Lane Design Group, Inc  
135 Lost Lake Court  
Mahtomedi, MN 55115-1866

651 653-3839  
651 429-0689 fax  
www.lanedesigngroup.com

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

March 14, 2012

Mr. Schwerm,

The following shows the cost proposals from sign companies for two signage projects, the Haffeman Pavilion sign and the Campus and Roadway signs for the City of Shoreview.

Company	Project	Quotation Amount	+Tax	Total
Fourth Dimension	Haffeman Pavilion	\$ 5,375.00	\$1025.85	\$ 6,400.85
	Campus and Roadway	\$17,192.86	283.22	\$17,476.08
Kaufman Sign Co	Haffeman Pavilion	\$ 5,850.00	None	\$ 5,850.00
	Campus and Roadway	\$17,410.00	None	\$17,410.00
Lawrence Sign Co	Haffeman Pavilion	9,250.00	None	9,250.00
	Campus and Roadway	17,375.00	None	17,375.00
AE Sign Systems	Haffeman Pavilion	Not quoted	NA	Not quoted
	Campus and Roadway	\$18,510.00	\$1,318.84	\$19,828.84

Based on these proposed amounts, it my recommendation that Kaufman Sign Company be selected to perform the signage work.

Please let me know if you have any questions regarding this recommendation.

Sincerely,

Robert J. Lane  
Principal

cc Tom Simonson, City of Shoreview





ph: 651.481.9036 • fx: 651.481.0613

3-14-12

**City of Shoreview-Haffeman Pavilion**  
**Attn: Tim Simonson**  
**Assistant City Manager &**  
**Community Development Director**

**Base Bid**

Furnish and install the following:

- (1) Set of 1/2" white Sintra PVC letters paint to match a PMS color.
- (1) Set of 1/4" steel backers for PVC letters with mounting brackets and 3M VHB on back for 3/8" x 2" steel flat bar rolled to match radius.
- (1) Mounting structure consisting of 3/16" x 1-1/2" x 1-1/2" steel angle iron with steel mounting plates per drawing.\*
- (1) Installation of letters/structure.
- (1) City permit.

**\$5375.00 Five thousand dollars and zero cents\*\***

**Alternate Bid (1" Aluminum letters instead of PVC)**

Furnish and install the following:

- (1) Set of 1" aluminum letters paint to match a PMS color.
- (1) Set of 1/4" steel backers for PVC letters with mounting brackets and 3M VHB on back for 3/8" x 2" steel flat bar rolled to match radius.
- (1) Mounting structure consisting of 3/16" x 1-1/2" x 1-1/2" steel angle iron with steel mounting plates per drawing.\*
- (1) Installation of letters/structure.
- (1) City permit.

**\$5975.00 Five thousand six hundred dollars and zero cents\*\***

\*Assumes existing blocking is adequate for sign/wind load and normal access to site for survey and installation.

\*\*Sales tax has not been included in the quoted prices.

Jay Higgins  
Fourth Dimension Architectural Signage  
1209 West County Road E #100  
Arden Hill, MN 55112  
651-481-9036 651-481-0613 Fax

1209 West County Road E Suite 100 Arden Hills, MN 55112



ph: 651.481.9036 • fx: 651.481.0613

**3-14-12**

**City of Shoreview**

Furnish and install the following:

- (6) Single face signs ( R-1W, R-1E, R-2W, R-2E, R-3N and R-3S) per drawings.
- (1) Paint existing post in field.
- (2) Single face signs (Sign #1 and Sign #3) per drawings. (Blank panels on other side of posts)
- (1) Single face sign (Sign #2) (Blank panel on other side of posts)
- (32) Single face sign (Sign #4) per drawings.

**\$17,192.86 Seventeen thousand one hundred ninety two dollars and eighty six cents**

\*Assumes normal digging conditions in unfrozen ground. Core drilling not included.

\*\*Sales tax has not been included in the quoted pricing.

Jim Davis  
Fourth Dimension Architectural Signage  
1209 West County Road E #100  
Arden Hill, MN 55112  
651-481-9036 651-481-0613 Fax

**1209 West County Road E Suite 100 Arden Hills, MN 55112**



# Proposal

2714 E 33rd St.  
Minneapolis, MN 55406  
(612) 788-6828 (office)  
(612) 788-6715 (fax)

February 16, 2012

PROPOSAL SUBMITTED TO:

City of Shoreview  
4600 North Victoria Street  
Shoreview, MN 55126  
Phone 651-490-4600  
Fax 651-490-4699

Attention: Tim Simonson

RE: HAFFEMAN PAVILION

**REVISED**  
structural design change  
02-28-12

Manufacture and install:

Option 1

1 set of 14" x 1" thick sintra letters mounted to 1/4" steel and 1/2" diameter steel rod. Copy: HAFFEMAN PAVILION \$ 5,850.00 \*\*

Option 2

1 set of 14" x 1" thick aluminum letters mounted to 1/4" steel and 1/2" diameter steel rod. Copy: HAFFEMAN PAVILION \$ 9,350.00 \*\*

\*\*Price includes all artwork, labor, and materials . Price does not include structural or engineer drawings, or sign permits.

50% down payment and balance due upon completion.

Thank You,

Dan Kaufman

## ACCEPTANCE OF PROPOSAL

DATE OF ACCEPTANCE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



# Proposal

2714 E 33rd St.  
Minneapolis, MN 55406  
(612) 788-6828 (office)  
(612) 788-6715 (fax)

March 13, 2012

PROPOSAL SUBMITTED TO:

City of Shoreview  
4600 North Victoria Street  
Shoreview, MN 55126  
Phone 651-490-4600  
Fax 651-490-4699

Attention: Tim Simonson

RE: Campus and Roadway signs

**REVISED**

Manufacture and install:

6 - roadway signs. R-1W, R-1E, R-2W, R-2E, R-3N, and R3-S Copy: Community Center City Hall Size: 3' 8" x 3' 8" (6 signs @ \$690 / sign)	\$ 4,140.00
3 - post & panel signs.	
Sign # 1 - Size: 3'8" x 5'8" Copy: City Offices	\$ 3,490.00
Sign # 2 - Size: 2'4" x 4'10" Copy: Service Entrance Only	\$ 3,090.00
Sign # 3 - Size: 3'8" x 5'8" Copy: City Offices	\$ 3,490.00
32 - Security signs. Sign type 4. Size: 18" diameter. Copy: Security Camera In Use (32 signs @ \$100 / sign)	\$ 3,200.00 <u>\$ 17,410.00 **</u>

\*\*Price includes all artwork, labor, and materials . Price does not include structural or engineer drawings, or sign permits.

50% down payment and balance due upon completion.

Thank You,

Dan Kaufman

**ACCEPTANCE OF PROPOSAL**

DATE OF ACCEPTANCE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: 3-9-12

**SALE AND PURCHASE CONTRACT**  
LANE DESIGN GROUP INC



Re: HAFFEMAN PAVILLION

Lawrence Sign hereinafter referred to as Company, proposes to furnish for the above named customer, hereinafter referred to as CUSTOMER, the items described below, subject to the terms and conditions set forth herein.

Lawrence Sign proposes to provide labor and materials necessary to survey, design and fabricate the following sign types.

*Note: ALL LIGHTED SIGNS MANUFACTURED BY LAWRENCE SIGN HAVE A LABOR AND MATERIAL WARRANTY OF FOUR YEARS*

**Furnish & Install -**

(1) Rail Mounted Canopy Letters & Mounting Structure - (See LDG Illustrations Dated 2-28-12)

**Project Total: \$9,250**

**TERMS: 50% DOWN (\$4625) PAYMENT TO BEGIN FABRICATION PROCESS WITH THE REMAINING BALANCE DUE AT FINAL INVOICE. APPLICABLE TAX WILL BE INCLUDED IN FINAL INVOICE.**

**Additional Charges and Costs:** The above stated "Total Price" is exclusive of permit and procurement cost, electrical service costs, interest and late payment charge, and other items specified herein to be provided by or paid for by customer.

**Electrical requirements:** All signs utilizing neon or LED or other electrical features require primary electrical service with a dedicated ground from the electrical service panel. Electrical specifications unique to this project will be provided upon request.

**Terms: Invoice at completion and due upon receipt.**

**Warranty:** All signs manufactured by Lawrence Sign carry warranty of labor for one full year from installation. Matthews's paints, 3M Panaflex, and 3M vinyl are warranted by the manufacturer for five years. Red LED is warranted by the manufacturer for five (5) years. White LED is warranted by the manufacturer for four (4) years.

**This proposal does not include:** Cost of permits, electrical connection, finished landscaping, sprinkler system repair, or additional installation charges related to encountering rock, buried debris, winter conditions, or encountering steel structure within the wall at the location letters are to be mounted. *Plus add engineering if required by City.*

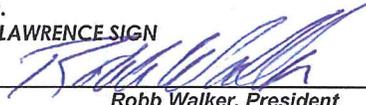
THIS PROPOSAL AND THE CONTRACT INCLUDES BY REFERENCE THE ADDITIONAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN.

The contract, with all conditions as noted, is herewith accepted by both parties.

CUSTOMER

LS, INC., dba LAWRENCE SIGN

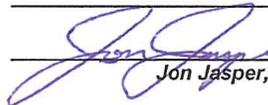
BY: \_\_\_\_\_

BY:   
Robb Walker, President

Its: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY:   
Jon Jasper, Account Executive

Bill to: \_\_\_\_\_

DATE: \_\_\_\_\_

## ADDITIONAL TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by CUSTOMER or for defects caused thereby.
- 2.A The CUSTOMER agrees to secure all necessary permits from the building owner, governmental authorities and/or others whose permission is required for the installation of this display and he assumes all liability with regard to same and all liability, public and otherwise, for fines, penalties, fees and damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
- 2.B The Company agrees to make application for all necessary governmental permits, and the fees for such will be in addition to price(s) quoted. If the governmental authorities deny, delay or object to the proposed permit, the customer shall assume responsibility for obtaining the permits and pay all costs and expenses incident thereto.
- 2.C All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the CUSTOMER.
- 2.D INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORSEEABLE FOUNDATION, CONSTRUCTION OR UNDERGROUND CONDITIONS ARE ENCOUNTERED.
3. COMPANY WARRANTS THE INSTALLATION AGAINST DEFECTIVE WORKMANSHIP IN CONSTRUCTION AND ASSEMBLY FOR ONE YEAR FROM DATE OF INSTALLATION, PROVIDED INSTALLATION IS MADE BY COMPANY. ADDITIONALLY, COMPANY WILL REPLACE DEFECTIVE COMPONENTS MANUFACTURED BY OTHERS FOR 90 DAYS FROM DATE OF INSTALLATION BY COMPANY, FOR COMPANY'S NORMAL LABOR AND TRAVEL CHARGES. COMPANY SHALL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES OTHER THAN THE REPLACEMENT OF SUCH DEFECTIVE WORK. WHENEVER THERE IS ANY CIRCUMSTANCE ON WHICH A WARRANTY CLAIM MIGHT BE BASED, COMPANY MUST BE INFORMED IN WRITING WITHIN TEN (10) BUSINESS DAYS OF DISCOVERY BY CUSTOMER OR THE PROVISIONS OF THIS WARRANTY ARE VOIDED.  
  
COMPANY DISCLAIMS AND CUSTOMER WAIVES AND RELEASES, ALL CLAIMS OF IMPLIED AND EXPRESS WARRANTIES EXCEPT AS SPECIFICALLY SET FORTH HEREIN, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE (EXPRESS OR IMPLIED) WHICH ARE DISCLAIMED, WAIVED AND RELEASED HEREBY. IN NO EVENT WHATSOEVER SHALL COMPANY BE LIABLE FOR CONSEQUENTIAL DAMAGES OR FOR ANY AMOUNT EXCEEDING THE LESSER OF THE PRICE PAID BY CUSTOMER FOR THE GOODS OR SERVICES CLAIMED TO BE DEFECTIVE OR THE COST OF REPLACEMENT OR REPAIR OF ANY DEFECTIVE ITEM OR INSTALLATION SERVICES.
4. Payment for items purchased under the terms of this contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, CUSTOMER agrees to pay service charge on past due amounts from the times they are due, thirty (30) days from invoice date, the maximum legal rate of interest applicable in the particular circumstance, not to exceed the rate of one and one-half percent (1-1/2%) per month. In the event this contract is placed for collection or if collected by suit or through any Court arbitration or mediation proceeding, Company's reasonable attorneys' fees shall be added and paid by CUSTOMER in addition to all other amounts due.
5. All applicable taxes payable under the laws of the State into which the property is to be delivered or installed as mentioned herein shall be added to the price quoted, unless such tax is paid directly by CUSTOMER.
6. Company will not be responsible for delays in shipments caused by delays created by suppliers or transportation services or by labor disputes or due to any other circumstances beyond Company's control.
7. Title to all materials and property covered by this contract shall remain in Company and shall not be deemed to constitute a part of the realty to which it may be attached until the purchase is paid in full and may be removed by company at its discretion if CUSTOMER at anytime breaches this contract. In the event of default by CUSTOMER, including, but not limited to, payment of any amounts due and payable, Company may at once (and without process of law) take possession of and remove, as and when it sees fit and wherever found, all materials used or intended for use in this project and any and all property called for in this contract without being deemed guilty of trespass. Notwithstanding the foregoing, the work and materials covered by this contract shall be deemed to constitute an improvement to real estate entitling company to the remedy of a mechanics lien claim against the property on which installed, and to all relief provided by the laws of the state in which the real estate is located. Company hereby reserves and is granted an express security interest in said material and property both erected and un-erected notwithstanding the manner in which such personal property shall be annexed or attached to the realty. Upon demand at time by Company, CUSTOMER shall execute and deliver to Company, financing statements for perfection of such security interests.
8. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.
9. When this contract is executed electronically or by handwriting by each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference. Company and CUSTOMER each represent and acknowledge the authority of persons executing this Contract electronically or otherwise by it.
10. Company and Customer agree and acknowledge that this transaction shall be governed by and this sale and purchase contract formed under the Minnesota Uniform Transactions Act (Minn. Statutes Chapter 325L) and Minnesota UCC, Article 2, sales (Minn. Statutes Chapter 336.2). Execution of this contract by electronic signature is authorized by each of company and customer, provided however that if specified herein, company and customer respectively each agree to execute and deliver to the other within five (5) business days following the date hereof a counterpart copy of this contract signed in hand by the party.

DATE: 3-14-12

**SALE AND PURCHASE CONTRACT**

Lane Design Group

Re: City of Shoreview



Lawrence Sign hereinafter referred to as Company, proposes to furnish for the above named customer, hereinafter referred to as CUSTOMER, the items described below, subject to the terms and conditions set forth herein.

Lawrence Sign proposes to provide labor and materials necessary to survey, design and fabricate the following sign types as defined by Lane Design Group illustrations dated 3-13-12

**Note: ALL LIGHTED SIGNS MANUFACTURED BY LAWRENCE SIGN HAVE A LABOR AND MATERIAL WARRANTY OF FOUR YEARS**

**FURNISH & INSTALL – ROADWAY SIGNS**

(6) Single face aluminum panel signs. (Includes removal and recycle of existing signs) See Page GR2 for Details  
Cost: \$4,483

**FURNISH & INSTALL – DIRECTIONAL SIGNS**

(3) Double face aluminum post & panel signs with footings. See Page GR6 for Details  
Cost: \$7,566

**FURNISH & INSTALL – SECURITY SIGNS**

(32) 18" dia. aluminum panel signs. See Page GR8 for Details  
Cost: \$5,326

**Project Total: \$17,375**

**TERMS: 50% DOWN (\$8,687.50) PAYMENT TO BEGIN FABRICATION PROCESS WITH THE REMAINING BALANCE DUE AT FINAL INVOICE. APPLICABLE TAX WILL BE INCLUDED IN FINAL INVOICE.**

**Additional Charges and Costs:** The above stated "Total Price" is exclusive of permit and procurement cost, electrical service costs, interest and late payment charge, and other items specified herein to be provided by or paid for by customer.

**Electrical requirements:** All signs utilizing neon or LED or other electrical features require primary electrical service with a dedicated ground from the electrical service panel. Electrical specifications unique to this project will be provided upon request.

**Terms:** Invoice at completion and due upon receipt.

**Warranty:** All signs manufactured by Lawrence Sign carry warranty of labor for one full year from installation. Matthews's paints, 3M Panaflex, and 3M vinyl are warranted by the manufacturer for five years. Red LED is warranted by the manufacturer for five (5) years. White LED is warranted by the manufacturer for four (4) years.

**This proposal does not include:** Cost of permits, electrical connection, finished landscaping, sprinkler system repair, or additional installation charges related to encountering rock, buried debris, winter conditions, or encountering steel structure within the wall at the location letters are to be mounted. *Plus add engineering if required by City.*

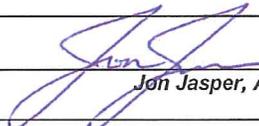
THIS PROPOSAL AND THE CONTRACT INCLUDES BY REFERENCE THE ADDITIONAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN.

The contract, with all conditions as noted, is herewith accepted by both parties.

CUSTOMER

BY: \_\_\_\_\_  
Its: \_\_\_\_\_  
DATE: \_\_\_\_\_  
Bill to: \_\_\_\_\_

LS, INC., dba LAWRENCE SIGN

BY:   
Robb Walker, President  
DATE: \_\_\_\_\_  
BY:   
Jon Jasper, Account Executive  
DATE: \_\_\_\_\_

## ADDITIONAL TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by CUSTOMER or for defects caused thereby.
- 2.A The CUSTOMER agrees to secure all necessary permits from the building owner, governmental authorities and/or others whose permission is required for the installation of this display and he assumes all liability with regard to same and all liability, public and otherwise, for fines, penalties, fees and damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
- 2.B The Company agrees to make application for all necessary governmental permits, and the fees for such will be in addition to price(s) quoted. If the governmental authorities deny, delay or object to the proposed permit, the customer shall assume responsibility for obtaining the permits and pay all costs and expenses incident thereto.
- 2.C All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the CUSTOMER.
- 2.D INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORSEEABLE FOUNDATION, CONSTRUCTION OR UNDERGROUND CONDITIONS ARE ENCOUNTERED.
3. COMPANY WARRANTS THE INSTALLATION AGAINST DEFECTIVE WORKMANSHIP IN CONSTRUCTION AND ASSEMBLY FOR ONE YEAR FROM DATE OF INSTALLATION, PROVIDED INSTALLATION IS MADE BY COMPANY. ADDITIONALLY, COMPANY WILL REPLACE DEFECTIVE COMPONENTS MANUFACTURED BY OTHERS FOR 90 DAYS FROM DATE OF INSTALLATION BY COMPANY, FOR COMPANY'S NORMAL LABOR AND TRAVEL CHARGES. COMPANY SHALL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES OTHER THAN THE REPLACEMENT OF SUCH DEFECTIVE WORK. WHENEVER THERE IS ANY CIRCUMSTANCE ON WHICH A WARRANTY CLAIM MIGHT BE BASED, COMPANY MUST BE INFORMED IN WRITING WITHIN TEN (10) BUSINESS DAYS OF DISCOVERY BY CUSTOMER OR THE PROVISIONS OF THIS WARRANTY ARE VOIDED.

COMPANY DISCLAIMS AND CUSTOMER WAIVES AND RELEASES, ALL CLAIMS OF IMPLIED AND EXPRESS WARRANTIES EXCEPT AS SPECIFICALLY SET FORTH HEREIN, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE (EXPRESS OR IMPLIED) WHICH ARE DISCLAIMED, WAIVED AND RELEASED HEREBY. IN NO EVENT WHATSOEVER SHALL COMPANY BE LIABLE FOR CONSEQUENTIAL DAMAGES OR FOR ANY AMOUNT EXCEEDING THE LESSER OF THE PRICE PAID BY CUSTOMER FOR THE GOODS OR SERVICES CLAIMED TO BE DEFECTIVE OR THE COST OF REPLACEMENT OR REPAIR OF ANY DEFECTIVE ITEM OR INSTALLATION SERVICES.

4. Payment for items purchased under the terms of this contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, CUSTOMER agrees to pay service charge on past due amounts from the times they are due, thirty (30) days from invoice date, the maximum legal rate of interest applicable in the particular circumstance, not to exceed the rate of one and one-half percent (1-1/2%) per month. In the event this contract is placed for collection or if collected by suit or through any Court arbitration or mediation proceeding, Company's reasonable attorneys' fees shall be added and paid by CUSTOMER in addition to all other amounts due.
5. All applicable taxes payable under the laws of the State into which the property is to be delivered or installed as mentioned herein shall be added to the price quoted, unless such tax is paid directly by CUSTOMER.
6. Company will not be responsible for delays in shipments caused by delays created by suppliers or transportation services or by labor disputes or due to any other circumstances beyond Company's control.
7. Title to all materials and property covered by this contract shall remain in Company and shall not be deemed to constitute a part of the realty to which it may be attached until the purchase is paid in full and may be removed by company at its discretion if CUSTOMER at anytime breaches this contract. In the event of default by CUSTOMER, including, but not limited to, payment of any amounts due and payable, Company may at once (and without process of law) take possession of and remove, as and when it sees fit and wherever found, all materials used or intended for use in this project and any and all property called for in this contract without being deemed guilty of trespass. Notwithstanding the foregoing, the work and materials covered by this contract shall be deemed to constitute an improvement to real estate entitling company to the remedy of a mechanics lien claim against the property on which installed, and to all relief provided by the laws of the state in which the real estate is located. Company hereby reserves and is granted an express security interest in said material and property both erected and un-erected notwithstanding the manner in which such personal property shall be annexed or attached to the realty. Upon demand at time by Company, CUSTOMER shall execute and deliver to Company, financing statements for perfection of such security interests.
8. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.
9. When this contract is executed electronically or by handwriting by each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference. Company and CUSTOMER each represent and acknowledge the authority of persons executing this Contract electronically or otherwise by it.
10. Company and Customer agree and acknowledge that this transaction shall be governed by and this sale and purchase contract formed under the Minnesota Uniform Transactions Act (Minn. Statutes Chapter 325L) and Minnesota UCC, Article 2, sales (Minn. Statutes Chapter 336.2). Execution of this contract by electronic signature is authorized by each of company and customer, provided however that if specified herein, company and customer respectively each agree to execute and deliver to the other within five (5) business days following the date hereof a counterpart copy of this contract signed in hand by the party.



1

DESIGN INTENT RENDERING #2 - Looking West

NOTE: SHOWS STRUCTURAL DETAIL REVISION 2-28-12

Lane Design Group, Inc.  
135 Lost Lake Court  
Mahtomedi, MN 55115  
Tel 651 653-3839 Fax 651 429-0689

Submitted for Quotation  
February 15, 2012  
rEV 1 - 2-28-12

City of Shoreview  
Pavilion Dedication Sign  
Community Center Commons

G5

NOTES:

1) See notes 2, 3, & 4, sht GR7 for typical graphics materials and application.

2) All art will be provided in vector pdf format.

Note added, 3-12-2012



4 Existing Signs, typ.



1 Roadway Sign R-1W, R-1E  
3/8" = 1'-0"  
NOTE: R-1E reads "RIGHT LANE"

2 Roadway Sign R-2W, R-2E  
3/8" = 1'-0"  
NOTE: R-2E ARROW PTS RIGHT

3 Roadway Sign R-3N, R3-S  
3/8" = 1'-0"  
NOTE: R-3S ARROW PTS RIGHT

Lane Design Group, Inc.  
135 Lost Lake Court  
Mahtomedi, MN 55115  
Tel 651 653-3839 Fax 651 429-0689

Submitted for Quotes  
March 13, 2012

City of Shoreview  
Campus & Roadway Signs  
Community Center Commons

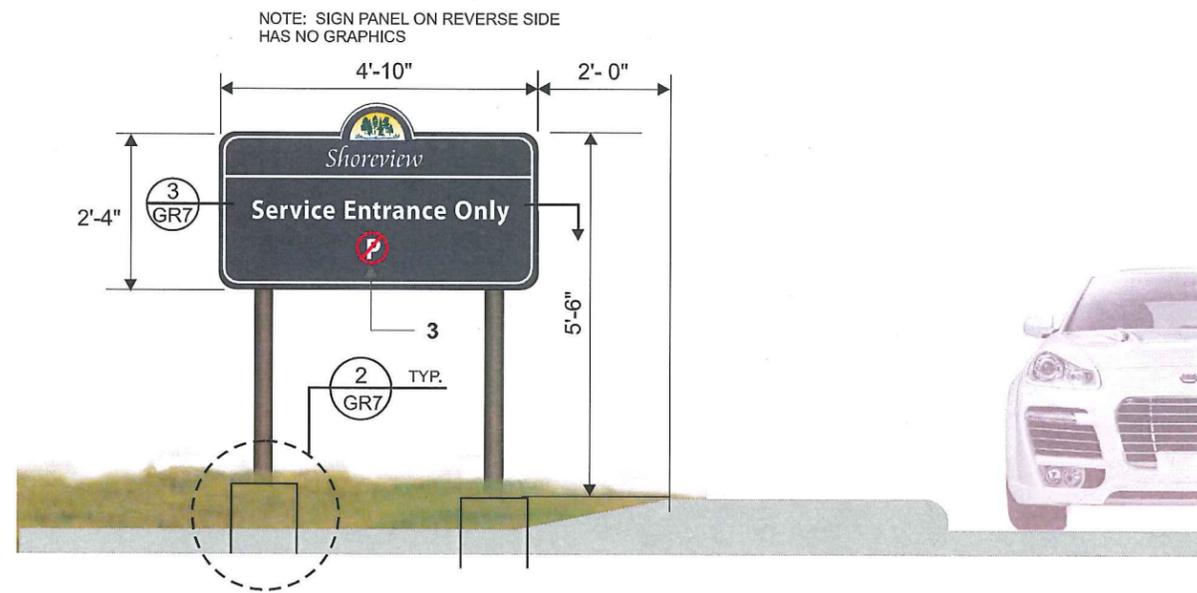
GR2

notes:

- 1) Refer to sht GR 7 for materials and details
- 2) Signs are doublesided, but no graphics is applied to reverse side - paint finish to match front face.
- 3) Red reflective film, 3m brand, #680-CR-72



**1** Sign Elevation - Sign #1  
3/8" = 1'-0"



**1** Sign Elevation - Sign #2  
3/8" = 1'-0"

All art to be provided by Design Professional in vector PDF file format.



**1** Sign Elevation - Sign #3  
3/8" = 1'-0"

Lane Design Group, Inc.  
135 Lost Lake Court  
Mahtomedi, MN 55115  
Tel 651 653-3839 Fax 651 429-0689

Submitted for Quotes  
March 13, 2012

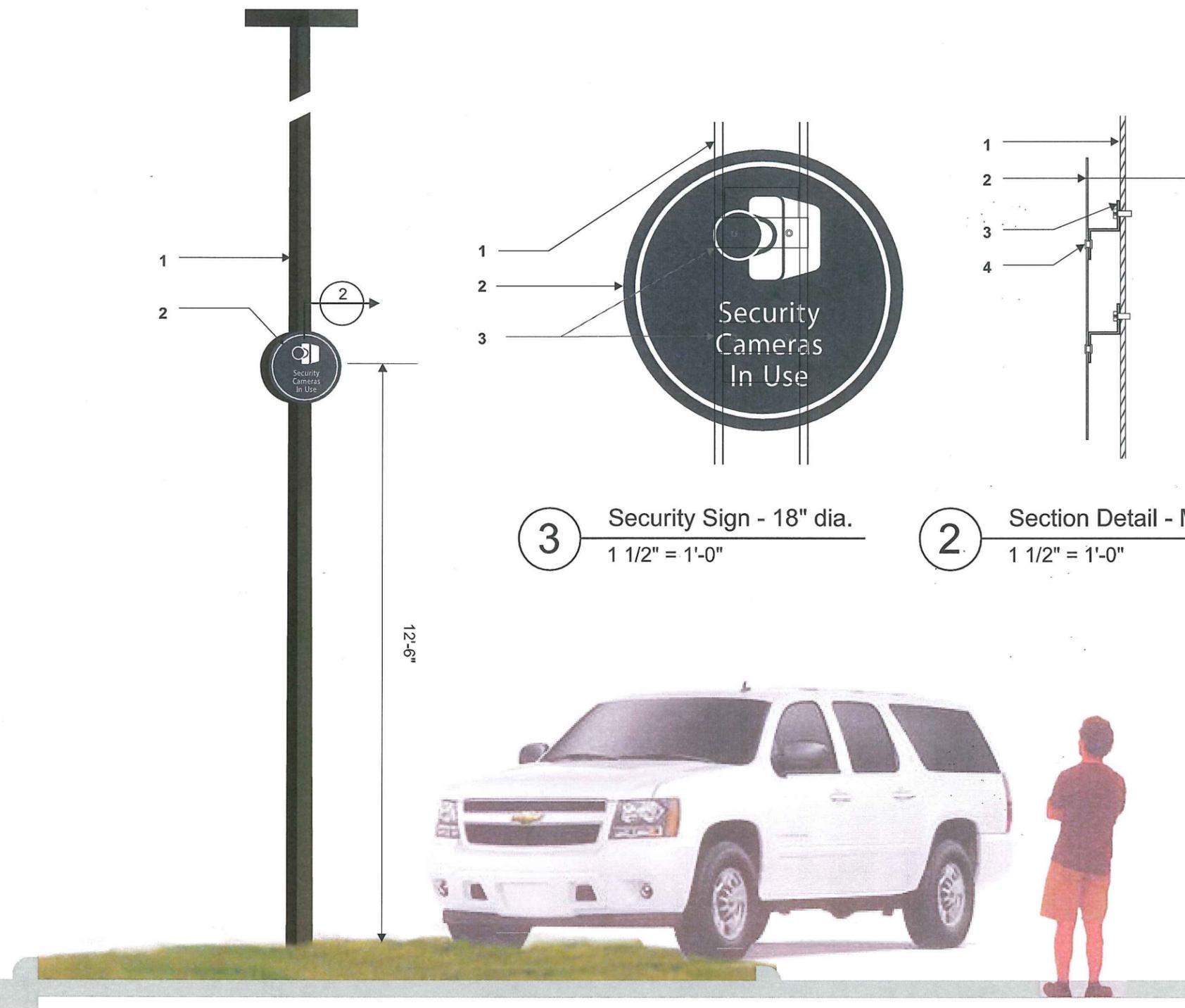
City of Shoreview  
Campus & Roadway Signs  
Community Center Commons

GR6

NOTES:

- 1) Existing light pole.
- 2) Sign Type 4, 18" dia. disk, 1/8" alum. w paint fin with white ScotchCal graphics. Paint color to match directional signs.
- 3) Alum Z, 6" x 2" x 2", paint to match sign, mount to pole with sssl hex washer head self threading screws 1/4-20 x 1/2" (2 per Z) with 3M brand VHB tape cont.at contact w pole.
- 4) 1/4" wide-flange, sssl rivet, to secure sign to Z, (2 per Z) with 3M brand VHB tape cont. at contact with Z

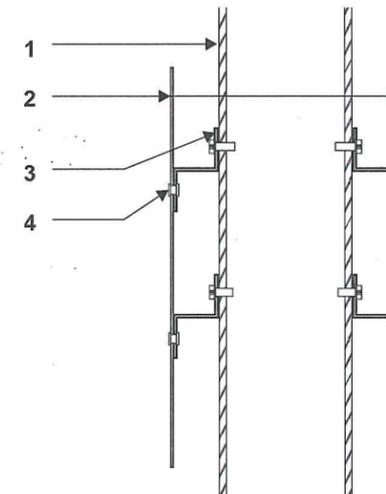
All art to be provided by Design Professional in vector PDF file format.



1 Sign Type 4 - Security Sign Elevation  
3/8" = 1'-0"



3 Security Sign - 18" dia.  
1 1/2" = 1'-0"



2 Section Detail - Mounting  
1 1/2" = 1'-0"

Lane Design Group, Inc.  
135 Lost Lake Court  
Mahtomedi, MN 55115  
Tel 651 653-3839 Fax 651 429-0689

Submitted for Quotes  
March 13, 2012  
March 16, 2012 rev 1

City of Shoreview  
Campus & Roadway Signs  
Community Center Commons

GR8

PUBLIC HEARING AGENDA

Purpose: FLORAL, COUNTY RD F, DEMAR  
ROAD RECONSTRUCTION  
CITY PROJECT 12-01

Published Time: 7:00 P.M.

Published Date: MARCH 7 & MARCH 14, 2012

Affidavit of Publication: MARCH 7 & MARCH 14, 2012

Affidavit of Mailing: MARCH 7, 2012

Review of Affidavits of Mailing and  
Publication by City Attorney: \_\_\_\_\_

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

Hearing Discussion

MOVED TO CLOSE PUBLIC HEARING

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

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

ROLL CALL:	AYES	NAYS
HUFFMAN	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
MARCH 19, 2012

PROPOSED MOTION

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

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

to adopt Resolution No. 12-18 directing the preparation of plans and specifications and ordering the improvements for the Floral, County Rd F, Demar Road Reconstruction, City Project 12-01.

ROLL CALL:	AYES	NAYS
HUFFMAN	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
MARCH 19, 2012

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: MARCH 14, 2012

SUBJECT: FLORAL, COUNTY RD F, DEMAR RECONSTRUCTION,  
CITY PROJECT 12-01  
PUBLIC HEARING AND AUTHORIZATION TO PREPARE  
PLANS AND SPECIFICATIONS

## Introduction

At its February 21, 2012 meeting the City Council received the feasibility report and called for a March 19, 2012 public hearing for the proposed improvements for the Floral, County Rd F, Demar Road Reconstruction, City Project 12-01. This project includes Floral Drive from Hodgson Road to the west, County Road F from Hodgson Road to Demar Avenue and Demar Avenue from County Road F to Hodgson Road as shown on the attached map. The feasibility report outlined the existing conditions, proposed improvements, estimated costs, and estimated assessments for the proposed reconstruction. After the public hearing, action by the City Council is required to authorize the City Engineer to prepare plans and specifications and order the proposed project to proceed.

## Discussion

City staff received comments through two neighborhood informational meetings held on December 15, 2012, and February 2, 2012. Comments from the residents were positive and supportive of the proposed improvements. Additional comments received at the meetings included the poor condition of the road and issues with storm water runoff and drainage.

A letter survey was sent out to the residents after the February 2 information meeting requesting input on proposed road widths and the installation of additional street lights. Two road widths were presented to the residents; 28-foot and 24-foot. The 24-foot wide option was presented because it would reduce the number of trees that would be affected or need to be removed due to the reconstruction. A majority of the residents within the project area returned the survey listing their preferences.

An informational letter was also sent out in early March that summarized the proposed improvements listed in the feasibility report. In response to the informational letter staff received a petition signed by a majority of the residents on Floral Drive requesting the drive over style curb be installed in lieu of the barrier style that is proposed in the feasibility report. Drive over style curb has been installed in many prior reconstruction projects when the residents within the project area have appealed to the Council for that style or the road has been 24-feet or less. Although staff prefers the barrier style curb, which limits boulevard damage due to snow plows and reduces erosion during storm events, the City has typically constructed the drive over curb on narrower roads or when residents have indicated a strong preference for that type of curb.

## Background

On October 17, 2011, the City Council initiated the Floral, County Rd F, Demar Road Reconstruction Project by directing the City Engineer to prepare a feasibility report describing the proposed improvements. Design concepts for the reconstruction have been discussed, and the proposed project has been presented to the affected properties.

The previously received feasibility report provided details of the existing condition of the project infrastructure. In summary:

- The bituminous streets have major distresses including cracking, heaving, settlement, and patches and require reconstruction.
- The project area is served by the City's municipal water and sanitary sewer system. The existing watermain consists of cast iron pipe, which is a relatively brittle material and prone to breaks.
- Minor stormwater collection systems are located in the project area. Storm water runoff from the west side of Hodgson Road, County Road F, and Demar Avenue is collected in low areas and discharged directly into a wetland located in the Snail Lake Regional Park. Storm water runoff on Floral Drive is collected at two low points and discharged directly into a wetland located in the Snail Lake Regional Park.
- Streetlights are owned by Xcel and consist of wooden poles with cobra-head light fixtures.

The previously received feasibility report proposed the following improvements for the reconstruction project:

- Reconstruction of Floral Drive to a 24-foot wide paved street measured from face to face of curb (no parking on one side). This width is consistent with similar residential neighborhoods within the City.
- Reconstruction of County Road F and Demar Avenue to a 28-foot wide paved street measured from face to face of curb.
- Installation of a barrier style concrete curb and gutter on County Road F and Demar Avenue and a drive over style on Floral Drive. The drive over curb proposed for Floral Drive is based on the petition submitted by the residents requesting that style of curb.
- Removing the intersection at County Road F/Highway 49 and installing a cul-de-sac on County Road F.

- Replacing the existing cast iron watermain within the project area.
- Replacement and/or repair of the existing sanitary sewer system.
- Installation of a stormwater collection and infiltration system consisting of a series of catch basins, catch basin manholes, and underground infiltration chambers.
- Replacement of existing street lights and installation of additional street lights on County Rd. F and Demar Avenue

## Assessments

Assessments proposed for these proposed improvements will be administered in accordance with Minnesota Statutes, Chapter 429, the City of Shoreview Street Renewal Program Unit Assessment Policy dated March 7, 1986, and Storm Sewer Assessment Policy dated March 17, 1980.

Estimated assessments for the proposed improvements are as follows:

Total estimated street assessment	\$ 1,745/unit
Total estimated storm sewer assessment	\$ <u>1,120/unit(max)</u>
<b>Total Possible Estimated Typical Assessment</b>	<b>\$ 2,865/unit</b>

## Costs

Detailed cost estimates for the proposed improvements were presented in the feasibility report. These cost estimates are based on construction prices experienced for similar improvements and include 25% for contingency, engineering, legal, and administrative costs.

The following is a summary of the estimated costs for the proposed improvements:

Street	\$ 602,000
Water Main	\$ 343,000
Sanitary Sewer	\$ 103,000
Storm Sewer	\$ 317,000
Street Lights	\$ <u>40,000</u>
<b>Total Estimated Cost Floral, County Rd F, Demar</b>	<b>\$1,405,000</b>

## Funding Sources

Funding sources for the proposed improvements are as follows:

Street	
Street Renewal	\$ 513,005
Assessments/Bonding	\$ 88,995
Water	
Water Fund	\$ 343,000
Sanitary Sewer	
Sewer Fund	\$ 103,000
Storm Sewer	
Surface Water Fund	\$ 266,012
Assessments/Bonding	\$ 50,988
Street Lights	
Street Light Fund	\$ 40,000

## Proposed Project Schedule

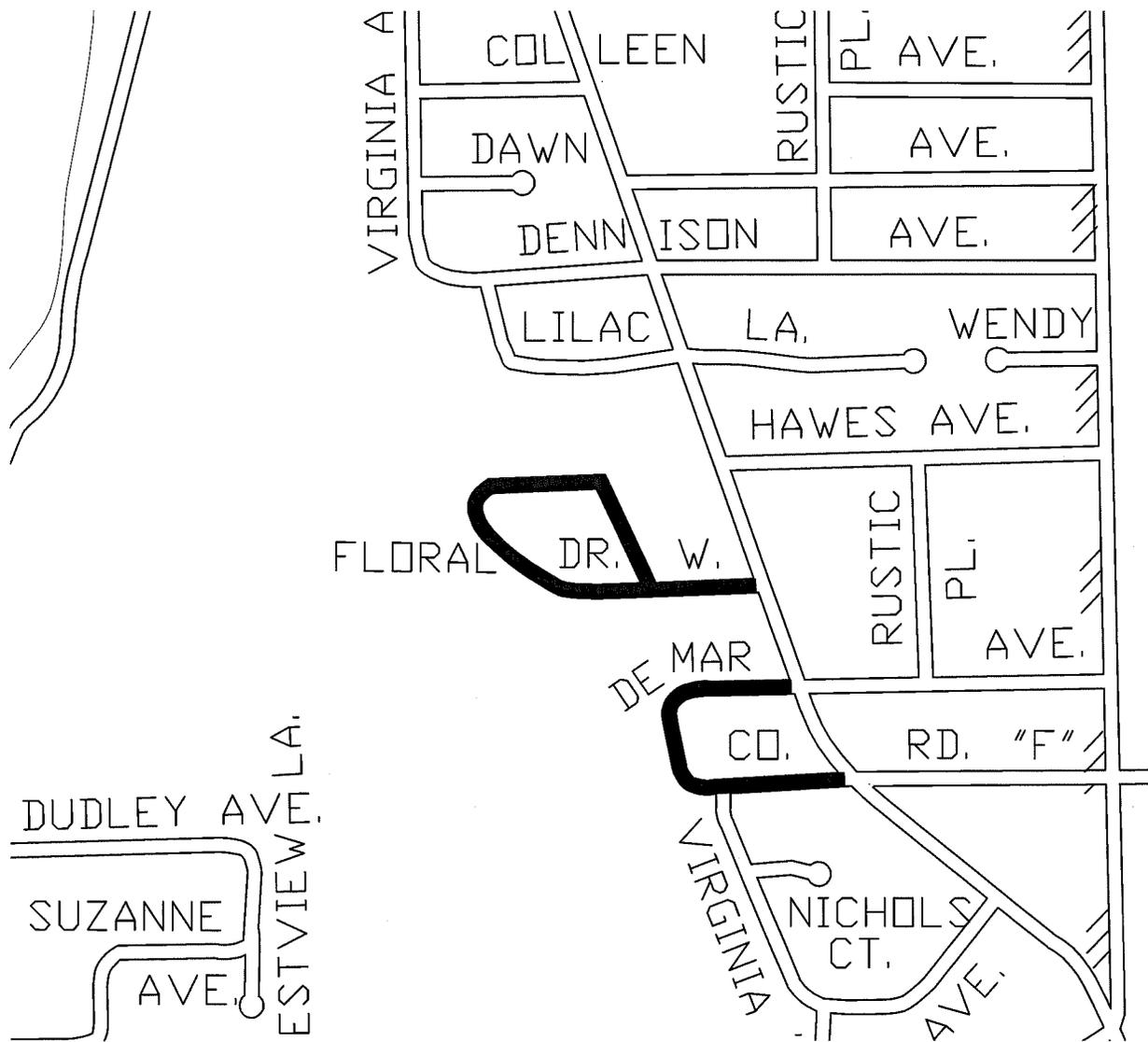
If the project is ordered to proceed, the proposed project schedule is as follows:

Council Approve Plans and Specifications	April 2, 2012
Bid Opening	May 10, 2012
Council Award Contract	May 21, 2012
Construction Start	June 2012
Construction Complete	October 2012
Assessment Hearing	October 2013

## Recommendation

It is recommended that the City Council hold the public hearing and adopt Resolution No. 12-18 directing the City Engineer to prepare plans and specifications and order the proposed improvements for the Floral, County Rd F, Demar Road Reconstruction, City Project 12-01.

CITY OF SHOREVIEW  
COUNTY RD F, DEMAR AVE. & FLORAL DR.  
RECONSTRUCTION  
CITY PROJECT NO. 12-01



LOCATION MAP  
DECEMBER 2011

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MARCH 19, 2012**

\* \* \* \* \*

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 March 19, 2012, at 7:00 p.m. The following members were present:

and the following members were absent :

Councilmember introduced the following resolution and moved its adoption.

RESOLUTION NO. 12-18  
AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS  
FOR THE  
FLORAL, COUNTY RD F, DEMAR  
ROAD RECONSTRUCTION  
CITY PROJECT 12-01

WHEREAS, a resolution adopted by the City Council of Shoreview on February 21, 2012, fixed a date for a Council Hearing on the proposed improvements of the Floral Drive and County Rd F, Demar Neighborhoods by reconstructing streets, replacement of watermain, repair of sanitary sewer, installing concrete curb & gutter and storm sewer; and

WHEREAS, the Council finds the proposed improvements necessary and cost effective; and

WHEREAS, ten days' mailed notice of the Hearings were given, and the hearing was held thereon on the 19<sup>th</sup> day of March 2012, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. That the improvements relating to the reconstruction of said streets, City Project 12-01, is hereby ordered; and that the City Engineer or his assigns is hereby designated as the Engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.



**PROPOSED MOTION**

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

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

To approve Resolution No. 12-15 reestablishing and revising city election precincts as necessitated by the legislative redistricting plan.

<b>ROLL CALL:</b>	<b>AYES</b> _____	<b>NAYS</b> _____
<b>HUFFMAN</b>	_____	_____
<b>QUIGLEY</b>	_____	_____
<b>WICKSTROM</b>	_____	_____
<b>WITHHART</b>	_____	_____
<b>MARTIN</b>	_____	_____

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: MARCH 7, 2012**

**SUBJECT: APPROVAL OF NEW PRECINCT PLAN**

The State of Minnesota has developed a legislative redistricting plan which impacts the City of Shoreview, and requires that certain precinct boundaries be changed to correspond to the new legislative districts being established. Minnesota Statutes 204B.14, Subdivision 3, requires each city to establish its precinct boundaries according to the legislative plan no later than April 3, 2012.

Staff has been working on redrawing precinct lines according to the 2010 census information. Previously, Shoreview was located in three Senate Districts and three House Districts. With the new redistricting plan, we are now located in only one Senate District and two House Districts.

Listed below are some of the factors that staff considered during this redistricting process:

- Comply with redistricting plan and laws governing the establishment of voting precincts.
- The City is restricted by the redistricting boundaries of two different legislative districts.
- The City is restricted by the boundaries of two different school districts.
- There are a limited number of available polling sites, especially in the northern part of the City.
- Polling places need to be either inside the precinct boundaries or no more than one mile outside the precinct boundaries.
- Not all potential or current polling place facilities can handle the same number of voters.

Under the new boundaries, all polling places would stay the same as follows:

Precinct 1- Emmet Williams School, 955 West County Road D  
Precinct 2 – St. Odilia Catholic Church, 3495 N. Victoria Street  
Precinct 3 – Shepherd of the Hills Lutheran Church, 3920 N. Victoria Street  
Precinct 4 – Shoreview City Hall, 4600 N. Victoria Street  
Precinct 5 – Shoreview Community Center, 4580 N. Victoria Street  
Precinct 6 – Incarnation Lutheran Church, 4880 Hodgson Road  
Precinct 7 – Turtle Lake School, 1141 West County Road I

Attached is a proposed map of the new precinct boundaries and a map showing the new legislative districts, in addition to a map of the old legislative districts and polling places. There are only two significant changes in the proposed map as outlined below:

- A portion of Precinct 3 south of County Road 96 and generally east of Hodgson Road has been moved to Legislative District 42A which required relocation to Precinct 4.
- A portion of Precinct 2 extended north of I-694 in the previous precinct map. Staff is suggesting that that portion of Precinct 2 be moved to Precinct 3 to create a more logical geographic barrier and better balance voter numbers between precincts.

The new precinct boundary map shows the number of residents over 18 years of age within each precinct. These numbers compare to the old precinct numbers as follows:

	Number of Registered Voters in 2010	Number of Residents Over 18 Years of Age
Precinct 1	1393	1528
Precinct 2	2493	2538
Precinct 3	2056	1629
Precinct 4	2661	3855
Precinct 5	2636	2631
Precinct 6	4219	4290
Precinct 7	2917	3217

### **RECOMMENDATION**

Staff recommends approval of Resolution No. 12-15 which reestablishes and revises city election precincts as necessitated by the legislative redistricting plan.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MARCH 19, 2012**

\* \* \* \* \*

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 March 19, 2012, at 7:00 p.m.

The following members were present:

And the following members were absent:

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

**RESOLUTION NO. 12-15**

**RESOLUTION REESTABLISHING AND REVISING CITY ELECTION PRECINCTS**

WHEREAS, the State has adopted a legislative redistricting plan; and

WHEREAS, the State legislative redistricting plan requires that all cities reestablish and revise their precinct boundaries according to the legislative plan by no later than April 3, 2012; and

WHEREAS, the City of Shoreview is affected by the legislative redistricting plan; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Shoreview, County of Ramsey, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places (see attached map) as follows:

- Precinct 1 – Emmet D. Williams School
- Precinct 2 – St. Odilia Catholic Church
- Precinct 3 – Shepherd of the Hills Church
- Precinct 4 – Shoreview City Hall
- Precinct 5 – Shoreview Community Center
- Precinct 6 – Incarnation Lutheran Church
- Precinct 7 – Turtle Lake School

BE IT FURTHER RESOLVED that this resolution and revised precinct map be submitted to the Secretary of State of Minnesota and the Ramsey County Auditor.

The motion of the adoption of the foregoing resolution 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 duly passed and adopted the 19<sup>th</sup> day of March, 2012.

STATE OF MINNESOTA)

COUNTY OF RAMSEY )

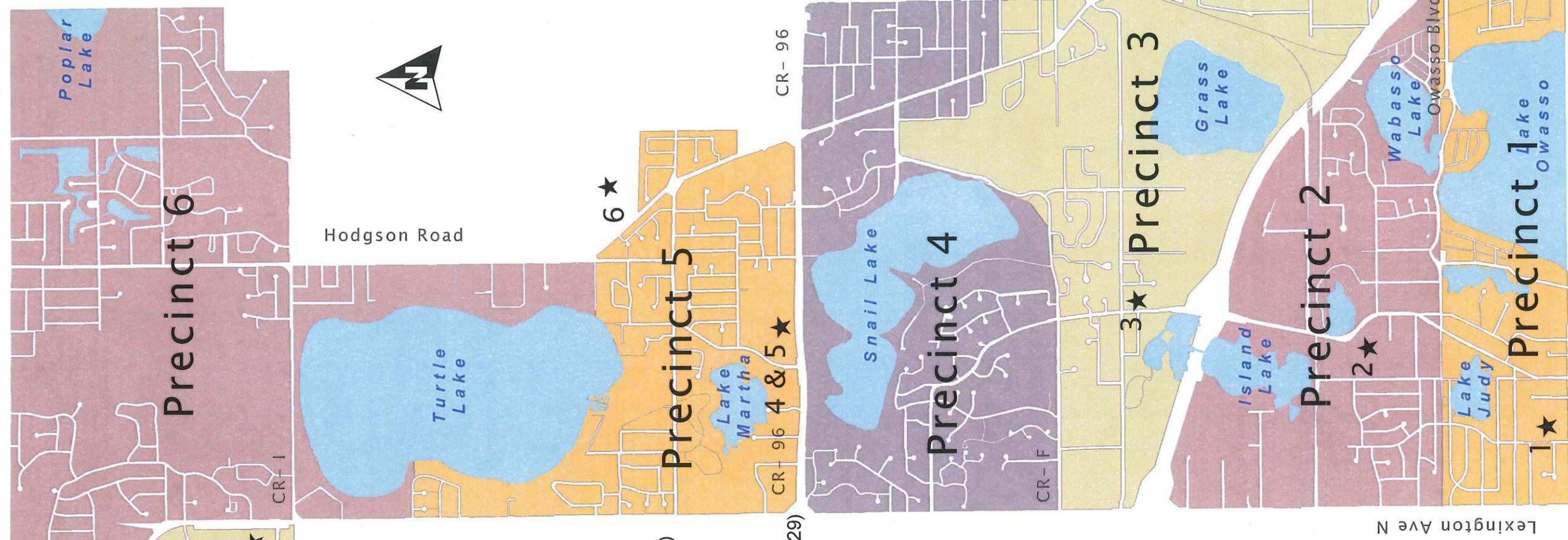
CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 19<sup>th</sup> day of March, 2012, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to reestablishing and revising city election precincts.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 20<sup>th</sup> day of March, 2012.

---

Terry C. Schwerm, City Manager



★ Polling Locations

Precinct 1. Emmet Williams Elementary School (Population: 1,528)  
955 County Road D W

Precinct 2. St. Odilia Catholic Church (Population: 2,538)  
3495 Victoria Street N

Precinct 3. Shepherd of the Hills Lutheran Church (Population: 1,629)  
3920 Victoria Street N

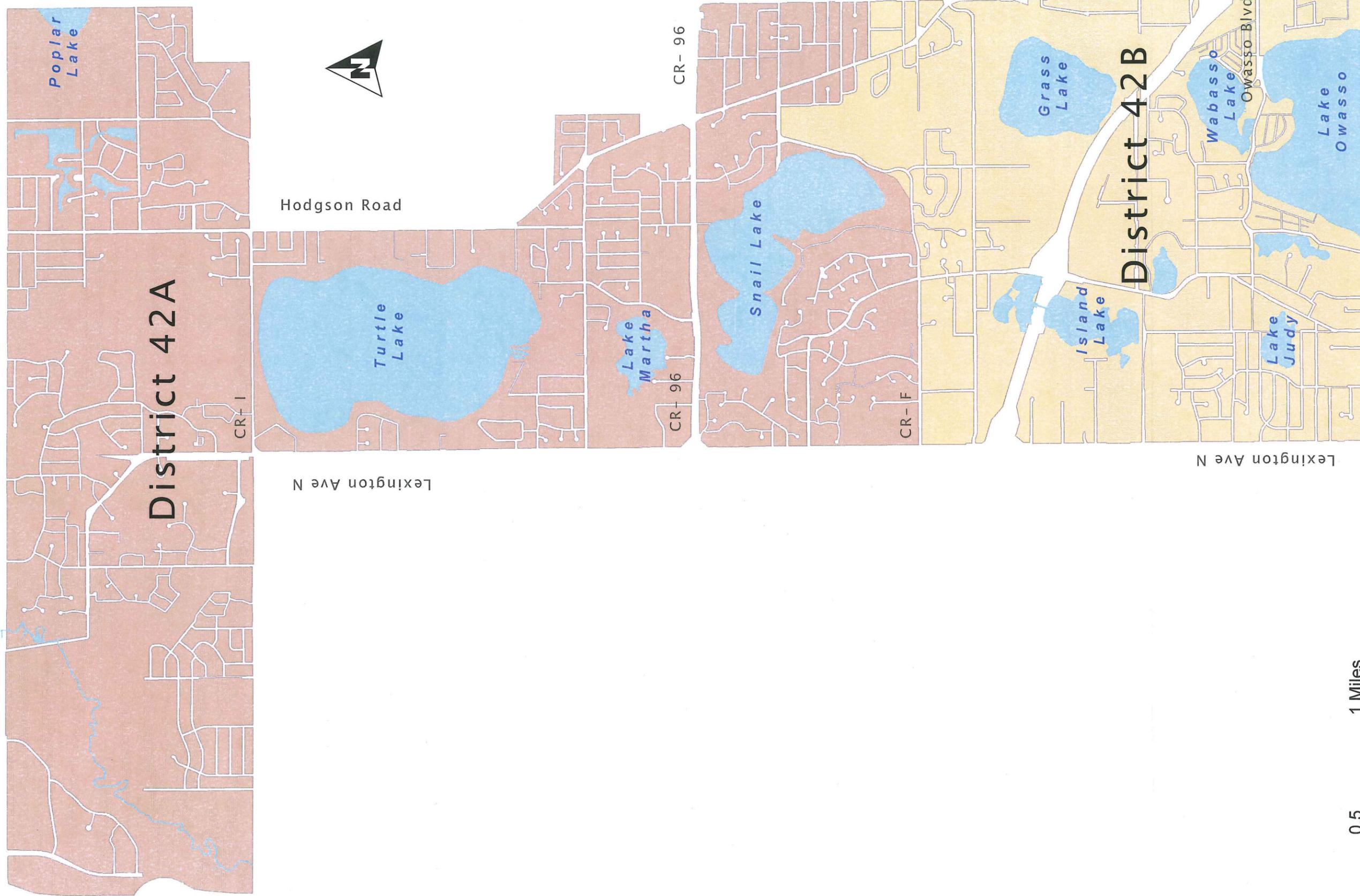
Precinct 4. Shoreview City Hall (Population: 3,855)  
4600 Victoria Street N

Precinct 5. Shoreview Community Center (Population: 2,631)  
4580 Victoria Street N

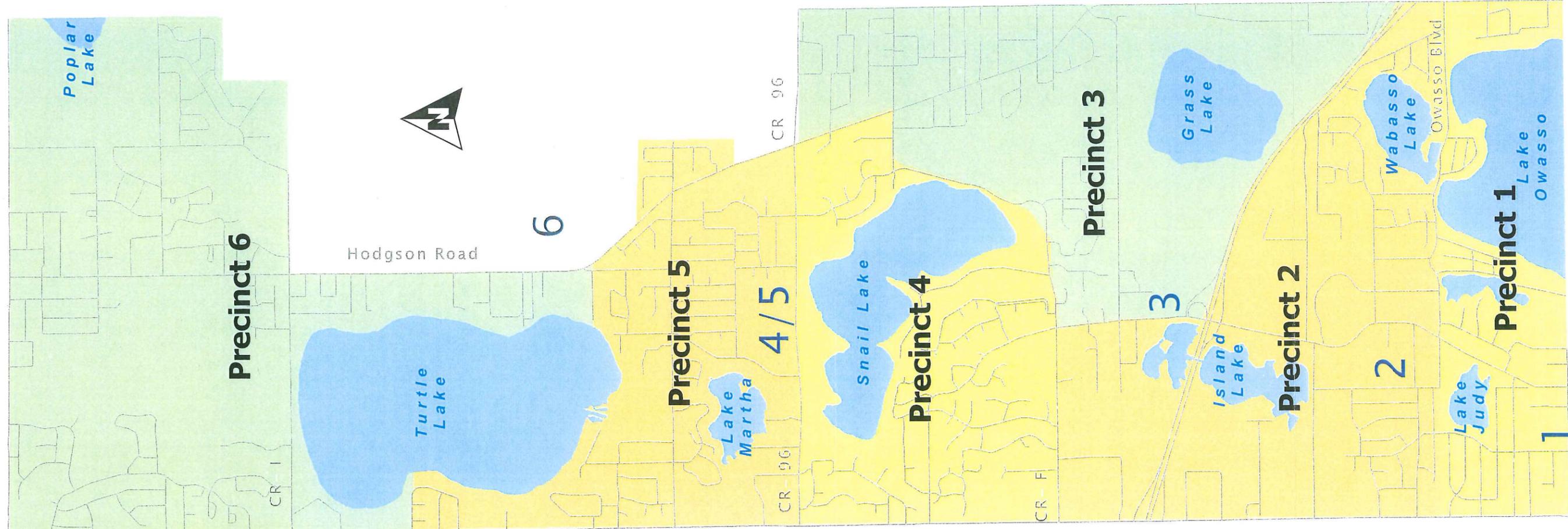
Precinct 6. Incarnation Lutheran Church (Population: 4,290)  
4880 Hodgson Road

Precinct 7. Turtle Lake Elementary School (Population: 3,217)  
1141 Lepak Court

Note: The population is 18 and over and is based on the Census 2010 Information.



# Legislative Districts



Lexington Ave N

**Polling Locations**

*Locations are shown in blue*

Precinct 1. Emmet Williams Elementary School

955 County Road D W

Precinct 2. St. Odilia Catholic Church

3495 Victoria Street N

Precinct 3. Shepherd of the Hills Lutheran Church

3920 Victoria Street N

Precinct 4. Shoreview City Hall

4600 Victoria Street N

Precinct 5. Shoreview Community Center

4580 Victoria Street N

Precinct 6. Incarnation Lutheran Church

4880 Hodgson Road

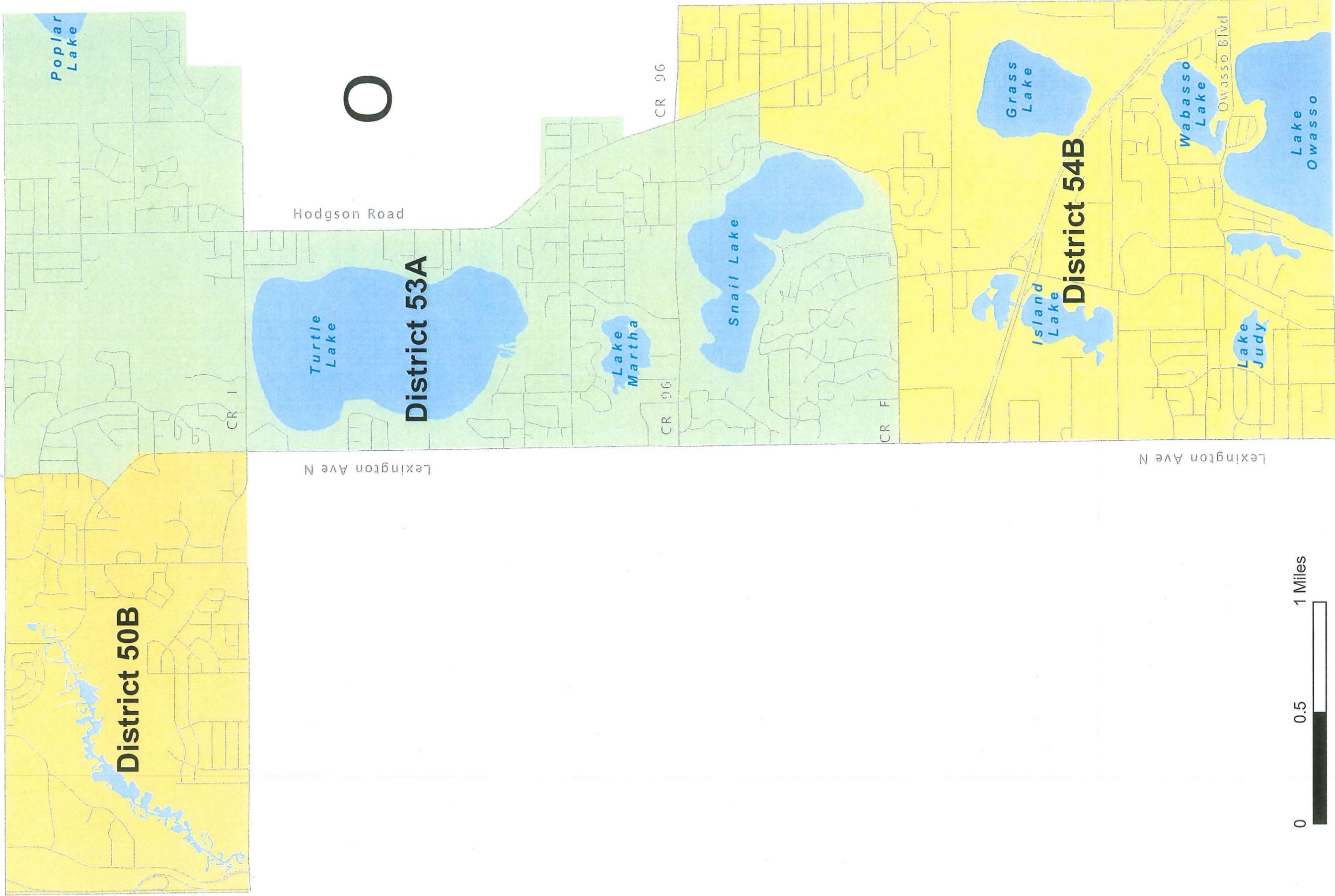
Precinct 7. Turtle Lake Elementary School

1141 Lepak Court

0 0.5 1 Miles



**Voting Precincts**



**District 50B**

**District 53A**

**District 54B**

0 0.5 1 Miles



**Legislative Districts**

PROPOSED MOTION

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

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

To adopt Ordinance No. 890, revising Chapter 200 of the Municipal Code, specifically Section 202, Definitions; 209, Environmental Standards; Section 210, Nuisances; Section 211, Property Maintenance and Ordinance No. 891, adding Section 612 to the Municipal Code, Coal Tar-based Sealant Requirements, and including the Ordinance Summary for publication.

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

HUFFMAN	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
MARCH 19, 2012

**TO:** Mayor, City Council, City Manager  
**FROM:** Jessica Schaum, Environmental Officer  
**DATE:** March 19th, 2012  
**SUBJECT:** Case File 2439-12-2, City of Shoreview, Text Amendment, Environmental Standards  
Ordinance No 890 – Chapter 200 Revisions  
Ordinance No 891 - Adding Coal Tar-Based Sealant Requirements

## **INTRODUCTION**

Several text amendments and one new Section are proposed to address both water quality issues and shade tree management in Chapter 200 of the City's Development Code and in Chapter 600, General Regulations.

Preliminary draft amendments were reviewed by the City Council at the January 23<sup>rd</sup> workshop, by the Planning Commission at a January 24<sup>th</sup> workshop, and the Environmental Quality Committee on January 30<sup>th</sup>. A Public Hearing was held at the February 28<sup>th</sup> Planning Commission meeting. Comments provided at the workshops and Public Hearing have been incorporated into the draft language presented here, and discussed below.

## **BACKGROUND**

### *Forestry*

Amendments to the Vegetation and Woodlands section of the City's Code are in response to the Emerald Ash Borer's (EAB) arrival and to update provisions of current text. The diseased tree program needs to expand and include the mitigation of EAB along with traditional forestry pests and diseases like Oak Wilt and Dutch Elm Disease which are currently in Code.

The proposed text amendments are to Chapter 209, Vegetation and Woodlands, and Chapter 210, Nuisances. These changes incorporate the EAB and other invasive species and forest pests into the City's diseased tree regulations. It also updates sections of the Code to be consistent with State law and rewrites the section regarding the transportation of diseased wood.

### *Water Quality*

As part of the Minnesota Pollution Control Agency's National Pollutant Discharge Elimination System (NPDES) requirements, the City must adopt an illicit discharge ordinance. Adopting this ordinance is currently listed in our Implementation Plan portion of the City's Surface Water Management Plan. The proposed text fulfills the NPDES requirement and establishes violations for any person illicitly discharging into the City's stormwater (MS4) system. Section 202, Definitions, 209.060 Stormwater Management, and Section 211, Nuisances are modified to address these requirements.

Staff is also recommending a Code amendment for soil stabilization or erosion control to tighten up the timeframe for when vegetation needs to be established. Current Development Code regulations allow 6 months to establish permanent vegetation. The proposed change is to reduce

that time to two weeks. This amendment will help prevent excess sediment from running off the disturbed land area into the City's stormwater system. The proposed regulations also establish a May 15<sup>th</sup> deadline for establishing permanent vegetation for development completed during the winter months. Section 209.040, Soil Slopes, Grading, and Erosion Sediment Control and Section 211.030, Grading and Drainage have been modified to reflect these changes.

To further protect water quality another proposed Code amendment includes adding a new section pertaining to coal tar-based sealant requirements. The City Council has expressed interest in banning coal tar-based sealants to prevent contamination and costly cleanup of stormwater ponds. Coal tar-based sealants are typically used to resurface asphalt driveways and parking lot areas. Scientific studies have identified a relationship between stormwater runoff and certain health and environmental concerns. Coal tar-based sealant flakes off with use and over time the chemicals are carried to waterways.

The proposed Code amendment creates Section 612, Coal tar-based sealant requirements under the City's General Regulations that would prohibit the use of coal tar-based sealants in Shoreview. Several other metropolitan area cities have also adopted this regulation. Most large home improvement stores no longer carry the coal tar-based sealant. Recently the company JetBlack announced a voluntary phase out of the product citing scientific data showing stormwater contamination concerns and costly pond cleanups at the expense of citizens.

### **COMMISSION/COMMITTEE REVIEWS**

The Planning Commission held a Public Hearing pertaining to Vegetation and Woodlands and Stormwater Management and discussed the proposed amendments in Chapter 200 at their February 28<sup>th</sup> meeting and recommended approval (6-0) to the City Council. No public comments were received. The Commission reviewed the definition of pollutant and the interchanging terms of illegal discharge and illicit connections throughout Section 202 and Section 209.060 pertaining to illicit discharge. The Environmental Quality Committee reviewed these amendments at their January 30<sup>th</sup> meeting and also recommend their approval. Staff has reviewed these and clarified terms where appropriate.

### **RECCOMENDATION**

Staff is recommending the Council approve Ordinance No. 890 amending regulations pertaining to Section 202, Definitions; 209, Environmental Standards; Section 210, Nuisances; Section 211, Property Maintenance; and Ordinance No. 891 adding Section 610, Coal Tar-based Sealant Requirements, and including the Ordinance Summary for publication. It should be noted that four affirmative votes are necessary to adopt the changes within the City's Development Code.

### **Attachments**

- 1) Motion
- 2) Ordinance 890
- 3) Ordinance 891

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**STATE OF MINNESOTA  
COUNTY OF RAMSEY  
CITY OF SHOREVIEW**

**ORDINANCE No. 890**

**AN ORDINANCE TO AMEND CHAPTER 200 OF THE MUNICIPAL CODE**

The Shoreview City Council ordains that Chapter 200, Development Code is hereby amended by revising Section 202, Definitions; 209, Environmental Standards; Section 210, Nuisances; and Section 211, Property Maintenance as follows:

**SHOREVIEW DEVELOPMENT CODE**

**202 Definitions.**

Hazardous Materials. Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Categories of hazardous waste include, but are not limited to, explosives, flammables, oxidizers, poisons, irritants, and corrosives.

Illegal Discharge. Any non-stormwater discharge to the storm drain system or the MS4.

Illicit Connections. Either of the following:

- (i) Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system or the MS4 including but not limited to sewage, process wastewater, wash water and any connections to the storm drain system or the MS4 from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency; or
- (ii) Any drain or conveyance connected from any land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Municipal Separate Storm Sewer System (MS4). The system of conveyances owned and operated by the City of Shoreview and designed or used for collecting or conveying stormwater, and that is not used for collecting or conveying sewage. The MS4 includes sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, stormponds, infiltration chambers and basins, rain gardens, storm drains, and all other stormsewer system infrastructure.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit. A permit issued by Minnesota Pollution Control Agency that authorizes the discharge of pollutants

~~Stricken text is deleted~~  
Underlined text is added

to public waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-stormwater Discharge. Any discharge to the storm drain system or MS4 that is not composed entirely of stormwater.

Pollutant. Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ammunition, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage; dissolved and particulate metals; feces and animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Storm Drainage System. Facilities owned by public agencies/entities other than the City of Shoreview, by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater. Any surface flow, runoff, or drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

Stormwater Management Plan. The best management practices and activities to be implemented by a property owner to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, the stormwater drainage system, the MS4, and/or receiving waters.

Wastewater. Any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

Watercourse. A ditch, stream, creek, swale, or other defined channel intended for the conveyance of water, runoff, groundwater discharge or similar hydraulic or hydrologic purpose.

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## 209.040 Soils, Slopes, Grading, and Erosion and Sediment Control

209.040(B)(6) ~~Minnesota Stormwater Manual is the most current version of the Minnesota Stormwater Manual, prepared by the Minnesota Pollution Control Agency (MPCA).~~  
The Urban Small Sites Manual is the most current version of the manual, prepared for the Metropolitan Council by Barr Engineering Company.

209.040(C)(2) That the principles of ~~Better Site Design and~~ Best Management Practices (BMPs), as presented ~~detailed~~ in the Urban Small Sites Manual, ~~Minnesota Stormwater Manual~~, are incorporated into the development and reflected in the Development contract to insure all soil reclamation provisions are strictly monitored and enforced by the City.

209.040(C)(4) That all temporary and permanent erosion and sediment control BMPs utilizes on the development site meet the objectives of the Urban Small Sites Manual ~~Minnesota Stormwater Manual~~ and have been incorporated into the development contract, and that slope stabilization is specifically addressed within the review process.

### 209.040 (E) Soil Stabilization.

(2) Erosion and Sediment Control Plan. The developer shall prepare an Erosion and Sediment Control Plan, which shall define the temporary and permanent BMP's that will be implemented and maintained on the development site to protect surrounding property, and surface waters from the consequences of soil erosion resulting from grading and site development. The City Manager shall review the Erosion and Sediment Control Plan for compliance with the BMPs specified in the Urban Small Sites Manual. ~~Minnesota Stormwater Manual.~~

(3) New Vegetation. For all development where land disturbance activity occurs, ~~natural vegetation is disturbed~~, the permanent new landscaped vegetation must be established within ~~6 months~~ fourteen (14) days after work is completed from the date of certificate of occupancy issuance, or upon completion of approved project. If development is completed during winter (November 15<sup>th</sup> to April 15<sup>th</sup>, permanent vegetation shall be established by May 15<sup>st</sup>. ~~unless an~~ An extension may be is granted by the City Manager for weather-related delays. The City Council may grant an extension if the delay is for any other reason. Temporary soil stabilization techniques or temporary vegetation shall be established and maintained on the site per the approved plan until work to establish the permanent vegetation commences.

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## 209 Vegetation & Woodlands

### 209.050 Vegetation & Woodlands.

(C) Shade Tree Management. ~~Tree Diseases~~

(1) Declaration of Policy and Intent.

(a) Policy. The City Council has determined that the health of ~~elm and oak~~ shade trees within the City is threatened by fatal tree diseases and Plant Pests such commonly known as Dutch Elm and Oak Wilt diseases, the Emerald Ash Borer, and other invasive species or forest pests. It has further determined that the loss of ~~elm and oak~~ shade trees growing upon public and private property would substantially depreciate the value of property within the City and impair the safety, good order, general welfare and convenience of the public. It is declared to be the intention of the City Council to control and prevent the spread of these diseases and other epidemic diseases or Plant Pests of shade trees, and this ordinance is enacted for that purpose.

(b) Intent. It is the intent of the City Council to implement a local pest control program, a shade tree disease control program, and to cooperate with the Commissioners of the Department of Natural Resources and Agriculture in accordance with pursuant to Minn. Stat. §§ 18G. 89.001, 89.01 and 89.51-.64 as amended. ~~Minnesota Statutes Section 18.021 through 18.022 as amended, and a shade tree disease control program pursuant to Minnesota Statutes Section 18.023 and the regulations of the Commissioner of Agriculture. The programs are directed specifically at the control and elimination of the Dutch elm disease fungus, elm bark beetles and the oak wilt fungus, and are undertaken at the recommendation of the Commissioner of Agriculture for the State of Minnesota. The City Manager shall act as coordinator between the Commissioners of Agriculture and Natural Resources and the City Council in the conduct of these programs.~~

(2) Inspection and Investigation.

(a) Annual Inspection. The City Manager shall inspect ~~all~~ public and private yards ~~places~~ which might harbor Plant Pests, as defined in Minnesota Statutes Section 18G.02 Subd. 24, as hereafter amended, as ~~often as practicable~~ to determine whether a public nuisance exists thereon. He/she shall investigate all reported incidents of infection or infestation by the Dutch Elm fungus, elm bark beetles, Oak Wilt fungus, Emerald Ash Borer, or any other epidemic plant diseases or Plant Pests of shade trees.

(b) Entry on Public and Private Yards Places. The City Manager may enter upon all public and private yards ~~places~~ at any reasonable time for the purpose of carrying out any of the duties assigned herein. The term "private yard" ~~place~~ means every place except the private home.

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means yard, as defined herein, and does not include the interior of any structure.

- (c) Diagnosis. The City Manager shall identify diseased trees in a manner consistent with Minnesota Department of Agriculture and Natural Resources guidelines, including but not limited to visual inspection, branch removal, bark shaving, and any other acceptable diagnosis methods. Laboratory confirmation by the Minnesota Departments of Agriculture or other relevant state agency will be used when it is deemed necessary by the City Manager. ~~The City Manager or his/her designee shall, upon finding conditions indicating Dutch Elm or Oak Wilt infestation, or other epidemic diseases of shade trees, immediately send appropriate specimens or samples to the Commissioner of Agriculture or to any qualified laboratory for analysis, or take such other steps for diagnosis as may be recommended by the Commissioner. Except as provided herein, no action to remove infected trees or wood shall be taken until there has been a positive diagnosis.~~

(3) Shade Tree Nuisance Declared: All trees, firewood, or stumps with or without bark intact that are infected or infested by a shade tree disease or Plant Pest on public or private yards.

~~(3) Transporting Elm Wood Prohibited. It is unlawful for any person to transport within the City any bark bearing elm or oak wood without having obtained a permit from the City Manager or his/her designee. The City Manager or his/her designee shall grant such permits only when the purposes of this code will be served thereby.~~

(4) Transporting Diseased Wood. Loads must be properly secured so that twigs, branches and other debris are not lost while in route.

(a) The transportation of diseased trees and firewood as defined under this chapter shall be confined in accordance with the rules, regulations, or quarantine area(s) defined or identified by the Minnesota Department of Agriculture and Natural Resources.

(b) Disposal of all ash wood shall be carried out in accordance with the City's adopted Emerald Ash Borer Management Plan.

(5)~~(4) Interference Prohibited. No person shall prevent, delay or interfere with the City Manager while they are engaged in the performance of duties set forth in this chapter.~~

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## 209.060 Storm Water Management

### 209.060(A) ~~Private Stormwater Management~~ Illicit Discharge Detection and Elimination

(1) **Purpose.** The purpose of this Section is to provide for the health, safety, and general welfare of the citizens of the City through the regulation of non-stormwater discharges to the storm drainage system, as required by federal and state law. This Section establishes regulations for controlling the introduction of pollutants into the Municipal Separate Storm Sewer System (MS4) in order to comply with requirements of the MS4 permit issued to the City of Shoreview by the Minnesota Pollution Control Agency (MPCA) under the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this Section are:

(a) To regulate the contribution of pollutants to the MS4 by stormwater discharges by any user.

(b) To prohibit illicit connections and discharges to the MS4.

(c) To establish legal authority to carry out all inspection, and enforcement procedures necessary to ensure compliance with this Section.

(2) **Compatibility with Other Regulations.** This Section is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this Section are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this Section imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

(3) **Ultimate Responsibility.** The standards set forth herein and promulgated pursuant to this Section are minimum standards; therefore this Section does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

#### (4) Discharge Prohibitions.

(a) Prohibition of illegal discharges. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the MS4 or storm drainage system any pollutants or waters containing any pollutants, other than stormwater. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

The following discharges are exempt from discharge prohibitions established by this Section:

(i) Water line flushing, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, individual

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- residential car washing, and street wash water, provided such exempt discharges flow over a vegetated area to allow filtering of pollutants, evaporation of chemicals, and infiltration of water consistent with the stormwater requirements of the City.
- (ii) Discharge of swimming pools subject to Section 205.080(6)(f), crawl spaces, sump pumps, footing drains, and other sources that may be determined to contain sediment or other forms of pollutants may not be discharged directly to a gutter or storm sewer
  - (iii) Discharges or flow from firefighting and other discharges specified by the City of Shoreview as being necessary to protect public health and safety.
  - (iv) Discharges associated with dye testing, however dye testing requires a notification to the City prior to the test.
  - (v) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Minnesota Pollution Control Agency (MPCA), provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations. Written approval of the City is required for any discharge to the storm drain system or MS4.

(b) Prohibition of illicit connections.

(i) The construction, use, maintenance or continued existence of illicit connections to the storm drain system or MS4 is prohibited.

(aa) This prohibition includes all illicit connections made prior to the adoption of this ordinance regardless of whether said connection was permissible under law or practices applicable or prevailing at the time of connection.

(bb) A person is in violation of Section 209.060 if the person connects a line conveying sewage to the storm drain system or the MS4, or allows such a connection to continue.

(ii) Existing illicit connections must be disconnected and redirected to an approved onsite wastewater management system or the sanitary sewer system, subject to permitting and approval by the City of Shoreview.

(iii) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon written notice from the City. Such notice shall specify a reasonable time period for locating to be completed. As-built locations shall be provided to the City.

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**(5) Right of Entry.** The City shall be permitted to enter and inspect private systems that connect to the MS4 or storm drainage system as may be necessary to determine compliance with this Section.

**(6) Violations.** In addition to the penalties established pursuant to Section 101.040 of the Municipal Code, illicit discharge may result in other penalties, including:

(a) Emergency cease and desist orders. When the City finds that any person has violated, or continues to violate, any provision of this Section, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the storm drain system, the MS4, or waters of the state which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City may issue an order to immediately cease and desist all such violations

(b) Suspension due to the detection of illicit discharge. Any person discharging to the MS4 in violation of this Section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. Such suspension may also be imposed if it is necessary to stop an actual or threatened discharge which presents imminent and substantial danger.

**(7) Remedies Not Exclusive.** The remedies listed in this Section are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies. The City may recover all attorneys' fees, court costs and other expenses associated with enforcement of this Section, including sampling and monitoring expenses.

209.060 (B) Private Stormwater Management.

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## **210 Nuisances**

210.010(B) Nuisance:

(20) Shade Tree Nuisances.

(a) Any living or standing tree(s) infected to any degree with a shade tree disease or Plant Pest.

(b) Any logs, branches, stumps, or other parts of any dead or dying tree so infected unless such parts have been fully burned or treated under the direction of the City Manager.

(c) Any standing dead trees or limbs on public or private property which may threaten human health or property.

(21) Illicit discharges or connections to the MS4 or storm drainage system.

(22) ~~(20)~~ Any other health or safety nuisance as declared by the City Council.

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**211.030(D) Grading and Drainage**

211.030(D) Vegetation shall be restored by sodding or seeding disturbed areas upon completion of grading or any yard maintenance resulting in the removal of vegetation in accordance with Section 209.040(E).

Effective Date. This ordinance shall become effective the day following its publication in the City's official newspaper.

Publication Date. Published on or after March 28th, 2012.

SEAL

Sandra C. Martin, Mayor

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**STATE OF MINNESOTA  
COUNTY OF RAMSEY  
CITY OF SHOREVIEW**

**ORDINANCE No. 891**

**AN ORDINANCE TO AMEND CHAPTER 600 OF THE MUNICIPAL CODE**

The Shoreview City Council ordains that Chapter 600, General Regulations is hereby amended by adding Section 612, Coal Tar-based Sealant Requirements as follows:

**SHOREVIEW DEVELOPMENT CODE**

**612 Coal Tar-based Sealant Requirements**

**612.010** **Purpose and Findings.** The City understands that lakes, rivers, streams and other bodies of water are natural assets which enhance the environmental, recreational, cultural and economic resources and contribute to the general health and welfare of the community. The use of coal tar-based sealers on asphalt driveways is a common practice. However, scientific studies on the use of coal tar-based driveway sealers have identified a possible a relationship between stormwater runoff and certain health and environmental concerns. Regulation of sealer products within the City is needed in order to protect, restore, and preserve the quality of its waters.

**612.020** **Definitions.** Except as may otherwise be provided or clearly implied by context, all terms used in this ordinance shall be given their commonly accepted definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

- (1) Asphalt-Based Sealer. A petroleum-based sealer material that is commonly used on driveways, parking lots, and other surfaces and which does not contain coal tar.
- (2) Coal Tar. A byproduct of the process used to refine coal.
- (3) Coal Tar-Based Sealer. A sealer material containing coal tar and which is commonly used on driveways, parking lots and other surfaces.
- (4) PAHs (Polycyclic Aromatic Hydrocarbons). A group of organic chemicals formed during the incomplete burning of coal, oil, gas, or other organic substances. Present in coal tar and believed harmful to humans and aquatic life.

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**612.030 Use of Coal Tar-based Sealer Prohibited.**

- (A) No person shall apply any coal tar-based sealer to any driveway, parking lot, or other surface within the City.
- (B) No person shall contract with any commercial sealer product applicator, residential or commercial developer, or any other person for the application of any coal tar-based sealer to any driveway, parking lot, or other surface within the City.
- (C) No commercial sealer product applicator, residential or commercial developer, or other similar individual or organization shall direct any employee, independent contractor, volunteer, or other person to apply any coal tar-based sealer to any driveway, parking lot, or other surface within the City.

**612.040 Exemption.** Upon the express written approval from both the City and the MPCA, a person conducting bona fide research on the effects of coal tar-based sealer products or PAHs on the environment shall be exempt from the prohibitions provided in this section.

**612.050 Asphalt-Based Sealcoat Products.** The provisions of this ordinance shall only apply to use of coal tar-based sealer in the City and shall not affect the use of asphalt-based sealer products within the City.

Effective Date. This ordinance shall become effective the day following its publication in the City's official newspaper.

Publication Date. Published on or after March 28th, 2012.

SEAL

Sandra C. Martin, Mayor

## AN ORDINANCE SUMMARY

On the 19th day of March, 2012 , the Shoreview City Council adopted Ordinance No. 890 and Ordinance No. 891; and, by at least four affirmative votes, pursuant to Minn. Stat. 412.191, Subd. 4, directed that a summary of the ordinance be published.

Shoreview Ordinance No. 890 amends regulations pertaining to Section 202, Definitions; 209, Environmental Standards; Section 210, Nuisances; Section 211, Property Maintenance; and Ordinance No. 891 adding Section 610, Coal Tar-based Sealant Requirements. These Ordinances are available for inspection by any person during regular business hours at the office of the City Manager at 4600 North Victoria Street, Shoreview, MN 55126. A copy of the Ordinance is also available on the City's website at [www.shoreviewmn.gov](http://www.shoreviewmn.gov)

Dated: March 19<sup>th</sup>, 2012

Terry Schwerm, City Manager

PROPOSED MOTION

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

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

To adopt the Shoreview Emerald Ash Borer Management Plan dated March, 2012.

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

HUFFMAN	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
MARCH 19, 2012

**TO:** Mayor, City Council, City Manager  
**FROM:** Jessica Schaum, Environmental Officer  
**DATE:** March 19th, 2012  
**SUBJECT:** Adoption of the Shoreview Emerald Ash Borer Management Plan

## **INTRODUCTION**

Staff has drafted an Emerald Ash Borer Management Plan to help the City mitigate the impact of the Emerald Ash Borer's (EAB) disruption to the urban forest in Shoreview. The proposed Plan incorporates a proactive approach to managing the impacts of EAB by utilizing education, treatment, tree removal and replanting strategies.

Preliminary draft text was reviewed by the City Council at the January 23<sup>rd</sup> workshop and the Environmental Quality Committee on January 30<sup>th</sup>. Comments provided have been incorporated into the draft language presented here, and discussed below.

## **BACKGROUND**

The Plan provides a background on EAB and why the insect is a problem and outlines the City's balanced approach to slowing down the destruction. This will be done by removing some declining ash trees on public property and identifying significant trees the City wishes to treat and maintain in public parks and high profile roadway corridors. When healthy, chemical injections into the trunk of the tree help ward off the insect, but must trees be re-treated every 3 years. Over time, chemical treatments of every publicly owned ash tree are not cost-effective.

The Plan allows residents to treat private or boulevard ash trees by a licensed tree contractor. The City is leaving the decision regarding recurring treatments or one time removal up to residents. Similar to other tree diseases policies under the City's diseased tree removal program, the City will not require removal of private ash trees unless they are positively identified with an EAB infestation.

The Plan also includes a reforestation component. Education and community outreach are critical pieces of the Plan to effectively mitigate this pest and include social media updates, newsletters, and public meetings as necessary. A list of relevant resources or publications for homeowners is included as an Appendix and will be included on the City's website.

## **RECOMMENDATION**

It is recommended that the City Council adopt the Shoreview Emerald Ash Borer Management Plan to guide and direct response to Emerald Ash Borer within the City for both public and private property.

Attachments:

- 1) Emerald Ash Borer Management Plan

# Shoreview Emerald Ash Borer Management Plan

## PURPOSE

By implementing the provisions of this management plan, the City is attempting to mitigate the disruption to its urban forest caused by the infestation of the Emerald Ash Borer (EAB). Taking a proactive approach to the potential infestation enables the City to address both public and private impacts in an efficient and effective manner.

The City will attempt to distribute costs associated with the EAB over a manageable time period, and lessen the economic and social impact that an extensive loss of ash trees would have on the quality of life in our community.

In establishing this management plan, the City considered the following factors:

- EAB was discovered in St. Paul and Falcon Heights in 2009, and Shoreview in summer of 2011.
- Being proactive will allow the City to have greater control over the situation and minimize and better manage the impact and costs of EAB.
- Removal of diseased or declining ash trees will help prevent the more rapid spread and impacts of EAB in the community.
- There are optional chemical treatments available for both public and private ash trees which may assist in controlling the EAB over time.
- Reforesting the City with native tree species will increase the diversity and sustainability of the forest.

## EMERALD ASH BORER BACKGROUND: THE PROBLEM

*Agrilus planipennis*, commonly known as an emerald ash borer (EAB) has a natural range of eastern Russia, northern China, Japan and Korea. In the past decade, the exotic beetle found its way to the United States.

The EAB is a bright green, metallic beetle with an elongated, slender body measuring 1/2 inch long. The adult beetles nibble on ash foliage, but cause little damage to leaves. Trees become infested when adult beetles lay eggs on the bark, which hatch into larvae that bore into the tree. The larvae tunnel in the phloem layer (between bark and wood) and disrupt the movement of water and nutrients, causing eventual death of the tree.

The EAB was first discovered in Michigan in July 2002. It is suspected that the EAB arrived on solid wood packing material shipped from its native Asia. Without any natural predators or controls in North America the insect has spread to 14 states and two Canadian provinces. Millions of ash trees have been killed with some cities reporting complete loss of all ash trees within 5 years of the EAB becoming established. There has been no stopping the devastation to the urban forest, though millions of dollars have been spent on prevention methods. The most current research shows that early sanitation efforts in Minnesota have helped slow the spread of EAB, but new infestation sites are being reported every growing season.

Emerald Ash Borer adults can fly at least half mile from the tree when they emerge. However, new infestations are most often created when people transport infested nursery ash trees, logs or

firewood into uninfested areas. Shipments of ash trees and transportation of firewood has been regulated by the state to reduce the spread of EAB. Ramsey County is designated as a quarantine area, and transportation of ash wood outside of the County is prohibited. The Minnesota Department of Agriculture is responsible for quarantine enforcement and penalties.

Signs of EAB include:

- Splitting bark and or small “D” shaped exit holes where beetles emerge.
- Serpentine “S” shaped larval galleries underneath the bark.
- The presence of EAB or larvae.

Symptoms of EAB infestation include:

- General thinning of canopy and increasing dieback of the ash tree.
- Increased woodpecker activity.
- Sprouting of new growth shoots from the base of the tree.

### **APPLICIABILITY**

This plan applies throughout the City on all public properties and public right of ways. Elements of the plan will also be applied to ash trees on private properties. The City will follow similar policies that have been used in dealing with the Dutch Elm and Oak Wilt diseases, with variations in removal requirements and timing. Municipal Code Section 209.050 Shade Tree Management details specific EAB sanitation requirements.

### **EDUCATION AND COMMUNITY OUTREACH**

Resident education and ongoing outreach communication are key components of managing the impact of the EAB, especially as more information becomes available. Continued coordinated public information dissemination to residents and the media will be administered through the City’s website, newsletters, and social media. Public meetings will be conducted as necessary. The City will maintain a list of resources for homeowners from relevant agencies; see Appendix A for current community resources.

As EAB activities occur in isolated neighborhoods, direct communication will be made by the City to advise residents on the current situation of their boulevard or privately owned trees and activity in their neighborhood.

Homeowners may treat their private trees, provided they use a licensed treatment contractor who adheres to the City’s standards to protect surface and ground water.

### **CURRENT EAB SITUATION**

The EAB was discovered within the City in the summer of 2011 in the Shamrock Park area. Analysis of the infestation showed that the EAB had been present for 3-4 years, which is consistent with the insect’s path of destruction. Symptoms are slow to appear and once EAB is actually found, it is estimated that it has already been present for 3-5 years. It is estimated that

more than 10 percent of Shoreview's urban forest is comprised of ash trees based on recent Minnesota Department of Natural Resources survey.<sup>1</sup>

## MITIGATION POLICIES

Although it is impossible to stop the spread of invasive species like the EAB, the City of Shoreview's EAB Management Plan is created to lessen the impact of the EAB on the City's landscape. The City's mitigation of EAB will be similar to its policy and intent of Dutch Elm and Oak Wilt diseases, which attempt to control and prevent the spread of these diseases.

In an effort to mitigate EAB, the City will take the following actions:

1. **Removal of EAB infested trees:** The City will update its diseased tree ordinance to require the removal of both public and private ash trees infested by the EAB to prevent the spread of the disease. Rules or requirements used for determining infestation will be per the Department of Agriculture or Department of Natural Resources guidelines. This ordinance will allow the City to enter private property for inspection, order the removal of diseased trees, and abate the nuisance upon non-compliance of property owners.
2. **Preemptive removal of declining ash trees:** The City will begin some preemptive removal of declining ash trees on public property, even when EAB has not yet been identified. These ash trees could be located within City parks or in boulevard areas. The reasons for this ash reduction include:
  - a. Removing declining trees before they are infested with EAB;
  - b. Allowing for reforestation with other species of trees; and
  - c. Spreading the cost of tree removal over a longer period of time.

These tree removals will generally be completed by City crews or contractors in late fall and winter months as time and work schedules permit. The most critical period for movement of confirmed EAB ash trees is June and July. This is the period when adult beetles emerge from trees, begin feeding on foliage, and move to more trees to lay their eggs. During this time it is best to leave these trees standing and not chance the spread of EAB by transporting beetle-infested wood to other areas.

3. **Chemical treatment option:** There are currently two methods of tree treatments being offered in the marketplace; drenching the soil with chemicals and injecting the chemical into the tree. The City strongly discourages the use of soil drench insecticides applied by the homeowner due to potential to pollute water and negatively impact wildlife.

The City maintains guidelines for treatment of ash trees to help control the onset of EAB and considers trunk injections a management tool to utilize on significant trees

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<sup>1</sup> Minnesota Department of Natural Resources 2010 Community Tree Survey. Survey of front yard and street trees in residential and commercial sampling areas. Ash trees represented 10.5% of the top ten tree genera for the City of Shoreview.

within public parks and along higher profile public right of ways, higher volume roads, and Municipal State Aid collector streets. Due to the high cost of reoccurring treatments and the long-term effects of chemical treatments on ash trees, water resources, and the environment, the City shall identify the best candidates for treatment.

The City will permit residents to use chemical treatments on either private ash trees or public ash trees in boulevard areas, given the following:

- a. Private contractors are to use **only** the approved trunk injection method.
  - b. The injection treatment application must be done by City licensed tree contractor that is bonded, insured, and state licensed to apply commercial tree chemicals.
  - c. The boulevard tree treatments need to be reported annually to the Environmental Officer for tracking.
4. **Reforestation:** In an effort to encourage reforestation of private properties, the City will reinstitute its annual tree sale program in 2013 that allows residents to purchase trees at wholesale prices. The program will offer a variety of tree species that are appropriate for this region, and the City will promote diversity in all public and private plantings.

The City will promote Ramsey County's Friends of the Parks annual tree sale, and identify resources for reforestation on public property as appropriate.

5. **Wood utilization:** The City will publicize the Minnesota Department of Agriculture's regulations for handling ash wood removal. Ramsey County is currently under a quarantine which prohibits the transportation of wood outside of the County. From September 15<sup>th</sup> to April 30<sup>th</sup> EAB-infested trees can be removed and transported only within the quarantine area, so long as they are promptly chipped to the required dimensions, less than 1"x1"x1".

Any storm damaged ash trees during the active growth spring and summer period must be chipped within the area before transportation to kill the EAB larvae. The City will identify marshalling yards for this work as necessary.

Non-infested EAB trees can be removed from September 15<sup>th</sup> to April 30<sup>th</sup> using the normal process of transporting un-chipped wood to the Ramsey County Yard Waste Site.

6. **Monitoring and Tracking:** The City will track the spread of EAB in Shoreview and surrounding communities in conjunction with the Department of Agriculture or Department of Natural Resources. The City will also monitor trees that have been treated as reported by private contractors. The City will conduct a tree inventory to identify replacement and reforestation needs in the future.

**SUMMARY**

EAB will have a significant impact on Shoreview's landscape. The City's plan is designed to inform the public of new infestations, treatment options, removal requirements, and to provide a comprehensive proactive approach to addressing the EAB infestation.

## ***Appendix A: Resources***

The following is a list of resources for residents to review to learn about Emerald Ash Borer symptoms, firewood requirements, and insecticide options. The City will update this list as more information becomes available.

[City of Shoreview Licensed Tree Contractors](#)

[Pest Alert-Emerald Ash Borer \(PDF\)](#)

[Do I Have EAB? \(PDF: 245 KB / 1 page\)](#)

[Ash Tree Identification \(PDF: 7.95 MB / 2 pages\)](#)

[Signs and Symptoms of EAB \(PDF\)](#)

[Map of EAB in USA \(PDF\)](#)

[Minnesota Department of Agriculture EAB Quarantine](#)

[Firewood Restrictions & Safe Handling Guidelines](#)

[Homeowner Guide to Insecticide Selection, Use and Environmental Protection](#)

[Ash Tree Waste Disposal Sites within Hennepin-Ramsey-Houston County](#)

Much of this information is available on the MN Department of Agriculture website:  
<http://www.mda.state.mn.us/plants/pestmanagement/eab/eabmanual.aspx>