

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
APRIL 15, 2013  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

--Recognition of Ron Young, Pioneer Press Peeps Diorama Contest Winner

**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. April 1, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes-
  - Environmental Quality Committee, March 25, 2013
  - Bikeways and Trails Committee, April 4, 2013
3. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation

4. Verified Claims
5. Purchases
6. License Applications
7. Acceptance of Gift from Shoreview 12x12 AA Group
8. Approval of Cleanup Day Agreement with City of Arden Hills

**PUBLIC HEARING**

9. Authorize Condemnation Action —Michael McGuire, 3339 Victoria Street

**GENERAL BUSINESS**

10. Consideration of a Sign Moratorium - Electronic Message Center Signs
11. Acceptance of Proposal with Decision Resources for Community Survey

**STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

**SPECIAL ORDER OF BUSINESS**

**ADJOURNMENT**

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

# *City of Shoreview Proclamation*



WHEREAS, the Pioneer Press newspaper conducts a Marshmallow Peeps Diorama Contest every year at Easter time; and

WHEREAS, the Marshmallow Peep has been filling children's Easter baskets for 60 years; and

WHEREAS, the Pioneer Press started conducting this contest in 2004 to fill some space in the Easter Sunday paper when only about 40 entries were received; and

WHEREAS, the contest has gained in popularity every year and the idea has spread to other newspapers around the country including such publications as the American Bar Association Journal; and

WHEREAS, 220 dioramas were received this year; and

WHEREAS, Ron Young, a Shoreview resident, won first place in this year's Peeps Diorama Contest.

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor Sandra C. Martin, on behalf of the Shoreview City Council and the entire City of Shoreview, wishes to congratulate Ron Young and hereby present this proclamation to him, the 2013 Pioneer Press Marshmallow Peeps Diorama Contest first place winner.



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*Honorable Sandra C. Martin  
Mayor, City of Shoreview*

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
April 1, 2013**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on April 1, 2013.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to approve the April 1, 2013 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

Recognition of Height Differential Lego Team

Mayor Martin read the following proclamation to recognize the Height Differential Lego Team who won the state competition in robotic design and will go on to compete nationally.

**WHEREAS**, the Height Differential Lego Team is made up of seven students from the Shoreview area – Grant Altenhofen, Akash D’Souza, Nick Riedel, Gracie Whiting, John Helgeson, Charlie Whiting and Katie Riedel; and

**WHEREAS**, the Height Differential Lego Team edged out fierce competition to earn first place in the regional tournament in November for robot design where this year’s theme was “Senior Solutions”; and

**WHEREAS**, the Height Differential Lego Team designed and built a robot made from Legos and then programmed it to perform various tasks using PC based software; and

**WHEREAS**, the Height Differential Lego Team moved on and took first place in the state tournament competing against 66 other teams; and

**WHEREAS**, the City Council congratulates and wishes good luck to the entire team as they travel to Carlsbad, California to compete nationally in May against other states, as well as Canada, Mexico and Puerto Rico.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Mayor Sandra C. Martin, on behalf of the Shoreview City Council and the entire City of Shoreview, hereby present this proclamation to the Height Differential Lego Team on this 1<sup>st</sup> day of April 2013 in recognition of their first place finish in the state tournament and advancement to the national tournament.

Katie Riedel, Team Member, explained that the purpose of the Lego Team is to encourage youth interest and participation in science and technology projects. Thirteen teams from Shoreview competed this year. The team is independent and receives no funding through the school district. The team has gained experience in engineering, product design, computers and marketing. The theme this year was Senior Solutions. A visual caller ID was invented to attach to land line phones for seniors suffering with dementia and Alzheimer's. The team is judged on robot design, programming and a research project. The Height Differential Lego Team is the only team representing Minnesota who will compete nationally in Carlsbad, California. Competition will be with teams from Canada, Mexico and even a team from Korea. Two short video documentaries were shown of team projects.

Katie introduced the team and coaches: Grant Altenhofen, Akash D'Souza, Nick Riedel, Gracie Whiting, John Helgeson, Charlie Whiting and Katie Riedel. Coaches are Terry and Jack Riedel, Christine Altenhofen and Ann Whiting.

Councilmember Quigley noted that the team has a link through the Wells Fargo website for donations to Height Differential for their trip to the national competition.

### **CITIZEN COMMENTS**

Ms. Cheryl Wason, Vice President, Shoreview Sister City Association, stated that the 11th Annual Dinner will feature Bill Dunno, former Presidential appointee for the Holocaust Museum in Washington, D.C. The dinner is April 13, 2013. The deadline for reservations is April 4, 2013. Reservations can be made online at [www.sesca.org](http://www.sesca.org).

Operation Giggle Rooster will be kicked off on April 10, 2013. This is a community campaign to send the rooster to Einhausen in August. There is also a trip planned for northern Germany. The deadline for reservations is April 15, 2013.

### **COUNCIL COMMENTS**

Mayor Martin:

The Shoreview Northern Lights Variety Band will hold its Spring Band Concert on Saturday, April 20, 2013, at Bethel Great Hall.

On Saturday, May 4, the Walk for Kids and K-9's will be sponsored by the Rotary Club with proceeds being used for youth scholarships and the Sheriff Department's K-9 program.

The Shoreview Human Rights Commission has chosen Lucy Chen as winner of this year's Essay Contest. Winners will be announced at the April 27th meeting.

Councilmember Johnson:

The City has begun flushing fire hydrants. Information is posted on the City website.

Spring Cleanup Day will be Saturday, May 18, 2013. The site for drop off will be at the Ramsey County Public Works facility on Hamline and Highway 96.

The Shoreview Human Rights Commission is seeking applicants for the Caring Youth program. The deadline for application is April 15, 2013.

Councilmember Wickstrom:

Beyond the Yellow Ribbon will hold its monthly Build a Burger on April 8, 2013, at the VFW in White Bear Lake from 5:00 to 8:00 p.m. The Steering Committee will meet at 4:00 p.m. Anyone interested is welcome to attend.

There are a couple of upcoming meetings regarding water issues. One will be April 4, 2013, "Our Water Our Future," 6:30 p.m., at Century College, East Campus, White Bear Lake. On April 17, 2013, the Environmental Quality Committee will host a presentation on "Where Does Our Water Come From."

The Green Community Awards is accepting applications. Applications are available on the City website and are due by May 24, 2013. This year, other categories will be included, such as energy conservation in the home.

The annual rain barrel and compost bin sale. They can be ordered online at [recycleminnesota.org](http://recycleminnesota.org). Pick them up on April 20, 2013, at Roseville City Hall.

Councilmember Withhart:

The Pioneer Press' Peep Diorama Contest winner this year is Shoreview's own Ron Young. Councilmember Withhart requested that a Certificate of Acknowledgement be presented.

### **CONSENT AGENDA**

Item No. 12 was pulled for separate discussion. Councilmember Wickstrom noted that the location is Carl Holmberg's former home and may be a historical site. She contacted Jacci Krebsbach of the Shoreview Historical Society who will take pictures and see if there is anything of historical significance that should be preserved.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Consent Agenda for April 1, 2013, and all relevant resolutions for item Nos. 1 through 12.

1. March 11, 2013 City Council Workshop Meeting Minutes
2. March 18, 2013 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
  - Human Rights Commission, January 23, 2013
  - Economic Development Commission, February 19, 2013
  - Human Rights Commission, March 13, 2013
  - Public Safety Committee, March 21, 2013
4. Verified Claims in the Amount of \$634,488.25
5. Purchases
6. License Applications
7. Approval of Final 2012 Inter-fund Transfers and Loans
8. Approve Plans and Specifications - County Road D & Cottage Place Reconstruction, CP 13-01A and 13-01B
9. Approve Plans and Specifications - Red Fox Road Improvements, CP 12-04
10. Approve Street Lighting Standard for County Road D
11. Conditional Use Permit - Jeff and Margaret Vest, 5385 Carlson Road
12. Minor Subdivision - Josh and Joanna Wing, 169 Bridge Street

**VOTE:** Ayes - 5

Nays - 0

### **PUBLIC HEARINGS**

There were none.

### **GENERAL BUSINESS**

#### **AWARD OF BID - BUCHER PARK RENOVATION PROJECT**

Presentation by City Manager Terry Schwerm

Bucher Park is located in north Shoreview, south of County Road J and Mackubin Street. Brauer & Associates (now WSB & Associates) has developed a Master Plan for this project. Neighborhood meetings were held with residents and athletic associations. Key elements of the Master Plan include:

- An updated playground
- New entryway, plaza and picnic shelter
- Trail modifications and extensions
- Landscaping improvements
- Drainage improvements for two baseball fields and three youth soccer fields
- Trail fitness stations

While the work is being done, the soccer fields will have to be closed. The baseball fields will remain open.

The City solicited bids with a base bid and five alternate bids. Eight bids were received with a price range of \$309,000 to \$480,000 on the base bid. The bids for all five alternates ranged from \$140,000 to \$281,000. The low bid of \$449,751, which includes the base bid and all five alternates was received from Odesa II, the contractor used for Sitzer Park. The Architect's Estimate for the project was \$527,000.

Staff is recommending the bid be awarded to Odesa II for the base bid and all five alternates in the amount of \$449,751. This is a competitive price at \$140,000 under the next low bidder, and lower than the Architect's estimate on the project.

Councilmember Johnson commended staff on the updated design for the park that includes handicap accessibility and easy drop off area for parents to leave and pick up children.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Johnson to adopt Resolution 13-37 awarding the bid for the Bucher Park Renovation Project to Odesa II in the amount of \$449,751.00, and that the Mayor and City Manager be authorized to enter into a contract for this work.

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

### **RESOLUTION SUPPORTING LEGISLATION AUTHORIZING ESTABLISHMENT OF MUNICIPAL STREET IMPROVEMENT DISTRICTS**

Presentation by Public Works Director Mark Maloney

The proposed legislation would allow cities to create municipal street improvement districts. The City Engineers Association and the Public Works Association of Minnesota have been trying to pass such legislation for seven consecutive legislative sessions.

Creation of municipal street districts would be an added funding mechanism that could be used for street repairs. There is broad support for the legislation, including the League of Minnesota Cities. If the legislation passes, staff would recommend using this authority initially for seal coating.

Councilmember Quigley asked how the levy structure would work for a municipal street district. Mr. Maloney explained that it would be similar to the surface water utility with all properties treated the same.

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Withhart to approve Resolution No. 13-35 supporting legislation authorizing the establishment of Municipal Street Improvement Districts.

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

**RESOLUTION SUPPORTING LEGISLATION PROTECTING WATER SUPPLIES AND LAKES IN THE NORTHEAST TWIN CITIES**

Presentation by Public Works Director Mark Maloney

The proposed State legislation would provide funding to the USGS to expand their study and funding for a feasibility study for augmentation solutions for the level of White Bear Lake. It has been requested that Shoreview support an amendment that would provide additional funding to study these issues at Turtle Lake. Staff has drafted a resolution for council consideration that would support bill revisions to include Turtle Lake.

Councilmember Quigley questioned whether it would be risky in terms of many lakes that need attention.

Mayor Martin responded that it is difficult to oppose obtaining more information. She is not convinced this is the best way to get information for Turtle Lake because the study will have \$1 million in funding, and Turtle Lake will be only a small part.

One option would be to not take formal action and remain neutral on this issue since it is not the primary legislative priority for the City.

Mr. Schwerm stated that additional funds would be added to include Turtle Lake. There have been discussions recognizing that the scope of the bill would be expanded and that additional funds would be necessary to include Turtle Lake.

Councilmember Withhart stated that information from this broad of a study could point to further specific studies to address the lake level at Turtle Lake. There are issues with home values. He supports the resolution.

Councilmember Wickstrom noted that the language in both bills uses "and other lakes in the northeast Twin Cities." This would mean that Turtle Lake is included. Her concern is that the study will not address long-term use of the aquifers. The study does not go far enough. If there are too many studies, there may be overlap. She would prefer to have one comprehensive study that looks at every aspect of water--water supply, drinking water, lake levels, etc. Many studies will cost more.

Mr. Schwerm stated that he believes there are additional requests to the legislature regarding water supply throughout the State. Locally, he believes these issues should be deferred to the Metropolitan Council. If Turtle Lake and additional funding are added to the legislation, specific factors relating to Turtle Lake will be studied.

Mr. Maloney stated that the City interacts with many agencies in regard to water. Water does not respect municipal boundaries so it is difficult to be clear about the actions of so many agencies.

Councilmember Quigley stated that tactically a resolution from the City is important to keep focus on the issue at the legislature. He supports the general motion but cannot support specifics.

Mr. Schwerm noted that one part of the study will be built on the Phase 1 study already done on White Bear Lake by the USGS. Turtle Lake was not included in that study, which may make it difficult to be part of the legislation now. The second part of the study involves looking at potential solutions to low lake levels.

Councilmember Wickstrom stated that the concern is water quality. The lake level can be brought up with Mississippi River water, but there is a concern about water quality. Also, residents are split on spending the amount of money that is needed to address the issue. She would support a resolution on a comprehensive study on ground water.

Councilmember Withhart suggested the resolution be tabled and a new resolution brought regarding a study on ground water rather than funding a number of piece meal projects.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to table Resolution No. 13-36 supporting revisions to HF 684/1329 and SF 108/497 relating to the protection of water supplies and lakes in the northeast Twin Cities.

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

### **RESOLUTION SUPPORTING A METROPOLITAN AREA DEDICATED TRANSIT SALES TAX**

Presentation by City Manager Terry Schwerm

The Regional Council of Mayors has discussed the importance of a metropolitan area sales tax to support transit. A good public transit system is critical to economic development and job creation in the region. No specific amount is stated in the resolution, as legislation has been changing.

Mayor Martin stated that she did sign a support letter with approximately 25 other mayors in the metropolitan area. This contributes to a stronger region, although Shoreview may not be a direct recipient of some of the benefits.

Councilmember Wickstrom stated that she has been working with a group of officials in Ramsey County to advocate for transit lines that make sense in Ramsey County. It is critical for cities to coalesce and advocate and be active on this issue in order to get a piece of the pie. It is critical to economic development.

Mayor Martin noted that transit takes cars off the road making commuting for those not able to use transit much easier.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to approve Resolution No. 13-34 supporting a metropolitan area dedicated transit sales tax.

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

**ADJOURNMENT**

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adjourn the meeting at 8:37 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_ 2013.

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Terry C. Schwerm  
City Manager

**Minutes**  
**ENVIRONMENTAL QUALITY COMMITTEE**  
**March 25th, 2013 7:00 PM**

**1. CALL TO ORDER**

The meeting was called to order at approximately 7:05pm.

**2. ROLL CALL**

Members present: Tim Pratt, John Suzukida, Lisa Shaffer-Schreiber, Katrina Edenfeld, Scott Halstead, Mike Prouty  
 Members absent: Len Ferrington, Susan Rengstorf, Dan Westerman  
 Staff present: Jessica Schaum

**3. APPROVAL OF AGENDA**

The agenda was approved with no changes.

**4. APPROVAL OF MEETING MINUTES – February 25th, 2013**

The February minutes were approved with no changes.

**5. BUSINESS**

**A. Work Plan/Goal Setting review**

- a. The Committee reviewed goals created in February, and prioritized the top 11 with the highest rankings. Members are tasked with sending Jessica 2-3 action items and timeframes for each goal below by April 5th, as well as future issues on the horizon (that may not appear on this list). Jessica will compile and sort into a schedule for the year.

<b>Goal Setting</b>		
As ranked by EQC March 2013		
Main Category	Rank	Specific Goals
Education	44	Continue Green Community Awards
Education	40	Continue Speaker Series
Education	33	Environmentally themed articles for ShoreViews and website
Water	33	Water quality of our lakes/waterways – how we impact
Education	30	Continue GreenStep City actions
Education	28	Continue Slice of Shoreview presence
Energy Efficiency/Green Building	27	Promote green buildings & work with Planning Commission to support
Recycling	23	Investigate composting/organics collection on a local county level
Water	22	Water conservation and water efficiency at home
Garbage	22	Organized collection of garbage - one hauler per district or whole City
Education	21	Increase web presence/content on the City website – online library of all ShoreViews articles
<b>Management items for work plan</b>		
Complete a report annually to the City Council recommending issues & opportunities		
Annual evaluation/critique of EQC's efforts and actions		

**b. May 13<sup>th</sup>- Joint workshop with the City Council**

All members should plan on attending to discuss goal setting, annual workplan, and to get a sense of the Council's planning cycles and priorities. Members will

give an outline of our work program and preview what is to come. Identifying upcoming issues the City should be aware of and possibly acting on will also be included in a future report to the Council.

Katrina volunteered to review all 2012-2013 EQC minutes and summarize the highlights for this meeting.

B. Finalize 2013 Green Community Award application

- a. The cover letter and application have been finalized and posted on the City's website. Please advertise and seek out nominations. Tim will call Len to get a sense of judging time commitments needed. John volunteered to judge any projects or properties with the Energy award.

C. 2013 Speaker Series

- a. The 3<sup>rd</sup> Wednesday of each month, January through April in the City Council Chambers at 7:00pm.
  - i. **Review: March 20: John Moriarty**
    1. Approximately 20 attended – Jessica reported several new tree sale order forms came in after this presentation. The presentation made the front page of the Shoreview Arden Hills Bulletin on Wednesday, March 20<sup>th</sup>!
  - ii. **April 17: Tony Runkel**, with the MN Geological Survey. What does drought mean for the underground sources of water that supply Shoreview & the Twin Cities with most of its potable water? Discover how water replenishes aquifers, how old the groundwater is, and how it moves through rock layers deep beneath the land surface. What are the most pressing issues for environmental management? Pick up handouts on reducing your water use – Jessica to find.

D. Newsletter Topics

- a. Large catalog, estimated delivery is mid-July. Article deadline June 1<sup>st</sup>.  
Brainstormed:
  - i. Cutting down on air conditioning use/costs – Katrina will find previous article
  - ii. Odd/even watering reminder
  - iii. Emerald ash borer update
  - iv. Blue Thumb promotion – plant selector tool, connection to growers, cost share projects
  - v. Water Sense – EPA water conservation program like EnergyStar is to appliances

E. Public Works Update

- a. Tree sale – Under 20 trees have been ordered at this time. It's possible residents aren't thinking about planting yet with the snow on the ground. Jessica will extend the deadline for 1 week.
- b. EAB spread – 11 more positive trees have been marked for removals before April 15<sup>th</sup>. Many more infested trees were found in Roseville.
- c. Hydrant flushing – Begins April 1st
- d. Construction season – Many road projects around Shoreview this year.
- e. Ramsey County Yard Waste sites – are opening April 15<sup>th</sup> for business.

F. Other

- a. City Council workshop meeting – May 13th
- b. Next regular meeting is April 22nd, 2013 (Earth Day!)

G. Adjournment

The Committee adjourned at approximately 8:40pm

# SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

## Meeting Minutes

April 4, 2013

### 1. CALL TO ORDER

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

### 2. ROLL CALL

Members Present: Craig Mullenbach, Craig Francisco, Jay Martin, Judd Zandstra, Mark Stange

Members Absent: Keith Severson

Guests: None

City Staff: Charlie Grill

### 3. APPROVAL OF AGENDA

The committee agreed and approved the updated agenda.

### 4. APPROVAL OF MEETING MINUTES

The minutes of the March 4, 2013 meeting were reviewed and approved by consensus of the Committee.

### 5. COMMITTEE DISCUSSION ITEMS

The meeting began with Charlie quickly reviewing the Public Works monthly report. The committee asked a few questions regarding the timing of the Red Fox Road project and the trail that is being replaced on County Road D.

The committee then discussed Gallery 96 Art Project Ideas. Craig Mullenbach and Gallery 96 want to have tiles painted by the community at the Slice of Shoreview. The tiles could then be put up around the city in a variety of different ways. Some ideas were a Labyrinth, in the tunnel wall near the community center, at the pavilion, along the trail at the community center or around the community center pond. Ideas were noted and Craig will be following up with city staff regarding the possibilities of some of the most popular ideas.

The committee reviewed the updates to the Tour de Trails brochure. A few changes were made but overall it was approved.

### 6. ADJOURNMENT

The meeting was adjourned at 7:45 PM.

# Memorandum

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

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

**Date:** April 12, 2013

**Re:** Monthly Report  
- Administration Department  
- Community Development Department

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## Development Project Updates

**Red Fox Road Retail.** The contractor for the developer of phase two of the Red Fox Retail Project, Venture Pass Partners, LLC, is making great progress on the new Trader Joe's specialty market to anchor the development. Major grading is complete and building framing and block work is well underway. The developer has also reached an agreement with TCF Bank for the joint commercial entry monument sign at the corner of Lexington Avenue and Red Fox Road. Besides Trader Joe's and TCF Bank locating on the sign, Super Target will also be identified. The developer intends to complete the building by June to then turn over the store to Trader Joe's to complete interior finishing work. Trader Joe's is expects to open around Labor Day.

**PaR Systems.** The City has issued an occupancy permit for the new 36,000 square foot facility by PaR Systems at their Shoreview campus. PaR Systems has been on a very aggressive construction schedule and they are now moving equipment into the new building. PaR Systems needs the additional manufacturing space to meet continued growth projections, including providing robotic cranes to assist with clean-up of the Fukushima nuclear power plant in Japan.

**TSI Incorporated.** TSI, Incorporated, located at 500 Cardigan Road, is also moving rapidly on their building expansion to their corporate headquarters and manufacturing facility in Shoreview. The building structure has been completed on the 58,000 square feet addition to their existing facility, and interior finishing work is underway. TSI has set a target date of completion by May.

**Lakeview Terrace Apartments.** The Midland Plaza retail center has been completely torn down in preparation for the redevelopment project for construction of the Lakeview Terrace apartments. City staff and the developer are now focusing on executing all of the agreements and contracts in order for the contractor to begin construction of the new upscale apartment building. City engineering staff is working with the developer in coordinating the public improvements associated with the project. Construction plans and building permit application has been submitted and currently being reviewed by the Building Official. A building permit will be issued once all of the development agreements have been executed. The goal is to have the Council authorize all agreements relating to the public improvements and award a bid to a contractor at the first meeting in May, after which time both the private and public construction could begin.

## **EDA and EDC Updates**

**Economic Development Authority.** The EDA has adopted their 2012 Annual Report, which will now be available to the general public via the City's website and distributed to other appropriate committees and commissions. The EDA has also finalized their 2013-2014 work plan for both housing and economic development actions, which was reviewed and accepted by the Council as a whole this week. The EDA work plan will be presented to the Economic Development Commission at their April meeting, along with economic development related goals and actions recently established by the City Council.

The EDA also adopted changes to the Shoreview Home Energy Improvement Loan program that expands the types of eligible improvements including plumbing and electrical code improvements, exterior painting and siding, and site improvements such as new driveways. The Council will act on these recommendations at their first meeting in May.

The EDA also reviewed a number of recommendations to modify some of the procedures and requirements for the rental licensing program. The goal is to make improvements to efficiency, effectiveness and customer service as the number of rental properties has more than doubled since the program began.

**Economic Development Commission.** The EDC has dedicated their last two meetings to strategic plan to develop a new work plan. The EDC has prepared a new mission and value statements to reflect the current role since the EDA was created several years ago. A major component of the updated EDC work plan focuses on continuing to implement the Business Retention and Expansion Program (BRE). The consensus of both the Council and EDC is to expand the personal business visits to the next level of emerging businesses which have potential for growth in the community. The EDC mission and value statement, and updated work plan will be presented to the City Council at an upcoming meeting.

## **Housing and Code Enforcement Activity**

**Rental Licensing.** To date, a new record of 543 General Dwelling Unit (single-family home, townhouse, condominium) licenses and all eight Multi-Family Dwelling Unit (apartment complexes) licenses (including Shoreview Senior Living) have been issued. Approximately 100 new Rental License applications were applied for in 2012.

The 2013 inspections have commenced, with a total of about 275 GDU units and 461 MFU units scheduled for inspection during 2013. So far, 446 MFU inspections have been conducted and the remaining 15 are scheduled at an apartment complex in May. Overall, MFU management was very prepared for our inspections and quickly followed up with repairs. The majority of the correction issues were related to cleanliness of individual units. The GDU inspections have commenced for this year, and are geographically scheduled by neighborhood and conducted every other week by the Housing and Code Enforcement Officer. So far 21 GDU rental homes have been inspected out of the 275 scheduled for this year.

**Code Enforcement.** There have been 12 new code enforcement cases opened in the past month. The table below summarizes the status of code enforcement activity:

Year	Total Cases	Cases Open	Cases Closed
2013	27	20	7
2012	162	34	128

Citations – Two citations were issued to a homeowner on the same day by the Ramsey County Sheriff Animal Control Officer. The citations were issued for failure to remove animal waste from their rear yard and failure to dispose of the waste in a sanitary manner. This homeowner is currently on probation for previous citations issued to them for barking dog violations.

Garbage/Clutter Houses – City and Lake Johanna Fire Department staff continue to follow-up with two homeowners who were previously notified of property maintenance, housing and fire code violations. These homeowners have been making progress at bringing their properties into further compliance with City Ordinances and Fire Code. Per our agreements with these homeowners, the City and Lake Johanna Fire Department have the authority to conduct follow-up inspections to ensure compliance to the City's ordinances and Fire Code. City staff is hosting a workshop meeting of area cities to discuss the growing issues associated with hoarding and garbage houses and share information on how these cases are handled.

**Miscellaneous**

- At the March 26<sup>th</sup> meeting of the Planning Commission, a number of items were tabled and continued to the April 23<sup>rd</sup> meeting. These applications included the preliminary plat and site and building plan review for the St. Odilia Church proposed prayer garden, columbarium and cemetery, two comprehensive sign plans and a text amendment for residential structure setbacks. Four other applications were received as well. Due to the number of applications received, a second Planning Commission meeting has been scheduled for April 30<sup>th</sup>.

The Planning Commission also recommended a moratorium pertaining to the installation of message center signs. This moratorium was discussed by the Council at their April workshop with the chairs of the Planning Commission and Economic Development Commission offering their perspectives. The Council supported a moratorium provided it is short in duration so the City doesn't impact businesses that may be considering message center signs.

- City staff continues to work with our vendor Vision Internet on the comprehensive upgrades to the City and Community Center websites. The project is being coordinated by Assistant to the City Manager Tessia Melvin. The new design has been established and the project now involves transferring current information to the new website by the vendor and departments adding and/or enhancing other content. The website will have a new design, enhanced features and tools for much easier navigation. There will be training in mid-May for staff and then a 30-day period for internal testing, with a target date to go live with the launch the new websites to the public is June 15<sup>th</sup>.
- Deputy Clerk Terri Hoffard is part of the Ramsey County Elections Task Force that is looking at new election equipment to be purchased before the 2014 election. She has attended demonstrations from 3 vendors who are in various stages of being certified in Minnesota - Hart, ES&S and Dominion. Requests for proposals will be prepared and sent to the vendors later this summer. Ramsey County has leftover HAVA funds that need to be used before the end of 2013 that will help pay for the purchase of this new equipment.

- A public hearing is scheduled for the City Council meeting on April 15<sup>th</sup> to consider eminent domain for a blighted property at 3339 Victoria Street. While staff continues to pursue a negotiated acquisition of the property, this public hearing is being scheduled so the City can move forward with acquisition in the event an agreement cannot be reached with the property owner.
- Attached is the monthly report on building permit activity from the Building Official through March, 2013. While we currently lag behind last year's valuation, it is expected to be another strong year in valuation once the building permit is issued for the Lakeview Terrace apartment project.
- Also attached is the monthly report from the Housing Resource Center (HRC) on the housing services provided to Shoreview residents through March, 2013.
- The Spring Shoreview Business Exchange is now planned for Thursday, June 6<sup>th</sup> from 5 to 7 p.m. at the Hilton Garden Inn.



**CITY OF SHOREVIEW  
BUILDING INSPECTOR MONTHLY REPORT  
COMPARISON OF YEAR 2013 WITH 2012**

	MARCH 2013		TO DATE 2013		MARCH 2012		TO DATE 2012	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$330,000	2	\$1,325,000	1	\$250,000	3	\$935,000
TOWNHOMES			0	\$0	0	\$0	0	\$0
ADDITIONS	1	\$21,000	5	\$234,000	2	\$17,000	21	\$503,925
GARAGES			0	\$0			0	\$0
MISCELLANEOUS	34	\$230,717	82	\$784,851	28	\$254,628	63	\$825,812
APARTMENTS			0	\$0	1	\$7,482,000	1	\$7,482,000
OFFICES			0	\$0			0	\$0
RETAIL			1	\$1,285,000			1	\$1,310,000
INDUSTRIAL/WAREHOUSE			0	\$0			0	\$0
PUBLIC BUILDINGS			0	\$0			0	\$0
COMMERCIAL ADDITIONS	1	\$305,000	2	\$385,000			0	\$0
COMMERCIAL ALTER	7	\$866,960	18	\$1,103,560	4	\$1,576,430	8	\$4,390,430
<b>TOTAL</b>	<b>44</b>	<b>\$1,753,677</b>	<b>110</b>	<b>\$5,117,411</b>	<b>36</b>	<b>\$9,580,058</b>	<b>97</b>	<b>\$15,447,167</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

TO: Terry Schwerm, City Manager  
FROM: Jeanne A. Haapala, Finance Director  
DATE: April 10, 2013  
RE: Monthly Finance Report



## UTILITY FUNDS OPERATING SUMMARY

During 2012 Shoreview utility funds made significant progress toward reversing the trend of utility losses and maintaining operating coverage. The narrative provided below and the table on the next page provides a summary of significant changes for each fund.

### All Utility Funds

- Interest earnings declined substantially due interest rates and market adjustments

### Water Fund

- The Water Fund experienced a net operating gain of \$897,772 before non-operating activity, and an overall net gain of \$520,225
- Gallons of water sold increased 14.5%
- Total Water Fund operating expense was 3% below budget
- Months of operating coverage at year end were 10.9 in comparison to the target of 10.4

### Sewer Fund

- The Sewer Fund experienced a net operating gain of \$357,257 before non-operating activity, and an overall net gain of \$132,248
- Customer billings for sewer increased .8% even though the rate remained the same (residential customers shifted between tiers based winter consumption and commercial gallons were higher than in 2011)
- Sewer Fund operating expense was 1% below budget
- Months of operating coverage at year end were 6.3 in comparison to the target of 6.7

### Surface Water Management Fund

- Surface Water experienced a net operating gain of \$216,308 before non-operating activity, and an overall net gain of \$36,813 before the value of contributed assets
- Surface water billings to customers rose 11% as a result of a 10% increase in surface water rates, and an increase in Snail Lake augmentation charges
- Total Surface Water Fund operating expense is 4.8% below budget
- Months of operating coverage at year end were 2.3 in comparison to the target of 2.6

### Street Lighting Fund

- Street Lighting experienced a net operating gain of \$180,491 before non-operating activity, and an overall net gain of \$168,005, which was necessary to cover \$179,169 in capital costs (because of low cash balances in the fund)
- Street light billings rose 25% as a result of an increase in street light rates
- Street Lighting Fund operating expense was 5.5% below budget
- Months of operating coverage at year end were 4.1 in comparison to the target of 4.5

More information about utility funds will be provided during development of the biennial budget and the Five-Year Operating Plan (during 2013).

<b>Utility Funds</b>					
<b>Operating Summary</b>					
	Water	Sewer	Surface Water	Street Lights	2012 Total
<b>Operating revenues</b>					
Customer billings	\$2,892,069	\$3,557,896	\$1,109,363	\$456,144	\$8,015,472
Water meter sales	11,399	-	-	-	11,399
Other	14,554	10,881	38,176	140	63,751
<b>Total operating revenues</b>	<b>2,918,022</b>	<b>3,568,777</b>	<b>1,147,539</b>	<b>456,284</b>	<b>8,090,622</b>
<b>Operating expenses</b>					
Sewage treatment (MCES)	-	1,699,069	-	-	1,699,069
Administrative charges	171,320	318,560	99,050	34,750	623,680
Personal services	633,905	563,491	273,650	16,284	1,487,330
Materials and supplies	75,921	22,780	20,862	721	120,284
Water meters	19,815	-	-	-	19,815
Contractual services	367,065	275,855	306,931	21,496	971,347
Utilities	123,022	7,297	5,713	161,578	297,610
Insurance	14,211	6,615	3,848	923	25,597
Depreciation	614,991	317,853	221,177	40,041	1,194,062
<b>Total operating expenses</b>	<b>2,020,250</b>	<b>3,211,520</b>	<b>931,231</b>	<b>275,793</b>	<b>6,438,794</b>
<b>Operating income (loss)</b>	<b>897,772</b>	<b>357,257</b>	<b>216,308</b>	<b>180,491</b>	<b>1,651,828</b>
<b>Nonoperating activity</b>					
Interest earnings	35,077	24,964	8,476	3,114	71,631
Loss on disposal of capital asset	(1,901)	-	-	-	(1,901)
Build American Bonds-fed credit	13,198	10,516	3,826	-	27,540
Interest and paying agent fees	(183,921)	(72,489)	(84,797)	-	(341,207)
Transfer to General Fund	(175,000)	(123,000)	(60,000)	(12,000)	(370,000)
Transfer to Central Garage Fund	(65,000)	(65,000)	(47,000)	(3,600)	(180,600)
<b>Total nonoperating activity</b>	<b>(377,547)</b>	<b>(225,009)</b>	<b>(179,495)</b>	<b>(12,486)</b>	<b>(794,537)</b>
<b>Net income or (loss) before contributed assets</b>	<b>\$ 520,225</b>	<b>\$ 132,248</b>	<b>\$ 36,813</b>	<b>\$168,005</b>	<b>\$ 857,291</b>
<b>Contributed capital assets</b>	<b>31,823</b>	<b>25,068</b>	<b>92,968</b>	<b>23,693</b>	<b>173,552</b>

## MONTHLY REPORT

Attached is the monthly report for March of 2013.

**General Fund**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	6,639,567		6,639,567		
Licenses & Permits	314,050	94,147	219,903	29.98	55.69
Intergovernmental	185,622	83,393	102,230	44.93	45.86
Charges for Services	1,284,970	115,863	1,169,107	9.02	11.84
Fines & Forfeits	62,500	5,350	57,150	8.56	15.97
Interest Earnings	45,000		45,000		
Miscellaneous	24,040	5,045	18,995	20.99	24.07
<b>TOTAL REVENUES</b>	<b>8,555,749</b>	<b>303,797</b>	<b>8,251,952</b>	<b>3.55</b>	<b>4.87</b>
<b>EXPENDITURES</b>					
General Government					
Administration	549,989	114,272	435,717	20.78	20.06
Communications	195,504	30,984	164,520	15.85	10.26
Council & commiss	146,343	71,413	74,930	48.80	49.22
Elections	3,300	90	3,210	2.72	
Finance/accounting	558,561	119,599	438,962	21.41	23.42
Human Resources	258,301	46,870	211,431	18.15	19.01
Information systems	327,064	108,039	219,025	33.03	31.31
Legal	95,000	14,734	80,266	15.51	16.15
<b>Total General Government</b>	<b>2,134,062</b>	<b>506,000</b>	<b>1,628,062</b>	<b>23.71</b>	<b>23.19</b>
Public Safety					
Emergency services	7,618	1,248	6,370	16.38	24.82
Fire	947,610	473,533	474,077	49.97	50.38
Police	1,927,465	372,633	1,554,832	19.33	19.79
<b>Total Public Safety</b>	<b>2,882,693</b>	<b>847,413</b>	<b>2,035,280</b>	<b>29.40</b>	<b>29.41</b>
Public Works					
Forestry/nursery	115,096	9,176	105,920	7.97	10.46
Pub Works Adm/Engin	453,274	91,924	361,350	20.28	20.30
Streets	791,653	132,165	659,488	16.69	16.52
Trail mgmt	115,797	15,029	100,768	12.98	11.49
<b>Total Public Works</b>	<b>1,475,820</b>	<b>248,294</b>	<b>1,227,526</b>	<b>16.82</b>	<b>16.93</b>
Parks and Recreation					
Municipal buildings	130,035	5,729	124,306	4.41	4.40
Park Maintenance	1,139,696	170,735	968,961	14.98	15.49
Park/Recreation Adm	341,562	72,556	269,006	21.24	21.58
<b>Total Parks and Recreation</b>	<b>1,611,293</b>	<b>249,020</b>	<b>1,362,273</b>	<b>15.45</b>	<b>15.93</b>
Community Develop					
Building Inspection	155,874	45,001	110,873	28.87	20.93
Planning/zoning adm	402,507	81,174	321,333	20.17	21.81
<b>Total Community Develop</b>	<b>558,381</b>	<b>126,175</b>	<b>432,206</b>	<b>22.60</b>	<b>21.56</b>

**General Fund**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,662,249	1,976,902	6,685,347	22.82	22.68
OTHER					
Transfers In	519,000	28,750	490,250	5.54	5.77
Transfers Out	-412,500	-57,999	-354,501	14.06	38.98
TOTAL OTHER	106,500	-29,249	135,749	-27.46	-160.22
Net change in fund equity		-1,702,354	2,411,356		
Fund equity, beginning		3,976,412			
Fund equity, ending		2,274,058			
Less invested in capital assets					
Net available fund equity		2,274,058			

**Recycling**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
REVENUES					
Intergovernmental	67,000		67,000		
Charges for Services	480,980		480,980		.02
TOTAL REVENUES	547,980		547,980		.02
EXPENDITURES					
Public Works					
Recycling	504,166	64,645	439,521	12.82	12.64
Total Public Works	504,166	64,645	439,521	12.82	12.64
TOTAL EXPENDITURES	504,166	64,645	439,521	12.82	12.64
Net change in fund equity	43,814	-64,645	108,459		
Fund equity, beginning		114,960			
Fund equity, ending		50,315			
Less invested in capital assets					
Net available fund equity		50,315			

**STD Self Insurance**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	1,936	5,564	25.81	25.17
Interest Earnings	600		600		
TOTAL REVENUES	8,100	1,936	6,164	23.90	23.31
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000		8,000		
Total Miscellaneous	8,000		8,000		
TOTAL EXPENDITURES	8,000		8,000		
Net change in fund equity	100	1,936	-1,836		
Fund equity, beginning		41,503			
Fund equity, ending		43,439			
Less invested in capital assets					
Net available fund equity		43,439			

**Community Center**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,323,755	674,743	1,649,012	29.04	27.46
Interest Earnings	9,000		9,000		
TOTAL REVENUES	2,332,755	674,743	1,658,012	28.92	27.37
EXPENDITURES					
Parks and Recreation					
Community center	2,561,724	518,093	2,043,631	20.22	21.24
Total Parks and Recreation	2,561,724	518,093	2,043,631	20.22	21.24
TOTAL EXPENDITURES	2,561,724	518,093	2,043,631	20.22	21.24
OTHER					
Transfers In	312,000	78,000	234,000	25.00	25.00
TOTAL OTHER	312,000	78,000	234,000	25.00	25.00
Net change in fund equity	83,031	234,650	-151,619		
Fund equity, beginning		828,287			
Fund equity, ending		1,062,937			
Less invested in capital assets					
Net available fund equity		1,062,937			

**Recreation Programs**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,400,926	327,222	1,073,704	23.36	22.95
Interest Earnings	4,800		4,800		
Miscellaneous		40	-40		
<b>TOTAL REVENUES</b>	<b>1,405,726</b>	<b>327,262</b>	<b>1,078,464</b>	<b>23.28</b>	<b>22.87</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	109,874	15,101	94,773	13.74	14.76
Aquatics	131,212	25,342	105,870	19.31	17.09
Community programs	100,183	27,520	72,663	27.47	21.67
Drop-in Child Care	68,196	14,891	53,305	21.84	22.09
Fitness Programs	201,306	44,686	156,620	22.20	25.17
Park/Recreation Adm	344,288	69,199	275,089	20.10	20.19
Preschool Programs	74,516	24,092	50,424	32.33	28.46
Summer Discovery	196,598	2,086	194,512	1.06	1.32
Youth/Teen	70,949	11,420	59,529	16.10	21.16
<b>Total Parks and Recreation</b>	<b>1,297,122</b>	<b>234,336</b>	<b>1,062,786</b>	<b>18.07</b>	<b>18.42</b>
<b>TOTAL EXPENDITURES</b>	<b>1,297,122</b>	<b>234,336</b>	<b>1,062,786</b>	<b>18.07</b>	<b>18.42</b>
<b>OTHER</b>					
Transfers In	70,000		70,000		
Transfers Out	-80,000	-20,001	-59,999	25.00	25.00
<b>TOTAL OTHER</b>	<b>-10,000</b>	<b>-20,001</b>	<b>10,001</b>	<b>200.01</b>	<b>187.50</b>
Net change in fund equity	98,604	72,925	145,677		
Fund equity, beginning		545,206			
Fund equity, ending		618,131			
Less invested in capital assets					
Net available fund equity		618,131			

**Cable Television**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	288,400		288,400		
Interest Earnings	1,800		1,800		
Miscellaneous	1,200	200	1,000	16.67	16.67
<b>TOTAL REVENUES</b>	<b>291,400</b>	<b>200</b>	<b>291,200</b>	<b>.07</b>	<b>.07</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	153,398	76,310	77,088	49.75	51.39
<b>Total General Government</b>	<b>153,398</b>	<b>76,310</b>	<b>77,088</b>	<b>49.75</b>	<b>51.39</b>
<b>TOTAL EXPENDITURES</b>	<b>153,398</b>	<b>76,310</b>	<b>77,088</b>	<b>49.75</b>	<b>51.39</b>
<b>OTHER</b>					
Transfers Out	-116,920	-28,750	-88,170	24.59	22.76
<b>TOTAL OTHER</b>	<b>-116,920</b>	<b>-28,750</b>	<b>-88,170</b>	<b>24.59</b>	<b>22.76</b>
Net change in fund equity	21,082	-104,860	302,282		
Fund equity, beginning		215,665			
Fund equity, ending		110,805			
Less invested in capital assets					
Net available fund equity		110,805			

**Econ Devel Auth/EDA**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	60,000		60,000		
TOTAL REVENUES	60,000		60,000		
EXPENDITURES					
Community Develop					
Econ Development-EDA	52,547	13,921	38,626	26.49	22.03
Total Community Develop	52,547	13,921	38,626	26.49	22.03
TOTAL EXPENDITURES	52,547	13,921	38,626	26.49	22.03
Net change in fund equity	7,453	-13,921	21,374		
Fund equity, beginning		185,524			
Fund equity, ending		171,603			
Less invested in capital assets					
Net available fund equity		171,603			

**HRA Programs of EDA**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	75,000		75,000		
TOTAL REVENUES	75,000		75,000		
EXPENDITURES					
Community Develop Housing Programs-HRA	69,807	6,715	63,092	9.62	14.24
Total Community Develop	69,807	6,715	63,092	9.62	14.24
TOTAL EXPENDITURES	69,807	6,715	63,092	9.62	14.24
Net change in fund equity	5,193	-6,715	11,908		
Fund equity, beginning		35,700			
Fund equity, ending		28,985			
Less invested in capital assets					
Net available fund equity		28,985			

**Liability Claims**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,400		2,400		
Miscellaneous	30,000	34	29,966	.11	2.78
TOTAL REVENUES	32,400	34	32,366	.11	2.51
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	694	31,306	2.17	10.91
Total Miscellaneous	32,000	694	31,306	2.17	10.91
TOTAL EXPENDITURES	32,000	694	31,306	2.17	10.91
Net change in fund equity	400	-660	1,060		
Fund equity, beginning		192,054			
Fund equity, ending		191,394			
Less invested in capital assets					
Net available fund equity		191,394			

**Slice SV Event**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	23,000	7,610	15,390	33.09	47.33
Miscellaneous	25,000	11,515	13,485	46.06	20.80
TOTAL REVENUES	48,000	19,125	28,875	39.84	33.22
EXPENDITURES					
General Government					
Slice of Shoreview	58,200	7,898	50,302	13.57	12.80
Total General Government	58,200	7,898	50,302	13.57	12.80
TOTAL EXPENDITURES	58,200	7,898	50,302	13.57	12.80
OTHER					
Transfers In	10,000		10,000		
TOTAL OTHER	10,000		10,000		
Net change in fund equity	-200	11,227	-11,427		
Fund equity, beginning		52,558			
Fund equity, ending		63,785			
Less invested in capital assets					
Net available fund equity		63,785			

**Water Fund**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	12,940	6,591	6,349	50.94	50.63
Utility Charges	2,584,000	450,664	2,133,336	17.44	18.08
Late fees		9,860	-9,860		
Water meters	3,000	2,730	270	90.99	91.10
Other prop charges	4,000	3,544	456	88.61	118.83
Interest Earnings	35,000		35,000		
<b>TOTAL REVENUES</b>	<b>2,638,940</b>	<b>473,390</b>	<b>2,165,550</b>	<b>17.94</b>	<b>18.33</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,569,417	228,379	1,341,038	14.55	14.46
<b>Total Proprietary</b>	<b>1,569,417</b>	<b>228,379</b>	<b>1,341,038</b>	<b>14.55</b>	<b>14.46</b>
<b>TOTAL EXPENDITURES</b>	<b>1,569,417</b>	<b>228,379</b>	<b>1,341,038</b>	<b>14.55</b>	<b>14.46</b>
<b>OTHER</b>					
Depreciation	-630,000	-157,500	-472,500	25.00	25.00
Transfers Out	-262,500		-262,500		
GO Revenue Bonds	-171,435	-96,998	-74,437	56.58	54.36
<b>TOTAL OTHER</b>	<b>-1,063,935</b>	<b>-254,498</b>	<b>-809,437</b>	<b>23.92</b>	<b>24.44</b>
Net change in fund equity	5,588	-9,487	1,633,950		
Fund equity, beginning		12,445,554			
Fund equity, ending		12,436,067			
Less invested in capital assets		9,427,325			
Net available fund equity		3,008,742			

**Sewer Fund**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	10,310	5,252	5,058	50.94	50.64
Charges for Services	200	170	30	85.23	47.30
Utility Charges	3,710,000	897,737	2,812,263	24.20	24.36
Late fees		12,756	-12,756		
Facility/area chgs	4,000	2,258	1,742	56.44	50.94
Other prop charges	2,500		2,500		132.00
Interest Earnings	25,000		25,000		
<b>TOTAL REVENUES</b>	<b>3,752,010</b>	<b>918,173</b>	<b>2,833,837</b>	<b>24.47</b>	<b>24.78</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,152,625	730,268	2,422,357	23.16	24.12
<b>Total Proprietary</b>	<b>3,152,625</b>	<b>730,268</b>	<b>2,422,357</b>	<b>23.16</b>	<b>24.12</b>
<b>TOTAL EXPENDITURES</b>	<b>3,152,625</b>	<b>730,268</b>	<b>2,422,357</b>	<b>23.16</b>	<b>24.12</b>
<b>OTHER</b>					
Depreciation	-310,000	-77,499	-232,501	25.00	25.00
Transfers Out	-196,500		-196,500		
GO Revenue Bonds	-68,884	-38,194	-30,690	55.45	52.18
<b>TOTAL OTHER</b>	<b>-575,384</b>	<b>-115,693</b>	<b>-459,691</b>	<b>20.11</b>	<b>20.15</b>
Net change in fund equity	24,001	72,213	871,170		
Fund equity, beginning		7,284,108			
Fund equity, ending		7,356,321			
Less invested in capital assets		4,725,848			
Net available fund equity		2,630,473			

**Surface Water Mgmt**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	3,750	1,905	1,845	50.81	50.63
Utility Charges	1,162,000	287,280	874,720	24.72	24.61
Late fees		3,445	-3,445		
Lake Impr Dist chgs	45,140	9,774	35,366	21.65	16.60
Other prop charges	5,000	1,400	3,600	28.00	25.60
Interest Earnings	8,000		8,000		
<b>TOTAL REVENUES</b>	<b>1,223,890</b>	<b>303,804</b>	<b>920,086</b>	<b>24.82</b>	<b>24.15</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	28,836	3,017	25,819	10.46	7.79
Surface Water Oper	685,590	74,007	611,583	10.79	10.19
<b>Total Proprietary</b>	<b>714,426</b>	<b>77,024</b>	<b>637,402</b>	<b>10.78</b>	<b>10.08</b>
<b>TOTAL EXPENDITURES</b>	<b>714,426</b>	<b>77,024</b>	<b>637,402</b>	<b>10.78</b>	<b>10.08</b>
<b>OTHER</b>					
Depreciation	-223,000	-55,749	-167,251	25.00	25.00
Transfers Out	-126,900		-126,900		
GO Revenue Bonds	-75,594	-45,501	-30,093	60.19	53.01
<b>TOTAL OTHER</b>	<b>-425,494</b>	<b>-101,250</b>	<b>-324,244</b>	<b>23.80</b>	<b>24.33</b>
Net change in fund equity	83,970	125,530	606,928		
Fund equity, beginning		7,384,772			
Fund equity, ending		7,510,302			
Less invested in capital assets		6,135,855			
Net available fund equity		1,374,447			

**Street Light Utility**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
<b>REVENUES</b>					
Utility Charges	474,000	116,582	357,418	24.60	24.57
Late fees		1,661	-1,661		
Interest Earnings	2,700		2,700		
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>477,200</b>	<b>118,243</b>	<b>358,957</b>	<b>24.78</b>	<b>24.73</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	268,571	34,781	233,790	12.95	12.77
<b>Total Proprietary</b>	<b>268,571</b>	<b>34,781</b>	<b>233,790</b>	<b>12.95</b>	<b>12.77</b>
<b>TOTAL EXPENDITURES</b>	<b>268,571</b>	<b>34,781</b>	<b>233,790</b>	<b>12.95</b>	<b>12.77</b>
<b>OTHER</b>					
Depreciation	-48,000	-12,000	-36,000	25.00	25.00
Transfers Out	-19,000		-19,000		
<b>TOTAL OTHER</b>	<b>-67,000</b>	<b>-12,000</b>	<b>-55,000</b>	<b>17.91</b>	<b>17.98</b>
Net change in fund equity	141,629	71,462	180,167		
Fund equity, beginning		749,937			
Fund equity, ending		821,399			
Less invested in capital assets		432,561			
Net available fund equity		388,838			

**Central Garage Fund**  
For Year 2013 Through The Month Of March

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	184,000		184,000		
Intergovernmental	86,530	43,161	43,369	49.88	35.93
Cent Garage chgs	1,153,020	2,091	1,150,929	.18	.07
Interest Earnings	10,000		10,000		
<b>TOTAL REVENUES</b>	<b>1,433,550</b>	<b>45,251</b>	<b>1,388,299</b>	<b>3.16</b>	<b>2.95</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	593,566	131,749	461,817	22.20	25.17
<b>Total Proprietary</b>	<b>593,566</b>	<b>131,749</b>	<b>461,817</b>	<b>22.20</b>	<b>25.17</b>
Capital Outlay					
Central Garage Oper		2,982	-2,982		
<b>Total Capital Outlay</b>		<b>2,982</b>	<b>-2,982</b>		
<b>TOTAL EXPENDITURES</b>	<b>593,566</b>	<b>134,731</b>	<b>458,835</b>	<b>22.70</b>	<b>25.17</b>
<b>OTHER</b>					
Sale of Asset	41,000		41,000		
Transfers In	200,900		200,900		
Depreciation	-696,000	-174,000	-522,000	25.00	25.00
GO CIP Bonds	-243,128	-123,316	-119,812	50.72	50.14
<b>TOTAL OTHER</b>	<b>-697,228</b>	<b>-297,316</b>	<b>-399,912</b>	<b>42.64</b>	<b>40.60</b>
Net change in fund equity	142,756	-386,796	1,813,176		
Fund equity, beginning		3,713,231			
Fund equity, ending		3,326,435			
Less invested in capital assets		3,228,575			
Net available fund equity		97,860			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 03-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<b>CERTIFICATE DEPOSIT</b>							
1,185	Morgan Stanley Smith Barney LLC	CD	273	10-03-12	07-03-13	249,000.00	.400000
1,186	Morgan Stanley Smith Barney LLC	CD	273	10-03-12	07-03-13	249,000.00	.350000
1,143	Morgan Stanley Smith Barney LLC	CD	549	02-24-12	08-26-13	121,000.00	.548000
1,146	Morgan Stanley Smith Barney LLC	CD	550	03-02-12	09-03-13	128,000.00	.550000
1,182	Dain Rauscher Investment Services	CD	365	09-19-12	09-19-13	248,000.00	.600000
1,145	Morgan Stanley Smith Barney LLC	CD	730	02-29-12	02-28-14	249,000.00	.550000
1,147	Morgan Stanley Smith Barney LLC	CD	730	03-07-12	03-07-14	249,000.00	.500000
1,148	Morgan Stanley Smith Barney LLC	CD	731	03-09-12	03-10-14	249,000.00	.650000
1,150	Morgan Stanley Smith Barney LLC	CD	730	03-28-12	03-28-14	249,000.00	.650000
1,187	Morgan Stanley Smith Barney LLC	CD	732	10-12-12	10-14-14	248,000.00	.900000
1,141	Morgan Stanley Smith Barney LLC	CD	1,097	02-08-12	02-09-15	150,000.00	1.000000
1,163	Dain Rauscher Investment Services	CD	1,095	07-09-12	07-09-15	248,000.00	1.000000
1,164	Dain Rauscher Investment Services	CD	1,097	07-11-12	07-13-15	248,000.00	1.150000
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,142	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.300000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,165	Dain Rauscher Investment Services	CD	1,462	07-17-12	07-18-16	248,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,161	Dain Rauscher Investment Services	CD	1,826	07-06-12	07-06-17	247,000.00	1.800000
1,162	Dain Rauscher Investment Services	CD	1,826	07-06-12	07-06-17	247,000.00	1.800000
1,169	Morgan Stanley Smith Barney LLC	CD	1,826	07-25-12	07-25-17	248,000.00	1.550000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400

Total Number Of Investments: 28

6,444,000.00

**FEDERAL HOME LN BK**

1,194	Morgan Stanley Smith Barney LLC	FH	2,848	03-12-13	12-28-2020	500,000.00	2.403000
1,159	Dain Rauscher Investment Services	FH	3,647	07-03-12	06-28-2022	600,000.00	2.789800
1,160	Dain Rauscher Investment Services	FH	3,647	07-03-12	06-28-2022	405,000.00	2.789800
1,166	Dain Rauscher Investment Services	FH	32,66	07-18-12	07-18-2022	600,000.00	2.998400
1,171	Morgan Stanley Smith Barney LLC	FH	3,652	07-26-12	07-26-2022	600,000.00	2.761000
1,184	Morgan Stanley Smith Barney LLC	FH	3,652	09-28-12	09-28-2022	500,000.00	2.273700
1,196	Morgan Stanley Smith Barney LLC	FH	3,652	03-27-13	03-27-2023	600,000.00	3.398100

Total Number Of Investments: 7

3,805,000.00

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 03-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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FEDERAL NATL MTG							
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1,151	Dain Rauscher Investment Services	FN	7,305	03-29-12	04-01-13	500,000.00	1.983700
1,176	Dain Rauscher Investment Services	FN	2,078	08-08-12	04-17-18	804,278.48	2.283500
1,152	Dain Rauscher Investment Services	FN	5,478	04-12-12	04-12-2027	1,000,000.00	4.231000
1,158	Dain Rauscher Investment Services	FN	5,478	06-28-12	06-28-2027	600,000.00	3.664700
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,173	Dain Rauscher Investment Services	FN	5,478	07-30-12	07-30-2027	600,000.00	3.498100
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 9						6,186,625.48	
<hr/>							
FED HM MORTG POOL							
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1,175	Dain Rauscher Investment Services	HP	2,549	08-07-12	07-31-19	513,457.55	3.007100
1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
1,127	Dain Rauscher Investment Services	HP	3,653	07-29-11	07-29-2021	500,000.00	3.996700
Total Number Of Investments: 4						1,973,457.55	
<hr/>							
TAXABLE MUNCPL BONDS							
<hr/>							
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.962000
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.395000
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.745000
Total Number Of Investments: 6						1,985,080.20	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 03-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield	
		Sub-Total Of Investments:					20,394,163.23	
		2013B Refunding Escrow					13,734.80	
		2013B Refunding Escrow					2,989,539.87	
		4M Municipal Money Mkt Fund					5,046,105.24	
		2011 COP Debt Service Reserve					9,841.95	
		GMHC Savings Acct USBank					45,161.46	
		4M Fund - Hockey Escrow					2,648.37	
		Western Asset Govt MM Fund					674,304.99	
		GRAND TOTAL OF CASH & INVESTMENTS:					29,175,499.91	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: APRIL 11, 2013  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **ADMINISTRATIVE ACTIVITIES**

**Legislative Topics** - The department is closely monitoring the progress of two transportation bills through the State Legislature this session. The first bill (HF 222/SF 61) provides for funding for the design and environmental permitting costs associated with the replacement of the Rice Street/I-694 Interchange. This project, when eventually funded by the State, will have a dramatic impact on traffic patterns and the timing of other improvements in Shoreview. This bill is currently waiting to be heard in the House Transportation Finance Committee. In addition, HF 745/SF 607 concerning Authority for Street Improvement Districts is a case of interest to cities. If passed into law, this would give cities the authority to create a funding mechanism that reduces the dependence on the general tax levy for street maintenance and rehabilitation needs. This bill has been laid over for possible inclusion in House and Senate Omnibus bills.

**Traffic Readings** - Monitoring traffic volumes and speeds is a helpful tool to understanding our local roadways. The Public Works Department uses a traffic data collector (Metro Count) to obtain different information about local traffic. This device consists of a data box and two air hoses that are pulled across the road surface. The air pressure from a passing vehicle is sent to the data box and translated into a date and time as well as vehicle speed and class. This device is set out for one week to ensure we have accurate information for each day. This information helps us understand the 24 hour traffic in select areas and gives us accurate data to assist with resident's questions or concerns regarding traffic control in their area.

Shoreview has always tracked traffic volumes on collector streets, however, in 2012, we began the process of tracking traffic volumes and speed readings on residential roads, particularly ones that act as key access points to collector streets. After review, 103 locations were identified as points of interest, which created a plan covering nearly every street in the City. We originally estimated that we would be able to take approximately 25 different, week-long traffic readings each year and thus created a four year cycle for reading the entire city. However, because of the early spring last year (no such luck in 2013), we were able to begin early and complete twice that amount by reading 50 different locations. The process began on the north side of the City and is working south.

During 2012, this system helped us identify several areas in the city that were experiencing significant speeding issues. This information was forwarded on to Ramsey County Sheriff's office and was used to create target locations for speed enforcement. Traffic monitoring will resume in the coming weeks once street sweeping operations have been completed.

## **Environmental Services –**

The next Environmental Quality Committee speaker series, on April 17th, will feature Tony Runkel's (MN Geological Survey) presentation, "Where does our groundwater come from?". The Committee expects a larger than average turnout with the timeliness of this topic and recent media attention to aquifers and the drought.

The EQC's expanded Green Community Awards application is now available with nominations due by May 24<sup>th</sup>. The program's goal is to inform, motivate, and educate residents by highlighting conservation practices that display innovation, conservation leadership, and activities that can be expanded to a larger number of Shoreview households or businesses.

The EQC also conducted a goal setting exercise in February to develop their annual work program and will be reviewing this work program with the council at an upcoming workshop meeting May 13th.

The majority of infested Emerald Ash Borer trees marked for removal have been taken down in accordance with the MN Department of Agriculture's quarantine guidelines. Three of the positive trees were within the City's right of way. City crews removed 2 trees and the City's contractor removed the third due to some overhead power lines through the tree. Staff is monitoring the remaining private property removals to ensure compliance. These trees must be removed by May 1st to prevent the beetles from emerging and entering new trees.

The City's tree sale is now closed – just over 50 trees were purchased by residents. While this is a relatively low number, staff expects that the popularity of this program will increase in the future given the impact of tree loss from EAB is expected to increase significantly in the next few years. Trees will be delivered in mid-May for residents to plant. Trees were also ordered for replanting in the boulevard area from the Hawes and Demar Ave road reconstruction project, and these trees will be planted by City crews. Staff is exploring the possibility of utilizing forestry volunteers in 2013 for help with a tree inventory and insect/disease diagnosis.

## **MAINTENANCE ACTIVITIES**

Public works crews worked together through two full crew plowing events. The latest event occurred in the past few days, shortly after plowtrucks and equipment had been cleaned and crews had begun removing snow equipment. Equipment was put back together and prepared for another snow event. Trails and sidewalks were also cleared after these snowfall events. Our trucks and equipment are always cleaned, inspected and repaired as necessary before and after each event. Crews also worked together on two water main break repairs. Eric Rydeen, Dave Thury and Ron Westlund attended a one day paving seminar. Dan Schrier and Lynn Joslin attended the three day Metro AWWA water operator's school.

Street crews have been cleaning the shop, equipment and the back yard. Scrap metal piles were hauled out for recycling. Routine sign maintenance repairs and replacements continues. They put up the spring banners on the lights throughout the Commons area, although, given the weather it may have been wishful thinking. Crews have been removing dead or diseased trees and trees infected with EAB as

necessary. Crews have begun Spring street sweeping. Both sweepers are out sweeping as the weather allows. Crews have also been out sweeping trails.

Daily inspections and routine maintenance of all wells and lift stations, the booster station and water towers is on-going and will continue. Utility crews have been responding to location requests by finding and marking City utilities within proposed excavation area. The construction season is ramping up and location requests coincide with spring and summer projects. Utility crews have begun the spring hydrant flushing to clean the water system.

**Department of Corrections Crew** – The DOC crew is back with a new crew leader. Since returning the crew has focused on cleaning the building and garage area. They have been picking up trash and cleaning the medians along highway 96. DOC crews also perform hand snow removal work around the maintenance center and completed the hand work along trails, boardwalks and bus stops.

## **PROJECT UPDATES**

### **Owasso Street Re-alignment, Project 09-12**

Bids were opened last week for the planned public roadway and utility improvements. It is anticipated that staff will be bringing a recommendation for contract award to the City Council at their May 6, 2013 meeting. In addition, a number of easement and construction agreements will be presented that meeting.

Staff continues to work with the developer and their contractor on the construction start date for the building.

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

Essentially all work has been completed in the Demar Avenue and County Road F neighborhood. The restoration work has been completed on all yards and sod has been placed. The asphalt wear course, mailboxes, and street lights have been installed and the street lights have been energized.

The wear course was paved on Floral Drive, mailboxes installed and the top soil has been placed and covered with mulch. The contractor is working on the punch list items. The sod work is scheduled later this spring.

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

The preconstruction meeting for the project was held and the contractor is planning to start the project in mid-May and complete the project by late June/early July. Staff has provided an update of the project schedule to the Weston Woods townhome association.

### **Red Fox Road Reconstruction, Project 12-04**

The plans and specifications for the project were approved at the April 1 Council meeting and the bid date was set for May 2. It is expected the bid results will be presented to the Council at the May 6

meeting. Staff continues to work with Target to complete the transfer of ownership of the existing storm pond to the City.

### **County Road D and Cottage Place Reconstruction, Project 13-01**

The plans were approved by state aid and the plans and specifications for the project were approved at the April 1 Council meeting. The bid date was set for May 2. It is expected the bid results will be presented to the Council at the May 6 meeting.

### **2013 Street Rehabilitation, Project 13-02**

Staff is in the process of developing the plans and specifications for the project and will be submitting the plans to state aid for approval the week of April 15<sup>th</sup>. Staff is planning to present the plans and specifications to the Council at the May 6 meeting.

### **Gaston, Grove, and St. Albans Water Main Extension, Project 13-03**

Staff is the process of developing the plans and specifications for the project, which will be included as part of the 2013 Street Rehabilitation project.

REGULAR COUNCIL MEETING

APRIL 15, 2013

t./monthly/monthlyreport2013

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: APRIL 12, 2013**

**SUBJECT: PARK AND RECREATION MONTHLY REPORT**

### **DEPARTMENT ACTIVITY**

The City Council awarded the bid for the Bucher Park renovation project at its April 1<sup>st</sup> meeting. The contractor, Odesa II, is the same contractor that did the work at Sitzer Park. A preconstruction meeting will be held next week and it is anticipated that construction will start sometime in May. The soccer fields will be closed all year, although we hope to have the baseball field in use most of the spring/summer. Improvements include a new entrance plaza and picnic shelter, new playground area with new playground equipment, expanded trail connections, drainage improvements to both the soccer and baseball fields, and a new plaza area near the baseball/soccer field.

The recent snow storm and cool weather this spring have had a tremendous impact on the availability of our fields. The high school baseball and fast pitch softball teams generally like to be on our fields the first week of April. We were originally hoping to have the fastpitch softball teams on the fields at Rice Creek on April 15<sup>th</sup>, but that schedule has now been pushed back a week.

### **COMMUNITY CENTER**

The Community Center experienced an unusually high level of traffic throughout the building during the month of March. The daily admission revenue in March was the highest it has been since 2008. The cold weather and the extended weeks of spring break contributed to a 35% increase in daily admissions compared to 2012. The indoor playground was also heavily utilized with nearly 1900 playground only wristbands sold. This is the second largest number of monthly visitors enjoying the Tropical Adventure playground since it opened. The maintenance contract for the Indoor Playground has been extremely valuable, keeping a very hectic play structure in good working order.

The Tropics Waterpark was also a popular destination during spring break. There was a 40% increase in pool parties in March compared to last year. There were a few days that the waterpark actually reached maximum capacity and required a waiting list for guests

to enter the waterpark. Our aquatic staff was audited by Ellis & Associates and received an "exceeds" ranking on individual guarding skills and ability to perform our emergency action plan for spinal incidents and extrications. For the third year in a row, the aquatic staff has received the Silver International Aquatic Safety Award from Jeff Ellis & Associates International.

Membership revenue increased more than 9% compared to March 2012 with 30 additional memberships sold. The majority of the increases were in the family membership category. The fitness center remained active and there were 24 new member orientations performed and 65 personal training sessions redeemed. Nearly 600 participants attended the 31 free fitness classes during spring break week. There were 87 group fitness classes offered this past winter session with nearly 1200 participants registered. Almost half of these participants are members who receive a 30% discount on the class. There were almost 1600 punch card and daily drop in passes redeemed.

The new rental team model has proven to be a successful change. Staff is now available on evenings and weekends to answer phone calls and provide tours. There were 13 events hosted in the banquet rooms this March compared to three last year. There were also 53 reservations booked in the banquet rooms this past month compared to 29 reservations booked last year. Meeting room revenue increased 41% compared to 2012 with the majority of the increase due to weekday meetings. There was a 10% increase in birthday parties being hosted at the community center and a 6% increase in birthday party bookings this month. Rental revenue increased nearly 100% in March compared to last year.

### **RECREATION PROGRAMS**

Enrollment for spring programs has already surpassed last year's total. Participation will continue to increase as several programs have not yet started, such as track, spring sports warm-up, and after school sports.

Aquatic staff are preparing for summer and the higher demand in pool usage and swimming lessons. A new lifeguard class is beginning this April and swim instructor training begins in May. Registration for spring swim lessons is closed and there are 885 participants. Aquatic staff is also preparing to train our summer program staff in CPR/AED and first aid.

The Summer Discovery K-5th and 6th-8th programs are full with 260 children registered and 26 on the waiting list. The program will have 8 classrooms this summer and a staff size of 38. Program staff held interviews for summer positions during the week of April 1-7 and are in the process of offering positions. We anticipate 90-100% of positions to be filled by the third week in April.

The Shoreview Egg Hunt was a great success considering the weather we were faced with this year. With the ground covered in more than a foot of snow and pouring rain on the day of the event, staff decided to hold the event inside the Community Center. More than 100 children were at the event and, along with their parents, had a great time hunting for eggs and enjoying some “magical” entertainment.

Senior programs for spring are filling very nicely! We have had excellent feedback on the variety of offerings for this season and our enrollment numbers have been strong. We continue to collaborate some of our spring classes with the City of Arden Hills.

The Shoreliners senior club has been slowly coming out of their winter hibernation and many seniors are signing up for some of the spring offerings. Lots of talk about how excited they are about the Spring Tea in May. That program is always popular with more than 50 seniors expected to sign up.

### **PARKS MAINTENANCE CREW**

The extended winter weather has helped the maintenance crew get more indoor projects completed. Hopefully, the weather will warm up soon so we can get outside and start getting fields and courts ready for use. All of the holiday lights are down and packed away. There are still a few electrical cords frozen in the medians.

The crew finished repairs of the hockey nets. They have been put away into storage until next season. All the rubber mats that are outside of the park buildings have been picked up, cleaned, dried and put away. The crew was more than half done with the equipment change over from winter to spring when a late winter storm hit this week. Plows were put back on the trucks to insure that the Community Center, library, fire stations and park parking lots were plowed. The crew has also been cleaning trucks and organizing the shop to have summer equipment available to insure that we are ready to go when the weather finally cooperates.

Once the weather warms, we'll clean off the tennis courts and put nets up. We have ordered material to install a net behind the goal at the east end of Commons soccer field similar to what was installed at Theisen Park last year. That way people will not have to go hunt for soccer balls as often.

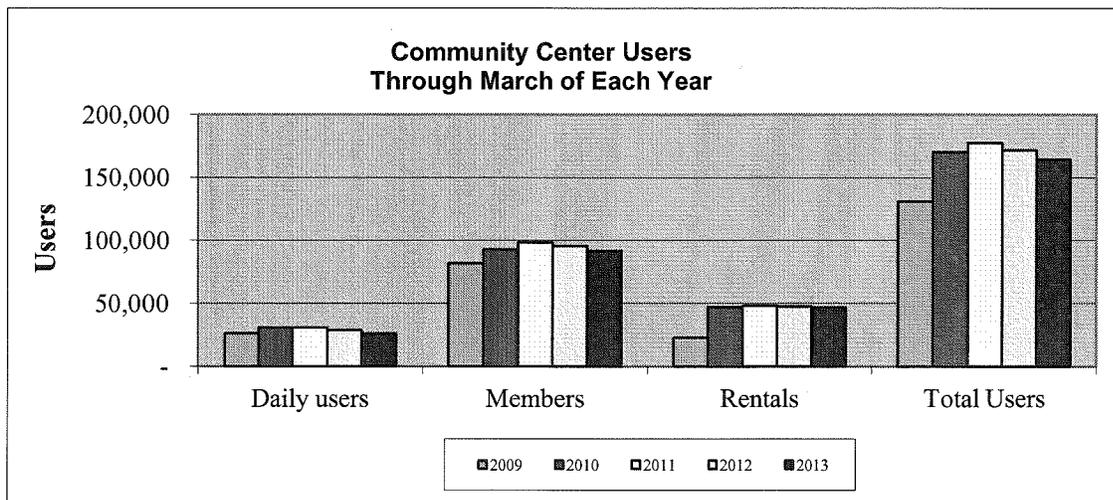
The crew continues to pick up trash on a daily basis at the Community Center, the library and the parks. The trash receptacles are dumped on an as needed basis. We are starting up summer service to all our dumpsters in the next week. The restrooms at the Pavilion and Rice Creek Fields will have to be cleaned more often when the weather warms up.

### **Community Center Crew**

The crew has been busy keeping the building on its cleaning schedule. That has been a challenge during March because of all the people that have been using the Community Center. The crew cleaned the carpet in the playroom and in the hallway in the upper level of the Community Center.

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

	2009	2010	2011	2012	2013
<b>Number of Users:</b>					
Daily users	26,239	30,785	30,860	28,747	25,905
Members	81,806	92,626	98,259	95,532	91,801
Rentals	22,791	46,850	48,276	47,324	46,618
<b>Total Users</b>	<b>130,836</b>	<b>170,261</b>	<b>177,395</b>	<b>171,603</b>	<b>164,324</b>
<b>Revenue:</b>					
Admissions	\$ 167,286	\$ 177,553	\$ 206,952	\$ 187,174	\$ 207,565
Memberships-annual	173,319	223,487	268,240	270,751	275,876
Memberships-seasonal	39,043	31,869	33,436	28,960	28,697
Room rentals	56,407	60,990	72,190	65,208	82,874
Wave Café	46,931	54,585	65,384	59,366	70,582
Commissions	-	1,921	993	1,703	882
Locker/vending/video	7,769	8,584	5,142	5,900	4,499
Merchandise	1,449	2,565	3,516	4,276	3,966
Other miscellaneous	239	2	22	94	(194)
Transfers in	76,800	77,502	74,250	75,000	78,000
<b>Total Revenue</b>	<b>569,243</b>	<b>639,058</b>	<b>730,125</b>	<b>698,432</b>	<b>752,747</b>
<b>Expenditures:</b>					
Personal services	288,540	294,788	294,397	306,965	315,025
Supplies	93,484	91,491	110,379	115,489	114,227
Contractual	80,253	95,282	90,695	99,629	88,841
<b>Total Expenditures</b>	<b>462,277</b>	<b>481,561</b>	<b>495,471</b>	<b>522,083</b>	<b>518,093</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 106,966</b>	<b>\$ 157,497</b>	<b>\$ 234,654</b>	<b>\$ 176,349</b>	<b>\$ 234,654</b>



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



**Community Center Monthly Activity  
For the Year 2012**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,757	9,853	10,137	6,003	4,801	4,914	6,289	6,089	2,547	4,594	5,805	6,732	76,521
Members	34,702	31,137	29,693	27,472	25,620	25,094	26,585	24,860	19,992	25,021	27,312	26,728	324,216
Rentals	16,398	16,066	14,860	17,120	15,041	37,529	35,345	70,550	16,533	16,421	17,160	18,856	291,879
<b>Total Users</b>	<b>59,857</b>	<b>57,056</b>	<b>54,690</b>	<b>50,595</b>	<b>45,462</b>	<b>67,537</b>	<b>68,219</b>	<b>101,499</b>	<b>39,072</b>	<b>46,036</b>	<b>50,277</b>	<b>52,316</b>	<b>692,616</b>
<b>Revenue:</b>													
Admissions	\$ 55,671	\$ 45,702	\$ 67,428	\$ 40,239	\$ 34,868	\$ 46,024	\$ 51,546	\$ 45,866	\$ 10,568	\$ 25,520	\$ 33,548	\$ 43,615	\$ 500,595
Indoor playground	6,678	6,845	4,850	4,128	3,924	2,494	3,265	3,054	2,610	4,722	5,376	6,291	54,237
Memberships	121,572	92,089	86,050	68,705	69,225	72,207	69,527	74,020	81,313	93,797	105,112	199,549	1,133,166
Room rentals	24,441	25,231	15,536	21,979	18,627	26,549	17,245	22,644	19,042	22,895	19,661	21,561	255,411
Wave Café	20,842	16,592	21,932	13,945	13,729	15,760	15,655	18,985	7,176	14,782	15,495	17,339	192,232
Commissions	279	-	1,424	350	2,336	1,680	1,336	1,357	2,243	1,907	1,272	362	14,546
Locker/vending/video	1,016	3,015	1,869	2,685	1,102	2,374	1,055	1,961	3,039	1,764	1,207	3,358	24,445
Merchandise	1,177	1,164	1,935	997	1,365	1,214	1,633	1,537	726	963	890	917	14,518
Other miscellaneous	53	10	31	(33)	42	71	59	(104)	50	37	(24)	(82)	110
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	-	100,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
<b>Total Revenue</b>	<b>256,729</b>	<b>215,648</b>	<b>226,055</b>	<b>177,995</b>	<b>170,218</b>	<b>293,373</b>	<b>186,321</b>	<b>194,320</b>	<b>151,767</b>	<b>191,387</b>	<b>207,537</b>	<b>317,910</b>	<b>2,589,260</b>
<b>Expenditures:</b>													
Personal services	86,352	110,691	109,922	103,825	106,288	160,760	111,336	114,288	102,560	99,313	158,281	106,001	1,369,617
Supplies	18,791	38,364	58,334	40,330	41,001	25,491	41,673	40,578	23,100	25,145	33,467	50,502	436,776
Contractual	8,918	18,761	71,950	63,435	63,612	44,855	48,798	51,328	43,170	72,961	37,830	48,147	573,765
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>114,061</b>	<b>167,816</b>	<b>240,206</b>	<b>207,590</b>	<b>210,901</b>	<b>231,106</b>	<b>201,807</b>	<b>206,194</b>	<b>168,830</b>	<b>197,419</b>	<b>229,578</b>	<b>204,650</b>	<b>2,380,158</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 142,668</b>	<b>\$ 47,832</b>	<b>\$ (14,151)</b>	<b>\$ (29,595)</b>	<b>\$ (40,683)</b>	<b>\$ 62,267</b>	<b>\$ (15,486)</b>	<b>\$ (11,874)</b>	<b>\$ (17,063)</b>	<b>\$ (6,032)</b>	<b>\$ (22,041)</b>	<b>\$ 113,260</b>	<b>\$ 209,102</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 142,668</b>	<b>\$ 190,500</b>	<b>\$ 176,349</b>	<b>\$ 146,754</b>	<b>\$ 106,071</b>	<b>\$ 168,338</b>	<b>\$ 152,852</b>	<b>\$ 140,978</b>	<b>\$ 123,915</b>	<b>\$ 117,883</b>	<b>\$ 95,842</b>	<b>\$ 209,102</b>	

**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	6,293	8,510	9,591	7,473	2,375	2,799	6,874	8,661	90,767
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	49,518	72,763	68,516	82,684	42,048	48,387	50,585	54,001	698,400
<b>Revenue:</b>													
Admissions	\$ 54,768	\$ 50,219	\$ 82,024	\$ 37,760	\$ 32,531	\$ 48,104	\$ 57,434	\$ 41,854	\$ 19,315	\$ 26,823	\$ 35,198	\$ 58,481	\$ 544,511
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	23,107	250,299
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	127	1,323
Building charge	-	-	-	-	-	97,000	-	-	-	-	-	1,441	98,441
Interest	-	-	-	-	-	-	-	-	-	-	-	20,674	20,674
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	181,302	207,408	353,890	2,629,501
<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	52,831	448,853
Contractual	22,538	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	94,564	600,542
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	137,079	172,619	185,773	183,424	183,762	195,029	249,068	180,367	192,154	208,766	180,696	333,129	2,401,866
Rev less Exp (monthly)	\$ 126,206	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,675	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (27,464)	\$ 26,712	\$ 22,761	\$ 227,635
Rev less Exp (Ytd)	\$ 126,206	\$ 159,186	\$ 234,654	\$ 220,629	\$ 204,540	\$ 296,215	\$ 240,031	\$ 234,700	\$ 205,626	\$ 178,162	\$ 204,874	\$ 227,635	

## MOTION SHEET

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

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

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

Date	Description	Amount
04/01/13	Accounts payable	\$21,006.69
04/04/13	Accounts payable	\$111,527.70
04/08/13	Accounts payable	\$220,399.20
04/11/13	Accounts payable	\$192,013.12
04/15/13	Accounts payable	\$276,070.36
<b>Sub-total Accounts Payable</b>		<b>\$ 821,017.07</b>
04/05/13	Payroll 125202 to 125253 961352 to 961525	\$145,090.64
<b>Sub-total Payroll</b>		<b>\$145,090.64</b>
<b>TOTAL</b>		<b>\$ 966,107.71</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

04/15/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMERICAN MESSAGING	LOCK BOX	101	40210	3190		009	\$4.25	\$4.25
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$450.22	\$450.22
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$2,141.02	\$2,141.02
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$1,584.70	\$1,584.70
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$633.70	\$633.70
BEISSWENGERS HARDWARE	SMALL TOOLS	220	43800	2400			\$18.48	\$18.48
C & E HARDWARE	FOOT BOLT	601	45050	2280		005	\$19.81	\$19.81
C & E HARDWARE	TARP	601	45050	2280		005	\$32.13	\$32.13
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 03-28-13	101	21720				\$291.29	\$291.29
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:03-29-13	101	20418				\$75.00	\$75.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 03-29-13	101	20431				\$817.26	\$1,037.32
		101	20432				\$220.06	
GRAINGER, INC.	CLEANING SUPPLIES CC	220	43800	2110			\$118.50	\$118.50
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.34	\$16.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.34	\$16.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.49	\$15.49
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.47	\$15.47
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:03-28-13	101	21750				\$100.00	
KAUFMAN SIGN COMPANY	CC SIGN REPAIR DOWN PAYMENT	220	43800	3810		003	\$2,745.00	\$2,745.00
MAHCO	REGISTRATION/MARSHALL	101	44100	4500			\$95.00	\$95.00
MUNICI-PALS ATTN CAROL AMMERMA	MUNICI-PALS SPRING WORKSHOP - ANDERSON	101	40400	4500			\$45.00	\$45.00
NCPERS MINNESOTA	PERA LIFE INSURANCE: APRIL 2013	101	20413				\$240.00	\$240.00
ON CALL SERVICES INC	INDOOR PLAYGROUND INSPECTION FEE	220	43800	3190		006	\$8,200.00	\$8,200.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$76.73	\$76.73
ORKIN EXTERMINATING CO INC.	EXTERMINATING SERVICE	220	43800	3190		004	\$324.30	\$324.30
PARTS ASSOCIATES, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$158.86	\$158.86
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:03-28-13	101	21740				\$255.51	\$255.51
RICHARD ALAN PRODUCTIONS	SLICE ENTERTAINMENT	270	40250	3190		001	\$750.00	\$750.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:03-28-13	101	21730				\$733.64	\$905.22
		101	21735				\$171.58	
YALE MECHANICAL INC	MONTHLY AHU MAINT.	220	43800	3190		007	\$443.41	\$443.41

Total of all invoices: \$21,006.69

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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				\$1,084.70	\$1,513.46
		101	43710	3950				\$428.76	
BEISSWENGER'S HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$8.44	\$8.44
BIEDLER, SCOTT	PASS REFUND	220	22040					\$20.00	\$20.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 04-05-13	101	21720					\$8,718.06	\$8,718.06
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:04-05-13	101	20420					\$114.50	\$114.50
FINANCE & COMMERCE, INC.	AD FOR BID OWASSO ST PROJ 09-12	571	47000	5950				\$293.64	\$293.64
FINNEY, LOIS	ZUMBAU	220	22040					\$45.40	\$45.40
FRATTALLONES HARDWARE STORES	FAUCET FOR REPAIR DURING SAMPLES	601	45050	2280		001		\$6.57	\$6.57
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: MARCH 2013	101	20416					\$369.35	\$369.35
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:04-05-13	101	20418					\$5,490.00	\$5,490.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 04-05-13	101	20431					\$1,462.36	\$1,462.36
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:04-05-13	101	21750					\$5,255.55	\$5,255.55
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:04-05-13	101	20430					\$415.00	\$415.00
INSTITUTE INC., AL - AQSA	FACILITY REFUND	220	22040					\$300.00	\$300.00
KOSOBAYASHI, CATHY	PASS REFUND	220	22040					\$20.00	\$20.00
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES:MARCH 2013	101	40500	4890		001		\$102.86	
		220	43800	4890		001		\$102.87	
		601	45050	4890		001		\$102.87	\$411.47
		602	45550	4890		001		\$102.87	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 04-05-13	101	20435					\$217.50	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:04-05-13	101	20420					\$35.00	\$35.00
MISRA, AMIT	FACILITY REFUND	220	22040					\$25.00	\$25.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR; JAN-MAR	225	43510	3190		015		\$749.25	\$749.25
OMEGA EVENT SERVICES	RENTAL EQUIP-50% PAYMENT	270	40250	3950	005			\$740.00	\$740.00
PARTY AMERICA CORPORATE OFFICE	EGG HUNT SUPPLIES	225	43580	2172		001		\$162.66	\$162.66
PETERSON, BECKI	ACTIVITY REFUND	220	22040					\$8.00	\$8.00
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$793.62	\$793.62
PRESS PUBLICATIONS	WEDDING SHOWCASE	220	43800	2201		004		\$30.00	\$30.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 04-05-13	101	21740					\$27,405.70	\$27,405.70
RAMSEY COUNTY TREASURER	LIFE INSURANCE: APRIL 2013	101	20414					\$2,674.11	\$2,869.11
		101	20417					\$195.00	
ROG, JAMIE	PASS REFUND	220	22040					\$20.00	\$20.00
SAM'S CLUB DIRECT	EGG HUNT SUPPLIES	225	43580	2172		001		\$232.65	
SURVEYMONKEY.COM LLC	2013 SURVEY MONKEY SUBSCRIPTION	101	43400	4330				\$200.00	\$200.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:04-05-13	101	21710					\$20,934.63	\$53,408.41
		101	21730					\$26,318.54	
		101	21735					\$6,155.24	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:04-05-13	101	20420					\$121.00	
WENNER, KRISTINE	ACTIVITY REFUND	220	22040					\$16.00	\$16.00
YANG, BO	FACILITY REFUND	220	22040					\$50.00	\$50.00
Total of all invoices:									\$111,527.70

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
AWWA	AWWA MEMBERSHIP FOR 2013	601	45050	4330			-\$1,065.00	-\$1,065.00	
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$237.71	\$237.71	
ALLIED WASTE SERVICES #899	MARCH ALLIED WASTE SERVICES	210	42750	3190			\$29,424.52	\$29,424.52	
APWA	AWWA MEMBERSHIP FOR 2013	601	45050	4330			\$1,065.00	\$1,065.00	
AUTOMOTIVE REFLECTIONS	INS CLAIM: UNIT 502	260	47400	4340			\$829.89	\$829.89	
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$4.47	\$4.47	
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINTENANCE	101	40550	3860		004	\$152.19		
DEBORAH A. SORENSON, D.C.	STAFF CONSULTATION 2/27/2013	101	42050	4500			\$385.00	\$385.00	
DEBORAH A. SORENSON, D.C.	STAFF CONSULTATION 3/20/2013	101	42050	4500			\$385.00	\$385.00	
GREENHAVEN PRINTING	MARCH/APRIL NEWSLETTER	101	40400	3220		002	\$4,111.56	\$31,137.58	
		101	40400	3390		001	\$27,026.02		
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$460.20	\$460.20	
JOB DONE	TRAINING/DUNN/CURLEY/CHMIELEWSKI	101	42050	4500			\$65.00	\$195.00	
		601	45050	4500		002	\$65.00		
		602	45550	4500		002	\$65.00		
MENARDS CASHWAY LUMBER **FRIDL	REPAIR SUPPLIES CC	220	43800	2240		003	\$26.67		
METROPOLITAN COUNCIL ENVIRONME	SEWER SERVICE-MAY 2013	602	45550	3670			\$144,679.50	\$144,679.50	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: MARCH 2013	101	20802				\$1,375.21		
		101	34060				-\$27.50	\$1,347.71	
SANCHEZ-ALVAR, TERESA	RENTAL LICENSE REFUND #381	101	32790				\$75.00	\$75.00	
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015				\$2,569.42	\$2,569.42	
STEEL RECOVERY INC.	COMCAST FINAL PAYMENT 8772105310150483	220	43800	3950			\$28.95	\$28.95	
TIG. AK PUBLICATIONS INC	MN BRIDE/WEB AND PRINT	220	43800	2201		004	\$2,654.00	\$2,654.00	
TOKLE INSPECTIONS INC	INSPECTIONS SERVICES APR 2013	101	44300	3090			\$4,286.40	\$4,286.40	
UPPER CUT TREE SERVICES INC	PUBLIC EAB TREE REMOVAL W013-2	101	43900	3190		002	\$508.73	\$508.73	
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-3	101	43900	3190		003	\$471.35	\$471.35	
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-1	101	43900	3190		003	\$539.91	\$539.91	
Total of all invoices:								\$220,399.20	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$35.92	\$35.92
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$58.55	\$58.55
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$633.70	\$633.70
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,546.79	\$1,546.79
AMSAN BRISSMAN KENNEDY	REPAIR SUPPLIES CC	220	43800	2240		001		\$134.31	\$134.31
AMSAN BRISSMAN KENNEDY	LABOR X24D-C	220	43800	3890				\$60.00	\$60.00
AMSAN BRISSMAN KENNEDY	LABOR	220	43800	3890				\$60.00	\$60.00
AMSAN BRISSMAN KENNEDY	LABOR/ADVANCE MICRO MATIC	220	43800	3890				\$60.00	\$60.00
AMSAN BRISSMAN KENNEDY	LABOR/AQUACLEAN	220	43800	3890				\$60.00	\$60.00
AMSAN BRISSMAN KENNEDY	LABOR/SWEEPER	220	43800	3890				\$60.00	\$60.00
ARCHETYPE SIGNMAKERS	SIGNAGE FOR COMMUNITY CENTER	220	43800	2180		002		\$238.00	\$238.00
BEISSWENGERS HARDWARE	SMALL TOOLS EQUIPMENT	220	43800	2400				\$31.51	\$31.51
CHURCHILL, KRIS	FACILITY REFUND	220	22040					\$100.00	\$100.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$555.85	\$555.85
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$663.53	\$663.53
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$348.72	\$348.72
COMCAST	CABLE FOR CC	220	43800	3190		001		\$224.39	\$224.39
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/FEB STMT/10 @ \$6	307	44100	4890				\$60.00	\$60.00
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/MAR STMT/10 @ \$6/NEW \$15	307	44100	4890				\$75.00	\$75.00
COONEY, TIMOTHY	REIMBURSEMENT/CABLE TIES/MOUNTING PADS	101	40550	2010		001		\$13.89	\$13.89
COTTER, MARCIA	GET FIT! BODY CHALLE	220	22040					\$324.00	\$324.00
CULLIGAN	IRON FILTER RENTAL	220	43800	3950				\$94.05	\$94.05
DORSEY & WHITNEY LLP	2013 A & B BONDS ISSUANCE LEGAL FEES	311	48130	6200				\$2,196.19	\$17,500.00
		313	48100	6200				\$4,041.00	
		376	48200	6200				\$395.32	
		377	48200	6200				\$292.83	
		601	48300	6200				\$1,786.23	
		602	48300	6200				\$834.55	
		603	48300	6200				\$453.88	
		601	48300	6200				\$1,425.00	
		603	48300	6200				\$1,725.00	
		320	48100	6200				\$4,350.00	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 04-12-13	101	20431					\$2,289.30	\$2,497.63
		101	20432					\$208.33	
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.34	\$16.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.34	\$16.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.34	\$16.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.34	\$16.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.49	\$15.49
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.49	\$15.49
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.43	\$15.43
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$8.52	\$8.52
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GREATER METROPOLITAN HOUSING C	ADMIN FEE - ENERGY LOAN PROGRAM	307	44100	4890			\$1,600.00	
HEALTH PARTNERS	HEALTH INSURANCE: MAY 2013	101	20410				\$49,076.60	
		101	20411				\$1,070.40	
JULKOWSKI, RAY	PASS REFUND	220	22040				\$400.00	\$400.00
KACZYNSKI, JEANNE	PASS REFUND	220	22040				\$60.00	\$60.00
KELLY & LEMMONS, P.A.	MARCH 2013 LEGAL FEES	101	40600	3020			\$3,247.08	
		101	40600	3030			\$3,993.08	\$10,103.16
		101	40600	3040			\$2,863.00	
MASTER-LINK SPORTS	SERVICE FOR TREADMILLS	220	43800	3890			\$398.00	\$398.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICE	220	43800	3190		007	\$1,278.23	\$1,278.23
MCNEVIN, MINDY	AQUATICS - PRESCHOOL	220	22040				\$48.26	\$48.26
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR MARCH 2013	602	20840				\$4,800.00	\$4,775.65
		602	34060				-\$24.35	
MINNEAPOLIS KIDS, DOWLING	FACILITY REFUND	220	22040				\$35.25	\$35.25
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: MARCH 2013	701	46500	2120			\$503.88	\$503.88
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: MARCH 2013	220	21810				\$16,673.00	\$21,990.00
		701	46500	2120		003	\$139.00	
		601	21810				\$1,366.00	
		101	40210	2180			\$2.84	
		101	40550	2180		001	-\$46.39	
		101	40550	3860			\$13.72	
		101	43710	2260			\$31.63	
		220	43800	2180		006	\$33.46	
		220	43800	2200		001	\$137.17	
		220	43800	2591			\$3.29	
		220	43800	3390		001	\$135.58	
		220	43800	3810		003	\$11.99	
		220	43800	3810		004	\$71.72	
		220	43800	3960			\$148.16	
		225	43510	2170		016	\$11.88	
		225	43520	2170		002	\$15.47	
		225	43530	2170		003	\$2.60	
		225	43555	2170			\$1.25	
		225	43590	2173		001	\$1.74	
		440	47000	5950			\$113.09	
		701	46500	3196		001	\$118.80	
		701	46500	5400			\$3,052.00	
		101	40100	4890		003	-\$0.10	
		101	40200	2010		002	-\$0.04	
		101	40200	4890		001	-\$0.25	
		220	43800	2180		002	-\$0.65	
		101	40500	2010		009	-\$1.00	
		101	40550	3860			-\$4.20	
		220	43800	2180		003	-\$2.00	
		220	43800	2200		001	-\$0.43	

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		220	43800	2240		001		-\$8.95	
		220	43800	2240		002		-\$ .15	
		220	43800	3190		001		-\$ .55	
		220	43800	3190		004		-\$1.82	
		225	43555	2170				-\$ .88	
		225	43560	2170				-\$ .50	
		225	43580	2170		002		-\$ .25	
		225	43590	2173		001		-\$ .06	
		225	43590	2174		002		-\$ .34	
		225	43590	3173		001		-\$1.59	
		225	43590	3174		004		-\$1.38	
		270	40250	2180		001		-\$ .57	
		422	40550	5800				-\$5.62	
		601	45050	2280		001		-\$ .49	
		601	45050	2280		004		-\$ .48	
		601	45050	2280		005		-\$ .36	
		602	45550	2280		003		-\$ .05	
		603	45850	2180		002		-\$ .40	
		701	46500	2120		004		-\$ .22	
		701	46500	2180		001		-\$ .10	
		701	46500	2183		001		-\$ .02	
		701	46500	2183		002		-\$ .01	
		701	46500	2220		001		-\$10.10	
		701	46500	2220		002		-\$3.94	
		701	46500	2400				-\$ .01	
		701	46500	3190		001		-\$ .49	
MRPA	ATTN: TURNBERG - SOFTBALL TEAM REG	225	43510	3190		001		\$504.00	
NORTH STAR MINI STORAGE	STORAGE LOCKER RENTAL FEE	101	43710	3950				\$1,140.00	\$1,140.00
ORIENTAL TRADING COMPANY	TOYS FOR RESALE	220	43800	2591		002		\$704.88	\$704.88
OST, LISA	ACTIVITY REFUND	220	22040					\$18.00	\$18.00
PLUG'N PAY TECHNOLOGIES INC.	MAR/RETAIL/CC FEES	220	43800	4890		002		\$312.17	\$415.57
		225	43400	4890				\$103.40	
PLUG'N PAY TECHNOLOGIES INC.	MAR/ECOMM/CC FEES	220	43800	4890		002		\$4.76	
		225	43400	4890				\$61.91	\$66.67
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$672.87	
PMA FINANCIAL NETWORK, INC	FEBRUARY 2013 BANK FEES	101	40500	4890		004		\$86.53	\$86.53
PRESS PUBLICATIONS	CAMP DIRECTORY-MARCH 28	225	43580	3170				\$148.00	\$148.00
RAMSEY COUNTY PROPERTY RECORDS	RECYCLING FEE 1170 LEPAK CT	210	34380					\$42.00	
RECHERCHE LLC	ARTWORK FOR COUNCIL CHAMBERS	101	40200	4890				\$1,153.55	\$1,153.55
RICE LAKE, KIDS STOP	FACILITY REFUND	220	22040					\$35.25	\$35.25
ROSEVILLE BAKERY	FARMERS MARKET 6/11	225	43590	2174		001		\$390.00	\$390.00
ROSEVILLE, CITY OF	TAX AND LICENSE FOR NEW 206	701	46500	5400				\$2,023.09	
SANFORD, BRETT	PASS REFUND	220	22040					\$167.83	\$167.83
SCHELL, AMY	AVENGERS FILM SCHOOL	220	22040					\$128.00	\$128.00
SOLNITZKY, JENNIFER	TODDLER AND PARENT	220	22040					\$126.50	\$126.50
SPRINGSTED, INCORPORATED	2013B FINANCIAL ADVISOR FEE	311	48130	6200				\$6,143.37	\$27,972.79
		313	48100	6200				\$11,303.78	
		376	48200	6200				\$1,105.80	
		377	48200	6200				\$819.11	
		601	48300	6200				\$778.17	
		601	48300	6200				\$4,218.45	

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Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		602	48300	6200			\$982.94	
		602	48300	6200			\$1,351.54	
		603	48300	6200			\$1,269.63	
SPRINGSTED, INCORPORATED	2013A FINANCIAL ADVISOR FEE	601	48300	6200			\$3,938.85	\$20,730.78
		603	48300	6200			\$4,768.08	
		320	48100	6200			\$12,023.85	
T-MOBILE	WATER TOWER CARD	601	45050	3190			\$63.04	
TIVOLITOO, INC	BOAT FLOATABLE REPAIR	220	43800	2200		003	\$641.25	\$641.25
TIVOLITOO, INC	DEPOSIT ON LILY PAD REPAIR	220	43800	2200		003	\$561.09	\$561.09
U S BANK/REVTRAK	MAR 2013 CREDIT CARD FEES	101	40500	4890		008	\$146.19	\$10,604.88
		101	44300	4890			\$236.56	
		220	43800	4890		002	\$4,125.07	
		225	43400	4890			\$3,017.53	
		601	45050	4890		003	\$1,539.76	
		602	45550	4890		003	\$1,539.77	
U.S. BANK	2010A PAYING AGENT FEES	701	48130	6200			\$425.00	
VANCO SERVICES	MARCH FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$221.75	\$221.75
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,985.96	\$1,985.96
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,393.61	\$1,393.61
WATSON COMPANY	WAVE CAFE COFFEE FOR RESALE	220	43800	2590		001	\$171.31	
		101	40800	2180			\$83.70	
WAT' COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$147.47	\$147.47
WELL ARGO BANK	PAYING AGENT FEE 2011A COP'S	318	48500	6200			\$2,000.00	\$2,000.00
ZUNKER, BRAD	ACTIVITY REFUND	220	22040				\$9.00	\$9.00
							Total of all invoices:	\$192,013.12

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
4IMPRINT	100 SUPERSITTER BAGS	225	43580	2170		001		\$207.52	\$207.52
ABLE HOSE & RUBBER INC.	HOSE FOR FLUSHING	601	45050	2280		003		\$160.31	\$160.31
ABM EQUIPMENT & SUPPLY INC	MV2 SNOW BLOWER SHOES	701	46500	2220		002		\$667.58	\$667.58
ALLEN, DEANNE	MINUTES - 4/1 CC	101	40200	3190		001		\$200.00	\$200.00
ALLIANCE BENEFIT GROUP INC	QUALIFYING EVENT-ONGOING EVENT ADMIN	101	40210	3190		003		\$35.00	\$35.00
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970				\$60.33	\$60.33
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970				\$65.75	\$65.75
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970				\$65.75	\$65.75
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL PARKS	101	43710	3970				\$65.75	\$65.75
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970				\$47.72	\$47.72
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970				\$47.72	\$47.72
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970				\$47.72	\$47.72
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTAL CC	220	43800	3970				\$47.72	\$47.72
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970				\$42.04	\$168.22
		601	45050	3970				\$42.04	
		602	45550	3970				\$42.04	
		603	45850	3970				\$21.05	
		701	46500	3970				\$21.05	
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970				\$41.75	\$167.03
		601	45050	3970				\$41.75	
		602	45550	3970				\$41.75	
		603	45850	3970				\$20.89	
		701	46500	3970				\$20.89	
AMERICAN FASTENER	SHOP SUPPLIES	701	46500	2180		001		\$128.45	
AMERICAN LOCKER SECURITY SYSTE	LOCKER SUPPLIES	220	43800	2240		001		\$1,549.50	\$1,549.50
AMERICAN RED CROSS-HEALTH & SA	2 LIFEGUARD COMM; 1 LIFEGUARD STAFF	225	43520	2170		003		\$97.00	\$97.00
AMSAN BRISSMAN KENNEDY	FLOOR WAX PARKS	101	43710	2110				\$564.08	
ASSOCIATION OF MINNESOTA COUNT	TECH DAY/ELLIOTT	101	40210	4500		001		\$75.00	\$75.00
AWARDS BY HAMMOND INC	COUNCIL PLAQUE	101	40100	4890		003		\$150.48	\$150.48
BEISSWENGERS HARDWARE	PARTS FOR PATCH TRAILER	701	46500	2220		002		\$5.46	\$5.46
BKBM ENGINEERS INC	ENGINEERING FEE WATER SLIDE STAIRS	405	43800	3810				\$5,372.50	\$5,372.50
BRADLEY & DEIKE, PA	CONSULTING - SINCLAIR	101	22020					\$68.00	\$68.00
BRADLEY & DEIKE, PA	CONSULTING - MIDLAND PLAZA	101	22020					\$170.00	\$170.00
C & E HARDWARE	PARTS FOR UNIT 312	701	46500	2220		001		\$12.64	\$12.64
CAMERON, ALISON	SPECIAL ZUMBA CLASS CONTRACT INSTRCTRFFEE	225	43530	3190				\$24.00	\$24.00
COMPLETE HEALTH, ENVIRONMENTAL	MARCH MTCE PLAN	101	40210	3190		007		\$610.00	\$610.00
CRYTEEL DIST. INC.	BOX AND PLOW EQUIPMENT FOR NEW UNIT 312	701	46500	5400				\$18,860.34	\$18,860.34
CRYTEEL DIST. INC.	LIGHTS FOR 312	701	46500	2220		001		\$71.16	\$71.16
DEALER AUTOMOTIVE SERVICES, IN	WIPER BLADE FOR MV-2	701	46500	2220		002		\$64.07	\$64.07
DULTMEIER SALES	HOCKEY NET REPAIR SUPPLIES	101	43710	2240				\$169.62	\$169.62
E.H.RENNER, INC	PULL, INSPECT ROUTINE MAINTENANCE WELL 4	601	45050	3190		003		\$20,553.00	\$20,553.00
EMERGENCY AUTOMOTIVE	STROBE LIGHTS FOR UNIT 403	701	46500	4500		001		\$424.50	\$424.50
EMERGENCY AUTOMOTIVE	LED STROBE LIGHTS FOR UNIT 312 & 106	701	46500	5400				\$782.33	\$782.33
FACTORY MOTOR PARTS COMPANY	BATTERIES STOCK & SWEEPER S2/LESS CREDIT	701	46500	2220		002		\$63.17	\$63.17
FIRST LAB, INC.	RANDOM SCREEN	101	40210	3190		001		\$183.80	\$183.80
FITNESS DISTRIBUTING INC	ROPE ATTACHMENT REPLACEMENT - FIT.CENTER	220	43800	2180		001		\$64.28	\$64.28
FLEXIBLE PIPE TOOL COMPANY	MANHOLE EXTRACTORS	101	42200	2400		001		\$208.40	\$833.63
		601	45050	2400		001		\$208.41	
		602	45550	2400		001		\$208.41	
		603	45850	2400		001		\$208.41	
GALLERY 96 ART CENTER	2013 CITY CONTRIBUTION	101	40100	3200		001		\$1,000.00	\$1,000.00

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
GARELICK STEEL COMPANY	STEEL PATCH FOR TRAILER CAT WALK	701	46500	2220		002	\$164.59	\$164.59
GOODIN COMPANY	PLUMBING SUPPLIES FOR MAINT CENTER	701	46500	2183		001	\$67.75	
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	\$26.47	\$105.85
		602	45550	3190		001	\$26.46	
		603	45850	3190		001	\$26.46	
		604	42600	3190			\$26.46	
GRAINGER, INC.	SAFETY SUPPLIES AND TRASH GRABBERS	101	43710	2180			\$126.82	
GRAINGER, INC.	DISPOSABLE GLOVES FOR CLEANING	101	43710	2110			\$117.67	\$117.67
HALDEMAN-HOMME INC	REPAIRS TO MOVABLE WALLS CC	220	43800	3810		003	\$339.03	\$339.03
HILLYARD, INC - MINNEAPOLIS	CLEANING SUPPLIES PARKS	101	43710	2110			\$151.41	\$151.41
HILLYARD, INC - MINNEAPOLIS	FLOOR STRIPPER FOR PARKS	101	43710	2110			\$151.41	\$151.41
HORIZON COMMERCIAL POOL SUPPLY	WHIRLPOOL CHEMICALS	220	43800	2160		001	\$263.24	\$263.24
HOTSY EQUIPMENT CO	BULK CAR WASH SOAP	701	46500	2180		001	\$326.93	\$326.93
JEFF SMITH LLC	TAEKWONDO SPR.SESSION A CONTRACTOR FEES	225	43530	3190			\$1,608.10	\$1,608.10
L T G POWER EQUIPMENT	PARTS FOR WEED WHIPS	701	46500	2220		002	\$46.63	\$46.63
L T G POWER EQUIPMENT	PARTS FOR SMALL ENGINES & WEED WHIPS	701	46500	2220		002	\$110.16	\$110.16
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001	\$246.40	\$348.15
		571	47000	5950			\$101.75	
MEMPHIS NET & TWINE CO., INC	SOCCER BACKSTOP NET AND VOLLEYBALL NET	101	43710	2240			\$335.33	
MENARDS CASHWAY LUMBER **FRIDL	POND SUPPLIES	603	45850	2180		001	\$91.11	\$117.81
		603	45850	2400		001	\$26.70	
MID FORD	NEW UNIT 206 TAXES TO BE PAID W/LICENSE	701	46500	5400			\$30,594.48	
MID LOCK & SAFE INC	KEYS AA SK008	101	40210	2180			\$61.99	\$61.99
MINNESOTA DEPARTMENT OF HEALTH	THURY/CLASS D WATER RECERTIFICATION	601	45050	4500		003	\$23.00	\$23.00
NAPA AUTO PARTS	LIGHT FOR 610	701	46500	2220		001	\$23.49	\$23.49
NAPA AUTO PARTS	SMALL ENGINE OIL	701	46500	2130		001	\$51.17	\$51.17
NAPA AUTO PARTS	PARTS FOR UNIT 106	701	46500	2220		001	\$14.42	\$14.42
NAPA AUTO PARTS	PARTS FOR LAWN SWEEPER	701	46500	2220		002	\$6.81	\$6.81
OFFICE DEPOT	RETURN ADDRESS STAMP/INK	101	43400	2010			\$37.92	\$37.92
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40100	2180			\$38.22	\$282.53
		220	43800	2010			\$244.31	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$156.08	\$156.08
OFFICE DEPOT	KEYBOARD	101	40550	2180		001	\$38.20	\$38.20
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$217.46	\$224.41
		101	40210	2180			\$6.95	
OXYGEN SERVICE COMPANY	WELDING SUPPLIES	701	46500	2180		001	\$155.36	
OXYGEN SERVICE COMPANY	WELDING SUPPLIES	701	46500	2180		001	\$20.99	\$20.99
PARTSMASTER	SMALL TOOLS (HOLE SAWS & DRILL BITS)	701	46500	2400		001	\$733.31	\$733.31
PRESS PUBLICATIONS	ACCESS SHOREVIEW-MARCH	101	40400	3390		003	\$270.30	\$270.30
PRESS PUBLICATIONS	94 ACCOUNT BILLED	101	40210	3360		001	\$601.00	\$601.00
PRO-TEC DESIGN	MTCE DOOR READER	101	40210	3190			\$236.94	
QUALITY FLOW SYSTEMS INC	PADLOCK POST FOR LIFT STATIONS	602	45550	2282		001	\$96.19	\$96.19
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES-APRIL 2013	101	41100	3190		001	\$156,961.51	\$156,961.51
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$131.04	\$131.04
RICK JOHNSON DEER AND BEAVER I	DEER CARCASS REMOVAL	101	42200	2180		001	\$115.00	\$115.00
SHELEN-GRAY AUTO ELECTRIC	REBUILT LIFT MOTOR FOR 302 CRANE	701	46500	2220		002	\$181.68	\$181.68
SESCA	2013 CITY CONTRIBUTION	101	40100	3200		004	\$2,000.00	\$2,000.00
ST L, CITY OF	PRINTING	220	43800	3390		001	\$1,236.86	\$1,236.86
TERMINAL SUPPLY CO	SHOP SUPPLIES	701	46500	2180		001	\$289.26	\$289.26
THE WILEY LAW OFFICE, PLLC	ANTI-HARASSEMENT TRAINING - EMPLOYEE	101	40210	3190		010	\$1,822.60	\$1,822.60
TKE CORP	ELEVATOR MAINT.	220	43800	3190		004	\$1,031.78	\$1,031.78

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
TOTAL TOOL SUPPLY INC	SMALL TOOLS	701	46500	2400		001	\$7.62	\$7.62
TWIN SOURCE SUPPLY	HAND TOWELS FOR MAINT CENTER	701	46500	2183		004	\$321.62	\$321.62
WSB & ASSOCIATES, INC.	RED FOX ROAD STREET SIGNAL DESIGN	572	47000	5910			\$1,271.50	\$1,271.50
WSB & ASSOCIATES, INC.	PEDESTRIAN SIGNAL CROSSING DESIGN	573	47000	5910			\$2,202.00	\$2,202.00
YALE MECHANICAL INC	REPLACED DEFECTIVE 3 WAY VALVE	220	43800	3890			\$1,272.35	\$1,272.35
YALE MECHANICAL INC	MAINT. WORK ON EQUIPMENT	220	43800	3890			\$2,733.04	\$2,733.04
YALE MECHANICAL INC	WATER HEATER REPAIR	220	43800	3890			\$1,289.00	\$1,289.00
YALE MECHANICAL INC	REPAIRS TO EQUIPMENT	220	43800	3890			\$1,000.03	\$1,000.03
YALE MECHANICAL INC	POOL RECLAIM PUMP REPAIR	220	43800	3810		007	\$2,756.12	\$2,756.12
YALE MECHANICAL INC	POOL HVAC REPAIR	220	43800	3810		007	\$1,061.88	\$1,061.88
YOCUM OIL COMPANY INC.	OFF ROAD DEISEL FUEL	701	46500	2120		003	\$1,637.50	\$1,637.50
YOCUM OIL COMPANY INC.	ON ROAD DEISEL FUEL	701	46500	2120		002	\$4,699.80	\$4,699.80
ZIEGLER, INCORPORATED	FILTERS FOR MV-2	701	46500	2220		002	\$87.57	\$87.57

Total of all invoices: \$276,070.36

=====

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	34,019
Vendor number	03046 1 <span style="float: right;">2013</span>
Vendor name	SPRINGSTED, INCORPORATED
Address	380 JACKSON STREET SUITE 300 ST PAUL MN 55101-4705

Date	Comment line on check	Invoice number	Amount
04-04-13	2013A FINANCIAL ADVISOR FEE	934.107	\$20,730.78

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

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

Account Coding	Amount
601 48300 6200	\$3,938.85
603 48300 6200	\$4,768.08
320 48100 6200	\$12,023.85

Is sales tax included on invoice?	MN 6.875%
If no, amount subject to sales use tax	\$
Reviewed by:	
(signature required) Fred Espe	
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	33,992
Vendor number	03046 1 <span style="float: right;">2013</span>
Vendor name	SPRINGSTED, INCORPORATED
Address	380 JACKSON STREET SUITE 300 ST PAUL MN 55101-4705

Date	Comment line on check	Invoice number	Amount
07-04-13	2013B FINANCIAL ADVISOR FEE	1	\$27,972.79

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
311 48130 6200	\$6,143.37
313 48100 6200	\$11,303.78
376 48200 6200	\$1,105.80
377 48200 6200	\$819.11
601 48300 6200	\$778.17
601 48300 6200	\$4,218.45
602 48300 6200	\$982.94
602 48300 6200	\$1,351.54
603 48300 6200	\$1,269.63

Is sales tax included on invoice?	MN 6.875%
If no, amount subject to sales use tax	\$

Reviewed by: Fred Espe  
(signature required) Fred Espe

Approved by: TJ Schwerm  
(signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	33,961
Vendor number	01276 1 <span style="float: right;">2013</span>
Vendor name	HEALTH PARTNERS
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600

Date	Comment line on check	Invoice number	Amount
04-04-13	HEALTH INSURANCE: MAY 2013	43121048/43121049	\$50,147.00

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
101 20410	\$49,076.60
101 20411	\$1,070.40

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

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

Approved by: TSS  
 (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	33,915
Vendor number	01337 2 <span style="float: right;">2013</span>
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
04-05-13	LAW ENFORCEMENT SERVICES-APRIL 2013	SHRFL-001208	\$156,961.51

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41100 3190 001	\$156,961.51

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

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

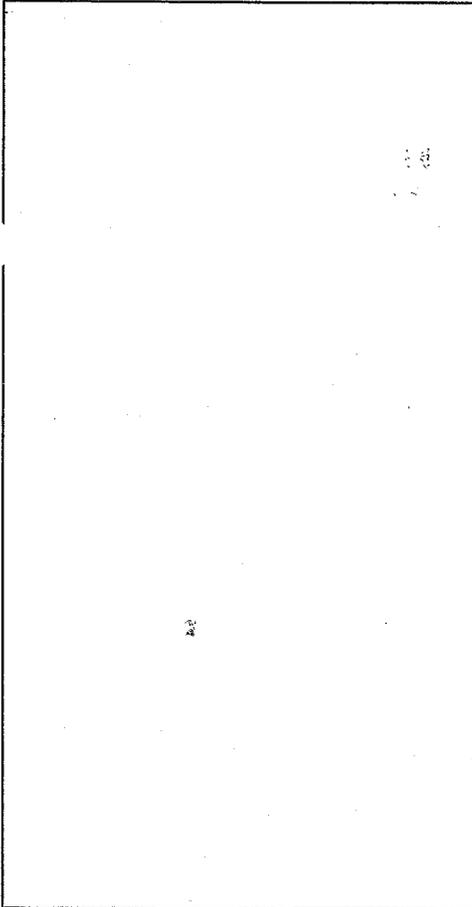
Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	33,767		
Vendor number	01250 1		2013
Vendor name	E.H.RENNER, INC		
Address	15688 JARVIS ST NW ELK RIVER, MN 55330		

Date	Comment line on check	Invoice number	Amount
03-25-13	PULL, INSPECT ROUTINE MAINTENANCE WELL 4	000129440000	\$20,553.00



Account Coding	Amount
601 45050 3190 003	\$20,553.00

Is sales tax included on invoice?	Tax Due
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Dan Curley	
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	33,897		
Vendor number	00416 1	2013	
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
04-04-13	SEWER SERVICE-MAY 2013	1013830	\$144,679.50

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
602 45550 3670	\$144,679.50

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

Reviewed by: Debbiem 4-4-13  
 (signature required) Debbie Engblom

Approved by: TJS  
 (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	33,937
Vendor number	00260 1 <span style="float: right;">2013</span>
Vendor name	GREENHAVEN PRINTING
Address	4575 CHATSWORTH STREET N SHOREVIEW, MN 55126

Date	Comment line on check	Invoice number	Amount
04-08-13	MARCH APRIL NEWSLETTER	130460	\$31,137.58

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
101 40400 3220 002	\$4,111.56
101 40400 3390 001	\$27,026.02

Is sales tax included on invoice?	MN 6.875%
If no, amount subject to sales use tax	\$

Reviewed by: Tessia Melvin  
 (signature required) Tessia Melvin

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	33,930
Vendor number	01901 1 <span style="float: right;">2013</span>
Vendor name	ALLIED WASTE SERVICES #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
03-25-13	MARCH ALLIED WASTE SERVICES	0899-002245657	\$29,424.52

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

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

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

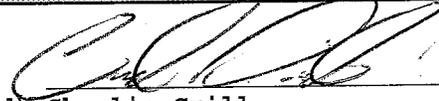
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
210 42750 3190	\$29,424.52

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	

**LICENSE APPLICATIONS**

Moved by Councilmember

\_\_\_\_\_

Seconded by Councilmember

\_\_\_\_\_

To approve the License Applications as listed on the attached report dated April 15, 2013.

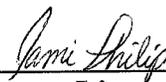
<b>ROLL CALL:</b>	<b>AYES</b>	<b>NAYS</b>
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

April 15, 2013  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**April 15, 2013**

<b>LICENSE #</b>	<b>BUSINESS NAME</b>	<b>TYPE</b>
2013-0056	S&S Tree and Landscaping	Tree Trimmer
2013-0057	J&S Tree Service Inc	Tree Trimmer
2013-0058	Arbor Tree Service Inc	Tree Trimmer

The above licenses are recommended for approval:



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

**PROPOSED MOTION**

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

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

To approve Resolution No. 13-38 accepting a donation from Shoreview 12x12 AA group in the amount of \$100.

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

JOHNSON                      \_\_\_\_\_                      \_\_\_\_\_

QUIGLEY                      \_\_\_\_\_                      \_\_\_\_\_

WICKTROM                      \_\_\_\_\_                      \_\_\_\_\_

WITHHART                      \_\_\_\_\_                      \_\_\_\_\_

MARTIN                      \_\_\_\_\_                      \_\_\_\_\_

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: SHARI KUNZA  
MANAGEMENT ASSISTANT**

**DATE: APRIL 10, 2013**

**SUBJECT: ACCEPTANCE OF AND APPRECIATION FOR CONTRIBUTION  
FROM SHOREVIEW 12X12 AA GROUP**

### **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 Shoreview City Council has a long-held policy of providing complimentary meeting space for Shoreview Community Groups at Shoreview City Hall and the Shoreview Community Center.

### **ACCEPTANCE OF GIFTS/DONATIONS**

Shoreview 12x12 AA group has been meeting at the Shoreview Community Center for several years. In appreciation for the complimentary meeting space, the Shoreview 12x12 AA group has donated \$100 to the Shoreview Community Center. The attached Resolution 13-38 formally accepts the donation.

### **RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 13-38 accepting the donation to the Shoreview Community Center from the Shoreview 12x12 AA group.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD APRIL 15, 2013**

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 April 15, 2013, 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. 13-38**

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR  
DONATION FROM SHOREVIEW 12X12 AA

**WHEREAS**, the City of Shoreview has received a monetary donation of \$100.00 from the Shoreview 12x12 AA group for appreciation in providing meeting space.

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

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

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 15<sup>th</sup> day of April 2013.

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 15th day of April, 2013, 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 a gift of \$100.00 from the Shoreview 12X12 AA Group.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 16<sup>th</sup> day of April, 2013.

---

Terry C. Schwerm, City Manager

PROPOSED MOTION

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

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

to approve agreement between the City of Shoreview and the City of Arden Hills  
to conduct joint Cleanup Day events.

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

REGULAR COUNCIL MEETING  
APRIL 15, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: CHARLIE GRILL  
ADMINISTRATIVE TECH

DATE: APRIL 11, 2013

SUBJECT: APPROVE AGREEMENT BETWEEN SHOREVIEW AND ARDEN HILLS TO  
CONDUCT JOINT CLEANUP DAY EVENTS.

### BACKGROUND

Shoreview and Arden Hills have been conducting successful spring and fall Cleanup Day events for many years. Over the past two years there have been significant changes to the coordination and management of the event. This is due primarily to the change in the contractor who assists the cities with this event. Unlike the previous contractor, Allied Waste does not perform the pricing and cash handling for the event. Therefore, Shoreview has many more staff than it did a few years ago.

The increase in Shoreview staffs involvement has caused staff to evaluate the current conditions by which each city functions during Cleanup Day events. During this evaluation, it was discovered that there is no formal agreement between the cities regarding this event.

Therefore, in late 2012, both cities discussed creating a formal agreement that would better describe the terms and conditions of each city's responsibility and involvement during these events. City staff from both cities have been working over the past three months to developed an agreement that accurately describes each city's role and responsibility during Cleanup Day events and that allocates the costs in a fair and equitable manner.

### RECOMMENDATION

It is recommended that the City Council approve the attached agreement to formally recognize Shoreview and Arden Hills desire to continue to run joint Cleanup Day events.

# Shoreview/Arden Hills Cleanup Day Agreement

This Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013, is entered into by and between the City of Shoreview, a Minnesota municipal corporation (“Shoreview”) and the City of Arden Hills a Minnesota municipal corporation (“Arden Hills”).

## EVENT EXPLANATION

The Cities of Arden Hills and the City of Shoreview conduct combined Cleanup Day events at the Ramsey County Public Works facility located at 1425 Paul Kirkwold Drive Arden Hills, MN 55112. Ramsey County operates a Household Hazardous Waste drop-of facility that operates on-site during these events. It is the desire of the communities to continue holding these events as an extension of their environmental/recycling programs.

## SECTION I RESPONSIBILITIES OF THE PARTIES

**1.01. Shoreview’s Responsibilities.** Shoreview shall be responsible for the following with respect to the administration and operations of all Cleanup Day events.

- A. Sufficiently advertise the event and be responsible for Shoreview marketing materials.
- B. Provide to the City of Arden Hills a marketing flier at least six weeks prior to the event.
- C. Provide Recycling Contractor as well as coordinate other event contractors for electronics, appliances, donations and house hold hazardous waste.
- D. Provide four (4) to six (6) maintenance workers to help unload vehicles.
- E. Provide administrative setup for the event prior to and the day of the event.
- F. Provide administrative tools and equipment for the event. (Admin Tools, Tent, Signage and Cones)
- G. Provide sufficient staff for vehicle inspections and cash handling.
- H. Separate out City payments after event and invoice Arden Hill for pre-agreed percentage of event cost.
- I. Report tonnage for Ramsey County tracking purposes; as specified in Section VII

**1.02. Arden Hill’s Responsibilities.** Arden Hills shall be responsible for the following with respect to the administration and operations of all Cleanup Day events.

- A. Sufficiently advertise the event and be responsible for Arden Hills marketing materials.
- B. Will provide one (1) sanitation satellite for event use.
- C. Provide two (2) to four (4) maintenance workers to help unload vehicles and a front loader for lifting and packing materials.
- D. Will have gates to the complex area unlocked and open at 7:15 AM the morning of the event.
- E. Report tonnage for Ramsey County tracking purposes; As specified in Section VII

**SECTION II  
BUDGET AND FINANCE**

- Each year, staff from both parties will meet to decide event dates, rates and will review the percentage of cost-share. The standard formula will be Shoreview 2/3 and Arden Hills 1/3. This formula must be adjusted one year in advance for budgeting purposes and will be based on the percentage of actual attendees from each City.
- Shoreview will invoice Arden Hills once all bills have been received.
- All Shoreview invoices must be paid within 30 days of receiving.
- Shoreview will be responsible for overseeing and handling all funds.
- Shoreview will be responsible for setting the cost of items to be collected.
- Shoreview reserves the right to raise the price up to 3% each year depending on the cost of contract hauler.

**SECTION III  
EQUIPMENT AND PROPERTY**

- Shoreview will provide four (4) to six (6) maintenance workers to help unload vehicles
- Arden Hills will provide two (2) to four (4) maintenance workers to help unload vehicles and a front loader for lifting and packing materials.
- Arden Hills will supply a Sanitary Satellite for event use.
- Shoreview will have a tent for admin, cones, and signage for the event.
- Contractor will be in charge of bringing packing trucks, roll off dumpsters and sub contractor trailers.
- Ramsey County Household Hazardous Waste contractor supplies own equipment, personnel and transportation for Household Hazardous Waste drop off.

**SECTION IV  
EMPLOYEES**

- Arden Hills employees will open gates at 7:15 a.m. All employees should be on site and ready by 7:45 AM. Certain positions may have earlier times depending on responsibilities.
- Maintenance personnel and front loader will be viewed as equal contributions and will not be billed or charged to either party.
- Shoreview staff will be in charge of inspecting vehicles and cash handling. Arden Hills will be billed for Shoreview staff time, with the exception of maintenance personnel, based on the percentage of cost share determined each year.
- Contractor will provide enough personnel for managing their equipment and helping residents unload.
- Each party shall be responsible for its own employees, including injuries to or death of its own employees in conjunction with services provided. Each party shall maintain workers compensation coverage or self-insurance coverage covering its own personnel while they are

performing work with respect to this event. The parties waive the right to sue for any workers compensation benefits paid to their own employees or their dependents even if the injuries were caused wholly or partially by the negligence of the other party or its officials, employees or agents.

- The parties acknowledge and agree that it is their sole responsibility to provide all salaries, compensation and fringe benefits to their separate employees. Benefits may include but are not limited to health care, disability insurance, life insurance, re-employment insurance, FICA, Medicare and PERA.
- Each Party's employees will work cooperatively with the other party's employees.

## **SECTION V INDEMINIFICATION**

- Shoreview agrees to defend and indemnify Arden Hills, and its officers, employees, volunteers and agents, from and against all claims, damages, losses and expenses, including attorney fees, arising out of or resulting from the Shoreview's performance or failure to perform its obligations under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Shoreview or Anyone for whose acts Shoreview may be liable.
- Arden Hills agrees to defend and indemnify Shoreview, and its officers, employees, volunteers and agents, from and against all claims, damages, losses and expenses, including attorney fees, arising out of or resulting from the Arden Hill's performance or failure to perform its obligations under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Arden Hills or Anyone for whose acts Arden Hills may be liable.
- Damage to resident or municipal property during the Cleanup Day event must be reported to the other party on the next available business day following the event.
- Each city retains the financial responsibility for damage to or loss of its own equipment that may occur.
- Parties shall provide an insurance certificate showing coverage for Commercial general liability, auto liability, and physical damage and premises operations extended to cover the event premises.
- Each city retains the financial responsibility for workers' compensation benefits for its own employees and for any injuries that occur.

## **SECTION VI TERMINATION OF THE AGREEMENT**

- Each Party holds the right to terminate this agreement for any reason.
- Termination notice must be given to the other party in writing at least 90 days prior to the next event.
- Notification must be hand delivered or mailed by certified mail.

- Any unpaid debts or credits owed must be paid in full prior to termination of this contract.
- No fees shall be paid for planning future events as long as 90 days notice is given.

**SECTION VII  
RE-TRAC REPORTING**

- Each Party will report information regarding Re-Trac on the same percentage that was annually agreed upon for the cost share amount. (Example: Shoreview pays 2/3s, Arden Hills pays 1/3 so all materials for reporting purposes will be divided in the same way.)

**CITY OF SHOREVIEW**

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

By: \_\_\_\_\_  
Terry Schwerm  
City Manager

**CITY OF ARDEN HILLS**

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

By: \_\_\_\_\_  
Patrick Klaers  
City Administrator

**MOTION**

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

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

To hold the public hearing, take testimony and continue this matter to the May 20<sup>th</sup> City Council meeting per State Statute.

VOTE:      AYES: \_\_\_\_\_      NAYS: \_\_\_\_\_

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

*Regular City Council Meeting  
April 15, 2013*

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

**From:** Kathleen Nordine, City Planner

**Date:** April 5, 2013

**Re:** Authorization to Condemn Property, 3339 Victoria Street - Richard McGuire

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### **Introduction**

At the August 6, 2012 meeting, the City Council authorized the commencement of condemnation action against the property at 3339 Victoria Street, which is owned by Richard McGuire. The property has been a long-standing property maintenance and public nuisance issue and City staff believes it is in the public interest to condemn the property to remediate the unsafe, hazardous and blighted conditions that exist on the property.

### **Background**

For over two decades, the City has been engaged in code enforcement actions and lawsuits regarding the blighted conditions of this property.

The City has legally entered the property in 1999, 2007 and 2009 to abate the non-compliant property maintenance conditions. Since those abatement actions, the City has continued to monitor and inspect the property conditions under the



authority of Court Orders issued in 2000 and have required the property owner to clean-up the continuing non-compliant conditions on a number of occasions.

The abatement costs were not paid by the property owner and were added to the property taxes as a special assessment, in accordance with the Court order. The assessments for clean-up and past due property taxes to Ramsey County led to the property falling into forfeiture in 2000 and a Confession of Judgment was executed requiring the property owner to agree to a payment plan, which he has complied with over the past decade.

In addition to the repayment of delinquent taxes and costs of the City abatement actions, the property owner has also been consistently delinquent on payment of the City's utility charges, including other fees and penalties for being non-compliant with the Inflow/Infiltration regulations.

### **Property Conditions**

Pursuant to the Orders of the Court, an exterior property maintenance inspection was most recently conducted by City personnel on March 13, 2013. An administrative search warrant authorizing the inspection of the interior of the home and other structures was also executed on March 25<sup>th</sup>. Non-compliant interior storage and severe housing maintenance violations were found and the home has been posted uninhabitable. The property owner does have authorization to access the home between the hours of 8:00 am and 4:30 pm. Overnight occupancy is not permitted.

Attached are memos from the Building Official, Senior Planner and the Fire Marshall outlining violations found to the Building, Property Maintenance, Housing and Fire Codes. The following summarizes their findings.

### **Property Maintenance**

Junk, debris, tires, tools and household goods were found to be stored outdoors in the side and rear yards outside of a fully enclosed building.

### **Housing Maintenance**

The structures, including the dwelling, are hazardous due to inadequate maintenance, dilapidation, and unsanitary condition. Exterior structure conditions include deteriorating roof materials, damaged siding, decaying fascia and soffits and broken windowpanes and rotted siding. The interior of the home has inadequate plumbing, heating and electrical systems, obstructions prohibiting safe access or means of escape, defects in the walls, flooring and stairways, lack of fire safety, excessive storage and cleanliness issues.

### **Negotiations to Purchase**

The City has continued to make a good faith attempt to acquire the property. For the past two years, City staff has attempted to negotiate the purchase of the property in recognition that enforcement efforts have not been successful in permanently gaining improved property conditions to gain compliance with applicable housing and property maintenance regulations.

The City has presented the property owner with numerous draft purchase offers, however, the property owner is not satisfied with the terms and has not signed a purchase agreement. While the City will continue to work with the property owner on the execution of this agreement, the condemnation proceedings should continue in the event that the City is not successful in acquiring the property. City staff hopes the initiation of condemnation proceedings will be a catalyst in executing a signed purchase agreement with the property owner.

If Mr. McGuire accepts the City's purchase offer, City staff will actively seek potential developer's and hold informational meetings with the neighborhood to discuss the process, clean-up and redevelopment options for the property. The City applied for and was awarded a grant in the amount of \$139,042 from Ramsey County through the Community Development Block Grant program to be used for purchasing and redevelopment of the property as an affordable housing site.

### **Condemnation Action**

The City has the authority to condemn private property for public use, provided the property owner is provided reasonable compensation. If the condemnation is being used to alleviate a blighted area or property, the building(s) must be structurally substandard. As stated earlier, the building and property have been inspected and the property owner has been informed of violations pertaining housing maintenance and building codes. These violations have not been remedied and the cost to cure the violations is more than 50% of the assessors taxable market value for the building (\$22,500).

The City did complete an appraisal as required by State Statute which states that the property has a market value of \$150,000.00. This appraisal was provided to the property owner on February 12<sup>th</sup>. In addition to receiving compensation for the property, the City is also required to pay relocation costs.

The City Council is being asked to hold the required public hearing for this condemnation action. The property owner was notified on March 12<sup>th</sup> of this hearing and notice of said hearing was published in the City's legal newspaper and posted on the City's website at least 30 days prior to the hearing. At the next regular meeting that is at least 30 days after the public hearing, the Council must vote on whether or not to authorize condemnation and adopt a resolution that:

- 1) Identifies and describes the public costs and benefits known or expected to result from the program or project
- 2) Address how the acquisition serves one or more identified public uses or public purposes and why the acquisition is needed to accomplish these

### **Recommended Action**

Both the City Council and Economic Development Authority recognize that the acquisition of this property will provide a permanent solution for mitigating the blight on this property. This acquisition will also resolve long standing neighborhood concerns regarding the impact this blighted property has on property values and will provide a redevelopment opportunity for the City that may include affordable housing. While a negotiated purchase is still the goal of the City, condemnation action may be necessary to acquire this property. The City Council is being asked to hold the public hearing at the April 15<sup>th</sup> meeting, take testimony and continue this matter to the May 20<sup>th</sup> meeting. Formal action on the condemnation can then be taken at that time.

Attachments

- 1) March 12, 2013 Correction Notice – Rob Warwick, Senior Planner
- 2) Memo's detailing building, housing and fire code violations
  - a. March 25, 2013 – Rick Current, Lake Johanna Fire Marshal
  - b. March 26, 2013 – Rob Warwick, Senior Planner
  - c. April 11, 2013 - Steve Nelson, Building Official
- 3) Appraisal Summary – Penfield , Inc.

City Council:  
Sandy Martin, Mayor  
Emy Johnson  
Terry Quigley  
Ady Wickstrom  
Ben Withhart



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

March 12, 2013

Richard McGuire  
3339 Victoria Street  
Shoreview, MN 55126

Via U.S. Mail and Posted on the Property

Dear Mr. McGuire:

This letter addresses property maintenance issues that have in the past and do again exist on your property at 3339 Victoria Street.

You are aware that this matter was considered in District Court on October 12, 2005. As a result of those proceedings, Judge Wheeler issued an Order dated October 13, 2005 in which he reaffirmed prior Orders of the Court regarding property maintenance. The applicable Court Orders permit the City to take all actions necessary to bring the property into compliance with City Code. The Orders require you to maintain conditions of the property in compliance with the Municipal Code. If non-compliant conditions are identified, the City is required to provide you notice of the non-compliant conditions and a period of at least five (5) days to remedy the violations.

City staff inspected the property on March 12, 2013 and identified that non-compliant exterior storage and housing maintenance exist on the property.

This letter is notice to you that on or after March 18, 2013, representatives of the City will enter the property to bring conditions on the property into compliance with City Code. Conditions that are non-compliant include, but are not limited to, the following:

1. **Vehicles must be parked on an approved surface and at least 5 feet from a side property line.**

Snow and ice covered ground present

2. **Tree trimmings, branches and cut brush are defined as refuse, and shall be disposed of at least once per week.**

Appears OK

3. **A maximum of two trailers and/or Recreational Vehicles can be stored outside of a fully enclosed building.**

OK. Two trailers outdoors in rear yard

4. **Outside storage is limited to laundry drying equipment, recreational equipment and patio furniture.** Junk, debris, tires, tools and household goods are stored in the side and rear yards outside of a fully enclosed building.  

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5. **Peeling paint is present on the exterior façade of the house, especially the fascia and soffits.**
6. **Siding on the exterior of the house is in places broken or missing.**
7. **The house roof materials do not appear to be weather tight and the materials do not match.** The house roof materials include both shingles and metal roofing panels. The shingles are curled badly and metal roofing panels not securely attached to the roof. A portion of the house roof is covered with a plastic tarp. A section of the house roof appears to have collapsed, apparently from water damage that has resulted in deterioration of the structural members of the roof.
8. **The general exterior condition of the dwelling is deteriorated and is not being maintained in a workmanlike state of repair.** The paint and roof conditions noted above, coupled with lack of stairs outside doors, broken and missing decorative trim pieces give the dwelling a dilapidated appearance.
9. **Accessory structures are not maintained in workmanlike condition.** The outbuildings have broken windows, deteriorated roofs, windows not glazed, doors that are missing or appear inoperable, and several structures appear to be structurally unsound.
10. **Other corrections required:**

*Access to house is ice covered. City Code requires ice- and snow-free access.*

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Please correct any conditions that do not comply with City regulations prior to March 18, 2013, thereby bringing the Property into compliance with City requirements.

You are also aware of the litigation history. Court Orders have been previously issued in June and September 2000. The Orders specify that you are required to keep the property in compliance with the City Code, and also identify the procedure to be used by the City to monitor the compliance. The Orders provide that if the conditions are not remedied within five (5) days of written notice to abate the conditions, the City may enter upon the Property and take all steps

“necessary or reasonable to bring the Property into compliance with the applicable provisions of the City Code and Orders of this Court.”

This letter shall serve as the five (5) day written notice to abate non-compliant conditions, including, but not limited to, those referred above. If the conditions on the property are not in complete compliance with the City Code by March 18, 2013, the City intends to exercise all of its rights pursuant to the June 2000 Order, the September 2000 Order, the October 2005 Order and any other applicable Order which has been issued by the Court. This will include, but not necessarily be limited to:

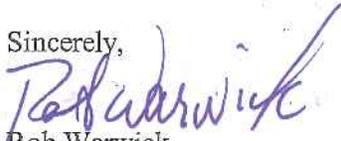
- a. Bringing a Motion before the Court to vacate the stay of the imposition of further executed jail time referred to in the September, 2000 Order, which may result in your incarceration; and/or;
- b. Undertaking an abatement of the conditions in a manner similar to those which were conducted during the summer of 2000, spring of 2007, and early in 2009 with or without further judicial action. As noted above, such abatement may occur any time on or after March 18, 2013.

Costs and expenses incurred by the City will be payable by you, as provided in the applicable Court Orders. The City sincerely hopes that the time, expense, effort and inconvenience which were incurred by all concerned in the past will not need to be repeated in order to bring the Property into compliance as referred to above.

In summary, the Property must be brought into compliance with the Code within 5 days of the date of this letter. The City will exercise all of its rights pursuant to the Orders referred to above on or after March 18, 2013.

Thank you in advance for your anticipated cooperation. Please contact me at 651-490-4681, or via email at [rwarwick@shoreviewmn.gov](mailto:rwarwick@shoreviewmn.gov) or Jerry Filla, the City Attorney, at 651 223-8019, if you have any questions.

Sincerely,

  
Rob Warwick  
Code Enforcement Officer

Case Number: CC2005-094

C: Jerry Filla, City Attorney

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## 211 Property Maintenance

### 211.010 Parking and Storage of Vehicles and Equipment

#### (A) Parking or Storage of Commercial Usage Vehicles, Inoperable Vehicles, Unlicensed Vehicles and Vehicle Parts.

(1) Commercial usage vehicles, inoperable vehicles, unlicensed vehicles or any part or equipment appurtenant to any vehicle shall not be:

(a) Parked or stored outdoors on lots in residential districts except for the following:

(i) One commercial usage vehicle of over 3/4 ton carrying capacity or 9,000 pounds gross vehicle weight, but not in excess of one ton carrying capacity or 12,000 pounds gross vehicle weight, may be stored outside.

(ii) No more than one commercial usage vehicle of any size bearing exterior evidence of commercial advertising, identification or equipment may be stored outside.

(b) Parked or stored on lots in non-residential districts for more than 48 continuous hours.

#### (B) Parking or Storage of Recreation Vehicles, Boats, ATV's, Snowmobiles, etc.

(1) Recreational vehicles, boats, ATV's, snowmobiles, special purpose trailers or other vehicles designed or used for off-road purposes may be parked or stored in a garage or lawfully erected building, or may be parked or stored outdoors as follows:

(a) No more than two such vehicles, not more than one of which is a recreational vehicle, shall be parked or stored outdoors on each lot. For the purposes hereof, a vehicle on a trailer shall be considered one vehicle.

(b) Any such vehicle parked or stored outdoors shall be owned or leased by the occupant of the premises where parked or stored.

(c) Any such vehicle shall not be parked or stored within five feet of a side yard lot line, or within ten feet of a rear yard property line. Vehicles may be parked within the required front setback provided vehicles are parked on an approved asphalt, concrete or similar approved hard surface and shall not be within five feet of the front yard property line.

(C) Other Vehicles. Passenger automobiles and all other vehicles not regulated by Section 211.010(A) and 211.010(B) may be parked or stored in a garage or lawfully erected building, or may be parked or stored outdoors as follows:

(1) Lots in Residential Districts. On an asphalt, concrete or similar approved hard surface but not within five feet of a side or front property line. No more than four vehicles or one per licensed driver residing on the premises, whichever is more may be parked or stored outside.

(2) Lots in Non-Residential Districts. On a parking area that is asphalt, concrete or similar approved hard surface but not for periods exceeding 48 hours. Provided, however, vehicles may be stored for periods exceeding 48 hours in Districts allowing for the sale of new or used automobiles or boats on property approved by the City for use as an open sales lot.

### 211.020 Refuse

(A) Definition. Refuse shall be all solid waste products which are composed wholly or partly of such materials including but not limited to garbage, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes or domestic solid wastes including organic wastes or residues of animals, meat, fruit, vegetables, grains or fish; animal excreta or carcasses of animals; rubbish including wood, leaves, vegetation, tree trimmings, dead trees and shrubs, branches, sawdust, shavings, grass trimmings, paper products, straw, rags, clothing, and all other combustibles; waste matter composed of soil, clay, sand, earth, gravel, fill, stones, bricks, plaster, glass, glassware, crockery, ashes, cinders, shells, metal and other non-

combustibles; waste debris resulting from the construction, demolition, repair or alteration of structures or buildings; accumulated waste materials composed of cans, containers, tires, junk, vehicle parts, appliances, electronic devices or other substances which may become a nuisance. Other waste materials which could be considered a nuisance or hazard to the public health, safety or welfare shall be disposed of within a reasonable period of time by arranging collection by a licensed collector.

(B) Every person shall arrange for the collection and disposal of all accumulations of refuse on his premises by a collector of refuse, licensed by the City, at least once a week.

(C) All refuse shall be properly contained in a closed container sufficiently designed for the storage of all refuse accumulating on the premises between collections. Said containers shall be stored within a fully enclosed building or in an area designed for such purpose and properly screened from adjoining properties and the public right-of-way.

(D) Any hazardous materials must be disposed in accordance with applicable State and Federal regulations.

**211.030      Grading and Drainage**

(A) All premises shall be graded and maintained so as to prevent the accumulation of stagnant water, except in natural occurring ponding areas on said premises.

(B) Grading shall not be altered, and gutters and downspouts shall not be installed as to direct additional surface and storm water onto adjoining properties.

(C) Discharging any sump pump water, swimming pool water, or water which has been used in a manufacturing process or mechanical process so as to flow upon or over streets, sidewalks, or other public property or private property except that owned by the person discharging the water.

(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.

**211.040      Outside Storage.** All materials and equipment shall be stored as provided in this Code except for the following:

(A) Laundry drying equipment, recreational equipment and patio furniture may be stored outside.

(B) Firewood may be stored outside provided it is stored in a rear or side yard and it is set back a minimum of five feet from the property line. Storage of firewood in the front yard may be permitted for loading and unloading and shall not exceed five days. Firewood shall be stacked in a neat, orderly, safe manner and in a manner to prevent the harboring of rodents. The maximum height allowed is six feet. The maximum amount of firewood stored on properties less than two acres shall be two cords. One cord is four feet in width by four feet in height by eight feet in length (4' x 4' x 8').

**211.050      Glare.** In all districts, no light or combination of lights which cast light upon a public street shall exceed 1 foot candle meter reading as measured from the centerline of the street nor shall any light or combination of lights cast light upon residentially zoned property exceeding 0.4 foot candle meter reading as measured at the receiving residential lot line.

**211.060      General Property Maintenance.**

(A) In all districts, structures, buildings, fences and landscaping shall be maintained so as to prevent unsightliness, health hazards, or unsafe conditions.

(B) In all districts, grass clippings, weed clippings, and leaves shall be disposed of in a reasonable time by composting in a proper manner, hauling to a regulated composting site, or by bagging or otherwise properly containing such material until waste pick up. Composting areas shall be located in a rear yard, at least ten feet from any property line, at least thirty feet from any adjoining residence and designed so that seepage from the compost will not run off into public or private streets, storm sewers, drainage ditches, water retention basins, streams or lakes. No person shall rake or deposit grass

clippings, weeds, noxious weeds, leaves, chemicals, sand or other refuse on or into a public or private street, storm sewer, drainage ditch, water retention basin, stream or lake.

(C) All exterior property areas shall be kept free from species of weeds or plant growth which are noxious or a detriment to public health. Noxious weeds are those identified in Minnesota Rules 1505.0730 and 1505.0740. Grass plots and lawn areas, including any contiguously abutting street boulevard areas, shall not exceed nine inches in growth height. Non-woody vegetation on vacant properties shall not exceed eighteen inches in growth height. Native grasses indigenous to Minnesota, planted and maintained on any occupied lot or parcel of land as part of a garden or landscape treatment are exempt from the growth height maximum height limitation, provided the native landscaping does not interfere with traffic or pedestrian safety. Wetlands and other drainage features, pastures, and undisturbed land are exempt from this provision.

(D) Property owners shall provide snow-free and ice-free access to all dwelling units. Storage of snow shall be maintained on the property and cannot be placed on any public street, alley, sidewalk, bike path, railway, or adjoining private property or boulevard.

(E) In all Districts, all sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

(F) In all Districts, it shall be the responsibility of the owner to restore any exterior surface of any structure or building surface damaged, mutilated or defaced by any marking, carving or graffiti to an approved state of maintenance and repair. Such repair shall be effected within ten (10) days after said defacement.

#### 211.070 Housing Code

(A) Purpose. The purpose of the Housing Code is to establish a minimum level of maintenance standards for all housing and residential accessory structures in the City. The general objectives shall include the following:

(1) To protect the character and stability of residential properties within the City.

(2) To correct and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well-being of persons occupying dwellings within the City.

(3) To provide minimum standards necessary to the health and safety of occupants of the buildings.

(4) To provide minimum standards for the maintenance of existing residential buildings, and to thus prevent deterioration and blight.

(B) Applicability and Scope. This Housing Code shall apply to exterior and interior area of all residential properties in the City. The construction, repair, alteration and maintenance of residential property shall comply with the provisions of this Code and other applicable sections of the Shoreview Municipal Code including the Building Code and the Development Ordinance.

(C) Exterior Structures. The exterior of all dwellings and residential accessory structures in the City shall comply with the following requirements:

(1) Foundations, walls and roofs. Every foundation, exterior wall, roof and all other exterior surfaces shall be maintained in a workmanlike state of maintenance and repair:

(a) The foundation elements shall adequately support the building at all points.

(b) Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, falling or loose stucco or brick, substantial amounts of peeling paint and any conditions which might admit moisture to the interior portions of the walls or to the interior spaces of the structure.

(c) Roofs shall be tight and have no defects which admit water. Roof drainage shall be adequate to prevent water from causing dampness in the walls. Roof materials shall be matching.

(d) All non-decay resistant wood shall be finished with an approved protective coating.

(2) Stairs, porches, decks and railings.

(a) Every outside stair, porch, deck, railings and appurtenance attached thereto shall be maintained as to be safe in use and capable of supporting a load as determined in the Building Code and shall be kept in sound condition and good repair.

(b) Every flight of stairs which is more than four (4) risers high shall have hand rails which are to be so located as determined by the Building Code.

(c) All stairs, porches, decks, railings and appurtenance attached thereto shall be free of holes, breaks, loose or rotting boards or timbers, falling or loose stucco or brick, substantial amount of peeling paint and any conditions which might admit moisture to the interior portions of any structure and free of conditions that show lack of maintenance.

(3) Windows, doors and hatchways. Every window, exterior door and hatchway shall be substantially tight and shall be kept in sound condition and repair.

(a) Every window shall be fully supplied with window panes which are without open cracks or holes. Every window screen shall be kept in a good state of repair without holes or tears.

(b) Every window sash shall be in good condition and fit reasonably tight within its frame. Windows designed to be opened and closed shall be capable of being held in an open or closed position by window hardware.

(c) Every exterior door, door hinges and door latch shall be in good condition.

(d) Every exterior door, when closed, shall fit reasonably well within its frame.

(e) Every window, door and frame shall be maintained in relation to the adjacent wall constructions, as to exclude rain, and substantially to exclude wind from entering the structure.

(f) Every hatchway shall be so maintained as to prevent the entrance of rodents, rain and surface drainage water into the structure.

(g) Every door available as an exit in a dwelling shall be capable of being easily opened from the inside.

(4) General. The exterior of all residential dwellings and accessory structures shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare. All exterior surfaces, including, but not limited to, siding, doors, door and window frames, porches, trim, soffits and fascia, eaves and gutters, balconies, decks and fences shall be maintained in good condition.

(D) Interior Areas of Dwelling Units. The interior of all dwelling units in the City shall comply with the following standards:

(1) Interior walls, floors, ceiling and woodwork. All interior walls, floors, ceilings and associated woodwork or trim must be maintained in a sound condition and in workmanlike repair.

(2) Plumbing systems. All plumbing systems shall be maintained in good working order, and must be kept free from obstructions, leaks and defects.

(3) Connected to water and sewer system. Every kitchen sink, lavatory basin, bathtub, or shower and water closet required under the provisions of this division shall be properly connected to either a public water and sewer system or to an approved private water and sewer system and shall be supplied with hot and cold running water.

(4) Heating facilities. Every dwelling and multiple dwelling shall have heating facilities and the owner of said heating facilities shall be required to see that said heating facilities are safety maintained and in good working condition, and that said facilities be capable of safely and adequately heating all habitable rooms, bathrooms and toilet rooms located therein. The heating facilities shall be capable of maintaining a minimum room temperature of seventy (70) degrees Fahrenheit (twenty-one (21) degrees Celsius) at three (3) feet above the floor in all habitable rooms including bathrooms and under all weather conditions.

(5) Electrical service, outlets, and fixtures. All residential structures and dwelling units shall be supplied with electrical service that is adequate to safely meet the electrical needs of the structure and dwelling units in accordance with the provisions of the Building Code. Every electrical outlet and fixture shall be maintained and connected to the source of electrical power in accordance with the provisions of the Building Code.

(6) Light and ventilation. No person shall occupy as owner-occupant or let to another for occupancy any dwelling unit, for the purpose of living, sleeping, cooking, and eating therein which does not comply with the provisions of the Building Code for light and ventilation.

(7) Fire safety. No person shall occupy as owner-occupant or shall let to another for occupancy any dwelling unit which does not comply with the applicable provisions of the Uniform Fire Code and all accepted standards for safety from fire.

(8) Cleanliness. The interior of every dwelling shall be maintained in clean and sanitary condition, free of accumulations of garbage and refuse. Every dwelling shall be maintained free from infestation of noxious insects, rodents and other pests.

(E) Enforcement Officer. It shall be the duty of the City Manager and his authorized representatives to enforce the provisions of this code.

(F) Inspections. The Enforcement Officer shall be authorized to make or cause to be made inspections to determine the condition of dwellings and premises in the City under this code in order to safeguard the health, safety and welfare of the public. The Enforcement Officer, or his designated representatives, shall be authorized to enter any dwelling or premises at any reasonable time for the purpose of performing his duties under this code. If the owner, operator or person in possession of the dwelling shall refuse to consent to the inspection and there is probable cause to believe that a violation exists within the particular structure, a search warrant may be obtained.

(G) Access by owner or operator. Every occupant of a dwelling shall give the owner or operator thereof, or his agent or employee, access to any part of such dwelling unit, rooming unit or its premises, at reasonable times, for the purpose of affecting inspection and maintenance, making such repairs, or making such alterations as are necessary to comply with the provisions of this code.

(II) Compliance orders.

(1) Whenever the Enforcement Officer determines that any dwelling, dwelling unit or rooming unit in the City under this code, or the premises surrounding any of these, fails to meet the provisions of this code, he may issue a compliance order setting forth the violations of the code and ordering the owner, occupant, operator or agent to correct such violations. This compliance order shall:

(a) Be in writing.

(b) Describe the location and nature of the violations of this code.

(c) Establish a time for the correction of such violation.

(d) Be served upon the owner, his agent or the occupant, as the case may require. Such notice shall be deemed to be properly served upon such owner, agent or upon any such occupant, if a copy thereof is:

(i) Served upon him personally, or

- (ii) Sent by registered or certified mail to his last known address or
  - (iii) Upon failure to effect notice through (i) or (ii) above, as set out in this section, posted at a conspicuous place in or about the property which is affected by the notice.
- (2) Any property owner who fails to satisfy the conditions of the Housing Code and Compliance Order shall be guilty of a misdemeanor.
- (3) **Transfer of Ownership.** It shall be unlawful for the owner of any property, dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of said property, dwelling or structure to another until the provisions of the compliance order or notice of violation have been complied with or until such owner shall first furnish the grantee, transferee, mortgagee, or lessee a true copy of any compliance order or notice of violation issued by the City and shall furnish to the City a signed and notarized statement from the grantee, transferee, mortgagee, or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

**205.082(D) Detached Residential District (R1) – Required Conditions**

- (5) Accessory Structures.
  - (a) Maximum Area.
    - (i) Attached Accessory Structure: 1,000 square feet or 80% of dwelling unit foundation area, whichever is more restrictive.
    - (ii) Detached Accessory Structure:
      - (a) Area shall not exceed the 75% foundation area of the dwelling unit or 750 square feet whichever is more restrictive.
      - (b) Parcels less than 1 acre in size:
        - (i) When there is no attached garage or an attached garage that is less than a two-car, a single detached accessory structure may consist of the maximum area allowed in Section 205.082(D)(5)(a)(ii)(a). However, the second detached structure shall not exceed 150 square feet. The area of the second detached accessory structure may be increased to a maximum of 288 square feet upon Conditional Use Permit approval.
        - (ii) When there is an attached two-car garage or larger on the property, the total area of all detached accessory structures shall not exceed 150 square feet. The total area of all detached accessory structures may be increased to a maximum of 288 square feet upon Conditional Use Permit approval.
      - (ii) Parcels that have a lot area of one or more acres:
        - (i) When there is no attached garage or an attached garage that is less than a two-car, a single detached accessory structure may consist of the maximum area allowed in Section 205.082(D)(5)(a)(ii)(a). However, the second detached structure shall not exceed 288 square feet.
        - (ii) When there is an attached two-car garage or larger on the property, the total area of all detached accessory structures shall not exceed 288 square feet.
        - (iii) The maximum allowable square footage for accessory structures may be exceeded upon Conditional Use Permit approval.
    - (iii) The combined area of all accessory structures shall not exceed 90% of the dwelling unit foundation area or 1,200 square feet whichever is more restrictive.
  - (b) Minimum Setbacks
    - i. Attached Accessory Structures
      - a. Rear yard setback: Not less than 30 feet or the minimum setback required for the principal structure
      - b. Side yard setback: 5 feet
    - ii. Detached Accessory Structures
      - a. Side yard: 5 feet

- b. Rear yard: 10 feet
- c. Alleys:
  - (i) 20 feet if a garage overhead door faces the alley.
  - (ii) 10 feet if a garage overhead door is side loaded and does not face the alley.
- (c) Maximum Number of Detached Accessory Structures: 2
- (d) Exterior Design and Construction
  - (i) The exterior design and materials shall be compatible with the dwelling unit and be similar in appearance from an aesthetic, building material and architectural standpoint.
  - (ii) Unfinished metal building exteriors, including corrugated metal siding, untreated non-decay resistant wood, concrete block, cloth, plastic sheeting and other materials that are not compatible with residential neighborhoods are prohibited.
  - (iii) All accessory buildings shall maintain a high standard of architectural and aesthetic compatibility with surrounding properties to ensure that they will not adversely impact the surrounding properties and neighborhood.
  - (iv) All accessory structures shall have a finished flooring system, with the exception of boathouses.
  - (v) No accessory structure shall be constructed prior to the construction of a principal structure.
- (e) Use: Accessory structures are to be used for personal use only and no commercial use or commercial related storage is permitted.



## LAKE JOHANNA FIRE DEPARTMENT

5545 LEXINGTON AVENUE NORTH • SHOREVIEW, MN 55126  
OFFICE (651) 481-7024 • FAX (651) 486-8826

To: Kathleen Nordine

From: Rick Current

Date: 3/25/2013

Subject: 3339 Victoria Street North Inspection

Kathleen,

Below are the violations found after conducting an inspection of the residence at 3339 Victoria Street North. Access to the residence was limited and more violations may be found if further access is made available.

- 304.2 – Storage of combustible rubbish shall not produce conditions that will create a nuisance or a hazard to the public health, safety, or welfare.
- 1028.6 – Remove obstructions that inhibit the use of escape windows.
- 305.1 – Provide clearance between ignition sources, such as light fixtures, heaters and flame producing devices, and combustible materials.
- 315.2 – Maintain orderly storage of combustible materials.
- 605.5 – Remove extension cords that are being used as a substitute for permanent wiring.
- 304.1 – Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.
- 907.1.18.1 – A minimum of one smoke detector listed for the intended purpose shall be installed in the following areas: In each sleeping room, on ceiling or wall outside each sleeping room, and on each story or floor of the dwelling unit.
- 315.2.1 – Maintain storage at least 2 feet below the ceiling.
- 315.2.2 – Combustible materials shall not be stored in exits or exit enclosures.

Please let me know if you have any questions or need anything further from me.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Current", is written over a horizontal line.

Rick Current

Fire Marshal,

Lake Johanna Fire Department

FROM: Rob Warwick, Senior Planner  
RE: 3339 Victoria Street North, Inspection Results  
DATE: March 26, 2013

An administrative search warrant was executed at about 9.30am for the property located at 3339 Victoria St. The purpose of the warrant was to verify that interior conditions of the dwelling complied with the City's Housing Code, Fire Code and Building Code.

The following non-compliant conditions were observed (Code citations refer to the Shoreview Municipal Code):

**211.070 Housing Code**

**(C) Exterior Structures**

(1) Foundations, Walls and Roofs. The foundation, exterior wall, roof and all other exterior surfaces are not maintained in a workmanlike state of maintenance and repair. The exterior walls have holes, breaks, loose or rotting boards or timbers in which moisture has been admitted into the structure. The roof structure is not weather tight and moisture, as evident by the collapsing ceiling and visible daylight has caused deterioration of the dwelling.

(2) Stairs, Porches, Decks and Railings. Stairs, decks, railings have not been maintained so as to be safe and capable of supporting a load as determined in the Building Code and are not in sound condition and good repair.

(4) General. The exterior of the residential dwellings and accessory structures has not been maintained in good repair, nor is structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare. Exterior surfaces, including, but not limited to, siding, doors, door and window frames, trim, soffits and fascia, eaves and gutters, have not been maintained in good condition.

**(D) Interior of Structures.**

(1) Interior Walls, Floors, Ceiling and Woodwork. Interior walls, floors, ceilings and associated woodwork or trim has not been maintained in a sound condition and in workmanlike repair. The ceilings in both the north side entry and the living area on the west side of the main level have collapsed and are not being maintained in a workman like state of repair. The tile floor in the north side entry has deteriorated from water damage and is not in a workman like state of repair. The interior finish of the outside wall in the north side entry has deteriorated, and the exterior wall sheathing is visible from the landing inside the house. This is not a workmanlike state of repair.

(3)(a)(b) Primary and Secondary Means of Escape. – Unobstructed means of escape is required from every living and sleeping area. The stairs leading from the north side entry door to the first floor and the basement are obstructed with household storage. It appears that a portion of the basement is being used as a sleeping room. The east (front) entry door is several feet above grade and has no exterior stairs. The south side entry and west rear entry are obstructed on the exterior by ice and snow accumulations. These conditions do not comply with City regulations for access.

(5) Stairs and walking surfaces. The interior stairs and flooring is not maintained in sound condition and good repair as required by the Code. The stairs were missing or had unsecured treads and landings. The tile floor was water damaged and not being maintained or repaired.

(6)(7) Plumbing systems, Connection to water and sewer system. The Plumbing system does not appear to be maintained in good working order as evident from the storage conditions of the home and lack of access to these facilities. Sinks, lavatory basins, bathtubs, or showers and water closets were not located or found to be operable and there is question as to the source of water. Lawn hoses that enter/exit the home from the holes in the exterior wall provide the water source and it is not certain that these are connected to an approved water supply system

The temperature in the house was cold and the temperature reading from a basement wall thermometer was 32 degrees Fahrenheit, indicating that water pipes may be frozen. As such, plumbing systems would not operate to provide hot and cold water, as required. No operable hot water appliance was observed in the basement. Due to the clutter of stored items, it was not possible to inspect the entire house and verify if any water is provided for cooking, cleaning, or sanitation.

(8) Heating Facilities. The dwelling does not have an operable heating facilities that is capable of safely and adequately heating the structure at a minimum room or whole house temperature of seventy (70) degrees Fahrenheit. Of the three (3) appliances in the basement, none appeared to be operable.

(9) Electrical service, outlets, and fixtures. The dwelling is not supplied with electrical service that is adequate to safely meet the electrical needs of the structure in accordance the Building Code. The electrical outlets and fixtures are not maintained and connected to the source of electrical power in accordance with the provisions of the Building Code. Extension cords are being used to provide electricity from electrical conduit and supply boxes to light fixtures.

(11) Fire safety. The dwelling unit does not comply with the applicable provisions of the Uniform Fire Code and all accepted standards for safety from fire. No smoke detectors or carbon monoxide detectors were observed in the basement, although the area appeared to be used for sleeping quarters.

(12) Cleanliness. The general conditions of the house are not in compliance with the requirement that dwellings be maintained in a clean and sanitary condition, free from accumulations of refuse that create a fire hazard. The aforementioned storage of household goods and possessions is excessive, unorganized, cluttered and hazardous to any resident as well as to emergency services personnel who may be required to respond to an emergency.

#### **SUMMARY**

The dwelling cannot be used for habitation until and unless the heating, plumbing and electrical systems have been fully inspected for compliance with the Building Code requirements, tested as necessary, and repairs made. It is not possible to inspect and test the HVAC, Plumbing and Electrical systems until the amount of and method of storing personal goods has been addressed. Until the stored material in the dwelling has been addressed to comply with Housing and Fire Code regulations, it is unlikely that repairs to the water damaged structural members of the house can be fully assessed and repairs planned.

FROM: Steve Nelson, Building Official  
RE: 3339 Victoria Street North Inspection Results  
DATE: April 11, 2013

An administrative search warrant was executed at about 9:30am On March 26, 2013 for the property located at 3339 Victoria Street in Shoreview MN. I entered the structure as part of the search warrant to identify any code violations for the interior conditions of the dwelling that were in violation of the Minnesota Building code

The following non-compliant conditions were observed (Code citations refer to the Shoreview Municipal Code):

**Chapter 1300.0180 Minnesota Building Code, Unsafe Buildings or Structures (See attached)**

(1) Foundations, Walls and Roofs. The foundation, exterior wall, roof and all other exterior surfaces are not maintained in a workmanlike state of maintenance and repair to prevent the intrusion of water. The exterior walls have holes, breaks, loose or rotting boards or timbers in which moisture has been admitted into the structure. The interior of the structure is no longer structurally sound, evidenced by visible rotting wall studs, roof structure, collapsed ceiling.

(2) Stairs, Porches, Decks and Railings. Stairs, decks, railings have not been maintained so as to be safe and capable of supporting a load as determined in the Building Code and are not in sound condition and good repair.

(3) Interior Walls, Floors, Ceilings Due to the water intrusion, the structure is no longer structurally sound evidenced by visible rotting wall studs, roof structure and collapsed ceiling.

(4) Means of Egress Unobstructed means of escape s required from every living and sleeping area. The stairs leading from the north side entry door to the first floor and the basement are obstructed with household storage. The interior stairs to the lower level are not maintained in sound condition or good repair as required by the Code. The stairs were missing or had unsecured treads and landings.

(5) Plumbing system The plumbing system does not appear to be maintained in good working order as evident from the storage conditions of the home and lack of access to these facilities. Minimum sanitation fixtures requirements include one kitchen sink, one water closet (toilet), one bath lav and one shower or bathtub. Water must be supplied to all fixtures and hot water is required to the bath, bath lav, and kitchen sink. Observed were garden type hoses coming from the interior of the structure to the exterior. These connections do not have any type of backflow devices to prevent the contamination of the potable water.

(6) Heating facilities. Code requires a heating system capable of providing a temperature of 70 degrees three feet from the floor and three feet from a wall. The dwelling does not appear to have an operable heating facilities that is capable of safely and adequately heating the structure. None of the visible heating appliances that were able to be accessed were inoperable or unsafe. The temperature in the house was cold and the temperature reading from a basement wall thermometer was 32 degrees Fahrenheit

(7) Electrical service, outlets, and fixtures. The dwelling's service and electric system is an extreme hazard. Much of the observed lighting is provided by means of electric cord extensions. There are multiple cases of exposed wiring. Wiring observed is not installed or maintained in accordance with the National Electric Code as adopted by the State of Minnesota.

## SUMMARY

In accordance with Rules Chapter 1300.0180, the dwelling located at 3339 Victoria Street in Shoreview Minnesota is considered unsafe due the above findings that it is structurally unsafe, not provided with adequate egress, a fire hazard or otherwise dangerous to human life. Also, building service equipment is found to be unsafe due to electric hazard, danger to human life; and a hazard to safety, health or public welfare by means of inadequate maintenance and dilapidation. Due to the clutter blocking access, portions of the building were not able to be inspected.

Per Minnesota Rules Chapter 1300.0180, the building official may order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. Also per Minnesota Rules Chapter 1300.018, all unsafe buildings structures,, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition or removal.

state the reason for the order and the conditions under which the cited work will be permitted to resume.

**1300.0180**

**UNSAFE BUILDINGS OR STRUCTURES**

A building or structure regulated by the code is unsafe, for purposes of this part, if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life.

Building service equipment that is regulated by the code is unsafe, for purposes of this part, if it is a fire, electrical, or health hazard; an unsanitary condition; or otherwise dangerous to human life. Use of a building, structure, or building service equipment constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purposes of this part, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a building and that are in deteriorated condition or otherwise unable to sustain the design loads that are specified in the code are unsafe building appendages.

The building official may order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. The order shall be in writing and state the reasons for the action.

All unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, sections 463.15 to 463.26.

**1300.0190**

**TEMPORARY STRUCTURES AND USES**

**Subpart 1. General.** The building official may issue a permit for temporary structures and temporary uses. The permit shall be limited as to time of service, but shall not be permitted for more than 180 days. The building official may grant extensions for demonstrated cause.

**Subp. 2. Conformance.** Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation, and sanitary requirements of the code as necessary to ensure the public health, safety, and general welfare.

**Subp. 3. Termination of approval.** The building official may terminate the permit for a temporary structure or use and order the temporary structure or use to be discontinued if the conditions required in this part have not been complied with.

**1300.0210**  
**INSPECTIONS**

**Subpart 1. General.** Construction or work for which a permit is required is subject to inspection by the building official and the construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection is not approval of a violation of the code or of other

ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of the code or of other ordinances of the jurisdiction are not valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction is liable for expense entailed in the removal or replacement of any material required to allow inspection.

**Subp. 2. Preliminary inspection.** Before issuing a permit, the building official may examine, or cause to be examined, buildings, structures, and sites for which an application has been filed.

**Subp. 3. Inspection record card.** The building official shall identify which inspections are required for the work requiring a permit. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted or otherwise made available an inspection record card that allows the building official to conveniently make all required entries regarding inspection of the work. This card shall be maintained and made available by the permit holder until final approval has been granted by the building official.

**Subp. 4. Inspection requests.** The building official shall provide the applicant with policies, procedures, and a timeline for requesting inspections. The person doing the work authorized by a permit shall notify the building official that the work is ready for inspection. The person requesting an inspection required by the code shall provide access to and means for inspection of the work.

**Subp. 5. Approval required.** Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed or notify the permit holder or an agent of the permit holder of any failures to comply with the code. Any portion that does not comply shall be corrected and the portion shall not be covered or concealed until authorized by the building official.

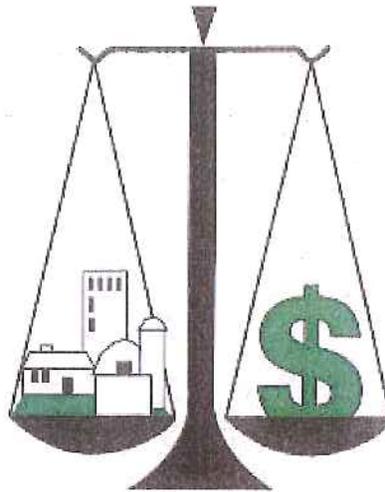
**Subp. 6. Required inspections.** The building official, upon notification, shall make the inspections in this part. In addition to the inspections identified in this subpart, see applicable rule chapters in part 1300.0050 for specific inspection and testing requirements.

**A. Footing inspections** shall be made after excavations for footings are complete and any required reinforcing steel is in place. Materials for the foundation shall be on the job, except that concrete need not be on the job if the concrete is ready mixed according to approved nationally recognized standards.

**B. Foundations:**

- (1) Foundation inspections for poured walls shall be made after all forms are in place with any required reinforcing steel and bracing in place, and prior to pouring concrete.
- (2) All foundation walls shall be inspected prior to backfill for specific code requirements.

APPRAISALS  
BY



**PENFIELD,  
INC.**

**REAL ESTATE APPRAISAL FOR:**  
ROBERT WARWICK  
SENIOR PLANNER  
CITY OF SHOREVIEW  
4600 VICTORIA STREET NORTH  
SHOREVIEW, MN 55126

**PROPERTY BEING APPRAISED:**  
3339 VICTORIA STREET NORTH  
SHOREVIEW, MN 55126-3859

**APPRAISED BY:**  
WILLIAM A. SCHWAB  
CERTIFIED GENERAL REAL PROPERTY APPRAISER  
MINNESOTA LICENSE # 4000585

JANUARY, 2013  
FILE NO. 1830-12

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MARK W. McGRATH  
*Senior Appraiser*

JOHN M. SWEDAHL, CRPA/S  
*Senior Staff Appraiser*

LINDA K. DÖTTE  
*Senior Staff Appraiser*

MICHAEL J. SWEDAHL  
*Senior Staff Appraiser*

TRAVIS W. SCHWAB  
*Staff Appraiser*

TODD M. ADAMS  
*Staff Appraiser*

January 28, 2013

Robert Warwick  
Senior Planner  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126

Re: Appraisal of:  
3339 Victoria Street North  
Shoreview, MN 55126-3859  
File # 1830-12

Dear Mr. Warwick:

Pursuant to your request, I have made an appraisal of the above referenced property for the purpose of estimating the Market Value, fee simple.

Market Value is defined as the price the property will bring in a competitive market under all conditions requisite to a fair sale, which would result from negotiations between a buyer and seller both acting prudently, with knowledge and without undue stimulus.

As a result of my inspection and analysis, it is my opinion that the market value of the above referenced property, as of November 13, 2012, is in the amount of:

ONE HUNDRED FIFTY THOUSAND DOLLARS  
(\$150,000.00)

*Members of:*

AMERICAN ASSOCIATION OF CERTIFIED APPRAISERS  
AMERICAN PLANNING ASSOCIATION  
MINNEAPOLIS BOARD OF REALTORS

NATIONAL ASSOCIATION OF INDEPENDENT FEE APPRAISERS  
NATIONAL ASSOCIATION OF REVIEW APPRAISERS  
WESTERN WISCONSIN BOARD OF REALTORS

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The description of the property appraised, together with an explanation of the appraisal procedures used, the data and analysis supporting my conclusions, are set forth in the body of the report, which is a summary appraisal report.

The existence of potentially hazardous materials in the construction or maintenance of the building, and/or toxic waste, which may or may not be present on the property, was not observed by me, nor do I have any knowledge of the existence of such materials on or in the property. The appraiser does not possess the necessary qualifications to be considered an expert in the detection of such substances. Should you have some concerns about hazardous materials being present, since they do have an affect on the value of the property, I would suggest you retain an expert in this field.

This appraisal report conforms to and is in compliance with the requirements of Title XI of the Federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) and regulations adopted by the Office of the Comptroller of the Currency. This appraisal report was completed in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP). The appraiser's current and future employment or compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result or the occurrence of a subsequent event.

The reported analysis, opinions and conclusions are limited only by the reported assumptions and limiting conditions and is my personal, unbiased, professional analysis, opinion and conclusion.

Sincerely,

A handwritten signature in cursive script that reads "William Schwab". The signature is written in black ink and is positioned above the typed name and title.

William A. Schwab, CA-S, C.R.A., I.F.A.-S  
Certified General Real Property Appraiser  
Minnesota License # 4000585  
PENFIELD, INC.

WAS/rcb

SUMMARY OF SALIENT FACTS

FEE OWNER: Richard G. McGuire

PROPERTY ADDRESS: 3339 Victoria Street North  
Shoreview, MN 55126-3859

LEGAL DESCRIPTION: Abstract Legal: Part of the Southeast Quarter of  
Section 35, Township 30, Range 23

GROSS LAND AREA: 39,204 Square Feet

ZONING: R-1, Detached Residential District

BUILDING IMPROVEMENTS: Single Family Residence and Detached Garage

INDICATED LAND VALUE: \$150,000.00

INDICATED VALUE BY THE COST APPROACH: Not applicable

INDICATED VALUE BY THE MARKET APPROACH: \$150,000.00

INDICATED VALUE BY THE INCOME APPROACH: Not applicable

FINAL VALUE ESTIMATE:

LAND:	\$150,000.00
IMPROVEMENTS:	\$ 0.00
TOTAL:	\$150,000.00

**PROPOSED MOTION  
TO ENACT A DEVELOPMENT MORATORIUM  
FOR MESSAGE CENTER SIGNS**

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

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

To adopt Ordinance No. 906 establishing a development moratorium prohibiting the installation of message center signs, and to authorize the publication of the Ordinance.

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

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

*Regular City Council Meeting*  
April 15, 2013

**TO:** Mayor, City Council, City Manager  
**FROM:** Kathleen Nordine, City Planner  
**DATE:** April 12, 2013  
**SUBJECT:** Development Moratorium – Message Center Signs

## **INTRODUCTION**

Last year, at the direction of the City Council, the Staff reviewed our current regulations with the Planning Commission and Economic Development Commission and drafted an amendment to better clarify the City's overall intent on what types and levels of temporary signage is acceptable in our business areas. Related to this discussion is the use of message center signs. While message center signs are currently permitted for public/quasi public use, these types of signs are becoming more desirable by the business community. Permitting these types of signs in commercial areas may relieve the need for temporary signage on commercial properties and resolve some concerns associated with these types of signs.

At their March 23<sup>rd</sup> meeting, the Planning Commission formally recommended the City Council enact a moratorium pertaining to the installation of message center signs in response to a Comprehensive Sign Plan application submitted for Willow Creek Center to install such a sign on their property at 5910 Lexington Avenue. The Commission had some difficulty reviewing the proposal because of the potential text changes to the City's Sign Code addressing message center signs. The application was tabled and the Commission recommended the Council enact moratorium for a one-year period to permit the time needed to adopt new regulations.

This Commission's suggestion for a moratorium was discussed by the City Council at their April 8<sup>th</sup> workshop with a representative from the Planning Commission and Economic Development Commission in attendance. The Council recognized the need for the moratorium but asked that moratorium be no longer than four months.

## **DEVELOPMENT MORATORIUM**

The overall intent of the development moratorium is to provide the City with a reasonable time period to study the use of message center signs and develop regulations that consider the needs of the business (or other) uses while minimizing the impacts of said signs on nearby residential land uses. The Council also indicated that any proposed regulations should also consider the potential impact on traffic and public safety. The proposed moratorium would temporarily prohibit the installation of message center signs for a four month period, unless the moratorium is extended. The term Message Center Sign as defined is "a sign that consists of electronically changing alpha-numeric text except as otherwise permitted for Gas Price Display signs. A Message Center Sign must be integrated into a freestanding sign but not including Dynamic Display Billboards".

The Willow Creek Center application has been tabled and the review period was extended to 120 days. If a moratorium is adopted, action could not be taken on the Willow Creek proposal until the moratorium is lifted.

**RECOMMENDATION**

Staff recommends the Council adopt Ordinance No. 906, enacting a development moratorium pertaining to the installation of message center signs, and authorize publication of the Ordinance. The City Attorney has reviewed the Ordinance and is comfortable with the proposed language.

Attachments

1. Ordinance No. 906
2. Motion

STATE OF MINNESOTA  
COUNTY OF RAMSEY  
CITY OF SHOREVIEW

ORDINANCE NO. 906

A MORATORIUM RELATED TO MESSAGE CENTER SIGNS

The Shoreview City Council Ordains:

**906.010 Recitals.**

- A. The City of Shoreview (“City”) is in the process of reviewing its regulations regarding message center signs.
- B. As used herein, “Message Center Sign” is herein defined as; a sign that consists of electronically changing alpha-numeric text except as otherwise permitted for Gas Price Display signs. A Message Center Sign must be integrated into a freestanding sign but not including Dynamic Display Billboards.

**906.020 Adoption of Moratorium.** In order to permit the City Council to review and evaluate changes to the Municipal Code and to preserve the integrity of the planning process, the Shoreview City Council hereby determines that a moratorium pertaining to the installation of message center signs is necessary.

**906.030 Duration of Moratorium.** The moratorium will commence on the effective date of this ordinance and will continue for four months thereafter unless otherwise terminated or extended by action of the City Council.

**906.040 Enforcement.** The City may enforce any provision of this ordinance by mandamus, injunction, or any other appropriate civil remedy in any court of competent jurisdiction.

**906.050 Separability.** Every section, provision, or part of this ordinance is declared separable from every other section, provision or part of this ordinance. If any section, provision, or part of this ordinance is adjudged to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this ordinance.

**Effective Date.** This Ordinance shall be effective the day following its publication.

**Adoption Date.** Passed by the Shoreview City Council on this 15th day of April 2013.

\_\_\_\_\_  
SANDY MARTIN, Mayor

**ATTEST:**

\_\_\_\_\_  
TERRY SCHWERM, City Manager

**PROPOSED MOTION**

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

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

To accept the proposal from Decision Resources, Ltd. to conduct a community survey.

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

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: APRIL 10, 2013**

**SUBJECT: ACCEPTANCE OF PROPOSAL—COMMUNITY SURVEY**

### **INTRODUCTION**

The City has traditionally conducted community surveys every 3-4 years since the late 1980's. The Council is being asked to accept the proposal from Decision Resources, Ltd. for a community survey.

### **BACKGROUND**

Since the late 1980's, the city has had Decision Resources, Ltd. conduct community surveys every 3-4 years to measure resident satisfaction with City services and programs. The surveys also have been used to determine community interest in new initiatives or programs. The survey data is now incorporated into the City's biennial budget as part of performance measures.

The last community survey that was conducted occurred in 2010. The attached letter proposal from Decision Resources, Ltd. outlines the design of their research, project schedule, and estimated project costs. The proposal calls for a random sample survey of 400 households, which provides results that are projectable to plus/minus 5% of the entire City. In past years, the City has used Decision Resources to conduct the survey because their firm is in a unique position to compare the survey results to previous surveys in Shoreview and with many other metropolitan area cities where they have conducted surveys.

It is anticipated that it will take about 6-8 weeks to finalize the survey because the City Council typically obtains input on survey questions from committees such as the Environmental Quality Committee, Parks and Recreation Commission, Public Safety Committee, Bikeways and Trails Committee, and Planning Commission. In addition, the City Council reviews both the preliminary and final draft of the survey. Based on this timeline, the survey would likely be conducted in mid-summer with results available by late summer/early fall. This allows enough time to incorporate the results as part of our performance measures in the City's biennial budget.

The proposal anticipates a survey of 190 questions at a cost of \$26,000. Additional questions would cost \$135 per question unit.

## **RECOMMENDATION**

Based on the foregoing information, it is recommended that the City Council accept the proposal from Decision Resources, Ltd. to conduct the 2013 community survey.

# DECISION RESOURCES, LTD.

3128 Dean Court  
Minneapolis, Minnesota 55416

April 10, 2013

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

Dear Terry:

Decision Resources, Ltd., is pleased to present this survey research proposal to you for the City of Shoreview. This prospectus is organized in three parts: a potential design; project schedule; and, estimated project costs. As you will see, I am certain that DRL can provide the City of Shoreview with the information it seeks in both a cost-effective and timely manner.

## ***DESIGN OF THE RESEARCH:***

Decision Resources, Ltd., proposes to conduct a telephone survey of 400 randomly selected households in the City of Shoreview. A sample of 400 residents would provide results projectable to the entire city adult population within  $\pm 5.0$  percent in 95 out of 100 cases. The sample is also of sufficient size to permit the district to be divided into a maximum of four categories for more detailed analysis, such as age, mobility, home ownership, location of residence, presence of children, and other demographic characteristics.

To insure the integrity of the sample, DRL places the most exacting sampling standards in the industry on our procedures. Before an alternate household is substituted for a designated target, at least ten tries are made to contact the initial households during a five-day period. The telephone calls take place during various times on weekday evenings and during the weekend. Our interviewers are also instructed to seek convenient appointments with interviewees, cutting our non-contact rate to less than five percent on average. An unbiased selection process is also used to identify the adult member of the household to be interviewed. To validate the completed sample, the latest United States Census updated population characteristics are utilized as a standard of comparison.

The questionnaire would be administered by DRL trained and supervised personnel. The computer analysis will be obtained from our in-house C-MENTOR and SPSS statistical analysis systems, insuring both access to the most current analysis programs and confidentiality of the data set.

The City of Shoreview will be presented with bound copies of the final report highlighting all the major findings of the study. DRL will also speak to any major differences from and similarities with the past studies of the community, when applicable, in addition to other maturing communities. A volume of all computer-generated cross tabulations and other multivariate statistical techniques will also be included.

***PROJECT SCHEDULE:***

1. Planning with City Council Members, City Staff, and/or relevant individuals to establish the topics to be covered in the survey. Based on these topic concepts, DRL would word specific, neutral questions. This activity can be completed by a meeting, telephone and/or fax, depending on client wishes, within two weeks of the initiation of the contract.
2. Structuring of questions and final approval of the survey instrument. These activities are usually completed within three weeks of the discussion of topics to be covered in the survey.
3. Final determination of the field dates for interviewing.
4. Pre-testing and, if needed, approval of resulting revisions. This activity is usually completed by the second day of fieldwork.
5. Completion of all fieldwork within a two-to-three week period.
6. Computer analysis and preparation of written report. All analytical tests and commentary will be available within four weeks after completion of the fieldwork.
7. Delivery of the final written report to the City of Shoreview, including presentation graphics. Afterwards, telephone consultation, as the need arises, will be provided about the study's findings and implications.

***PROJECT COSTS:***

The cost of a survey is driven by two factors: sample size and questionnaire length. The cost to conduct a survey of 190 questions, which is similar in length to the 2010 study, would not exceed \$26,000.00. Each additional question unit beyond the initial allotment would be \$135.00.

As company policy, DRL requires one-half of the cost prior to the commencement of fieldwork; the remainder is due upon delivery of the final written report. Unless otherwise arranged, DRL invoices clients for the initial payment at the time of the initiation of the contract; the remainder

*City of Shoreview  
Residential Survey Research Proposal  
April 2013*

is due at the time of the receipt of the final written report.

If you require any further information from us, feel free to contact either Bill Morris, Diane Traxler, or me. We look forward to the opportunity to work with the City of Shoreview.

Sincerely,

**Peter Leatherman**

Peter Leatherman  
Research Director