

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
MAY 20, 2013
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

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

COUNCIL COMMENTS

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

1. May 6, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes-
 - Planning Commission, April 23, 2013
 - Planning Commission, April 30, 2013
 - Lake Regulations Committee, May 9, 2013
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation

4. Verified Claims
5. Purchases
6. Accept the Comprehensive Annual Financial Report for the fiscal year ended December 31, 2012
7. Agreement with Ramsey County for Water Patrol Services
8. Conditional Use Permit—Thomas and Linda Ritchie, 5186 Lexington Avenue
9. Conditional Use Permit—Michael Keene, 5345 Hodgson Road

PUBLIC HEARING

10. Public Hearing—Approval of Off-Sale Liquor License—JJ’s Wine and Spirits, 167-169 West County Road E
11. Public Hearing—Authorize Property Condemnation Action—Richard McGuire, 3339 Victoria Street

GENERAL BUSINESS

12. Text Amendment—Residential Building Setbacks*
13. Accept Base Bid, Authorize Construction Contract, Approve C.O. #1, and Authorize Purchase of Signal Equipment—Owasso Street, County Road E, Victoria Street Reconstruction, CP 09-12
14. Approve Plans and Specifications and Order Taking of Bids—2013 Street Rehabilitation and the Gaston, Grove, St. Albans Water Main Extension, City Projects 13-02 and 13-03
15. Authorization for Joint Powers Agreement with North Oaks—Water Connection for Charley Lake Preserves
16. Approval of Liquor License Renewals

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

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

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
May 6, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on May 6, 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

City Manager Schwerm requested that item No. 17 be pulled from the agenda. The developer of the Lakeview Terrace project has just received the plat from Ramsey County and still needs to sign the Development Agreement, the TIF Agreement and be sure that financing is in place before the bid can be awarded for the street project. Item No. 8 on the Consent Agenda and No. 18 are also related to this project but need to be approved at this meeting because of timing issues.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the May 6, 2013 agenda as amended by the City Manager.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin:

There will be an Open House meeting regarding the TCAAP property at 5:00 p.m. at the Ramsey County Public Works facility on Highway 96.

Spring Cleanup Day is May 18, 2013.

Thursday, May 7, 2013, the Shoreview Human Rights Commission and the Shoreview Community Foundation are co-hosting a Community Dialogue on Creating Communities for All Ages at the Community Center. The meeting is open to the public from 6:00 to 8:00 p.m.

Councilmember Wickstrom:

Beyond the Yellow Ribbon will hold its monthly *Build A Burger* event at the VFW in White Bear Lake, on Highway 61, on May 18, 2013. The money helps support military families in the area.

Thank you to the Environmental Quality Committee (EQC) for their series of presentations this year. The last one on ground water was very informative. She encouraged residents to watch the presentation on Cable TV. There will also be a link from the City website.

Thank you to the Shoreview Northern Lights Variety Band for an excellent concert this spring.

Councilmember Johnson:

The Community Center is offering a special membership of \$30 for 30 days during May and June.

The EQC has expanded the Green Community Awards to include three main categories: energy, water and general initiatives. Applications must be postmarked by May 24, 2013.

The Shoreview Human Rights Commission is seeking nominations for the Caring Youth Award. Nominations are due by May 15, 2013.

CONSENT AGENDA

Councilmember Withhart requested a brief comment on item No. 9, the Commons Park Playground. He noted that the City is making playground equipment in several parks ADA compliant for accessibility.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Consent Agenda for May 6, 2013, and all relevant resolutions for item Nos. 1 through 13:

1. April 8, 2013 City Council Workshop Meeting Minutes
2. April 15, 2013 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
 - Planning Commission, March 26, 2013

- Economic Development Commission, March 26, 2013
 - Park and Recreation Commission, March 28, 2013
 - Environmental Quality Committee, April 22, 2013
 - Human Rights Commission, April 24, 2013
 - Bikeways and Trails Committee, May 2, 2013
4. Verified Claims in the Amount of \$757,267.32
 5. Purchases
 6. Acceptance of Quote for Sod Replacement - Hawes, Demar, Rustic Neighborhood
 7. Approval of Amendment to SEH Professional Services Agreement - Owasso Street Realignment, CP 09-12
 8. Authorization for Utility (Gas and Electric) Relocation Agreements with Xcel Energy - Owasso Street Realignment, CP 09-12
 9. Approval of Quote - Commons Park Playground ADA Compliance
 10. Resolution Approving Joint Powers Agreement and Court Data Services Subscriber Amendment with State of MN
 11. Approval of Purchase for Council Chambers Audio and Visual Equipment
 12. Modifications to the Shoreview Home Energy Loan Program
 13. Authorize Bid - 2013 Street Seal Coat Project, CP 13-04

VOTE: Ayes - 5 Nays - 0

PRELIMINARY PLAT AND SITE AND BUILDING PLAN REVIEW FOR PEACE GARDEN, COLUMBARIUM, AND CEMETERY - ST. ODILIA CATHOLIC CHURCH, 3495 VICTORIA STREET

Presentation by City Planner Kathleen Nordine

State law requires that cemeteries be platted. The preliminary plat application would subdivide the property into five lots: 1) church/school; 2) hospice building; 3) priests' residence; 4) administration building; and 5) prayer garden and cemetery. The property is bounded by Victoria Street and Vivian Avenue. Access to the prayer garden would be from Vivian Avenue. The property is zoned R1, Detached Residential. The church and cemetery are considered institutional quasi-public uses, which are allowed in the R1 District. The preliminary plat does comply with the City's Development Code standards. Lot 2 is nonconforming with no street frontage. Lot 2 will remain nonconforming with the proposed plat.

The Planning Commission held a public hearing on this matter at its meeting on March 26, 2013. Concerns expressed focused on: 1) proximity of the cemetery to Island Lake School and St. Odilia athletic field; 2) increased traffic on Vivian Avenue; 3) view of the cemetery by eastbound traffic on Harriet Avenue; 4) noise; 5) negative impact on property values; and 6) environmental concerns associated with in-ground burials. The matter was tabled and the review period extended to 120 days at that meeting to allow the applicant time to address resident concerns.

At the Planning Commission meeting on April 23, 2013, the application was again considered and public comment taken. Discussion centered on storm water management, ground water and

environmental impacts, and the design of the columbarium. The Commission voted 4 to 3 to recommend City Council approval. Dissenting Commissioners expressed concern regarding environmental impacts, proximity to the school and overall site design.

The south section of the parcel would be a prayer garden with memorial features. The south section will have 48 traditional burial sites and 1,841 columbarium niches. The initial phase will be one columbarium wall with 96 niches. The north section will be landscaped in the initial phase to allow plants to mature and provide screening. The north section will eventually accommodate 258 traditional burial sites and 1,088 columbarium niches.

The applicant has met with Mounds View School District staff, who expressed concern about sight lines and noise. The plan has been revised to improve screening on the north property line. Gun salutes will be limited to outside school hours. The grave markers will be at grade. No tombstones will be allowed.

In response to traffic concerns, the applicant indicates that the Vivian Avenue access is closed and gated during school hours. Plans are for mourners to arrive and depart through the church parking lot on Victoria Street and walk from the church to the cemetery. The cemetery will operate under a set of Operating Rules that will address the issues of memorials, traffic, parking, gun salutes, use of flush markers, and in-ground burial containers.

The applicant sees no need to have a fence separation between the cemetery and athletic fields. The church owns, manages and maintains the athletic fields. Errant balls do not roll down the hill because of the distance, trees and batting cage.

In regard to environmental concerns, the applicant states that there has been no research in Minnesota that identifies pollution from cemeteries. The State of Minnesota does not require any type of in-ground container; the church will follow best practices as defined by the MN Catholic Conference of Bishops and require use of in-ground vaulted containers for all traditional burials.

Staff believes that the proposed use does not conflict with any planned residential and institutional uses on adjoining properties. The use is consistent with existing institutional/quasi public uses. It is less intense than other institutional uses. Cemeteries are found in residential areas or adjacent to residential areas throughout the Twin Cities. Staff is recommending approval with the conditions listed in the staff report.

City Attorney Filla stated that state law requires that the City take action within 60 days. The application was received March 13, 2013, and the City did extend the review period from 60 to 120 days, which means action must be taken by July 7, 2013. The review period can be further extended with the applicant's consent. Staff has raised a question as to whether a development moratorium should be imposed to allow further review. However, applications are only subject to a moratorium if submitted after a moratorium has been imposed. The Federal Religious Land Use and Institutional Persons Act also apply and case law has indicated that a cemetery is a considered religious use. The Act protects religious freedom more than zoning issues.

Mayor Martin stated that this application is very important to St. Odilia, but it has become divisive in the community. Somehow agreement must be reached that shows that both sides have been heard. There are no other cemeteries in Shoreview to provide a precedent for Council action. This is a subjective decision, as some believe this use to be detrimental while others see it as wonderful. The City Attorney has commented on the law, which is not subjective, and the rights that property owners have with their property. City zoning and the Comprehensive Plan allow a quasi public use. A cemetery is a legal quasi public use permitted by the City, and the City must allow legally permitted uses.

Councilmember Wickstrom asked if there are any legal cases that would give direction. She would not want a decision made that is not backed with legal precedent and would cost the City legal fees. City Attorney Filla responded that if the Council were to deny the application, he is only aware of case law that would support the opposition. Mr. Schwerm added that case law supports the fact that cemetery use is consistent with religious use of the property.

Father Phil Rask, Pastor at St. Odilia Parish, thanked the Planning Commission, Council and staff for their work on the proposal, which has been under consideration for a few years. The plan began as a desire to assist parishioners who had been storing ashes at home. It was requested that the church provide a columbarium for interment of ashes, as the number of cremations is increasing. However, the Archdiocese requires that in-ground burial also be provided. With approximately 60 funerals per year, only 22 are in-ground burials. He would guess it would be about 50 years before in-ground burials are put in the north section. Driving by, it will be difficult to identify this parcel as a cemetery. It is designed to be peaceful and quiet with flower beds, landscaping and no monuments.

Ms. Jeannie Shaaf, Parish Operations Administrator, St. Odilia, thanked the City and residents for thoughtful dialogue. This plan best meets the needs of the community. She introduced Bill Sanders, Landscape Architect and Lynn Schriver Sheehy, Chairman of Prayer Garden/Columbarium Committee who can also answer questions. The cemetery will fall under the church's corporation under state laws of Minnesota. The cemetery association will be part of the church's corporate structure. The church will have the primary responsibility for maintenance. Grave sites nearest Island Lake School would not be sold first. The goal is to sell plots in the south section first before the north depending on demand.

Mayor Martin opened the discussion to public comment.

Ms. Carrie Lonberger, 898 Harriet Avenue, read a letter as a parishioner stating their disappointment that the Planning Commission passed the application to the City Council with a recommendation for approval. Neighborhood wishes are being disregarded. Support is not coming from neighbors who are also part of the greater St. Odilia community. Most supporters who spoke were from Roseville, Vadnais Heights, North Oaks or northern Shoreview. The outcome will not impact them. Those directly impacted are for the most part against the project. Her main concern is the division that this proposal has brought about. There were no issues for the most part with a prayer garden or columbarium, but there is opposition to in-ground burials. The community-at-large has been told by St. Odilia that the cemetery would be for use by parishioners of St. Odilia only, which does not include the greater community to which all

belong. The view cannot be hidden, even though her property is outside the 350-foot notice area. She urged action to deny the application.

Mr. Ernie Willinbring, 832 Level Avenue, Roseville, stated that there is a pond south of the cemetery. The pond will be greatly enhanced with the removal of all the buckthorn, which will enhance the neighborhood.

Mr. Tom O'Dea, 929 Arbogast, Shoreview, stated that there has no discussion of runoff and flooding. The area west of the property on Vivian has been and is prone to flooding. The addition of grave sites will take 100 cubic feet each out of the capacity to absorb water. The project is responsible for explaining how the neighborhood will be impacted with no flooding, which has not been done. If there is a problem, people cannot be unburied. The City has the right to insist that water runoff be mitigated.

Ms. Claire King, 908 Harriet Avenue, stated that she can see the cemetery from her driveway and yard. Few cemeteries have houses adjacent to them, and when that happens, the houses come after the cemeteries. This is a developed neighborhood, and no one chose to live near a cemetery. She asked if residents have a choice to have a cemetery imposed on the neighborhood.

Mr. John Walsh, 360 Oakcrest Lane, Roseville, stated that worship at mass is also the worship of saints and those who have gone before. The cemetery will add to the worship. He urged the Council to consider the right of worship when making this decision.

Mr. Dave Muchler, 3496 Nancy Place, stated that he and his family have lived in this house for 44 years and do not want to move. Most changes over the years have been positive. This change is a concern for the reason stated by Claire King and because of the proximity of the schools. Also, the area is clay soil with a lot of runoff.

Mr. Haba Chu, 1037 Cottage Place, expressed concern that the columbarium will expand from the proposed 1,841 to even more. Will other spaces be cleared for additional columbariums?

Mr. Wallace Steinbach, 877 Harriet Avenue, expressed concern about property values. He has contacted three different realty agencies. All have stated that depending on the proximity, it could have a negative impact on the sale of a home. Therefore, he is very opposed to the proposal. None of the plans show the steepness of the hill. He doubts that very many can walk up and down that hill to attend a graveside service.

Mr. John Saney, 3506 Nancy Place, agreed with the objections that have been stated. He has lost trust that the parish is for the community. The loud music with various events and blaring lights on the athletic field is not the pastoral environment he moved into. It is important to take into consideration that the church just keeps continuing to develop.

Ms. Teresa Chirhart, 5650 Turtle Lake Road, stated that she supports the cemetery. Cemeteries are a part of life. She lives near Incarnation Cemetery, which is very nice to have. The columbarium there cannot even be seen.

Mr. Dennis Halender, 2558 Buffalo Street, White Bear Lake, stated that he does support the cemetery. The plan is beautiful. He does not believe there will be additional runoff, and the pond will remain to collect runoff.

Mr. Walt Fowler, 3459 N. Chatsworth, stated that he has never heard of a proposed cemetery at St. Odilia. He is not opposed to them, but he is opposed to this one. The Incarnation Cemetery has been there since the 1950s. A cemetery would not add value to this community. He is concerned that St. Odilia may close and be combined with another parish. That should be considered.

Ms. Kathy Seckman, 1048 West Cliff Curve, stated that she is selling a home on Harriet Avenue because her husband has died. He had expressed how much he wanted to be buried in Shoreview. She has his ashes and is waiting to be able to bury him in a Shoreview cemetery. She supports the cemetery and believes the landscaping will be an asset to the neighborhood.

Ms. Jean Chastain, 3430 Chatsworth Street, stated that she contacted the Ramsey-Washington Watershed regarding water runoff and the amount of nonpermeable surface that would be added to an area with a hill that drops 17 feet in the space of a normal property lot. Ramsey-Washington will be taking over this area in August. Until then, the responsibility belongs to the Council because the Grass Lake Watershed District dissolved.

Mr. John Shelland, 4162 Shirley Lane S., stated that anytime there is a need to control water, trees and shrubs will help take up the water.

Planning Commissioner Wenner stated that St. Odilia first presented their plan in March. The Commission requested further information and tabled the matter. In April, four Commissioners felt that all questions had been answered satisfactorily. It is consistent with the Comprehensive Plan and Development Code. Nothing was found to indicate that property values would be impacted. The only thing that has changed is the economic downturn, which has impacted property values. His property has increased in value despite the proximity of Incarnation Cemetery. No ground water runoff was cited specific to this project. St. Odilia has met the State of Minnesota standards regarding pollution.

Council Discussion

Public Works Director Mark Maloney stated that Ramsey-Washington Metro Watershed District does have jurisdiction in this part of Shoreview, but until they have an officially adopted plan, there is no permitting jurisdiction. This is an interim period. City staff review for this proposal was in accordance with the City's Surface Water Management Plan, which is the same as a review by Grass Lake Water Management Organization (the previous watershed district authority). The City Engineer's memo, dated March 25, 2013, states that this proposal meets all development standards for rate and volume control of surface water runoff.

Mayor Martin asked how erosion would be prevented on a burial day if it is raining. Ms. Nordine stated that there would be requirements to assure no erosion, most likely by placing a tarp over any exposed dirt.

Mr. Bill Sanders, Landscape Architect, stated that an engineer was retained to develop a storm water management plan. The plan calls for rain gardens to collect runoff from the soccer field. There is little runoff that goes to the hill from the soccer fields because of catch basins. Most of the drainage goes to the storm water pond. The water that enters the cemetery site will be collected by rain gardens at the top and bottom of the hill. The City Engineer reviewed the plan and concluded that there will be less runoff after development.

Councilmember Wickstrom asked if 100-year rains would be handled by the rain gardens. **Mr. Sanders** stated that some drain tile will be used. In extreme events, there may be some runoff. Councilmember Wickstrom stated that there are a number of hills, and unless graded, it will be difficult for people to walk to the grave site. **Mr. Sanders** stated that the walkway through the center will be graded and fairly flat. The grading will be minimized, and the hills will not be significantly changed.

Mayor Martin suggested terracing with possible retaining walls, so that the graves are flat and not tilted. **Mr. Sanders** explained that terracing was discussed, but putting in retaining walls is expensive and requires a lot of maintenance. Grading is planned for a fairly flat central walk to connect the north and south portions.

Councilmember Quigley asked if, when the north site is developed, that the rest of the area will be covered with grass. The site will be about 5% monument and most of the rest is grass. **Mr. Sanders** agreed that is correct. The graves are planned side by side but with additional space between to allow plantings and open area.

Mayor Martin asked if the Archdiocese mandates the number of graves, if more room is needed for additional columbarium. **Mr. Sanders** answered that the number is flexible. If reconsideration and variation is needed, an amended plan would be reviewed by the City.

Councilmember Johnson asked if green burial is being considered. **Mr. Sanders** stated that green or natural burial is not having the bodies embalmed and using simple pine caskets, not vaults. That is not being proposed for this site. **Ms. Shaaf** added that the burial method will use the recommended practices by the Catholic Church.

Councilmember Wickstrom asked whether roots of memorial trees will interfere with the graves. **Mr. Sanders** explained that there is space between graves for smaller memorial trees.

Councilmember Wickstrom asked the limits that will be imposed for memorials at the grave sites. **Ms. Shaaf** stated that those terms will be determined by the Development Agreement. Memorials will not be allowed to remain too long to become unsightly.

Mayor Martin stated that it is difficult to find verifiable data to say that property values are impacted. **Mr. Sanders** stated that, in his observation over 40 years, cemeteries are almost always within neighborhood settings, and they have not stopped development. Cemeteries are open space.

Councilmember Quigley stated that the material previously quoted is, he believes, from the Assessors Alliance, which indicates no impact to property values.

Mayor Martin stated that as a permitted use, the role of the City is to mitigate and provide reasonable restrictions to mitigate any negative impact. The church has a number of choices on how to use this land. If not a cemetery, it could be senior housing.

Councilmember Wickstrom asked if non-members will be allowed to be buried in the cemetery. **Ms. Shaaf** answered, yes. It will be a church cemetery, and it is the intention to be a Catholic cemetery following Catholic rules. It is anticipated that mainly the St. Odilia community will be served, as well as some from other parishes.

Councilmember Wickstrom asked how a funeral procession would access the site if the funeral is at another location and what limits there will be on gun salutes for military funerals. **Ms. Shaaf** stated that the parking is adequate, and people can use the paths to access the grave sites. There will be no gun salutes during school hours. Taps will be offered, and there may be a rifle volley outside of school hours, but it would be within City regulations.

Mayor Martin stated that she believes the gun salute is a very important part of a military funeral for someone who has served this country, and she would support that tribute.

Councilmember Johnson asked if a fence is planned or if vandalism has been considered as an issue. **Mr. Sanders** stated that the trend for cemeteries is to keep them open with no fences. Occasionally there is vandalism, but most of it is to upright monuments. The columbarium could be vandalized, but it is not anticipated. Even if there is a fence, there is no guaranty there will be no vandalism. Problems can be addressed if they occur in the future.

Councilmember Withhart stated that the use does meet City zoning and Comprehensive Plan requirements. All the City can do is try to make the plan as palatable as possible. Treatment of the neighborhood is upsetting. A business seeking to develop would be asked to work with the neighborhood. Shoreview is a city that works out differences, and he has not seen that type of cooperation.

Mayor Martin asked about the future of St. Odilia and whether it possibly would be closed. **Father Rask** responded that the churches that have closed have declined in membership. The congregation could not afford the upkeep of the church. St. Odilia is fifth largest in the Diocese. It would be impossible to merge it with another parish.

Councilmember Quigley stated that the issues are not ones that the City can resolve. The 19 conditions added to the staff's motion shows that there had been a good effort to mitigate as much as possible. He plans to support the motion.

Councilmember Withhart agreed with Mayor Martin regarding gun salutes and requested that restriction be removed from the motion.

Councilmember Wickstrom suggested that schools be notified, if a gun salute is planned during a funeral. Ms. Nordine stated that condition No. 6.c. can be changed to state that St. Odilia is required to notify the school of any ceremonial rifle salute planned during a funeral.

It was the consensus of the Council to accept this change.

Councilmember Johnson asked if there will be further opportunity to add to the operating rules. She does not see anything in the conditions that limit the time memorials are placed on graves. **Ms. Shaaf** stated that the church anticipates a week. It was the consensus of the Council to stipulate that memorials can remain on graves for a week.

Ms. Nordine stated that the operating rules will be similar to restrictive covenants. There is language in the Development Agreement that would require the Operating Rules to address the issues discussed, but the Council will not review them further.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Preliminary Plat, and Site and Building Plan review application for St. Odilia Catholic Community, 3495 Victoria Street North, for development of a prayer garden, columbarium and cemetery, subject to the following conditions:

1. The project must be completed in accordance with the submitted site and building plans. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission and the City Council.
2. The approval will expire after one year if the final plat has not been approved by the City Council.
3. The cemetery shall be developed in accordance with the approved Master Plan. St. Odilia shall notify the City after completion of Phase 1. Subsequent development phases shall be administratively approved provided the phase is in conformance with the Master Plan.
4. The cemetery shall be developed and operated in accordance with Minnesota Statutes.
5. No crematorium or mausoleum is proposed or permitted in this development.
6. The applicant shall develop operating rules for the cemetery that are in compliance with the Shoreview Municipal Code and other applicable laws. These rules shall include provisions that:
 - a. Require funeral processions to use Victoria Street, and to prohibit parking on Vivian for any funeral services or burials.
 - b. Allow the display of grave memorials only for a one-week duration after burial and specified holidays only.
 - c. Notification of schools when ceremonial rifle salutes will occur.
 - d. Address noise generated by funeral services (music, use of speakers or microphones, etc.).
 - e. Require use of flush foot stones to mark all grave sites.
 - f. Require the use of in-ground burial containers for all traditional burials.
 - g. Establish hours of operation, that specify the times funerals may be held, and when site work for burials may occur.
 - h. The operating rules shall be submitted for City review and approval prior to adoption by the cemetery association.

- i. Require procedures to protect public safety (for example, use of plywood over any unattended open gravesite).
7. The applicant shall obtain a grading permit prior to commencement of any work for the development of the prayer garden/cemetery/building area.
8. Landscaping shall be maintained in accordance with the approved plans to provide a buffer from the adjoining public school use and mitigate the visual impacts of the cemetery on adjoining land uses.
9. St. Odilia is required to submit a Planned Unit Development application prior to a future sale of any of Lots 1 - 5, Block 1, The Catholic Community of St. Odilia.
10. The Applicant shall enter into a Development Agreement with the City, which shall incorporate the operating rules.

This approval is based on the following findings:

1. The proposed improvement is consistent with the policies of the Comprehensive Plan.
2. The proposed improvements will not conflict with or impede the planned use of adjoining property.
3. The proposed plat complies with the subdivision standards.

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

Mayor Martin thanked all residents who came forward and participated in the dialogue. As a result, there is a better plan.

Mayor Martin called a five-minute break and reconvened the meeting.

RECEIPT OF BIDS AND AWARD OF CONTRACT - RED FOX ROAD IMPROVEMENTS, CP 12-04

Presentation by Public Works Director Mark Maloney

The Red Fox Road project includes widening the road, putting in a short concrete median, adding a right turn lane on Lexington, water and sewer utility replacement and relocations, a storm water collection and treatment system, and a street signal and pedestrian crossing.

Three bids were received and opened May 2, 2013. The Engineer's estimate for this project was \$1,366,000.00. All bids received were lower than this estimate. The low bid was received by C.S. McCrossan Construction, Inc., in the amount of \$1,213,762.20.

Funding for this project has a number of sources:

Street Renewal Fund	\$402,392
MSA Fund	\$143,753
Surface Water Fund	\$497,255
Water Fund	\$113,500

Sewer Fund	\$ 32,800
Assessments/Bonds	\$142,253
TIF	\$123,847

The overall cost for the project is \$1,455,800, after adding in allowances for contingency, engineering and administration.

C.S. McCrossan traditionally bids large highway work. They are very capable with complex jobs.

Councilmember Wickstrom clarified that the project does include a sidewalk on the north side that goes to the shopping center. There is also a sidewalk on the south side that goes to Target.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt Resolution No. 13-43, which accepts the base bid from C.S. McCrossan Construction, Inc. for the Red Fox Road Improvements, City Project #12-04 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$1,213,762.20.

Discussion:

Councilmember Quigley asked how the Engineer's Estimate is determined. Mr. Maloney responded that it is a challenge because no two projects are similar. A lot of research is done. The process begins when a project is put into the Capital Improvement Program (CIP). As the time draws near for the project to be done, the estimate is refined closer to current material costs.

Councilmember Withhart stated that this project will immensely help the small mall that has been developed, Trader Joe's and TCF Bank.

Mayor Martin added that this road project is a crucial part to make that new development a success.

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

RECEIPT OF BIDS AND AWARD CONTRACT - COUNTY ROAD D/COTTAGE PLACE RECONSTRUCTION, CP 13-01A AND CP 13-01B

Presentation by Public Works Director Mark Maloney

This project includes reconstruction of streets and utilities. The County Road D portion is a cooperative project between Shoreview and Roseville with the costs being split. Cottage Place is a Shoreview project. Shoreview is the administrator of the project. Plans and specifications were approved by the City Council on April 1, 2013. Bids were opened May 2, 2013.

The bid consisted of a base bid and two alternates. The alternates were requested by Roseville and have no bearing on the work to be done in Shoreview. Alternate No. 1 is to direct bury the water main; Alternate No. 2 is directional boring of the water main.

The low bid was received from Arnt Construction Company, Inc. with the base bid and alternate No. 1 at \$2,075,517.50 and the base bid with alternate No. 2 at \$2,074,519.50. The Engineer's Estimate was \$2,100,600.00 for the base bid and alternate No. 1 and \$2,103,400.00 for the base bid with alternate No. 2.

The street reconstruction cost on County Road D will be split equally between the two cities. The storm sewer, water main and sanitary sewer are listed separately and associated costs assigned to each city. The water main alternates are for Roseville only. The Cottage Place bid schedule is for Shoreview only. The total combined costs, including contingency, engineering and administration is \$2,786,740.

The bid award will be presented to the Roseville City Council at their May 13, 2013 meeting.

Shoreview funding is as follows for County Road D:

State Aid (MSA)	\$726,150
Water Fund	\$208,350
Sewer Fund	\$ 17,050
Assessments/Bond	\$ 48,190
City of Roseville portion paid to Shoreview	\$865,400

Funding for Cottage Place:

Street Renewal	\$186,680
Surface Water Fund	\$183,700
Water Fund	\$ 88,500
Sewer Fund	\$ 27,800
Street Light Fund	\$ 13,570
Assessments/Bond	\$ 20,350

Staff is recommending acceptance of the base bid and alternate No. 2 from Arnt Construction Company, Inc. and authorize a contract in the amount of \$2,074,519.50.

Councilmember Wickstrom asked if LED lights will be used for street lights and if there is a cost savings. Mr. Maloney stated that LED lights will be used, but there is no cost savings because the project is so small.

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to adopt Resolution No. 13-44, which accepts the base bid and Alternate No. 2 from Arnt Construction Company, Inc. for the County Road D & Cottage Place

Reconstruction, City Projects 13-01A & B and authorize the Mayor and City Manager to execute a construction contract in the amount of \$2,074,519.50.

Discussion:

Councilmember Withhart asked if bituminous costs are going up or coming down. Mr. Maloney stated that estimates are based on last year's prices, which are proving to be fairly accurate. Over the last few years, prices have jumped around.

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

AUTHORIZATION FOR EASEMENT AND PURCHASE AGREEMENTS - OWASSO STREET REALIGNMENT

- A. EASEMENT AGREEMENT WITH MOUNDS VIEW SCHOOL DISTRICT**
- B. PURCHASE AND ROADWAY EASEMENT AGREEMENTS WITH CANADIAN PACIFIC RAILWAY**
- C. EASEMENT AGREEMENT WITH DELUXE CORPORATION**

Presentation by Public Works Director Mark Maloney

Three separate agreements are proposed. An easement agreement is required from the Mounds View School District for the Victoria/County Road E intersection and a trail easement along the south side of County Road E. The City will install fencing, regrade the property for drainage and coordinate construction with school authorities. Fencing installation to separate the trail from the school property and drainage grading will be payment for the easements.

Mayor Martin noted that one impact will be a ball field that will be taken out. City Manager Schwerm stated that the field is used for various recreation and sports activities and users will be notified. Depending on the timing of the project work, the season may be over before the field is taken out.

Mr. Maloney stated that the second agreement is with the Canadian Pacific Rail. An easement purchase is required for the new Owasso Street alignment in the amount of \$55,105. A second right-of-way easement interest must be purchased in the amount of \$19,125 to widen Victoria on the east side. The City has also been asked by the railroad to sign a release of liability for which there is no cost.

The third easement agreement is with Deluxe Corporation to widen Victoria Street to the east. The purchase price is \$28,613.

Project Schedule:

Authorize Easement Agreements	May 6, 2013
Award Road Construction Contract	May 20, 2013
Major Road Elements Complete	November 2013

Infrastructure, Restoration complete

June 2014

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to approve the easement agreements and land purchase and authorize the Mayor and City Manager to sign said documents for Mounds View School District, Canadian Pacific Railroad and Deluxe Corporation in conjunction with the Owasso Street Realignment Improvements, City Project 09-12.

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

APPOINTMENT TO PARK AND RECREATION COMMISSION

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to appoint Tom Lemke to the Park and Recreation Commission for a term ending January 31, 2014.

ROLL CALL: Ayes: Johnson, Quigley, Wickstrom, Withhart, Martin
Nays:

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to adjourn the meeting at 10:10 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ___ DAY OF _____ 2013.

Terry C. Schwerm
City Manager

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SHOREVIEW PLANNING COMMISSION MEETING MINUTES April 23, 2013

CALL TO ORDER

Chair Solomonson called the April 23, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson, Commissioners McCool, Proud, Schumer, Thompson and Wenner.

Commissioner Ferrington arrived late.

APPROVAL OF AGENDA

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to approve the April 23, 2013 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 6 Nays - 0

APPROVAL OF MINUTES

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to approve the March 26, 2013 Planning Commission workshop meeting minutes, as submitted.

VOTE: Ayes - 5 Nays - 0 Abstain - 1 (Thompson)

REPORT ON CITY COUNCIL ACTIONS:

City Planner Kathleen Nordine reported that the City Council has approved the following, as recommended by the Planning Commission:

- Conditional Use Permit for Jeffrey and Margaret Vest to expand a detached garage
- Minor Subdivision for Josh and Joanna Wing
- Comprehensive Sign Plan submitted by Lawrence Sign for the Superamerica station has been amended to comply with City requirements and will not be brought back for Commission review
- A moratorium for message center signs will be imposed for four months, effective May 1, 2013.

Commissioner Ferrington arrived at 7:06 p.m.

OLD BUSINESS

PRELIMINARY PLAT/SITE & BUILDING PLAN REVIEW

FILE NO.: 2477-13-04
APPLICANT: ST. ODILIA CHURCH
LOCATION: 3495 VICTORIA STREET NORTH

Presentation by Senior Planner Rob Warwick

The church campus consists of 20 acres. Uses on the property include the church, a school, a hospice, priests' residence, and administration building. The first application is to plat the property into five lots and this will integrate the property acquired from the Crosier Fathers. Lot 5 consists of 2.15 acres on the west side of the campus. The second application is to consider a proposed prayer garden, columbarium and cemetery on Lot 5, which abuts Vivian Avenue.

The property is located in R1 Detached Residential zoning district. Public and quasi-public uses are allowed in the R1 District under the Site & Building Plan Review process. The land use identified in the Comprehensive Plan is Institutional.

Chair Solomonson called a brief break to bring more chairs into the chambers. He then reconvened the meeting.

This matter was considered at the March 26, 2013, Planning Commission meeting. The public hearing was held, and the Commission tabled the application to allow the applicant to revise the plans and also extended the review period to 120 days.

The proposal will be developed in phases. The first phase will be to develop the south section with gardens and walkways that connect to the columbarium wall and other memorial features. The master plan shows 48 traditional grave sites and 1850 columbarium niches. The First Phase will include one columbarium wall with 96 niches. The north section will be landscaped during the First Phase. A total of 258 traditional grave sites and 1,100 columbarium niches with a rain garden to manage storm water are shown in the north section. The rate of development will depend on demand. It is anticipated that community need will be met for the next 100 years.

During the public hearing at the March meeting, concerns were expressed about: 1) the proximity of the cemetery to Island Lake School and St. Odilia athletic field; 2) increased traffic on Vivian Avenue; 3) view of the cemetery from traffic eastbound on Harriet Avenue; 4) noise; 5) negative impact on property values; and 6) environmental concerns.

Applicant Statement

In response, the applicant states that meetings have been held with Mounds View School District staff. Regarding noise and sight lines, the revised plan improves screening of the north section, and the applicant agrees that gun salutes are not appropriate during school hours. The church

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will define acceptable grave site procedures in operating rules. The markers will be flush at-grade stones. Memorials will be limited to a short period after burial, Memorial Day, Easter, Christmas and the anniversary of death.

The revised landscaping adds trees along the north boundary with Island Lake School. Additional deciduous trees will help screen the columbarium. Ornamental trees will be planted throughout the north section to break up the open expanse.

In 2012, there were 60 funerals at the church. Mourners arrive individually and leave in procession via Victoria. The access drive off Vivian will be gated during school hours. Future funerals are expected to result in interment in the church cemetery. Mourners will park in the church parking lot and depart by Victoria. Operating rules will be adopted to address memorials, traffic, parking, gun salutes flush markers and in-ground buried containers for traditional burials.

The applicant does not believe there is a need for a fence between the site and the athletic field. The church owns, manages and maintains the athletic field. In their experience, errant balls do not roll down the hill due to the distance, trees, and the batting cage.

The applicant states that there has been no research that identifies pollution from cemeteries in Minnesota. The State of Minnesota does not require the use of any type of in-ground container, but the church will follow best practices defined by the MN Catholic Conference of Bishops and will require use of in-ground containers for all traditional burials.

Staff finds that the preliminary plat does comply with City Code, except for Lot 2, which has no frontage on a public road. It is a legal nonconforming lot, which staff believes can continue. The proposed use will not conflict or impede uses of nearby property. The proposed use is allowed in Public or Quasi-public uses. The added landscaping mitigates the view concerns. Operating rules will address noise, traffic and environmental impacts.

Property owners within 350 feet were notified as well as those who attended the last Planning Commission meeting or submitted a comment. Most comments were in opposition of the project.

The proposed use is consistent with the Institutional land use designation and will not impede or impact nearby land uses. Impacts are mitigated through the design and the implementation of the operating rules. Staff recommends again taking public testimony and forwarding a recommendation to the City Council. Staff recommends approval with the conditions attached in the staff report.

Commissioner Ferrington asked if any one of the five lots created by the plat could be sold separately. Mr. Warwick answered that once the plat is recorded; there would be no further requirement prior to selling one of the lots. Ms. Nordine noted condition No. 9 that requires a PUD, which is a public review process should anyone lot be sold.

Commissioner McCool asked if the operating rules are a condition of obtaining a grading permit. Once the grading permit is pulled, the project moves forward as there is no building permit. Mr. Warwick stated that there will be a development agreement required between the developer and the City.

Commissioner Proud asked if the City would have any legal authority to address a violation of the operating rules. City Attorney Filla answered that the City would have authority to enforce them. They will be contractual.

Commissioner Proud asked how people will be protected from open excavated graves. Mr. Warwick stated that the operating rules will cover opening and closing graves. Commissioner Proud further asked if there will be architectural compatibility with additions to the columbarium, as expansion takes place over time. He would like to add a requirement that states expansion will use the same or similar materials.

Commissioner Proud stated that the specifications regarding burial vaults from the applicant are the requirements of the church. He would have liked to see legal specifications.

Commissioner Ferrington asked about studies regarding property values. Mr. Warwick responded that staff talked to appraisers, read articles and the consensus from experts is that values depend on many specific variables.

Commissioner Wenner noted that property adjacent to Incarnation cemetery on County Road J in Lino Lakes has recently been developed with condominiums and executive homes, which would indicate an increase in value. That might be the closest comparable.

Father Phil Rask, St. Odilia Parish, stated that the church requires that whoever is buried in the cemetery must be affiliated with the parish. This means it will be a parish cemetery. Approximately 1200 households of the parish are Shoreview residents, which will make it a community cemetery also. There will be few full-body burials because 62% are cremations now.

Ms. Jean Schaaf, introduced Bill Sanders, Landscape Architect; Lynn Schriver-Scheedy, Chair of Prayer Garden Planning Committee who can answer specific questions. The land use is appropriate according to the Comprehensive Plan and zoning.

Commissioner McCool asked how the cemetery will be maintained in terms of memorials. **Ms. Schaaf** stated that there will be a cemetery association to define the operating rules. The church will be responsible to maintain the property and will want to keep it sightly.

Commissioner Ferrington noted that the most concern is with in-ground graves and asked why they are included. **Ms. Schaaf** stated that the total number of graves is 306, which is a small number considering there are 3200 parishioners being served. The church's mission is to offer burial service for its members.

Mr. Sanders, Landscape Architect, stated that the Archdiocese requires opportunities for cremation and traditional in-ground graves. The plan includes evergreens and deciduous trees

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and rain gardens throughout the site with increased landscaping in the first phase in response to the school. As the cemetery develops, it is expected that memorial trees will be donated and planted in the cemetery. The church has agreed to no upright memorials and good control for flowers and temporary memorials. In response to the question about architectural compatibility, he stated that two companies making columbariums are in St. Cloud and Crookston. There is a lot of granite in Minnesota, and he does not have great concern about continuity. There may be small differences in the granite as it is mined.

Commissioner Proud asked if the in-ground graves are needed, or just wanted. **Father Rask** responded that when the first proposal was presented to the Archdiocese with only cremation offered, he was informed that all Catholic churches in the Minnesota are required to offer both cremation and in-ground burial. As body burials are becoming less frequent, he does not believe that will be the main use of the property.

Commissioner McCool asked if all perimeter landscaped trees will be planted with the first phase. **Mr. Sanders** stated that most of the trees on Vivian Avenue and the school side will be planted in the first phase. There will be adequate room for memorial trees to be planted in aisles, and roots will not interfere with the graves.

Commissioner Schumer asked the timing for digging graves to be used. **Ms. Lynn Schriver-Sheedy**, 3485 Oak Creek Drive West, Vadnais Heights, stated that she is a Funeral Director. In her experience, grave diggers dig the grave on the day of the funeral or the day before. The area is always secured with planks.

Commissioner Ferrington asked how feasible it will be for elderly people to walk from the church to the grave site because of the steep hill rather than driving and using the access off Vivian. **Mr. Sanders** stated that the main parking will be on the church. The walkways will be built to accessible standards and accommodation will be made for those who cannot walk.

Commissioner Thompson asked if the 306 number of burial sites is absolute or if there is flexibility. **Mr. Sanders** stated that the sites are adequately set back and buffered. **Ms. Schaaf** stated that the 306 may not be used, but that is the plan being requested for approval. Chair Solomonson opened the meeting to public comment.

Mr. Tim Dwyer, 5755 Pond Drive, stated that he and his wife support St. Odilia's plan and the opportunity to remain for eternity in Shoreview where they have lived most of their lives.

Ms. Joan Bauer, 3353 Victoria St. N., stated that she and her husband have served on the committee for the columbarium and would like to be buried there. It is to be a prayer garden for quiet and contemplation.

Mr. John Mushel, 3444 Vivian Avenue, stated that his two concerns of screening and gun salutes during school hours have been addressed. Another concern is the environmental impact. He requested that Commissioner Proud's concerns be satisfied because he does understand potential environmental impacts.

Mr. Chiou, 1037 Cottage Place, stated that he is a professional chemist and did some research on caskets and found that the requirement used by the Catholic church is not waterproof. Federal regulations stated that no one is forced to buy a certain type of casket. If there are 60 burials a year and 10% are in-ground burials, that is 6. In 50 years, there would be 300 graves, not 100 years. He questioned the reason for using deciduous trees to screen the columbarium because when they lose their leaves, the screening will be gone.

Mr. James Van Guilder, 984 Board Walk Court, stated that he supports the church plans. He and his wife are waiting for this decision for his daughter's burial. After use of the 306 graves, no further in-ground burials could be added. The columbarium can be expanded.

Mr. John Walsh, 360 Oak Crest Lane, Roseville, stated that St. Odilia's is a community church. Worship includes the people, those who have gone before, the angels and saints in heaven. A great way to symbolize the fact those before us are still a part of us is to have burials on the premises.

Mr. Tom O'Dea, 925 Arbogast, expressed concern about water runoff and snow melt. His neighbors on Arbogast near Vivian have water problems. Nothing draws down property values like water problems in the basement. He would like an answer to the impact of this project on this neighborhood.

Mr. Laurie Olson, 1065 Nelson Drive, stated that her mother chose cremation in hopes she could be buried at St. Odilia's where her whole family goes to church. She is also a licensed real estate agent and understands concerns about property values. She has searched to find an answer. It has not been studied widely, but what she has been able to find is that there are no negative impacts on property values. It is planned as a beautiful enhancement for the community.

Mr. Kent Olson, 3468 Nancy Place, stated that he appreciates the changes that have been made in the plan. There are several months when deciduous trees do not screen and can there be evergreens planted among them to help screening? Also, there is quite a grade change from Vivian to the church parking lot and what do the in-ground burial sites look like with that topography?

Ms. Beth Peterson, 878 Cannon Avenue, echoed the same concern with topography and effectiveness of screening. Her other concern is increased traffic in the neighborhood. Traffic on Cannon is heavy on weekends when there are church services. Cars go between 30 mph and 40 mph on Cannon to the Vivian intersection, which is a safety issue for children. Many use Canon as a through street.

Ms. Jean Chastain, 3430 Chatsworth, stated that her concern is drainage. With the snow melt, there is a big mess at the bottom of the hill today. Putting in in-ground vaults will decrease drainage capacity, which will be a very negative impact to the property at the bottom of the hill. That property sits on the line of two watershed districts--Ramsey-Washington Metro Watershed District and Rice Creek Watershed District. In a drought last summer the sidewalk in that area

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was mushy and green. This change in land use on the north portion with the hill will be a drainage issue. Property exceeding one acre should be reviewed by the watershed district. She contacted the Ramsey-Washington Metro Watershed District and was told that only preliminary discussions had taken place regarding this plan, and existing drainage issues had not been discussed.

Ms. Mary Ann Hennen, 4324 Vivian, stated that her children attended St. Odilia's and she has been continually impressed with the number of services that are offered to the community. St. Odilia being a model from birth to death is an impressive feat for the community, and she would like to see it supported.

Mr. Steve Petersen, 3516 Nancy Place, stated that his main concern is the view of the cemetery. The hill is very steep, and water streams down from the Island Lake playground. The landscaping will not visually cover or hide the cemetery. Deciduous trees only have leaves for six months of the year. The neighborhood is accessed by Harriet Avenue, and the view will be seen. Regarding the cemetery on County Road J, it was there before development. People had a choice. This neighborhood does not have a choice. The operating rules will not mask the hodgepodge of what will exist on that site. The church does not consider the religion of others in the neighborhood. There are people of other religions that require believers to live a certain distance from cemeteries. They have said they will move. The church has never addressed that. There will be people who will not buy his house because it will be next to a cemetery, which will impact its value. The church has not presented other options. The church owns a piece of land on the other side of Victoria that is flat and would be perfect for a cemetery. Overall, it is not a good idea for a church to put a cemetery into an existing neighborhood.

Ms. Theresa Chirhart, 5650 Turtle Lake Road, stated that cemeteries are a part of life. It is nice to have one in the community that one can affiliate with. She appreciates how people decorate graves and remember relatives. It is important and does not have to be hidden from life.

Ms. Kay O'Dea, 925 Arbogast Street, expressed her appreciation for Mr. Chen's presentation. As a former teacher, she is concerned about children on swings at recess and a funeral procession nearby. The neighborhood meeting was divisive. That is not what is preached at St. Odilia, and she asked for consideration to bring the neighborhood together in unity.

Mr. Dave Olson, 3740 Brunet Court, Vadnais Heights, stated that he supports this proposal. The City is very modern to allow this type of discussion and debate and is a good thing. A cemetery is a resting place and a beautiful concept. Traffic would be no more and no less. Drainage is an issue, and studies are needed on that issue. To make a cemetery with the landscaping planned would help with water quality and drainage. One thing that definitely impacts property value is green space. Once cemetery it will always be green space. Building development also impacts property values. A beautiful, open dignified green space will not impact property value. It is true that some in some cultures, people do not live near cemeteries. However, the greater good needs to be considered. He supports this proposal.

Chris Podobinski, 3441 Vivian Avenue, stated that it is her hope that this is a good way to take care of the water issue draining from the school. Her concern is traffic at the apartment complex on Victoria. That is where there will be traffic.

Mr. Greg Barilla, 625 Harriet Avenue, stated that now trees are falling down on this property and the pond is not desirable. With this added attention, he believes the place will be more peaceful and beautiful. He supports the project.

Mr. Jay Li, 3504 Richmond Avenue, stated that in an internet survey 29 of 30 people replied negatively to buying a house next to a cemetery. That is not scientific, but those attitudes will influence house prices. Children are quite sensitive and influenced by movies to believe in ghosts in cemeteries. The playground is so close to the proposed cemetery that he will not be able to bring his children there to play.

Ms. Agnes Walsh, 360 Oak Crest Lane, Roseville, stated that children learn what they are taught about death and dying. About 15 or 16 years ago, a daycare was put in with senior living, so that elderly and children would be together. How they are taught and how we react to death is what is important. As she and her husband have no children, it would be very comforting to know they will be buried in their community which has become their family.

Mr. Tim Helmsman, Roseville, stated that he would like to be buried in this cemetery. He believes the water problem is important, and there are very smart people working on this project that will address that. This will be a modern cemetery with no scary grave markers. It will not be intimidating. He supports this proposal.

Mr. Dave Olson stated that the largest obstacle to cemeteries is land development and cost of land. This is the ultimate situation, as St. Odilia's already owns the land. There is no cost to the community.

Mr. Sanders stated that an engineer has been hired to address water management on the site. The City requires that runoff cannot increase from what now occurs. The plan actually reduces runoff with rain gardens on the upper and lower portions of the site. It is not unusual for cemeteries to be located on hillsides. It has been determined that the site is suited for the proposal. Regarding the comments on deciduous trees, they would be willing to put in coniferous trees and work with staff on that issue.

Commission Discussion

Commissioner McCool asked if other alternative sites on St. Odilia property were considered.

Ms. Schaaf stated that the land on the east side is next to the church and is planned for future building expansion.

Commissioner Proud asked if the surface water study took into account the proposed development configuration. Further, he asked if a computerized view at different times of the year could be provided so people can visualize how the development will look. **Mr. Sanders** stated that the engineer had the complete plans when the water management study was done. He

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said that providing a view of the proposal is possible. **Ms. Schaaf** added that Glen Haven in Crystal has a similar landscape and green space with flush grave markers. The city has invested near the cemetery to build a community center.

Commissioner Wenner asked for further explanation of traffic patterns in the neighborhood and how school traffic will be impacted. Mr. Warwick stated that there is no traffic counts for local streets, including Vivian. The typical funeral attracts significantly less vehicles than the school or church on weekends. **Ms. Schaaf** stated that school drop off and pickup times for St. Odilia and Island Lake School are close to the same, and funerals are not planned at those times. St. Odilia tends not to generate traffic on Vivian.

Commissioner Ferrington asked if the watershed district has determined whether an environmental impact statement is needed, and what would be involved? Mr. Warwick responded that the City has contacted Ramsey-Washington, and their staff advised that a permit was not required. With the comments heard tonight, staff will double check on that issue. The plan has been reviewed by the City Engineer and determined to comply with City requirements. The plan will result in a reduction of runoff. Any runoff that comes from Island Lake playground would not have been considered in the study. Such runoff would be considered a historic pattern across St. Odilia's, and would be allowed to continue.

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to recommend the City Council approve the Preliminary Plat and Site and Building Plan review applications for St. Odilia, 3495 Victoria Street North, for development of a prayer garden, columbarium and cemetery, subject to the following conditions:

1. The project must be completed in accordance with the submitted site and building plans. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission and the City Council.
2. The approval will expire one year if the final plat has not been approved by the City Council.
3. The cemetery shall be developed in accordance with the approved Master Plan. St. Odilia shall notify the City after completion of Phase 1. Subsequent development phases shall be administratively approved provided the phase is in conformance with the Master Plan.
4. The cemetery shall be developed and operated in accordance with Minnesota Statutes.
5. No crematorium or mausoleum is proposed or permitted in this development.
6. The applicant shall develop operating rules for the cemetery that are in compliance with the Shoreview Municipal Code and other applicable laws. These rules include provisions that:
 - a. Require funeral attendees to use Victoria St. to access the cemetery, and to prohibit parking on Vivian for any funeral services or burials.
 - b. Allow the display of grave memorials only for limited duration after burial and specified holidays only.
 - c. Restrict ceremonial rifle salutes.

- d. Address noise generated by funeral services (music, use of speakers or microphones, etc.).
 - e. Require use of flush foot stones to mark all grave sites.
 - f. Require the use of in-ground burial containers for all traditional burials.
 - g. Establish hours of operation, specify the times funerals may be held and when site work for burials may occur.
 - h. The operating rules shall be submitted for City review and approval prior to adoption by the cemetery association.
7. The applicant shall obtain a grading permit prior to commencement of any work for the development of the prayer garden/cemetery/building area.
 8. Landscaping shall be maintained in accordance with the approved plans to provide a buffer from the adjoining public school use and mitigate the visual impacts of the cemetery on adjoining land uses.
 9. St. Odilia's is required to submit a Planned Unit Development application prior to a future sale of any of Lots 1 - 5, Block 1, The Catholic Community of St. Odilia.
 10. The Applicant shall enter into a Development Agreement with the City.

This approval is based on the following findings:

- a. The proposed improvement is consistent with the policies of the Comprehensive Plan.
- b. The proposed improvements will not conflict with or impede the planned use of adjoining property.

Discussion

Commissioner Proud expressed concern about condition No. 6 because there is no specification for burial containers. He continues to have environmental concerns because of the chronic surface water problem in the area. He would support tabling the matter until further surface water determinations have been made and until a more definitive environmental report is made.

Commissioner Ferrington stated that she likes many things about the proposal, but agrees with Commissioner Proud that there are still some issues to be resolved. It is difficult to develop within a fully developed neighborhood, and there needs to be sensitivity to the people who live there and are impacted. More time is needed to develop the plan more fully.

Commissioner McCool stated that he is satisfied with what has been presented. The City has a land use code that states this use is allowed. The applicant has gone to great lengths with landscaping. The environmental issues is not a concern to him because there are hundreds, if not thousands, of cemeteries in Minnesota. There has yet to be reported a single incident of contamination from a cemetery. It is not fair to the applicant to address something that the Department of Health has not imposed. The engineers and experts have stated that the application is in compliance. The tough part is that residents do not always get a land use developed that they consider desirable.

Commissioner McCool offered a number of amendments:

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No. 6.a. to state that funeral vehicle processions are required to use Victoria Street, not pedestrians.

No. 6.c. to add that in no event shall salutes be allowed during school hours.

Add 6.i. that would require use of procedures and protective measures for site burials to make sure public safety is maintained.

No. 10. insert a comma at the end and add, “which development agreement shall incorporate the Operating Rules of the cemetery.”

Commissioner Schumer accepted all of the amendments except the first one. He does not see the need to clarify vehicular traffic from Vivian, as the gate will be closed, which is part of the agreement. Ms. Nordine noted that any policy change stipulated in the agreement would require City approval. Commissioner McCool withdrew that portion of his amendments.

Commissioner Wenner also accepted the same amendments as Commissioner Schumer.

Commissioner Schumer stated that it would be unfair to the applicant to table. They have shown great cooperation in providing responses to concerns, and he is sure they will continue to work with staff. They deserve an up or down vote.

Commissioner Wenner agreed. This applicant has listened to the debate and direction of the Planning Commission and has come back to address those issues. He believes Commissioner Proud’s concern goes beyond state law. The Commission should only require what is required by law.

Chair Solomonson echoed Commissioner McCool’s statements. The plan is well thought out. The prayer garden is very nice. He agreed that the applicant has answered questions from the last meeting, and he favors the proposal.

Commissioner Thompson stated that she is not in favor of the proposal as it stands but agrees that the matter should have a vote. Many of the concerns came from residents who are not members of St. Odilia’s, and she does not believe those concerns have been addressed, mainly the proximity of the in-ground burial sites to two schools.

VOTE ON AMENDED MOTION:

Ayes - 4

Nays - 3 (Ferrington, Proud, Thompson)

PUBLIC HEARING: TEXT AMENDMENT - RESIDENTIAL SETBACK REGULATIONS

FILE NO.: 2433-11-26
APPLICANT: CITY OF SHOREVIEW
LOCATION: CITY WIDE

Presentation by City Planner Kathleen Nordine

The purpose of the proposed text amendment is to provide setback flexibility for single-family residential properties in order to open up additional options for property owners who would like to expand their homes. There are some neighborhoods where smaller front setbacks are used. Some neighborhoods have wider street rights-of-way than others. Expansion can be difficult depending on the location of the home on the property.

The Development Code requires that single-family residential districts (R1, R2 and RE) have a minimum front setback of 30 feet on local and collector streets. The minimum setback on arterial roads is 40 feet. The setback for a house adjacent to homes that exceed the minimum setback is the average of the two adjacent homes plus or minus 10 feet. Some encroachments are permitted, such as a stoop or cantilever.

The proposed amendments would reduce the 30-foot minimum front setback to 25 feet, which would not adversely impact the alignment of homes on the street. If the existing side yard setback is less than the 10 feet required, that setback may be maintained, if there is at least a 5-foot setback and the addition is no taller than one story. One story is defined as a 9-foot ceiling or less.

It is proposed that parcels adjacent to a road with a 60-foot right-of-way may be allowed a 20-foot front setback as long as the structure maintains a 35-foot setback from the road surface.

The Planning Commission has discussed providing more flexibility to homeowners who wish to add on to their property. The proposed amendments are in accordance with the Commission's recommendations. A public hearing was opened at the March 26th meeting and continued to this meeting. Staff is recommending the public hearing be held and send a recommendation for approval to the City Council.

Commissioner McCool noted that the language stated in 209.080 2.A., is stated differently on the next page in 207.050 C.4. Both sections should have the same language. Also, the language in Section 205.082 2.A. should be the same as the section on riparian lots.

Chair Solomonson asked the maximum height outside that would be considered one story with a definition of a 9-foot ceiling. He asked the reason for not measuring from the outside rather than the inside. With a basement and pitched roof, even a one-story home could be a high structure.

Commissioner McCool suggested cutting provision No. 3 and approving the other amendments. Then the Commission can refine the measurement of one-story.

Chair Solomonson agreed and stated he would prefer to use the variance process rather than try to find a definition that works for everyone.

Ms. Nordine stated that the text now states one story with no height definition. Mr. Warwick added that a walkout basement would be considered two stories. These requests do not happen often and mostly on riparian lots. As proposed, an addition would not allow a basement. He suggested staff pull Section No. 3, Section 205.082.2.A.

DRAFT

City Planner Nordine stated that proper notice has been given for this public hearing.

Chair Solomonson opened the public hearing. There were no comments or questions.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to close the public hearing.

VOTE: Ayes - 7 Nays - 0

MOTION: by Commissioner McCool, seconded by Commissioner Proud to recommend the City Council approve the text amendment to Chapter 200 of the Municipal Code, pertaining to setbacks in Residential Districts. The amendments relax setback standards for dwellings and are intended to promote reinvestment in the City's housing stock. This motion deletes Section 205.082 A as proposed; Section 205.082 B would become Section 205.082 A; and 209.080 2C ivaa, insert but never less than a minimum of 25 feet.

VOTE: Ayes - 7 Nays - 0

MISCELLANEOUS

Moratorium

City Planner Nordine reported that the City Council has imposed a moratorium on message center signs for a period of four months, effective May 1, 2013. The Council does not want to impede business owners from putting in message center signs and so a short moratorium period. The main concerns are the impact of message center signs on residential properties and any impact to traffic and public safety.

The time frame for addressing this matter in four months would be for the Planning Commission to discuss this matter at its May meeting, act on a proposed amendment in June that would go to the Council in July. Commissioners offered a number of issues and questions for staff to address at the Commission discussion in May:

- Brightness measurement acceptability using industry standards
- Distance from residential
- Possible poll business community/vendors to find out needs and reasons for those needs from businesses
- Size of message center signs near residential
- Define readability or clear view of the message center sign
- Hours of operation

Commissioner Wenner left the meeting at this time.

City Council Assignments

Commissioners Wenner and McCool will respectively attend the May 6th and May 20th City Council meetings:

Meetings

The Planning Commission will hold a second April meeting on April 30, 2013.

Immediately prior to the May 28th regular meeting, the Planning Commission will hold a workshop meeting.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to adjourn the meeting at 10:45 p.m.

VOTE: Ayes - 6 Nays - 0

ATTEST:

Kathleen Nordine
City Planner

DRAFT

SHOREVIEW PLANNING COMMISSION MEETING MINUTES April 30, 2013

CALL TO ORDER

Chair Solomonson called the April 30, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson, Commissioners Ferrington, McCool, Proud, Schumer, Thompson and Wenner.

APPROVAL OF AGENDA

MOTION: by Commissioner Wenner, seconded by Commissioner Schumer to approve the April 30, 2013 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 7 Nays - 0

NEW BUSINESS

VARIANCE - EXTENSION

FILE NO.: 2414-11-07
APPLICANT: JAMES GRUBER
LOCATION: 3289 EMMERT STREET

Presentation by City Planner Kathleen Nordine

In May 2011, a subdivision was approved dividing this property into two parcels. In April 2011, the Planning Commission recommended approval of the minor subdivision with a variance to reduce the required front yard setback to 40 feet. In April 2012, the Planning Commission granted a one-year extension for the variance. The minor subdivision has been recorded. Parcel 2 has sold, and parcel 1 is on the market. The applicant seeks a three-year extension for the variance. Staff believes the time frame is reasonable due to the real estate market, and the fact that the owner has made a good faith effort to sell the property.

Commissioner Wenner noted two spellings for the applicant. The correct spelling is GRUBER.

Commissioner Schumer stated that there is no reason to not approve this request. Ms. Nordine explained that if not approved, the minor subdivision has been recorded as such the vacant lot is of record. Without the variance extension, the required setback may make this lot unbuildable.

Mr. Jim Gruber, Applicant, 5545 Alden Avenue, St. Paul, stated that the request is related to the real estate market and the time it is taking to sell this lot.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to extend the variance approved for Parcel 1 (3308 Victoria Street) reducing the front yard setback for a future home on the property to 40 feet. The subdivision and Resolution have been recorded at Ramsey County and the property is being marketed for sale. Said extension is for a three-year period to April 26, 2016. Conditions attached to the variance approval shall remain in effect.

VOTE: Ayes - 7 Nays - 0

PUBLIC HEARING - CONDITIONAL USE PERMIT/VARIANCE

FILE NO.: 2481-13-08
APPLICANT: THOMAS & LINDA RITCHIE
LOCATION: 5186 LEXINGTON

Presentation by City Planner Kathleen Nordine

The application is to reconstruct a detached garage on the property. The subject garage is larger than the maximum size permitted. The property is greater than one acre. The intent of the Conditional Use Permit is to review the proposal in terms of the Development Code standards and consistency with the Comprehensive Plan. The variance is to maintain the existing 4.5-foot setback from the side property line.

The property is zoned R1, Detached Residential and in the Shoreland Management District of Turtle Lake. The lot consists of 1.05 acres with a width of 56 feet. It is developed with a single-family home of 2,250 square feet and an attached garage of 616 square feet. The detached garage they are seeking to rebuild is 735 square feet.

The Development Code provides that accessory structures on parcels greater than one acre may exceed the maximum area permitted with a Conditional Use Permit. The existing detached garage would be demolished and rebuilt using the current concrete foundation and changing the roof from a lean-to style to a pitched roof. The exterior would be consistent with the house. Existing vegetation along the property line would be maintained.

Staff finds that the proposal complies with the location, height, design and screening requirements for a detached accessory structure. It is consistent with the Development Code and Comprehensive Plan. There is reasonable difficulty with the narrow lot width. The character of the neighborhood would not be impacted.

Notices were sent to property owners within 350 feet. One response was received in support of the project. The Building Official has noted that fire rated construction is required. Staff is recommending the public hearing; approve the variance, and forwarding the application to the City Council with a recommendation for approval.

DRAFT

Commissioner McCool asked if it would be possible to have a 10-foot setback from the property line. Ms. Nordine answered that would not be possible because of the second detached accessory structure.

City Attorney Filla stated that he has reviewed the public notices, and the public hearing is in order at this time.

Chair Solomonson opened the public hearing.

Mr. Tom Ritchie, Applicant, stated that the new garage will be parallel to the second accessory structure. The view of neighbors will not change. He has talked to his neighbor about the best way to build the new structure. The garage needs to be replaced because of the water damage.

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to close the public hearing.

VOTE: Ayes - 7 Nays - 0

Commissioners commented on the fact that this application will be a good improvement to the property and their appreciation for the consultation with the neighbor.

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to adopt Resolution 13-39 approving a variance to reduce the 10-foot side yard setback to 4.5 feet and recommend the City Council approve the Conditional Use Permit submitted by Thomas and Linda Ritchie, 5186 Lexington Avenue, to reconstruct a detached accessory structure on their property, subject to the following conditions:

1. Approval of the conditional use permit is subject to approval of the variance to maintain the existing 4.5-foot setback from the side property line.
2. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
3. The exterior design and finish of the addition shall be consistent with and complement the home on the property.
4. The existing vegetation along that portion of the south side property line adjacent to the proposed structure must remain and be maintained.
5. The applicant shall obtain a detached accessory structure permit for the structure.
6. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards pertaining to one-hour fire resistance construction.
7. The structure shall be used for the personal storage of vehicles, recreational vehicles, trailers, household and lawn equipment.
8. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is, therefore, in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards, as detailed in the Development Ordinance for residential accessory, are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.
5. Practical difficulty is present as outlined in Resolution 13-39 approving a side-yard setback variance.

VOTE: Ayes - 7 Nays - 0

PUBLIC HEARING - CONDITIONAL USE PERMIT

FILE NO.: **2482-13-09**
APPLICANT: **MICHAEL R. KEENE**
LOCAITON: **5345 HODGSON ROAD**

Presentation by Senior Planner Rob Warwick

This application for a conditional use permit is to exceed the maximum area permitted for a detached accessory structure in order to build a new garage measuring 28 feet by 40 feet, or 1,120 square feet. The combined floor area for all accessory structures would be 1,750 square feet, which exceeds what is allowed by Code without a Conditional Use Permit.

The property consists of 2.59 acres with a lot width of 100 feet. It is zoned RE in the Shoreland Overlay District of Turtle Lake. It is developed with a single-family home with an attached two-car garage. The home is 1,685 square feet; the attached garage is 624 square feet. The driveway off Hodgson Road is shared with two other adjoining lots.

Code allows a detached garage of 750 square feet or 75% of the dwelling unit foundation area, whichever is more restrictive. The proposed new garage would be 1,120 square feet or 66% of the foundation area of the home. The combined area would be 1,744 square feet, which exceeds the more restrictive of 1,200 square feet or 90% of the foundation area allowed.

Staff finds that the proposal complies with conditional use permit criteria. The principal structure will remain visually dominant due to the lot size, the dwelling size and the location of the garage. The proposed new detached garage will be 200 feet from the home. Staff is recommending a landscaping plan to be approved prior to a building permit. The proposed new garage will be 17 feet from the south property line. Existing vegetation on the north will mitigate visual impact.

DRAFT

Notices were sent to property owners within 350 feet. One comment was received in support of the application. Staff recommends forwarding the proposal to the City Council for approval with the conditions listed in the staff report.

Commissioner McCool expressed concern about screening and asked what landscaping staff is recommending. Mr. Warwick responded that the screening is good between Hodgson Road and the structure. Staff would like to see added screening to the north to break up the mass of the building seen from nearby homes.

Commissioner Ferrington asked the reason for the proximity of the proposed garage to the driveway. Mr. Warwick explained that topography is the issue. More complicated grading would be needed to move the location.

City Attorney Filla stated that proper notice has been given for the public hearing.

Chair Solomonson opened the public hearing. There were no comments or questions.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to close the public hearing.

VOTE: Ayes - 7 Nays - 0

Commissioners expressed their support of the project and stated that concerns about landscaping, placement of the new structure and size had been addressed.

Commissioner McCool expressed some concern about the total floor area of all garages at 103% of the house foundation area. He stated that he can support the project because of the distance between the garage and the house.

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to recommend the City Council approve the Conditional Use Permit submitted by Michael Keene, 5345 Hodgson Road, to construct a detached garage on the property, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the garage shall be compatible with the dwelling.
3. A minimum setback of 10 feet is required from the side property line.
4. The applicant shall obtain a building permit for the structure.
5. The applicant shall submit a final site grading plan and a landscape plan for approval by the City Planner prior to issuance of a building permit for the detached garage.

6. The project is subject to the permitting requirements of the Rice Creek Watershed District. The applicant shall obtain the necessary RCWD permit prior to issuance of any City permits for the project.
7. The structure shall be used for storage of household and lawn supplies, vehicles and equipment.
8. The structure shall not be use in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is, therefore, in keeping with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards, as detailed in the Development Ordinance for a residential accessory, are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

VOTE: Ayes - 7 Nays - 0

APPEAL

FILE NO.: 2483-13-10
APPLICANT: MICHAEL MORSE
LOCATION: 1648 LOIS DRIVE

Presentation by City Planner Kathleen Nordine

The applicant is appealing an administrative decision to not process an application that was previously submitted and denied. This application for a variance is the same or substantially the same as the one previously denied. City Code requires a six-month time period before an application can be resubmitted. Section 202.010 (C) specifically states that, “No application for the same or substantially same request shall be made within six months from the date of denial.”

The applicant submitted an application for four variances, which were denied December 17, 2012. The applicant appealed the Planning Commission decision to the City Council. The City Council denied the appeal on February 4, 2013.

The applicant states that the application should be processed because changes have been made to the proposal:

1. The size of the structure has been reduced from 1100 square feet to 959 square feet.
2. The height has been reduced from 15 feet to 14 feet.
3. The length of the structure was reduced from 50 feet to 43.5 feet.

DRAFT

A variance is no longer required for height, as the height is less than the house. Also, the proposed garage is smaller than those of some neighbors. Placement of the garage is in the same location as the old garage as shown by submitted photographs, which is 2.5 feet from the side property line.

Staff believes the plan and variances requested are substantially the same as the previous application. The required variances are the same or substantially the same: 1) exceed the maximum area allowed; 2) exceed the maximum combined area for accessory structures; and 3) reduce the required 5-foot setback from the side property line to 2.5 feet. Staff recommends denial of the appeal.

Mr. Michael Morse, 1648 Lois Drive, Applicant, stated that part of the denial is based on character of the neighborhood. His proposed change of 957 square feet is 3 square feet smaller than an existing garage six houses to the east. That garage is larger than the existing home. He is trying to resolve all issues to move forward.

Commissioner Ferrington asked about plans for a new addition to the home. Mr. Morse stated that he has been told that would have no bearing on the current application. Commissioner Ferrington suggested completing the addition first.

Ms. Nordine stated that a variance would still be needed even if there was an addition on the house.

Commissioner McCool stated that the essence of the application is the same--a structure that is larger than allowed and too close to the property line. The same variances are being requested.

Commissioner Thompson sympathized stating that it is clear the applicant is making an effort to make his proposal more acceptable for a variance. She asked if staff sought the advice of the City Attorney regarding the interpretation of "substantially the same." City Attorney Filla answered, yes, and stated that briefs for the pending legal action are due May 15, 2013. He would not anticipate guidance from the court until June.

Commissioner Ferrington stated that with pending litigation, she does not believe the application should be moved forward.

MOTION: by Commissioner Proud, seconded by Commissioner Wenner to deny the appeal and uphold staff's interpretation that the variance application submitted on March 13, 2013 by Mike Morse, 1648 Lois Drive cannot be processed because the application is the same or substantially the same as his previous variance application, File No. 2468-12-31, which was denied on February 4, 2013, by the City Council. No application for the same or substantially the same request can be made within six months of the date of denial.

VOTE: Ayes - 7 Nays - 0

MISCELLANEOUS

City Council Assignments

Commissioners Wenner and McCool will respectively attend the May 6th and May 20th City Council meetings.

Workshop

The Planning Commission will hold a workshop on May 28, 2013, immediately prior to the regular meeting, at 6:00 p.m.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to adjourn the meeting at 8:07 p.m.

VOTE: Ayes - 7 Nays - 0

ATTEST:

Kathleen Nordine
City Planner

DRAFT

City of Shoreview Lake Regulations Committee Meeting Minutes

May 9, 2013

Call to Order and Roll Call: Chair Soderbeck called the meeting to order at 7.05 PM, noting that Members Muller, Gallop, Quitevis, and Pletscher were present and no Members absent. Also present were staff liaison Rob Warwick, City Manager Terry Schwerm and Ramsey County Sheriff's Deputy Ron Valento.

Approval of Agenda: The agenda was approved.

Approval of Minutes: The minutes of the April 5, 2012 meeting were approved as submitted.

General Business

2012 Sheriff's Activity Report

Deputy Valento reviewed the 2012 season. The 2012 boating season was quiet due to water levels. He noted that the number of citations and warnings that were issued was similar to the number issued during the 2011 season. The Members discussed lake activity, including music from loud boat speakers associated with wakeboard activity on Lake Owasso, and after hours jet skis on Turtle. Deputy Valento said that the Sheriff performs 'safety checks' on rental boats that are used on any City lakes, principally Owasso.

Parking problems were addressed principally using citations. There were few tows in 2012. Members called attention to parking area problems, including parking lot striping and lack of proper signs that allow the Sheriff to enforce parking regulations. Warwick said that he would work with Ramsey County Parks staff to address these issues.

Members noted that spring litter problems were less than in previous years, and that seems due chiefly to the increased use of clam shell fish houses. Deputy Valento said there were few complaints about snowmobiles and fish house break-ins over the winter.

The water patrol is fully staffed and so there will be a higher presence of deputies instead of volunteers on the lakes this season.

2013 Supplemental Water Patrol Contract

Deputy Valento said the contract for 2013 water patrol includes the same number of hours and hourly rate as prior years. The Committee recommended approval of the contract to the City Council.

Invasive Aquatic Plant Funding Program

Liaison Warwick reported that for 2012, the Owasso HOA applied for and received \$2,000 in funds from the City for invasive aquatic plant control.

Member Muller reported that the Turtle Lake HOA spent about \$20,000 for Eurasian milfoil control in 2012, treating about 20 acres. The Committee discussed impending changes to the permit fees for chemical treatment of aquatic plants. The Lake Owasso HOA was advised to expect a large increase in fees since the HOA approach has been to include on-shore and off-shore treatments in a single permit. Under proposed legislation, there will be an added permit fee for each property included for onshore treatment. The fees for Lake Owasso would increase from \$750 annually to more than \$15,000 with the \$95 fee per property included.

Member Muller reported that Midwest Aqua-Care, the treatment company used by the Turtle Lake HOA, has advised that the permit fee for Turtle is not expected to change. The Turtle HOA performs only offshore plant management treatments.

Member Updates

Members noted that Owasso and Wabasso levels are good, and Snail appears to be near normal. Turtle remains low, but the 890.5 foot level is better than the past several early spring levels. Several water ski events have been scheduled at Island Lake in 2013.

The Members discussed the USGS study of the White Bear Lake. The water level problem is related to low precipitation, groundwater and pumping water from the aquifers. At Turtle Lake pumping does not seem to be as large a factor as at White Bear Lake, according to oxygen isotope readings.

Member Muller reported that the Turtle Lake HOA would be holding another vote to evaluate member interest in forming a lake improvement district for lake augmentation. The 2012 survey of member was split evenly with 1/3 supporting formation of a lake improvement district, 1/3 for no augmentation, and 1/3 favoring gathering more information.

Member Pletscher expressed concern that development in the TCAAP would result in higher levels of pumping and so affect the water level of Turtle Lake. City Manager Schwerm said that Arden Hills uses the St. Paul water system and so that is not a likely outcome.

Green Step City

A brief introduction to the Green Step City program and how involvement from lakeshore HOAs could aid the City's participation in this environmental recognition program. Members requested further information about the Green Step and Star Lakes programs.

Adjournment

The meeting adjourned at 8.55 PM.

Respectfully Submitted,
Rob Warwick, Staff Liaison

T:/minutes/05-09-13 lake regs.doc

Memorandum

To: Mayor and City Council Members
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: May 17, 2013

Re: Monthly Report
- Administration Department
- Community Development Department

Economic Development Authority Update

The May meeting of the EDA focused on several discussion items relating to housing actions as part of their current work plan. Staff presented the findings of an analysis of the rate and location of foreclosed homes that have transitioned over to rental properties. This was in follow-up to recent changes to rental licensing endorsed by the EDA including late fees for application renewals and delinquent utility bills, and requiring crime free/drug free lease addendums. These recommendations will be presented to the Council for consideration at an upcoming meeting.

The EDA also reviewed a report outlining how the City, enforcement and social service agencies, and other communities currently respond to the growing issue of garbage houses and hoarding. The EDA has directed staff to develop comprehensive response plan on how to provide the support and assistance needed to assist property owners.

The 2012 EDA Annual Report has been officially adopted and a copy is provided for your review. The report will also be made available to the public on the City's website and distributed to the Economic Development Commission and Planning Commission.

Economic Development Commission Update

The EDC has dedicated most of their last two meetings to strategic planning for development of a new work plan. The EDC has prepared a new values and mission statements to reflect their current role, and the establishment of the EDA. A major component of the updated EDC work plan continues to focus on 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 statements, and updated work plan will be presented to the City Council at an upcoming workshop meeting.

The spring *Shoreview Business Exchange* co-hosted by the EDC and Council will be on Thursday, June 6th from 5 to 7 p.m. at the Hilton Garden Inn. Invitations to the City networking social have been mailed to all local businesses, and personalize letter invitations from the Mayor will be sent to our BRE businesses. We will also prepare a press release and publicize the event on the website.

Development Updates

Lakeview Terrace Apartments. The City expects the developer of the Lakeview Terrace Apartments project to submit all signed agreements and associated securities by this Monday, May 20th. This would enable the City Council to go forward with the approval of the bid award and other contracts required to initiate the public improvements for the redevelopment. The Midland Plaza retail center has been completely torn down in preparation for the redevelopment project for construction of the Lakeview Terrace apartments. Construction plans and building permit application has been submitted and is ready to be issued by the Building Official. A building permit will be issued once all of the development agreements have been executed.

Trader Joe's. The contractor for the developer of phase two of the Red Fox Retail Project, Venture Pass Partners, LLC, is on schedule for completing the construction of the new Trader Joe's specialty market to anchor the retail development. Structural framing is complete and exterior block walls are nearing completion. The developer expects to complete the building by the end of June and turn over the store to Trader Joe's to complete interior finishing work. Trader Joe's anticipates opening the store near the end of October.

PaR Systems. PaR Systems is now occupying the new 48,000 square foot facility at their Shoreview campus on County Road E. PaR Systems had a very aggressive construction schedule to set-up the new building with equipment necessary for manufacturing and assembling robotics for large cranes. Some of this work will include production for their contract to assist with clean-up of the Fukushima nuclear power plant in Japan. Exterior finishing work including landscaping will be completed soon.



TSI Incorporated. TSI, Incorporated, located at 500 Cardigan Road, is also moving rapidly on their major 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.



Shoreview Home Improvement Loan Program Update

In accordance with the Economic Development Authority's recommendation, the City Council approved modifications to the Shoreview Home Energy Loan (SHEL) program at their May 6th City Council meeting. The changes broaden the scope of eligible improvements from energy related only to exterior and interior structure repairs as well as the repair or replacement of some site improvements. The modifications also required a name change to the Shoreview Home Improvement Loan Program.

Staff is now working on developing marketing materials to inform Shoreview residents of this change. Traditional media and social media will be used to broadcast the change. In addition, we are also working with the HousingResource Center staff to revise the loan program documents as needed and coordinate promotion of their services to the community.

Housing and Code Enforcement Activity

Rental Licensing. To date, a record of 551 General Dwelling Unit licenses (GDUs are single-family homes, townhouses, condominiums) and 8 Multi-Family Dwelling Unit licenses (MFUs are rental apartment complexes) have been issued during this licensing period.

The 2013 inspections are underway, with a total of about 275 GDU units and 461 MFU units scheduled for inspection during 2013. All 461 MFU inspections have been completed. The GDU inspections began in early April and are geographically scheduled by neighborhood and conducted every other week by the Housing and Code Enforcement Officer. So far 85 of the 275 GDU rental properties have been inspected.

Code Enforcement. There have been 16 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	43	29	14
2012	162	30	132

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 – The Housing and Code Enforcement Officer, Lake Johanna Fire Marshal, and Social and Mental Health workers from Ramsey County responded to a call regarding a home in southern Shoreview and a potential hoarding situation. Access to the home was granted by the resident and while no major hoarding was found, there were other housing code violations identified. The home has been posted uninhabitable pending corrections of the deficiencies. The resident was placed on a 72 hour medical hold by the County but will not be able to reside in the home until compliance with the basic housing code standards. The property owner is also delinquent on the City's utility bill and major back charges owed to Xcel Energy. Xcel Energy stated that they would be discontinuing electric service this week. In addition, the property is scheduled to go into tax-forfeiture in August. Staff will continue to work with staff from Ramsey County

regarding this case and the tax forfeiture to develop a long term solution that provides the owner with the resources needed or potential alternate housing.

In response to a complaint received, City staff and Fire Marshal also met with the owner of a home in the Highway 96 area regarding a possible hoarding situation based on observations of the open attached garage. Hoarding was identified in the garage, but these conditions were not evident in the house. The property owner was provided with information regarding the City's housing and fire codes and asked to remedy the non-compliant conditions within a couple of weeks. Staff will re-inspect the property to verify compliance.

City and Lake Johanna Fire Department staff is also following up with two homeowners who were previously notified of property maintenance, housing and fire code violations dating back to 2011. Per our agreements with these homeowners, staff has the authority to conduct follow-up inspections to ensure compliance to the City's ordinances and Fire Code.

SHINE Inspections. SHINE neighborhood inspections will be conducted the week of May 20th by Community Development staff. The SHINE neighborhood is located in the central portion of the City, north of Tanglewood Drive, east of Larson Lane and north to Birch Lane N. In addition, the neighborhoods east of Hodgson Road on Tanglewood Drive and Old Farm Village are also included. There are about 360 properties that will be inspected (see map below).

2013 Spring Shine Map



Economic Gardening Network

City staff recently attended a regional economic development forum for a new pilot “Economic Gardening” being formed by five metro area counties including Ramsey County. A Regional Economic Gardening Network is being proposed that would develop methods and resources for growing emerging businesses in the Twin Cities region. Cities would nominate local businesses to apply for the program, which would provide assistance and support to promote their growth. The target is “stage two” businesses – typically companies with 10-99 employees and annual revenues from \$1 to \$50 million depending on the industry. A handout describing the concept is included with this report. Staff will be presenting more information for discussion at the next Economic Development Commission, as this concept falls within their mission of business retention.

Miscellaneous

- The Planning Commission held two meetings last month, on April 23rd and 30th. Applications included the preliminary plat and site and building plan review for St. Odilia’s proposed prayer garden and cemetery, a text amendment for residential structure setbacks, two conditional use permits for accessory structures, a variance extension and an appeal. The Commission also provides some issues for staff to research regarding electronic message center signs.

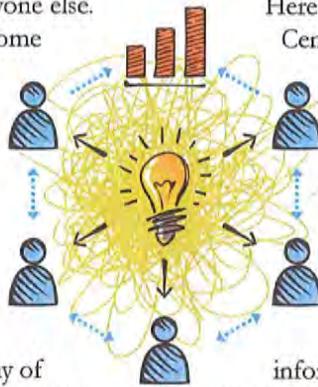
There are three items on the Commission’s agenda for May 28th including a preliminary plat and amended PUD for Target, a Wireless Telecommunication Facility Permit for a new monopole at Sitzer Park, and a site and building plan review for an addition onto an industrial building on Shoreview Park Road. The Commission will also be holding a workshop.

- Planning staff continues to have conversations with United Properties regarding a potential Senior Housing development located in the central portion of Shoreview. A neighborhood meeting was held by the development company on May 2nd with nearby property owners. Neighbors who have contacted staff have expressed concern regarding the proposed density, height of the structure, traffic, impact on the single family homes, property values and the need for another senior housing development in Shoreview. No formal application has been submitted to the City for consideration.
- City staff continues to work with our vendor Vision Internet on completing 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 created and work 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. A training session was held this week for staff from each City department and once all the content has been switched over or added there will then a 30-day period for internal testing. The target date to go live with the launch of the new website to the public early July.
- Attached is the monthly report on building permit activity from the Building Official through April, 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 April, 2013.

Better information, better decisions — and a better way to help your company!

You know more about your company than anyone else. But like most CEOs you could probably use some help when it comes to decisions about new markets, generating sales leads or deriving more value from your website. We realize you wouldn't typically look to economic development or entrepreneur support organizations for this type of help but that may be changing as we implement the Hennepin-Carver-Anoka-Ramsey-Scott Economic Gardening Program.

Economic Gardening[®] represents a new way of thinking about supporting growth companies and letting business owners know how important they are to our local economies. So instead of offering traditional incentives like tax credits or real estate discounts, we're offering something that might be even more valuable to you: information — strategic information — gathered with your guidance and specifically for your company. We've observed this model in many other areas around the country and seen what kind of impressive results it produces.



Here's how it works: Partnering with the National Center for Economic Gardening, we've set up a regional network to provide virtual access to teams of highly skilled research specialists that will be matched with a select group of qualifying companies. Using private conference calls and a secure online workspace this team will interview the company to help identify specific issues. The team devotes about 60 hours to each company over the course of a few months as they work quickly to deliver action-oriented information. In addition to the research team, the program also includes peer learning opportunities via CEO roundtables and forums.

This program is available only to companies that meet certain criteria — and is offered to them at no cost. As a growing company, you make a positive impact on our local economy. We want to help you make an even bigger impact. Economic Gardening services are specifically designed to help growing companies make better decisions while navigating the challenges associated with growth.

Who should apply?

To be eligible for the program, participants must:

- Be a for-profit, privately held company that has been headquartered in Hennepin, Carver, Anoka, Ramsey or Scott County for at least the past two years.
- Generate annual revenue or working capital of between \$1 million and \$50 million.
- Employ between 10 and 99 full-time employees.
- Demonstrate growth in employment and/or revenue during two of the past five years.
- Provide products or services beyond the local area to regional, national or global markets.
- For more info, visit <https://hcrs.nationalcentereg.org>

What to expect

Fees: Costs are covered by regional or state organizations who have pooled funds to support this program.

Time: Accepted companies will spend about 60 hours over the course of eight months collaborating with their research team. Participants will also attend CEO roundtables and forums. (Attendance is mandatory for at least six of the eight roundtable sessions and three of the four forums.)

Potential issues: Identifying and prioritizing sales leads and business opportunities; refining your core strategies and business model; and using social media to connect with customers and create buzz about your products or services.

Logistics: For the research component, you don't even have to leave your office. All communications are handled through the phone and a secure online portal where a workspace will be assigned to your company.

Hundreds of companies across the country have tested and implemented this program with outstanding results:



"Economic Gardening is like a shot of adrenaline for a business... There are things you know you should be doing to grow, but there simply aren't enough hours in the day to get to them. The program creates structure and deadlines, and gives you resources to research some of those strategic issues."

— Mike Fox, CEO of Ingenuity IEQ,
a provider of indoor air quality solutions based in Midland, Mich.

"The three [research, roundtables and forums] were synergistic. Discussion on how other roundtable members used or planned to use the research techniques or information from the forums helped illustrate how I might possibly use them for my business."

— Stephen Daas, COO of Global Tax Network (GTN),
an international assignment tax firm in Maple Grove, Minn.

"My roundtable group also confirmed that our game plan for growth was on track, which was really helpful. Knowing what you're doing right can be just as beneficial as knowing what to do differently."

— Loren O'Brien, CEO of B&F Fastener Supply,
a Minneapolis-based distributor of industrial and construction supplies

How to get started

- 1 To learn more about eligibility requirements, visit <https://hcrs.nationalcentereg.org>
- 2 Complete the online application. Among other things, you'll be asked to submit revenue and employment numbers for the past five years. You'll also be asked to list strategic business issues you need help with.
- 3 Someone from our organization will contact you within 24 hours.
- 4 Your application will be reviewed by the selection team.
- 5 Once accepted into the program, we'll schedule an interview between you and the research team to start the process.

Value for your time

Our Economic Gardening program includes not only research services, but also a peer-learning component in the form of CEO roundtables and forums. The goal of combining these three educational experiences is to accelerate the value that entrepreneurs receive and make every interaction more meaningful.

For example, the research assistance provides just-in-time information to roadblocks that CEOs are facing. Forums give participants an opportunity to learn from a seasoned entrepreneur who has successfully exited second stage and roundtables enable participants to learn from other second-stagers. In addition, roundtable facilitators make introductions to CEOs in other roundtables or at quarterly forums — and recognize when the research team could address a specific issue for participants. Bottomline, this is a holistic program that's geared to arm second-stagers with the right information, resources and referrals so they can make better decisions and grow their businesses faster.

For more info, contact:

Ron White
Hennepin County Housing, Community Works and Transit
Ph: 952-881-6577
Email: ron.white@co.hennepin.mn.us



The Edward Lowe Foundation is a nonprofit organization that supports entrepreneurship through research, recognition and educational programs, which are delivered through entrepreneur support organizations (ESOs). The National Center for Economic Gardening is a partnership between the foundation and Chris Gibbons. NCEG delivers economic Gardening Services and maintains national standards in training and certification for both regional and statewide networks. For more info, visit www.edwardlowe.org

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

	APRIL 2013		TO DATE 2013		APRIL 2012		TO DATE 2012	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS			2	\$1,325,000	3	\$815,000	6	\$1,750,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	3	\$121,000	8	\$355,000	2	\$34,000	23	\$537,925
GARAGES			0	\$0			0	\$0
MISCELLANEOUS	48	\$228,252	130	\$1,013,103	81	\$432,675	144	\$1,258,487
APARTMENTS			0	\$0			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			2	\$385,000			0	\$0
COMMERCIAL ALTER	6	\$117,146	24	\$1,220,706	5	\$92,153	13	\$4,482,583
TOTAL	57	\$466,398	167	\$5,583,809	91	\$1,373,828	188	\$16,820,995

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

TO: Terry Schwerm, City Manager

FROM: Jeanne A. Haapala, Finance Director

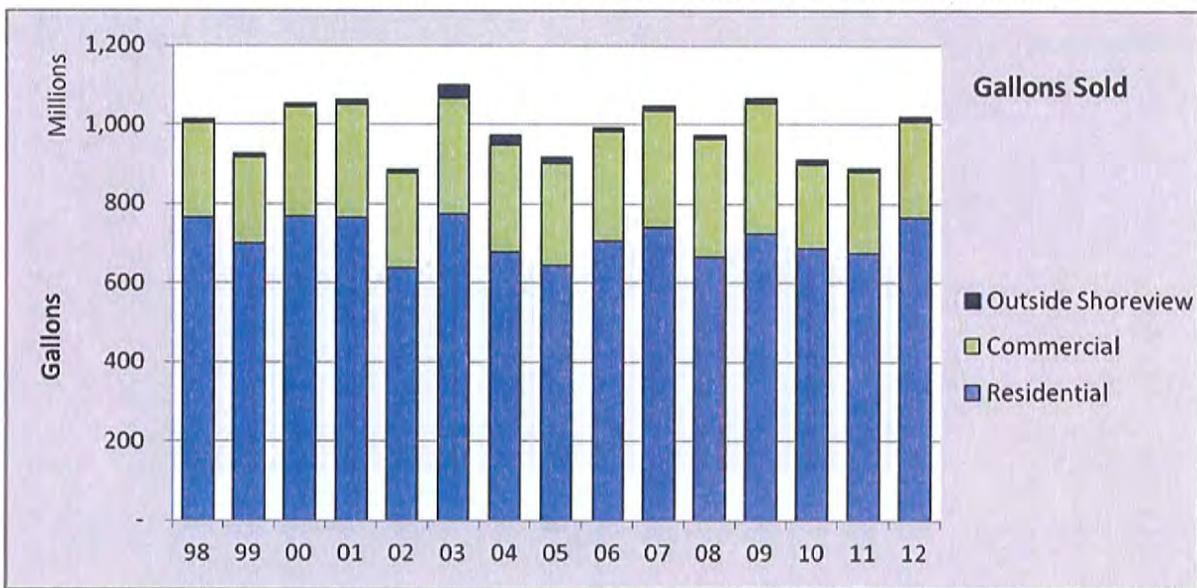
DATE: May 15, 2013

RE: Monthly Finance Report

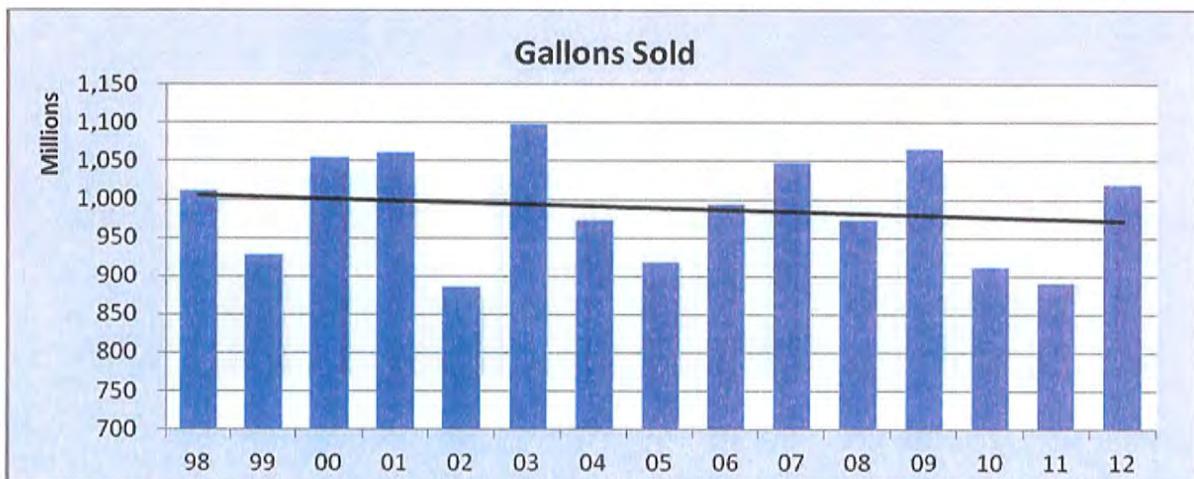


Water Use Trends

The graph below illustrates changes in total water consumption (gallons sold) over the last fifteen years. On average, residential gallons account for 72.2% of gallons, commercial/industrial gallons account for 26.4% of gallons and about 1.4% of gallons are sold to neighboring communities.

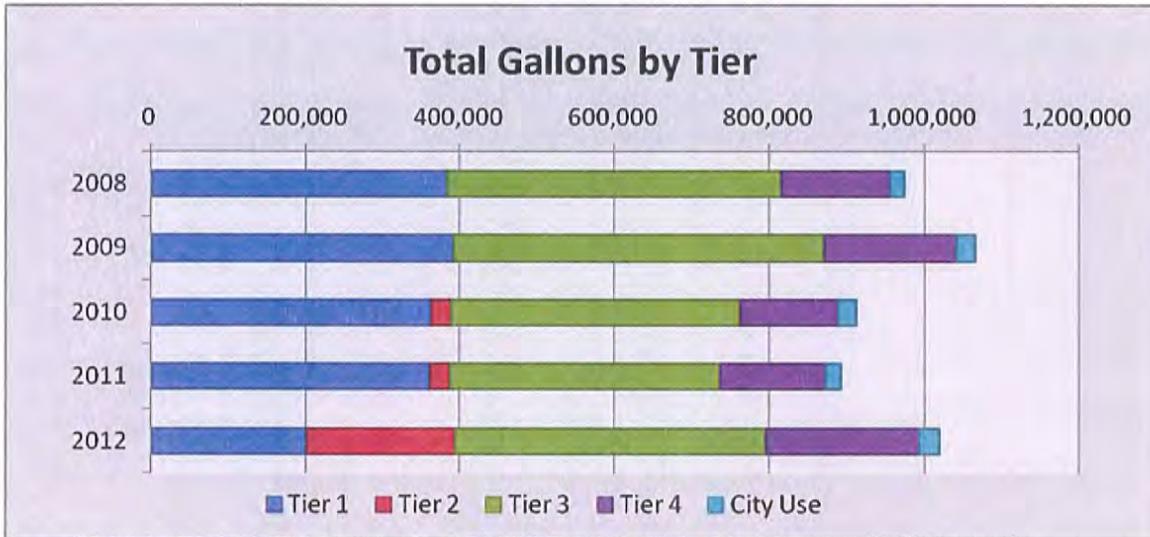


The next graph shows total gallons sold with a trend line that provides an overall indication of declining gallons. This trend was briefly interrupted by a very dry summer last year.

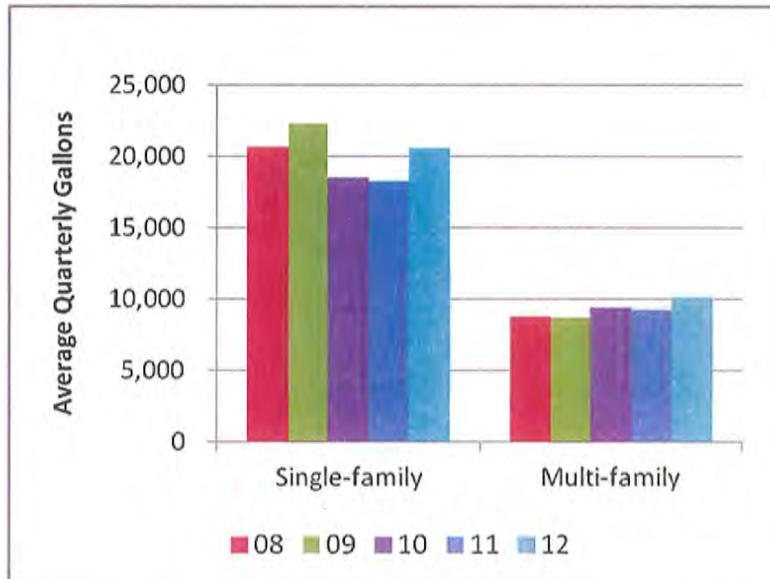


Gallons billed by tier over the last five years are shown in the next graph. The 2010 structural change in rates shows the beginning of the new tier (represented by the red bar in the graph), and this same tier was expanded in 2012 by splitting the lowest residential tier into two tiers. Between the change in tiers and the adopted water rate increase, the City was successful in closing the gap between water revenue and operating expense.

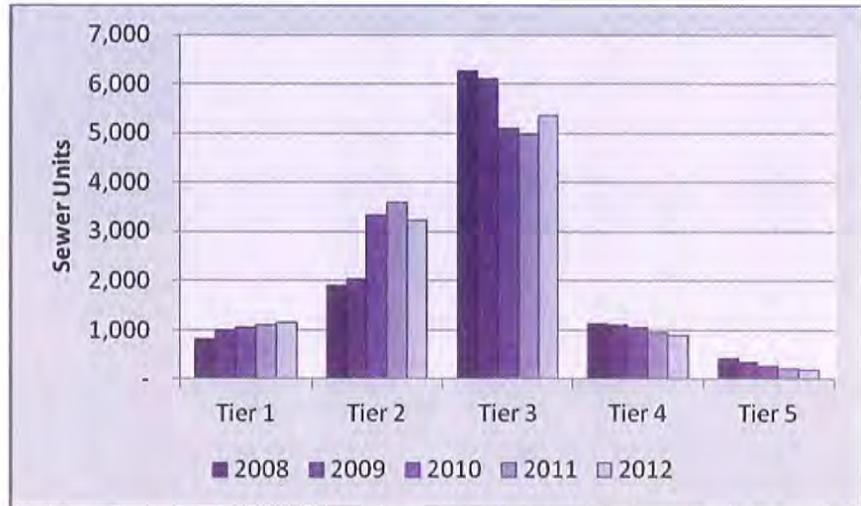
Total gallons billed in tier 1 and 2 remain relatively constant (generally accounting for 40% of gallons sold), while the gallons in tier 3 and 4 fluctuate the most (due to weather conditions in the summer months).



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



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



growing and the number of units billed in the highest two tiers is declining. The sharp shift in units between Tier 2 and 3 in 2010 was the result of changing the way apartment buildings are billed to a per unit basis (consistent with a change state statutes).

Monthly Report

The table below provides a summary of permit revenues to date in 2013, in comparison to the same period in previous years (January through April). Revenue to date this year is about a third of the budget allowance.

	2009	2010	2011	2012	2013
Revenue Received					
Building permits	\$ 40,065	\$ 38,524	\$ 72,099	\$116,761	\$ 55,927
Plan check	9,664	8,175	28,824	56,904	21,744
Heating/electric/plumbing	18,169	20,209	27,790	64,065	15,939
Total Revenue	\$ 67,898	\$ 66,908	\$128,713	\$237,730	\$ 93,610
Percent of budget allowance	22.0%	26.8%	53.4%	92.1%	34.4%
Budget allowance:					
Building permits	\$ 185,000	\$ 150,000	\$149,000	\$150,000	\$150,000
Plan check	50,000	40,000	35,000	45,000	50,000
Heating/electric/plumbing	73,000	60,000	57,000	63,000	72,000
Total Budget	\$ 308,000	\$ 250,000	\$241,000	\$258,000	\$272,000

Attached is the monthly report for April of 2013.

General Fund
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	6,639,567		6,639,567		
Licenses & Permits	314,050	114,420	199,630	36.43	66.95
Intergovernmental	185,622	83,393	102,230	44.93	46.23
Charges for Services	1,284,970	156,594	1,128,376	12.19	13.84
Fines & Forfeits	62,500	8,450	54,050	13.52	19.65
Interest Earnings	45,000		45,000		
Miscellaneous	24,040	8,428	15,612	35.06	43.40
TOTAL REVENUES	8,555,749	371,284	8,184,465	4.34	5.67
EXPENDITURES					
General Government					
Administration	549,989	158,518	391,471	28.82	27.67
Communications	195,504	68,916	126,588	35.25	25.17
Council & commiss	146,343	81,565	64,778	55.74	51.73
Elections	3,300	90	3,210	2.72	
Finance/accounting	558,561	156,104	402,457	27.95	29.88
Human Resources	258,301	66,501	191,800	25.75	25.92
Information systems	327,064	122,565	204,499	37.47	36.50
Legal	95,000	24,837	70,163	26.14	16.15
Total General Government	2,134,062	679,096	1,454,966	31.82	29.85
Public Safety					
Emergency services	7,618	1,574	6,044	20.66	22.53
Fire	947,610	473,533	474,077	49.97	50.38
Police	1,927,465	537,749	1,389,716	27.90	28.49
Total Public Safety	2,882,693	1,012,855	1,869,838	35.14	35.35
Public Works					
Forestry/nursery	115,096	15,129	99,967	13.14	14.10
Pub Works Adm/Engin	453,274	122,139	331,135	26.95	27.27
Streets	791,653	159,103	632,550	20.10	23.00
Trail mgmt	115,797	18,221	97,576	15.74	14.04
Total Public Works	1,475,820	314,591	1,161,229	21.32	23.07
Parks and Recreation					
Municipal buildings	130,035	7,244	122,791	5.57	5.42
Park Maintenance	1,139,696	218,870	920,826	19.20	20.22
Park/Recreation Adm	341,562	97,608	243,954	28.58	28.69
Total Parks and Recreation	1,611,293	323,723	1,287,570	20.09	20.89
Community Develop					
Building Inspection	155,874	57,351	98,523	36.79	28.39
Planning/zoning adm	402,507	108,043	294,464	26.84	28.60
Total Community Develop	558,381	165,393	392,988	29.62	28.54

General Fund
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,662,249	2,495,659	6,166,590	28.81	28.71
OTHER					
Transfers In	519,000	38,333	480,667	7.39	7.69
Transfers Out	-412,500	-77,332	-335,168	18.75	43.66
TOTAL OTHER	106,500	-38,999	145,499	-36.62	-172.07
Net change in fund equity		-2,163,374	2,833,710		
Fund equity, beginning		3,976,412			
Fund equity, ending		1,813,038			
Less invested in capital assets					
Net available fund equity		1,813,038			

Recycling
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	67,000		67,000		
Charges for Services	480,980	-42	481,022	-.01	.02
TOTAL REVENUES	547,980	-42	548,022	-.01	.02
EXPENDITURES					
Public Works					
Recycling	504,166	96,066	408,100	19.05	18.76
Total Public Works	504,166	96,066	408,100	19.05	18.76
TOTAL EXPENDITURES	504,166	96,066	408,100	19.05	18.76
Net change in fund equity	43,814	-96,108	139,922		
Fund equity, beginning		114,960			
Fund equity, ending		18,852			
Less invested in capital assets					
Net available fund equity		18,852			

STD Self Insurance
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	2,560	4,940	34.13	33.55
Interest Earnings	600		600		
TOTAL REVENUES	8,100	2,560	5,540	31.60	31.06
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000		8,000		21.04
Total Miscellaneous	8,000		8,000		21.04
TOTAL EXPENDITURES	8,000		8,000		21.04
Net change in fund equity	100	2,560	-2,460		
Fund equity, beginning		41,503			
Fund equity, ending		44,063			
Less invested in capital assets					
Net available fund equity		44,063			

Community Center
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,323,755	862,849	1,460,906	37.13	34.20
Interest Earnings	9,000		9,000		
Miscellaneous		123	-123		
TOTAL REVENUES	2,332,755	862,972	1,469,783	36.99	34.08
EXPENDITURES					
Parks and Recreation					
Community center	2,561,724	755,875	1,805,849	29.51	29.60
Total Parks and Recreation	2,561,724	755,875	1,805,849	29.51	29.60
TOTAL EXPENDITURES	2,561,724	755,875	1,805,849	29.51	29.60
OTHER					
Transfers In	312,000	104,000	208,000	33.33	33.33
TOTAL OTHER	312,000	104,000	208,000	33.33	33.33
Net change in fund equity	83,031	211,097	-128,066		
Fund equity, beginning		828,287			
Fund equity, ending		1,039,384			
Less invested in capital assets					
Net available fund equity		1,039,384			

Recreation Programs
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,400,926	411,447	989,479	29.37	30.57
Interest Earnings	4,800		4,800		
Miscellaneous		40	-40		
TOTAL REVENUES	1,405,726	411,487	994,239	29.27	30.47
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	109,874	19,798	90,076	18.02	15.81
Aquatics	131,212	34,328	96,884	26.16	22.69
Community programs	100,183	29,288	70,895	29.23	27.33
Drop-in Child Care	68,196	19,631	48,565	28.79	28.64
Fitness Programs	201,306	57,259	144,047	28.44	31.65
Park/Recreation Adm	344,288	94,509	249,779	27.45	27.38
Preschool Programs	74,516	29,052	45,464	38.99	34.40
Summer Discovery	196,598	2,276	194,322	1.16	1.70
Youth/Teen	70,949	15,024	55,925	21.18	25.59
Total Parks and Recreation	1,297,122	301,164	995,958	23.22	23.49
TOTAL EXPENDITURES	1,297,122	301,164	995,958	23.22	23.49
OTHER					
Transfers In	70,000		70,000		
Transfers Out	-80,000	-26,668	-53,332	33.34	33.33
TOTAL OTHER	-10,000	-26,668	16,668	266.68	250.00
Net change in fund equity	98,604	83,655	121,613		
Fund equity, beginning		545,206			
Fund equity, ending		628,861			
Less invested in capital assets					
Net available fund equity		628,861			

Cable Television
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	288,400	75,939	212,461	26.33	
Interest Earnings	1,800		1,800		
Miscellaneous	1,200	300	900	25.00	33.33
TOTAL REVENUES	291,400	76,239	215,161	26.16	.14
EXPENDITURES					
General Government					
Cable television	153,398	79,091	74,307	51.56	53.04
Total General Government	153,398	79,091	74,307	51.56	53.04
TOTAL EXPENDITURES	153,398	79,091	74,307	51.56	53.04
OTHER					
Transfers Out	-116,920	-38,333	-78,587	32.79	30.34
TOTAL OTHER	-116,920	-38,333	-78,587	32.79	30.34
Net change in fund equity	21,082	-41,185	219,441		
Fund equity, beginning		215,665			
Fund equity, ending		174,480			
Less invested in capital assets					
Net available fund equity		174,480			

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

	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	15,671	36,876	29.82	25.85
Total Community Develop	52,547	15,671	36,876	29.82	25.85
TOTAL EXPENDITURES	52,547	15,671	36,876	29.82	25.85
Net change in fund equity	7,453	-15,671	23,124		
Fund equity, beginning		185,524			
Fund equity, ending		169,853			
Less invested in capital assets					
Net available fund equity		169,853			

HRA Programs of EDA
For Year 2013 Through The Month Of April

	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	8,776	61,031	12.57	19.25
Total Community Develop	69,807	8,776	61,031	12.57	19.25
TOTAL EXPENDITURES	69,807	8,776	61,031	12.57	19.25
Net change in fund equity	5,193	-8,776	13,969		
Fund equity, beginning		35,700			
Fund equity, ending		26,924			
Less invested in capital assets					
Net available fund equity		26,924			

Liability Claims
For Year 2013 Through The Month Of April

	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	4,399	27,601	13.75	14.42
Total Miscellaneous	32,000	4,399	27,601	13.75	14.42
TOTAL EXPENDITURES	32,000	4,399	27,601	13.75	14.42
Net change in fund equity	400	-4,365	4,765		
Fund equity, beginning		192,054			
Fund equity, ending		187,689			
Less invested in capital assets					
Net available fund equity		187,689			

Slice SV Event
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	23,000	12,031	10,969	52.31	62.17
Miscellaneous	25,000	15,598	9,402	62.39	45.60
TOTAL REVENUES	48,000	27,629	20,371	57.56	53.36
EXPENDITURES					
General Government					
Slice of Shoreview	58,200	9,399	48,801	16.15	14.61
Total General Government	58,200	9,399	48,801	16.15	14.61
TOTAL EXPENDITURES	58,200	9,399	48,801	16.15	14.61
OTHER					
Transfers In	10,000		10,000		
TOTAL OTHER	10,000		10,000		
Net change in fund equity	-200	18,230	-18,430		
Fund equity, beginning		52,558			
Fund equity, ending		70,788			
Less invested in capital assets					
Net available fund equity		70,788			

Water Fund
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	12,940	6,591	6,349	50.94	50.63
Utility Charges	2,584,000	592,072	1,991,928	22.91	23.53
Late fees		12,382	-12,382		
Water meters	3,000	3,056	-56	101.86	91.10
Other prop charges	4,000	4,505	-505	112.63	174.13
Interest Earnings	35,000		35,000		
TOTAL REVENUES	2,638,940	618,606	2,020,334	23.44	23.77
EXPENDITURES					
Proprietary					
Water Operations	1,569,417	304,180	1,265,237	19.38	19.77
Total Proprietary	1,569,417	304,180	1,265,237	19.38	19.77
TOTAL EXPENDITURES	1,569,417	304,180	1,265,237	19.38	19.77
OTHER					
Depreciation	-630,000	-210,000	-420,000	33.33	33.33
Transfers Out	-262,500		-262,500		
GO Revenue Bonds	-171,435	-109,848	-61,587	64.08	54.36
TOTAL OTHER	-1,063,935	-319,848	-744,087	30.06	29.42
Net change in fund equity	5,588	-5,422	1,499,184		
Fund equity, beginning		12,445,554			
Fund equity, ending		12,440,132			
Less invested in capital assets		9,427,325			
Net available fund equity		3,012,807			

Sewer Fund
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	10,310	5,252	5,058	50.94	50.64
Charges for Services	200	195	5	97.40	106.43
Utility Charges	3,710,000	1,195,822	2,514,178	32.23	32.29
Late fees		17,925	-17,925		
Facility/area chgs	4,000	2,258	1,742	56.44	50.94
Other prop charges	2,500		2,500		156.00
Interest Earnings	25,000		25,000		
TOTAL REVENUES	3,752,010	1,221,451	2,530,559	32.55	32.79
EXPENDITURES					
Proprietary					
Sewer Operations	3,152,625	916,261	2,236,364	29.06	30.43
Total Proprietary	3,152,625	916,261	2,236,364	29.06	30.43
TOTAL EXPENDITURES	3,152,625	916,261	2,236,364	29.06	30.43
OTHER					
Depreciation	-310,000	-103,332	-206,668	33.33	33.33
Transfers Out	-196,500		-196,500		
GO Revenue Bonds	-68,884	-42,259	-26,625	61.35	52.18
TOTAL OTHER	-575,384	-145,591	-429,793	25.30	24.61
Net change in fund equity	24,001	159,599	723,987		
Fund equity, beginning		7,284,108			
Fund equity, ending		7,443,707			
Less invested in capital assets		4,725,848			
Net available fund equity		2,717,859			

Surface Water Mgmt
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	3,750	1,905	1,845	50.81	50.63
Utility Charges	1,162,000	379,287	782,713	32.64	32.54
Late fees		5,021	-5,021		
Lake Impr Dist chgs	45,140	9,774	35,366	21.65	16.72
Other prop charges	5,000	1,480	3,520	29.60	49.80
Interest Earnings	8,000		8,000		
TOTAL REVENUES	1,223,890	397,467	826,423	32.48	31.74
EXPENDITURES					
Proprietary					
Snail Lake Aug.	28,836	3,737	25,099	12.96	12.47
Surface Water Oper	685,590	94,060	591,530	13.72	12.86
Total Proprietary	714,426	97,796	616,630	13.69	12.84
TOTAL EXPENDITURES	714,426	97,796	616,630	13.69	12.84
OTHER					
Depreciation	-223,000	-74,332	-148,668	33.33	33.33
Transfers Out	-126,900		-126,900		
GO Revenue Bonds	-75,594	-54,876	-20,718	72.59	53.01
TOTAL OTHER	-425,494	-129,208	-296,286	30.37	28.75
Net change in fund equity	83,970	170,463	506,079		
Fund equity, beginning		7,384,772			
Fund equity, ending		7,555,235			
Less invested in capital assets		6,135,855			
Net available fund equity		1,419,380			

Street Light Utility
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	474,000	154,495	319,505	32.59	32.58
Late fees		2,312	-2,312		
Interest Earnings	2,700		2,700		
Miscellaneous	500		500		
TOTAL REVENUES	477,200	156,807	320,393	32.86	32.81
EXPENDITURES					
Proprietary					
Street lighting	268,571	50,787	217,784	18.91	20.17
Total Proprietary	268,571	50,787	217,784	18.91	20.17
Capital Outlay					
Capital Projects		165	-165		
Total Capital Outlay		165	-165		
TOTAL EXPENDITURES	268,571	50,952	217,619	18.97	20.35
OTHER					
Depreciation	-48,000	-16,000	-32,000	33.33	33.33
Transfers Out	-19,000		-19,000		
TOTAL OTHER	-67,000	-16,000	-51,000	23.88	23.98
Net change in fund equity	141,629	89,855	153,774		
Fund equity, beginning		749,937			
Fund equity, ending		839,792			
Less invested in capital assets		432,561			
Net available fund equity		407,231			

Central Garage Fund
For Year 2013 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000		184,000		
Intergovernmental	86,530	43,161	43,369	49.88	35.93
Cent Garage chgs	1,153,020	3,435	1,149,585	.30	.07
Interest Earnings	10,000		10,000		
TOTAL REVENUES	1,433,550	46,596	1,386,954	3.25	2.95
EXPENDITURES					
Proprietary					
Central Garage Oper	593,566	170,340	423,226	28.70	31.98
Total Proprietary	593,566	170,340	423,226	28.70	31.98
Capital Outlay					
Central Garage Oper		166,545	-166,545		
Total Capital Outlay		166,545	-166,545		
TOTAL EXPENDITURES	593,566	336,886	256,680	56.76	53.85
OTHER					
Sale of Asset	41,000		41,000		
Transfers In	200,900		200,900		
Depreciation	-696,000	-232,000	-464,000	33.33	33.33
GO CIP Bonds	-243,128	-123,741	-119,387	50.90	50.31
TOTAL OTHER	-697,228	-355,741	-341,487	51.02	48.46
Net change in fund equity	142,756	-646,031	1,955,561		
Fund equity, beginning		3,713,231			
Fund equity, ending		3,067,200			
Less invested in capital assets		3,228,575			
Net available fund equity		-161,375			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 04-30-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
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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
1,154	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
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	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: 29						6,691,000.00	

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
1,171	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: 6						3,205,000.00	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 04-30-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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FEDERAL NATL MTG							
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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
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 7						4,882,347.00	
<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	
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TAX EXMPT MNCPL BOND							
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1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
Total Number Of Investments: 1						232,528.00	
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TAXABLE MUNCPL BONDS							
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1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
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

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 04-30-13

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
Total Number Of Investments: 8					2,930,934.45	
Sub-Total Of Investments:					19,915,267.00	
		2013B Refunding Escrow			13,734.80	
		2013B Refunding Escrow			2,989,539.87	
		4M Municipal Money Mkt Fund			1,086,846.37	
		2011 COP Debt Service Reserve			9,841.99	
		GMHC Savings Acct USBank			45,149.57	
		4M Fund - Hockey Escrow			2,648.37	
		Western Asset Govt MM Fund			4,175,633.88	
GRAND TOTAL OF CASH & INVESTMENTS:					28,238,661.85	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: MAY 20, 2013
SUBJ: PUBLIC WORKS MONTHLY REPORT

ADMINISTRATIVE ACTIVITIES

Legislative Topics – After an encouraging start, it appears little of direct benefit to Municipal Street systems will be accomplished this session. While a proposed gas tax increase (\$0.025 per gallon in 2015, if enacted) would have a small positive impact on our Municipal State Aid allocation, the fact that other agencies are getting increased fiscal authority (e.g. County wheelage tax, Met Council for transit way improvements) will eventually cause more costs to be pushed down to cities given the requirement to cost-share in their regional projects. Cities were hoping to receive authority to create street improvement districts to address costs associated with our non-MSA streets (80% of our street system in Shoreview). After making it through both House and Senate Omnibus bills, the Street Improvement District authority language was not included in the versions of the legislation being considered in Conference Committee.

Traffic – The Department typically experiences a sharp increase in traffic related complaints and concerns in the spring when more people are out of doors in residential areas. This year there has been a great deal of additional activity and traffic control changes associated with the MnDOT projects on I-694 and with the closure and detour corresponding to the Highway 10/96 Interchange. We are working with the State and the County to mitigate the impacts of these temporary changes in traffic patterns; for the most part the routes in Shoreview impacted appear to be County Roads (e.g. Lexington Avenue, County Road I) which are best suited for the additional traffic volumes. We've not seen any dramatic changes to traffic patterns on residential streets. We're urging patience as the area is going to remain congested for the entire summer.

Environmental Services –

The Environmental Quality Committee speaker series, on April 17th, featured Tony Runkel's (MN Geological Survey) presentation, "Where does our groundwater come from?". The City Council chambers were almost at capacity, and many others sought out the program online. Residents from other cities attended as well. Tony highlighted that based on research completed to date, Turtle Lake's low water level issues are different than those of White Bear Lake based on a confining layer and water chemistry testing. The Committee is interested in inviting Tony back in 2014 for an additional presentation in aquifer and land use issues. The EQC's expanded Green Community Awards application is now available with nominations due by May 24th.

Dedicated volunteers have cleaned out the Commons Pond native plant buffer and spruced up the garden with plants from their own properties. The Fire Station rain garden maintenance is on hold due to construction at Station 3 near Island Lake,

Staff has been preparing for the Spring Clean Up day on May 18th and answering questions about items accepted for disposal or recycling and pricing. The handouts for cars coming through Clean Up day will feature information about the City's recycling program and our EAB treatment program.



Erosion control inspections are being completed on a regular basis to ensure compliance with the City's requirements.

The City's 2013 Tree sale trees have now been delivered by the DOC crews. Replanting boulevard trees in the Floral Drive and Demar Ave road reconstruction place will commence the week of May 20th.

All infested Emerald Ash Borer trees marked for removal have been taken down in accordance with the MN Department of Agriculture's quarantine guidelines. The City's pilot Emerald Ash Borer treatment program was featured in ShoreViews and has generated significant interest. Approximately 30 residents are already signed up to take advantage of the insecticide treatment at a reduced cost. A Forestry Intern has been hired to perform the work and begin a street tree inventory this summer.

Staff is exploring the possibility of utilizing forestry volunteers in 2013 for more assistance with the tree inventory and insect/disease diagnosis. Gary Johnson at the University of Minnesota Extension Service is willing to train volunteers and offer technical assistance after the initial training sessions for the inventory. There is no cost to the City for these services.

MAINTENANCE ACTIVITIES

We continued our ice and snow removal operations late into the spring this year. **FACT: The last time Shoreview plowed snow in an April was 1983, when we plowed one time early in the month. This year, 2013, we were required to plow snow six times after April 1.** The entire Public Works Maintenance crew worked together clearing streets, cul-du-sacs and trails during this unusual period. The wet, heavy snow brought down a lot of dead branches and a number of small trees that needed to be cleaned up. Our trucks and equipment are always cleaned, inspected and repaired as necessary before and after each event. Crews were finally able to remove winter equipment and start to store it away for the summer. Crews also worked together on a water main break repairs and a water main valve repair.

Street crews are starting to patch the asphalt damage from the water main and sewer repairs that were made this last winter. Street crews have completed one round of street sweeping with the mechanical or broom street sweeper and one round with the regenerative air sweeper; all City streets have been fully swept two times. We typically try to sweep all the streets in the City a minimum of 4 times a year for water quality purposes. Street sweeping will continue as the weather permits. Crews are repairing sod, mailboxes and other damage from winter plowing. Routine sign maintenance repairs and replacements continues. Spring weight limit restrictions for City streets were lifted and the signs have been removed. Street crews are also cleaning, inspecting and maintaining storm ponds and storm sewer infrastructure as needed.

Utility crews continue with daily inspections and routine maintenance of all wells and lift stations, the booster station and water towers. Each day utility crews respond to location requests by locating and marking City utilities within proposed excavation areas. With the beginning of construction season and summer projects the demand for location requests increases greatly. Utility crews have completed the spring hydrant flushing to clean the water system. Summer watering restrictions went into effect on May 15th and will remain in effect until September 15th. Utility crews battled the weather while diligently working on repairing a submerged manhole structure along the Bucher easement. This was a significant accomplishment and eliminates a major water inflow source to our sewer system.

Department of Corrections Crew – The DOC crew cleans the building office and commons area of the maintenance center each day. They have cleaned the garage and yard area around the maintenance center. They have also completed a spring washing of both the interior and exterior of all the windows throughout the maintenance center. They have been working on tree planting and maintaining city plantings in project areas. They are also working within the parks on spring cleanup.

PROJECT UPDATES

Owasso Street Re-alignment, Project 09-12

Bids were opened April 4, 2013 for the planned public roadway and utility improvements. The staff will be bringing a recommendation for contract award to the City Council at their May 20, 2013 meeting.

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

All work has been completed on the project except for the sod installation on Floral Drive. The Contractor moved on site the week of May 13th to prepare the topsoil and install sod in the Floral Drive area. The work is expected to be completed by the end of the week.

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 early June and complete the project in late July. Staff has provided an update of the project schedule to the Weston Woods townhome association.

Red Fox Road Reconstruction, Project 12-04

Bids were opened on May 2nd and the contract was awarded at the May 6th Council meeting. The preconstruction meeting for the project was held and the contractor is planning to start the project the week of May 27th. Target will be transferring ownership of the pond to the City, but the transfer will not be completed before the start of construction. To allow construction work to begin on the pond Target will provide the City a construction easement.

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

Bids were opened May 2nd and the contract was awarded at the May 6th Council meeting. The preconstruction meeting for the project was held and the contractor is planning to start construction on Cottage Place the week of May 20th. Construction work will not start on County Road D until after school is done in early June.

2013 Street Rehabilitation and Gaston, Grove, St. Albans Water Main Extension, Projects 13-02 & 13-03

The plans and specifications for the projects are complete and have been approved by state aid. The plans and specifications will be presented to the City Council for approval at their May 20th meeting with a bid date set for June 13th.

The water main extension was included as part of the street rehabilitation project because the Gaston, Grove, and St. Albans roadways are included in the rehabilitation project and there is an economy of scale including it with a larger project.

2013 Street Seal Coat, Project 13-04

The project is out for bids. The project is proposed to be awarded at the June 17th Council meeting. The proposed time frame for application is late June or early July.

2013 Street Light Replacment, Project 13-05

The project has been determined for the coming season. The City's consultant is acquiring three quotes for the installation. Once all the information has been received Council will be asked to approve the award. Proposed construction would be in July.

REGULAR COUNCIL MEETING
MAY 20, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: MAY 16, 2013

SUBJECT: PARK AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITIES

The contractor for the Bucher Park renovation project will begin the project next week. A large sign that includes a picture of the updated Master Plan has been installed at the park. In addition, neighborhood residents were sent a letter informing them of the planned improvements that will be occurring this summer.

We are only a few short weeks away from many of our summer activities and programs beginning. Summer Discovery, the Community Center's full-day summer child care program, will begin on Monday, June 10th. This year, there are 256 children enrolled in this program, with more than 30 on the waiting list. Summer Discovery is the City's largest recreation program and it takes nearly every available room in the Community Center, except the Shoreview Room.

The Concert in the Commons Summer Music Series will kick off on Wednesday, June 12 at 7:00 pm with Dan Perry and Ice Cream. Concerts will continue every Wednesday (except for July 3) through August 21. The 15th Annual Shoreview Farmers' Market will kick off at 3:00 pm on Tuesday, June 11th and continue every Tuesday afternoon through October 22. The Farmers' Market will again be in the lower level parking lot, but it will move to the parking area closer to the pavilion.

COMMUNITY CENTER

The Community Center experienced a high level of traffic throughout the building due to the unseasonably cool weather this spring. The daily admission revenue increased 36% compared to last April and year to date daily admissions are at their highest level in five years. The indoor playground was also heavily utilized with nearly 1300 playground only wristbands sold. Marketing efforts this month included a deal in "Crowd Cut" for a daily family pass. A total of 210 family daily passes were provided to "Crowd Cut" to sell at a 50% discount in exchange for marketing opportunities in their organization. Crowd Cut then reimburses the Community Center for 70% of the money they received for this promotion. This proved to be a successful campaign with all 210 family passes selling out within the first half hour of the advertised special.

The Fitness Center remained active with the regular fitness enthusiasts. The cardio equipment was heavily utilized during peak times with an occasional waiting line for treadmills. There were 21 new member orientations conducted and 53 personal training sessions redeemed during the month of April. A new Winter/Spring eight week sports performance class was offered this season. There were 8 athletes enrolled in this program. Many of the participants provided positive comments about this program and were very complimentary towards the staff. The popular body challenge had 8 members participating in the course this past session. This is an eight week series that includes personal training, weekly small group training, and tracking of physical activity, nutrition, and progress towards fitness goals. Many of the participants in this program are extremely successful in improving their overall wellness.

Membership revenue has increased over 20% this April compared to April 2012 with over 130 memberships sold this month. The majority of the increase was annual resident memberships and regular family memberships. The popular 30 days for 30 dollars membership started this month. This allows participants to purchase a one month membership for \$30.00 with the ability to purchase a maximum of three consecutive months. This is very advantageous for college students home for the summer. There have been nearly 200 of these memberships sold. This special is available for purchase until the end of May. Many members and daily visitors participated in the specialty Zumba Jam. This is a two hour class that is offered at various times of the year for a nominal fee.

The Tropics Waterpark was very active the first week of April with many schools still being on spring break. Pool groups increased 10% this April compared to last year. There was a 40% increase in birthday parties utilizing the themed birthday party rooms adjacent to the Waterpark. There were 60 corporate meetings held in the meeting rooms compared to 46 last year. The banquet spaces remained active with 26 events occupying those spaces the month of April. In an attempt to increase banquet space awareness, new marketing initiatives have been placed in Minnesota Brides on-line and the Wedding Wire.

RECREATION PROGRAMS

Spring programs are coming to a close and participation increased significantly, with the biggest jumps in adult programs, fitness, and aquatics programs. The chart on the next page details the participation levels by program category. On-line registration continues to be popular with close to 45% of all registrations occurring on-line.

Spring Participation	2013	2012	2011	2010	2009
Adult Programs	398	136	74	342	335
Fitness	1264	1171	1097	1082	968
Adult Sports	28	42	75	80	82
Aquatics	919	749	821	773	697
Preschool	110	141	169	115	114
Special Events	106	127	162	186	138
Youth Programs	168	157	172	145	196
Youth Sports	360	364	409	444	399
Total	3353	2887	2979	3167	2929
Spring On-line Registrations	1475	1304	1396	1078	570

We have had another successful session of tumbling classes. The spring session is ending on May 18 with 63 children participating in the program. The tumbling program will take a break during the summer and resume in the fall.

Kids Care has been having another busy year. We have seen an increase in participation in the program in the evening hours. Since January, Kids Care has had more than 4600 hours of use, an increase of 3% from last year. During the summer, Kids Care typically has a decrease in use during the evening hours due to the warm weather and more families spending time outside.

Kids Corner Preschool is wrapping up another great school year. 110 children participated in the program this school year. We will be holding the annual end of the year family picnic for all of the participants on Wednesday, May 29 at the Haffeman Pavilion. The Teddy Bear Band will be providing entertainment for the families to enjoy. Enrollment for the 2013-14 school year is currently at 96 registered participants and is anticipated to increase by the time the school year begins in September.

Youth sports programs are getting a late start this spring due to the extended winter, however, the unpredictable weather hasn't discouraged families from participating in youth sports programs. The Elementary Track Program began earlier this month with 247 fourth and fifth graders eager to sprint, shotput, jump over hurdles, and stay physically fit. The program is a partnership with the Mounds View School District and neighboring cities. Shoreview sponsors the program for Turtle and Island Lake Schools.

Youth sports leagues are slated to begin the end of the month. This year, 437 children have enrolled in soccer, softball, and baseball. Over 50 volunteer coaches donate their time and talents to make Shoreview's youth sports program a tremendous success.

Fifty-eight seniors wore their finest spring hats and brought their favorite tea cups and pots and socialized in our fireside lounge for over two hours for the annual Spring Tea. A menu featuring Chicken bruschetta, fresh fruit, cheesecake, cream puffs, nuts/mints, dates, and scones with Devonshire cream was fitting for an English Tea buffet.

Summer staff are beginning their training to undertake a variety of responsibilities this summer such as puppet wagon, summer playground leaders, Summer Discovery instructors, and youth sports officials. Summer programs officially begin the week of Monday, June 10.

PARKS MAINTENANCE CREW

It was another busy month for the park maintenance crew. The crew plowed more snow in April than they did in March. As a result of the late spring, the crew was able to paint the inside of four park buildings.

The crew was finally able to get the equipment change over completed. We had left a broom and a snowblower attachment on equipment because of the snow that we received late in April. The boardwalk at Wilson Park has been removed and put into storage. The off-leash dog areas have been put up at Bucher, Theisen and Wilson Parks. We were finally able to remove the danger thin ice signs from storm ponds in the parks.

Now that the weather has warmed and fields are drying out, the crew has been preparing them for this season. The crew has installed two full sized soccer fields, seven modified size soccer fields and one lacrosse field. (There are fewer fields to start with this year because of the construction starting at Bucher later this month). All the foul lines have been installed at this time. Minor repairs were made to the ball fields to get them ready for use. All ball fields are in use by high school teams or Athletic Associations at this time. The crew had to make repairs on the scoreboards at Rice Creek Fields at the start of the season. All tennis and basketball courts were cleaned and nets were installed. The benches have also been placed outside of the courts as well.

The crew has already started to mow. All the athletic fields were mowed last week. The crew will start mowing all the turf areas this week. We have not started the leaf clean up yet this spring as a result of the weather. Once our new tractor gets here, we'll be able to have crews mowing and sweeping at the same time. Right now we have only one tractor that can pull either the sweeper or the mower. The crew has been working hard to get rid of the gopher invasion on the McCullough soccer/lacrosse field. With the help of the DOC crew, all the flowerbeds have been deadheaded at the Community Center and the Library. There are beds remaining to be done out on Highway 96 and in the parks. The crew has installed all the meters and valves for the irrigation systems. Once the water is turned on, we'll have them inspected before we start the systems.

The crew has turned on the water to the restrooms and concession stand at Rice Creek Fields. They have also turned on the water to the concession stand at Sitzer Park. All the drinking fountains in the parks have been turned on at this time. Repairs were made to the drinking fountain at McCullough Park. The exterior building lights at Bucher were repaired by a contractor. The motorcycle only parking signs have been installed at the Community Center. The crew has started the first playground safety inspection for this

season. Any minor repairs will be completed as they are found. If we have to order parts, we'll install them as soon as we receive them.

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 about twice a week now that every field is being used each day. The restrooms at Rice Creek are being cleaned everyday of the week. The restrooms at the Pavilion are being cleaned before each rental until Summer Discovery starts.

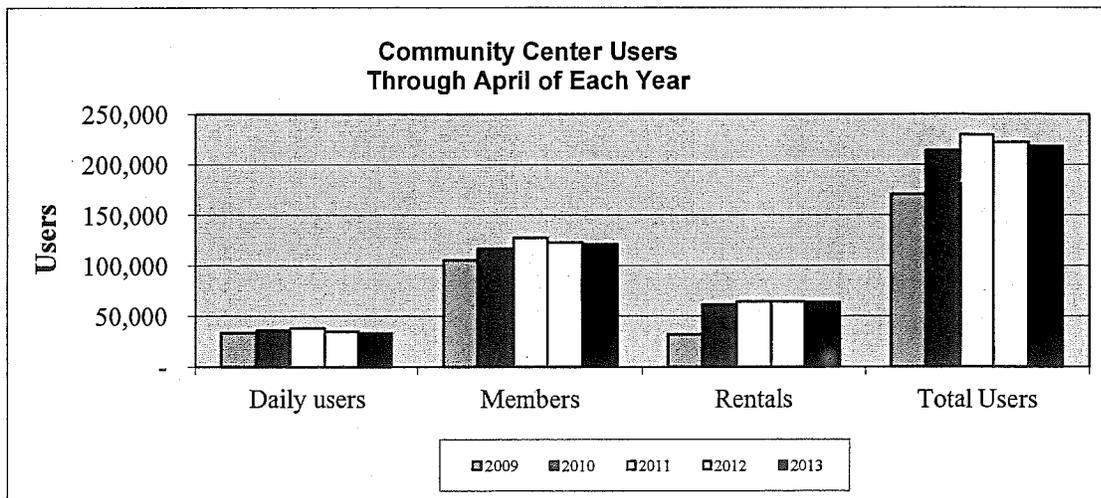
COMMUNITY CENTER CREW

The crew has spent the past month trying to keep the building on its cleaning schedule. The crew cleaned carpet in the meeting rooms and the hallways. They stripped and waxed the floor in the childcare room. They also dusted the top panels and slides of the playground. Contractors replaced the tempering valve for the fitness locker room showers. Staff replaced all the shower handle valves in the fitness locker rooms. A major project that took place was the replacement of the fire panel. This project included replacing all the smoke detectors, strobes and horns in the building. The project is almost complete with only the testing of the system remaining. We are also working on projects for this year's pool shutdown.

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

	2009	2010	2011	2012	2013
Number of Users:					
Daily users	33,256	35,871	38,191	34,750	33,090
Members	105,432	116,977	127,484	123,004	121,273
Rentals	31,954	61,560	64,223	64,444	63,838
Total Users	170,642	214,408	229,898	222,198	218,201
Revenue:					
Admissions	\$ 206,464	\$ 211,347	\$ 249,403	\$ 231,541	\$ 268,396
Memberships-annual	218,015	276,467	329,822	336,638	349,391
Memberships-seasonal	46,407	36,614	36,465	31,778	32,929
Room rentals	75,206	80,714	88,213	87,187	108,483
Wave Café	58,562	69,500	82,448	73,311	89,852
Commissions	-	2,579	993	2,053	1,675
Locker/vending/video	11,861	12,880	8,270	8,585	6,472
Merchandise	2,515	3,712	4,856	5,273	5,946
Other miscellaneous	273	(788)	54	61	(168)
Transfers in	102,400	103,336	99,000	100,000	104,000
Total Revenue	721,703	796,361	899,524	876,427	966,976
Expenditures:					
Personal services	383,961	392,147	393,417	410,790	424,076
Supplies	130,047	118,647	152,541	150,092	177,076
Contractual	117,740	124,271	132,937	163,064	154,723
Other	-	-	-	5,727	-
Total Expenditures	631,748	635,065	678,895	729,673	755,875
Rev less Exp Year-to-date	\$ 89,955	\$ 161,296	\$ 220,629	\$ 146,754	\$ 211,101

*



* 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
Number of Users:													
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
Total Users	59,857	57,056	54,690	50,595	45,462	67,537	68,219	101,499	39,072	46,036	50,277	52,316	692,616
Revenue:													
Admissions	\$ 55,671	\$ 45,702	\$ 67,428	\$ 40,239	\$ 34,868	\$ 46,024	\$ 51,546	\$ 45,866	\$ 10,568	\$ 25,520	\$ 33,548	\$ 43,987	\$ 500,967
Indoor playground	6,678	6,845	4,850	4,128	3,924	2,494	3,265	3,054	2,610	4,722	5,376	6,296	54,242
Memberships	121,572	92,089	86,050	68,705	69,225	72,207	69,527	74,020	81,313	93,797	105,112	204,093	1,137,710
Room rentals	24,441	25,231	15,536	21,979	18,627	26,549	17,245	22,644	19,042	22,895	19,661	21,336	255,186
Wave Café	20,842	16,592	21,932	13,945	13,729	15,760	15,655	18,985	7,176	14,782	15,495	17,458	192,351
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	5,366	26,453
Merchandise	1,177	1,164	1,935	997	1,365	1,214	1,633	1,537	726	963	890	920	14,521
Other miscellaneous	53	10	31	(33)	42	71	59	(104)	50	37	(24)	480	672
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	1,757	101,757
Interest	-	-	-	-	-	-	-	-	-	-	-	14,100	14,100
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
Total Revenue	256,729	215,648	226,055	177,995	170,218	293,373	186,321	194,320	151,767	191,387	207,537	341,155	2,612,505
Expenditures:													
Personal services	86,352	110,691	109,922	103,825	106,288	160,760	111,336	114,288	102,560	99,313	158,281	136,353	1,399,969
Supplies	18,791	35,879	58,334	37,088	37,677	25,491	41,673	40,578	23,100	25,145	33,467	68,854	446,077
Contractual	8,918	18,761	71,950	63,435	63,612	44,855	48,798	51,328	43,170	72,961	37,830	74,065	599,683
Other	-	2,485	-	3,242	-	-	-	-	-	-	-	-	5,727
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	114,061	167,816	240,206	207,590	207,577	231,106	201,807	206,194	168,830	197,419	229,578	279,272	2,451,456
Rev less Exp (monthly)	\$ 142,668	\$ 47,832	\$ (14,151)	\$ (29,595)	\$ (37,359)	\$ 62,267	\$ (15,486)	\$ (11,874)	\$ (17,063)	\$ (6,032)	\$ (22,041)	\$ 61,883	\$ 161,049
Rev less Exp (Ytd)	\$ 142,668	\$ 190,500	\$ 176,349	\$ 146,754	\$ 109,395	\$ 171,662	\$ 156,176	\$ 144,302	\$ 127,239	\$ 121,207	\$ 99,166	\$ 161,049	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
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
Revenue:													
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	355,890	2,629,501
Expenditures:													
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	22,558	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
05/06/13	Accounts payable	\$22,228.99
05/09/13	Accounts payable	\$150,876.33
05/13/13	Accounts payable	\$17,913.03
05/16/13	Accounts payable	\$305,337.83
05/20/13	Accounts payable	\$375,624.07
Sub-total Accounts Payable		\$ 871,980.25
05/17/13	Payroll 125338 to 125392 961882 to 962067	\$156,810.12
Sub-total Payroll		
TOTAL		\$ 1,028,790.37

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

05/20/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
Huang, QIUQIONG	REFUND DUPLICATE RENTAL HOUSING LICENSE	101	32790					-\$75.00	-\$75.00
10,000 LAKES CHAPTER	EDUCATION - STEVE NELSON	101	44300	4500				\$120.00	\$120.00
ABBOTT PAINT & CARPET	PAINT FOR PARK BUILDINGS	101	43710	2240				\$64.11	\$64.11
ABBOTT PAINT & CARPET	PAINT FOR PARK BUILDINGS	101	43710	2240				\$128.21	\$128.21
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640				\$1,059.41	\$1,443.15
		101	43710	3950				\$383.74	
ALLEN, DEANNE	CC MINUTES - 4/8, 4/15, PC 4/15	101	40200	3190		001		\$400.00	
		101	44100	3190				\$150.00	\$550.00
ALLEN, DEANNE	EDA MINUTES/-8-13	240	44400	3190				\$200.00	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$468.13	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,492.24	\$1,492.24
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$10.65	\$10.65
BRUESKE, TARA	FARMER'S MARKET ENTERTAINMENT	225	43590	3174		001		\$400.00	\$400.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$306.08	
COMMUNITY HEALTH CHARITIES - M	MIDYEAR JEANS STICKER SALES	101	22079			320		\$100.00	\$100.00
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/APR STMT/11@6/1 @15	307	44100	4890				\$81.00	\$81.00
GMHC	SUPPLIES	101	42200	2181				\$342.00	\$342.00
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.39	\$15.39
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		\$15.45	\$15.45
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.31	\$16.31
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	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.45	\$15.45
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		\$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		\$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		\$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		\$23.75	\$23.75
HAWKINS, INC.	CHEMICALS FOR MAIN POOL	220	43800	2160		001		\$252.09	\$252.09
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$374.10	\$374.10
HOFFARD, THERESA	MILEAGE REIMBURSEMENT	101	40200	3270				\$98.31	\$98.31
HORIZON COMMERCIAL POOL SUPPLY	CHEMICALS FOR WHIRLPOOL	220	43800	2160		001		\$456.40	\$456.40
HUANG, QIUQIONG	REFUND DUPLICATE RENTAL HOUSING LICENSE	101	32790					\$75.00	\$75.00
HUDSON, SCOTT	RASH GUARD- SUMMER 2013	225	43520	2170		002		\$36.95	\$36.95
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/MAY 2013	220	43800	3960				\$1,089.00	\$1,089.00
KOPACEK, ANDREA OR WALTER, BRA	REFUND CLOSING OVRPYMT-816 SHERWOOD ROAD	601	36190			003		\$74.21	\$74.21
MINNESOTA COACHES INC	TRIP TO ORPHEUM/MARY POPPINS-SPRING	225	43590	3174		004		\$351.95	\$351.95
MINNESOTA ENVIRONMENTAL FUND	MIDYEAR JEANS STICKER SALES	101	22079			320		\$100.00	\$100.00
NORTHERN ELECTRICAL CONTRACTOR	OUTLET FOR FREEZER	220	43800	3810		005		\$661.38	\$661.38
NORTHERN ELECTRICAL CONTRACTOR	RELOCATE OUTLET FOR DRINKING FOUNTAIN	220	43800	3810		003		\$186.25	\$186.25
NORTHERN ELECTRICAL CONTRACTOR	POOL AREA LIGHTING REPAIRS	220	43800	3810		007		\$1,298.59	\$1,298.59
NORTHERN ELECTRICAL CONTRACTOR	CAN LIGHT REPAIR	220	43800	3810		007		\$133.50	\$133.50
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS/WHIRLPOOL BUBBLER	220	43800	3810		007		\$1,174.78	\$1,174.78
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO WIRING FOR EF-2	220	43800	3810		003		\$335.27	\$335.27
NORTHERN ELECTRICAL CONTRACTOR	INSTALL 3 NEW LIGHT FIXT IN POOL PUMP RM	220	43800	3810		007		\$1,014.54	\$1,014.54
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$76.73	\$76.73

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PRESS PUBLICATIONS	30 DAYS,LAKES SUMMER GUIDE,WEDDING SHOWC	220	43800	2201		001		\$1,005.00	\$1,974.00
		220	43800	2201		002		\$939.00	
		220	43800	2201		004		\$30.00	
RAMSEY COUNTY TREASURER	LIFE INSURANCE:MAY 2013	101	20414					\$2,674.71	
		101	20417					\$195.00	
SIGNATURE AQUATICS, INC SUBURBAN	HEADER GASKET TO FIX LEAKING SPA REFUND ON PERMIT 2013-00587	220	43800	3810		007		\$238.71	\$238.71
		101	32580					\$35.00	
		101	20802					\$5.00	\$40.00
T-MOBILE	WATER TOWER CARD	601	45050	3190				\$63.04	
TARGET COMMERCIAL INVOICE	COMMUNITY CENTER SUPPLIES	225	43520	2170		002		\$5.74	\$59.97
		220	43800	2180		002		\$54.23	
TERRY HELMER	PERMIT REFUND 2012-02371	101	32580					\$70.00	\$75.00
		101	20802					\$5.00	
TIVOLITOO, INC	FINAL PAYMENT FOR LILY PAD REPAIR	220	43800	2200		003		\$240.47	
UNITED WAY - GREATER TWIN CITI	MIDYEAR JEAN STICKERS SALES	101	22079		320			\$100.00	\$100.00
UNIVERSITY OF MINNESOTA	FORESTRY INTERN TREE INSPECTOR TRAINING	101	43900	4500				\$85.00	\$85.00
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-6	101	43900	3190		003		\$509.92	\$509.92
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2591		003		\$29.84	\$180.04
		101	40800	2180				\$150.20	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,243.94	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$825.62	\$825.62
Total of all invoices:									\$22,228.99

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMERICAN MESSAGING	RECURING SERVICES 1/1/13-5/31/13	101	40210	3190		009	\$4.25	\$4.25
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$1,559.35	\$1,559.35
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$562.96	\$562.96
BEISSWENGER'S HARDWARE	REPAIR SUPPLIES PARKS	101	43710	2240			\$17.19	\$17.19
BRATLAND, ERICA	TBALL LEAGUE-AGE 4&5	220	22040				\$47.00	\$47.00
CANADIAN PACIFIC RAILWAY COMPA	LAND PURCHASE & ESMT OWASSO PROJ 09-12	571	47000	5930			\$19,125.00	\$74,230.00
		571	47000	5950			\$55,105.00	
CULLIGAN	IRON FILTER RENTAL	220	43800	3950			\$94.05	\$94.05
DELUXE CORPORATION	PERM & TEMP ESMTS OWASSO ST PROJ 09-12	571	47000	5950			\$28,613.00	\$28,613.00
EHRICH, DENA	SOCCER LEA (AGE 4-K)	220	22040				\$42.00	\$42.00
ELIOPOULOS, JOSHUA	SOCCER LEAGUE GR 1&2	220	22040				\$42.00	\$42.00
ERNO, DENNIS	PASS REFUND	220	22040				\$40.00	\$40.00
FAIRBANKS, CASSANDRA	TBALL WARMUP	220	22040				\$119.00	\$119.00
FLEET FARM/GE CAPITAL RETAIL B	SAFETY CHAINS & HOOKS FOR GENERATOR	701	46500	2220		002	\$25.24	\$25.24
GAO, WEN	SOCCER LEA (AGE 4-K)	220	22040				\$52.00	\$52.00
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: APRIL 2013	101	20416				\$356.00	\$356.00
GUZY, JEAN	COMO FLOWER GARDEN	220	22040				\$80.00	\$80.00
IMSDAHL, MARCIA	PASS REFUND	220	22040				\$240.00	\$240.00
JAIN, SANGEETA	AQUATICS - LEVEL 2.5	220	22040				\$168.00	\$168.00
JENSEN, TINA	FACILITY REFUND	220	22040				\$21.44	\$21.44
KREISER, PAUL	FACILITY REFUND	220	22040				\$50.00	\$50.00
LACROSSE ASSOCIATION, MVHS BOY	FACILITY REFUND	220	22040				\$300.00	\$300.00
LOFFLER	PARTIAL LEASE PYMT/REMOVAL OF COPIERS	101	40200	3930		001	\$601.77	
MALIK, MARIAM	FACILITY REFUND	220	22040				\$300.00	\$300.00
MAYLONE, ANNE	ACTIVITY REFUND	220	22040				\$48.00	\$48.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES	220	43800	3190		004	\$1,278.23	\$1,278.23
MILL CITY ELECTRICAL	PERMIT REFUND #2012-01970	101	32580				\$50.00	\$55.00
		101	20802				\$5.00	
MILLER, SUSAN	DIGITAL PHOTOGRAPHY	220	22040				\$20.00	\$20.00
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: APRIL 2013	101	20802				\$792.01	
		101	34060				-\$25.00	\$767.01
MN DEPARTMENT OF LABOR AND IND	ANNUAL ELEVATOR OPERATING FEE	220	43800	4890		003	\$100.00	
OLAWOYIN, JUMOKE	FACILITY REFUND	220	22040				\$300.00	\$300.00
ORKIN EXTERMINATING CO INC.	EXTERMINATING SERVICES FOR CC	220	43800	3190		004	\$162.15	\$162.15
PARTS ASSOCIATES, INC.	SMALL TOOLS AND EQUIPMENT	220	43800	2400			\$158.04	\$158.04
PETERSON, COLLEEN	FACILITY REFUND	220	22040				\$32.14	\$32.14
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$614.99	\$614.99
PUBLIC EMPLOYEES RETIREMENT AS	OMITTED DEDUCTIONS BILLING-MOWRY	225	43560	1210			\$1,223.72	\$1,223.72
SAM'S CLUB DIRECT	DISH IT UP	225	43590	2174		003	\$182.13	\$182.13
SATHYANARAYANA, BABU	FACILITY REFUND	220	22040				\$300.00	\$300.00
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015				\$3,720.07	\$3,720.07
SIMPLEXGRINNELL LP	FIRE ALARM/SUPPRESSION TEST/INSPECT	220	43800	3810		003	\$1,562.14	\$1,562.14
SIMPLEXGRINNELL LP	CONTRACTUAL SERVICES/FIRE ALARM SYSTEM	220	43800	3190		004	\$538.84	\$538.84
SOLA, REBECCA	MILEAGE REIMBURSEMENT	101	43400	3270			\$65.54	\$65.54
ST. PAUL, CITY OF	BOOKLETS/MEMBERSHIP FORM/BUSINESS CARDS	225	43400	3390			\$1,447.54	\$1,846.13
		220	43800	3390		002	\$177.36	
		220	43800	3390		001	\$221.23	
STEWART, KELI	AQUATICS - PRESCHOOL	220	22040				\$66.00	\$66.00
TOKLE INSPECTIONS INC	INSPECTIONS SERVICES MAY 2013	101	44300	3090			\$2,738.40	\$2,738.40
TRETSEVEN, SHELLY	PASS REFUND	220	22040				\$60.00	\$60.00
WEBER & TROSETH INC	REPLACEMENT HOSES/PARKS	101	43710	2240			\$625.99	\$625.99

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
WELSCH, BRAD	SOCCER LEAGUE GR 1&2	220	22040				\$42.00	\$42.00
XCEL ENERGY	GAS RELOCATE OWASSO ST PROJ 09-12 80%PMT	571	47000	5950			\$6,404.56	\$6,404.56
XCEL ENERGY	ELECT RELOCATE OWASSO ST PROJ 09-12	571	47000	5950			\$20,400.00	\$20,400.00
Total of all invoices:							\$150,876.33	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
20/20 WINDOW CLEANING	WINDOW WASHING CC	220	43800	3810		003	\$1,752.75	\$1,752.75
ARDEN HILLS, CITY OF	ADULT SOFTBALL REG/SOD SQUAD & VIKING	225	43510	3190		001	\$1,260.00	
BROWN, RAYMOND	SOFTBALL UMPIRE APRIL 30 & MAY 7	225	43510	3190		001	\$92.00	\$92.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$302.81	\$302.81
CORBO, JAMES	SOFTBALL UMPIRE APRIL 30 & MAY 8	225	43510	3190		001	\$92.00	\$92.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 05-10-13	101	20431				\$200.00	\$450.00
		101	20432				\$250.00	
GOPHER	TBALL & BASEBALL BALLS/BATS/TEE'S	225	43510	2170		008	\$1,283.97	
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	\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.39	\$16.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.51	\$15.51
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.51	\$15.51
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.38	\$16.38
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
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	\$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
JEWELL, TED W.	SOFTBALL UMPIRE MAY 2 & 9	225	43510	3190		001	\$92.00	\$92.00
MALIKOWSKI, RODNEY P.	SOFTBALL UMPIRE MAY 2 & 9	225	43510	3190		001	\$92.00	\$92.00
MELVIN, TESSIA	EXPENSES FOR HRC DIALOGUE	101	40100	4890		002	\$42.66	\$42.66
MENARDS CASHWAY LUMBER **FRIDL	REPAIR ROOF VENT WELL 6	601	45050	2280		005	\$26.67	\$26.67
MOORE MEDICAL, LLC	MEDICAL SUPPLIES -AQUATICS & YOUTH SPORT	225	43510	2170		008	\$240.99	\$264.97
		225	43520	2170		002	\$23.98	
Metro ECSU	REFUND FOR RENTAL OVERPAYMENT	220	34705				\$198.00	\$198.00
NCO INC	PARTY SUPPLIES FOR RESALE	220	43800	2591		001	\$1,731.57	
PETTY CASH - CITY OF SHOREVIEW	CHANGE FOR SPRING CLEAN UP DAY EVENT	101	10200				\$2,000.00	\$2,000.00
PORTER, DANIEL	SOFTBALL UMPIRE APRIL 29, MAY 2,6,7,9	225	43510	3190		001	\$230.00	\$230.00
PRECISION DYNAMICS CORPORATION	COMMUNITY CENTER WRISTBANDS	220	43800	3390		001	\$1,953.00	\$1,953.00
PRESS PUBLICATIONS	CAMP ADS FOR APRIL 2013	225	43400	3390			\$592.00	\$592.00
RUGRODEN, JOHN L.	SOFTBALL UMPIRE MAY 8	225	43510	3190		001	\$46.00	\$46.00
SAARION, CARL	SOFTBALL UMPIRE APRIL 30 & MAY 7	225	43510	3190		001	\$92.00	\$92.00
ST. PAUL, CITY OF	RIVERPRINT: BUSINESS CARDS/ADMIN DEPT	101	40200	2010		003	\$152.83	\$152.83
ST. PAUL, CITY OF	RIVERPRINT:PRINTING ON ENVELOPES/RENTALS	101	44100	2010			\$180.08	\$180.08
VERMONT SYSTEMS, INC	REGISTER DRAWER FOR PARK AND REC	101	43400	2180			\$184.87	\$184.87
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$158.31	\$158.31
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,149.20	\$1,149.20
XCEL ENERGY	MAINTENANCE CENTER-ELECTRIC/GAS	701	46500	3610			\$1,913.20	\$3,066.52
		701	46500	2140			\$1,153.32	
XCEL ENERGY	TRAFFIC SIGNAL-ELECTRIC	101	42200	3610			\$41.34	
XCEL ENERGY	SURFACE WATER-ELECTRIC	603	45900	3610			\$47.30	\$47.30
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS-ELECT	101	42200	3610			\$44.27	\$44.27

Total of all invoices: \$17,913.03

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
10,000 LAKES BUILD MEMBERSHIP.	MEMBERSHIP DUES: NELSON/LUKOSKIE	101	44300	4330			\$115.00	\$115.00
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$232.17	
AMAZON.COM	UMBRELLAS-CLEAN UP DAY EVENT	210	42750	2180			\$85.60	\$85.60
AMAZON.COM	11X17 HARDBOARD CLIPBOARDS	101	42200	2180		001	\$60.00	\$60.00
AMAZON.COM	MICROPHONE STAND	220	43800	2180			\$29.40	\$29.40
AMERICAN RED CROSS-HEALTH & SA	FIRST AID CERTIFICATES: TRANBY CLASS	225	43520	2170		001	\$189.00	\$189.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED CERTIFICATE FOR SPICKEIMIER	225	43520	2170		001	\$19.00	\$19.00
AMSAN BRISSMAN KENNEDY	REPAIR SUPPLIES CC	220	43800	2240		001	\$26.51	\$26.51
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$1,376.60	\$1,376.60
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$450.22	\$450.22
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$19.84	\$19.84
ANDERSON'S ALPHABET U	PRESCHOOL GRADUATION CAPS	225	43555	2170			\$52.34	\$52.34
AUDIO VIDEO ELECTRONICS	COUNCIL CHAMBERS PROJECT: AUDIO/LIGHTS	230	40900	5800			\$41,730.44	\$41,730.44
BARSNESS, KIRSTIN	EDC CONSULTING APRIL 2013	240	44400	3190			\$831.25	\$2,143.75
		101	22020				\$1,225.00	
		415	44100	4890			\$87.50	
BRUSTMAN, EDWARD	PASS REFUND	220	22040				\$150.56	\$150.56
CAPRA'S UTILITIES INC	DIG AT 324 DENNISON	602	45550	3190		002	\$5,275.00	\$5,275.00
CENTURY COLLEGE	PROJECT MANAGEMENT BOOK: ANDERSON	101	40400	4500			\$14.95	\$14.95
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002	\$127.40	\$127.40
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 05-17-13	101	21720				\$9,109.09	\$9,109.09
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:05-17-13	101	20420				\$114.50	\$114.50
CURTIS, JAMES	PASS REFUND	220	22040				\$210.00	\$210.00
DUFAULT, ROBERT	PASS REFUND	220	22040				\$107.12	\$107.12
ENGBLOM, DEBRA R.	MILEAGE: CENTURY COLLEGE CLASSES	101	40500	4500		004	\$87.01	\$87.01
FRATTALLONES HARDWARE STORES	COMPOST RECEPTABLES-PARKS & GROUNDS	101	43710	2180			\$128.49	\$128.49
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		003	\$127.61	\$127.61
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:05-17-13	101	20418				\$5,415.00	\$5,415.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 05-17-13	101	20431				\$1,042.75	\$1,267.75
		101	20432				\$225.00	
GESCHKE, JENNIFER	TURTLE - 4TH GRADE	220	22040				\$50.00	\$50.00
GOVERNMENT FINANCE OFFICERS AS	ACCOUNTING ACADEMY SEMINAR:MALONEY, D	101	40500	4500		012	\$1,360.00	\$1,360.00
GRAND VIEW LODGE	MCMA CONFERENCE LODGING: MELVIN	101	40200	4500		002	\$396.00	\$396.00
GRAND VIEW LODGE	MCMA CONFERENCE LODGING: SCHWERM	101	40200	4500		002	\$396.00	\$396.00
GRAND VIEW LODGE	APWA CONFERENCE LODGING: DUNN	101	42200	4500			\$187.91	\$187.91
GRAND VIEW LODGE	APWA CONFERENCE LODGING: CURLEY	101	42200	4500			\$187.91	\$187.91
GRAND VIEW LODGE	APWA CONFERENCE LODGING: SCHAUM	101	42050	4500			\$250.96	\$250.96
GREEN MILL PIZZA	EDA MEETING SUPPLIES	240	44400	2180		001	\$125.16	\$125.16
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 5/17/13	101	21750				\$5,369.34	\$5,369.34
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:05-17-13	101	20430				\$450.00	\$450.00
INSECT LORE	CATERPILLARS-PRESCHOOL SUPPLIES	225	43555	2170			\$26.72	\$26.72
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/APRIL 2013	220	43800	3960			\$1,089.00	\$1,089.00
KELLY & LEMMONS, P.A.	APRIL 2013 LEGAL FEES	101	40600	3020			\$3,850.24	\$10,494.78
		101	40600	3030			\$4,455.99	
		101	40600	3040			\$2,080.55	
		572	47000	5930			\$108.00	
KIRK ACOUSTICS INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$275.00	
KOLKIND, CHRISTOPHER	TUITION REIMBURSEMENT/PW ORGANIZATION	101	43710	4500			\$660.32	\$660.32
LEAGUE OF MN CITIES INS TRUST	PROP/LIABILITY INS 3RD INSTALLMENT	101	40500	3410			\$8,734.02	\$30,445.75
		101	40800	3410			\$382.50	
		101	41200	3410			\$269.75	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		101	41500	3410				\$210.50	
		101	43450	3410				\$264.25	
		101	43710	3410				\$4,947.50	
		210	42750	3410				\$176.12	
		220	43800	3410				\$2,748.57	
		225	43400	3410				\$516.52	
		230	40900	3410				\$78.14	
		601	45050	3410				\$1,526.52	
		602	45550	3410				\$4,895.88	
		603	45850	3410				\$323.17	
		603	45900	3410				\$266.25	
		604	42600	3410				\$99.81	
		701	46500	3410				\$5,006.25	
LEAGUE OF MN CITIES INS TRUST	WORKERS' COMP 3RD INSTALLMENT	101	40100	1510				\$26.89	\$39,457.50
		101	40200	1510				\$603.25	
		101	40210	1510				\$313.34	
		101	40400	1510				\$129.78	
		101	40500	1510				\$739.44	
		101	40550	1510				\$283.73	
		101	40800	1510				\$126.57	
		101	41500	1510				\$5.18	
		101	42050	1510				\$794.21	
		101	42200	1510				\$6,018.70	
		101	43400	1510				\$1,521.56	
		101	43450	1510				\$338.75	
		101	43710	1510				\$4,657.95	
		101	43900	1510				\$83.15	
		101	44100	1510				\$615.58	
		101	44300	1510				\$124.84	
		210	42750	1510				\$28.37	
		220	43800	1510				\$3,558.29	
		225	43400	1510				\$1,400.17	
		225	43510	1510				\$116.45	
		225	43520	1510				\$960.75	
		225	43530	1510				\$1,424.60	
		225	43535	1510				\$1,130.01	
		225	43555	1510				\$518.12	
		225	43560	1510				\$517.63	
		225	43580	1510				\$159.38	
		225	43590	1510				\$461.38	
		230	40900	1510				\$52.55	
		240	44400	1510				\$37.50	
		241	44500	1510				\$63.66	
		601	45050	1510				\$4,514.60	
		602	45550	1510				\$3,702.87	
		603	45850	1510				\$2,838.10	
		603	45900	1510				\$34.30	
		604	42600	1510				\$62.91	
		701	46500	1510				\$1,492.94	
MALLOY, MONTAGUE, KARNOWSKI,	PROGRESS BILLING 2012 AUDIT	101	40500	3190		001		\$11,310.20	
		601	45050	3010				\$7,197.40	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		602	45550	3010				\$7,197.40	
MEDVED, MARY	PASS REFUND	220	22040					\$40.00	\$40.00
METROPOLITAN COUNCIL ENVIRONME	SAC COST ADJUST FOR MARCH	602	20840					\$2,410.65	\$2,410.65
MEYER, JAMIE	TUITION REIMBURSEMENT/INTRO TO OPERATION	601	45050	4500		003		\$421.94	\$843.88
		602	45550	4500		003		\$421.94	
MIDWEST SPECIAL SERVICES, INC	CLEANING SERVICE	220	43800	3190		002		\$148.29	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 05-17-13	101	20435					\$217.50	\$217.50
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: APRIL 2013	701	46500	2120				\$343.71	
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: APRIL 2013	220	21810					\$12,468.00	\$18,255.00
		701	46500	2120		003		\$122.00	
		601	21810					\$1,601.00	
		101	40550	2010		001		\$2.20	
		101	40550	3860				\$14.44	
		101	40800	2180				\$10.14	
		101	43710	2240				\$23.05	
		101	43710	2260				\$10.66	
		220	43800	2180		001		\$8.54	
		220	43800	2180		002		\$54.36	
		220	43800	2180		006		\$211.82	
		220	43800	2240				\$39.40	
		220	43800	2591				\$17.00	
		225	43510	2170		011		\$36.00	
		225	43510	2170		016		\$12.00	
		225	43520	2170		003		\$6.67	
		422	40550	5800				\$92.04	
		601	45050	3190		003		\$1,413.02	
		701	46500	4500				\$24.29	
		701	46500	5400				\$2,103.37	
		101	40100	4890		002		-\$.37	
		220	43800	2110				-\$.30	
		220	43800	2160		001		-\$.66	
		220	43800	2160		002		-\$.22	
		220	43800	2180		002		-\$.60	
		220	43800	2200		001		-\$.35	
		220	43800	2240		001		-\$.74	
		220	43800	2590		002		-\$1.30	
		220	43800	3190		001		-\$.56	
		225	43510	2170		011		-\$.34	
		225	43555	2170				-\$.68	
		225	43560	2170				-\$.22	
		225	43580	2170		001		-\$.52	
		225	43580	2172		001		-\$.99	
		260	47400	4340				-\$2.07	
		270	40250	3950		005		-\$1.85	
		601	45050	2280		005		-\$.15	
		602	45550	2280		002		-\$.31	
		701	46500	2180		001		-\$.72	
		701	46500	2220		001		-\$.03	
		701	46500	2220		002		-\$.17	
		701	46500	2400		001		-\$1.85	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:05-17-13	101	20420					\$35.00	\$35.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MINNESOTA GFOA.COM	MONTHLY MEETING: ESPE, F	101	40500	4500		003		\$15.00	\$15.00
PLUG'N PAY TECHNOLOGIES INC.	APR/RETAIL/CC FEES	220	43800	4890		002		\$253.73	\$306.22
		225	43400	4890				\$52.49	
PLUG'N PAY TECHNOLOGIES INC.	APR/ECOMM/CC FEES	220	43800	4890		002		\$2.44	
		225	43400	4890				\$32.13	\$34.57
PMA FINANCIAL NETWORK, INC	MARCH 2013 BANK FEES	101	40500	4890		004		\$133.25	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 05-17-13	101	21740					\$27,874.55	\$27,874.55
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTIONS: 05-17-13	101	21740					\$246.10	\$246.10
RAMSEY COUNTY	AUDIT/MAJOR TX PAYER/OVERLAPPING DEBT	101	40500	4890		003		\$95.00	\$95.00
RECYCLING ASSOCIATION OF MINNE	EGC SUPPLY: COMPOST BIN/EARTH MACHINE	101	42050	2010				\$59.00	\$59.00
SHAUGHNESSY, MICHAEL	TUITION REIMBURSEMENT/PW ORGANIZATION	101	42050	4500				\$1,320.64	\$1,320.64
SIGNARAMA	SIGN FOR BUCHER PARK PROJECT	459	43710	5300				\$747.38	
SO TEL SURPLUS	AVAYA PHONE HANDSET REPLACEMENTS	422	40550	5800				\$1,100.00	\$1,100.00
TILKENS, MARY	PASS REFUND	220	22040					\$220.00	\$220.00
TRANSACT SUPPLIES	ETHERNET PRINTER CONVERSION KIT	101	40550	2180		001		\$177.56	\$177.56
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:05-17-13	101	21710					\$21,670.49	
		101	21730					\$27,920.42	\$56,137.37
		101	21735					\$6,546.46	
U S BANK/REVTRAK	APR 2013 CREDIT CARD FEES	101	40500	4890		008		\$131.00	
		101	44300	4890				\$211.98	\$7,954.90
		220	43800	4890		002		\$3,342.93	
		225	43400	4890				\$1,509.37	
		601	45050	4890		003		\$1,379.81	
		602	45550	4890		003		\$1,379.81	
UNITED STATES POST OFFICE	POSTAGE STAMPS FOR RESALE AT FRONT DESK	101	40200	3220				\$1.75	\$553.75
		101	11800					\$552.00	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:05-17-13	101	20420					\$121.00	
VANCO SERVICES	APRIL FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$149.75	\$149.75
VANG, GAOKUE	FACILITY REFUND	220	22040					\$91.05	\$91.05
WALLY'S UPHOLSTERY	FITNESS EQUIPMENT MAINT.	220	43800	3890				\$110.00	\$110.00
WILLIAMS, MICHAEL G.	PASS REFUND	220	22040					\$20.00	\$20.00
WYSE TECHNOLOGY ON ANDROID MAR	REFUND GOOGLE POCKET CLOUD APP/11-09-11	101	40550	2180		006		-\$14.99	

Total of all invoices: \$305,337.83
 =====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ABBOTT PAINT & CARPET	PAINT FOR PARK BUILDINGS	101	43710	2240			\$64.11	\$64.11
ABBOTT PAINT & CARPET	PAINT FOR PARK BUILDINGS	101	43710	2240			\$929.64	\$929.64
ALLEN, DEANNE	MINUTES - 4/23 PC, 4/30 PC, 5/6 CC	101	40200	3190		001	\$200.00	\$500.00
		101	44100	3190			\$300.00	
ALLIANCE BENEFIT GROUP INC	COBRA MONTHLY FEE	101	40210	3190		003	\$20.00	\$20.00
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			\$67.45	\$67.45
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			\$67.45	\$67.45
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 RENTAL CC	220	43800	3970			\$47.72	\$47.72
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970			\$40.91	\$163.63
		601	45050	3970			\$40.91	
		602	45550	3970			\$40.91	
		603	45850	3970			\$20.45	
		701	46500	3970			\$20.45	
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970			\$41.33	\$165.33
		601	45050	3970			\$41.33	
		602	45550	3970			\$41.33	
		603	45850	3970			\$20.67	
		701	46500	3970			\$20.67	
AMERICAN FASTENER	REPAIR SUPPLIES CC	220	43800	2240		003	\$12.87	\$12.87
AMERICAN PUMP COMPANY	DEWATERING	601	45050	2280		004	\$144.76	\$144.76
AMERICAN RED CROSS-HEALTH & SA	BOOKS/KEY CHAINS	225	43520	2170		001	\$349.53	\$349.53
AMSAN BRISSMAN KENNEDY	FIELD MARKING PAINT/PARKS	101	43710	2260			\$130.13	\$130.13
AMSAN BRISSMAN KENNEDY	HAND LOTION SOAP FOR PAVILION	101	43710	2110			\$239.31	
BEISSWENGERS HARDWARE	SCOOP SHOVELS	603	45850	2400		001	\$74.37	\$74.37
BIFF'S, INCORPORATED	BUCHER PARK UNITS	101	43710	3950			\$72.89	\$72.89
BIFF'S, INCORPORATED	COMMONS PARK UNITS	101	43710	3950			\$72.89	\$72.89
BIFF'S, INCORPORATED	LAKE JUDY PARK UNIT	101	43710	3950			\$31.35	\$31.35
BIFF'S, INCORPORATED	MCCULLOUGH PARK UNITS	101	43710	3950			\$44.26	\$44.26
BIFF'S, INCORPORATED	RICE CREEK FIELDS	101	43710	3950			\$10.46	\$10.46
BIFF'S, INCORPORATED	SITZER PARK UNITS	101	43710	3950			\$63.41	\$63.41
BIFF'S, INCORPORATED	SHAMROCK PARK UNITS	101	43710	3950			\$84.62	\$84.62
BIFF'S, INCORPORATED	THEISEN PARK UNIT	101	43710	3950			\$31.35	\$31.35
BIFF'S, INCORPORATED	WILSON PARK UNITS	101	43710	3950			\$62.48	\$62.48
BIFF'S, INCORPORATED	SNAIL LAKE SCHOOL UNIT	101	43710	3950			\$10.46	\$10.46
BKBM ENGINEERS INC	ENGINEERING FEES WATER SLIDE STAIRS	405	43800	3810			\$1,323.59	\$1,323.59
BRIN NORTHWESTERN GLASS CO. IN	REPLACEMENT POOL WINDOWS	220	43800	3810		007	\$1,568.00	\$1,568.00
BRYAN ROCK PRODUCTS	RED BALL DIAMOND -AG VARIOUS PARKS	101	43710	2260			\$1,937.53	
C & E HARDWARE	PARTS FOR 106	701	46500	2220		001	\$10.06	\$10.06
COMPLETE HEALTH, ENVIRONMENTAL	MTCE PLAN - APRIL	101	40210	3190		007	\$610.00	\$610.00
COMPLETE HEALTH, ENVIRONMENTAL	MTCE - PLAN FEB	101	40210	3190		007	\$610.00	\$610.00
DAVIS LOCK & SAFE	REPLACEMENT KEYS PARKS	101	43710	2240			\$19.24	\$19.24
FLOORS BY BECKERS INC	CC LOWER ENTRANCE WALK OFF MAT	220	43800	3810		003	\$3,175.00	
FLUID ENGINEERING	EQUIPMENT FOR FILTER SYSTEM	603	45900	2280			\$325.00	\$325.00
GOODPOINTE TECHNOLOGY INC	ROAD CONDITION SURVEY - 33% PROGRESS	404	42200	3190			\$2,640.00	\$2,640.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	\$86.47	\$345.90
		602	45550	3190		001	\$86.48	
		603	45850	3190		001	\$86.48	
		604	42600	3190			\$86.47	
GRAINGER, INC.	HAND SOAP	701	46500	2183		002	\$309.72	\$309.72
GRAINGER, INC.	CLEANING SUPPLIES PARKS	101	43710	2110			\$44.31	\$44.31
GRAINGER, INC.	ROUND AND SQUARE NOSE SHOVELS	101	43710	2400			\$342.50	\$342.50
HACH COMPANY	SAMPLE CELLS	601	45050	2280		001	\$140.08	\$140.08
HEWLETT-PACKARD COMPANY	PC REPLACEMENTS-MONITOR FOR DAN C	422	40550	5800			\$228.71	\$228.71
HORIZON COMMERCIAL POOL SUPPLY	REPAIR SUPPLIES CC LIGHTS/POOL AREA	220	43800	2240		003	\$2,876.86	\$2,876.86
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		004	\$225.00	\$225.00
JEFF SMITH LLC	SPRING2013TAEKWONDO SESS.B CONTRACTORFEE	225	43530	3190			\$1,180.40	\$1,180.40
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001	\$52.01	\$87.76
		572	47000	5950			\$35.75	
MENARDS CASHWAY LUMBER **FRIDL	SPLIT RAIL FENCE/THEISEN PARK	101	43710	2240			\$80.87	
MENARDS CASHWAY LUMBER **FRIDL	FENCING FOR UNLEASHED DOG AREAS IN PARKS	101	43710	2240			\$58.55	\$58.55
METROPOLITAN COUNCIL ENVIRONME	SEWER SERVICE-JUNE 2013	602	45550	3670			\$144,679.50	\$144,679.50
MIDWAY FORD	NEW UNIT 106-13 FORD F150 PICKUP	701	46500	5400			\$18,737.92	\$18,737.92
MIDWEST LOCK & SAFE INC	POOL DOOR REPLACEMENT AND LABOR	220	43800	3810		003	\$2,562.00	\$2,562.00
MRPA	AQUATIC COORD WEB POSTING	101	40210	3360		002	\$100.00	
NORTHERN ELECTRICAL CONTRACTOR	REPAIR LIGHT FIXTURE BUCHER PARK BLDG	101	43710	3190			\$329.83	\$329.83
OFFICE DEPOT	NAME BADGES	225	43590	2174	002		\$28.88	\$28.88
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$79.10	\$79.10
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$48.97	\$48.97
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$162.28	\$162.28
OFFICE DEPOT	POCKET FOLDERS	220	43800	2200		002	\$20.84	\$20.84
OFFICE DEPOT	STAPLER/SCISSORS	101	43400	2010			\$31.29	\$31.29
OFFICE DEPOT	OFFICE SUPPLIES	101	43400	2010			\$7.97	\$12.79
		101	40800	2180			\$4.82	
PARTS ASSOCIATES, INC.	SHOP SUPPLIES	701	46500	2180		001	\$217.59	
PIONEER RIM & WHEEL CO.	HITCH FOR UNIT 312	701	46500	2220		001	\$92.53	\$92.53
PIONEER RIM & WHEEL CO.	HITCH PLATE FOR UNIT 606	701	46500	2220		001	\$51.24	\$51.24
PLAISTED COMPANIES, INCORPORAT	FILL SAND FOR WATER MAIN REPAIRS	601	45050	2280		002	\$433.97	\$433.97
PRESS PUBLICATIONS	ACCESS SHOREVIEW - APRIL	101	40400	3390		003	\$270.30	\$270.30
RAMSEY COUNTY PROPERTY RECORDS	FLEET SUPPORT FEE - APRIL	101	41500	3890			\$24.96	\$24.96
RAMSEY COUNTY PROPERTY RECORDS	911 SERVICES - APRIL 2013	101	41100	3198			\$8,154.60	\$8,154.60
RAMSEY COUNTY PROPERTY RECORDS	LAW ENFORCEMENT/MAY 2013	101	41100	3190		001	\$156,961.51	\$156,961.51
ROCK GARDENS, INC	BLACK DIRT	101	42200	2180		001	\$205.25	\$205.25
SHOREVIEW HISTORICAL SOCIETY	EARNINGS FOR SHS HISTORICAL VIDEO	101	22079			302	\$30.00	\$30.00
SHOREVIEW NORTHERN LIGHTS BAND	SPRING CONCERT TICKET SALES	101	22079			301	\$220.00	\$220.00
STAR TRIBUNE	COMM CTR COORD AD 2 WKS	101	40210	3360		002	\$878.00	\$878.00
STAR TRIBUNE	SUBSCRIPTION - 5/20-8/19	101	40200	4890		001	\$36.40	\$36.40
T.A. SCHIFSKY & SONS, INCORPOR	ASPHALT	101	42200	2180		002	\$77.62	\$77.62
TOTAL TOOL SUPPLY INC	BAND SAW BLADES	701	46500	2180		001	\$123.14	\$123.14
TURFWERKS	SPRINGTINES FOR BALLFIELD DRAG	101	43710	2240			\$129.63	\$129.63
TWIN SOURCE SUPPLY	TRASH BAGS	701	46500	2183		002	\$62.03	\$62.03
USCG AUXILIARY, AUX 08W-11-08	BOATING SAFELY COURSE- 14 PARTICIPANTS	225	43520	3190		005	\$280.00	\$280.00
VAN PAPER COMPANY	CLEANING SUPPLIES PARKS	101	43710	2110			\$161.08	\$161.08
VAN PAPER COMPANY	CLEANING SUPPLIES PARKS	101	43710	2110			\$143.91	\$143.91
YALE MECHANICAL INC	HVAC CONTRACTUAL SERVICES	220	43800	3190		005	\$2,677.55	\$2,677.55
YALE MECHANICAL INC	LEONARD MIXING VALVE REPLACEMENT	220	43800	3810		003	\$2,995.00	\$2,995.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
YALE MECHANICAL INC	REPAIR/SEWER BACKUP	220	43800	3810		007	\$1,553.25	\$1,553.25	
YALE MECHANICAL INC	MAINTENANCE AGREEMENT SERVICE REPAIRS HV	701	46500	3196		003	\$1,796.33	\$1,796.33	
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120		001	\$4,577.65	\$4,577.65	
YOCUM OIL COMPANY INC.	OFF ROAD DEISEL FUEL	701	46500	2120		003	\$1,563.15	\$1,563.15	
YOCUM OIL COMPANY INC.	ON ROAD DEISEL FUEL	701	46500	2120		002	\$3,126.30	\$3,126.30	
Total of all invoices:								\$375,624.07	=====

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	34,524	RETURN CHECK TO TOM H
Vendor number	01174 1	2013
Vendor name	CANADIAN PACIFIC RAILWAY COMPANY	
Address	PO BOX 71978 CHICAGO IL 60694-1978	

Date	Comment line on check	Invoice number	Amount
05-06-13	LAND PURCHASE & ESMT OWASSO PROJ 09-12	09-12 CPRAIL	\$74,230.00

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
571 47000 5930	\$19,125.00
571 47000 5950	\$55,105.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <i>Tom Hammitt</i> 5/7/13 (signature required) Tom Hammitt	
Approved by: <i>Terry Schwerm</i> (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	34,526	RETURN CHECK TO TOM H
Vendor number	00179 1	2013
Vendor name	DELUXE CORPORATION	
Address	3680 VICTORIA STREET N SHOREVIEW MN 55126	

Date	Comment line on check	Invoice number	Amount
05-08-13	PERM & TEMP ESMTS OWASSO ST PROJ 09-12	09-12 DELUXE	\$28,613.00

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
571 47000 5950	\$28,613.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Tom Hammitt</u> 5/8/13 (signature required) Tom Hammitt	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

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

Quote 1	
Quote 2	
Explanation if no quote received	

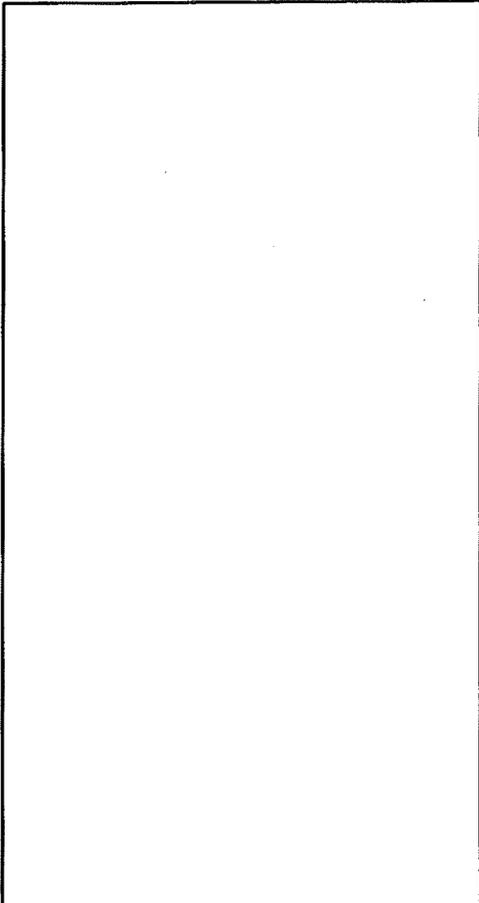
Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	34,519	RETURN CHECK TO TOM H
Vendor number	10206 4	2013
Vendor name	XCEL ENERGY	
Address	C/O DAN ODEGARD 1700 COUNTY ROAD E EAST WHITE BEAR LAKE, MN 55110	

Date	Comment line on check	Invoice number	Amount
05-06-13	ELECT RELOCATE OWASSO ST PROJ 09-12	09-12 XCEL ELECTRIC	\$20,400.00

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



Return to: _____

Account Coding	Amount
571 47000 5950	\$20,400.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	<i>Tom Hammitt</i> 5/7/13
(signature required) Tom Hammitt	
Approved by:	<i>TSC</i>
(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	34,593
Vendor number	00815 1 2013
Vendor name	AUDIO VIDEO ELECTRONICS
Address	10900 73RD AVE N STE 124 MAPLE GROVE MN 55369

Date	Comment line on check	Invoice number	Amount
05-13-13	COUNCIL CHAMBERS PROJECT: AUDIO/LIGHTS	05-13-2013	\$41,730.44 ✓

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
230 40900 5800	\$41,730.44

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	

7 → Data → Excel → Insurance → Insurance Allocation
 2013 Gen Ins Alloc

Purchase Voucher

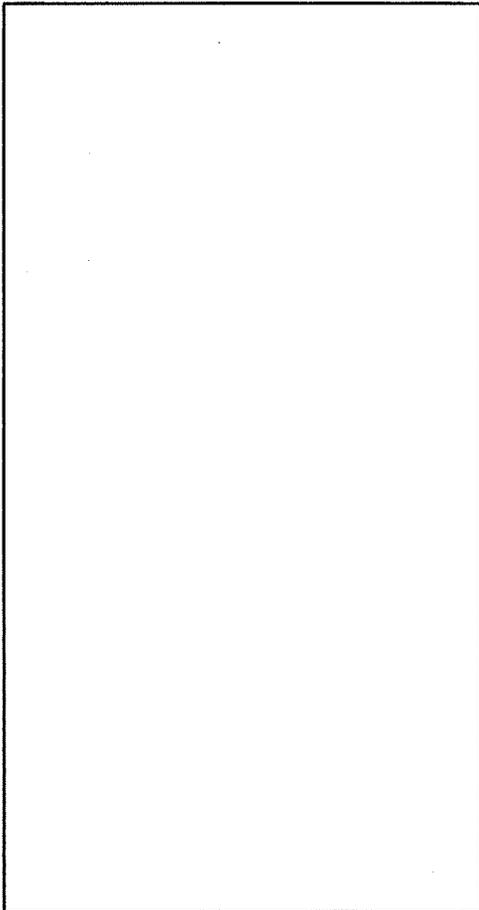
City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	34,638
Vendor number	00373 3 2013
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

30,445.15 OK

Date	Comment line on check	Invoice number	Amount
05-02-13	PROP/LIABILITY INS 3RD INSTALLMENT	43489	\$18,327.87

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



Return to:	
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Account Coding	Amount
101 40500 3410	\$8,734.02
101 40800 3410	\$382.50
101 41200 3410	\$269.75
101 41500 3410	\$210.50
101 43450 3410	\$264.25
101 43710 3410	\$4,947.50
210 42750 3410	\$176.12
220 43800 3410	\$2,748.57
225 43400 3410	\$516.52
230 40900 3410	\$78.14

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

Reviewed by: Fred Espe
 (signature required) Fred Espe

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	

1 → Data → Excel → Insurance → Insurance Allocation

Purchase Voucher

2013 WCPYMT

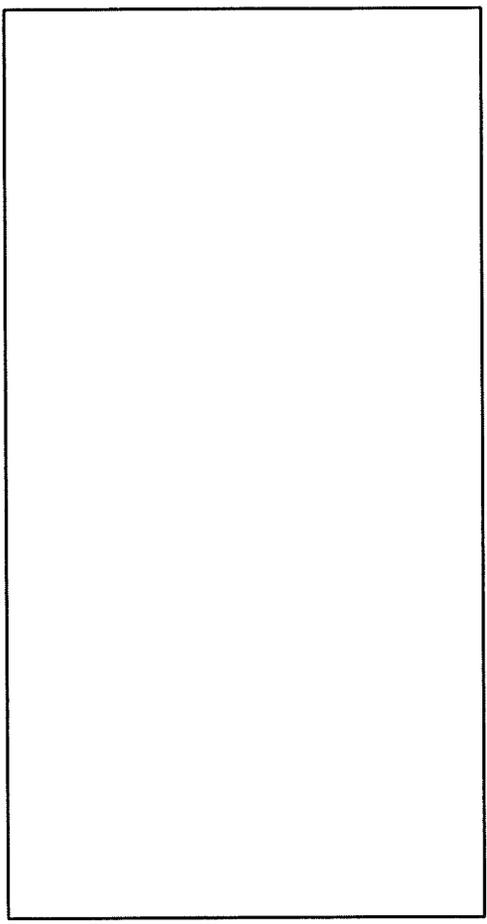
City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	34,640
Vendor number	00373 3 2013
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

39,457.50

Date	Comment line on check	Invoice number	Amount
04-30-13	WORKERS' COMP 3RD INSTALLMENT	25052	\$9,841.09

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



Return to:	
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Account Coding	Amount
101 40100 1510	\$26.89
101 40200 1510	\$603.25
101 40210 1510	\$313.34
101 40400 1510	\$129.78
101 40500 1510	\$739.44
101 40550 1510	\$283.73
101 40800 1510	\$126.57
101 41500 1510	\$5.18
101 42050 1510	\$794.21
101 42200 1510	\$6,018.70

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

Reviewed by: *Fred Espe*
 (signature required) Fred Espe

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	34,458		
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
05-03-13	SEWER SERVICE-JUNE 2013	1016027	\$144,679.50

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
602 45550 3670	\$144,679.50

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	<i>Debbie Engblom</i> 5-3-13
(signature required)	Debbie Engblom
Approved by:	<i>Tom Simonson</i>
(signature required)	Tom Simonson, Acting City Mgr

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	34,481
Vendor number	01337 4 2013
Vendor name	RAMSEY COUNTY PROPERTY RECORDS/REV
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
05-06-13	LAW ENFORCEMENT - MAY 2013	SHRFL-001214	\$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:	<u>Terri Hoffard</u>
(signature required)	Terri Hoffard
Approved by:	<u>Terry Schwerm</u>
(signature required)	Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

Moved by Council member _____

Seconded by Council member _____

To accept the comprehensive annual financial report for the fiscal year ended December 31, 2012.

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

May 20, 2013
Council Meeting

TO: Terry Schwerm, City Manager
FROM: Jeanne Haapala, Finance Director
DATE: May 9, 2013
RE: Comprehensive Annual Financial Report and Legal Compliance Report

BACKGROUND

This report contains a discussion of the reports listed below, and provides a summary of financial activity for operating funds. The reports present the City’s financial activity for the year 2012, the financial position (assets, liabilities and fund equity) at December 31, 2012, and any audit findings.

1. Legal Compliance Audit and opinion
2. Management Report
3. Comprehensive Annual Financial Report and opinion

This was the eighth year working with the audit firm of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR), and the second year of the third three-year contract. Staff continues to be pleased with their approach and thoroughness.

LEGAL COMPLIANCE REPORT

The legal compliance audit requires an examination of seven main areas, including:

- | | |
|-----------------------------|-----------------------------|
| 1. Contracting and bidding | 5. Claims and disbursements |
| 2. Deposits and investments | 6. Miscellaneous provisions |
| 3. Conflicts of interest | 7. Tax increment financing |
| 4. Public indebtedness | |

When auditors review these items, they are reviewing the actions, documents, and agreements for all departments involved in these activities. The attached opinion states that for 2012 the auditors found no instances of noncompliance.

MANAGEMENT REPORT

The enclosed management report, prepared by the auditing firm, is intended to communicate information relevant to the City’s finances to the City Council. The report includes a variety of topics including trends as well as comparisons to other Minnesota cities.

FINANCIAL REPORT

The financial report is organized into three sections, as follows:

- *Introductory Section* (pages i to xiii) – Contains the letter of transmittal, certificate of achievement from the GFOA, principal City officials and an organizational chart.
- *Financial Section* (pages 1 to 133) – Contains the auditor’s opinion, the management discussion and analysis (MD&A), the basic financial statements (including government-wide statements and notes), budget to actual comparisons, individual fund statements and additional illustrations regarding debt, values, future debt levies and fixed assets.
- *Statistical Section* (pages 135 to 179) – Contains general and historical information about the City, including changes in net position, a ten year history of selected information (revenues, expenditures, fund balances, property values, tax rates, principal taxpayers, property tax and special assessment collection rates, utility rates, outstanding debt, overlapping debt, legal debt margin, demographic information, principal employers, full-time equivalents, operating indicators and capital asset statistics by function).

Operating Funds – The financial statement format prescribed by the Governmental Accounting Standards Board (GASB) has strict reporting guidelines. A consequence of those guidelines is that operating funds don’t appear in one location within the report. To supplement the financial report, a discussion of each operating fund, and a two-year comparison of activity for each fund, is presented on the next few pages.

General fund – The General Fund is the primary operating fund of the City. Fund balances at the end 2012 are approximately 50% of operating expenditures. Shoreview’s fund balance policy prescribes the formula that establishes the minimum fund balance for cash flow purposes, and the maximum fund balance for all purpose:

- The working capital allocation is equal to 50 percent of the ensuing years General Fund tax levy and levy-based aids, because taxes and state aids (which are the primary revenue sources for the General Fund) are received in June and December of each year.
- The unanticipated expenditure allocation is equal to no more than 10 percent of the ensuing years budgeted expenditures.
- The maximum fund balance is equal to the combined working capital and unanticipated expenditure designations, plus any special designations established for the year.

The total General Fund balance at the end of 2012 is \$4,136,009 (after the final transfer out of surplus fund balance), compared to \$3,976,412 for 2011,. The City Council approved the \$207,403 transfer of surplus balances to the City’s General Fixed Asset Replacement Fund to improve fund balance and to assist in funding 2012 replacement costs that were higher than anticipated (for water slide repairs, locker room drains, Wave Café area changes, and Commons Park signage).

The table of General Fund activity at the top of the next page provides a two-year comparison as well as a budget to actual comparison for 2012. Total revenue increased 3.1% while expenditures increased 3.8%. An explanation of changes follows the table.

General Fund	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Property taxes	\$ 6,265,673	\$ 6,467,060	\$ 6,374,969	\$ (92,091)	1.7%	\$ 109,296
Licenses and permits	441,243	292,750	540,755	248,005	22.6%	99,512
Intergovernmental	188,521	183,002	187,149	4,147	-0.7%	(1,372)
Charges for services	1,198,357	1,164,450	1,262,088	97,638	5.3%	63,731
Fines and forfeits	62,135	62,000	67,000	5,000	7.8%	4,865
Earnings on investments	79,714	45,000	47,253	2,253	-40.7%	(32,461)
Other	40,264	35,160	52,529	17,369	30.5%	12,265
Total Revenues	\$ 8,275,907	\$ 8,249,422	\$ 8,531,743	\$ 282,321	3.1%	\$ 255,836
Expenditures:						
Operating and Capital						
General government	\$ 1,839,812	\$ 2,085,610	\$ 2,037,850	(47,760)	10.8%	\$ 198,038
Public safety	2,556,068	2,721,227	2,706,424	(14,803)	5.9%	150,356
Public works	1,307,114	1,400,009	1,389,113	(10,896)	6.3%	81,999
Parks and recreation	1,707,653	1,588,453	1,594,152	5,699	-6.6%	(113,501)
Community development	530,288	534,323	517,777	(16,546)	-2.4%	(12,511)
Total Expenditures	\$ 7,940,935	\$ 8,329,622	\$ 8,245,316	\$ (84,306)	3.8%	\$ 304,381
Transfers in	471,450	481,000	481,000	-		
Transfers out	(751,145)	(400,800)	(607,830)	(207,030)		
Change in fund balance	\$ 55,277	\$ -	\$ 159,597	\$ 159,597		
Beginning fund balance	3,921,135		3,976,412			
Ending fund balance	<u>\$ 3,976,412</u>		<u>\$ 4,136,009</u>			

- Property tax collections were 98.6% of the levy, including reductions for tax refunds resulting from property value appeals. Without the refunds, total collections were 99.1% of the levy.
- License and permit revenue increased due to higher total permit valuation (\$29.9 million in 2012 compared to \$21.9 million in 2011).
- Charges for services increased due to higher engineering fees and plan check fees.
- Fines and forfeits increased due to higher court fines and the sale of unclaimed property.
- Interest earnings decreased due to lower interest rates and the year-end market adjustment.
- General government costs increased 10.8% due to the addition of a Communications position, election costs and contractual costs associated with website development. Overall, general government ended the year 2.3% below budget.
- Public safety increased 5.9% due to higher contract costs for service provided by the Ramsey County Sheriff and Lake Johanna Fire Department, and ended the year .5% below budget.
- Public works increased 6.3% due to higher street repair and tree removal costs, and ended the year .8% below budget.
- Parks and recreation decreased 6.6% due to the Park and Recreation Director vacancy, and ended the year .4% above budget due to higher park repair costs.
- Community development costs decreased 2.4% due to a staff leave of absence during 2012, and ended the year 3.4% below budget.
- Transfers in include \$111,000 from the Cable Television Fund in support of communication costs and transfers from utility funds for payments in lieu of property taxes on utility systems (transfers are limited to no more than 1% of asset value and include \$175,000 from Water, \$123,000 from Sewer, \$60,000 from Surface Water and \$12,000 from Street Lighting).
- Transfers out include support for the Community Center Fund (\$225,000), Recreation Programs (\$65,000), Slice of Shoreview (\$10,000), community center debt payments (\$100,000), computer system capital costs (\$427) and the final transfer out of the General Fund.

Economic Development Authority activity resulted in a \$4,960 increase in fund balance, which is very close to the planned increase of \$5,217. Total revenue exceeded the budget by 3.1% and expenditures exceeded the budget by 4%. The \$190,484 ending fund balance includes \$165,777 dedicated to the business loan program, leaving \$24,707 available for cash flow purposes (covering expenditures prior to the receipt of the first property tax payment from Ramsey County).

EDA	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Property taxes	\$ 24,818	\$ 55,000	\$ 54,358	\$ (642)		29,540
Earnings on investments	3,969	-	2,367	2,367	-40.4%	(1,602)
Total Revenues	\$ 28,787	\$ 55,000	\$ 56,725	\$ 1,725	97.1%	\$ 27,938
Expenditures:						
Personal services	\$ 23,339	\$ 22,243	\$ 27,697	\$ 5,454	18.7%	4,358
Supplies	1,776	2,000	2,583	583		807
Contractual	19,354	25,540	21,485	(4,055)	11.0%	2,131
Total Expenditures	\$ 44,469	\$ 49,783	\$ 51,765	\$ 1,982	100.0%	\$ 7,296
Transfer from General Fund	26,556	-	-	-		
Change in fund balances	\$ 10,874	\$ 5,217	\$ 4,960	\$ (257)		
Beginning fund balance	174,650		185,524			
Ending fund balance	\$ 185,524		\$ 190,484			

HRA activity resulted in a \$26,470 increase in fund balance, which is \$10,196 more than the planned increase of \$16,274. Revenue was 1% below budget due to tax delinquencies and expenditures were 20.2% below budget due to lower contractual costs. Fund balance of \$62,170 is available for cash flow purposes (covering expenditures prior to the receipt of the first property tax payment from Ramsey County).

HRA	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Property taxes	\$ 57,380	\$ 70,000	\$ 68,909	\$ (1,091)	20.1%	11,529
Earnings on investments	269	-	424	424		155
Total Revenues	\$ 57,649	\$ 70,000	\$ 69,333	\$ (667)	20.3%	\$ 11,684
Expenditures:						
Personal services	\$ 31,070	\$ 23,726	\$ 29,344	\$ 5,618	-5.6%	(1,726)
Contractual	15,707	30,000	13,519	(16,481)	-13.9%	(2,188)
Total Expenditures	\$ 46,777	\$ 53,726	\$ 42,863	\$ (10,863)	100.0%	\$ (3,914)
Transfer from General Fund	10,861	-	-	-		
Change in fund balances	\$ 21,733	\$ 16,274	\$ 26,470	\$ 10,196		
Beginning fund balance	13,967		35,700			
Ending fund balance	\$ 35,700		\$ 62,170			

Community Center activity resulted in a fund balance increase of \$161,049, which is \$41,983 higher than the planned increase of \$119,066. Total revenue decreased .9%, and ended the year 1.5% above budget. Total expenditures increased 2.1% and ended the year .3% below budget.

Community Center	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Charges for services						
Room rentals	\$ 250,299	\$ 240,675	\$ 255,186	\$ 14,511	2.0%	\$ 4,887
Concession/food sales	210,081	210,450	206,897	(3,553)	-1.5%	(3,184)
Daily admissions	597,166	596,920	555,209	(41,711)	-7.0%	(41,957)
Memberships	1,111,187	1,077,390	1,137,710	60,320	2.4%	26,523
All other	143,094	144,550	143,403	(1,147)	0.2%	309
Earnings on investments	20,674	8,000	14,100	6,100	-31.8%	(6,574)
Total Revenues	\$ 2,332,501	\$ 2,277,985	\$ 2,312,505	\$ 34,520	-0.9%	\$ (19,996)
Expenditures:						
Parks & recreation						
Personal services	\$ 1,352,471	\$ 1,415,659	\$ 1,399,969	\$(15,690)	3.5%	\$ 47,498
Supplies	448,853	461,760	446,077	(15,683)	-0.6%	(2,776)
Contractual	600,542	568,570	599,683	31,113	-0.1%	(859)
Capital outlay	-	12,930	5,727	(7,203)		5,727
Total Expenditures	\$ 2,401,866	\$ 2,458,919	\$ 2,451,456	\$ (7,463)	2.1%	\$ 49,590
Transfers in	\$ 297,000	\$ 300,000	\$ 300,000	\$ -		
Change in fund balance	\$ 227,635	\$ 119,066	\$ 161,049	\$ 41,983		
Beginning fund balance	600,652		828,287			
Ending fund balance	\$ 828,287		\$ 989,336			

- Room rentals increased 2% and ended the year 6% above the budget.
- Concessions decreased 1.5% and ended the year 1.7% below budget.
- Daily admissions decreased 7% and ended the year 7% below budget.
- Membership revenue increased 2.4% and ended the year 5.6% above budget.
- Total revenue exceeded the budget by \$34,520 (1.5%).
- Total expenditures were \$7,463 below budget (.3%).
- Transfers in include \$225,000 from the General Fund to offset free and reduced room rentals for community-oriented rental customers, and \$75,000 for recreation programs use of the facility.

Recreation Program activity resulted in a \$103,434 increase in fund balance, which is \$77,896 more than the planned increase of \$25,538. This positive result is primarily due to increased program participation.

Recreation Programs	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Charges for services	\$ 1,303,082	\$ 1,277,740	\$ 1,340,831	\$ 63,091	2.9%	\$ 37,749
Earnings on investments	12,323	4,600	8,388	3,788	-31.9%	(3,935)
Other	60	-	972	972	1520.0%	912
Total Revenues	\$ 1,315,465	\$ 1,282,340	\$ 1,350,191	\$ 67,851	2.6%	\$ 34,726
Expenditures:						
Parks & recreation						
Personal services	\$ 859,389	\$ 921,325	\$ 911,597	\$ (9,728)	6.1%	\$ 52,208
Supplies	80,746	81,141	80,447	(694)	-0.4%	(299)
Contractual	233,023	244,336	244,713	377	5.0%	11,690
Total Expenditures	\$ 1,173,158	\$ 1,246,802	\$ 1,236,757	\$ (10,045)	5.4%	\$ 63,599
Transfers in	65,000	65,000	65,000	-		
Transfers out	(70,000)	(75,000)	(75,000)	-		
Change in fund balances	\$ 137,307	\$ 25,538	\$ 103,434	\$ 77,896		
Beginning fund balance	407,898		545,205			
Ending fund balance	<u>\$ 545,205</u>		<u>\$ 648,639</u>			

- Program fees (charges for services) increased 2.9% and ended the year \$63,091 above budget (5%).
- Total revenue increased 2.6% and ended the year 5.3% above budgeted.
- Total expenditures increased 5.4% and ended the year .8% below budget.
- Transfers in include \$65,000 from the General Fund in support of community-oriented programs.
- Transfers out include \$75,000 to the Community Center Fund for recreation program use of the building.

Recycling activity resulted in a \$47,222 increase in fund balance, which is \$16,396 more than the planned increase of \$30,826. The increase in fund balance was as planned as part of the City's Five-year Operating Plan to improve cash flow because recycling revenue is received according to the property tax calendar (in June and December of each year).

Recycling	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Intergovernmental	\$ 70,845	\$ 69,000	\$ 66,794	\$ (2,206)	-5.7%	\$ (4,051)
Charges for services	432,868	451,300	454,552	3,252	5.0%	\$ 21,684
Earnings on investments	683	-	885	885	29.6%	202
Total Revenues	\$ 504,396	\$ 520,300	\$ 522,231	\$ 1,931	3.5%	\$ 17,835
Expenditures:						
Public works						
Personal services	\$ 6,983	\$ 27,004	\$ 24,583	\$ (2,421)	252.0%	\$ 17,600
Supplies	1,039	1,200	2,804	1,604	169.9%	1,765
Contractual	441,085	461,270	447,622	(13,648)	1.5%	6,537
Total Expenditures	\$ 449,107	\$ 489,474	\$ 475,009	\$ (14,465)	5.8%	\$ 25,902
Change in fund balances	\$ 55,289	\$ 30,826	\$ 47,222	\$ 16,396		
Beginning fund balance	59,671		114,960			
Ending fund balance	\$ 114,960		\$ 162,182			

- Intergovernmental revenue decreased due to a \$1,359 decrease in SCORE grant funding and a \$2,692 decrease in contributions from Arden Hills (for their share of spring and fall cleanup day events).
- Charges for service increased 5% due to a recycling fee increase.
- Total revenue increased 3.5% and exceeded the budget by \$1,931 (.4%).
- Personal services increased \$17,600 due to a position vacancy during 2011 that was filled in late 2011.
- Total expenditures were \$14,465 below budget (3%) primarily due to lower contractual costs.

Cable Television activity resulted in a fund balance increase of \$34,960, which is more favorable than the planned \$4,045 decrease. This positive result is due in part to higher franchise fee revenue and in part due to lower contractual costs.

Cable Television	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Charges for services	\$ 287,206	\$ 280,000	\$ 301,530	\$ 21,530	5.0%	\$ 14,324
Earnings on investments	3,174	1,800	2,056	256	-35.2%	(1,118)
Other	1,200	1,200	1,100	(100)	-8.3%	(100)
Total Revenues	\$ 291,580	\$ 283,000	\$ 304,686	\$ 21,686	4.5%	\$ 13,106
Expenditures:						
General government						
Personal services	\$ 28,903	\$ 32,985	\$ 31,128	\$ (1,857)	7.7%	\$ 2,225
Supplies	-	500	1,367	867	100.0%	1,367
Contractual	112,033	131,610	109,242	(22,368)	-2.5%	(2,791)
Total Expenditures	\$ 140,936	\$ 165,095	\$ 141,737	\$ (23,358)	0.6%	\$ 801
Transfers out	(154,057)	(121,950)	(127,989)	(6,039)		
Change in fund balances	\$ (3,413)	\$ (4,045)	\$ 34,960	\$ 39,005		
Beginning fund balance	219,077		215,664			
Ending fund balance	\$ 215,664		\$ 250,624			

- Franchise revenue exceeded the budget by \$21,530 (7.7%).
- Total expenditures increased .6% (very close to 2011 levels), and ended the year \$23,358 below budget (14.1%).
- Transfers out include \$111,000 to the General Fund in support of communication activities and \$16,989 for computer system costs.

Slice of Shoreview activity resulted in a \$9,552 increase in fund balance, which is more favorable than the planned decrease of \$200. This positive result is due to higher donations (other revenue).

Slice of Shoreview	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Charges for services	\$ 24,818	\$ 22,000	\$ 23,720	\$ 1,720	-4.4%	(1,098)
Earnings on investments	1,189	-	853	853	-28.3%	(336)
Other	37,864	25,000	38,896	13,896	2.7%	1,032
Total Revenues	\$ 63,871	\$ 47,000	\$ 63,469	\$ 16,469	-0.6%	\$ (402)
Expenditures:						
General government						
Supplies	\$ 2,553	\$ 3,000	\$ 2,577	\$ (423)	0.9%	24
Contractual	54,107	54,200	61,340	7,140	13.4%	7,233
Total Expenditures	\$ 56,660	\$ 57,200	\$ 63,917	\$ 6,717	12.8%	\$ 7,257
Transfers in	10,000	10,000	10,000	-		
Change in fund balances	\$ 17,211	\$ (200)	\$ 9,552	\$ 9,752		
Beginning fund balance	35,347		52,558			
Ending fund balance	<u>\$ 52,558</u>		<u>\$ 62,110</u>			

- Charges for service decreased 4.4% and ended the year 7.8% above budget.
- Other revenue (donations) increased 2.7% and exceeded the budget by 55.6% (\$13,896).
- Total revenue decreased .6% and exceeded the budget by 35% (\$16,469).
- Total expenditures exceeded the budget by \$6,717, due to higher contractual costs.
- Transfers in include \$10,000 from the General Fund in support of the event.
- The fund balance of \$62,110 is available to support event costs in future years.

Debt Service Fund activity resulted in a \$77,591 decrease in fund balance, which is more favorable than the planned decrease of \$149,806.

Debt Funds (all combined)	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Revenues:						
Property taxes	\$ 520,312	\$ 442,026	\$ 435,278	\$ (6,748)	-16.3%	\$(85,034)
Special assessments	182,938	115,865	171,872	56,007	-6.0%	(11,066)
Intergovernmental	831	-	1,330	1,330	60.0%	499
Earnings on investments	43,029	17,850	22,458	4,608	-47.8%	(20,571)
Other	-	-	16,294	16,294		16,294
Total Revenues	\$ 747,110	\$ 575,741	\$ 647,232	\$ 71,491	-13.4%	\$(99,878)
Expenditures:						
Debt service						
Principal	\$ 1,125,000	\$ 1,335,000	\$ 1,335,000	\$ -	18.7%	\$210,000
Interest and fees	367,213	408,547	407,823	(724)	11.1%	40,610
Payment to refunding escrow	85,989	-	-	-	-100.0%	(85,989)
Total Expenditures	\$ 1,578,202	\$ 1,743,547	\$ 1,742,823	\$ (724)	10.4%	\$164,621
Non-operating activity						
Transfers in	\$ 1,200,366	\$ 1,019,490	\$ 1,027,114	\$ 7,624		
Transfers out	-	(1,490)	(9,114)	(7,624)		
Change in fund balance	\$ 369,274	\$ (149,806)	\$ (77,591)	\$ 72,215		
Beginning fund balance	1,888,073		2,257,347			
Ending fund balance	\$ 2,257,347		\$ 2,179,756			

- Property tax collections were 98.5% of the levy, including reductions in collections for tax refunds resulting from property value appeals.
- Special assessment revenue increased due to prepayments received during the year (\$65,902).
- Other revenue includes a refund from the refunding escrow account in the amount of \$16,294.

A two-year comparison of outstanding bonded debt is shown in the table below.

Debt Balances	Balance at	
	12/31/11	12/31/12
Debt Service Funds		
G.O. Improvement Bonds	1,350,000	1,065,000
G.O. Tax Increment Bonds	1,830,000	1,320,000
G.O. Capital Improvement Plan Bonds	1,075,000	975,000
G.O. Street Improvement Plan Bonds	2,015,000	1,865,000
Certificates of Participation	4,620,000	4,330,000
Total Debt Service Funds	10,890,000	9,555,000
Proprietary Funds		
Central Garage Fund	5,615,000	5,515,000
Water Fund	5,250,000	4,700,000
Sewer Fund	2,130,000	1,985,000
Surface Water Fund	2,555,000	2,300,000
Total Proprietary Funds	15,550,000	14,500,000
Total All Funds	26,440,000	24,055,000

Water fund activity resulted in a \$552,048 increase in net position, which is considerably more favorable than the planned increase of \$27,252. This favorable result is due to a dramatic rise in water use charges caused by a restructuring of residential water rates and a 14.5% increase in gallons sold.

Water Fund	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Operating revenues:						
Customer billings	\$2,163,915	\$ 2,464,000	\$ 2,892,069	\$ 428,069	33.6%	\$ 728,154
Water meter sales	9,101	2,800	11,399	8,599	25.2%	2,298
Other	13,123	2,000	14,554	12,554	10.9%	1,431
Total Operating Revenue	2,186,139	2,468,800	2,918,022	449,222	33.5%	731,883
Operating expenses:						
Administrative charges	159,140	171,320	171,320	-	7.7%	12,180
Personal services	645,143	672,401	633,905	(38,496)	-1.7%	(11,238)
Materials and supplies	76,778	98,500	75,921	(22,579)	-1.1%	(857)
Water meters	1,977	10,000	19,815	9,815	902.3%	17,838
Contractual services	349,209	358,840	367,065	8,225	5.1%	17,856
Utilities	121,154	128,000	123,022	(4,978)	1.5%	1,868
Insurance	15,473	16,400	14,211	(2,189)	-8.2%	(1,262)
Depreciation	609,067	630,000	614,991	(15,009)	1.0%	5,924
Total Operating Expense	1,977,941	2,085,461	2,020,250	(65,211)	2.1%	42,309
Operating income (loss)	\$ 208,198	\$ 383,339	\$ 897,772	\$ 514,433		
Non-operating activity						
Earnings on investments	80,297	55,000	35,077	(19,923)		
Build America Bond credit	13,366	13,200	13,198	(2)		
Gain (loss) on disposal of asset	(108,152)	-	(1,901)	(1,901)		
Capital contributions	-	-	31,823	31,823		
Interest on debt	(202,063)	(184,287)	(183,921)	366		
Transfers out	(225,000)	(240,000)	(240,000)	-		
Change in net position	\$ (233,354)	\$ 27,252	\$ 552,048	\$ 524,796		

- Customer billings increased by \$728,154 due higher gallons sold, and the restructuring of residential tiers (the lowest tier was split into two tiers). About half of the revenue increase was due to increased gallons and half was due to rate changes.
- Operating expense increased 2.1% (primarily due to water meters, contractual costs and administrative charges), and ended the year \$65,211 below budget (3.1%) due to lower overtime and associate wages and lower supply costs.
- Earnings on investments decreased due to a lower rates and the year-end market adjustment.
- Capital contributions include the portion of water improvements supported by special assessments for the Buffalo Lane and Silverthorn projects.
- Debt service costs are partially offset by a small federal credit for Build America Bonds.
- Transfers out include \$175,000 to the General fund for a payment in lieu of taxes, and \$65,000 to the Central Garage fund for the Water fund share of maintenance center debt service costs.
- Capital costs (not shown in the table) were \$384,052, and will result in higher depreciation expense in the future.

Sewer fund activity resulted in a \$157,316 increase in net position, which is more favorable than the planned increase of \$39,076.

Sewer Fund	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Operating revenues:						
Customer billings	\$3,529,613	3,504,200	\$ 3,557,896	\$ 53,696	0.8%	\$ 28,283
Other	18,712	2,500	10,881	8,381	-41.9%	(7,831)
Total Operating Revenue	3,548,325	3,506,700	3,568,777	62,077	0.6%	20,452
Operating expenses:						
Sewage treatment costs	1,764,310	1,700,000	1,699,069	(931)	-3.7%	(65,241)
Administrative charges	344,840	318,560	318,560	-	-7.6%	(26,280)
Personal services	564,113	587,226	563,491	(23,735)	-0.1%	(622)
Materials and supplies	21,301	24,750	22,780	(1,970)	6.9%	1,479
Contractual services	245,246	298,660	275,855	(22,805)	12.5%	30,609
Utilities	7,622	7,200	7,297	97	-4.3%	(325)
Insurance	5,609	5,900	6,615	715	17.9%	1,006
Depreciation	295,893	300,000	317,853	17,853	7.4%	21,960
Total Operating Expense	3,248,934	3,242,296	3,211,520	(30,776)	-1.2%	(37,414)
Operating income (loss)	\$ 299,391	\$ 264,404	\$ 357,257	\$ 92,853		
Non-operating activity						
Earnings on investments	58,518	25,000	24,964	(36)		
Build America Bond credit	10,649	10,515	10,516	1		
Capital contributions	-	-	25,068	25,068		
Interest on debt	(76,061)	(72,843)	(72,489)	354		
Transfers out	(187,000)	(188,000)	(188,000)	-		
Change in net position	\$ 105,497	\$ 39,076	\$ 157,316	\$ 118,240		

- Customer billings increased .8% primarily due to a 9.7% increase in commercial gallons (used to compute commercial sewer bills).
- Sewage treatment costs declined 3.7% and ended the year \$931 below budget.
- Total operating expense decreased 1.2% and ended the year \$30,776 below budget (.9%) due to lower associate wages and contractual costs.
- Earnings on investments decreased due to a lower rates and the year-end market adjustment.
- Debt service costs are partially offset by a small federal credit for Build America Bonds.
- Capital contributions include the portion of sewer improvements supported by special assessments for the Buffalo Lane project.
- Transfers out include \$123,000 to the General fund for a payment in lieu of taxes, and \$65,000 to the Central Garage fund for the Sewer fund share of maintenance center debt service costs.
- Capital costs (not shown in the table) were \$239,261, and will result in higher depreciation expense in the future.

Surface water fund activity resulted in a \$129,781 increase in net position, which is more favorable than the planned decrease of \$33,558. The primary reason is the receipt of contributed capital assets, for the assessment portion of new surface water assets.

Surface Water Fund	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Operating revenues:						
Customer billings	\$ 968,121	1,056,000	\$ 1,066,274	\$ 10,274	10.1%	\$ 98,153
Snail Lk Aug customer billings	31,718	48,462	43,089	(5,373)	35.9%	\$ 11,371
Other	8,312	5,000	38,176	33,176	359.3%	29,864
Total Operating Revenue	1,008,151	1,109,462	1,147,539	38,077	13.8%	139,388
Operating expenses:						
Administrative charges	69,780	99,050	99,050	-	41.9%	29,270
Personal services	268,506	280,933	273,650	(7,283)	1.9%	5,144
Materials and supplies	16,714	34,500	20,862	(13,638)	24.8%	4,148
Contractual services	309,313	334,470	306,931	(27,539)	-0.8%	(2,382)
Utilities	958	7,000	5,713	(1,287)	496.3%	4,755
Insurance	4,027	4,280	3,848	(432)	-4.4%	(179)
Depreciation	214,061	218,000	221,177	3,177	3.3%	7,116
Total Operating Expense	883,359	978,233	931,231	(47,002)	5.4%	47,872
Operating income (loss)	\$ 124,792	\$ 131,229	\$ 216,308	\$ 85,079		
Non-operating activity						
Earnings on investments	20,606	24,000	8,476	(15,524)		
Interest on debt	(91,277)	(85,602)	(84,797)	805		
Build America Bond credit	3,863	3,815	3,815	-		
Capital contributions	17,281	-	92,979	92,979		
Transfers out	(97,000)	(107,000)	(107,000)	-		
Change in net position	\$ (21,735)	\$ (33,558)	\$ 129,781	\$ 163,339		

- Customer billings increased \$98,153 due to a 10% rate increase. Snail Lake Improvement District billings increased due to higher operating costs.
- Total operating expense increased 5.4% and ended the year \$47,002 below budget (4.8%) due to lower supply and contractual costs than anticipated.
- Earnings on investments decreased due to a lower rates and the year-end market adjustment.
- Debt service costs are partially offset by a small federal credit for Build America Bonds.
- Capital contributions include the value of surface water assets paid for by outside sources such as MSA funds or assessments (Buffalo Lane, Red Fox Road and Milton Street).
- Transfers out include \$60,000 to the General fund for a payment in lieu of taxes, and \$47,000 to the Central Garage fund for the Surface Water fund share of maintenance center debt service costs.
- Capital costs (not shown in the table) were \$371,689, and will result in higher depreciation expense in the future.

Street lighting activity resulted in a \$191,698 increase in net position, as compared to the planned increase of \$151,660. This favorable result is due in part to capital contributions and in part due to operating costs that ended the year below budget.

Street Lighting Fund	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Operating revenues:						
Customer billings	\$ 365,333	456,500	\$ 456,144	\$ (356)	24.9%	\$ 90,811
Other	142	-	140	140	-1.4%	(2)
Total Operating Revenue	365,475	456,500	456,284	(216)	24.8%	90,809
Operating expenses:						
Administrative charges	31,070	34,750	34,750	-	11.8%	3,680
Personal services	15,686	15,790	16,284	494	3.8%	598
Materials and supplies	10,130	2,000	721	(1,279)	-92.9%	(9,409)
Contractual services	39,492	39,060	21,496	(17,564)	-45.6%	(17,996)
Utilities	184,212	159,100	161,578	2,478	-12.3%	(22,634)
Insurance	1,020	1,040	923	(117)	-9.5%	(97)
Depreciation	36,865	40,000	40,041	41	8.6%	3,176
Total Operating Expense	318,475	291,740	275,793	(15,947)	-13.4%	(42,682)
Operating income (loss)	\$ 47,000	\$ 164,760	\$ 180,491	\$ 15,731		
Non-operating activity						
Earnings on investments	4,337	2,500	3,114	614		
Capital contributions	-	-	23,693	23,693		
Transfers out	(12,600)	(15,600)	(15,600)	-		
Change in net position	\$ 38,737	\$ 151,660	\$ 191,698	\$ 40,038		

- Customer billings increased due to a 25% rate increase.
- Street Lighting Fund operating expenses decreased 13.4% due to lower contractual and utility costs, and ended the year \$15,947 below budget (5.5%) as a result of lower repair costs.
- Capital contributions include the value of street light assets paid for by outside sources such as MSA funds or assessments (Red Fox Road).
- Transfers out include \$12,000 to the General fund for a payment in lieu of taxes and \$3,600 to the Central Garage fund for the Street Lighting fund share of maintenance center debt service.
- Capital costs (not shown in the table) were \$179,169, and will result in higher depreciation expense in the future.

Short-term Disability net position decreased slightly in 2012 due to claims in excess of fees charged during the year.

Short-term Disability Self Insurance	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Operating revenues: Charges for services	\$ 7,467	7,500	\$ 7,608	108	1.9%	\$ 141
Operating expenses: Personal services	12,101	8,000	10,043	2,043	-17.0%	(2,058)
Operating income (loss)	\$ (4,634)	\$ (500)	\$ (2,435)	\$ (1,935)	-47.5%	2,199
Non-operating activity Earnings on investments	948	600	536	(64)		
Change in net position	\$ (3,686)	\$ 100	\$ (1,899)	\$ (1,999)		

Liability Claims net position increased for 2012 due to rebates from the League of Minnesota Cities Insurance Trust in excess of claims.

Liability Claims	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Operating expenses: Contractual services	29,892	32,000	34,737	2,737	16.2%	4,845
Operating income (loss)	\$ (29,892)	\$ (32,000)	\$ (34,737)	\$ (2,737)	16.2%	(4,845)
Non-operating activity Earnings on investments	3,904	2,200	2,458	258		
Other	43,002	20,000	62,507	42,507		
Change in net position	\$ 17,014	\$ (9,800)	\$ 30,228	\$ 40,028		

Central Garage ended 2012 with a \$250,589 increase in net position, which is due primarily to the accumulation of equity for debt service payments and operating expense below budget.

Central Garage	2011 Actual	2012			Change From 2011	
		Budget	Actual	Variance	Percent	Dollars
Operating revenues:						
Charges for services	\$ 1,060,926	1,137,680	\$ 1,143,847	6,167	7.8%	\$ 82,921
Operating expenses:						
Personal services	186,261	190,164	184,419	(5,745)	-1.0%	(1,842)
Materials and supplies	260,668	288,000	274,635	(13,365)	5.4%	13,967
Contractual services	42,125	55,850	44,278	(11,572)	5.1%	2,153
Utilities	24,472	17,000	24,413	7,413	-0.2%	(59)
Insurance	23,519	25,550	22,914	(2,636)	-2.6%	(605)
Depreciation	481,085	673,000	619,921	(53,079)	28.9%	138,836
Total Operating Expense	1,018,130	1,249,564	1,170,580	(78,984)	15.0%	152,450
Operating income (loss)	\$ 42,796	\$(111,884)	\$ (26,733)	\$85,151	-162.5%	(69,529)
Non-operating activity						
General property taxes	\$ 97,886	216,000	\$ 214,382	(1,618)		
Earnings on investments	17,484	22,000	12,008	(9,992)		
Gain on sale of asset	64,457	20,000	26,311	6,311		
Loss on sale of asset	(6,663)	(8,000)	(20,841)	(12,841)		
Other sources	3,562		1,642	1,642		
Build America Bond credit	87,391	120,715	86,356	(34,359)		
Interest on debt	(250,112)	(247,157)	(247,157)	-		
Capital contributions	-		27,750	27,750		
Transfers in	180,600	180,600	180,600	-		
Transfers out	-		(3,729)	(3,729)		
Change in net position	\$ 237,401	\$ 192,274	\$ 250,589	\$58,315		

- Personal services ended the year 3% below budget (\$5,745) due to lower overtime expense.
- Supply costs ended the year 4.6% below budget (\$13,365) due to lower fuel for motor vehicles and natural gas costs.
- Contractual services ended the year 20% below budget (\$11,572) due to lower dues and subscriptions, refuse removal and building repair costs.
- Higher electric costs caused utilities to end the year 43.6% above budget (\$7,413) and close to 2011 actual costs (\$24,472).
- Total operating expense was \$78,984 below budget (6.3%) due primarily to lower depreciation expense.
- Capital costs (not shown in the table) were \$489,037, and will result in higher depreciation expense in the future.
- Transfers in include utility fund contributions for debt payments (\$65,000 from Water, \$65,000 from Sewer, \$47,000 from Surface Water and \$3,600 from Street Lighting).
- Transfers out are for computer system costs during 2012.

- Cash and Investments – Cash and investments increased \$770,211 from 2011 to 2012, after a \$681,325 decrease in 2011. The table below shows the change in cash balance by fund type.

Cash & Investments	2011	2012	Percent of Total		Percent Change	Dollar Change
			2011	2012		
Operating Funds						
General	\$ 4,141,575	\$ 4,255,300	17.4%	17.2%	2.7%	\$ 113,725
Special revenue	2,089,790	2,473,849	8.7%	10.0%	18.4%	384,059
Water	2,935,896	3,023,577	12.3%	12.3%	3.0%	87,681
Sewer	2,103,096	2,029,363	8.8%	8.2%	-3.5%	(73,733)
Surface water	773,425	367,602	3.2%	1.5%	-52.5%	(405,823)
Street lights	174,479	189,614	0.7%	0.8%	8.7%	15,135
Short-term disab	41,503	40,176	0.2%	0.2%	-3.2%	(1,327)
Liability claims	191,983	221,603	0.8%	0.9%	15.4%	29,620
Central garage	769,837	1,122,633	3.2%	4.5%	45.8%	352,796
Sub-total Operating	13,221,584	13,723,717	55.3%	55.6%	3.8%	502,133
Non-Operating Funds						
Debt service	2,231,681	2,153,527	9.3%	8.7%	-3.5%	(78,154)
Capital project	8,049,333	8,396,512	33.7%	34.0%	4.3%	347,179
Hockey escrow	408,316	407,369	1.7%	1.7%	-0.2%	(947)
Total Cash-All Funds	\$23,910,914	\$24,681,125	100.0%	100.0%	3.2%	\$ 770,211

- General fund cash increased slightly due to the fund balance policy compliance.
- Special Revenue cash increased due to fund balance gains in most Special Revenue funds.
- Water fund cash increased due to higher customer receipts, however the rise was limited due to capital costs throughout the year that were ultimately supported by the issuance of debt in 2013 (which causes a temporary cash decrease until bond proceeds are received)
- Sewer fund cash decreased due to capital costs.
- Surface Water fund cash decreased due to capital costs for projects financed by 2013 debt issuance (which caused a temporary decrease in cash until bond proceeds are received in 2013).
- Street Light fund cash increased slightly due to favorable operating results.
- Short-term Disability fund cash decreased due to higher claims costs.
- Liability Claims cash increased due to a higher rebate from LMCIT.
- Central Garage Fund cash balances increased due to favorable operating results.
- Debt Service cash balances decreased due to final payments on two debt issues (the 1995 and 2001 G.O. Improvement Bonds).
- Capital project cash increased due to the net impact of increases and decreases in project funds. Street Renewal, TIF funds, and other temporary capital fund cash balances decreased, while General Fixed Asset, Capital Improvement and MSA cash balances increased.

Two tables, provided as attachments to this report, present revenue and expense information for all operating funds combined. These final 2012 operating results will be considered as part of 2014 Biennial Budget and Five-Year Operating Plan preparation (for the years 2014 to 2018).

SUMMARY

The proposed motion acknowledges the acceptance of the Comprehensive Annual Financial Report for 2012. No further action is required at this time.

If the City Council desires, the staff and auditors are available to review the City's financial report at a future workshop meeting.

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Operating Revenues By Type and Fund	2011 Actual	2012 Budget	2012 Actual	Change from 2011 to 2012		Variance to Budget Under (Over)	
				Dollars	Percent	Dollars	Percent
				Property taxes			
General fund	\$ 6,265,673	\$ 6,467,060	\$ 6,374,969	\$ 109,296	1.7%	\$ 92,091	1.4%
Debt funds	520,312	442,026	435,278	(85,034)	-16.3%	6,748	1.5%
EDA & HRA	82,198	125,000	123,267	41,069	50.0%	1,733	1.4%
Central garage	97,886	216,000	214,382	116,496	119.0%	1,618	0.7%
Spec'l Assess/Debt funds	182,938	115,865	171,872	(11,066)	-6.0%	(56,007)	-48.3%
Licenses & perm/General fund	441,243	292,750	540,755	99,512	22.6%	(248,005)	-84.7%
Intergovernmental							
General fund	188,521	183,002	187,149	(1,372)	-0.7%	(4,147)	-2.3%
Recycling	70,845	69,000	66,794	(4,051)	-5.7%	2,206	3.2%
Debt funds	831	-	1,330	499		(1,330)	
Charges for services							
General fund	1,198,357	1,164,450	1,262,088	63,731	5.3%	(97,638)	-8.4%
Recycling	432,868	451,300	454,552	21,684	5.0%	(3,252)	-0.7%
Community Center	2,311,069	2,269,985	2,298,345	(12,724)	-0.6%	(28,360)	-1.2%
Recreation Programs	1,303,082	1,277,740	1,340,831	37,749	2.9%	(63,091)	-4.9%
Cable Television	287,206	280,000	301,530	14,324	5.0%	(21,530)	-7.7%
Slice of Shoreview	24,818	22,000	23,720	(1,098)	-4.4%	(1,720)	-7.8%
Short-term disability	7,467	7,500	7,608	141	1.9%	(108)	-1.4%
Fines & forfeits/General fund	62,135	62,000	67,000	4,865	7.8%	(5,000)	-8.1%
Utility charges							
Water	2,186,139	2,468,800	2,918,022	731,883	33.5%	(449,222)	-18.2%
Sewer	3,548,325	3,506,700	3,568,777	20,452	0.6%	(62,077)	-1.8%
Surface water mgmt	1,008,151	1,109,462	1,147,539	139,388	13.8%	(38,077)	-3.4%
Street lights	365,475	456,000	456,284	90,809	24.8%	(284)	-0.1%
Central garage charges	1,060,926	1,137,680	1,143,847	82,921	7.8%	(6,167)	-0.5%
Interest earnings							
General fund	79,714	45,000	47,253	(32,461)	-40.7%	(2,253)	-5.0%
Recycling	683	-	885	202	29.6%	(885)	
Community Center	20,674	8,000	14,100	(6,574)	-31.8%	(6,100)	-76.3%
Recreation Programs	12,323	4,600	8,388	(3,935)	-31.9%	(3,788)	-82.3%
Cable Television	3,174	1,800	2,056	(1,118)	-35.2%	(256)	-14.2%
Slice of Shoreview	1,189	-	853	(336)	-28.3%	(853)	
EDA & HRA	4,238	-	2,791	(1,447)	-34.1%	(2,791)	
Debt funds	43,029	17,850	22,458	(20,571)	-47.8%	(4,608)	-25.8%
Water	80,297	55,000	35,077	(45,220)	-56.3%	19,923	36.2%
Sewer	58,518	25,000	24,964	(33,554)	-57.3%	36	0.1%
Surface water mgmt	20,606	24,000	8,476	(12,130)	-58.9%	15,524	64.7%
Street lights	4,337	2,500	3,114	(1,223)	-28.2%	(614)	-24.6%
Central garage	17,484	22,000	12,008	(5,476)	-31.3%	9,992	45.4%
Short-term disability	948	600	536	(412)	-43.5%	64	10.7%
Liability claims	3,904	2,200	2,458	(1,446)	-37.0%	(258)	-11.7%
Miscellaneous/Other							
General fund	40,264	35,160	52,529	12,265	30.5%	(17,369)	-49.4%
Community Center	758	-	60	(698)	-92.1%	(60)	
Recreation Programs	60	-	972	912	1520.0%	(972)	
Cable Television	1,200	1,200	1,100	(100)	-8.3%	100	8.3%
Slice of Shoreview	37,864	25,000	38,896	1,032	2.7%	(13,896)	-55.6%
Debt funds	-	-	16,294	16,294		(16,294)	
Street lights	-	500	-	-		500	100.0%
Liability claims	43,002	20,000	62,507	19,505	45.4%	(42,507)	-212.5%
Cent gar (sale noncap asset)	3,562	-	1,642	(1,920)	-53.9%	(1,642)	
Contributed assets/all funds	132,550	148,245	315,198	182,648	137.8%	(166,953)	-112.6%
Gain on asset/all funds	64,457	20,000	26,311	(38,146)	-59.2%	(6,311)	-31.6%
Total Operating Fund Revenue	\$ 22,321,300	\$ 22,582,975	\$ 23,806,865	\$ 1,485,565	6.7%	\$(1,223,890)	-5.4%
Transfers in	\$ 2,261,833	\$ 2,056,090	\$ 2,063,714	\$ (198,119)	-8.8%	\$ (7,624)	-0.4%
Total Revenue	\$ 24,583,133	\$ 24,639,065	\$ 25,870,579	\$ 1,287,446	5.2%	\$(1,231,514)	-5.0%

Operating Expenditures By Dept and Fund	2011 Actual	2012 Budget	2012 Actual	Change from 2011 to 2012		Variance to Budget Under (Over)	
				Dollars	Percent	Dollars	Percent
				General government			
General fund	\$ 1,839,812	\$ 2,085,610	\$ 2,037,850	\$ 198,038	10.8%	\$ 47,760	2.3%
Cable Television	140,936	165,095	141,737	801	0.6%	23,358	14.1%
Slice of Shoreview	56,660	57,200	63,917	7,257	12.8%	(6,717)	-11.7%
Public safety							
General fund	2,556,068	2,721,227	2,706,424	150,356	5.9%	14,803	0.5%
Public works							
General fund	1,298,219	1,400,009	1,389,113	90,894	7.0%	10,896	0.8%
Recycling	449,107	489,474	475,009	25,902	5.8%	14,465	3.0%
Parks & recreation							
General fund	1,716,548	1,588,453	1,594,152	(122,396)	-7.1%	(5,699)	-0.4%
Community Center	2,401,866	2,458,919	2,451,456	49,590	2.1%	7,463	0.3%
Recreation Programs	1,173,158	1,246,802	1,236,757	63,599	5.4%	10,045	0.8%
Community development							
General fund	530,288	534,323	517,777	(12,511)	-2.4%	16,546	3.1%
EDA & HRA	91,246	103,509	94,628	3,382	3.7%	8,881	8.6%
Miscellaneous							
Short-term disability	12,101	8,000	10,043	(2,058)	-17.0%	(2,043)	-25.5%
Liability claims	29,892	32,000	34,737	4,845	16.2%	(2,737)	-8.6%
Enterprise operations							
Water	1,368,874	1,455,461	1,405,259	36,385	2.7%	50,202	3.4%
Sewer	2,953,041	2,942,296	2,893,667	(59,374)	-2.0%	48,629	1.7%
Surface water mgmt	669,298	760,233	710,054	40,756	6.1%	50,179	6.6%
Street lights	281,610	251,740	235,752	(45,858)	-16.3%	15,988	6.4%
Central garage	537,045	576,564	550,659	13,614	2.5%	25,905	4.5%
Debt service							
Water	202,063	184,287	183,921	(18,142)	-9.0%	366	0.2%
Sewer	76,061	72,843	72,489	(3,572)	-4.7%	354	0.5%
Surface water mgmt	91,277	85,602	84,797	(6,480)	-7.1%	805	0.9%
Central garage	250,112	247,157	247,157	(2,955)	-1.2%	-	0.0%
Debt funds	1,578,202	1,743,547	1,742,823	164,621	10.4%	724	0.0%
Depreciation							
Water	609,067	630,000	614,991	5,924	1.0%	15,009	2.4%
Sewer	295,893	300,000	317,853	21,960	7.4%	(17,853)	-6.0%
Surface water mgmt	214,061	218,000	221,177	7,116	3.3%	(3,177)	-1.5%
Street lights	36,865	40,000	40,041	3,176	8.6%	(41)	-0.1%
Central garage	481,085	673,000	619,921	138,836	28.9%	53,079	7.9%
Loss on asset/all funds	114,815	8,000	22,742	(92,073)	-80.2%	(14,742)	-184.3%
Total Operating Expense	\$ 22,055,270	\$ 23,079,351	\$ 22,716,903	\$ 661,633	3.0%	\$ 362,448	1.6%
Transfers out	\$ 1,496,802	\$ 1,149,840	\$ 1,374,262	\$ (122,540)	-8.2%	\$ (224,422)	-19.5%
Total Expense	\$ 23,552,072	\$ 24,229,191	\$ 24,091,165	\$ 539,093	2.3%	\$ 138,026	0.6%



PRINCIPALS

Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

INDEPENDENT AUDITOR'S REPORT

ON MINNESOTA LEGAL COMPLIANCE

To the City Council and Management
City of Shoreview, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Shoreview, Minnesota (the City) as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 10, 2013.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the Office of the State Auditor pursuant to Minnesota Statute § 6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our study included all of the listed categories.

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions.

This report is intended solely for the information and use of those charged with governance and management of the City and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Malloy, Montague, Karnowski, Radosevich, & Co., P.A.

Minneapolis, Minnesota
May 10, 2013

**PROPOSED MOTION
2013 SUPPLEMENTAL WATER PATROL AGREEMENT**

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Resolution 13-45 approving the 2013 Supplemental Water Patrol Agreement with the Ramsey County Sheriff's Department for 192 hours in the amount of \$7,872.00.

ROLL CALL: AYES _____ NAYS _____

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

Regular City Council Meeting
May 20, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: ROB WARWICK, SENIOR PLANNER
DATE: MAY 15, 2013
SUBJECT: 2013 SUPPLEMENTAL WATER PATROL AGREEMENT

INTRODUCTION

The Ramsey County Sheriff's Department Water Patrol Unit has submitted a contract proposal for supplemental water patrol on Shoreview lakes. The contract specifies 192 hours of water patrol coverage at a cost of \$7,872.00, an hourly rate of \$41.00. This hourly rate has been unchanged since 2009. The proposed contract allows for water patrol coverage on Shoreview lakes each Saturday, Sunday and holiday between Memorial Day and Labor Day.

STAFF COMMENTS

The proposed contract is identical to the contract approved for the past several years. The cost is included in the budget.

RECOMMENDATION

Lake Regulations Committee

The Committee discussed the 2013 contract at their May 9, 2013 meeting and recommended continuation of the contract with the Ramsey County Sheriff's Department.

Staff

Staff recommends that the City Council adopt the attached Resolution No.13-45 authorizing the Mayor and City Manager to execute the 2013 supplemental water patrol agreement.

Attachments

1. Proposed Contract
2. Resolution No.13-45
3. Motion

AGREEMENT
FOR
SUPPLEMENTAL LAW ENFORCEMENT SERVICES

The COUNTY OF RAMSEY, hereinafter referred to as the "COUNTY" and the CITY OF SHOREVIEW, hereinafter referred to as the "CITY", enter into this Agreement for the period from May 1, 2013, through September 30, 2013.

WITNESSETH:

WHEREAS, pursuant to MINN. STAT. Chapter 86B, the Ramsey County Sheriff has the obligation to maintain a program of search, rescue, buoying or marking, patrol, removal of hazards to navigation, and inspection of watercraft relating to lake use ("Program Services"); and

WHEREAS, the COUNTY and the CITY desire to enter into a joint powers agreement pursuant to MINN. STAT. §471.59, to have the Ramsey County Sheriff's Office provide Program Services on the surface and shorelines of Island, Turtle, Snail, Owasso, and Wabasso Lakes;

NOW, THEREFORE, THE COUNTY AND THE CITY AGREE AS FOLLOWS:

1. The Ramsey County Sheriff shall provide Program Services, as well as enforcement of all applicable CITY ordinances relating to water safety and use (collectively, "Contract Services") to the CITY on the surface and shorelines of Island, Turtle, Snail, Owasso and Wabasso Lakes, to the extent and in the manner hereinafter set forth, in addition to the patrol and police services regularly provided.
2. The rendition of the Contract Services, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed, shall remain with the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder or the manner of performance of such service, the determination thereof made by the COUNTY shall be final and conclusive between the parties hereto.
3. The COUNTY agrees to provide trained uniformed deputies with proper equipment, identification, and communications on Island, Turtle, Snail, Owasso and Wabasso Lakes during all hours that Contract Services are provided by the Ramsey County Sheriff under this Agreement.
4. The number of hours of Contract Services to be provided during the Term of this Agreement shall be as follows:
Winter Patrol: zero (0) hours, Summer Patrol: One hundred ninety-two (192) hours. It is agreed that the schedule of days and hours of work shall be determined at the discretion of the Ramsey County Sheriff with emphasis being placed on weekends and holidays at the lakes with the highest number of users.
5. All Deputy Sheriffs, clerks, dispatchers and all other personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes. The supervision of said personnel shall remain under the control of the

Ramsey County Sheriff or other appropriate County officials and employees.

6. Except as otherwise provided, the CITY shall not be called upon to assume any liability for direct payment of any salaries, wages, tips, or other compensation to any COUNTY personnel performing Contract Services, and the COUNTY hereby assumes said liabilities.
7. Except as otherwise specified, the CITY shall not be liable for compensation or indemnity of any COUNTY employee for any injury or sickness arising out of their employment, and the COUNTY hereby agrees to hold harmless the CITY against any such claim.
8. The CITY, its officials and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or of any official or employee thereof, and the COUNTY shall hold the CITY, its officials, and employees harmless from, and shall defend them, against, any claim for damages arising out of the COUNTY's performance of Contract Services under this Agreement, subject to the limits of liability as set forth in Minn. Stat. Section 466.04.
9. The COUNTY, its officials and employees shall not be deemed to assume any liability for intentional or negligent acts of the CITY or of any official or employee thereof, and the CITY shall hold the COUNTY, its officials, and employees harmless from, and shall defend them against, any claim for damages arising out of the CITY's performance under this Agreement, subject to the limits of liability as set forth in Minn. Stat. Section 466.04.
10. The Ramsey County Sheriff's Office shall bill the CITY at the hourly rate of \$41.00 hourly in reimbursement for the cost of providing Contract Services under this Agreement and such billings shall be submitted at the end of the patrol season. Total billings for the 2013 summer Patrol coverage will not exceed \$7,872.00.
11. The CITY may increase the hours of coverage at the \$41.00 hourly rate by written amendment to this Agreement, signed by both parties.
12. It is understood that prosecutions for violations of ordinance or state statute, together with the disposition of all fines collected pursuant thereto, shall be in accordance with state laws and local ordinances.
13. The Contract Services identified in this Agreement shall be in addition to existing patrol coverage now provided by the Ramsey County Sheriff's Office.
14. Either party may terminate this Agreement upon fifteen (15) days written notice to the other party at any time during the term of this Agreement. Upon such termination, the Ramsey County Sheriff shall be paid for services actually rendered under this Agreement until the date of termination.

15. The Term of this Agreement will be May 1, 2013, through September 30, 2013.

16. Any alterations, variations, modifications, or waivers of provisions of this Agreement, shall only be made in the form of a written amendment to this Agreement signed by authorized representatives of the COUNTY and the CITY.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the last date written below.

COUNTY OF RAMSEY

CITY OF SHOREVIEW

By: _____
Julie Kleinschmidt
County Manager

By: _____
Print Name: _____
Its: _____

Date: _____

Date: _____

Approval Recommended:

Matt Bostrom
Ramsey County Sheriff

Karen Kushner
Asst. Ramsey County Attorney

Revenue Estimated \$ _____
Account No. _____

Budgeting & Accounting

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MAY 20, 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 May 20, 2013 at 7:00 p.m.

The following members were present:

The following members were absent:

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-45
APPROVING THE 2013 SUPPLEMENTAL WATER PATROL CONTRACT

WHEREAS, the City Council has determined the need for supplemental water patrol services to ensure public safety and enjoyment of the City's lakes; and

WHEREAS, Ramsey County Sheriff has the authority to patrol and enforce laws related to water safety and use; and

WHEREAS, the County and the City desire to enter into a joint powers agreement authorizing the Ramsey County Sheriff to assign water patrol personnel and equipment to patrol and police the surface and shorelines of Island, Turtle, Snail, Owasso and Wabasso Lakes in addition to routine water patrol activity.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, that the Mayor and City Manager are authorized to execute the proposed Agreement for Supplemental Law Enforcement Services providing for 192 hours of supplemental water patrol for a cost of \$7,872.00.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon,

The following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 20th day of May, 2013.

RESOLUTION NO. 13-45
PAGE TWO

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 20th day of May, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of the 2013 supplemental water patrol agreement with the Ramsey County Sheriff's Department.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 20th day of May, 2013.

Terry Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To adopt Resolution # 13-46 approving the Conditional Use Permit submitted by Thomas and Linda Ritchie, 5186 Lexington Avenue, to reconstruct a detached accessory structure on the property, subject to the following conditions:

1. Approval of the conditional use permit recognizes the structure will be setback 4.5' from the southern side property line in accordance with the approved variance.
2. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
3. The exterior design and finish of the addition shall be consistent with and complement the home on the property.
4. The existing vegetation along that portion of the south side property line adjacent to the proposed structure must remain and be maintained.
5. The applicant shall obtain a detached accessory structure permit for the structure.
6. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards pertaining to one hour fire resistance construction.
7. The structure shall be used for the personal storage of vehicles, recreational vehicles, trailers, household and lawn equipment.
8. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will be maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.

3. The conditional use permit standards as detailed in the Development Ordinance for residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.
5. Practical difficulty is present as outlined in Resolution 13-39 approving a side-yard setback variance.

ROLL CALL: **AYES** _____ **NAYS** _____

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

Regular City Council Meeting
May 20, 2013

TO: Mayor, City Council, City Manager
FROM: Kathleen Nordine, City Planner
DATE: May 15, 2013
SUBJECT: File No. 2476-13-03, Conditional Use Permit – Ritchie, 5186 Lexington Avenue

INTRODUCTION

Thomas and Linda Ritchie, 5186 Lexington Avenue, are proposing to reconstruct a detached accessory structure on their property. The proposal requires a conditional use permit since the structure exceeds the maximum size area permitted. The intent of the conditional use permit process is to review the proposal in terms of the Development Code standards and consistency with the Comprehensive Plan. The proposal also required a variance which was approved by the Planning Commission.

PROJECT DESCRIPTION

The property is located on Lexington Avenue and has frontage on the west side of Turtle Lake. The property is zoned R1, Detached Residential as are the adjacent properties. The property is also located in the Shoreland Management District of Turtle Lake as are the adjoining parcels that have frontage on Turtle Lake.

The property is slightly over 1 acre in size (1.05 acres) and has a width of 56' along Lexington Avenue and an average depth of 817.61 feet. The property is developed with a single family home that has a foundation area of 2,250 square feet with a 616 square foot attached garage.

An existing 735 square foot detached accessory structure is also located on the property. A building permit was issued in 1957 for this structure which indicates that this structure was to be setback 5-feet from the southern side property line. This structure is one-story and is designed with a lean-to type roof. The applicants have indicated that the structure is beginning to deteriorate and is in need of repair or replacement. There is water intrusion from the room and siding/wall areas which are not weather tight or rodent proof.

It is their desire to replace the structure with a new garage that compliments the architectural design of their home. The proposed structure will utilize the existing foundation and remain the same size and in the same location as the present structure. The roofline is proposed to be changed from the lean-to type roof to a pitched roof that is consistent with the home. Please see the attached plans.

DEVELOPMENT CODE

The accessory structure regulations were revised in 2006 and stricter standards were created to ensure the compatibility of these structures with surrounding residential uses. On parcels 1 acre or larger in size, accessory structures may exceed the maximum allowable square footage permitted with a conditional use permit provided certain standards are met. The maximum area permitted the detached accessory structure is 288 square feet since there is an attached 2 plus car garage on the property. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive.

Accessory structures must be setback a minimum of 5 feet from a side lot line and 10 feet from a rear lot line. The maximum height permitted for detached accessory structures is 18 feet as measured from the roof peak to the lowest finished grade; however in no case shall the height of the structure exceed the height of the dwelling unit. In addition, sidewalls cannot exceed 10 feet and interior storage areas above the main floor cannot exceed an interior height of 6 feet.

The exterior design of the structure must be compatible with the dwelling and be similar in appearance from an aesthetic, building material and architectural standpoint. The proposed design, scale, height and other aspects related to the accessory structure are evaluated to determine the impact on the surrounding area. Building permits may be issued upon the finding that the appearance of the structure is compatible with the structures and properties in the surrounding area and does not detract from the area. The intent of these regulations and the City's Comprehensive Plan's policies is to ensure that the residential character of the property and neighborhood is maintained and that dwelling unit remains the primary feature and use of the property.

Conditional Use Permit

The conditional use permit standards for detached accessory structures address location, structure setbacks, screening, and exterior design. In addition, a Conditional Use Permit can only be granted upon the finding that the proposed use is in harmony with and conforms to the Comprehensive Plan policies and Development Code standards.

APPLICANT'S STATEMENT

The applicant states that the storage building will be used to store personal items such as boats, trailers, dock and lawn equipment. Replacement of the structure is preferred over repair because a new structure can be designed to complement the house using a similar roof line and architectural material. The existing garage slab which is 4.5 feet from the south side property line would be reused to reduce the loss of vegetation and minimize grade changes.

Relocating the garage to the required 10-foot setback is not desirable due to the narrow width of the lot and the location of the existing driveway. If it is relocated, the driveway

may need to be expanded to provide room for vehicular movement. Reconstruction of the garage in the same location addresses the unique circumstances and permits the property to be used in a reasonable manner.

STAFF REVIEW

The existing structure is considered non-conforming since the size exceeds that which is permitted and is setback closer to the side property line than permitted. A lawful nonconforming structure may be continued through repair, replacement, restoration, maintenance or improvement but not including expansion. The change in the structure’s roof design is considered an expansion; therefore, reconstruction of the structure as proposed requires the conditional use permit.

Conditional Use Permit

The proposal was reviewed in accordance with the standards identified in the Development Code. The proposed accessory structure complies with the location, height, design and setback requirements for a detached accessory structure. The following table summarizes the proposal in terms of the Development Code standards.

	Existing	Proposed	Development Code Standard
Area			
Detached Garage	735 sf	735 sf	*288 sf
All Accessory Structures	1,351 sf	1,351sf (60% of dfa)	*1,200 sf or 90% of the dwelling unit foundation area (2,025 sf) – whichever is more restrictive
Setback – side lot line	4.5 ft	4.5 ft**	10 ft
Height			
Roof Peak	11 ft	15 ft	18 ft
Sidewall	10 ft	8 ft	10 ft
Exterior Design		Match existing	Compatible with the residence and be similar in appearance
Screening		Retain existing vegetation	Structure shall be screened from view of public streets and adjoining properties with landscaping, berming or fencing

*Standard may be exceeded with a Conditional Use Permit

** Variance requested and approved by the Planning Commission

The proposed structure complies with the City’s standards regarding height, exterior design and screening from adjoining properties.

In Staff's opinion the replacement of a deteriorating structure with a new structure that utilizes the same foundation is in harmony with general purpose of the Development Code and Comprehensive Plan policies. The overall size of this structure when combined with all accessory structures is less than 90% of the dwelling unit foundation area, therefore, the dwelling unit will remain the primary feature and use of the property. The new garage will also be designed with a pitched roof and exterior building materials that are consistent with the home.

The applicant indicated that the structure will be used for the storage of personal items such as lawn and garden related equipment, dock parts, trailers and a boat. This use is consistent with the residential use of the property and neighborhood.

PUBLIC COMMENT

Property owners within 350' of the property were notified of the application. One comment in support has been received.

PLANNING COMMISSION

The Planning Commission reviewed the variance and the conditional use permit at their April 30th meeting. The Commission approved the variance based on the finding that practical difficulty was present. The Commission also concluded that the structure was consistent with the purpose and intent of the Comprehensive Plan and met the conditional use permit standards, with the exception of the side-yard setback, per the Development Code.

RECOMMENDATION

The applicant's proposal is consistent with the conditional use permit standards. The proposed use is listed as a conditional use for the residential district in which it is located and complies with standards and criteria of the Development Code, except for the side yard setback from side property line. The criteria for a conditional use permit includes that the use is in harmony with the general purposes and intent of the Development Code and Comprehensive Plan and that the structure/land use conforms with the Comprehensive Plan and are compatible with the existing neighborhood. In staff's opinion, these criteria are met. An accessory structure of this size is compatible with the neighborhood provided the conditional use permit standards are adhered to. The existing home will remain the primary feature and use of the property. Staff is recommending the City Council approve the Conditional Use Permit and adopt Resolution 13-46 subject to the following:

1. Approval of the conditional use permit recognizes the structure will be setback 4.5' from the southern side property line in accordance with the approved variance.

2. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
3. The exterior design and finish of the addition shall be consistent with and complement the home on the property.
4. The existing vegetation along that portion of the south side property line adjacent to the proposed structure must remain and be maintained.
5. The applicant shall obtain a detached accessory structure permit for the structure.
6. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards pertaining to one hour fire resistance construction.
7. The structure shall be used for the personal storage of vehicles, recreational vehicles, trailers, household and lawn equipment.
8. The structure shall not be used in any way for commercial purposes.

Attachments:

1. Email from Steve Nelson
2. Resolution 13-34
3. Location Map
4. Applicant's Statement and Submitted Plans
5. Comments received
6. Motion Sheet

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MAY 20, 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 at 7:00 PM.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 13-46
CONDITIONAL USE PERMIT**

WHEREAS, Thomas and Linda Ritchie, has applied for a conditional use permit to construct a detached accessory structure on their property, legally described as:

Lot 6 of Shifsky's Addition and part of Government Lot 2 of Section 11, Township 30, North of
Range 23, Ramsey County, Minnesota

(This property is commonly known as 5185 Lexington Avenue, Shoreview, Minnesota.)

WHEREAS, in accordance with the Development Code, on lots larger than one acre, accessory structures may exceed the maximum allowable square footage permitted as a Conditional Use Permit provided certain standards are met and,

WHEREAS, the maximum area permitted for a detached accessory structures is 288 square feet. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive; and,

WHEREAS, the applicants are proposing to remove an existing nonconforming 735 square foot detached accessory structure on their property but retain the existing foundation; and

WHEREAS, the property has a lot area of 1.05 acres and is within the RE, Residential Estate Zoning District; and

WHEREAS, the applicants are proposing to construct a new garage structure on the existing foundation, but change the roof type from a lean-to roof to a pitched roof; and

WHEREAS, the detached garage will have a floor area of 735 square feet, increasing the total floor area of accessory buildings to 1,351 square feet, as detailed in the submitted plans; and

WHEREAS, the Planning Commission held a public hearing on the proposal and found that the proposed use was consistent with the Comprehensive Plan and that the proposed use would not have a detrimental effect on the character and development of the neighborhood; and

WHEREAS, the City Council is authorized by state law and the City of Shoreview Development Code to make final decisions on conditional use permit requests.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, that the above-described conditional use permit be approved on the basis of the following findings of fact:

1. The proposed accessory structure will be maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.
5. Practical difficulty is present as outlined in Resolution 13-39 adopted by the Planning Commission approving a side-yard setback variance

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE SHOREVIEW CITY COUNCIL that a Conditional Use Permit allowing the reconstruction of the 735 square foot detached garage is hereby approved, subject to the following conditions:

1. Approval of the conditional use permit recognizes the structure will be setback 4.5' from the southern side property line in accordance with the approved variance.

2. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
3. The exterior design and finish of the addition shall be consistent with and complement the home on the property.
4. The existing vegetation along that portion of the south side property line adjacent to the proposed structure must remain and be maintained.
5. The applicant shall obtain a detached accessory structure permit for the structure.
6. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards pertaining to one hour fire resistance construction.
7. The structure shall be used for the personal storage of vehicles, recreational vehicles, trailers, household and lawn equipment.
8. The structure shall not be used in any way for commercial purposes.

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

And the following voted against the same:

Adopted this 20th day of May, 2013

Sandra C. Martin, Mayor
Shoreview City Council

ATTEST:

Terry Schwerm, City Manager

ACCEPTANCE OF CONDITIONS:

Thomas Ritchie

Linda Ritchie

SEAL

T:\2013pcf\2482-13-09 5345 hodgson keene\res13-47



Kathleen Nordine <knordine@shoreviewmn.gov>

CUP 5186 Lexington

1 message

Steve Nelson <snelson@shoreviewmn.gov>
To: "NORDINE, KATHLEEN" <knordine@shoreviewmn.gov>

Wed, Apr 10, 2013 at 11:20 AM

Kathleen:

Reviewing the application for the tear down and rebuild of the structure at 5186 Lexington, I noticed it will be reconstructed at 4.5 feet from the property line. If constructed as proposed, the building requires any structure walls within 5 feet of a property line be of one hour fire resistance construction. The wall must comply with an approved design to meet the one hour rating. Projections (eaves) within 4 feet of the property line must have one hour fire resistance rating on the underside of the projection. No penetrations in the wall are permitted unless they comply with the building code. This does not apply to walls constructed perpendicular to the property line.

This is a change to what may have been permitted in previous codes. It is not grandfathered once a building is torn down and reconstructed.

Steve

Steve Nelson

*Building Official
City of Shoreview
4600 N Victoria Street
Shoreview, MN 55126
651-490-4691*



Ritchie - 5186 Lexington Avenue



258.5 0 129.23 258.5 Feet

NAD_1983_HARN_Adj_MIN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

- County Offices
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Cities
- Streets (<=8K)**
 - Interstate
 - US Highway; MN Highway
 - Ramp
 - County Road
 - Municipal Street
 - Service Road
 - Private Road
 - Restricted Access Route
 - A99
- External Anoka (<32K)**
 - Federal and State
 - Local
- External Dakota (<32K)**
 - Federal and State
 - Local
- External Hennepin (<32K)**
 - Federal and State
 - Local
- External Washington (<32K)**
 - Federal and State
 - Local

Notes

Conditional Use Permit and Variance - Detached Accessory Structure



5186 Lexington Avenue



NAD 1983 HARN Adj. MIN Ramsey Feet
© Ramsey County Enterprise GIS Division

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- Parcel Boundaries
- Cities

Notes

SURVEY FOR:

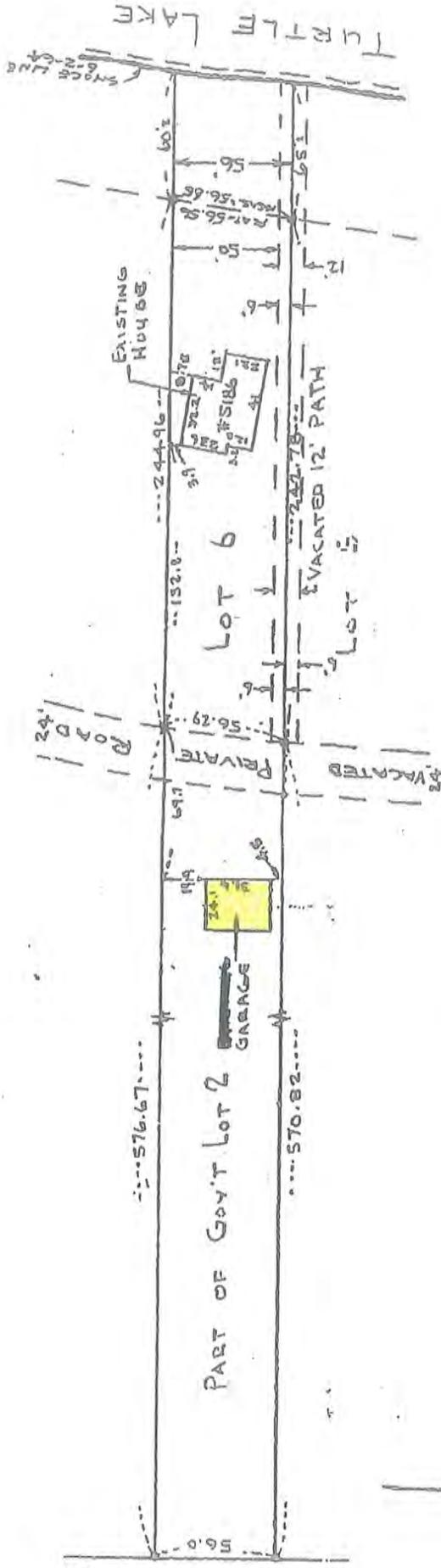
JERRY COLEMAN
5186 - N. LEXINGTON AVE.
ST. PAUL, MINN.

440 - 20TH AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55406

DONALD H. DEUTSCH
LAND SURVEYOR

MINNEAPOLIS LICENSED

LEXINGTON AVENUE



LEGAL DESCRIPTION (recorded in Book 1729 Page 978)

Lot 6 of Schifsky's Addition and that part of Government Lot 2 of Section 11, Township 30 North, Range 23 West of the 14th P. M. which is bounded on the North by the northerly line of Lot 6 of said Schifsky's Addition extended directly West in a straight line to Lexington Avenue on the West by the easterly line of Lexington Avenue on the South by a line 6 feet South of and parallel to the South line of said Lot 6 extended directly West in a straight line to Lexington Avenue and on the East by Lot 6 of said Schifsky's Addition and the West end of the northerly line of the path lying between Lots 5 and 6 of said Schifsky's Addition. Also the North 1/2 of the northerly described parcel of land to-wit: All that pathway lying between Lots 5 and 6 in said Schifsky's Addition.

I hereby certify that on June 2, 1964, I surveyed the property described above and that the above plat is a correct representation of said survey.

SCALE 1" = 50'

+ DENOTES IRON MONUMENT

Donald H. Deutsch



Land reg'd. 45540 Ramsey City Records
43,560 : area

STANDARD VARIANCE APPLICATION 5186 LEXINGTON AVE N

SUBMITTED BY THOMAS AND LINDA RITCHIE

The purpose of our request for variance concerns the 10 foot setback requirement from our lot line in our application to replace our existing 60 year old garage with a new structure on the same sight. This variance request is being submitted in conjunction with a Conditional Use Permit application. Our existing garage is 4.5 feet from the south lot line of our property on the West side of Turtle Lake. The garage has been in place since the lot was developed in the 1950's. The garage is accessory to the residential use of the property and it is used for storage purposes. Items include boats and trailers, dock sections in winter and lawn and snow removal equipment. We believe this is in keeping with your requirement to use the property in a reasonable manner.

Our desire to construct the garage on the existing site is based on the fact that our driveway runs between the existing north wall of the garage and the neighbors to the north fence. There is not enough room to move the structure over 5.5 feet without adding asphalt to the sliver of grass between our existing driveway and the neighbors fence. Our lot is only 56 feet wide. We are conscious of covering the ground with impervious asphalt covering. We feel this meets the unique circumstances criteria of the process.

Our goal is to use the existing garage floor slab to reduce the loss of vegetation and minimize grade changes to the wooded area of our property directly to the west of the proposed structure. Also part of our plans is to remove old creosote covered railroad ties that were installed in the 1950's for landscape decorations. They are rotting and are in need of replacement. We feel it is environmentally sound to replace these rail ties. The proposed replacement structure will match the roof line and siding of our existing home and will match the look of the garage directly parallel to ours. Currently our old garage is somewhat of an eye sore.

Please note the neighbor affected by the variance request is in complete support of our plans and will verify that the proposed placement of the replacement building will not affect his enjoyment of his property.

CONDITIONAL USE PERMIT APPLICATION FOR 5186 LEXINGTON AVE N.

SUBMITTED BY THOMAS AND LINDA RITCHIE

Our intention is to replace and rebuild our 60 year old detached garage. The location of the replacement building will be on the exact sight of the existing structure. We use the garage as an accessory structure to store boats, trailers, our dock in winter and equipment related to the residential use and upkeep of our property on the West side of Turtle Lake. Such equipment includes lawn tractor and mowers and snow removal equipment.

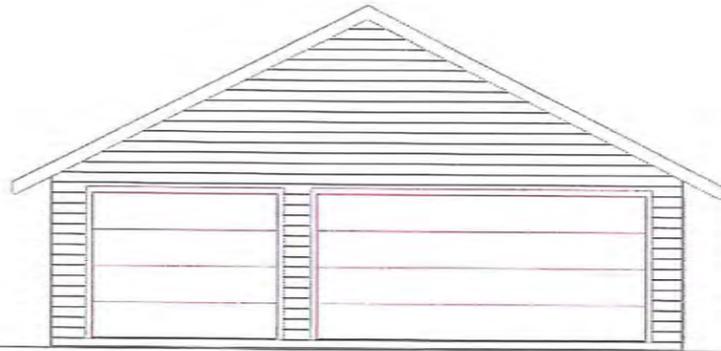
The existing garage was constructed in the 1950's and is in serious need of replacement. The roof leaks and the wood siding is rotting creating gaps in the walls. This allows accumulation of snow melt and rain to form puddles inside of the structure. When the puddles freeze, there is potential for injury by slipping and falling while working in the building. The gaps also allow rodents to nest in the garage during the winter months.

The current building is not an attractive addition to our property. Our intention is to have the replacement structure match the roofline and siding of our existing home which we feel will enhance the look of our property and improve the value our home. The new building will be of the same shape as the garage on our neighbors property parallel to our existing garage. It will blend in to the overall look of the neighborhood.

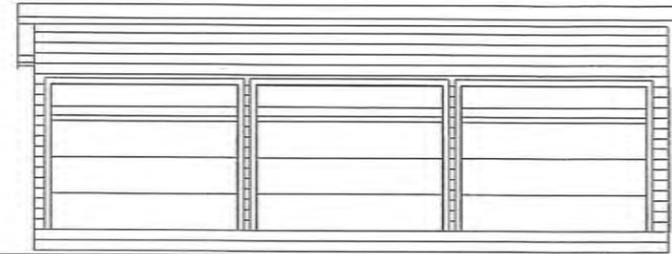
RITCHIE RESIDENCE

5186 LEXINGTON AVE. NORTH, SHOREVIEW MN 55126

March 14, 2013

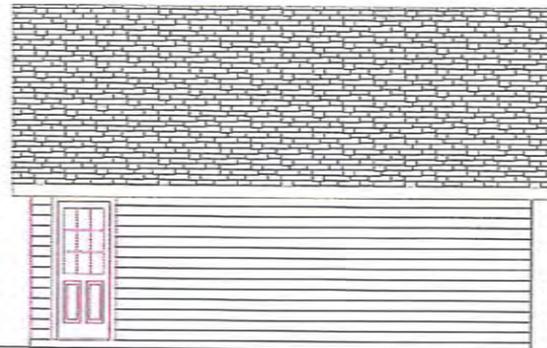


EAST ELEVATION PROPOSED

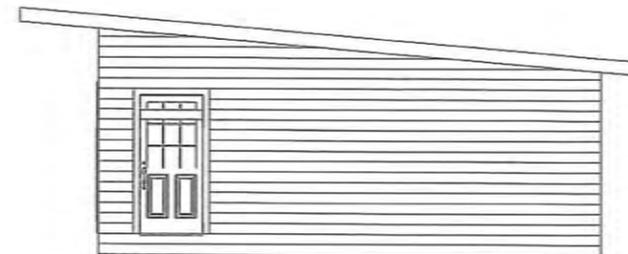


EAST ELEVATION EXISTING

ELEVATIONS
SCALE: 1/8"=1'-0"



NORTH ELEVATION PROPOSED

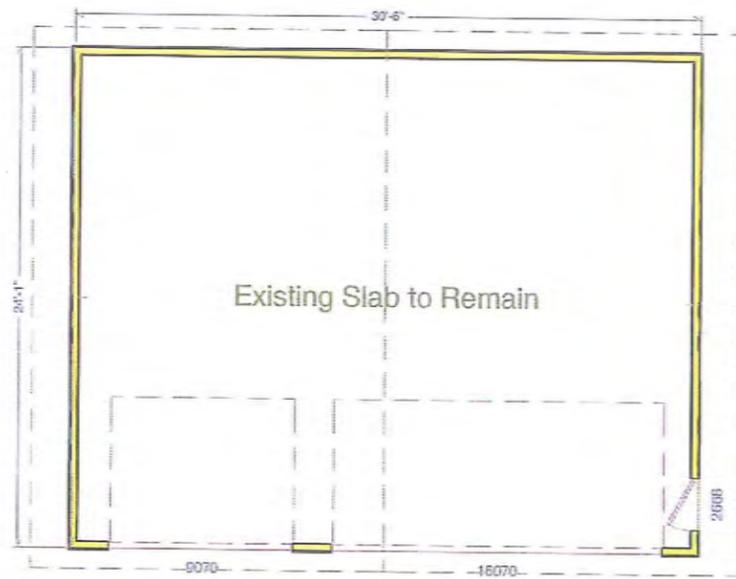


NORTH ELEVATION EXISTING

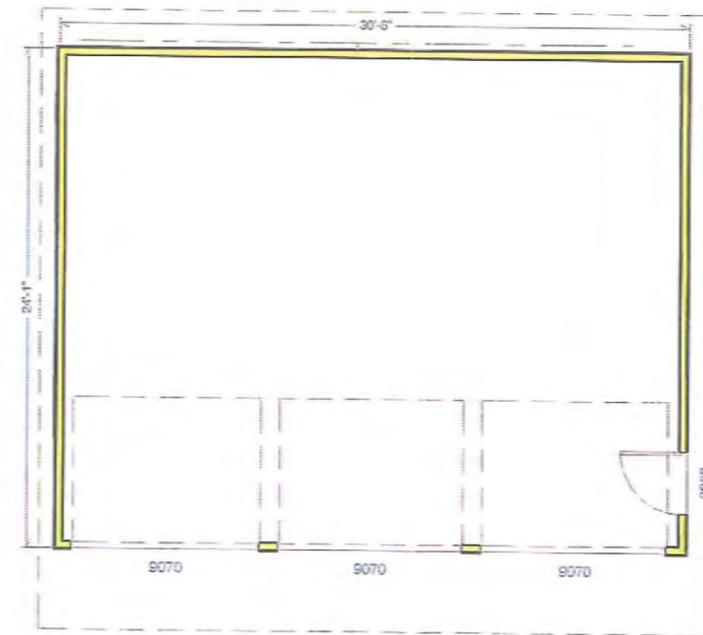
RITCHIE RESIDENCE

5186 LEXINGTON AVE. NORTH, SHOREVIEW MN 55126

March 14, 2013

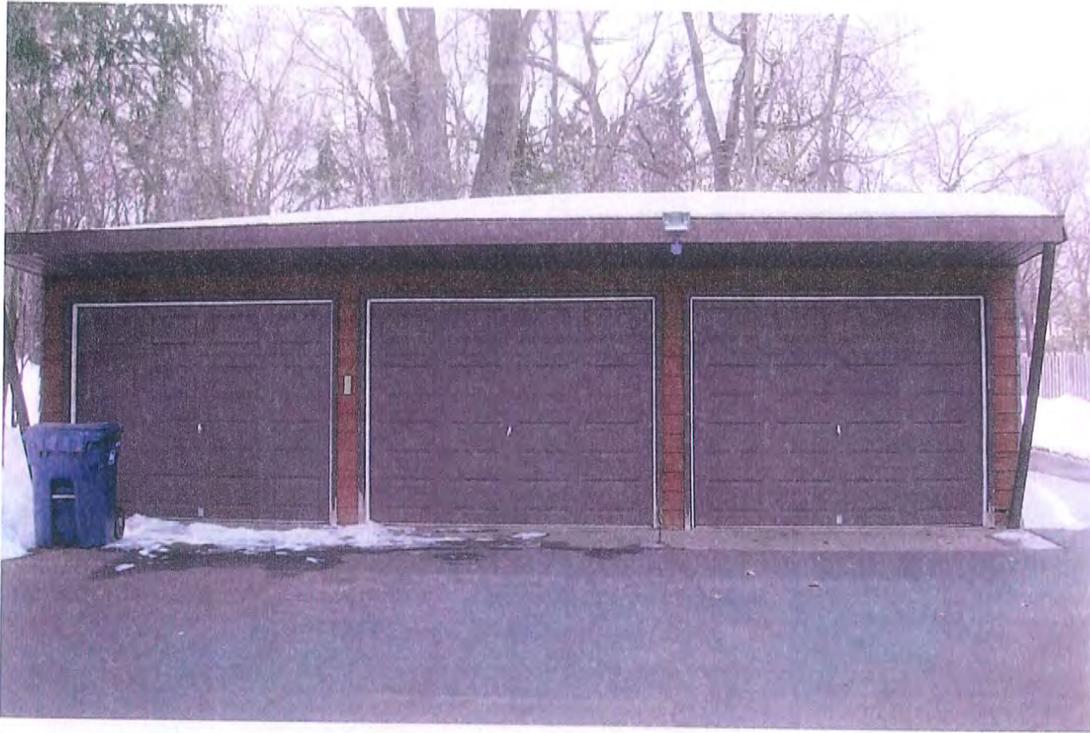


PROPOSED

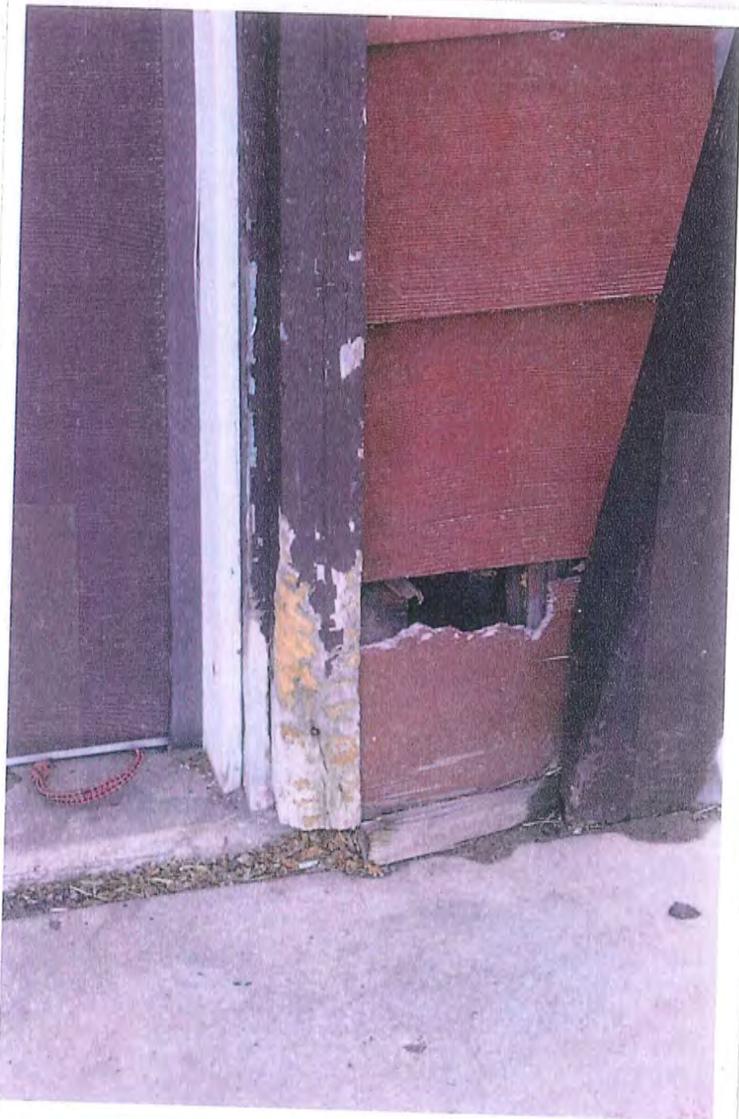


EXISTING

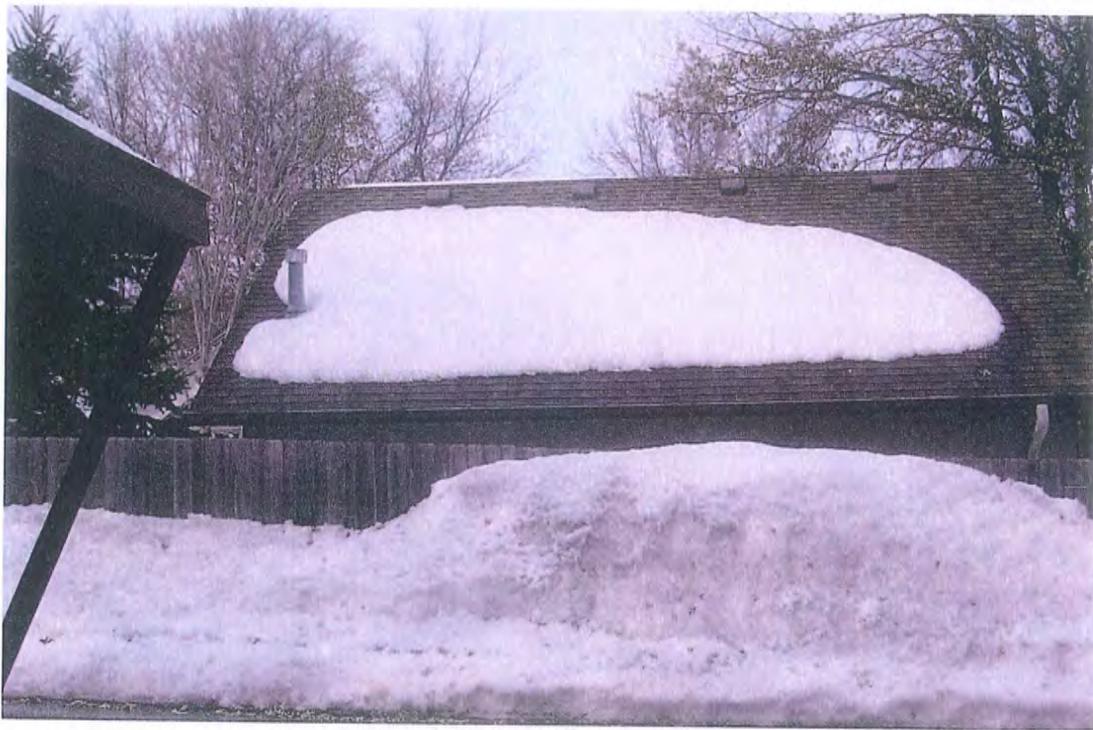
FIRST FLOOR PLANS
SCALE: 1/8"=1'-0"



Existing
garage
to be
replaced



Example
of
openings in side
of existing garage.
Leads to water
damage and
rodent nesting.



Neighbor's
roof line of
garage - North



Lot line
neighbor - south
existing garage
and neighbor's
building
adjacent.

Comments:

We are in total agreement and hereby approve the Tom Ritchie reconstruction of this separate garage. It will solve water problems and enhance the area appearance, while allowing adequate storage space for lake living and 700 feet long driveways. Also a set back variance on our adjoining lot line is agreeable to us.

Jeffrey J Burnham 4-18-13

Jeffrey Burnham

Zora G. Burnham 4-18-13

Zora Burnham

Name: _____
Address: 5180 N LEXINGTON AVE
SHOREVIEW 55126

PROPOSED MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To adopt Resolution # 13-47 approving the Conditional Use Permit submitted by Michael Keene, 5345 Hodgson Road, to construct a new detached accessory structure on the property, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the garage shall be compatible with the dwelling.
3. A minimum setback of 10-feet is required from the side property line.
4. The applicant shall obtain a building permit for the structure.
5. The applicant shall submit a final site grading plan and a landscape plan for approval by the City Planner prior to issuance of a building permit for the detached garage.
6. The project is subject to the permitting requirements of the Rice Creek Watershed District. The applicant shall obtain the necessary RCWD permit prior to issuance of any City permits for the project.
7. The structure shall be used for storage of household and lawn supplies, vehicles and equipment.
8. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for a residential accessory are met.

4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

ROLL CALL: **AYES** _____ **NAYS** _____

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

Regular City Council Meeting

May 20, 2013

TO: Mayor, City Council, City Manager

FROM: Rob Warwick, Senior Planner

DATE: May 15, 2013

SUBJECT: File No. 2482-13-09, Conditional Use Permit – Michael Keene, 5345 Hodgson Road

INTRODUCTION

Michael Keene, 5345 Hodgson Road, submitted a conditional use permit application to construct a detached accessory structure on his property. On single-family residential parcels one acre or larger in size, accessory structures that exceed the maximum allowable square footage are permitted with a conditional use permit. The intent of the conditional use permit process is to review the proposal in terms of the Development Code standards and consistency with the Comprehensive Plan.

PROJECT DESCRIPTION

The property is located on the east side of Turtle Lake. The property is zoned RE, Residential Estate, as are the adjacent properties. The property is also located in the Shoreland Management District of Turtle Lake as are the adjoining riparian parcels.

The property is 2.5 acres and has a width of 100 feet, and so is a standard riparian lot. The property is developed with a single family home that has a foundation area of 1,685 square feet with a 624 square foot attached garage. The house and attached garage is located about 70 feet from the OHW of Turtle Lake and over 950 feet from Hodgson Road. The property shares the long driveway with the two adjoining lots. The applicant proposes to construct a 28- by 40-foot (1120 square foot) detached garage with a peak height of 14 feet. The garage location will be about 230 feet east from the house, 650 feet from the front lot line abutting Hodgson Road and 17 feet from of the south side lot line. On riparian lots, a Detached Accessory Structure permit is required to construct a garage in the front yard. The applicant has submitted an application for this, and that will be reviewed administratively upon conclusion of the CUP review process. Please see the attached plans.

DEVELOPMENT CODE

The accessory structure regulations were revised in 2006 and stricter standards were created to ensure the compatibility of these structures with surrounding residential uses. The maximum area permitted for a detached accessory structure is and the total of all detached accessory structures is 288 square feet since there is an attached 2 plus car garage on the property. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive. On parcels 1 acre or larger in size, accessory structures may exceed the maximum allowable square footage permitted by Code with a conditional use permit provided certain standards are met.

Accessory structures must be setback a minimum of 10 feet from a side lot line and 10 feet from a rear lot line. The maximum height permitted for detached accessory structures is 18 feet as measured from the roof peak to the lowest finished grade; however in no case shall the height of the

structure exceed the height of the dwelling unit. In addition, sidewalls cannot exceed 10 feet and interior storage areas above the main floor cannot exceed an interior height of 6 feet.

The exterior design of the structure must be compatible with the dwelling and be similar in appearance from an aesthetic, building material and architectural standpoint. The proposed design, scale, height and other aspects related to the accessory structure are evaluated to determine the impact on the surrounding area. Building permits may be issued upon the finding that the appearance of the structure is compatible with the structures and properties in the surrounding area and does not detract from the area. The intent of these regulations and the City's Comprehensive Plan's policies is to ensure that the residential character of the property and neighborhood is maintained and that dwelling unit remains the primary feature and use of the property.

Conditional Use Permit

Attachment A summarizes the standards which must be met for the conditional use permit to be granted. These standards address location, structure setbacks, screening, and exterior design. In addition, a Conditional Use Permit can only be granted upon the finding that the proposed use is in harmony with and conforms to the Comprehensive Plan policies and Development Code standards.

APPLICANT'S STATEMENT

The applicant states that the detached garage will be used to store cars, boats, motorcycles, and lawn care tools.

STAFF REVIEW

The proposal was reviewed in accordance with the standards specified in the Development Code. The proposed accessory structure complies with the location, height, design and setback requirements for a detached accessory structure. Existing vegetation, size of the property and location of the garage minimize the visual impacts on adjoining properties.

It appears the building will be visible from the rear of the houses developed along the south side of White Birch Drive during leaf off months, and that the screening is not located on the applicant's property. As such, staff recommends that the applicant submit a landscape plan showing screening along the north side of the garage.

The proximity of the garage to the existing shared driveway means the two neighbors will drive past the garage when using the shared drive. Staff considers this a difficult view to mitigate since the driveway will be separated by an apron that is 7 feet wide.

The following table summarizes the proposal in terms of the Development Code standards.

	Existing	Proposed	Development Code Standard
Area Detached Garage	None	1120 sf	*288 sf
All Accessory Structures	624 sf	1744 sf (103.5% of dfa)	*1,200 sf or 90% of the dwelling unit foundation area (1,685 sf) – whichever is more restrictive
Setback – side lot line	NA	17 ft	10 ft
Height Roof Peak Sidewall	NA	14 ft x ft	18 ft 10 ft
Exterior Design		Match existing	Compatible with the residence and be similar in appearance
Screening		Retain existing vegetation	Structure shall be screened from view of public streets and adjoining properties with landscaping, berming or fencing

*Standard may be exceeded with a Conditional Use Permit

The proposed structure complies with the City's standards regarding setbacks, height, exterior design and screening from adjoining properties.

In Staff's opinion the proposed structure is also in harmony with general purpose of the Development Code and Comprehensive Plan policies. While the proposed area of the detached structure exceeds that which is permitted by right, the structure meets the conditional use permit standards. The total floor area of accessory structures will be 103.5% of the dwelling unit foundation area. Staff believes that the 350 foot separation between the attached garage (624 sf) and the detached garage (1,120 sf) will not visually tie the two accessory structures together and that the dwelling unit will remain the primary feature and use of the property.

The applicant indicated that the garage will be used for the storage of personal items such as lawn/garden and lake related equipment and personal vehicles. This use is consistent with the residential use of the property and neighborhood.

COMMENT

Property owners within 350' of the property were notified of the application. One comment in support has been received.

The Rice Creek Watershed District (RCWD) commented that the project is subject to a permit since it is within 1,000 feet of Turtle Lake. Both comments are attached.

PLANNING COMMISSION

The Planning Commission held the Public Hearing and reviewed the application at their April 30, 2013 meeting. The Commission noted that the property exceeds 1 acre in size and the proposed structure and use is compatible with the property and neighborhood. The Commission recommended the City Council approve the conditional use permit with conditions attached with a 6 – 0 vote.

The draft April 30, 2013 Planning Commission meeting minutes are included in this packet.

RECOMMENDATION

A Conditional use permit may be granted provided the proposed use is listed as a conditional use for the district in which it is located and upon showing that the standards and criteria of the Development Code are satisfied. The criteria for a conditional use permit includes that the use is in harmony with the general purposes and intent of the Development Code and Comprehensive Plan and that the structure/land use conforms with the Comprehensive Plan and are compatible with the existing neighborhood. In staff's opinion, these criteria are met. An accessory structure of this size is compatible with the neighborhood provided the project adheres to the conditional use permit standards. Staff and the Planning Commission recommend the City Council adopt Resolution 13-47 approving the Conditional Use Permit subject to the following:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the garage shall be compatible with the dwelling.
3. A minimum setback of 10-feet is required from the side property line.
4. The applicant shall obtain a building permit for the structure.
5. The applicant shall submit a final site grading plan and a landscape plan for approval by the City Planner prior to issuance of a building permit for the detached garage.
6. The project is subject to the permitting requirements of the Rice Creek Watershed District. The applicant shall obtain the necessary RCWD permit prior to issuance of any City permits for the project.
7. The structure shall be used for storage of household and lawn supplies, vehicles and equipment.
8. The structure shall not be used in any way for commercial purposes.

Attachments:

1. Location Map
2. Applicant's Statement and Submitted Plans
3. Comments
4. Attachment A – Conditional Use Permit, Standards for Detached Accessory Structures
5. Motion Sheet

ATTACHMENT A

- (1) The accessory structure shall be located in the rear yard of the property except as otherwise permitted by this ordinance.
- (2) The accessory structure shall be setback a minimum of 10 feet from the side property line and 10 feet from the rear property line; however, the City may require greater setbacks to mitigate impacts on adjoining properties.
- (3) For parcels 1 acre or larger in size, the lot shall have a minimum area of 1 acre above the ordinary high water line of a lake, ponding area or wetland on the property.
- (4) The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
- (5) The structure shall comply with the standards of Section 205.082(D)(5) of this ordinance.

Conditional Use Permit Criteria

Certain land uses are designated as a conditional use because they may not be suitable in a particular zoning district unless conditions are attached. In those circumstances, conditions may be imposed to protect the health, safety and welfare and to insure harmony with the Comprehensive Plan.

In addition to the standards identified above, the City Council must find that the use complies with the following criteria.

- (1) The use is in harmony with the general purposes and intent of the Development Ordinance.
- (2) The use is in harmony with the policies of the Comprehensive Guide Plan.
- (3) Certain conditions as detailed in the Development Ordinance exist.
- (4) The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.



5345 Hodgson Road



Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

March 18, 2013

Department of Community Development
City of Shoreview

Request for building permit for detached garage

The garage will be 40 feet wide, 28 feet deep, and 14 feet high. The purpose would be for the storage of cars, boats, motorcycles, and lawn care tools.

The site would be approximately 230 feet west from the front of the house and 650 feet east of Hodgson Road. To the north would be the undeveloped property of 5355 Hodgson and the South would be the detached garage for 5333 Hodgson.

Lake Pine Dr

5399

5391

5385

686

678

670

660

652

644

636

628

687

679

680

5355

537

5375

Parcel ID: 113023140005

Primary Owner 1: Michael R Keene
 Primary Owner 2: Ann Marie Kopp
 Site Address: 5345 Hodgson Rd
 Shoreview MN 55126-1234
 Lot: 6 Block, SECTION 11 TOWN 30 RANGE 23
 Area: 2.51 Acres. Use: Res 1 unit

Add To Selected | View Additional Details

PROPOSED GARAGE 10 feet north of driveway

5333

5327

5315



WORK ORDER

Job Number _____ (For Production)

MN License #BC002259 WI License #107855

NAME Michael Keene

DAYTIME PHONE # 612 799 8089

JOB ADDRESS 5345 Holtzman Rd

OTHER PHONE # _____

PERMIT AREA Ramsey, Co

SALES REPRESENTATIVE JM

CONTRACT DATE 3/10/13 SIZE 26x46

Debris Must Be Removed By Owner Before Start of Project

ALL GARAGES

- Square With _____ N/A
- Distance to all property lines and other structures marked
- Why Not? _____
- Blocks By Owner By Economy N/A

Economy Prep N/A

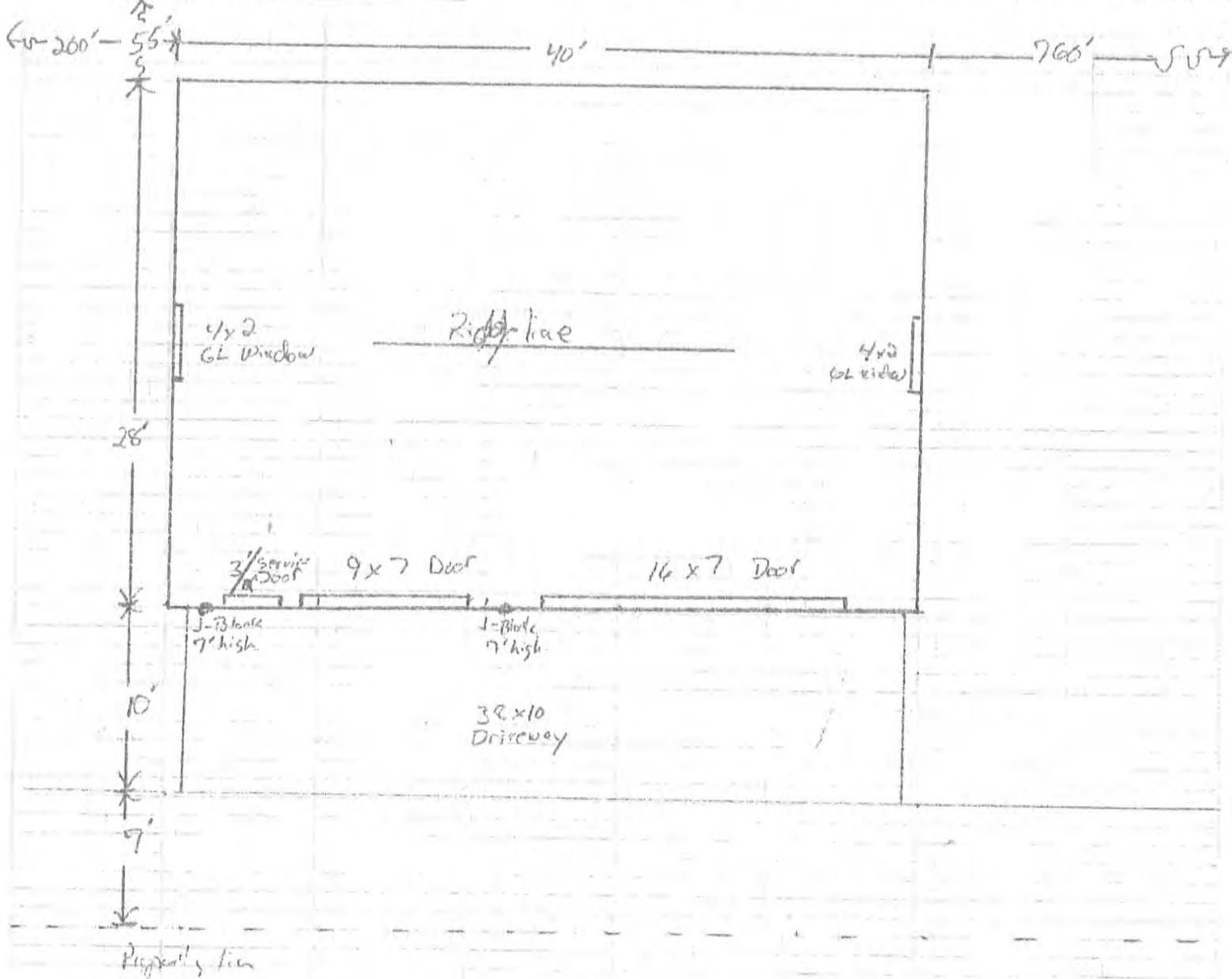
- Top of Prep Height _____ Site Staked Yes No
- Top of Slab Height _____
- Fixed Point Height _____ Location _____
- Leave extra sod & dirt on site Remove extra sod & dirt from site

Economy Concrete N/A

- Conduit TDA N/A
- Drain/Plumbing/In-floor Heat N/A
- Nylon Fibers N/A
- Foam/Poly Underslab N/A
- 2 x 4 Wall or 2 x 6 Wall N/A

Removals N/A

- Shed/Building Removal By Customer By Economy N/A
- Slab/Asphalt/Sidewalk Removal By Customer By Economy N/A
- Stump Removal By Customer By Economy N/A
- Powerline/Fence/Shed Removal By Customer By Economy N/A



Michael Keene

Purchaser's Signature



DRAW NORTH ARROW

Comments:

I have no objection to this proposed
variance

t:\2013planningcasefile\2482-13-09 5345Hodgson \neighborhood survey

Name:

David Vermeester

Address:

5315 Hodgson Rd
Shoreview, MN

55126

RECEIVED
APR 26 2013
BY: _____



Robert Warwick <rwarwick@shoreviewmn.gov>

Detached garage, 5345 Hodgson Road

Kyle Axtell <KAxtell@ricecreek.org>

Thu, Apr 11, 2013 at 10:37 AM

To: Robert Warwick <rwarwick@shoreviewmn.gov>

Robert,

Under our current Rule, Mr. Keene will need to obtain a RCWD permit. The project is within 1,000 feet of Turtle Lake. Have him contact Chris Buntjer (cbuntjer@ricecreek.org or 763-398-3078).

Kyle Axtell

Water Resource Specialist

Rice Creek Watershed District

4325 Pheasant Ridge Dr. NE #611

Blaine, MN 55449-4539

P: (763) 398-3072

F: (763) 398-3088

E: kaxtell@ricecreek.org

From: Robert Warwick [mailto:rwarwick@shoreviewmn.gov]**Sent:** Wednesday, April 10, 2013 2:47 PM**To:** Kyle Axtell**Subject:** Detached garage, 5345 Hodgson Road

[Quoted text hidden]

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MAY 20, 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 at 7:00 PM.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 13-47
CONDITIONAL USE PERMIT**

WHEREAS, Michael Keene, has applied for a conditional use permit to construct a detached accessory structure on his property, legally described as:

The North 100 feet of the South 767 feet of Government Lot 6, Section 11, Township 30, Range
23 West, subject to Hodgson Road

(This property is commonly known as 5345 Hodgson Road, Shoreview, Minnesota.)

WHEREAS, in accordance with the Development Code, on lots larger than one acre, accessory structures may exceed the maximum allowable square footage permitted as a Conditional Use Permit provided certain standards are met and,

WHEREAS, the maximum area permitted for a detached accessory structures is 288 square feet. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive; and,

WHEREAS, the applicant is requesting a conditional use permit to construct a 1,120 square foot detached garage on his property at 5345 Hodgson Road, which is within the RE, Residential Estate Zoning District and has a lot area of 2.5 acres; and

WHEREAS, the property is currently developed with: 624 square foot attached garage; and

WHEREAS, the detached garage will have a floor area of 1,120 square feet, increasing the total floor area of accessory buildings to 1,772 square feet, as detailed in the submitted plans; and

WHEREAS, the Planning Commission held a public hearing on the proposal and found that the proposed use was consistent with the Comprehensive Plan and that the proposed use would not have a detrimental effect on the character and development of the neighborhood; and

WHEREAS, the City Council is authorized by state law and the City of Shoreview Development Code to make final decisions on conditional use permit requests.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, that the above-described conditional use permit be approved on the basis of the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for a residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE SHOREVIEW CITY COUNCIL that a Conditional Use Permit allowing a 1,120 square foot detached garage is hereby approved, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the garage shall be compatible with the dwelling.
3. A minimum setback of 10-feet is required from the side property line.
4. The applicant shall obtain a building permit for the structure.
5. The applicant shall submit a final site grading plan and a landscape plan for approval by the City Planner prior to issuance of a building permit for the detached garage.

6. The project is subject to the permitting requirements of the Rice Creek Watershed District. The applicant shall obtain the necessary RCWD permit prior to issuance of any City permits for the project.
7. The structure shall be used for storage of household and lawn supplies, vehicles and equipment.
8. The structure shall not be used in any way for commercial purposes.

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

And the following voted against the same:

Adopted this 20th day of May, 2013

Sandra C. Martin, Mayor
Shoreview City Council

ATTEST:

Terry Schwerm, City Manager

ACCEPTANCE OF CONDITIONS:

Michael Keene

SEAL

T:\2013pcf\2482-13-09 5345 hodgson keene\res13-47

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City of Shoreview City Council held on the 20th day of May, 2013 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution 13-47.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 20th day of May, 2013.

Terry C. Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to close the public hearing.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the application for an off-sale liquor license for JJ's Wine and Spirits, located at 167-169 West County Road E, Shoreview, Minnesota.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: MAY 13, 2013

**SUBJECT: APPLICATION FOR AN OFF-SALE LIQUOR LICENSE—JJ'S
WINE AND SPIRITS, 167-169 WEST COUNTY ROAD E**

INTRODUCTION

An application has been received for an off-sale liquor license for JJ's Wine and Spirits to be located at 167-169 West County Road E. The City Council must hold a public hearing prior to issuance of any new liquor license.

DISCUSSION

JJ's Wine and Spirits has submitted the necessary application for a liquor license to be located in the Shoreview Center near I-694 and Highway 49. Watson Fong, the current owner of Walt's Liquor, Wine and Spirits, located in Gramsie Square at 3999 Rice Street, is not renewing his license at his current location. He has sold his entire inventory to Valerie Lucas, dba Lucas Trading LLC, who is planning to open a liquor store at 167-169 County Road E under the name JJ's Wine and Spirits.

Background checks have been conducted on Ms. Lucas and manager Julius Fong and found to be satisfactory. Ms. Lucas has been notified of our compliance check and administrative penalty regulations. Proof of liquor liability and workers' compensation insurance will be submitted before the license will be issued.

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

RECOMMENDATION

Staff recommends approval of an off-sale liquor license for JJ's Wine and Spirits located at 167-169 West County Road E.

CITY OF SHOREVIEW LIQUOR LICENSE APPLICATION

This license application will not be processed until the following applicable information is provided, along with the necessary attachments and fees:

1. Type(s) of Liquor License(s) for which application is submitted:

- | | |
|--|---------|
| <input type="checkbox"/> Intoxicating Liquor On Sale | \$5,000 |
| <input type="checkbox"/> Intoxicating Liquor On Sale w/Training | \$4,000 |
| <input type="checkbox"/> Intoxicating Liquor On Sale Wine | \$1,000 |
| <input type="checkbox"/> Intoxicating On Sale Vet. Organization | \$ 300 |
| <input checked="" type="checkbox"/> Transfer | \$ 200 |
| <input type="checkbox"/> Intoxicating Liquor Off Sale | \$ 200 |
| <input type="checkbox"/> Intoxicating Liquor Sunday Sale | \$ 200 |
| <input type="checkbox"/> 3.2 Percent Liquor On Sale | \$ 150 |
| <input type="checkbox"/> 3.2 Percent Liquor Off Sale | \$ 50 |
| <input type="checkbox"/> Intoxicating or 3.2 Percent Liquor
Special Event | \$ 10 |

2. Person making application:

Name VALERIE LUCAS
 Address 8343 NORWOOD LN N MAPLE GROVE MN 55369
 Telephone (651) 900-0804 Date of Birth 2/14/76

3. Partnership application (information required in addition to Number 2 where license is to be issued in the name of a Partnership).

Name of partnership LUCAS TRADING, L.L.C.
 Address 8343 NORWOOD LANE N MAPLE GROVE, MN 55369
 Telephone number (651) 900-0804
 Date of partnership formation 1/13/13
 MN Tax ID 2846685 Federal Tax ID 46-1758866
 Name, address, telephone number, and date of birth of all partners:

Name	Address	Telephone	Date of Birth
VALERIE LUCAS	8343 NORWOOD LN N MAPLE GROVE MN 55369	(651) 900-0804	2/14/76

4. Corporation application (information required in addition to Number 2 where license is to be issued in the name of a Corporation).

Name of corporation _____
 Address _____
 Telephone number _____
 Date of incorporation _____
 MN Tax ID _____ Federal Tax ID _____
 Is Corporation authorized to do business in Minnesota? _____
 Name, address, telephone number, and date of birth of all shareholders and officers:

Name	Address	Telephone	Date of Birth

5. Application for **3.2 PERCENT LIQUOR SPECIAL EVENT LICENSE**. (information is required in addition to Number 2 where application is for 3.2 Percent Liquor Special Event).

Name of organization _____
 Address _____
 Telephone number _____
 Date _____
 Place of special event _____
 General description of the special event and purpose: _____

 Are you requesting the City waive the investigation fee? _____

6. **BUSINESS NAME** to be used in connection with the liquor license? JJ'S WINE AND SPIRITS

7. Property on which **Business** will be conducted:

Post office address: 167-169 WEST COUNTY ROAD E SHOREVIEW, MN 55126
 Legal description: PREMISES SITUATED WITHIN THE COUNTY OF RAMSEY, STATE OF MINNESOTA CONSISTING OF APPROXIMATELY 4,000 SQ FT. MADE A PART OF THE BUILDING COMMONLY KNOWN AS SHOREVIEW CENTER.

Name, address, and telephone number of legal entity which owns the premises on which the business will be conducted:

NAME	ADDRESS	TELEPHONE
COUNTY ROAD E LIMITED PARTNERSHIP	50 SOUTH 6TH ST. SUITE 1480 MINNEAPOLIS, MN 55402	612-313-2500

8. List the full name, addresses and telephone numbers of the manager(s), assistant manager(s), and any other individual with management responsibilities for the premises to be licensed:

NAME	ADDRESS	TELEPHONE
VALERIE LUCAS	8343 NORWOOD LN N MAPLE GROVE MN 55369	(651) 900-0804
JULIUS FONG	8343 NORWOOD LN N MAPLE GROVE MN 55369	(612) 226-3364

9. Describe, generally, the type of business to be conducted, the services to be offered, and the items to be sold on the licensed premises:
LIQUOR STORE - SALE OF BEER, WINE, LIQUOR, NON-ALCOHOLIC BEVERAGES, AND TOBACCO

10. State the total cost of assets acquired to start this business including the business premises, if purchased, fixtures, furniture, equipment, merchandise for resale, cash for working capital, prepaid insurance and any other assets. (If acquired from predecessor, attach purchase agreement):

\$65,000

11. Of the above cost of assets acquired, state the amount that is provided by the person(s) investing in this business:

\$65,000

12. The following items must be attached and submitted with this application, along with all required fees:

- Completed and verified license application form as prescribed by the Commissioner of Public Safety (for all licenses except 3.2 Percent Liquor Special Event-SV Code 801.040(B)).
- Scale drawing of floor plan of premises to be licensed showing its relationship to boundaries of property on which the premises is located (for all initial license applications-SV Code 801.040(D)).

- Certificate of Insurance (for all Intoxicating Liquor On Sale, Intoxicating Liquor On Sale Wine, and Intoxicating Liquor Off Sale-SV Code 801.040(F).
- Filed copy of Articles of Incorporation (for Corporate applications only).
- Executed copy of Partnership Agreement (for Partnership applicants only).
- Copy of lease (where applicant does not own property or premises on which business will be conducted).
- \$200.00 investigation fee (for all new applications or for liquor license transfers where authorized-SV Code 801.040(A).

Dated this 30th day of April, 2013

I, hereby, under oath, state that the information contained in this Application is true and correct to the best of my knowledge; that I have received a copy of the Shoreview Liquor Ordinance; and that I will notify the City of Shoreview as soon as any of the facts in this Application change. I further acknowledge that the falsification of any information contained in this Application will be cause for denial of the License Application or for revocation of a license which has been issued.



Individual Making Application

MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To close the public hearing and adopt Resolution 13-49 authorizing the condemnation of property at 3339 Victoria Street North to resolve the long-standing public nuisance and mitigate the blighted conditions that exist on the property.

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

*Regular City Council Meeting
May 20, 2013*

To: Mayor, City Council Members and City Manager
From: Kathleen Nordine, City Planner
Date: May 15, 2013
Re: Authorization to Condemn Property, 3339 Victoria Street - Richard McGuire

Introduction

At the April 15th meeting, the City Council opened the public hearing regarding condemnation of the property at 3339 Victoria Street which is owned by Richard McGuire. The hearing was continued to the May 20th meeting in accordance with the 30-day time period required by State Statute. If supported, 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

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.

Property Conditions

An inspection of the property conducted on May 14, 2013 found that the non-compliant conditions still remain on the property. The following summarizes these conditions.

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 continues to make a good faith attempt to acquire the property. Within the past month, the City did present a revised agreement to Mr. McGuire for his consideration. Mr. McGuire has responded and negotiations are continuing. 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 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 given 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 12th. In addition to receiving compensation for the property, the City is also required to pay relocation costs.

The City Council is being asked to close the public hearing and take action on for the condemnation of this property; acquisition serves the following public purposes:

- 1) To mitigate the blighted conditions of the property
- 2) To eliminate the public nuisance conditions that exist
- 3) Will result in the removal of a substandard structure(s) that are a hazard to safety, health or public welfare by means if inadequate maintenance and dilapidation

- 4) Will result in the removal of a dwelling unit that has been posted as un-inhabitable

Recommended Action

While a negotiated purchase is still the goal, the City should move forward with condemnation action, in the event that the property is not able to be acquired through a negotiated purchase The City Council is being asked to adopt Resolution 13-49 authorizing condemnation. A petition would then be presented to the District Court seeking a court order to take possession of the 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.

Attachments

- 1) Resolution 13-49
- 2) May 14, 2013 Correction Notice – Rob Warwick, Senior Planner
- 3) 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
- 4) Appraisal Summary – Penfield , Inc.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MAY 20, 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 at 7:00 PM.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 13-49
AUTHORIZING THE USE OF EMINENT DOMAIN TO CONDEMN PROPERTY
AT 3339 VICTORIA STREET NORTH**

WHEREAS, in accordance Minn. Stat. 412.221, and Minn Stat. Chapter 117, the City has the power of eminent domain to condemn real property provides such condemnation is used to serve a public use or purpose;

WHEREAS, the City Council authorizes the use of eminent domain to condemn the real property legally described as follows;

Parcel 1. That part of the Southeast quarter of Section 35, Township 30, Range 23, Ramsey County, Minnesota, described as follows: Beginning at a point 560 feet East of the West line and 260 feet South of the North line of said quarter section; thence North parallel with the West line of said quarter section 24 feet; thence Southeasterly at an included angle of 79 degrees 56 minutes with said East parallel line a distance of 135 feet more or less to the intersection with a

line 260 feet South of and parallel with the said North line of the Southeast quarter of Section 35; thence West 133 feet, more or less, to place of beginning.

Parcel 2. The South 85 feet of the North 260 feet of the West 560 feet of the West 1/2 of the Southeast quarter of Section 35, Township 30, Range 23, except the West 335 feet thereof; also all that part of the following described property which lies Westerly of Victoria Street; The West 1/2 of the Southeast quarter of Section 35, Township 30, Range 23, except the South 2262 feet also except the North 260 feet also except the West 335 feet and also except that part of the Southeast quarter of Section 35, Township 30, Range 23, described as: Beginning at the intersection of the Westerly line of Victoria Street with a line 260 feet South of and parallel with the North line of said quarter section; thence Southwesterly along said Westerly line of Victoria Street 24 feet; thence Northwesterly at an included angle of 109 degrees 48 minutes with said Victoria Street and distance of 118 feet, more or less, to the intersection with said line 260 feet South of and parallel with the North line of said quarter section; thence East 128 feet, more or less, to place of beginning.

(This property is commonly known as 3339 Victoria Street North, Shoreview, Minnesota.)

WHEREAS, said condemnation action is for the mitigation of a blighted property and the removal of a public nuisance;

WHEREAS, an inspection of the property has been completed by the City's Building Official, Senior Planner and the Lake Johanna Fire Department Fire Marshal who determined that the property and structures do not comply with City's Building Code, Fire Code, Property Maintenance and Housing Codes;

WHEREAS, the results of these inspections are on record with the City;

WHEREAS, the property owner has been informed of these violations and/or non-compliant conditions and has not brought the property or structure into compliance with the codes cited above;

WHEREAS, the property is blighted as the structures are structurally substandard;

WHEREAS, in accordance with Minn Stat. 117.036, the City did obtain an appraisal from a qualified appraiser and presented the appraisal to the property owner and made a good faith attempt to negotiate the acquisition of the property with the property owner;

WHEREAS, through these negotiations, the City has not been able to acquire the property;

WHEREAS, the public costs associated with the use of eminent domain include but are not limited to the following:

- 1) Acquisition Cost of \$150,000.00 less payment of delinquent real estate taxes, delinquent special assessments, environmental assessment, clean-up and restoration costs.
- 2) Payment of delinquent real estate taxes, delinquent special assessments, environmental

assessment, clean-up and restoration costs.

- 3) Relocation costs as determined by a qualified relocation expert

WHEREAS, the public benefits known or expected to result from said project include:

- 1) Preserving the property values of residential properties in the surrounding neighborhood
- 2) Removal of unsafe and hazardous conditions
- 3) Redevelopment of the site with housing that is compliant with the City's regulations

WHEREAS, acquisition of the property serves the following public purposes; and,

- 1) Mitigate the blighted conditions of the property
- 2) Eliminate the public nuisance conditions that exist
- 3) Removal of a substandard structure(s) that are a hazard to safety, health or public welfare by means if inadequate maintenance and dilapidation
- 4) Removal of a dwelling unit that has been posted as un-inhabitable

WHEREAS, the public uses or purposes can only be achieved through acquisition as the City has been engaged in code enforcement actions on the property for over two decades, has abated the property nuisance conditions in 1999, 2007 and 2009; and

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, that pursuant to the foregoing findings and in accordance with Minn. Stat. 117, the use of eminent domain is authorized to condemn the above described property.

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

And the following voted against the same:

Adopted this 20th day of May, 2013

Sandra C. Martin, Mayor
Shoreview City Council

ATTEST:

Terry Schwerm, City Manager

SEAL

T:\codeenforcement\3339victoriastreetrichardmcguire\Res13-xxcondemnation

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City of Shoreview City Council held on the 20th day of May, 2013 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution 13-47.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 20th day of May, 2013.

Terry C. Schwerm
City Manager

SEAL



May 14, 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 May 14, 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 May 20, 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.**
Two vehicles are present. The white stake bed truck is parked on an unapproved surface (grass).
2. **Tree trimmings, branches and cut brush are defined as refuse, and shall be disposed of at least once per week.**
Branches and cut brush are being stored along the north side lot line.
3. **A maximum of two trailers and/or Recreational Vehicles can be stored outside of a fully enclosed building.**
Two trailers are present and so compliant with Code. Both are stored in the 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.
The area west of the house is littered with junk, refuse and debris.

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 are not 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 has collapsed, 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:**

Please correct any conditions that do not comply with City regulations prior to May 20, 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 May 20, 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 May 20, 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 May 20, 2013.

Thank you in advance for your anticipated cooperation. Please contact me at 651-490-4681, or via email at 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, trailway, 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.
- (H) 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 bathhouses.
 - (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".

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.

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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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

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NATIONAL ASSOCIATION OF REVIEW APPRAISERS
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Specialists in Appraising of Real Estate, Business Fixtures and Equipment

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

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Ordinance No. 907, revising Chapter 200 of the Municipal Code, specifically Section 205.080, 205.081, 205.082, 205.083, 207.050, and 209.080 regarding residential setbacks and to authorize publication of an Ordinance Summary.

ROLL CALL: AYES _____ **NAYS** _____

Huffman	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
May 20, 2013

TO: Mayor, City Council, City Manager
FROM: Kathleen Nordine, City Planner
Rob Warwick, Senior Planner
DATE: May 15, 2013
SUBJECT: Text Amendment, Setbacks in Residential Districts

BACKGROUND

Throughout the past several years, the City Council and Planning Commission have discussed issues related to residential redevelopment and infill in established single-family residential neighborhoods.

At the August 2011 workshop the Commissioners directed staff to prepare draft text amending City Code provisions related to setbacks in residential districts. The draft text was discussed at a number of Planning Commission workshops, and the resulting text reviewed at a Public Hearing held by the Planning Commission at meetings in March and April. The comments from those workshops have been incorporated in the attached text which is discussed below.

EXISTING CODE - RESIDENTIAL STRUCTURE SETBACKS

The reduction of front yard structure setback requirements is a method to provide flexibility for property owners who want to improve their existing homes. The following summarizes the existing regulations proposed for revision:

Front yard structure setbacks, including side yards abutting a street

- A minimum of 30-feet, but not more than 40-feet as measured from the property line, for all local and collector streets;
- Where the dwellings on adjacent properties exceed the minimum front setback by more than 10-feet, the structure setback is determined by average of the setbacks of the two adjacent dwellings, then adding and subtracting 10-feet to identify the required front yard setback range on the subject property; and
- A minimum of 40-feet from arterial roads.

The Council should note that the Development Code currently allows certain structural elements or features to encroach into the required front and side yard. Reducing the front setback will not affect permitting encroachments specified in Code. As such, improvements such as 2-foot cantilevered areas, and 5- by 7-foot unenclosed stoops will still be allowed to encroach into the front yard setback. A complete list of permitted encroachments is listed in the attached text.

PROPOSED TEXT AMENDMENTS

1. Reduce the minimum front yard setback required for structures from 30 feet to 25 feet, as measured from the front property line.

The proposed 25-foot minimum front setback has been applied throughout many developments, including newer subdivisions (Snail Lake Landing and Whispering Pines) and older developments (Villas of North Point, Willow Creek, Willow Glen, Heather Ridge and Turtle Lake Hills).

Applying this flexibility throughout all residential neighborhoods should not have a negative effect on neighborhood character since the general alignment of dwellings along the street would be maintained. Exceptions to the setback with the 'plus or minus 10-feet' rule results in a general structure alignment that is retained with the proposed regulations. Reducing the front setback to a 25-foot minimum should still result in a general alignment, with dwellings aligned within a 20-foot front setback range. In many areas of the City dwellings have been developed with uniform front setbacks of 30-feet, and the 5-foot front setback reduction would therefore be in keeping alignment within the intent of the Code. This reduction would apply to local and collector streets. No change is proposed for the 40-foot minimum setback that applies along arterial streets (see attached Functional Road Classifications Map).

2. For parcels abutting a 60-foot right of way of a local road, reduce the required structure setback to a minimum of 20 feet from the front property line provided the structure is setback a minimum of 35 feet from the improved road surface.

Right-of-way widths of 60-feet were required for all local roads until the late-1980s. The boulevard area on these 60-foot ROW is typically 14-16 in depth, compared to the 9-foot boulevard for a street developed under the current 50-foot ROW standard. The areas developed with 60-foot ROWs include neighborhoods where the house style is dominated by split level and ramblers where flexibility is most important. A greater front setback reduction would further increase flexibility for homeowners, while achieving the same visual setback from the developed street curb as a 25-foot setback on a 50-foot wide ROW. This would position any alterations 10-feet in front of adjacent houses developed with the minimum 30-foot setback from the front lot line. This reduction would apply to only to local streets, and not to collector roads which have a different function and have a more fully developed ROW than local streets.

RECOMMENDATION

The Planning Commission has developed the amended text and held the required Public Hearing. The Commission unanimously (7-0) recommended adoption of the amendment to the City Council. Staff recommends the Council adopt Ordinance No. 809 amending Chapter 200 of the City Code to reduce front yard setbacks, and authorize publication of an ordinance summary. A 4/5th majority is required for this amendment to the Zoning Ordinance.

Attachments:

1. Proposed Motion
2. Ordinance No. 907
3. Map 5.2, Functional Road Classification
4. Map – Generalized Location of 60-foot Right-of-Ways

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

ORDINANCE NO. 907

AN ORDINANCE TO AMEND CHAPTER 200 OF THE MUNICIPAL CODE

The Shoreview City Council ordains that Chapter 200, Development Code is hereby amended as follows:

205.080 Residential Districts Overview.

(A) Purpose. The Residential Districts are established to:

- (1) Ensure that development conforms to the capacity of the utilities provided in an optimal way.
- (2) Ensure adequate light, air, privacy, and open space for each dwelling unit.
- (3) Reserve appropriately located areas for residential development at reasonable population densities consistent with sound standards of public health and safety.
- (4) Provide for a diversity of housing opportunities within the City at varying densities, costs and environments.
- (5) Protect residential properties from excessive noise, illumination, unsightliness, odors, dust, dirt, smoke, vibration, heat, glare, and other objectionable influences.
- (6) Provide residential development at the minimum standards of this ordinance but not to exceed the gross development densities designated in the Land Use Chapter of the Comprehensive Guide Plan.

(D) Required Conditions. In addition to the standards of Sections 203-206, the following specifications apply to Residential Districts:

- (1) Setbacks.

Text that is underlined is added text.

~~Text that is stricken is deleted.~~

- (a) Corner Lots. Buildings on corner lots shall be set back from both streets, a distance equal to the established or required front yard setback for the use on both streets.
- (b) Minor Arterial and Collector Streets. Along minor arterial streets right of ways as identified in the Comprehensive ~~Guide~~-Plan, residential structures shall maintain a 40-foot setback. Along collector streets right of ways as identified in the Comprehensive ~~Guide~~-Plan, residential structures shall maintain a 2530-foot setback.
- (c) Shoreland. Lakeside setbacks in shoreland areas shall be regulated by the Shoreland Regulations in Section 209.080.
- (d) Major Subdivisions. The front yard setback for all residential structures in subdivisions platted after October 21, 2002 may be reduced to a minimum of 25 feet provided the minimum rear yard setback is increased to 35 feet. Application of the setback provisions shall be described in the Development Agreement. As of Dec. 27, 2011, this setback provision had been selected to apply by the Developers to the following Major Subdivisions: Snail Lake Landing; Villas of Whispering Pines; and Whispering Pines.
- (e) Butt lots created after the effective date of this ordinance, principal and accessory structures shall have a minimum setback of 20 feet from a side lot line when that side lot line abuts the rear lot line of an existing parcel.
- (f) Key lots created after the effective date of this ordinance, principal and accessory structures shall have a minimum setback of 20 feet from a side lot line when that side lot line abuts the rear lot line of an existing parcel, or a minimum 40 feet from a rear lot line when that rear lot line abuts the side lot line of an existing parcel.
- (g) Exceptions to Minimum Front Yard Setback Requirements. Front yard setbacks established in the following manner shall not be reduced unless a variance is approved.
 - (i) New Construction. Where existing dwellings are located on lots which are immediately adjacent to a vacant lot and have established front yard setbacks that exceed the minimum front yard setback allowed in the zoning district by more than fifteen (150)-feet, the front yard setback for a dwelling to be constructed on the vacant lot shall be equal to the average of the front yard setbacks for such immediately adjacent dwelling plus or minus 10-feet. If one of the immediately adjacent dwellings is located on a corner lot or on a lakeshore lot the

Text that is underlined is added text.

~~Text that is stricken is deleted.~~

setback of such dwelling shall not be utilized when computing the permissible front yard setback for the newly constructed dwelling, and, in such case, the front yard setback for the newly constructed dwelling shall be equal to the front yard setback for the remaining adjacent dwelling plus or minus ten (10) feet.

(ii) Additions to Existing Structures.

(aa) On lots where two or more existing adjacent dwellings have front yard setbacks which exceed the minimum front yard setback allowed in the zoning district by ~~ten~~fifteen (15) or more feet, the front yard setback for an addition to any of the dwellings shall not be more than ten (10) feet less than the average of the front yard setbacks for such existing adjacent dwellings.

(bb) On non-riparian lots, if one of the immediately adjacent dwellings is located on a corner lot or a lakeshore lot, the front yard setback of such dwelling shall not be utilized when computing the permissible front yard setback for the addition to an existing dwelling, and, in such case, the front yard setback for the addition to an existing dwelling shall not be less than the front yard setback for the remaining adjacent dwelling, minus ten (10) feet.

(f) Encroachments. The following shall be considered as permitted encroachments on setback requirements:

(i) In any yard: eaves, gutters, awnings, chimneys, landings, sidewalks and fences.

(ii) In interior side and rear yards: decks, open terraces, balconies and unenclosed porches provided they are no closer than five feet to any property line.

(iii) In front yards and in side yards adjoining a right-of-way of property zoned for residential use, bay windows and cantilevered habitable area may encroach up to two feet into the required dwelling setback.

(iv) In side yards of corner lots zoned R-1 adjoining a public right-of-way, at-grade patios may encroach up to ~~five~~ten-feet into the required dwelling setback provided that the side yard does not abut a front yard on an adjacent property.

Text that is underlined is added text.

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205.081 Residential Estate District (RE)

(3) Setbacks.

- (a) Front Yard. Dwellings and accessory structures shall have a front yard setback of at least ~~thirty (30)~~ twenty-five (25) feet ~~but in no event more than forty (40) feet.~~
- (b) Rear Yard. Dwellings shall have a rear yard setback of at least 30 feet and accessory structures shall have a rear yard setback of at least 10 feet, regardless of lot area requirements.
- (c) Side Yard. Side yards adjoining a street right-of-way shall be treated as a front yard for purposes of setback requirements. Dwellings and accessory structures shall maintain minimum side yard setbacks as follows:

<u>District</u>	<u>Dwelling</u>	<u>Accessory Structures</u>
RE (20)	10	5
RE (40)	10	5
RE (60)	15	10
RE (80)	15	10

205.082 Detached Residential District (R1)

(D) Required Conditions. In addition to the conditions of Section 205.080(D) (Residential Overview), the following conditions apply:

- (1) Lot Size. A lot of not less than 10,000 square feet with a minimum width of 75 feet and a minimum depth of 125 feet.
- (2) Setback. Dwelling and accessory structures shall have a front yard setback of at least ~~thirty (30)~~ twenty-five (25) feet but in no event more than forty (40) feet. The side yard setback shall be a minimum of ten (10) feet except that ~~on corner lots, the side yard setback shall be a minimum of thirty (30) feet.~~ Side yards adjoining a street right-of-way shall be treated as a front yard for purposes of setback requirements. The rear yard setback shall be a minimum of thirty (30) feet. Zero lot line developments are permitted if consistent with adjacent land uses.

Text that is underlined is added text.

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- a. Except in those cases where the subject property abuts a local street with a right-of-way width of sixty (60) feet or more, the front setback may be reduced to a minimum of twenty (20) feet, provided there is a minimum of thirty-five (35) feet from the proposed structure to the improved road surface or back of curb.

205.083 Attached Residential District (R2)

(C) Required Conditions. In addition to the conditions of Section 205.080(D) (Residential Overview), the following conditions apply for the Attached Residential District:

- (1) Lot size. Minimum zoned area of 5 acres unless being rezoned from Urban Underdeveloped; minimum lot size of 10,000 square feet per building plus 1,000 square feet per unit and a width of not less than 80 feet per building.
- (2) Setback. A front yard of 30 feet, a side yard of 10 feet except that ~~corner-lots shall have 30 feet and a rear yard of 30 feet.~~ Side yards adjoining a street right-of-way shall be treated as a front yard for purposes of setback requirements. Zero lot line developments shall be permitted.

209.080 Shoreland Management.

(2) Substandard Riparian Lots.

- (a) No structures shall be expanded, constructed or reconstructed on a substandard lot of record unless design review approval is first obtained from the City in accordance with Section 203.034.
- (b) Reconstruction of a structure is defined to mean replacement of three or more of the structure's six structural components (roof, floor, and four walls). Determination as to the extent of structural component replacement shall be made by the Building Official.
- (c) Design Standards for Substandard Riparian Lots. Any structures expanded, constructed, or reconstructed on a substandard riparian lot shall comply with the following standards:
 - (i) Impervious Surface Coverage. The impervious surface coverage of the parcel shall not exceed 25 percent. A maximum impervious surface coverage of 30 percent may be permitted if there are no

Text that is underlined is added text.

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structures (except for docks, stairways, lifts, landings, retaining walls, and fences) in the required setbacks from the Ordinary High Water level and/or bluff.

If the existing impervious surface coverage on a parcel exceeds the allowable impervious surface coverage, existing impervious surface coverage may remain but shall not be increased. Existing impervious surface coverage is the impervious surface coverage legally present on or before March 20, 2000 or approved thereafter by the City.

- (ii) Building Height. The maximum building height shall not exceed 35 feet as measured from the highest roof peak to the lowest point at finished grade.
- (iii) Foundation Area. The foundation area of all structures, including dwellings and attached accessory structures, cantilevered areas, detached accessory structures greater than 150 square feet, and covered porches, covered decks, and covered patios shall be limited to 18 percent of the lot area of 1,600 square feet, whichever is greater. If the existing foundation area exceeds the allowed foundation area, the foundation area percentage may be maintained but not increased. Existing foundation area is the foundation area legally present on the property on or before March 20, 2000 or approved thereafter by the City.
- (iv) Building Setbacks.
 - (aa) Minimum Setback from the Property Front Line: ~~Twenty-five (2530)~~ feet. However, in those cases where the existing setbacks for the two adjacent dwellings exceed this requirement, the setback of the new dwelling or any new addition shall be equal to the average setback of the two adjacent dwellings, plus or minus 10 feet. In those cases where there is only one existing adjacent structure which has a setback greater than ~~twenty-five (2530)~~ feet, then the setback for the new dwelling or addition shall be equal to the average of ~~twenty-five (2530)~~ feet and the setback of the existing adjacent structure, plus or minus 10 feet, but never less than a minimum of 25 feet.

Section 207.050 Non-conformities

(C) Nonconforming Lot Restrictions. The following requirements shall apply to all substandard non-riparian lots that do not satisfy the minimum dimension standards set forth in

Text that is underlined is added text.

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Development Ordinance. Substandard riparian lots shall comply with the requirements set forth in Section 209.080(L).

(D) Design Standards. Any structures constructed, reconstructed or expanded on a nonconforming lot shall comply with the following site and building design requirements:

- (1) Impervious Surface Coverage. Lot coverage shall not exceed 30%.
- (2) Building Height. The height of the proposed dwelling shall not exceed 28 feet from roof peak to grade (as defined by the Uniform Building Code) on the street side of the dwelling, and the dwelling shall not exceed two stories as viewed from the street.
- (3) Foundation Area. The foundation area of all structures, including dwellings and attached accessory structures, cantilevered areas, detached accessory structures greater than 150 square feet, and covered porches, covered decks, and covered patios shall be limited to 18 percent of the lot area or 1,600 square feet, whichever is greater. If the existing foundation area exceeds the allowed foundation area, the foundation area percentage may be maintained but not increased. Existing foundation area is the foundation area legally present on the property on or before April 17, 2006 or approved thereafter by the City.
- (4) Minimum Setback from the Property Front Line: ~~Twenty-five (2530)~~ feet. However, in those cases where the existing setbacks for the two adjacent dwellings exceed this requirement, the setback of the new dwelling or any new addition shall be equal to the average setback of the two adjacent dwellings, plus or minus 10 feet. If one of the immediately adjacent dwellings is located on a lakeshore lot, the front yard setback of such dwelling shall not be utilized. In those cases where there is only one existing adjacent structure which has a setback greater than ~~twenty-five (2530)~~ feet, then the setback for the new dwelling or addition shall be equal to the average of ~~twenty-five (2530)~~ feet and the setback of the existing adjacent structure, plus or minus 10 feet.
- (5) Architectural Mass. The architectural design and mass of the structure is determined by the City to be compatible with the existing neighborhood character.
 - (a) When determining compliance with the existing character of a neighborhood, the City Council may require revisions that include, but shall not be limited to the alteration of: dwelling style (2-story walkout,

Text that is underlined is added text.

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rambler, etc.); roof design; garage width, height, and depth; garage style (attached versus detached); location and amount of driveway/parking/sidewalk area; and/or the location and design of doors, windows, decks and porches. The City may also restrict deck enclosures; prohibit accessory structures except for a garage; and require greater than standard setbacks.

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

Publication Date. Published on the 29th of May, 2013.

SEAL

Sandra C. Martin, Mayor

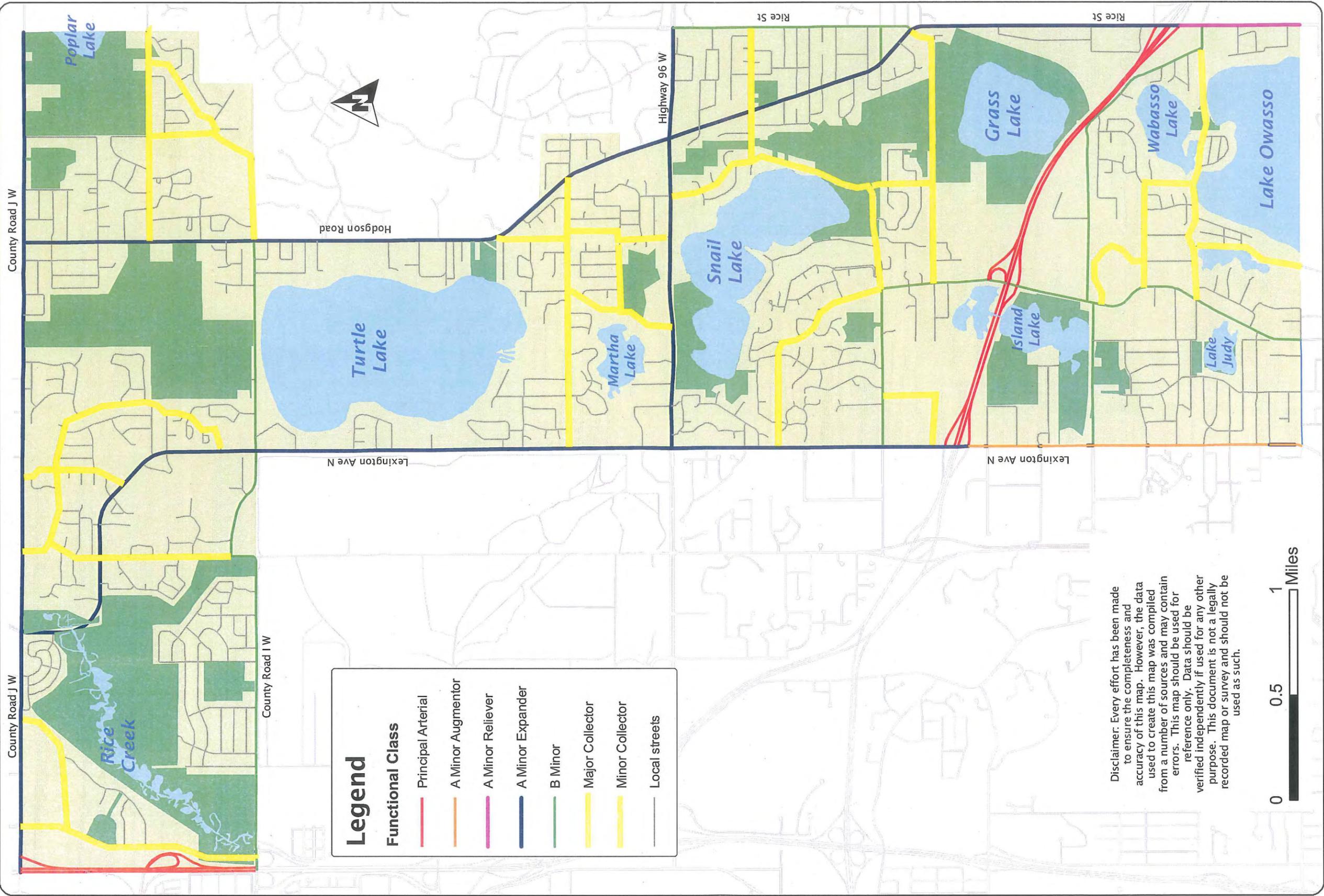
AN ORDINANCE SUMMARY

On the 20th day of May 2013, the Shoreview City Council adopted Ordinance No. 907; and, by at least four affirmative votes, pursuant to Minn. Stat. 412.191, Subd. 4, directed that a summary of the ordinance be published.

Shoreview Ordinance No. 907 amends regulations pertaining to residential setbacks, including Section 205.080, Residential District Overview, Sections 205.081 thru 205.083, Residential Estate, Detached Residential and Attached Residential Districts, Section 207.050, Non-Conformities, and Section 209.080, Shoreland Management. The Ordinance is available for inspection by any person during regular business hours at the office of the City Manager at 4600 North Victoria Street, Shoreview, MN 55126. A copy of the Ordinance is also available on the City's website at www.shoreviewmn.gov

Dated: May 20, 2013

Terry Schwerm, City Manager



Legend

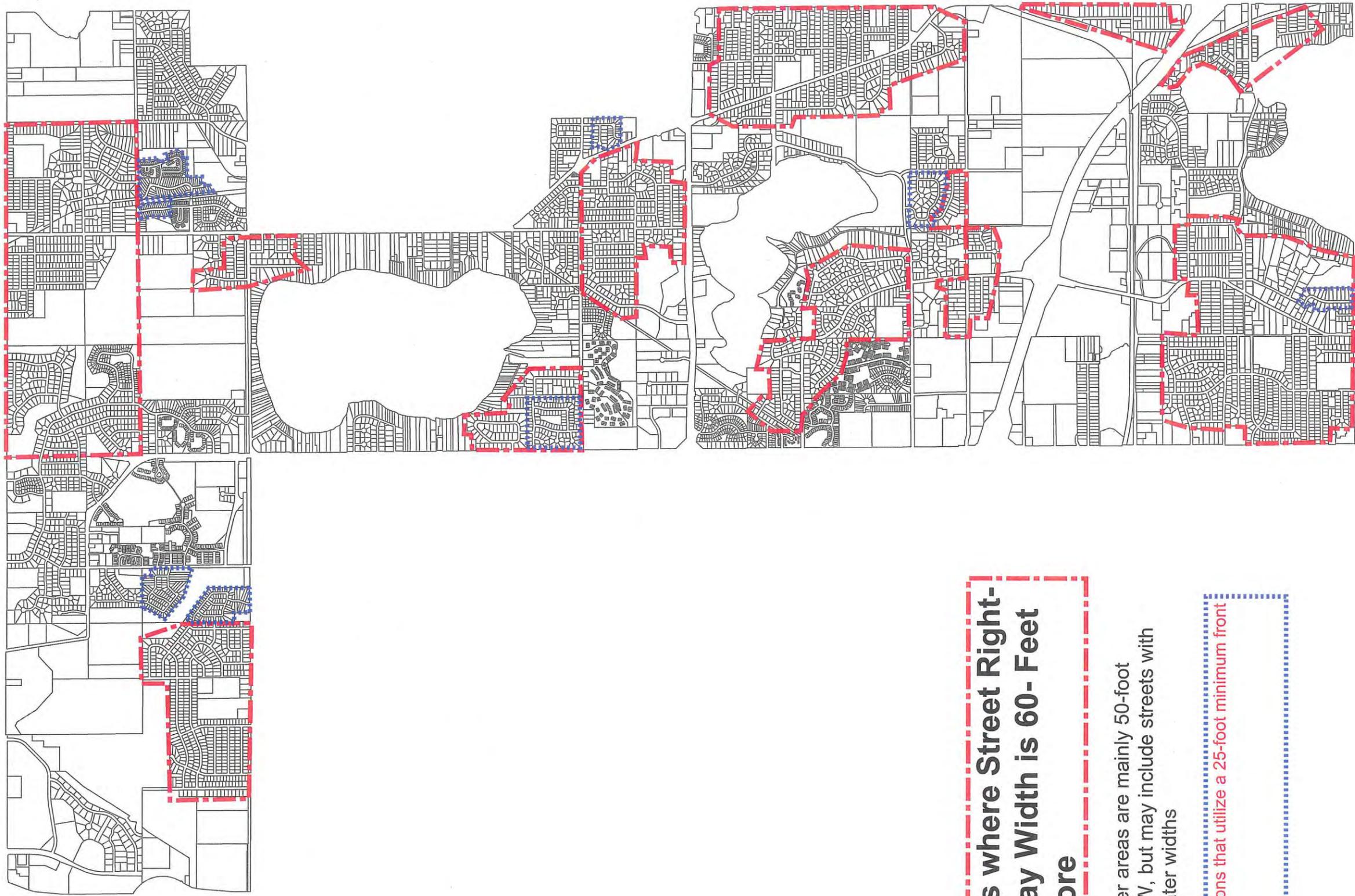
Functional Class	Color
Principal Arterial	Red
A Minor Augmentor	Orange
A Minor Reliever	Pink
A Minor Expander	Blue
B Minor	Green
Major Collector	Yellow
Minor Collector	Light Yellow
Local streets	Grey

Disclaimer: Every effort has been made to ensure the completeness and accuracy of this map. However, the data used to create this map was compiled from a number of sources and may contain errors. This map should be used for reference only. Data should be verified independently if used for any other purpose. This document is not a legally recorded map or survey and should not be used as such.



5.2 Functional road classifications





Areas where Street Right-of-Way Width is 60- Feet or more

Other areas are mainly 50-foot ROW, but may include streets with greater widths

Subdivisions that utilize a 25-foot minimum front setback

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.13-40, accepting the base bid from Arnt Construction Company for the Owasso Street, County Road E, and Victoria Street Reconstruction Project, City Project 09-12, authorizing the Mayor and City Manager to execute a construction contract in the amount of \$1,768,830.49, approving change order #1 in the amount of \$410,428.55, and authorizing purchase of street signal equipment.

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

REGULAR COUNCIL MEETING
MAY 20, 2013

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: TOM WESOLOWSKI – CITY ENGINEER

DATE: MAY 14, 2013

SUBJECT: RECEIPT OF BIDS, AWARD OF CONTRACT, APPROVAL OF CHANGE ORDER #1, AND AUTHORIZE PURCHASE OF STREET SIGNAL EQUIPMENT FOR THE OWASSO STREET, COUNTY ROAD E, AND VICTORIA STREET RECONSTRUCTION, CITY PROJECT 09-12

INTRODUCTION

Sealed bids were received and opened on April 4, 2013, for the Owasso Street, County Road E, and Victoria Street Reconstruction, City Project 09-12. The project location is shown on the attached drawing. The attached Change Order #1 was prepared by the engineering consultant for the project, SEH, and adds work to the Owasso Street Reconstruction contract. As per the attached letter, SEH is recommending the advanced purchase of specific traffic signal equipment. Council action is required to award the construction contract, approve the change order to modify the contract, and authorize the purchase of street signal equipment.

BACKGROUND

Based on meetings between the City, SEH, and the developer of the Lakeview Terrace Project certain items were removed from the Owasso Street Reconstruction Project prior to the advertisement and bid opening for the Owasso Street project. The items removed were primarily related to work that would need to be completed so that the existing Owasso Street could be removed. The work for the removed items would have been completed by the developer, which would have allowed work to start on the Lakeview Terrace Project. The developer's schedule did not materialize as expected and with the Owasso contract ready for award, it makes sense from a control and efficiency standpoint to have the items completed under the public contract. This was discussed with the developer and they are in agreement.

DISCUSSION

On March 4, 2013, the City Council approved the plans and specifications and ordered the taking of bids for the Owasso Street, County Road E, Victoria Street Reconstruction, City Project #09-12. Accordingly, on April 4, 2013, three bids were received and opened for City Project #09-12. All bids were submitted with proper bid security in the amount of five (5) percent of the total amount of the bid as required by the project manual. The base bids are listed below:

<u>Contractor</u>	<u>Total Bid</u>
Arnt Construction Company	\$ 1,768,830.49
T.A. Schifsky & Sons, Inc.	\$ 1,828,851.60
Forest Lake Contracting, Inc.	\$ 2,175,441.29
Engineer's Estimate:	\$ 1,859,304.00

Given the above information, Arnt Construction Company is the lowest responsible bidder, which was approximately \$90,000 below the engineer's estimate. As per the attached letter, SEH is recommending award of the project to Arnt Construction.

The change order items include installation of water and sewer main, grading, installation of the granular base and road for the new alignment of Owasso Street, and demolition of the existing Owasso Street. Change Order #1 is in the amount of \$410,428.55 and will increase the contract amount to \$2,179,259.04.

Advance purchasing the street signal equipment will reduce the overall cost of the equipment by removing the contractor mark-up and reduce the lead time for delivery of the equipment. A copy of the quote for the equipment is attached.

COSTS

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

<u>Item</u>	<u>Estimated Cost</u>
Construction	\$ 2,179,259
Railroad Signal	\$ 345,171
Street Signal Equipment	\$ 32,250
Right of Way & Easements	\$ 110,376
Engineering – Design & Construction	\$ 427,500
Relocation of Private Utilities	<u>\$ 28,406</u>
Total Estimate Construction Cost	\$ 3,122,962

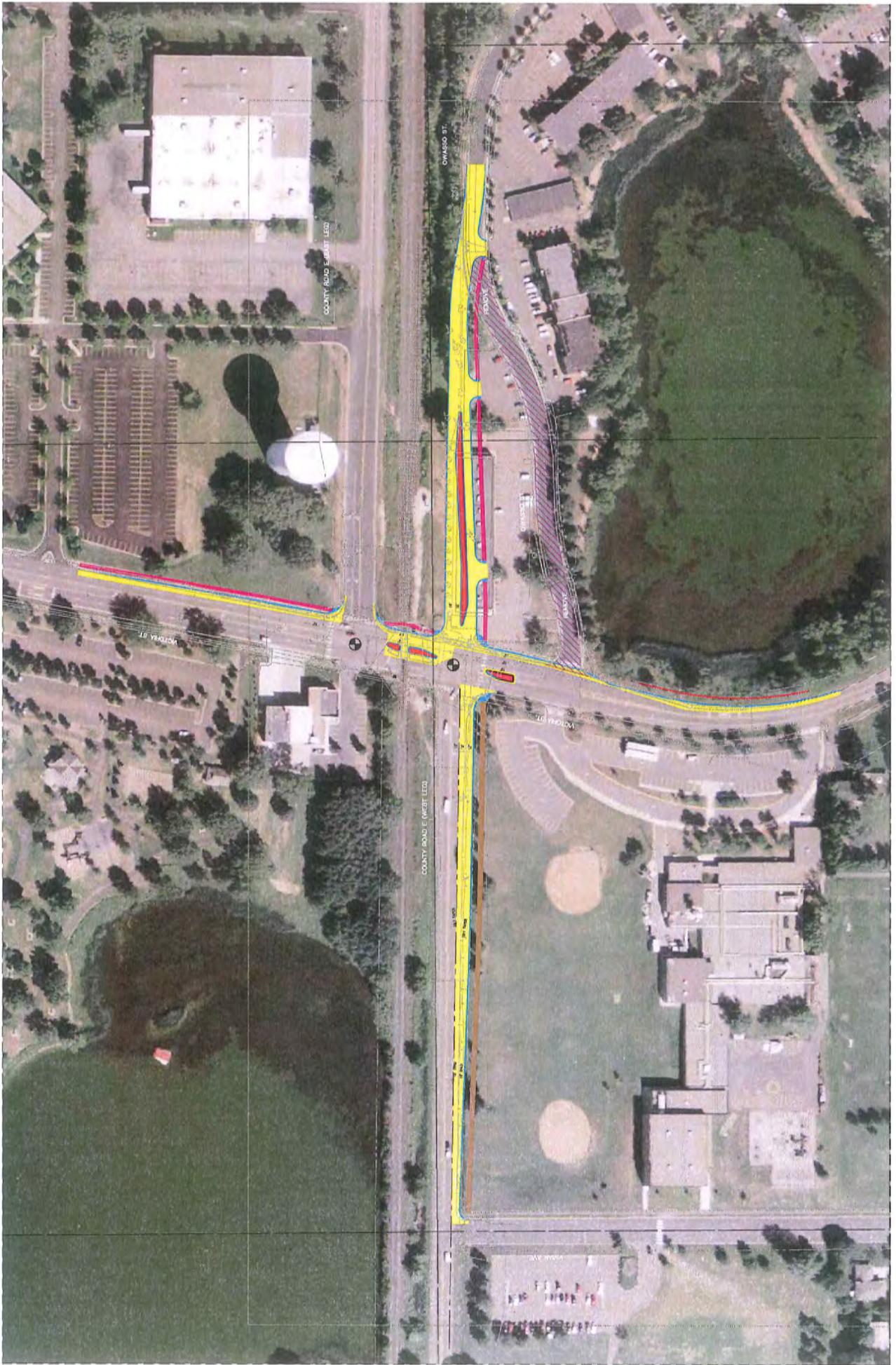
PROJECT FUNDING

Funding sources for the proposed improvements are as follows:

TIF	\$ 1,087,000
Grant	\$ 452,550
Ramsey County	\$ 360,000
Assessment (Estimated)	<u>\$ 1,223,412</u>
Total Estimated Funding	\$ 3,122,962

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution accepting the base bid from Arnt Construction Company for the Owasso Street, County Road E, Victoria Street Reconstruction, City Project 09-12, authorizing the Mayor and City Manager to execute a construction contract in the amount of \$1,768,830.49, approving change order #1 in the amount of \$410,428.55, and authorizing the purchase of street signal equipment.



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

HELD MAY 20, 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 May 20, 2013, at 7:00 pm. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-40

ACCEPTING THE LOWEST RESPONSIVE BID, AUTHORIZING
THE EXECUTION OF A CONTRACT, APPROVING CHANGE ORDER #1,
AND AUTHORIZING PURCHASE OF STREET SIGNAL EQUIPMENT
FOR THE OWASSO STREET, COUNTY ROAD E, VICTORIA STREET.
RECONSTRUCTION, CITY PROJECT NO. 09-01

WHEREAS, the City of Shoreview has programmed in the Capital Improvement Program for the Owasso Street, County Road E, Victoria Street Reconstruction Project, City Project #09-12, and

WHEREAS, pursuant to an advertisement for bids for the improvement of City Project #09-12, bids were received, opened, and tabulated according to law, and the following bids received complying with the advertisement:

<u>Contractor</u>	<u>Total Bid</u>
Arnt Construction Company	\$ 1,768,830.49
T.A. Schifsky & Sons, Inc.	\$ 1,828,851.60
Forest Lake Contracting, Inc.	\$ 2,175,441.29
Engineer's Estimate:	\$ 1,859,304.00

WHEREAS, the City staff is recommending the City Council award the Base Bid to the lowest responsible bidder, Arnt Construction Company, and

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 20th day of May, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to award of contract and approval of change order #1 for City Project #09-12.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, on this 21st day of May 2013.

SEAL

Terry Schwerm
City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-48 approving plans and specifications for the 2013 Street Rehabilitation and the Gaston, Grove, St. Albans Water Main Extension, City Projects 13-02 and 13-03, and ordering the taking of bids on Thursday, June 13, 2013 at 10:00 a.m., at the Shoreview City Hall.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
MAY 20, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI
CITY ENGINEER

DATE: MAY 15, 2013

SUBJECT: APPROVE PLANS & SPECIFICATIONS FOR THE 2013 STREET
REHABILITATION AND GASTON, GROVE, ST. ALBANS WATER MAIN
EXTENSION, CITY PROJECTS 13-02 AND 13-03

INTRODUCTION

As outlined in the City's Rehabilitation and Reconstruction Plan for Years 2013-2017, the following street segments are scheduled for rehabilitation in 2013:

MSA Roads:

- Royal Oaks Drive – Royal Oaks Drive W to Sherwood Road, S.A.P. 167-256-007
- Royal Oaks Drive W – County Road J to Royal Oaks Drive, S.A.P. 167-256-007
- Fernwood Street - County Road J to Lexington Avenue, S.A.P. 167-258-003
- Oakwood Drive – Sherwood Road to Long Lake Court, S.A.P. 167-253-002

Local Roads:

- Grove Avenue – St. Albans Street to Hodgson Road
- St. Albans Street – Grove Avenue to Gaston Avenue
- Fawn Lane – Poplar Drive to Oakwood Drive
- Poplar Drive - Turtle Lane Road to Sherwood Road
- Scenic Drive – Royal Oaks Drive to Scenic Court
- Scenic Place – Scenic Court to County Road J
- Scenic Court – Scenic Drive to Cul-De-Sac
- Highview Place – Scenic Drive to Cul-De-Sac
- Hardwood Avenue – Highview Place to Scenic Place
- Hardwood Street – Hardwood Avenue to County Road J
- Meadow Avenue – Highview Place to Scenic Place
- Robin Oak Court – Meadow Avenue to Cul-De-Sac
- Virginia Avenue – Daw Avenue to Colleen Avenue
- Dawn Avenue – Virginia Avenue to Cul-De-Sac
- Colleen Avenue – Virginia Avenue to Hodgson Road
- Virginia Avenue – Hodgson Road to North of Virginia Circle
- Virginia Circle – Virginia Avenue to Cul-De-Sac
- Dudley Avenue – Mackubin Street to Crestview Lane
- Suzanne Avenue – Mackubin Street to Crestview Lane
- Crestview Lane – Suzanne Avenue to Dudley Avenue
- Arbogast Street – Victoria Street to Vivian Avenue
- Ernal Drive – Soo Street to Cul-De-Sac
- Oxford Street – Royal Oaks Drive to Sherwood Road
- Dennison Avenue – Hodgson Road to Rice Street

- Rustic Place – Galtier Street to Snail Lake Road

In addition, the plans include pavement rehabilitation at the following City Parks:

- Wilson Entrance Road & Parking Area
- McCullough Entrance Road & Parking Areas

On January 4, 2013 the City Council of Shoreview held a public hearing for the Gaston, Grove, St. Albans Water Main Extension, City Project 13-03. A map showing the location of the project area is attached at the end of this report. After the public hearing, the City Council authorized the City Engineer to prepare plans and specifications. The water main extension was included as part of the street rehabilitation project because the Gaston, Grove, and St. Albans roadways are included in the rehabilitation project and there is an economy of scale including it with a larger project.

Plans and specifications are now essentially complete for the 2013 Street Rehabilitation, City Project 13-02 and the Gaston, Grove, St. Albans Water Main Extension, City Project 13-03 and Council action is required to approve the plans and specifications and to authorize the taking of bids.

DISCUSSION

The rehabilitation of the above mentioned roads will consist of reclaiming the existing bituminous surface, adding emulsified asphalt to the reclaimed material, grading of the emulsified aggregate material to ensure a crown for proper drainage, and paving a new bituminous surface. This has become the preferred method of asphalt pavement rehabilitation in Shoreview. The first road in Shoreview that was rehabilitated this way (2006) shows very little, if any, cracking or degradation. Many neighboring Cities now utilize this method for street rehabilitation. Some curb replacement and storm sewer repairs will also be done in isolated areas within the project. These repairs are needed to restore the road drainage and storm sewer system to its proper working condition. A location map of the street segments is attached at the end of this report.

Water main, associated fire hydrants, and gate valves will be installed within the existing Gaston, Grove, St. Albans right of way. Water service piping and curb stops will be installed from the water main to the property line of the 14-lots located within the Gaston, Grove, St. Albans Neighborhood that are not currently served by City water. Disturbed areas located outside of the roadway will be restored to preconstruction condition or better and the roadway surface will be rehabilitated as part of the 2013 Street Rehabilitation Project. The property owners will be responsible for installing water service piping from the curb stop into their homes.

COSTS AND FUNDING

The City’s Rehabilitation and Reconstruction Plan for Years 2013-2017 allocates \$3,200,000 for Street Rehabilitation by the use of \$700,000 in MSA funds and \$2,500,000 in Street Improvement Bonds. The water main extension cost is estimated at \$98,000 and will be assessed to the benefitting properties. The 2013 Capital Improvement Plan allocates \$281,000 to rehabilitate the access roads and parking areas at Wilson and McCullough Parks.

The overall proposed estimated project cost, based on the engineer’s estimate, is \$3,597,000. The proposed funding sources for the project are as follows:

Streets		
	Bonding	\$ 2,500,000
	MSA	\$ 700,000
Parks		
	GFA Revolving Fund	\$ 281,000
Water		
	Assessments/Bonding	\$ 98,000
	Total Project Cost	\$ 3,579,000

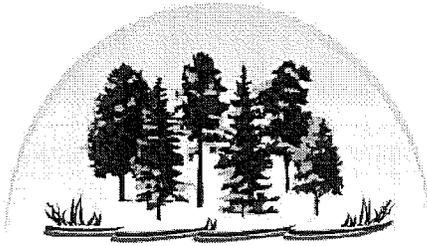
PROJECT SCHEDULE

The proposed project schedule is as follows:

<u>ITEM</u>	<u>COMPLETION DATE</u>
Council Approves Plans & Specifications	May 20, 2013
Bid Date	June 13, 2013
Council Award Contract	June 17, 2013
Construction Start	July/August 2013
Construction Complete	September 2013

RECOMMENDATION

It is recommended that the City Council approve the attached motion approving the plans and specifications for the 2013 Street Rehabilitation and the Gaston, Grove, St. Albans Water Main Extension, City Projects 13-02 and 13-03 and authorize the taking of bids.



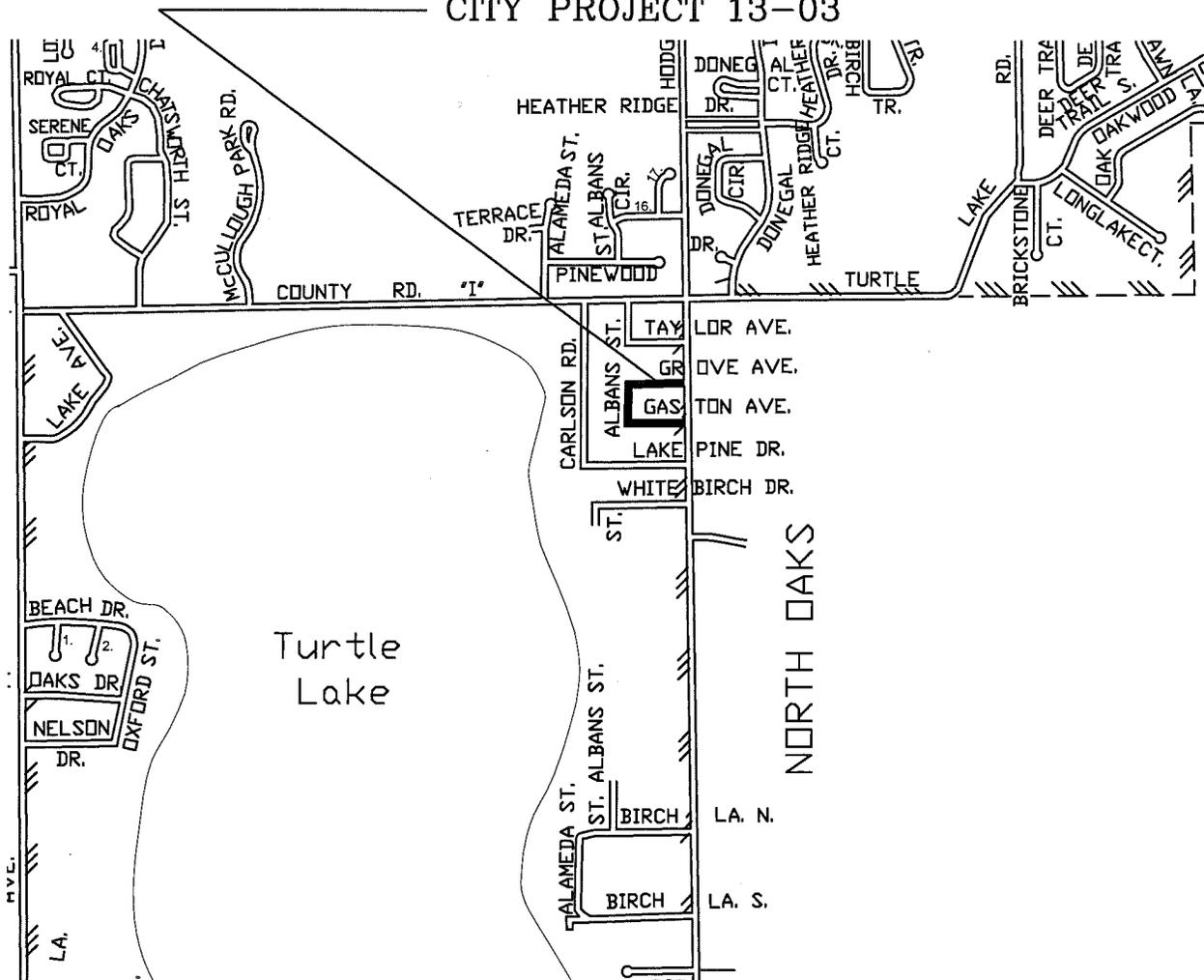
Shoreview

CITY OF SHOREVIEW

GROVE AVE. GASTON AVE.
AND ST. ALBANS ST.

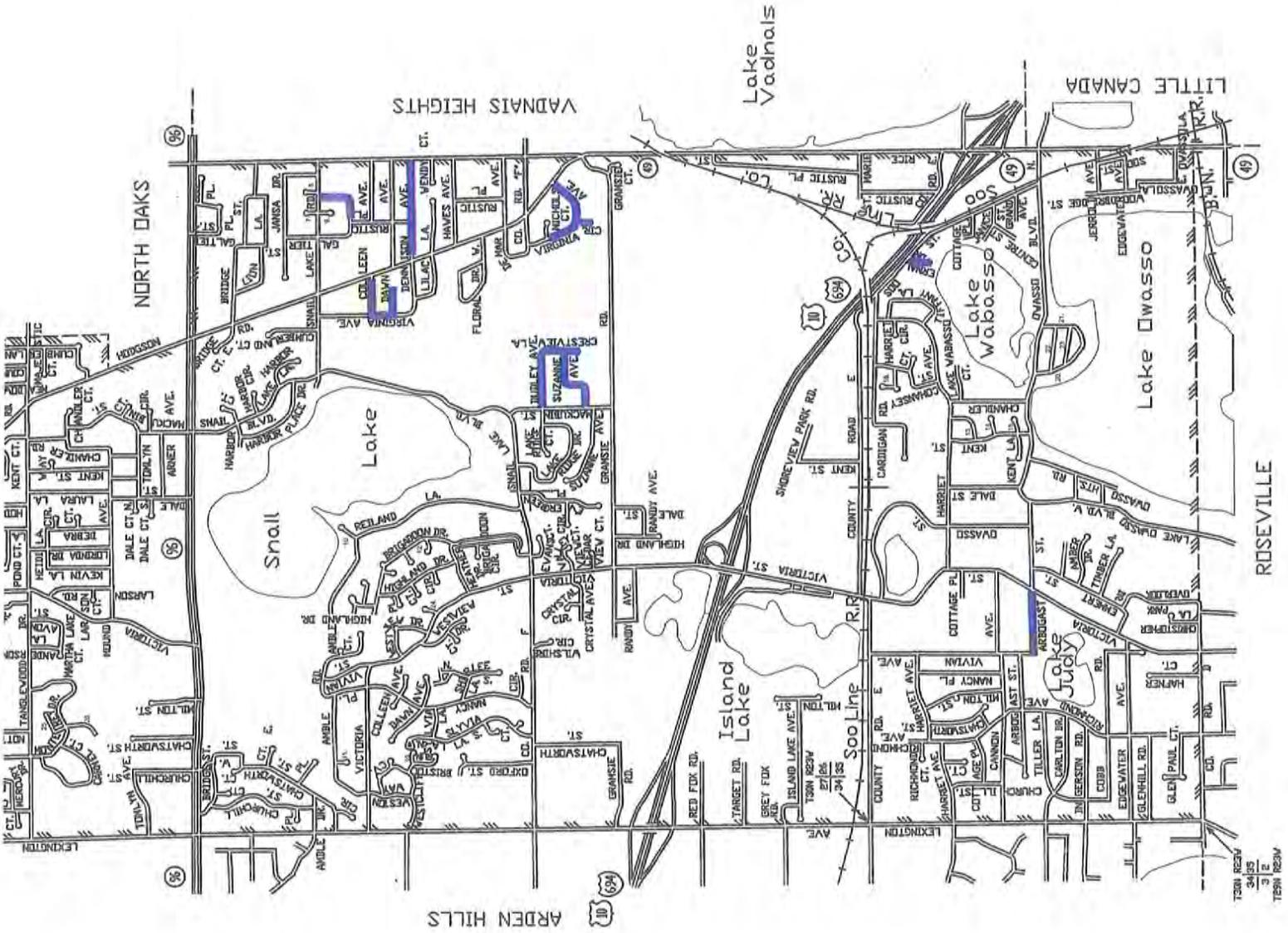
WATERMAIN EXTENSION

CITY PROJECT 13-03



LOCATION MAP
EXHIBIT 1
DECEMBER 2012

NO SCALE



1234 5678
9101112
13141516
17181920

ROSEVILLE

LITTLE CANADA

Lake Vadnals

VADNALS HEIGHTS

NORTH OAKS

ARDEN HILLS

Lake Dwasso

Lake Wabasso

Island Lake

Snail Lake

Lake Judy

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD MAY 20, 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 May 20, 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. 13-48

APPROVING PLANS AND SPECIFICATIONS
AND ORDERING THE TAKING OF BIDS
FOR THE
2013 STREET REHABILITATION
AND
GASTON, GROVE, ST. ALBANS WATER MAIN EXTENSION
CITY PROJECTS 13-02 AND 13-03

WHEREAS, pursuant to resolutions of the City Council of Shoreview on December 17, 2012, and February 4, 2013, the City Engineer has prepared plans and specifications for the improvements of the 2013 Street Rehabilitation and the Gaston, Grove, St. Albans Water Main Extension, City Projects 13-02 and 13-03, and has presented such plans and specifications to the City Council for approval.

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

1. Such improvement is hereby ordered to proceed to the construction phase.
2. The plans and specifications for the 2013 Street Rehabilitation and Gaston, Grove, St. Albans Water Main Extension, City Projects 13-02 and 13-03, are hereby approved.
3. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least twice, at least three weeks prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder and shall state that bids are to be received by the City until 10:00 a.m., local time, on Thursday, June 13, at which time they will be publicly opened in the Council Chambers of the City Hall by two or more designated officers of the City.

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

WHEREUPON, said resolution was declared duly passed and adopted this 20th day of May, 2013.

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 20th day of May, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to approving plans and specifications for City Projects 13-02 and 13-03 and authorizing bidding of the project.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 21st day of May, 2013.

Terry Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the Mayor and City Manager to execute a Joint Powers Agreement with the City of North Oaks for Charley Lake Preserve water connection.

ROLL CALL: AYES ____ NAYS ____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
MAY 20, 2013

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER
FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR
DATE: MAY 15, 2013
SUBJ: NORTH OAKS WATER CONNECTION AGREEMENT
PROPOSED CHARLEY LAKE PRESERVE DEVELOPMENT

INTRODUCTION

A North Oaks property abutting Hodgson Road has been proposed for residential development and is seeking connection to Shoreview's Municipal Water System. Water system modeling performed by Shoreview's engineering consultant has demonstrated that it would be technically feasible to connect without compromising service to Shoreview customers. A draft agreement has been developed between the cities of Shoreview and North Oaks that would allow the connection and specify the terms for water sales.

DISCUSSION

The City was approached in early 2012 by the Pentom Land Company regarding the potential to extend Shoreview municipal water supply to serve a proposed residential subdivision in North Oaks. The proposed subdivision, Charley Lake Preserve, would occupy the former Sisters of the Good Shepherd property east of Hodgson Road, immediately north of Peace United Methodist Church. The 63 acre property was initially proposed and analyzed for 110 single family lots; it has since moved through the approval process at North Oaks at a reduced number of 63 single family lots. At this time Pentom appears likely to receive favorable consideration from the North Oaks Planning Commission and City Council. Attached is a copy of the preliminary plat for the proposed development.

The proposed subdivision has access to a Met Council Interceptor Sewer in Hodgson Road so that individual private on-site septic systems are not being proposed. This is welcome news given that private septic systems in North Oaks have been identified to be a potential threat to Shoreview's Municipal Water Supply Wellhead Protection Area. And rather than propose the use of individual residential, shallow aquifer water wells, Pentom has worked with Shoreview staff to explore using Shoreview's existing water supply system to provide water service to the development. In accordance with the City's adopted policy for the extension of water service, Pentom paid the costs of a study performed by Shoreview's water system consultant, and it was determined that Shoreview's system had the ability to serve the proposed Charley Lake Preserve development without compromising service to Shoreview customers. An agreement between North Oaks and Shoreview, similar to the one negotiated in 1991 for the North Oaks Village Center, would be required to extend water service to the area. A copy of the proposed agreement for water extension to the Charley Lake Preserve development is attached.

This agreement is modeled on the 1991 Village Center agreement which has served both cities well over the years. Following are the major elements of the proposed Joint Powers Agreement between the Cities that would facilitate connection to Shoreview's Municipal Water System.

Scope, Purpose – The agreement is specific to connection to Shoreview's system for the purpose of serving this proposed subdivision, and to define the roles of the two cities in the provision of water service to this specific area within North Oaks.

Maintenance, Ownership – The extension of the water system is proposed to occur at two points on Hodgson Road; at the North and South Birch Lane intersections and then eventually creating a loop in the private streets of the proposed Charley Lake Preserve subdivision. The draft agreement specifies that North Oaks is responsible for essentially everything relating to the construction, maintenance and ownership of the private water system east of Shoreview's existing water line in Hodgson Road, except for the two large water meters at the North Oaks boundary which will belong to Shoreview. This is consistent with the philosophy that has been in place for 20+ years for service to the North Oaks Village Center. Similarly, this agreement makes no provision for Shoreview to perform any maintenance or assume any responsibilities for the water system located within the Charley Lake Preserve development in North Oaks. The final detailed design of the connections and valve/meter pits will give Shoreview the ability to valve off (isolate) the service to North Oaks in the event of an emergency.

Fees – The agreement identifies an upfront payment to Shoreview of a lump sum of \$67,327 in lieu of a special assessment to North Oaks for this property's benefit from the trunk water line in Hodgson Road. As detailed in the attached memo from Tom Hammitt, Shoreview has consistently interpreted and charged North Oaks properties in this manner for connection to our water main. This methodology is also consistent with the way Shoreview developments have been charged for trunk water main improvements over the years, except in the case of North Oaks the connection charge reflects a 25% surcharge per the City Council policy adopted in 1989. (See attached)

Use Charges – The agreement reflects the City of Shoreview measuring the water flow at the municipal boundary and using that for the basis of water billings to the City of North Oaks. It specifically does not allow for individual Shoreview utility accounts with residential properties in North Oaks or the customer service relationships and responsibilities inherent to that arrangement. It does however allow that if North Oaks chooses to require the installation of individual water meters of Shoreview-compatible radio reading technology, Shoreview would provide those quarterly readings to North Oaks to assist their recovery of water use charges from their residents. The use charges billed to North Oaks will reflect the number of built units in the development at the tiers of the Shoreview's water rate schedule, plus to a 25% surcharge on the rates.

Permitted connections, Use Restrictions – The agreement, like the 1991 agreement for the Village Center area, is purposely quite specific regarding the portion of North Oaks that is allowed to be served by the extension of Shoreview's Municipal Water System; in this case it is limited to the proposed Charley Lake Preserve development. North Oaks is also agreeing to abide by Shoreview's odd/even water use restrictions.

Given the potential revenue to the Water Utility and the ability of Shoreview's system to accommodate this added water demand, staff believes this proposed agreement to be beneficial to Shoreview residents. Accordingly, staff is supportive of the concept of providing water service to this proposed development in North Oaks.

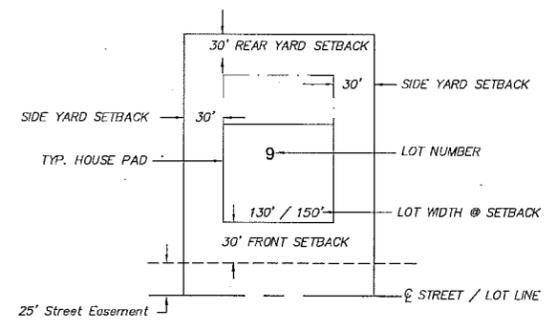
RECOMMENDATION

City Council authorization for execution of the Joint Powers Agreement with the City of North Oaks is requested at this time.

DEVELOPMENT DATA	
Gross Site Area	65.7 ac.
Existing Wetlands	2.61 ac.
Hodgson Rd R.O.W. (exg & proposed)	1.00 ac.
Park (Outlots A & B)	8.0 Acres (net esmts)
Existing Zoning	RSM, Guided Residential
Maximum Density (1 un. per 1.1 ac.)	58 Lots
Allowable FAR:	0.12 FAR
Proposed Zoning	RSM (with waivers)
Proposed Single Family Lots	63 Lots
Proposed FAR:	0.12 FAR
Gross Density:	0.96 un/ac
Net Density: (net ROW, Wetlands, & Park)	1.17 un/ac

LOT STANDARDS	
Lot Width (@ Front Yard Setback)	120' min / 130' & 150' typical.
Lot Depth	155' typical
Minimum Lot Area:	21,479 sf. (0.59 ac)
Maximum Lot Area:	106,079 sf. (2.44 ac)
Average Lot Area:	38,379 sf (0.88 ac)
Street Easement:	50' width
Building Setbacks:	
Front Yard Setback	30' to Street Easement
Side Yard Corner Lots	30' to Street Easement
Side Yard Setback	30'
Rear Yard Setback	30'
Shoreline Setback	125'

Typical Single Family Lot



EXISTING PROPERTY DESCRIPTION

That part of Government Lot 3, Section 12, Township 30 North, Range 23 West of the Fourth Principal Meridian, described as follows: Commencing at a point on the South line of said Section 12 distant 892 feet West of the Southeast corner of the Southwest quarter of said Section 12 (for descriptive purposes said South line having an assumed bearing of West); thence North 3 degrees 30 minutes East a distance of 241.52 feet to the point of beginning of the land to be described; thence continuing North 3 degrees 30 minutes East a distance of 243.48 feet; thence North 27 degrees 45 minutes East a distance of 682 feet; thence South 12 degrees 23 minutes 15 seconds West a distance of 377.48 feet; thence South 27 degrees 45 minutes West a distance of 540 feet to the point of beginning. (Torrens Property, Certificate of Title No. 368530)

That part of Government Lot 3, Section 12, Township 30 North, Range 23 West of the Fourth Principal Meridian, lying West of a line described as follows: Commencing at a point on the South line of said Section 12, distant 892 feet West of the Southwest corner of the Southwest quarter of said Section 12 (for descriptive purposes said South line has an assumed bearing of East); thence North 3 degrees 30 minutes East a distance of 485 feet; thence North 27 degrees 45 minutes East a distance of 582 feet; thence North 2 degrees 15 minutes East to a point in the North line of said Government Lot 3 and there terminating. (Torrens Property, Certificate of Title No. 368531)

The South 300 feet of the Southwest quarter of the Southwest quarter of Section 12, Township 30, Range 23 West, which lies East of the West 500 feet thereof.

That part of the Southwest quarter of the Southwest quarter of Section 12, Township 30, Range 23 West, except a strip 50 feet in width conveyed to St. Croix Falls Minnesota Improvement Company by a deed recorded at 469 Deeds, Page 146, being 25 feet on each side of the center line of the right-of-way of transmission lines of said company, described as follows: Commencing on the South line of said Section 12 at a point 324 feet East of the southwest corner thereof; thence northeasterly at an angle of 58 degrees 36 minutes 15 seconds with the south line of said Section 12 a distance of 912 feet; thence on a 5 degree curve to the left a distance of 530.6 feet, more or less to the north line of the Southwest quarter of the Southwest quarter of said Section 12, which lies North of the South 300 feet of the Southwest quarter of the Southwest quarter of said Section 12. (Torrens Property, Certificate of Title No. 504396)

AN that part of Government Lot 2, Section 12, Township 30 North, Range 23 West, Ramsey County, Minnesota, lying westerly of Registered Land Survey Nos. 324 and 506 and westerly of Meader Addition as filed in the office of the Registrar of Titles in and for said Ramsey County, Minnesota, described as follows: That part of Government Lot 2, Section 12, Township 30 North, Range 23 West, Ramsey County, Minnesota, described as follows: Beginning at the southwest corner of Lot 1, Block 1, Meader Addition, according to the recorded plat thereof; thence North 67 degrees 41 minutes 35 seconds West, assumed bearing, along the westerly extension of the south line of said Lot 1 a distance of 63.00 feet; thence North 4 degrees 20 minutes 30 seconds East 165.25 feet; thence North 11 degrees 20 minutes 30 seconds East 45.98 feet to the intersection with the westerly extension of the north line of said Lot 1; thence South 79 degrees 32 minutes 23 seconds East 56.85 feet, along said north line extended, to the northwest corner of said Lot 1; thence southerly, along the west line of said Lot 1, to the point of beginning.

AND that part of Government Lot 2, Section 12, Township 30 North, Range 23 West, Ramsey County, Minnesota, described as follows: Beginning at the northwest corner of Tract K, Registered Land Survey No. 506, Ramsey County, Minnesota; thence North 67 degrees 41 minutes 35 seconds West, assumed bearing, along the westerly extension of the north line of said Tract K a distance of 63.00 feet; thence South 2 degrees 25 minutes 31 seconds East 165.02 feet to a point on the westerly line and 150.00 feet southwest of the northwest corner of said Tract K; thence northeasterly, along the westerly line of said Tract K to the point of beginning. (Abstract Property)

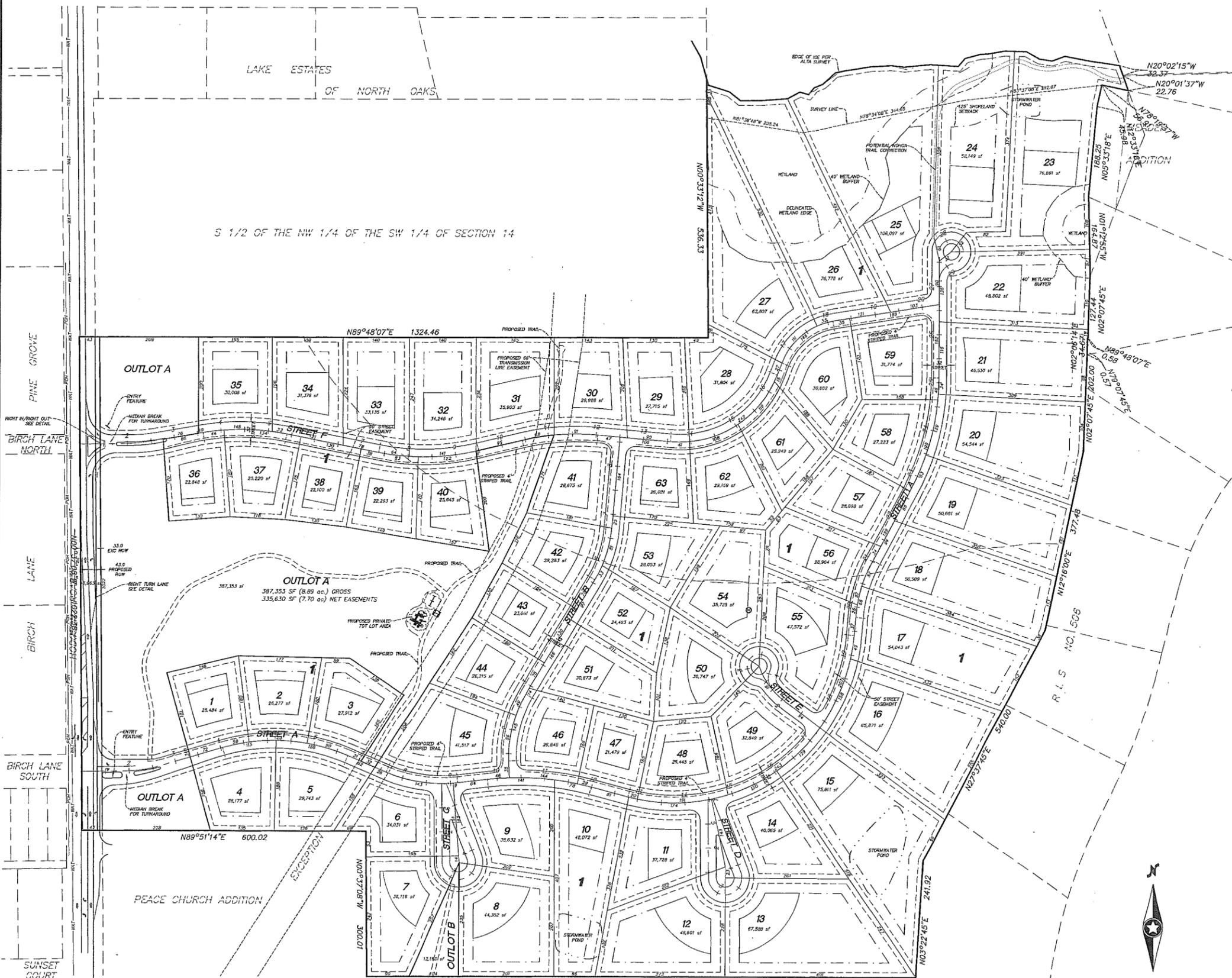
NOTES

-The lot dimensions and areas on this plan are approximate. Refer to the Final Plat and supporting data for exact lot dimensions and areas.

NOT FOR CONSTRUCTION

Date: 01/08/13 Sheet 3 OF 10

Charley Lake Preserve
Preliminary Plat Plan
North Oaks, Minnesota



Westwood
Westwood Professional Services, Inc.
7699 Anagram Drive
Eden Prairie, MN 55344
PHONE: 952-937-5150
FAX: 952-937-5822
TOLL FREE: 1-888-937-5150
www.westwoodps.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed LAND SURVEYOR under the laws of the State of Minnesota.
Craig W. Morse
Date: 01/08/13 License No. 23021

Revisions:	Drawn:

Checked:	Prepared for:

Pentom Land Co.
7699 Anagram Drive
Eden Prairie, Minnesota 55344

**JOINT POWERS AGREEMENT
BETWEEN
THE CITY OF SHOREVIEW AND CITY OF NORTH OAKS

MUNICIPAL WATER SYSTEM CONNECTION AGREEMENT
FOR
PROPOSED CHARLEY LAKE PRESERVE DEVELOPMENT**

- I. **PARTIES** – This agreement, dated the ____ day of _____, 20__, is entered into, pursuant to the provisions of the Minnesota Joint Powers Act (MSA 471.59), by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (herein “Shoreview”) and the City of North Oaks, a municipal corporation and political subdivision of the State of Minnesota (herein “North Oaks”).

- II. **RECITALS** – Shoreview and North Oaks share a common border along County State Aid Highway 49 (Hodgson Road) from County State Aid Highway 96 northerly to Turtle Lake Road. Shoreview has extended its trunk water main system along this common border. North Oaks has approved 63 acres for residential development in Section 12, Township 30 North, Range 23 West, immediately east of Hodgson Road . The development will consist of 63 single family residential lots (herein “Charley Lake Preserve”). North Oaks has requested the extension of Shoreview’s municipal water system to serve Charley Lake Preserve as depicted on Exhibit A attached.

- III. **PURPOSE** – The purpose of this agreement is to define the scope of each party’s authority and responsibility in relationship to the construction, maintenance and use of a connection by North Oaks to the Shoreview municipal water system relating to the proposed Charley Lake Preserve development.

- IV. **TERMS** – Now, therefore, pursuant to the statutory authority granted to each party and in consideration of the undertakings herein expressed, the parties agree as follows:
 - A. **Project** – The project shall consist of the construction of water main connections and extensions in the general vicinity of the intersections of Hodgson Road and the Birch Lane South and Birch Lane North . The project includes eastward extension of the Shoreview water mains in two places under Hodgson Road to valve/meter pits along or near the east right of way line of Hodgson Road and there terminating. The specific locations and methods of connections to the Shoreview trunk water mains shall be approved by the Shoreview Director of Public Works. The project shall also include the installation of meters, provided

by Shoreview Public Works Department, within sixty-inch reinforced concrete manholes to measure the usage of water into this development. North Oaks is responsible for the provision of electrical service at the meter/valve pit locations.

- B. **Plans, Specifications** – North Oaks, at its sole cost, shall be responsible for preparing plans and specifications and for administering the project. Project plans and specifications shall insure that appropriate metering devices will be installed. Project plans and specifications shall be approved by the Shoreview Director of Public Works prior to the start of construction.

- C. **Construction of Project** – North Oaks, at its sole cost, shall construct the project pursuant to the approved final plans. The Shoreview Director of Public Works, or a designated representative, shall be allowed to inspect the project at reasonable times during the period of construction, and thereafter, to insure compliance with the approved final plans. Upon completion of the project, North Oaks, at its sole cost, shall provide Shoreview with construction record drawings containing and properly illustrating the project utilities as built and including field verified locations.

- D. **Maintenance and Ownership** – North Oaks shall be responsible for maintenance of the mains and system within the proposed Charley Lake Preserve development, including that portion of the water main system extended under Hodgson Road easterly of Shoreview’s 16-inch concrete trunk water line, except that Shoreview shall be responsible for the maintenance of the large capacity water meters installed in meter/valve pits. North Oaks or its designee shall own and maintain the water lines described above and agrees to maintain the system in good working order and in accordance with the American Water Works Association Standards for Water mains. North Oaks shall report to the Shoreview Director of Public Works any defects which occur in the North Oaks system. North Oaks shall have an on-call contractor available on a 24-hour basis for system repairs. The Shoreview Director of Public Works may designate any defect as requiring an emergency repair if it will have significant impact on the use of the Shoreview Water System by Shoreview residents or, if the defect will result in unmonitored use of the Shoreview system. In the event of an emergency, repair procedures shall be undertaken as soon as reasonably possible, and nothing herein shall prevent Shoreview from taking appropriate steps to protect the security of the Shoreview system and the health, safety and welfare of Shoreview residents. All repair and maintenance shall be completed within reasonable times.

- E. **Fees** – North Oaks shall pay Shoreview in lieu of all other fees, charges or costs which might otherwise be imposed pursuant to the provisions of the Shoreview Code and, in addition to any use charges as hereinafter defined, the lump sum of \$ 67,327, which is further described on Exhibit B attached. The lump sum

payment shall be made prior to the connections to Shoreview's municipal water system. In addition, North Oaks shall reimburse Shoreview for the cost of the meter, or meters, to be installed to monitor usage. North Oaks shall establish and be responsible for any initial and ongoing electrical power service cost for the meter/valve pit locations.

- F. **Use Charges** – North Oaks shall pay 125% of all utility fees as indicated in Shoreview Municipal Code, Exhibit A. ; or amendments thereto. Water meters at the entry points of the proposed development shall be read by Shoreview personnel for the purpose of determining water use. The calculation of the water use charge billed to North Oaks will reflect application of the number of built units in the Charley Lake Preserve development at each of the single family residential billing tiers to account for the total water use as measured at the entry points to the development. If individual residential water meters with reading technology compatible with Shoreview are installed and maintained by North Oaks within the Charley Lake development, Shoreview personnel will provide quarterly water meter readings from individual addresses to North Oaks to aid their billing activities. North Oaks shall provide quarterly updates to Shoreview concerning the number of built residential units as determined by certificates of occupancy. A quarterly statement for the total water use charge as calculated by the Shoreview Finance Department shall be mailed to North Oaks within a reasonable time after the first day of March, June, September and December of each year. Statements shall be due and payable on or before the first day of the second month following a billing period described in the statement.
- G. **Permitted Connections** – This agreement shall apply to the approximate 63-acre parcel immediately east of Hodgson Road generally depicted on Exhibit A. Only residential structures within this 63-acre area shall be connected to the North Oaks system. No extensions or uses of Shoreview's municipal water service beyond the limits of the proposed Charley Lake Preserve development are permitted.
- H. **Shoreview Codes and Resolution** – North Oaks shall comply with the provisions of Shoreview Code Chapter 500 relating to its water utility system, including establishment and enforcement of water use restrictions; and any amendments to such chapters, except as herein modified. All Shoreview Codes and Resolutions referred to in this agreement are hereby incorporated. Nothing herein shall be construed to limit the authority of Shoreview to adopt or amend its ordinances and resolutions.
- I. **Effective Date** – This agreement shall become effective upon approval of an appropriate resolution by each party and shall continue in force and effect until terminated as hereinafter provided.

J. **Termination by Shoreview** – This agreement may be terminated by Shoreview in the event that:

1. North Oaks violates the terms of this agreement, the provisions of Shoreview Code Chapter 500 relating to the Shoreview Water System; or amendments thereto; and, such violations continue for ten (10) days after North Oaks receives a written notice of violation from Shoreview.
2. North Oaks fails to properly maintain its water system.
3. North Oaks fails to pay use charges within ninety (90) days of the billing date.
4. North Oaks authorizes extension of water service to any development or additional uses outside the boundaries of the proposed Charley Lake Preserve development without prior review and approval by Shoreview. Shoreview's review shall be limited to a determination of whether the Shoreview water system can adequately serve such additional development without adversely impacting Shoreview's own demands for water service and whether the additional capacity can be provided in an economical manner. Shoreview's determinations on these issues shall be final.
5. North Oaks fails to begin the construction of the connection by _____.

K. **Termination by North Oaks** – This agreement may be terminated by North Oaks by providing Shoreview a thirty (30) day written notice of intent to terminate.

L. **Terms of Termination** – All obligations of this agreement shall continue up to and include the date of termination by either party.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF SHOREVIEW

Pursuant to authority granted by Council
Resolution No. _____ adopted on the
_____ day of _____, 20____.

Sandra C. Martin, Mayor

Terry Schwerm, City Manager

CITY OF NORTH OAKS

Pursuant to authority granted by Council
Resolution No. _____ adopted on the
_____ day of _____, 20__.

John Schaaf, Mayor

Melinda Coleman, City Administrator

MEMORANDUM

TO: MARK MALONEY
FROM: TOM HAMMMITT
DATE: APRIL 22, 2013
SUBJECT: ASSESSMENTS ATTRIBUTABLE TO NORTH OAKS
ALONG HODGSON ROAD

In response to questions relating to a portion of North Oaks, Charley Lake Preserve, connecting to Shoreview City water, I have researched past assessments and fees for connecting.

The Shoreview water main along Hodgson Road was installed from Birch Lane South going north to County Road I and then into future developments in 1979. The portions of the main along North Oaks were considered as benefitting North Oaks. It appears that North Oaks was asked to participate but declined. When the assessments were considered in 1980 along Hodgson Road, it appears the City Council approved a per front foot rate of assessment higher than the cost if spread over two sides but not as high as all cost put on one side. The rate was set at \$27.50 per front foot, which included \$4.25 source and supply cost. (This was the rate for source and supply in 1980).

In later years when properties in North Oaks did request to connect to water, the City was consistent on collecting fees in lieu of assessments, on water permits or by agreement. Both Incarnation Church and Chippewa School paid frontage and area charges on their permits. An agreement between North Oaks and Shoreview for the North Oaks Commercial area at Highway 96 and 49 required fees for area and frontage. This agreement had deferred connection charges for frontage, area connection charges per acre and current source and supply fees along with a 25% premium on connection charges.

I would recommend the same philosophy for fees be used on the new North Oaks development.

Using the drawings provided by Pemtom for the development I am estimating the following fees be collected:

Deferred Connection Charge (In lieu of assessment)	1022 ft X \$28 FF =	\$ 28,616.00
Area Connection Charge (Residential rate)	63 lots X \$275 ea =	\$ 17,325.00
Source and Supply (Hodgson Frontage)	1022 ft X \$7.75 ff =	<u>\$ 7,920.50</u>
	Sub-Total of Connection Charges =	\$ 53,861.50
Premium on Connection Charges (25%)		<u>\$ 13,465.38</u>
Total Connection Charges		\$ 67,326.88
(Per lot fee \$67,326.88 / 63 lots = \$1,068 per lot)		

POLICY FOR UTILITY CONNECTIONS OUTSIDE OF SHOREVIEW

On April 10, 1989, the Shoreview City Council approved a policy on utility connections outside of the City borders. The criteria for considering requests is as follows:

1. All dealings shall be between the City Council of the cities involved. Requests from developers shall not be considered unless approval is received from the City Council in the city where the development or connection is located.
2. All requests for water main and/or sanitary sewer connections shall include the requesting city acknowledgement of the following responsibilities:
 - all billings
 - payment for utilities received
 - all utility payment defaults
 - all maintenance of utility lines within the requesting city, although contract maintenance would be considered if requested by the requesting city
3. There shall be a 25 percent premium above all current connection charges and rates incurred according to Shoreview code, unless waived for quasi-public facilities, as determined by City Council motion.
4. There shall be a 25 percent premium above all ongoing use charges according to Shoreview code, unless waived for quasi-public facilities, as determined by City Council motion.
5. Any connection to the Shoreview system shall be subject to a review by the Shoreview City Engineer of the projected water use for the proposed connection site. The Shoreview City Engineer shall find that adequate capacity and/or pressure is available within the Shoreview system or the connection shall not be considered.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the following liquor license renewals for the license term of July 1, 2013 to June 30, 2014:

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

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____
QUIGLEY _____
WICKSTROM _____
WITHHART _____
MARTIN _____

Regular Council Meeting
May 20, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: MAY 13, 2013

SUBJECT: LIQUOR LICENSE RENEWALS

INTRODUCTION

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

LICENSE RENEWALS

The following applications have been received for liquor license renewals:

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

The City has also approved an Off-Sale Intoxicating Liquor License for Trader Joe's, however, that license will not be issued until the store is completed and the City conducts background checks on the managers of the store. The owner of Walt's Liquor is not renewing his license, however, the City Council will be considering a new off-sale liquor license for JJ's Wine and Spirits at tonight's meeting. This will bring the City to its limit of five off-sale intoxicating liquor licenses that is established in the City Code.

STAFF COMMENTS

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

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

RECOMMENDATION

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