

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
AUGUST 19, 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. August 5, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes-
 - Economic Development Commission, July 16, 2013
 - Planning Commission, August 6, 2013
 - Economic Development Authority, August 12, 2013
3. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
4. Verified Claims

5. Purchases
6. Developer Escrow Reduction
7. Receive Assessment Roll, Order Hearing—Floral/Demar/Hanska Reconstruction Project, CP 12-01
8. Minor Subdivision—Lawrence AS Liu Estate, 3330 N. Victoria Street

PUBLIC HEARING

GENERAL BUSINESS

9. Text Amendment - Sign Code
10. Authorization to Pursue Legislation for Extension of Tax Increment District No. 1

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
August 5, 2013**

CALL TO ORDER

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

Mayor Martin requested a brief discussion about emails she has received regarding train horn noise during the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the August 5, 2013 agenda as amended.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

Mayor Martin welcomed Boy Scout members who are working on a citizenship badge.

City Attorney Filla introduced Mr. Kevin Beck, an attorney in his office who was present at the meeting.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin:

Thank you to the *Slice of Shoreview* Committee who put on another great community event. Except for the weather, it was perhaps one of the best. The Committee begins work on next year about three weeks after this year's is over.

A new sound system has been installed in the Council Chambers to address issues expressed about not being able to hear Councilmembers both in the Chambers and on cable broadcasts of meetings. The new system should correct these issues.

Councilmember Wickstrom:

The Ramsey County League of Local Governments will sponsor the *Build a Burger* Night at the VFW in White Bear Lake at 5:00 p.m. on Monday, August 12, 2013. It is a great way to support military families.

She attended a meeting on organized collection and changes in the law. It is important to correct a letter to the editor expressing the notion that organized collection means that the City will operate garbage collection. That is not true. Organized collection means that the City would contract with existing haulers. Changes in the law allow all haulers to be represented in the same proportion. It is much more efficient using existing haulers and easier on roads.

She also attended a meeting in Arden Hills regarding development of the TCAAP property. The property discussed is approximately one-quarter of the entire property between I-35W, County Road I, Lexington and Highway 96. It is important that Shoreview be represented so that whatever happens does not negatively impact Shoreview.

Councilmember Withhart:

No decisions have been made in Shoreview about organized collection, but several committees and commissions are discussing the idea. All comments from residents are welcome.

Tuesday, August 6, 2013 is *Night to Unite*, and close to a record number of 60 parties will be held in Shoreview. Everyone is urged to attend to get to know neighbors and perhaps organize a Neighborhood Watch program. Law enforcement deputies, Fire Department personnel and Councilmembers try to attend as many parties as possible.

Friday Night Flix returns in August with outdoor movies at the Haffeman Pavilion. Concessions are available. The following movies will be shown: August 9, *Hotel Transylvania*; August 23, *The Rise of the Guardians*; September 6, *Mighty Ducks*; and September 20, *Ghostbusters*.

The Farmers' Market continues and is very popular. It will run every Tuesday from 3:00 to 7:00 p.m. through September and 3:00 to 6:00 p.m. in October. Special events are planned each week.

Councilmember Johnson:

There are three remaining concerts left in the Concert in the Commons Series. August 7th is Jim Tones, an Oldies Band; August 14th is Dirty Shorts Brass Band; and August 21st is Prior Avenue, Funk Soul and R & B. All are encouraged to attend.

She noted how impressive it is that so many residents are out enjoying the parks, playgrounds and trails.

The City is seeking nominations for the Citizen of the Year Award. This is an opportunity to recognize someone who has many accomplishments in the community.

Councilmember Quigley:

Ramsey County is the organizer of the *Night to Unite*, information on the block parties is on the Ramsey County website.

Councilmember Withhart noted that a host kit is sent to all hosts which includes a notice to distribute to neighbors on location of block parties.

CONSENT AGENDA

Councilmember Withhart requested that item No. 1, July 8, 2013 City Council Workshop minutes be voted on separately because he was absent from the meeting and will abstain.

Councilmember Wickstrom noted a correction to the July 8th workshop minutes in regard to her comment regarding commercial development along County Road I. Such development was planned at the northern end that would go to County Road H, not County Road I.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom Consent Agenda for August 5, 2013, and all relevant resolutions for item Nos. 1 through 13:

2. July 15, 2013 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
 - Economic Development Commission, June 18, 2013
 - Environmental Quality Committee, July 22, 2013
 - Public Safety Committee, July 18, 2013
4. Verified Claims in the Amount of \$2,019,192.33
5. Purchases
6. Developer Escrow Reduction
7. Declare Cost and Order Preparation of Assessment Rolls - Floral/Demar/Hanska, City Project 12-01
8. Approve Change Order #1 - Red Fox Road, City Project 12-04
9. Approve Final Payment - 2013 Seal Coat, City Project 13-04
10. Accept Quote for Trail Rehabilitation
11. Resolution to Ramsey County Requesting Waiver of Final Payment of Confession of Judgment, Richard McGuire - 3339 Victoria Street
12. Resolution Approving Budget Modification of TIF District No. 8
13. Authorize Request for Advance of Municipal State Aid Funds

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the July 8, 2013 workshop minutes as corrected.

VOTE: Ayes - 4 Nays - 0 Abstain - 1 (Withhart)

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS**RESOLUTION EXTENDING TERM OF CABLE TELEVISION FRANCHISE
ORDINANCE AND AGREEMENT - COMCAST OF MINNESOTA, INC.****Presentation by City Manager Terry Schwerm**

In 1998, the City entered into a 15-year franchise agreement with Media One through North Central Communications Corporation for cable television services. That franchise agreement is now held by Comcast of Minnesota, Inc. and expires October 1, 2013. The City belongs to the North Suburban Communications Commission, which is negotiating the new agreement for all 10-member cities. Negotiations will not be complete prior to expiration. There is an agreement to extend the franchise agreement for a 12-month period to allow negotiations to continue. The North Suburban Communications Commission has recommended that all 10-member cities adopt a resolution to extend the franchise ordinance agreement to November 23, 2014. All services will continue through November 23, 2014.

Councilmember Wickstrom noted that the North Suburban Communications Commission only has authority over Basic Cable and not other levels of service.

Councilmember Johnson asked how other communities have been able to transition through a franchise renewal agreement.

Councilmember Wickstrom responded that the negotiations are difficult because the position of Comcast and the Commission are far apart.

Councilmember Withhart asked what is covered under the contract with the cable company. Councilmember Wickstrom answered that it is Basic Service, the over the air stations with the addition of a few other channels. Also, any equipment needed to provide the basic service level in homes is covered. It is a very complex process in determining costs. There is a fee that covers public access channels, and what that fee should be is also a matter of negotiation.

Mr. Schwerm stated that the City cannot regulate the channels offered by the cable company or the rates charged. The purpose of the franchise agreement is to grant the cable company the right to use City right-of-way to install the cable lines and to establish both technical standards and customer service standards for operation.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve Resolution No. 1366 to extend the cable television franchise term until November 23, 2014, while Comcast and North Suburban Communications Commission continue negotiations.

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

SPECIAL ORDER OF BUSINESS

Emails Regarding Train Noise

Mayor Martin reported receiving emails regarding long duration of train horns in the middle of the night. These have occurred at different areas of the City. Vadnais Heights prohibits use of horns under certain circumstances.

Mr. Schwerm stated that quiet zones have been declared in other communities. He would recommend that staff work with the City Attorney to find out the process. Once the process is determined, it can be discussed at an upcoming workshop.

Mayor Martin noted that on Rice Street and on Rustic Place, there have been long delays of traffic with trains stopped on the railroad tracks.

It was the consensus of the Council to direct staff to obtain information on the process to declaring quiet zones as well as changes in scheduling and delays occurring on local roads.

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adjourn the meeting at 7:37 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

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

Terry Schwerm
City Manager

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes

July 16, 2013

ROLL CALL

Chair Josh Wing called the meeting to order at 7:30 a.m. with the following members present: Sue Denkinger, Jim Gardner, Dave Lukowitz, Gene Marsh, and Jonathan Weinhagen.

Members absent: Dave Kroona, Ben Stephens and Jeff Washburn, with excused absences.

Also attending: Assistant City Manager/Community Development Director Tom Simonson, Economic Development and Planning Tech Niki Hill, and City Planner Kathleen Nordine.

ACCEPTANCE OF AGENDA

The agenda was accepted without changes.

APPROVAL OF MINUTES

Commissioner Lukowitz, seconded by Commissioner Denkinger, moved to approve the minutes of June 18, 2013, as written.

Vote: 6 AYES 0 NAYS

INFORMATION EXCHANGE

Chair Wing noted that PaR Nuclear has changed their signage to now only identifying the building as Westinghouse Corporation. He asked if the City has heard from the businesses along Red Fox Road on the construction. Simonson responded that the City Engineer Tom Wesolowski is regularly communicating with the impacted businesses about the schedule and trying to address any concerns with the road project.

Chair Wing also raised a concern about the contractor closing off access and what appeared to be little or no erosion control in the project area.

Member Denkinger also voiced concern about the temporary conditions of the roadway and the large bumps and holes. Simonson said he would relay the concerns to the City Engineer.

Simonson updated the EDC on the Economic Gardening program being sponsored by Ramsey County along with four other metro area counties. He said the City sent out 16 invitation letters to businesses he feels would be a match for the program along with background information on how to apply.

Member Weinhagen noted that other suburban communities have not had any businesses apply and that's because no other cities in the area have such an active business program as Shoreview.

Member Denkinger asked as to how the County would measure success. Member Weinhagen said the program has a goal for each business to create two new jobs as an outcome, but it's likely more the reaction from business participants on the value they receive. Simonson said that Hennepin County initiated this effort last year and based on their success is why the other counties have joined.

Simonson reported that TSI Incorporated is planning a dedication ceremony for their building expansion project on July 23rd. TSI will be preparing an invitation flyer and asked the City staff to forward to City officials.

Simonson reviewed recent Council actions including approval of the Rice Creek North Regional Trail extension, Target PUD and new parcel, and the United Properties concept review of the senior cooperative proposal on the Kozlak's property.

Simonson discussed some of the concerns expressed by residents on the United Properties proposal. Chair Wing questioned the market for units priced at \$300,000. He also expressed concerns for future upkeep and how does the City ensure future maintenance.

Simonson said that the developer has a proven track record of success with their Applewood Pointe model and they appear confident in the market demand in Shoreview. While the City has not financial participation in this senior project unlike past developments, the senior complexes are developed and managed by quality companies and maintenance standards have not typically been an issue. United Properties will also state that the cooperative model gives their residents a vested interest in maintaining the property.

Chair Wing said that with senior housing and redevelopment, he would like to know what the grand plan is for the future of Shoreview. Simonson said that the question of how much senior housing has been asked and is somewhat difficult to assess. The City tends to view projects by whether they serve a demand not provided such as assisted living or memory care units which enable older residents to remain in their community. There may be some life-cycle benefits which is a goal of the City by creating options for senior wishing to move out of their homes and younger families moving into the neighborhoods. The master plan is really based on the Comprehensive Plan of the City along with major strategic goals of the City Council.

Simonson said staff is working with the owner of the former House of Dreams in exploring options for the sale and future use of the vacant property.

GENERAL BUSINESS

Sign Code Update

Simonson said that a public hearing is scheduled before the Planning Commission on August 6th to consider amendments to the City's sign regulations. City Planner Kathleen Nordine presented an update on the proposed changes including providing businesses greater flexibility, clarifying and better regulating temporary banners, and allowing for electronic message center signs for businesses and other entities.

EDC members expressed support for the changes but still have some concerns about how the City will be able to manage the rules for temporary signs that require cooperation between retail landlords and tenants. Nordine said that this will require some education to both property owners and management companies and retailers. The City will monitor over the next year to assess how it is working and may come back with some further suggested changes.

The EDC thanked staff for all the work on moving the sign code amendments forward, and asked that they continue to be informed as the changes are implemented and communicated with the local business community.

New Business and Development Website

Simonson and Hill presented the new City website to the Commission. Simonson explained that the website will now feature business prominently on the main page, and includes all sorts of information and resources for businesses. Additionally, the new website features the work of both the EDC and EDA, including a separate section on the Business Retention and Expansion Program.

Simonson noted that the EDC work plan had the website improvements listed as a priority and the next discussion item for the Commission will be the possible re-launching of the Business Matters newsletter to go along with the website information. This would include regularly showcasing a local business as well as City business assistance programs.

The Commissioners provided very positive comments and thanked staff.

BRE Business Visits

Simonson briefly summarized a listing of new growing and emerging companies to be added to the BRE visit list. He provided a more detailed report to document how the City determined the next level of businesses to be incorporated into the BRE program. The next step is to schedule business visits beginning sometime after Labor Day with the goal of completing six by the end of the year.

Member Denkinger suggested that staff schedule the visits and then send out an email to the EDC asking for volunteers to participate so that there are not hold-ups with individual members' schedules that would delay visits. Simonson said that flexibility would help with scheduling, and that they will also need to coordinate with participating Council members and the Mayor.

EDA Update

Simonson provided a brief update on the recent work of the Economic Development Authority. Members Denkinger and Marsh also commented on the actions and discussion items of the EDA.

Project Updates

Trader Joe's has moved up their opening to mid-October.

Work on the public improvements for the Owasso Street realignment has started, as has the private construction for the Lakeview Terrace apartment project.

ADJOURNMENT

Commissioner Weinhagen, seconded by Commissioner Denkinger, moved to adjourn the meeting at 8:49 a.m.

Vote: 6 AYES 0 NAYS

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
August 6, 2013**

CALL TO ORDER

Chair Solomonson called the August 6, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

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

Commissioners Proud, Schumer and Thompson were absent.

APPROVAL OF AGENDA

MOTION: by Commissioner Wenner, seconded by Commissioner Ferrington to approve the August 6, 2013 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 4 Nays - 0

APPROVAL OF MINUTES

MOTION: by Commissioner Wenner, seconded by Commissioner McCool to approve the June 25, 2013 Planning Commission meeting minutes, as submitted.

VOTE: Ayes - 3 Nays - 0 Abstain - 1 (Ferrington)

REPORT ON CITY COUNCIL ACTIONS:

Presentation by City Planner Kathleen Castle

The following matters were approved by the City Council in July:

- Lawrence Signs/Northern Tier Retail
- Wireless Telecommunications Permit and Site Lease for Verizon at Sitzer Park
- Final Plat/PUD/Vacation for Target Corporation
- Concept Stage for United Properties for Redevelopment of the Kozlak Property

NEW BUSINESS

MINOR SUBDIVISION

FILE NO: 2491-13-18
APPLICANT: LAWRENCE LIU/JILL WILSON
ADDRESS: 3330 NORTH VICTORIA STREET

Presentation by City Planner Kathleen Castle

This application is to divide the property into two parcels for single-family residential development. The existing home with detached garage and other structures would remain. The property consists of 1.98 acres and double fronts on Victoria and Emmert Streets. The property is surrounded by single-family development on all sides and is zoned R1. City sewer and water are available to both parcels. The proposal complies with minimum R1 development code standards. Drainage and utility easements would be required along lot lines.

Property owners within 350 feet were notified of the proposal. Comments in support of the application have been received. Staff is recommending that the Planning Commission forward the application to the City Council for approval.

Commissioner Wenner asked if Parcel A could be further subdivided. Ms. Castle responded that would be possible. **Ms. Wilson**, Applicant, stated that the property is beautiful as it is, and she would not be inclined to further subdivide.

Commissioner Ferrington asked for clarification regarding the park use dedication fee. Ms. Castle explained that the fee is charged to all new parcels for use of recreation facilities in the community. Platted parcels have already paid the fee and are not charged again. The new Parcel B will be required to pay the fee.

Commissioner McCool asked what tree replacement regulations would apply. Ms. Castle stated that based on the size of the new lot, a 1/1 ratio would be used for tree replacement of any landmark trees removed.

MOTION: by Commissioner Wenner, seconded by Commissioner Ferrington to recommend the City Council approve the Minor Subdivision submitted by the Lawrence Liu Estate, 3330 Victoria Street, to divide the property into two parcels, with the existing house on Parcel A remaining and Parcel B for single-family residential development. Approval is subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. For Parcel B, a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all

required easements. Easements shall be conveyed before the City will endorse deeds for recording.

4. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of a new home on Parcel B.
5. Driveway and all other work within the Emmert Street right-of-way are subject to the permitting authority of the City of Shoreview. An escrow shall be required for a driveway approach to be constructed by the builder in the amount of \$1,250.
6. A tree protection and replacement plan shall be submitted prior to issuance of a building permit (including the demolition permit). The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
7. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
8. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
9. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

VOTE: Ayes - 4 Nays - 0

RESIDENTIAL DESIGN REVIEW

FILE NO: 2492-13-19
APPLICANT: RANDY BAN/SALLY GILCHRIST/BUILDING CONCEPTS & DESIGN, INC.
ADDRESS: 5131 ALAMEDA STREET

Presentation by Senior Planner Rob Warwick

The application is to demolish the existing house and 2-car attached garage in order to build a new 1.5 story house and 3-car attached garage with walk-out lower level. There is a shed with a deck above the lakeshore that will remain. The property is a substandard lot on Turtle Lake with a 75-foot width. The area of the lot is deep and so the area is over 25,000 square feet. The property is zoned R1 and in the Shoreland Overlay District. One landmark tree will be removed and two replacement trees are required. The proposal complies with setback requirements and development standards for riparian lots. Two shoreland mitigation measures are required. The applicant proposes to use architectural mass with natural cedar siding with white trim. A rain garden will also be put in.

The City Engineer has indicated that swales will be required long the side lot lines, and engineering work is required for the retaining wall at the walk-out level. The Rice Creek Watershed District does not require a permit, but erosion control measures during construction must be maintained.

Property owners within 350 feet of the subject property were notified. Two comments were received with no concerns. Staff is recommending approval subject to the conditions listed in the staff report.

Commissioner Wenner asked if placement of the new home would impact the sight line for the property to the north. Mr. Warwick stated that the setback is determined by the setbacks of the adjacent homes. There may be an impact to the side view but not the lakeside view.

Commissioner Ferrington asked the location of the rain garden. Mr. Warwick stated that the rain garden will be between the house and the lakeshore. The grade is such that water in the front yard would flow toward the lake. Commissioner Ferrington requested the applicant to place the rain garden where it will capture the most runoff.

Chair Solomonson asked if there will be a buffer between the driveway and side lot line. Mr. Warwick stated that the existing driveway is closest to the lot line nearest the house. No buffer is planned, but the new drive will be setback 5-feet from the north side lot line.

Commissioner McCool noted that impervious surface percentage is very close to the maximum, which is why the driveway is being narrowed. He would not want to see a gravel border on the driveway that widens it near the house. He proposed a condition that a landscape plan be required that shows sod planted next to the driveway to prevent this issue. Mr. Warwick suggested that the grading certificate, required for a new structure, show that impervious surface shall comply with City Code.

Commissioner McCool asked if the grade would change with extensive fill, or would the new house be built on existing elevations. Mr. Warwick responded that the grade change will not be significant. The current garage floor is at 917.8, and the proposed new elevation is at 918. No concerns were expressed by the City Engineer.

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to approve residential design review application submitted by Building Concepts and Design, Inc. on behalf of Sally Gilchrist and Randy Ban for 5131 Alameda Street, subject to the following conditions with the addition to No. 3 that an as-built survey submitted to the City shall confirm that impervious surface and foundation area comply with requirements.

1. The project must be completed in accordance with the plans submitted as part of the Residential Design Review application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.
3. Impervious surface coverage shall not exceed 25% of the total lot area as a result of this project. Foundation area shall not exceed 18%. The Grading Certificate (as-built survey) required for the project shall confirm that the impervious surface coverage and foundation area were constructed in compliance with this approval.

4. One landmark trees will be removed as a result of the development, and two replacement trees are required. A cash surety to guarantee the replacement tree shall be submitted prior to issuance of a building permit.
5. A tree protection plan shall be submitted prior to issuance of a demolition permit. The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
6. A final site grading plan shall be submitted with the building permit application and implemented with construction of the new residence.
7. An erosion control plan shall be submitted with the demolition permit application and implemented during demolition and construction of the new residence.
8. A Mitigation Affidavit shall be executed prior to the issuance of a building permit for the new residence.
9. A building permit must be obtained before any demolition or construction activity begins.
10. This approval is subject to a 5-day appeal period.

The approval is based on the following findings:

1. The proposal is consistent with the Land Use Chapter of the Comprehensive Plan and the Development Code.
2. The proposal complies with the adopted standards for construction on a substandard riparian lot.

Discussion:

Chair Solomonson stated that bringing the house closer to the lake brings it more into alignment. The new location is a more natural area to build. He asked for clarification of the amendment to condition No. 3. Commissioner McCool responded that the lot is riparian and impervious surface is almost at the limit. He wants to be sure compliance is maintained.

VOTE: Ayes - 4 Nays - 0

OLD BUSINESS

PUBLIC HEARING-TEXT AMENDMENT – SIGN CODE

FILE NO: 2440-12-3
APPLICANT: CITY OF SHOREVIEW
ADDRESS: CITY WIDE

Presentation by City Planner Kathleen Castle

At the request of the City Council, staff was requested to review existing regulations regarding temporary signs and to propose an amendment that would provide flexibility while maintaining a neat appearance of commercial areas. Later, a moratorium was adopted for message center signs to better understand their use and propose an amendment to permit them in commercial areas. The moratorium expires August 24, 2013.

The proposed text amendment would provide the following:

Temporary Signs

- Regulate the size based on the size of the building, specifically regarding banners
- Increase the number of signs permitted from 2 to 4 per tenant year
- Increase the display period from 7 to 14 days
- Increase the number displayed at any one time to 2

Political Signs

- Revise City Code to be consistent with State Statute regarding the display period and location

Message Center Signs

- Currently, message center signs are permitted only for public and quasi-public uses
- Expand that use to allow for commercial/business uses with the following regulations:
 - Display period a minimum of 8 seconds, and the display must be readable with a minimum of distraction
 - Audio and pyrotechnics features are prohibited
 - Brightness shall not exceed 3 foot candles above ambient light conditions
 - Dimmer control required
 - Messages limited to services offered on the property, as well as time and temperature display
 - Maximum sign area would be 50% of the total sign area on which it is displayed or 50 square feet, whichever is less
 - CIA district - 35% of the total sign area or 30 square feet, whichever is less.
 - Minimum sign area is 20 square feet

Adjacent to Residential Land Uses:

- Comprehensive Sign Plan required when adjacent to residential land uses
- Location and orientation must minimize impact on residential land uses
- Hours of display adjacent to residential land uses shall require the message center sign to be turned off between 11:00 p.m. and 6:00 a.m.

- Maximum sign area 35% of total sign area or 30 square feet, whichever is less
- Minimum sign area of 20 square feet
- Color shall be amber

Comprehensive Sign Process:

- Streamline the review process by allowing an administrative review as long as the proposal complies with code criteria, or there are only minor deviations.

The Economic Development Commission (EDC) has reviewed the amendments and supports them because there is more opportunity for the business community to advertise special events. The EDC noted that education is needed to inform the business community of the new regulations.

The Planning Commission also reviewed the amendments at the last workshop. Changes since that review include a provision for consistency in the temporary sign regulations for single tenant and multi-tenant buildings. Message center signs are permitted adjacent to residential land uses as long as brightness and sign area display impacts are addressed. Staff is recommending the amendments be forwarded to the City Council for approval.

City Attorney Filla stated the public hearing has been properly noticed for this meeting.

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

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

VOTE: Ayes - 4 Nays - 0

Commissioner Ferrington asked the rationale for requiring the use of amber adjacent to residential land uses. Ms. Castle explained that it would minimize impact.

Commissioner McCool asked if a variance would be needed for a different color. Ms. Castle explained that deviations can be permitted through the Comprehensive Sign Plan process. Further, Commissioner McCool requested staff to reformat conditions h., i., and j. so that they are more distinctly enumerated.

In regard to temporary signs, Commissioner Ferrington asked the meaning of a “non-commercial” message. Mr. Warwick explained that the provision is a protection of the First Amendment right to display any message.

Commissioner Wenner asked if the Code addresses portable signs, such as signs on a parked truck. Ms. Castle stated that signage on a vehicle for daily use is permitted. A vehicle parked in front of a business with advertising signage is considered a portable sign and not permitted.

Chair Solomonson clarified that any message center sign that in any way is adjacent to residential property must go through the comprehensive sign plan process and is not eligible for

administrative review. He asked how education of the business community would proceed. Ms. Castle stated that it would begin with an Open House.

MOTION: by Commissioner Ferrington, seconded by Commissioner Wenner to recommend the City Council approve the text amendment to Chapter 208, Sign Regulations of the Municipal Code pertaining to temporary signs, message center signs and comprehensive sign plans. The proposed changes reflect the direction of the City Council.

VOTE: Ayes - 4 Nays - 0

MISCELLANEOUS

Planning Commissioner Wenner will attend the August 19th City Council meeting.

The Planning Commission will meet in a workshop session immediately following the August 27th regular meeting.

ADJOURNMENT

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to adjourn the meeting at 8:12 p.m.

VOTE: Ayes - 4 Nays - 0

ATTEST:

Kathleen Castle
City Planner

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
August 12, 2013**

CALL TO ORDER

President Withhart called the meeting to order on August 12, 2013, at 5:12 p.m.

ROLL CALL

The following members were present: Ben Withhart, Sue Denkinger, Emy Johnson, Gene Marsh and Terry Quigley.

Also Present:

Sandy Martin, Mayor

Terry Schwerm, City Manager

Tom Simonson, Assistant City Manager/Community Development Director

Tessia Melvin, Assistant to the City Manager

Niki Hill, Economic Development and Planning Technician

Kirstin Barsness, Barsness Consulting Services

APPROVAL OF AGENDA

The agenda was accepted as submitted with no changes.

APPROVAL OF MINUTES

MOTION: by Johnson, seconded by Marsh, to approve the June 17, 2013 meeting minutes as submitted.

VOTE: Ayes - 5 Nays - 0

FINANCES AND BUDGET

MOTION: by Quigley, seconded by Johnson, to approve the submitted claims and purchases:

- | | | | |
|----|---|----------|----------|
| 1. | Community Reinvestment Fund
(12 Loans - Monthly Service Fees) (Date Paid: 6/26/13) | \$72.00 | Fund 307 |
| 2. | Community Reinvestment Fund
(12 Loans - Monthly Service Fees) (Date Paid: 7/29/13) | \$72 | Fund 307 |
| 3. | Panino's (EDA Dinner)
(Date Paid: 6/18/13) | \$137.95 | Fund 240 |
| 4. | Hilton Garden Inn (Business Exchange)
(Date Paid: 7/15/13) | \$782.45 | Fund 240 |

5.	LeeAnn Chin (EDA Dinner) (Date Paid: 7/29/13)	\$64.35	Fund 240
6.	Kirstin Barsness (EDA May Consulting) (Date Paid: 6/03/13)	\$1,137.50	Fund 240
7.	Kirstin Barsness (EDA June Consulting) (Date Paid: 7/15/13)	\$2,275	Fund 240
8.	Deanne Allen (May EDA Minutes) (Date Paid: 6/03/13)	\$200	Fund 240
9.	Deanne Allen (June EDA Minutes) (Date Paid: 7/15/13)	\$200	Fund 240
10.	Minnesota Real Estate Journal Subscription Renewal (Date Paid: 6/03/13)	\$136	Fund 240

VOTE: Ayes - 5 Nays - 0

GENERAL BUSINESS

Review New Website Pages: Economic Development

Simonson provided a summary on the City’s new website, specifically new pages on Economic Development and Business Resources including the following new items:

- Available Properties in Shoreview
- Community Profile
- Networking and Contacts
- Permits and Licenses
- Recent Development
- Resources
- Economic Development Commission
- Economic Development Authority

Simonson acknowledged the coordination of the project by Assistant to the City Manager Tessia Melvin and thanked Niki Hill for her work on the business and economic development pages. He stated that they are continuing to improve it by adding updates to the Recent Developments and new photos. The EDA members agreed that the site was much improved and asked about the possibilities of adding more communications to and about businesses.

Member Johnson asked if staff has considered highlighting a business. Simonson stated that as part of the EDC’s work plan, staff is currently exploring the re-launch of an improved “Business Matters” newsletter to businesses that would be distributed twice a year. The newsletter would provide business updates, a featured business spotlight, business resources and invitations to

Chamber events and the Shoreview Business Exchange. This will likely be initiated in the last quarter of this year.

Hoarding Workshop Review and Response Plan Framework

Simonson provided an update on the workshop for cities and other agencies that was recently host by the City to discuss the increasing issue of hoarding and garbage houses. Janet Yeats, from the Minnesota Hoarding Project, led the discussion and a copy of her presentation was provided in the packet.

Simonson reported that since the workshop, staff has met with Jerry Hromatka from Northeast Youth and Family Services (NYFS) to discuss the feasibility of NYFS providing services to address mental health counseling for individuals with hoarding problems. Mr. Hromatka stated that at the present time he felt that NYFS does not have the staff to provide such specialized counseling services.. He added that this could be something NYFS would consider in the future if there were interest from member cities to provide such services.

Member Quigley expressed his concern that NYFS does not have the resources to provide the necessary assistance. President Withhart provided similar comments on this and suggested that the City staff approach them again and discuss the partnership along with possible costs. Member Johnson provided insight as a current board member that NYFS staff is being directed by the board to provide services that are in alignment to their core services. However, she supported another conversation with Hromatka. Simonson said that this was a conceptual discussion and perhaps the City could better frame this initiative as a project between Shoreview and NYFS with the understanding that there may be additional costs for their services. Simonson also added that there are a number of counseling agencies that are now focusing on this mental disorder and the City will explore those potential relationships.

Hill provided a copy of the Clutter—Hoarding Scale provided by the Institute for Challenging Disorganization. Simonson stated that the quick reference guide can be used to determine level of severity based on the structure and zoning of the property, animal and pests, household functionality, health and safety and personal protective equipment. This scale will help staff determine level of assistance needed.

Member Withhart asked about a checklist that can be used to ensure that all necessary parties are included in conversations: Ramsey County Sheriff’s Department, Lake Johanna Fire Department, City staff and Public Health and Social Services providers. Simonson said that there is good communication from the agencies, as these cases are discovered in a variety of ways through medical calls, fire safety inspections or neighborhood complaints. The goal is to develop protocols for how to jointly respond to cases depending on the specific conditions and assessment level. What has been missing is the mental health counseling that would assist the resident or owner so that not only cleanup of the property is addressed but that the hoarding doesn’t reoccur.

Staff is seeking general EDA support to continue with the framework outlined and will then return with a more specific response plan for the EDA to review and adopt.

MOTION: by Quigley, seconded by Marsh, to support staff in developing a response plan based on the Clutter—Hoarding Scale, as discussed.

VOTE: Ayes - 5 Nays - 0

Review Purchase Agreement Terms for Richard McGuire Property at 3339 Victoria Street

Simonson reported that the City has hired a consulting firm to conduct environmental testing, site survey, and soil borings of the property. The consultant will also complete all environmental reports that are required by the Community Development Block Grant (CDBG) for Ramsey County. Simonson added that the City has delivered a large dumpster to the property to assist the owner to remove belongings in preparation of the purchase later this fall.

Staff has met so far with three non-profit housing organizations to determine their interest in developing the property with new affordable housing. Habitat for Humanity is interested in pursuing housing options. The Greater Metropolitan Housing Corporation (GMHC) has also shown a strong interest in creating housing options for the property. The other organization is the Rondo Community Land Trust, which may have an interest in partnering with another non-profit developer.

Member Quigley added that he would like to see any agency that purchases the property work with neighbors and provide something that benefits the City and neighborhood. Simonson said the next step is to present redevelopment concepts received from interested non-profit housing groups for the EDA to review and then select a developer to begin preparing a housing plan and engage the public in the review process. He added that Ramsey County indicates there may be additional funding resources the City could utilize for the redevelopment.

Highway Corridor Transition Areas Study—Consultant RFQ

Simonson provided a brief description of the Request for Qualifications on the Highway Corridors Transition Study. As part of a goal of the EDA, staff prepared an RFQ seeking a planning consulting firm for undertaking a study of certain residential neighborhoods located along arterial highways. There is a concern that these residential land uses are no longer viable due to noise, increase of traffic volumes and speeds on these arterial highways.

Staff is seeking a planning consultant to define “at-risk” neighborhoods, evaluating the redevelopment potential and developing land use policies that support redevelopment while protecting the remaining adjacent land use.

Member Quigley asked Simonson to define who would be on the selection committee. Simonson responded that staff will review the planning firms and prepare a recommendation for the EDA’s September meeting to select a firm.

President Withhart asked if this process would include a task force or neighborhood dialogue. Simonson said that this would be designed as an internal study for the EDA, Planning

Commission and Council to evaluate and any policy recommendations would go through a more formal public review process where property owners and residents would be engaged.

Legislative Action to Extend Tax Increment Financing District No. 1

Simonson provided a brief summary on the process and purpose of legislative action to extend Tax Increment Financing (TIF) District No. 1. Earlier this year, both the City Council and the Economic Development Authority established a goal to pursue the possible extension of TIF District No. 1, which is set to expire in 2014. TIF District No. 1 was established in 1988 as a 25-year redevelopment district to assist with the purchase and development of property for the Deluxe Corporation headquarters.

Simonson reminded the EDA members that funds from the TIF District 1 have been heavily utilized by the City to support economic development, housing projects, retail services and job creation including the relocation/retention and expansion of PaR Systems, the expansion of TSI Incorporated, Red Fox Road Retail including Trader Joe's, cleanup and redevelopment of the Sinclair gas station, and the Lakeview Terrace apartment project. In addition, dollars from this district have been used to fund the Shoreview Home Improvement Loan program.

Staff is recommending hiring the law firm Larkin Hoffman to assist with seeking legislative action on the extension of this TIF District. Larkin Hoffman has represented a number of cities over the years. Last year, they obtained this type of legislation for the City of Oakdale. With the assistance of Larkin Hoffman, staff has developed a framework for action that includes developing a purpose and need for the extension, as well as interacting with decision-makers and other stakeholders to generate support.

President Withhart asked if there is an estimate on the legal costs of pursuing this legislation. Simonson added that it is estimated that the City's cost would potentially be \$75,000 - \$100,000 to cover legal services, development consultant and planning work. These costs would be covered through the existing fund balance of TIF District No. 1.

Simonson noted that there are financial impacts and policy implications for the City to consider in this effort. It is estimated that the current District generates approximately \$975,000 annually, which means when the district term expires this money would be redistributed back to property taxes. Simonson noted that the City's Finance Director has stated that if the City were successful in obtaining an extension, those funds would still be captured but would not be available to use in the General Fund. The City's five year operating plan anticipated this additional value as part of future planned tax levies.

Mayor Martin commented that she is concerned that the City will lose some of the money that would have gone back to the general fund and help the tax levy. She also recognizes there are great benefits to an extension.

Schwerm provided some explanation on the impact to the City's budget. Simonson added that the TIF District monies would still come back to the tax rolls, but at a later date. He said without the benefit of a continued revenue stream from TIF District 1, the City Council and EDA would

Economic Gardening Program

Simonson reported that staff has been notified by Ramsey County that a total of 7 Shoreview businesses have been tentatively accepted to participate in the Economic Gardening regional initiative. The businesses include American Metro, Hed Cycling, Lion Precision, Mead Metals, Multi-Clean, Nardini Fire Equipment and Promet International. He noted that all suburban County participants are currently from Shoreview.

Development Projects

Lakeview Terrace: Simonson reported that the developer is working on the construction of the building. He also reported that the engineering staff expects to have the major part of the road realignment work complete by November 2013, at least with the temporary signals and lane improvements.

Trader Joes: They are currently scheduled to open October 14 or 15. Schwerm reported on the progress of the Red Fox Road improvements.

ADJOURNMENT

MOTION: by Quigley, seconded by Marsh, to adjourn the meeting at 6:32 p.m.

VOTE: Ayes - 5 Nays - 0

Memorandum

To: Mayor and City Council
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: August 16, 2013

Re: Monthly Reports
- Administration Department
- Community Development Department

Economic Gardening Initiative

City staff has been notified by Ramsey County that there are now a total of 7 businesses tentatively accepted to participate in the Economic Gardening regional initiative – all Shoreview businesses. The County set a goal of having seven suburban area businesses apply to the program and so far the businesses to join the program are from Shoreview (American Metro, Hed Cycling, Lion Precision, Mead Metals, Multi-Clean, Nardini Fire Equipment, and Promet International). The City had sent a letter and background information to about 20 local companies we felt were good candidates for the program and followed up with emails and phone calls.

The new pilot “Economic Gardening” program is being formed by five metro area counties including Ramsey County. A Regional Economic Gardening Network has been established that would develop methods and resources to assist and support growing emerging businesses in the Twin Cities region. The program should begin in early fall. If the results are successful, Ramsey County hopes to expand this program in the future and sponsor up to 20 businesses next year.

Economic Development Authority Update

The Economic Development Authority (EDA) has recently focused on several discussion items relating to housing actions that are part of their current work plan. Staff prepared and presented a request for qualifications (RFQ) seeking qualified land use planning firms to interview and select for assisting the City in the Highway Corridor Transition Study. This study will identify conditions along major traffic corridors where the City has seen higher numbers of foreclosures, vacancies, rental properties, and housing maintenance conditions and explore future land use alternatives and policies that will protect adjacent neighborhoods. City staff hopes to get this study underway this fall and completed by mid-2014, with involvement from the Planning Commission, Economic Development Commission, Economic Development Authority, and City Council.

After the recent approval by the EDA and City Council of the purchase agreement to acquire the Richard McGuire property at 3339 Victoria Street, staff is preparing for the eventual City ownership and redevelopment of the property. Besides the environmental assessment required prior to the closing on the purchase, the City will need to comply with the terms and requirements of the CDBG funds being used from Ramsey County to assist with acquisition. A consulting engineering firm is preparing the environmental report, property survey, tree inventory, and soil

borings for the City to complete the closing and prepare for a redevelopment. Staff has met with several qualified non-profit developers (Greater Metropolitan Housing Corporation, Habitat for Humanity, and Rondo Land Trust) to discuss the property and determine interest in a redevelopment plan. Any new housing concept will also involve review and input from the public, most importantly the adjacent neighbors.

At the direction of the EDA, the City recently hosted an informational workshop for officials from area cities and public agencies on the topic of hoarding and garbage houses. Staff has been working with the Minnesota Hoarding Project to develop a more comprehensive response plan for dealing with major hoarding issues in the community. The goal is to create a multi-layered response involving the City, Fire Marshal, Sheriff's Department, County Health and Social Services, and mental health counseling advocates to assist with providing guidance and resources to the homeowner to gain and maintain compliance. A draft response plan is expected to be presented to the EDA in October.

Economic Development Commission Update

The Economic Development Commission (EDC) has completed their strategic planning and development of a new work plan. The EDC has adopted a new vision and mission statement to reflect their current role, and how they advise and support the Council, especially since the establishment of the EDA. A major component of the updated EDC work plan will be to continue 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 vision and mission statement as well as the updated work plan will be presented to the City Council at an upcoming workshop meeting.

Planning Commission Update

The Planning Commission's next meeting is August 27th and has just one item tentatively scheduled for review. A workshop will also be held to review other policy and discussion items.

United Properties continues to work on plans for the redevelopment of the Kozlaks property and the adjacent single-family home on Tanglewood Drive. Ramsey County has indicated that they will not release the right-of-way for Hodgson Road, which United had included as part of the development site. United Properties is continuing to work with Ramsey County to resolve this issue and may be required to revise their site layout. The developer is expected to submit a formal application for PUD Development Stage review this fall.

Development Project Updates

Lakeview Terrace Apartments. The public improvements are well underway with construction of a temporary access from the Midland Terrace apartment complex to County Road E/Victoria Street. The building permit for footings and foundation has been issued and full construction plans are under review by the Building Official. The developer has started construction on the new apartment building beginning with the underground parking, while the City is simultaneously undertaking the public improvements. Lakeview Terrace will take about one year to complete and the opening is expected sometime during the summer of 2014.

PaR Systems. PaR Systems is now fully occupying the new 48,000 square foot facility at their Shoreview campus on County Road E. PaR Systems needed more space to accommodate equipment necessary for their manufacturing and assembling robotics for large cranes. The City assisted with the expansion project by providing tax increment financing support. A special ceremony and public open house in celebration of the new facility was hosted by PaR Systems on June 21st. Mayor Martin spoke on behalf of the City, and PaR officials publically stated their appreciation for the City's continued support as they grow. Below are some photographs of the dedication ceremony.



Trader Joe's Store. The City was recently informed by the developer that Trader Joe's has moved up their expected opening date to mid-October. Trader Joe's is currently working on interior finishing. A store manager has been named and soon they will begin to hire employees. The developer will also start soon on the construction of the freeway identification pylon and the joint retail monument sign at the corner of Red Fox Road and Lexington Avenue that will be shared by Trader Joe's, TCF Bank, and Super Target.



TSI Incorporated. TSI, Incorporated, has now completed and is occupying their major building expansion to their corporate headquarters and manufacturing facility in Shoreview. The 58,000 square foot building addition will bring up to 200 additional jobs to Shoreview, where TSI currently employs 440 workers. TSI hosted a ceremony on July 23rd to celebrate the project completion and invited City officials in appreciation for the support.



Housing and Code Enforcement Activity

Rental Licensing. There have been a record 572 General Dwelling Unit rental licenses (GDUs are single-family homes, townhouses, condominiums) issued to date in 2013, along with the 8 Multi-Family Dwelling Unit licenses (MFUs are rental apartment complexes). Approximately 100 of these rental licenses have been for new properties.

The 2013 inspections are underway, with a total of 284 GDU units and 461 MFU units scheduled for inspection during 2013. All 461 MFU inspections have been completed. Overall, the management companies of the multi-family complexes have been very well prepared and quickly follow-up to correction orders. The majority of the issues are related to cleanliness of individual units as a result of tenant actions.

The on-going GDU inspections are geographically scheduled by neighborhood and conducted every other week by the Housing and Code Enforcement Officer. So far 170 of the 284 GDU rental properties to be inspected this year have been completed.

Code Enforcement. There have been 18 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	96	35	61
2012	159	24	135

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. The City is still awaiting the results of a pretrial hearing that occurred in late July. The City Attorney’s office is trying to charge the defendant for violating the “no same/similar” probation.

Garbage/Clutter Houses – The Housing and Code Enforcement Officer and Lake Johanna Fire Marshal continue to follow-up with three homeowners who were previously notified of property maintenance, housing and fire code violations and have entered into compliance agreements with the City. Per our agreements with these homeowners, the City and Lake Johanna Fire Department staff has the authority to conduct follow-up inspections to ensure compliance to the City’s ordinances and fire code.

In response to a complaint, Ramsey County Social Services recently contacted staff regarding a potential garbage home/hoarding situation on North Owasso Blvd. Ramsey County, City and the Fire Department personnel were able to enter the home by the property owner and assess the housing conditions. While there were no serious issues pertaining to hoarding, the home was posted uninhabitable due to the lack of proper working kitchen and sanitation facilities. The water to the property was also shut off in response to a water leak which was not being addressed by the occupant. The resident is currently trying to occupy the home and the City is working with the City Attorney’s office, Ramsey County Sheriff Department and a County social worker to prevent the resident from continuing to occupy the home. Staff is also trying to align her with resources for other housing options.

A Sheriff call to a foreclosed townhome resulted in the Deputy contacting the City regarding poor interior housing conditions. It was discovered that the electrical service for the property was turned off, which makes the home uninhabitable pursuant to the City's housing regulations. The law firm that is handling the eviction is trying to expedite the process and staff has contacted Ramsey County Social Services to assist the resident.

Lake Johanna Fire Department staff also identified a home with possible hoarding issues during a recent fire call. The property will be inspected next week by the City inspectors along with Lake Johanna Fire Department personnel.

Wireless Telecommunications Facilities. Community Development staff administer the wireless site leases on City property. T-Mobile recently completed work on the water tower sites, upgrading their equipment to the 4G/LTE standard. Sprint has proposed a similar upgrade, but the work and site lease amendment still require revisions prior to consent to the work by the City. Staff has continued to review revised plans for the Verizon site in Sitzer Park; a proposed Verizon equipment upgrade at the South Water Tower; and for an expected Verizon co-location on the North Water Tower. Verizon has also expressed exploratory interest in co-locating at the Crown Castle monopole located behind the Maintenance Center, while AT&T is also exploring co-locations at both the North and South Water Towers.

Other News and Information

- Last week, Human Resources sponsored a wellness *Lunch & Learn* event for full-time staff. 15 employees attended the session on the topic of cholesterol. Attendees learned about "good" and "bad" cholesterol, what your numbers mean, and improving your cholesterol profile. Human Resources sponsors a number of health and wellness events throughout the year for employees.
- Under the coordination of Assistant to the City Manager Tessia Melvin and Assistant I.S. Manager Tim Cooney, the upgrade project for the Council Chambers is complete. The project entailed updating video capabilities and monitors, replacing countertops, improvement to the lighting, and replacement of the sound system. The upgrades will significantly improve the cable broadcast quality and viewing experience for the public. Special thanks should also be directed to Building Superintendent Gary Chapman for his assistance on this project.
- City staff recently met with officials from the Saint Paul Port Authority regarding several energy financing programs including a new initiative called Trillion BTU, which provides low interest loans for energy efficiency improvements for businesses up to \$2.5 million. The City will begin to promote these programs on the website and to targeted local businesses.
- City staff has been working with the owners of Kozlak's Royal Oak Restaurant as they explore possible new locations, if the redevelopment plan moves forward.
- City staff has been in regular communications with the owner of the former House of Dreams business as they seek a sale of the vacant building.
- Attached is the monthly report from the HousingResource Center on services provided to Shoreview residents.
- Attached is the monthly report from the Building Official showing building permit activity through the month of July.

- Administration staff has sent out press releases and posted information on the City website seeking nominations for the "Citizen of the Year." Nominees must possess and demonstrate a generous community spirit. Nomination forms are due by August 30th and should be forwarded to Tessia Melvin. The Council annually selects the Citizen of the Year, and recognizes them at the Volunteer Appreciation Dinner in the fall.
- Administration staff is preparing for the annual New Employee Recognition Picnic, which will be held on August 28th at the Haffeman Pavilion. At this annual picnic, the Council and City Manager introduce all new employees that have started with the City in the past year.

Housing Resource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - July 31, 2013

	July-01	Jan-02	Jan-03	Jan-04	Jan-05	Jan-06	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Yr-to-Date	TOTAL	
Number of Calls	43	208	589	168	170	240	275	171	130	271	141	101	11	8	6	5	7	13	30	0	0	0	0	0	0	80	2,587
MHFA Fix Up Fund/Rehab/Rental																											
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	1	46
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26
Shoreview Home Improvement Loan																											
Loan Applications Rec'd								Loan not available										2	0	0	0	0	0	0	0	3	16
Loans Closed								Loan not available										0	0	1	0	0	0	0	0	2	13
Ramsey County Deferred Loan																											
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	0	0	0	2	0	1	0	0	0	0	0	0	0	3	24
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	0	0	0	0	0	0	1	0	0	0	0	0	0	1	15
Construction Consultation Report																											
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	3	2	2	3	2	17	18	0	0	0	0	0	0	47	817
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	2	3	2	2	3	6	19	0	0	0	0	0	0	37	584
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	3	116
Total SERVICES Provided	53	312	698	300	281	379	499	357	253	488	268	179	18	13	10	12	13	41	70	0	0	0	0	0	0	177	4,244

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

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

	JULY 2013		TO DATE 2013		JULY 2012		TO DATE 2012	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$225,000	4	\$1,835,000	1	\$260,000	8	\$2,320,000
TOWNHOMES			0	\$0	0		0	\$0
ADDITIONS	2	\$55,000	21	\$904,200	1	\$20,000	32	\$1,095,925
GARAGES	1	\$15,000	4	\$90,000	1	\$19,000	1	\$19,000
MISCELLANEOUS	225	\$1,563,236	645	\$4,285,541	104	\$551,431	431	\$2,455,977
APARTMENTS	1	\$1,999,750	1	\$1,999,750	1		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	2	\$120,000	2	\$120,000			0	\$0
COMMERCIAL ADDITIONS			2	\$385,000			0	\$0
COMMERCIAL ALTER	6	\$730,100	39	\$2,542,951	13	\$656,527	33	\$5,665,810
TOTAL	238	\$4,708,086	719	\$13,447,442	120	\$1,506,958	507	\$20,348,712

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

TO: Terry Schwerm, City Manager

FROM: Jeanne A. Haapala, Finance Director 

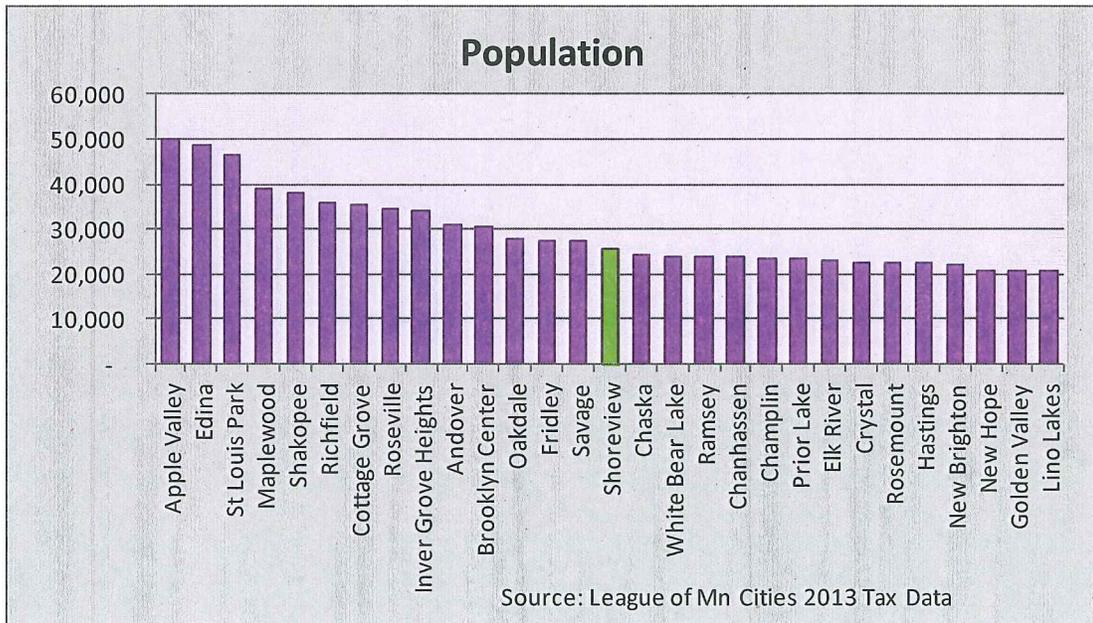
DATE: August 14, 2013

RE: Monthly Finance Report

PROPERTY TAX STATISTICS

The League of Minnesota Cities released property tax statistics this week. The information, combined with the data published in the annual State Auditor’s report (covering local government revenue, spending, debt levels and fund balances), will be used to prepare illustrations used during this years’ budget process. The June monthly finance report already provided comparisons for revenue, expense, and debt levels, and so this report will focus on property taxes and value.

Population – Comparison cities include those in the metro area that are closest to Shoreview in population, selecting 14 larger and 14 smaller. It should be noted that Shoreview’s population is 13.2% below the average of the cities in this group.



City Property Taxes – The City portion of property taxes on a median home (\$182,700 value in 2003 and \$222,200 value in 2013) has remained at the same rank position as in the year 2003.

- Shoreview ranks 6th lowest in both years (23.6% below average in 2003 and 21% below in 2013)
- The highest City tax occurs in Brooklyn Center in both years
- White Bear Lake and Chaska rank the lowest two cities in both years

City Tax on Median Home				
Rank	2003		2013	
1	Brooklyn Center	\$ 964	Brooklyn Center	\$ 1,561
2	Hastings	915	Hastings	1,405
3	New Hope	911	Richfield	1,313
4	Golden Valley	858	New Hope	1,206
5	Savage	850	Golden Valley	1,193
6	Columbia Heights	827	Crystal	1,187
7	Cottage Grove	767	Savage	1,176
8	Apple Valley	760	Apple Valley	1,056
9	Inver Grove Heigh	759	Maplewood	1,047
10	South Saint Paul	754	Elk River	1,033
11	Crystal	721	Fridley	1,007
12	Oakdale	717	Rosemount	1,002
13	Richfield	713	Inver Grove Heights	960
14	Chanhassen	712	Lino Lakes	959
15	West St Paul	707	St Louis Park	954
16	Champlin	705	Cottage Grove	919
17	St. Louis Park	665	Champlin	918
18	Maplewood	664	Ramsey	908
19	New Brighton	655	Oakdale	903
20	Blaine	648	Shakopee	871
21	Shakopee	620	New Brighton	861
22	Andover	606	Andover	856
23	Lakeville	602	Roseville	847
24	Shoreview	525	Shoreview	758
25	Fridley	524	Prior Lake	742
26	Edina	496	Chanhassen	614
27	Roseville	470	Edina	573
28	White Bear Lake	442	Chaska	569
29	Chaska	360	White Bear Lake	441
	Average	\$ 687	Average	\$ 960
	Median	\$ 707	Median	\$ 954
	Shoreview to Avg	-23.6%	Shoreview to Avg	-21.0%

Total Property Taxes – Even though the comparisons for the City portion of the tax bill remain the same for both years, total property taxes have increased 5 rank positions.

- Shoreview ranks in the middle for 2003 (3.1% below the average total tax for all jurisdictions)
- Shoreview ranks 10th highest in 2013 (4.5% above the average total tax for all jurisdictions)
- The highest total tax occurs in Brooklyn Center in both years
- The lowest total tax occurs in West St Paul in 2003 and in Inver Grove Heights in 2013

Total Tax on Median Home				
Rank	2003		2013	
1	Brooklyn Center	\$ 2,734	Brooklyn Center	\$ 4,098
2	New Hope	2,510	Crystal	3,768
3	Chanhassen	2,415	New Hope	3,757
4	Golden Valley	2,384	Elk River	3,670
5	Crystal	2,343	Maplewood	3,638
6	Champlin	2,287	Richfield	3,605
7	Maplewood	2,246	Golden Valley	3,576
8	St. Louis Park	2,245	New Brighton	3,535
9	Cottage Grove	2,219	Fridley	3,490
10	New Brighton	2,165	Shoreview	3,421
11	Richfield	2,158	Hastings	3,356
12	Chaska	2,152	Savage	3,342
13	Savage	2,123	Roseville	3,338
14	South Saint Paul	2,113	Champlin	3,324
15	Shoreview	2,026	Lino Lakes	3,264
16	Hastings	2,019	St Louis Park	3,140
17	Edina	2,001	White Bear Lake	3,137
18	White Bear Lake	1,979	Ramsey	3,115
19	Columbia Heights	1,960	Chaska	3,106
20	Apple Valley	1,957	Cottage Grove	3,070
21	Blaine	1,954	Chanhassen	3,014
22	Oakdale	1,938	Andover	2,976
23	Shakopee	1,869	Shakopee	2,964
24	Andover	1,869	Apple Valley	2,957
25	Fridley	1,854	Prior Lake	2,952
26	Roseville	1,841	Rosemount	2,896
27	Lakeville	1,834	Edina	2,865
28	Inver Grove Heights	1,765	Oakdale	2,809
29	West St Paul	1,659	Inver Grove Heights	2,752
	Average	\$ 2,090	Average	\$ 3,274
	Median	\$ 2,026	Median	\$ 3,264
	Shoreview to Avg	-3.1%	Shoreview to Avg	4.5%

City Levy – A comparison of the gross tax levy for each City shows that Shoreview has dropped 2 rank positions since 2003.

- Shoreview ranked 18 in 2003, and ranks 20 in 2013
- Edina ranks highest in both years
- Chaska ranks lowest in 2003, and White Bear Lake ranks lowest in 2013

Tax Levy Ranking				
Rank	2003		2013	
1	Edina	\$ 17,236,228	Edina	\$ 26,134,552
2	Apple Valley	13,698,293	St Louis Park	24,713,766
3	St. Louis Park	13,287,553	Apple Valley	21,547,993
4	Golden Valley	10,409,110	Maplewood	17,835,649
5	Lakeville	10,346,442	Richfield	17,745,792
6	Maplewood	10,234,590	Golden Valley	16,944,472
7	Blaine	10,213,520	Roseville	16,444,831
8	Roseville	8,142,444	Shakopee	15,333,211
9	Inver Grove Heights	7,945,796	Savage	15,056,684
10	Richfield	7,843,960	Inver Grove Heights	14,551,233
11	Cottage Grove	7,548,562	Brooklyn Center	13,632,645
12	Brooklyn Center	7,479,709	Cottage Grove	12,238,469
13	Savage	7,285,830	Hastings	11,981,030
14	Chanhassen	7,139,604	Fridley	10,920,942
15	Shakopee	7,045,984	Rosemount	10,459,805
16	New Hope	6,277,853	Andover	10,446,842
17	Oakdale	5,909,991	Elk River	10,175,711
18	Shoreview	5,658,692	Oakdale	9,879,444
19	Andover	5,388,512	Chanhassen	9,750,535
20	Hastings	5,356,467	Shoreview	9,604,567
21	Fridley	5,055,122	New Hope	9,570,914
22	New Brighton	4,694,776	Crystal	8,713,272
23	West St Paul	4,648,292	Champlin	8,323,469
24	Crystal	4,546,157	Prior Lake	8,287,277
25	Champlin	4,429,102	Lino Lakes	8,215,854
26	South Saint Paul	4,002,653	Ramsey	7,998,483
27	White Bear Lake	3,801,762	New Brighton	7,392,656
28	Columbia Heights	3,780,960	Chaska	5,028,964
29	Chaska	2,040,310	White Bear Lake	4,754,998
	Average	\$ 7,291,320	Average	\$ 12,540,830
	Median	\$ 7,045,984	Median	\$ 10,459,805
	Shoreview to Avg	-22.4%	Shoreview to Avg	-23.4%

LGA – Shoreview receives no local government aid (LGA) to help support the cost of City services. The table below presents the amount of LGA received by each comparison city in 2013.

- Crystal receives the highest LGA per capita at \$64.91 (\$1.455 million in LGA)
- White Bear Lake receives the second highest LGA at \$63.66 (\$1.532 million in LGA)
- Most cities receive no LGA

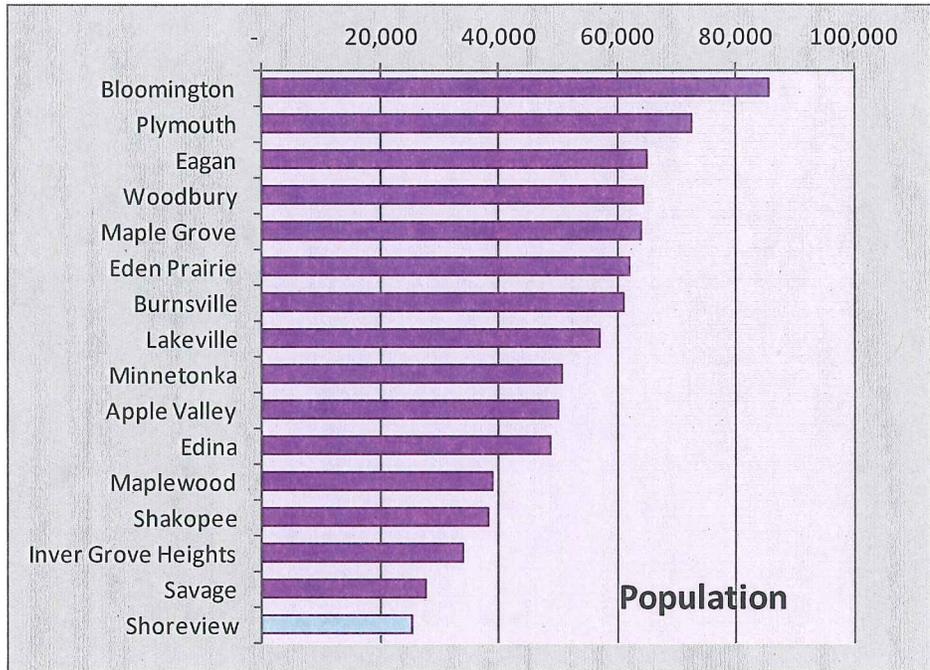
City	Population	LGA	LGA Per Capita
Crystal	22,417	\$ 1,455,066	\$ 64.91
White Bear Lake	24,074	1,532,448	\$ 63.66
Richfield	35,979	1,218,346	\$ 33.86
Fridley	27,591	759,414	\$ 27.52
Brooklyn Center	30,569	411,378	\$ 13.46
New Hope	20,764	41,843	\$ 2.02
Chaska	24,211	37,441	\$ 1.55
Apple Valley	49,895	-	\$ -
Edina	48,829	-	\$ -
St Louis Park	46,230	-	\$ -
Maplewood	39,065	-	\$ -
Shakopee	38,252	-	\$ -
Cottage Grove	35,187	-	\$ -
Roseville	34,486	-	\$ -
Inver Grove Heights	34,189	-	\$ -
Andover	31,125	-	\$ -
Oakdale	27,699	-	\$ -
Savage	27,552	-	\$ -
Shoreview	25,429	-	\$ -
Ramsey	23,946	-	\$ -
Chanhassen	23,779	-	\$ -
Champlin	23,536	-	\$ -
Prior Lake	23,385	-	\$ -
Elk River	23,147	-	\$ -
Rosemount	22,384	-	\$ -
Hastings	22,339	-	\$ -
New Brighton	21,996	-	\$ -
Golden Valley	20,642	-	\$ -
Lino Lakes	20,625	-	\$ -

Tax Rates – Comparisons of tax rates are useful because the tax rate measures both the change in levies and values (the levy is divided by the taxable value to compute the tax rate). Shoreview’s City tax rate has remained relatively constant in the last 10 years, ranking 6th lowest in 2003 and 2013.

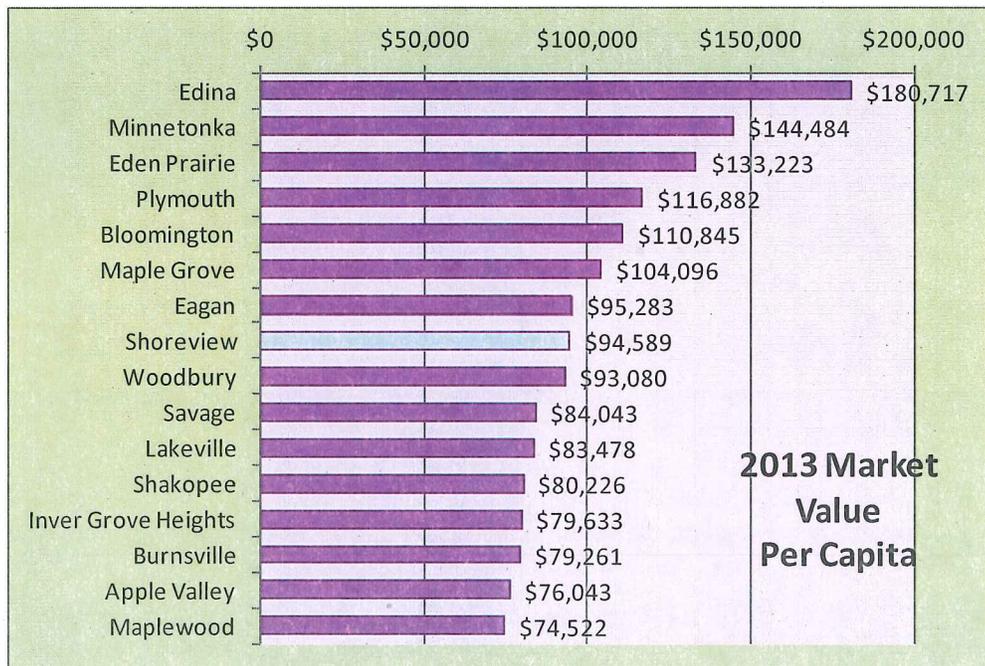
City Tax Rate				
Rank	2003		2013	
1	Brooklyn Center	52.790%	Brooklyn Center	71.070%
2	Hastings	50.080%	Hastings	68.550%
3	New Hope	49.870%	Richfield	64.060%
4	Golden Valley	46.950%	New Hope	58.810%
5	Savage	46.530%	Golden Valley	58.200%
6	Columbia Heights	45.270%	Crystal	56.150%
7	Cottage Grove	41.990%	Savage	55.510%
8	Apple Valley	41.580%	Elk River	50.370%
9	Inver Grove Heights	41.570%	Apple Valley	49.210%
10	South Saint Paul	41.260%	Rosemount	48.860%
11	Crystal	39.460%	Maplewood	48.660%
12	Oakdale	39.270%	Fridley	47.360%
13	Richfield	39.000%	Inver Grove Heights	46.810%
14	Chanhassen	38.990%	Lino Lakes	46.770%
15	West St Paul	38.720%	St Louis Park	46.550%
16	Champlin	38.570%	Cottage Grove	44.850%
17	St. Louis Park	36.390%	Champlin	44.770%
18	Maplewood	36.320%	Ramsey	44.290%
19	New Brighton	35.850%	Oakdale	44.070%
20	Blaine	35.490%	Shakopee	42.000%
21	Shakopee	33.940%	New Brighton	42.000%
22	Andover	33.160%	Andover	40.880%
23	Lakeville	32.940%	Roseville	38.900%
24	Shoreview	28.750%	Shoreview	36.970%
25	Fridley	28.690%	Prior Lake	31.820%
26	Edina	27.140%	Chanhassen	28.420%
27	Roseville	25.730%	Chaska	27.760%
28	White Bear Lake	24.200%	Edina	27.220%
29	Chaska	19.700%	White Bear Lake	21.500%
	Average	37.593%	Average	45.944%
	Median	38.720%	Median	46.550%
	Shoreview to Avg	-23.5%	Shoreview to Avg	-19.5%

MLC Comparisons – Cities that belong to the Municipal Legislative Commission (MLC) also provide an important comparison because many achieve high quality-of-life rankings from their residents in their respective community surveys, and are often recognized as having sound financial management. In fact, most of the 16 cities have AAA bond ratings, as does Shoreview.

Shoreview has the smallest population in the group, and is roughly half of the average for the group.



Market value comparisons are most helpful when viewed on a per capita basis, because the geographic size of each community varies. The next graph illustrates the market value per capita for each MLC city, with Shoreview near the middle of the group (about 7.2% below average).



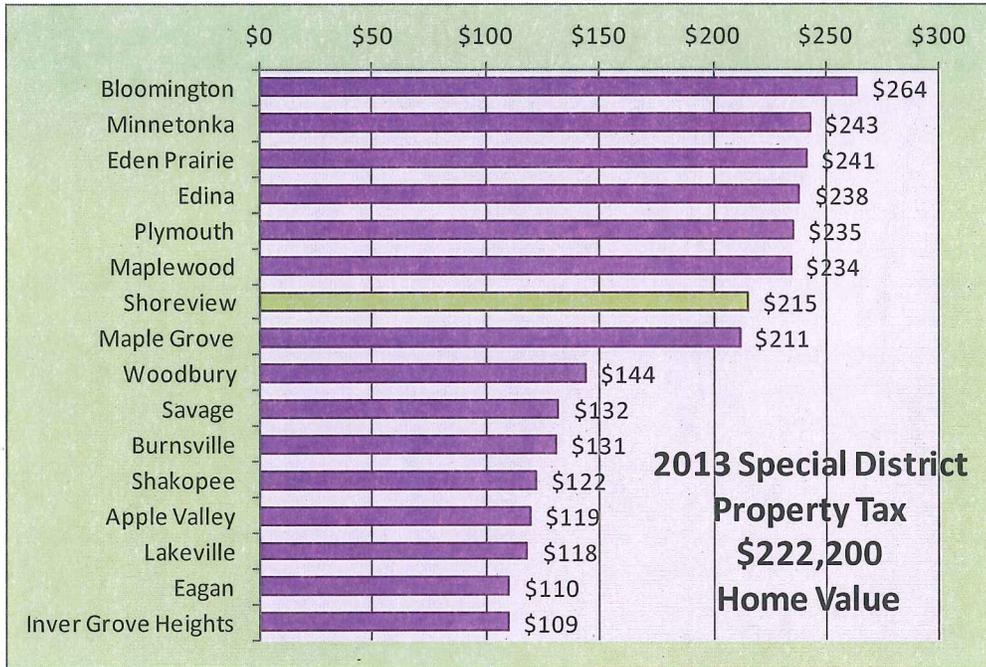
Median Home taxes for each type of taxing jurisdiction provide perhaps the most revealing comparisons. The graph below shows the City share of the tax bill on a \$222,200 home (the median value in Shoreview). Shoreview ranks 4th lowest at \$758, and Savage ranks highest at \$1,176.



School District property taxes in Shoreview (for the Mounds View district) rank about 2.2% above the average for MLC cities (see graph below).



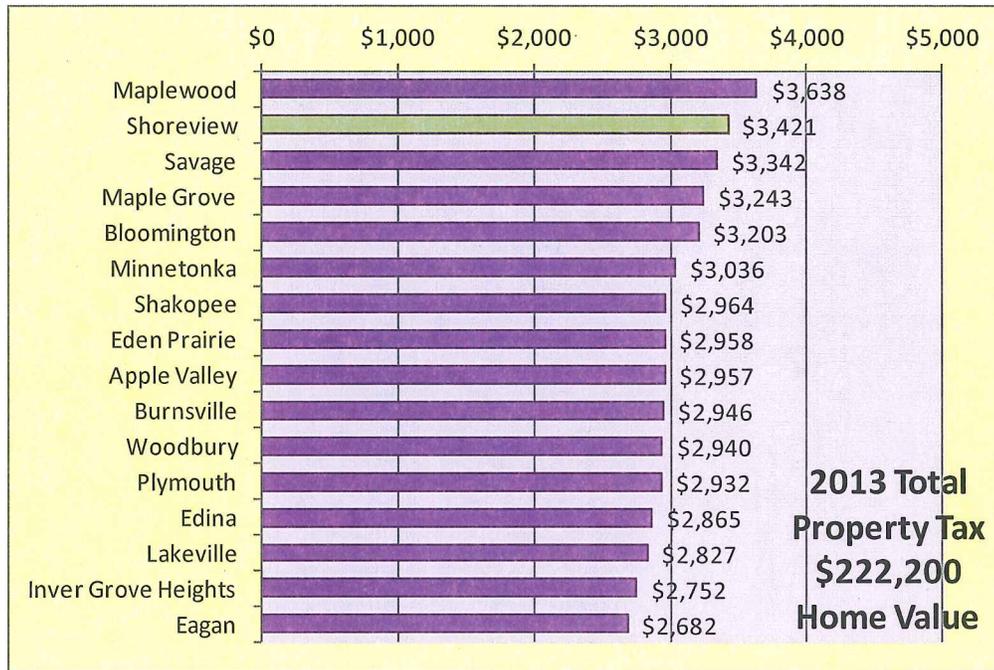
Special District property taxes rank 20% above average in Shoreview (for Rice Creek Watershed, Mosquito Control, Met Council, and the Shoreview HRA).



County property taxes for cities located in Ramsey County (Maplewood and Shoreview) rank 47% above the average of MLC cities. The County tax on a Shoreview median valued home is \$1,337 in Ramsey County, \$1,014 in Hennepin County, \$834 in Scott County, \$706 in Washington County and \$685 in Dakota County.



Total Taxes in Shoreview rank 2nd highest for MLC cities. During 2011 Shoreview's total tax was 5th highest among MLC cities, which means Shoreview's property taxes have increased 3 rank positions in two years (for all taxing jurisdictions combined).



During 2013, Shoreview will collect approximately \$377.70 per capita in property taxes. This is the lowest per capita tax level among MLC cities. Minnetonka receives the highest amount of tax per capita at \$590.29. The average for MLC cities is \$460.83.

MONTHLY REPORT

Attached is the monthly report for July of 2013.

City	City Levy Per Capita
Minnetonka	\$ 590.29
Savage	546.48
Bloomington	544.72
Edina	535.23
Eden Prairie	505.09
Maple Grove	494.74
Maplewood	456.56
Burnsville	442.00
Apple Valley	431.87
Inver Grove Heigt	425.61
Woodbury	419.19
Eagan	418.65
Shakopee	400.85
Lakeville	397.24
Plymouth	387.04
Shoreview	377.70
Average	\$ 460.83
Shvw to avg	-18.04%

General Fund
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	6,639,567	3,377,484	3,262,083	50.87	50.15
Licenses & Permits	314,050	288,591	25,459	91.89	110.62
Intergovernmental	185,622	176,846	8,776	95.27	97.70
Charges for Services	1,284,970	318,004	966,966	24.75	84.57
Fines & Forfeits	62,500	14,102	48,398	22.56	33.21
Interest Earnings	45,000		45,000		
Miscellaneous	24,040	15,764	8,276	65.58	76.61
TOTAL REVENUES	8,555,749	4,190,791	4,364,958	48.98	57.90
EXPENDITURES					
General Government					
Administration	549,989	324,811	225,178	59.06	56.81
Communications	195,504	109,861	85,643	56.19	40.14
Council & commiss	146,343	92,591	53,752	63.27	61.34
Elections	3,300	3,073	227	93.11	.17
Finance/accounting	558,561	316,025	242,536	56.58	57.02
Human Resources	258,301	127,366	130,935	49.31	47.75
Information systems	327,064	186,476	140,588	57.02	56.49
Legal	95,000	47,518	47,482	50.02	41.10
Total General Government	2,134,062	1,207,720	926,342	56.59	53.13
Public Safety					
Emergency services	7,618	2,586	5,032	33.95	49.71
Fire	947,610	946,973	637	99.93	100.72
Police	1,927,465	1,033,974	893,491	53.64	54.58
Total Public Safety	2,882,693	1,983,534	899,159	68.81	69.06
Public Works					
Forestry/nursery	115,096	41,745	73,351	36.27	46.01
Pub Works Adm/Engin	453,274	255,014	198,260	56.26	56.24
Streets	791,653	488,656	302,997	61.73	65.01
Trail mgmt	115,797	71,368	44,429	61.63	69.03
Total Public Works	1,475,820	856,782	619,038	58.05	61.63
Parks and Recreation					
Municipal buildings	130,035	116,962	13,073	89.95	90.50
Park Maintenance	1,139,696	703,514	436,182	61.73	65.89
Park/Recreation Adm	341,562	199,959	141,603	58.54	57.01
Total Parks and Recreation	1,611,293	1,020,435	590,858	63.33	65.91
Community Develop					
Building Inspection	155,874	102,821	53,053	65.96	65.75
Planning/zoning adm	402,507	224,007	178,500	55.65	49.97
Total Community Develop	558,381	326,829	231,552	58.53	54.44

General Fund
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,662,249	5,395,300	3,266,949	62.29	62.29
OTHER					
Transfers In	519,000	67,083	451,917	12.93	90.38
Transfers Out	-412,500	-145,331	-267,169	35.23	76.41
TOTAL OTHER	106,500	-78,248	184,748	-73.47	160.22
Net change in fund equity		-1,282,756	1,817,094		
Fund equity, beginning		4,136,008			
Fund equity, ending		2,853,252			
Less invested in capital assets					
Net available fund equity		2,853,252			

Recycling
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	67,000		67,000		75.19
Charges for Services	480,980	239,921	241,059	49.88	51.48
TOTAL REVENUES	547,980	239,921	308,059	43.78	54.62
EXPENDITURES					
Public Works					
Recycling	504,166	198,656	305,510	39.40	54.86
Total Public Works	504,166	198,656	305,510	39.40	54.86
TOTAL EXPENDITURES	504,166	198,656	305,510	39.40	54.86
Net change in fund equity	43,814	41,266	2,548		
Fund equity, beginning		162,182			
Fund equity, ending		203,448			
Less invested in capital assets					
Net available fund equity		203,448			

STD Self Insurance
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	4,408	3,092	58.77	58.72
Interest Earnings	600		600		
TOTAL REVENUES	8,100	4,408	3,692	54.42	54.37
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	1,395	6,605	17.44	105.19
Total Miscellaneous	8,000	1,395	6,605	17.44	105.19
TOTAL EXPENDITURES	8,000	1,395	6,605	17.44	105.19
Net change in fund equity	100	3,013	-2,913		
Fund equity, beginning		39,604			
Fund equity, ending		42,617			
Less invested in capital assets					
Net available fund equity		42,617			

Community Center
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,323,755	1,435,388	888,367	61.77	59.53
Interest Earnings	9,000		9,000		
Miscellaneous		143	-143		
TOTAL REVENUES	2,332,755	1,435,531	897,224	61.54	59.32
EXPENDITURES					
Parks and Recreation					
Community center	2,561,724	1,408,614	1,153,110	54.99	55.78
Total Parks and Recreation	2,561,724	1,408,614	1,153,110	54.99	55.78
TOTAL EXPENDITURES	2,561,724	1,408,614	1,153,110	54.99	55.78
OTHER					
Transfers In	312,000	182,000	130,000	58.33	58.33
TOTAL OTHER	312,000	182,000	130,000	58.33	58.33
Net change in fund equity	83,031	208,917	-125,886		
Fund equity, beginning		989,336			
Fund equity, ending		1,198,253			
Less invested in capital assets					
Net available fund equity		1,198,253			

Recreation Programs
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,400,926	926,383	474,543	66.13	65.94
Interest Earnings	4,800		4,800		
Miscellaneous		101	-101		
TOTAL REVENUES	1,405,726	926,484	479,242	65.91	65.74
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	109,874	62,413	47,461	56.80	58.16
Aquatics	131,212	83,141	48,071	63.36	65.86
Community programs	100,183	86,280	13,903	86.12	70.73
Drop-in Child Care	68,196	37,053	31,143	54.33	52.18
Fitness Programs	201,306	104,908	96,398	52.11	57.97
Park/Recreation Adm	344,288	174,095	170,193	50.57	51.93
Preschool Programs	74,516	44,777	29,739	60.09	55.98
Summer Discovery	196,598	126,381	70,217	64.28	60.14
Youth/Teen	70,949	21,343	49,606	30.08	46.70
Total Parks and Recreation	1,297,122	740,391	556,731	57.08	57.44
TOTAL EXPENDITURES	1,297,122	740,391	556,731	57.08	57.44
OTHER					
Transfers In	70,000		70,000		100.00
Transfers Out	-80,000	-46,669	-33,331	58.34	58.33
TOTAL OTHER	-10,000	-46,669	36,669	466.69	-212.50
Net change in fund equity	98,604	139,424	25,842		
Fund equity, beginning		648,640			
Fund equity, ending		788,064			
Less invested in capital assets					
Net available fund equity		788,064			

Cable Television
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	288,400	154,306	134,094	53.50	52.87
Interest Earnings	1,800		1,800		
Miscellaneous	1,200	600	600	50.00	58.33
TOTAL REVENUES	291,400	154,906	136,494	53.16	52.55
EXPENDITURES					
General Government					
Cable television	153,398	89,303	64,095	58.22	81.56
Total General Government	153,398	89,303	64,095	58.22	81.56
Capital Outlay					
Cable television		41,730	-41,730		
Total Capital Outlay		41,730	-41,730		
TOTAL EXPENDITURES	153,398	131,034	22,364	85.42	81.56
OTHER					
Transfers Out	-116,920	-67,083	-49,837	57.38	53.10
TOTAL OTHER	-116,920	-67,083	-49,837	57.38	53.10
Net change in fund equity	21,082	-43,211	163,966		
Fund equity, beginning		250,625			
Fund equity, ending		207,414			
Less invested in capital assets					
Net available fund equity		207,414			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	60,000	30,414	29,586	50.69	50.30
TOTAL REVENUES	60,000	30,414	29,586	50.69	50.30
EXPENDITURES					
Community Develop					
Econ Development-EDA	52,547	29,041	23,506	55.27	54.04
Total Community Develop	52,547	29,041	23,506	55.27	54.04
TOTAL EXPENDITURES	52,547	29,041	23,506	55.27	54.04
Net change in fund equity	7,453	1,373	6,080		
Fund equity, beginning		190,484			
Fund equity, ending		191,857			
Less invested in capital assets					
Net available fund equity		191,857			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	75,000	38,024	36,976	50.70	50.10
TOTAL REVENUES	75,000	38,024	36,976	50.70	50.10
EXPENDITURES					
Community Develop					
Housing Programs-HRA	69,807	22,489	47,318	32.22	59.55
Total Community Develop	69,807	22,489	47,318	32.22	59.55
TOTAL EXPENDITURES	69,807	22,489	47,318	32.22	59.55
Net change in fund equity	5,193	15,536	-10,343		
Fund equity, beginning		62,170			
Fund equity, ending		77,706			
Less invested in capital assets					
Net available fund equity		77,706			

Liability Claims
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,400		2,400		
Miscellaneous	30,000	979	29,021	3.26	37.53
TOTAL REVENUES	32,400	979	31,421	3.02	33.81
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	7,118	24,882	22.24	80.87
Total Miscellaneous	32,000	7,118	24,882	22.24	80.87
TOTAL EXPENDITURES	32,000	7,118	24,882	22.24	80.87
Net change in fund equity	400	-6,138	6,538		
Fund equity, beginning		222,283			
Fund equity, ending		216,145			
Less invested in capital assets					
Net available fund equity		216,145			

Slice SV Event
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	23,000	25,339	-2,339	110.17	108.16
Miscellaneous	25,000	33,940	-8,940	135.76	117.68
TOTAL REVENUES	48,000	59,278	-11,278	123.50	113.22
EXPENDITURES					
General Government					
Slice of Shoreview	58,200	50,238	7,962	86.32	79.76
Total General Government	58,200	50,238	7,962	86.32	79.76
TOTAL EXPENDITURES	58,200	50,238	7,962	86.32	79.76
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	-200	19,040	-19,240		
Fund equity, beginning		62,110			
Fund equity, ending		81,150			
Less invested in capital assets					
Net available fund equity		81,150			

Water Fund
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		544	-544		
Intergovernmental	12,940	12,489	451	96.51	100.56
Utility Charges	2,584,000	1,085,276	1,498,724	42.00	49.55
Late fees		22,688	-22,688		
Water meters	3,000	8,508	-5,508	283.59	216.44
Other prop charges	4,000	8,027	-4,027	200.68	403.74
Interest Earnings	35,000		35,000		
TOTAL REVENUES	2,638,940	1,137,532	1,501,408	43.11	50.00
EXPENDITURES					
Proprietary					
Water Operations	1,569,417	724,616	844,802	46.17	64.85
Total Proprietary	1,569,417	724,616	844,802	46.17	64.85
TOTAL EXPENDITURES	1,569,417	724,616	844,802	46.17	64.85
OTHER					
Depreciation	-630,000	-367,500	-262,500	58.33	58.33
Transfers Out	-262,500		-262,500		100.00
GO Revenue Bonds	-171,435	-199,437	28,002	116.33	102.86
TOTAL OTHER	-1,063,935	-566,937	-496,998	53.29	75.60
Net change in fund equity	5,588	-154,020	1,153,604		
Fund equity, beginning		12,997,602			
Fund equity, ending		12,843,582			
Less invested in capital assets		9,427,325			
Net available fund equity		3,416,257			

Sewer Fund
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		560	-560		
Intergovernmental	10,310	9,952	358	96.52	100.59
Charges for Services	200	195	5	97.40	141.90
Utility Charges	3,710,000	2,098,411	1,611,589	56.56	56.88
Late fees		34,652	-34,652		
Facility/area chgs	4,000	33,121	-29,121	828.03	71.57
Other prop charges	2,500		2,500		234.00
Interest Earnings	25,000		25,000		
TOTAL REVENUES	3,752,010	2,176,891	1,575,119	58.02	57.83
EXPENDITURES					
Proprietary					
Sewer Operations	3,152,625	1,755,808	1,396,817	55.69	69.28
Total Proprietary	3,152,625	1,755,808	1,396,817	55.69	69.28
TOTAL EXPENDITURES	3,152,625	1,755,808	1,396,817	55.69	69.28
OTHER					
Depreciation	-310,000	-180,831	-129,169	58.33	58.33
Transfers Out	-196,500		-196,500		100.00
GO Revenue Bonds	-68,884	-76,829	7,945	111.53	101.36
TOTAL OTHER	-575,384	-257,660	-317,724	44.78	77.89
Net change in fund equity	24,001	163,422	496,027		
Fund equity, beginning		7,441,425			
Fund equity, ending		7,604,847			
Less invested in capital assets		4,725,848			
Net available fund equity		2,878,999			

Surface Water Mgmt
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		112	-112		
Intergovernmental	3,750	3,613	137	96.34	100.57
Utility Charges	1,162,000	666,107	495,893	57.32	57.15
Late fees		9,854	-9,854		
Lake Impr Dist chgs	45,140	19,548	25,592	43.31	33.25
Other prop charges	5,000	2,840	2,160	56.80	109.88
Interest Earnings	8,000		8,000		
TOTAL REVENUES	1,223,890	702,073	521,817	57.36	56.10
EXPENDITURES					
Proprietary					
Snail Lake Aug.	28,836	7,314	21,522	25.36	26.04
Surface Water Oper	685,590	365,399	320,191	53.30	68.27
Total Proprietary	714,426	372,713	341,713	52.17	66.42
TOTAL EXPENDITURES	714,426	372,713	341,713	52.17	66.42
OTHER					
Depreciation	-223,000	-130,081	-92,919	58.33	58.33
Transfers Out	-126,900		-126,900		100.00
GO Revenue Bonds	-75,594	-92,130	16,536	121.88	100.91
TOTAL OTHER	-425,494	-222,211	-203,283	52.22	78.07
Net change in fund equity	83,970	107,148	383,387		
Fund equity, beginning		7,514,553			
Fund equity, ending		7,621,701			
Less invested in capital assets		6,135,855			
Net available fund equity		1,485,846			

Street Light Utility
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		51	-51		
Utility Charges	474,000	271,104	202,896	57.20	57.16
Late fees		4,489	-4,489		
Interest Earnings	2,700		2,700		
Miscellaneous	500		500		
TOTAL REVENUES	477,200	275,644	201,556	57.76	57.64
EXPENDITURES					
Proprietary					
Street lighting	268,571	108,280	160,291	40.32	56.34
Total Proprietary	268,571	108,280	160,291	40.32	56.34
Capital Outlay					
Capital Projects		909	-909		
Total Capital Outlay		909	-909		
TOTAL EXPENDITURES	268,571	109,190	159,381	40.66	57.55
OTHER					
Depreciation	-48,000	-28,000	-20,000	58.33	58.33
Transfers Out	-19,000		-19,000		100.00
TOTAL OTHER	-67,000	-28,000	-39,000	41.79	70.02
Net change in fund equity	141,629	138,455	81,174		
Fund equity, beginning		941,636			
Fund equity, ending		1,080,091			
Less invested in capital assets		432,561			
Net available fund equity		647,530			

Central Garage Fund
For Year 2013 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000	93,312	90,688	50.71	50.30
Intergovernmental	86,530	81,881	4,649	94.63	71.68
Cent Garage chgs	1,153,020	1,153,004	16	100.00	99.81
Interest Earnings	10,000		10,000		
TOTAL REVENUES	1,433,550	1,328,197	105,353	92.65	88.92
EXPENDITURES					
Proprietary					
Central Garage Oper	593,566	305,675	287,891	51.50	52.81
Total Proprietary	593,566	305,675	287,891	51.50	52.81
Capital Outlay					
Central Garage Oper		479,637	-479,637		
Total Capital Outlay		479,637	-479,637		
TOTAL EXPENDITURES	593,566	785,312	-191,746	132.30	82.08
OTHER					
Sale of Asset	41,000	36,615	4,385	89.30	
Transfers In	200,900		200,900		100.00
Depreciation	-696,000	-406,000	-290,000	58.33	58.33
GO CIP Bonds	-243,128	-244,914	1,786	100.73	100.20
TOTAL OTHER	-697,228	-614,299	-82,929	88.11	63.88
Net change in fund equity	142,756	-71,414	790,599		
Fund equity, beginning		3,963,821			
Fund equity, ending		3,892,407			
Less invested in capital assets		3,228,575			
Net available fund equity		663,832			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 07-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<u>CERTIFICATE DEPOSIT</u>							
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: 27						6,193,000.00	

FEDERAL HOME LN BK

1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,194	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	06-28-13	06-28-2022	605,000.00	2.956500
1,160	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	400,000.00	2.956500
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
1,206	Dain Rauscher Investment Services	FH	3,611	07-23-13	06-12-2023	496,250.00	3.310400
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-21-2028	483,125.00	3.802100

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 07-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
Total Number Of Investments: 9						4,684,375.00	
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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
1,207	Dain Rauscher Investment Services	FN	-31,0	07-25-13	06-27-2028	496,500.00	4.419400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 8						5,378,847.00	
<hr/>							
FED HM MORTG POOL							
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1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
Total Number Of Investments: 2						960,000.00	
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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
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
Total Number Of Investments: 2						314,770.75	
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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

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 07-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.745000
Total Number Of Investments: 8						2,930,934.45	
Sub-Total Of Investments:						20,461,927.20	
2013B Refunding Escrow						13,734.80	
2013B Refunding Escrow						2,989,539.87	
4M Municipal Money Mkt Fund						3,963,806.60	
2011 COP Debt Service Reserve						412,327.69	
GMHC Savings Acct. USBank						185,218.25	
Western Asset Govt MM Fund						2,487,311.38	
GRAND TOTAL OF CASH & INVESTMENTS:						30,513,865.79	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: AUGUST 16, 2013
SUBJ: PUBLIC WORKS MONTHLY REPORT

ADMINISTRATIVE ACTIVITIES

Royal Court Conveyance - The Lexington Estates Townhomes Association Two has been in contact with staff over the past year concerning the potential of conveying their private street (Royal Court) to the city. Attached is a copy of recent correspondence. Their development is immediately north of Serene Court, which the Council may recall was the impetus for the development of an official policy for private/public street conversions. Serene Court was eventually transferred to the City. At that time, a small number of other private streets in the City were identified as having strong potential to meet the criteria for future transfer and Royal Court was near the top of that list. The Association is following the City's adopted policy and has expended its own resources to have geotechnical work performed to determine the adequacy of the pavement structure. It is the Department's opinion that the layout of the road, as well as its original construction meets the standard similar to Serene Court. The next step for the Association is to replat their property to provide the proper public easements and rights of ways to allow the City to own and maintain Royal Court in the future to the same standards as other Shoreview residential streets. It's possible that the process could be complete in time for this snow plowing season, but perhaps most likely for next year.

Environmental Services –

The City has received the Blue Star Award for excellence in community stormwater management. The City completed the self-assessment on a wide range of policies and practices in three core areas: Water friendly planning and preservation; stormwater management standards and practices; and stormwater pollution prevention. The City scored 7th out of the 43 participating cities in Minnesota. Program staff from the Friends of the Mississippi River will give a brief overview and present an Award at the September 16th City Council meeting.

The City of Shoreview has been nominated for Ramsey Washington Metro Watershed's Landscape Ecology Award Program for the Commons Pond native plant buffer outside of the Haffman Pavillion. This buffer began as an Eagle Scout project in 2008 and since then has been expertly maintained by community volunteers. This buffer attracts wildlife, reduces erosion, and the native plants help to infiltrate stormwater.



Shoreview Commons Pond native plant buffer photos from August 2013.

The Environmental Quality Committee's booth at the Slice of Shoreview had another successful weekend answering questions about water quality, recycling, composting, and other environmental issues. The City hosted a raffle for a compost bin, the winner was a family on Dawn Avenue. The EQC members were joined by staff from the Minnesota Department of Agriculture, who brought information, expertise, and handouts on invasive species, particularly the Emerald Ash Borer. The Environmental Quality Committee's expanded Green Community Awards program has announced the winners for 2013 and received some local press coverage. The City Council Recognition Ceremony is scheduled for September 16th.

The City will partner with the Minnesota Department of Agriculture for an Emerald Ash Borer detection analysis for the next three years, as part of an LCCMR funded grant received from the Department of Agriculture. The purpose of the project is to compare the efficacy of different Emerald Ash Borer detection techniques and whether they benefit overall management. The City will assist in branch sampling and tree removal from October through April. Shoreview will participate as one of eight study sites in Minnesota.

The City's pilot Emerald Ash Borer treatment program is going strong. Approximately 144 trees have been injected so far on 78 residential properties, with several more scheduled. An article in the Shoreview Press featuring the program generated additional interest and inspections. The large iconic elm tree on County Road I has been injected to prevent Dutch elm disease for another two years. The DOC crew removed several trees for the forestry department from public right of ways which were in poor health/condition. After the storm damage clean-up efforts, the City contracted with the District Energy Wood Yard to process/haul the materials to St. Paul, resulting in a significant time and cost savings to the City.

The City has several new cases of confirmed oak wilt. Staff works with property owners and neighboring properties to slow the spread and dispose of the wood properly.

Erosion control inspections continue for all permitted construction sites as part of the City's NPDES responsibilities. The weather has been favorable in July and August versus earlier this spring, so warnings or violations have decreased. All sites are inspected by City staff or Ramsey Conservation District on a regular basis to ensure compliance.

MAINTENANCE ACTIVITIES

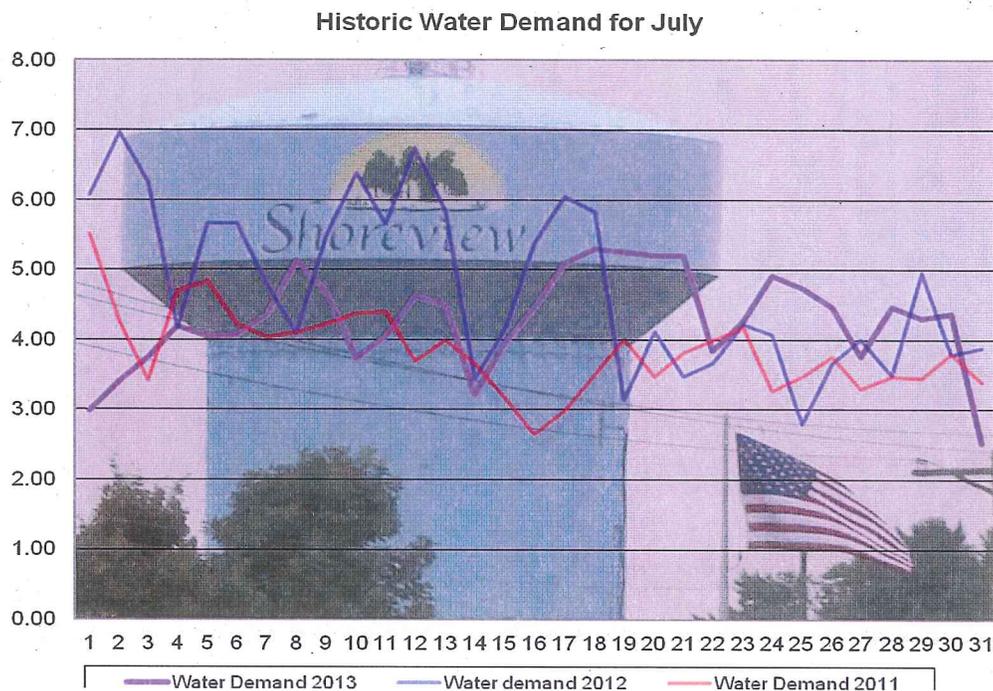
Utility crews check wells and lift stations each day. They complete routine maintenance and repairs. They continue mowing, trimming and cleaning up around wells, towers and lift stations. Water samples are collected daily and analyzed according to MDH requirements. Crews respond each day to utility locate requests generated by Gopher State One Call. Responding to One Call location requests consumes a significant amount of department resources, and increases annually.

Utility crews continue the annual cleaning/jetting of the sanitary sewer system. They are inspecting manholes and lowering/raising/repairing as necessary. They are participating in City projects with inspections, water shut offs and collecting sample from new water mains. They are exercising and repairing gate valves as necessary. They also completed a sewer service repair on Edgewater Ave.

Street crews are patching around manhole and gate valve repairs. They continue spot patching and crack filling. Crews patched and repaired trails scheduled for seal coating this summer. They are beginning to prepare streets for next years scheduled seal coating, by patching and crack filling. Cross walks and pavement markings are being painted on streets where necessary. The street sweeper is sent out daily as time and resources allow. The crew continues to mow along boulevards and mow maintenance strips along trails.

Department of Corrections Crew – Each day, the DOC crew spends time cleaning the maintenance center lunchroom, bathrooms, offices and other common areas. As time permits they clean windows, the garage floor and landscape areas around the maintenance center. They regularly weed medians along Lexington, Hwy 96, Gramsie, and Snail Lake Blvd. Crews have been removing trees and cleaning up site distance issues along boulevards.

The following chart is July's daily water use demand for the last three years



PROJECT UPDATES

Owasso Street Re-alignment, Project 09-12 – The Contractor has installed all the underground utilities and completed the construction of the aggregate base for the new Owasso Street alignment. The installation of concrete curb and gutter is scheduled for Monday, August 19th. On Monday the contractor will also start the replacement of watermain along County Road E from Victoria Street to Vivian Avenue.

Floral/Demar/County Road F Neighborhood Reconstruction, Project 12-01 - The Contractor has completed all the work on the project except for a few punch list items including the replacement of some areas of sod. The work will be completed within the next few weeks.

Water System Improvements – Westin Woods Booster Station, Project 12-02 - The booster station equipment is scheduled for delivery next week and construction of the project is expected to start at that time. The project is expected to be completed by late September. Staff has provided an update of the project schedule to the Weston Woods townhome association.

Red Fox Road Reconstruction, Project 12-04 - The contractor has been preparing the road bed for the installation of the concrete curb and gutter, which is scheduled to be installed on Saturday, August 17th. The week of August 19th the contractor will be installing the concrete sidewalks and pedestrian crossings and placing the first layer of the asphalt for the road. The retaining wall for the pond is completed and the contractor is completing the grading in and around the pond. Staff has been providing weekly construction updates to the business located along Red Fox Road.

County Road D Reconstruction, Project 13-01A – The Contractor has installed all the underground utilities and completed the construction of the aggregate base from Victoria Street through the Richmond Avenue intersection. The installation of concrete curb and gutter is scheduled for Monday, August 19th

Cottage Place Reconstruction, Project 13-01B – The concrete curb and gutter and base course of asphalt was installed before the July 4th weekend. Xcel is scheduled to complete the replacement of the gas piping in the neighborhood the week of August 19th. Once that is completed the contractor will restore the areas behind the curb that were disturbed during construction.

2013 Street Rehabilitation and Gaston, Grove, St. Albans Water Main Extension, Projects 13-02 & 13-03 – The water main piping has been installed in the Gaston, Grove, St. Albans Neighborhood and the contractor is starting the installation of the water main services to the properties. The contractor has started the street rehabilitation work on the streets located in the northern end of the City.

2013 Street Light Replacement, Project 13-05 - The project was awarded at the June 17th Council meeting. The proposed construction will occur this fall.

Water Treatment Plant – Preliminary Design Report – City staff is starting the selection process for an engineering consultant that would design the City's water treatment plant, which is listed in the City's current Capital Improvement Plan. The first step in the process would involve requesting qualification submittals from a select number of engineering firms with known expertise in designing

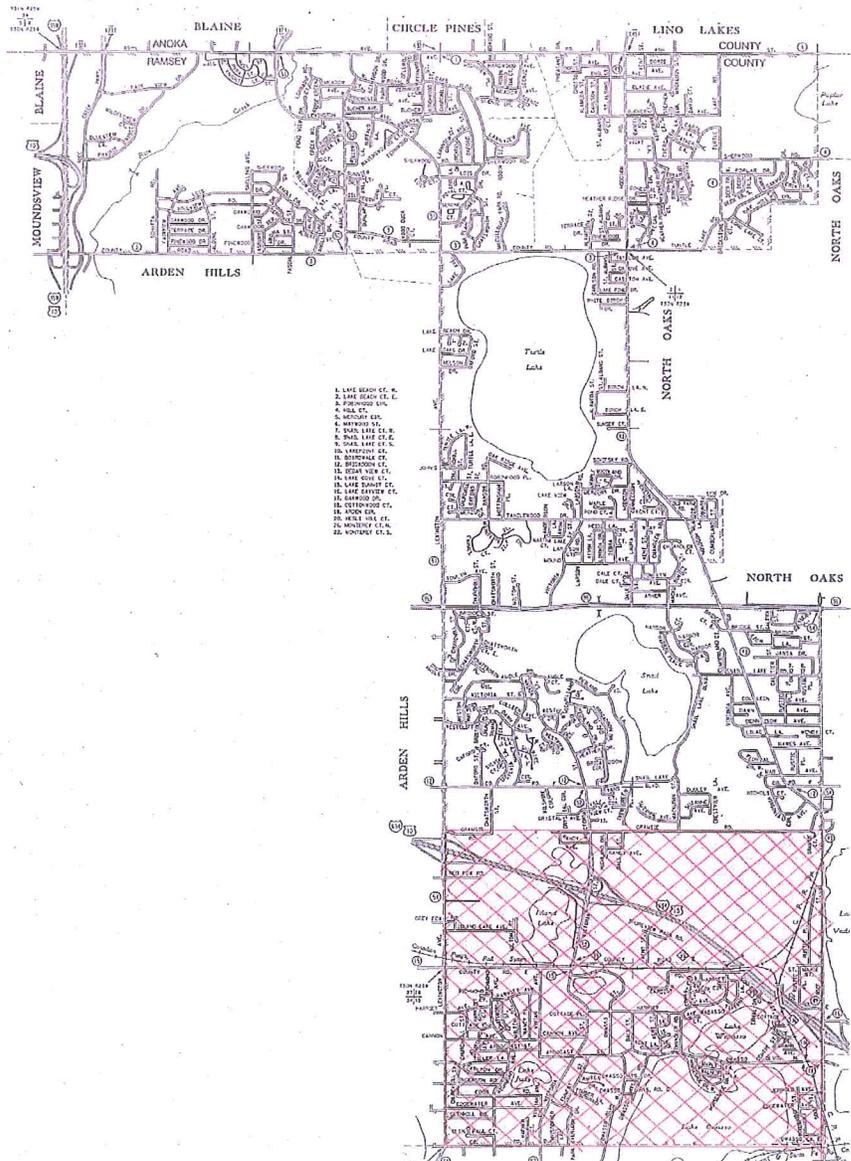
water treatment plants. Staff is currently working on the request for qualifications and is planning to send the request to the consulting firms in August.

After the submittals have been reviewed, staff would recommend a consultant to the City Council in October and ask for authorization to negotiate a contract for the preparation of a preliminary design report. The preliminary design report would address design issues, provide an estimated project cost, and serve as a basis for the final design. It is estimated the design report would be completed by the end of December 2013. The completed design report would be presented to the City Council in January with a recommendation to proceed with the final design and request authorization to negotiate a contract for design services. It is expected the final design would be completed in late 2014 with construction starting in the spring of 2015 and having the plant on line by the summer/fall of 2016.

RedZone, Sanitary Sewer Inventory and Asset Management.

Redzone Robotics began televising sanitary sewer lines on May 13th. They have collected information and created a data base on nearly 170,000 feet of sewer lines. That is approximately 32 miles, which is about ¼ of the system. City staff will begin training on this new asset management program the first week of September. It is anticipated the inventory and data collection will be completed later this fall.

The cross-hatched area on the following map shows the area that has been completed.



M&H PROPERTY MANAGEMENT AND CONSULTING
TOWNHOME/CONDOMINIUM SPECIALISTS

August 8, 2013

Mark Maloney
Public Works Director
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

Dear Mr. Maloney:

The Lexington Estates Townhomes Association Two, Inc. is seeking to convey its private street of Royal Court on which the townhomes are located to the City of Shoreview. The Association is aware of the process that needs to be followed in order to provide the necessary information to obtain the approval by the City Council for conveyance.

Consequently, I am forwarding a copy of the report prepared by American Engineering Testing, Inc. on the pavement coring and hand auger boring work performed on Royal Court in Shoreview, Minnesota for your Department's review.

Following your review and before the Association proceeds to the next step in the process, please advise if Royal Court meets the standards required by the City.

Best regards,



Dale Maristuen, Association Manager
Lexington Estates Towhomes Association Two, Inc.

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: AUGUST 13, 2013

SUBJECT: PARK AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITIES

The Bucher Park Renovation Project is nearing completion. The two new plaza areas are complete with the exception of installing the new picnic shelters. The new trails and trail modifications have been paved and the new landscaping near the entry plaza, ballfield plaza and drainage pond have been installed. All of the disturbed areas have been restored with either sod or seed in accordance with the plans. The soccer fields have been regarded, drain tile installed, and hydro-seeded with an athletic turf mix. The new playground area is complete and the contractor from St. Croix Recreation has started installing the new playground equipment. We anticipate that the new playground may be open by the middle of next week. The Parks and Recreation Commission will be holding their August meeting next week at Bucher Park to view all of the improvements.

The staff is preparing for this year's pool shutdown which will occur from Tuesday, September 3rd – Friday, September 13th. In addition to our annual preventive maintenance on the pumps, filter, etc. and cleaning of the pool, this year's major project is the repair of the waterslide stairs. AS part of this work, the decorative shark shack that is part of the "Shark Attach" waterslide needs to be rebuilt.

COMMUNITY CENTER

The Tropics Waterpark has remained active during the summer months, even with the beautiful weather during July. The number of pool groups that booked visits to the "Tropics" this month was very similar to July 2012, however there were more participants in each pool group. Usually there is a "buy one, get one free" promotion in the newspaper during the Slice of Shoreview. This year, staff ran a different promotion utilizing the "buy one get one free" daily pass with a button that needed to be purchased for the Slice of Shoreview event. This event button included other specials and discounts and seemed to be a popular addition to the annual event.

The Fitness Center remained steady with members and guests fitting in their daily workout routines. The cardio equipment usage declined 2% this month compared to last year with many members taking advantage of the great weather outside and fitting in their cardio conditioning outdoors. There was an increase in usage of the free weights and strength training equipment. The new technogym motion trainers were delivered in late July. These pieces of equipment have an adaptive stride that is determined by the user's motion. There is an interactive console with web browsing, ipod connections, and other media capabilities.

Member usage decreased this July compared to last year, however, membership sales were very consistent with last year except for the seasonal memberships. The seasonal membership category decreased 40% compared to last July. The fitness classes remain very popular with many members participating in group fitness. Even with the pleasant weather, classes have remained consistently well attended. Some of the new class offerings are Tabata which incorporates strength training intervals and plyometrics and Turbo Kick which combines hip hop and martial arts.

There were 3 more receptions hosted in the Shoreview Room this month compared to last year and a 12% increase in rental revenue. Birthday party packages are typically much lower in the summer months. However, there has been a 93% increase in birthday parties booked this summer. A new option is being introduced allowing birthday parties to book on weeknights. Meeting room bookings have decreased during the week due to Summer Discovery occupying all these rooms.

RECREATION PROGRAMS

Fall program registration began the week of July 29. So far, we have processed more than 1100 individual registrations. The majority of registrations are for the youth sports programs (435) followed by group fitness (360) and aquatics (244). The summer season is coming to an end and staff is wrapping up programs, completing evaluations, and gathering final numbers.

The Puppet Wagon was very popular again this summer and performances were attended by nearly 1,000 people this summer. The puppet shows continue to be a popular event on Monday afternoons and evenings here in Shoreview with traditional shows such as Little Red Riding Hood and Rapunzel. We again partnered with Lino Lakes and performed 3 evening shows at Lino Lakes parks with more than 100 people in attendance at each of those shows.

Adventure Quest finished up for the season on August 2. It was another busy summer in the parks with over 300 children participating in Adventure Quest's traditional playground programs, Academy classes, and Friday Fundays. Some of the more popular Friday Funday classes this summer were the afternoon water classes, as well as Superhero Academy. The most popular Adventure Quest Academy classes were Buggin' Out, Where the Wild Things Are, and Fitness Frenzy. We have found the Academy classes are most popular with the younger participants and plan to gear those classes towards that age group next summer.

The youth fall soccer program is scheduled to begin the end of August. The program is for children in preschool through 8th grade. We currently have over 350 youth enrolled and 40 volunteer coaches who will donate their time and talents to make Shoreview's Fall Soccer program a success.

The third and final Wet & Wild of the summer was held on Friday, August 2nd. We were fortunate to have beautiful weather for all three dates. Staff estimates that over 600 kids and parents enjoyed slipping and sliding at the outdoor waterslide this summer!

The Farmers' Market continues to attract large crowds every Tuesday afternoon. Everything from spring rhubarb to early fall squash can be found at our vendor stalls! Attendance has reached over 2000 on some days and we have received numerous compliments on the weekly themes

and giveaways! We have given away over 800 strawberry/blueberry cream puffs, 700 slices of pie and 500 hot dogs in the month of July.

Some of our upcoming events include:

August 20 – Farmers’ Market: Dairy Day

August 21 – Concert: Prior Ave (Funk/Soul/R&B) – Final Concert

August 23 – Friday Night Flix: Rise of the Guardians

August 27 – Farmers’ Market – Kids Market

September 3 – Farmers’ Market – Corn Roast

September 6 - Friday Night Flix: The Mighty Ducks

September 10 – Farmers’ Market – Apple of My Eye

PARKS MAINTENANCE CREW

The past month was another busy one for the crew. Sitzer Park hosted the District Playoffs for Little League and Rice Creek Fields hosted tournaments on three straight weekends. The last softball tournament was the 16U National Tournament, which was held the same weekend as the Slice of Shoreview. The Parks maintenance crew staffed the Wet-N-Wild at the Slice of Shoreview, as well as those held in July and August at Commons Park.

The crew continues to mow all turf areas at least once a week. Due to the poor weather that we had this spring, we were not able to do our spring fertilization. As a result, the turf growth has slowed down the past few weeks. The crew has been around and weed whipped the parks. Irrigation repairs have kept the crew busy. We had a number of breaks in our system over the winter. The worst was about 100’ of pipe on Shamrock soccer field. A new mailbox install cut wires that controlled two valves out on the medians of Highway 96. We had Albrecht Irrigation come in and help us trace that problem. The crew finished pulling weeds and adding mulch around the Community Center. Two dead pine trees were also removed in front of the Community Center.

The crew has been dragging and lining up to fourteen ball fields each day. That has slowed recently, but will increase again when fall softball begins. The fields at Bucher and McCullough Parks will have some repairs done to them. There is turf that needs to be replaced on the infields so fall baseball will not take place on those fields. We are in the process of lining fields for fall soccer. The only change from spring is that McCullough Park will now have two modified size soccer fields on it instead of Lacrosse. The plywood practice tennis boards at Sitzer Park were replaced by plastic sheets. The plastic is supposed to have a longer life span and they do not need painting. There was a new net installed on the east end of the Commons soccer field. This will prevent balls from getting lost in the brush and trees behind the field.

A contractor came in and installed all the rubber mats to make our playgrounds ADA compliant. Before the wood fiber was in place at Commons, the crew installed drain tile to prevent water from pooling up along the low side of the curbing. The crew also dug up and added drain tile to the Evos playground by the pavilion. The only matting left to install is at Bucher Park when the new playground is installed. Vandals struck again at Theisen Park. They damaged two doors breaking in and stealing copper and brass from the water meter, RPZ backflow preventer and ball valves for the irrigation. All the plumbing has been replaced, along with two doors and a new

system to lock the doors to prevent this from happening again. The crew has painted the trim around windows, doors and pillars at each park building. They are in the process of painting the gates that remain at some of our parks.

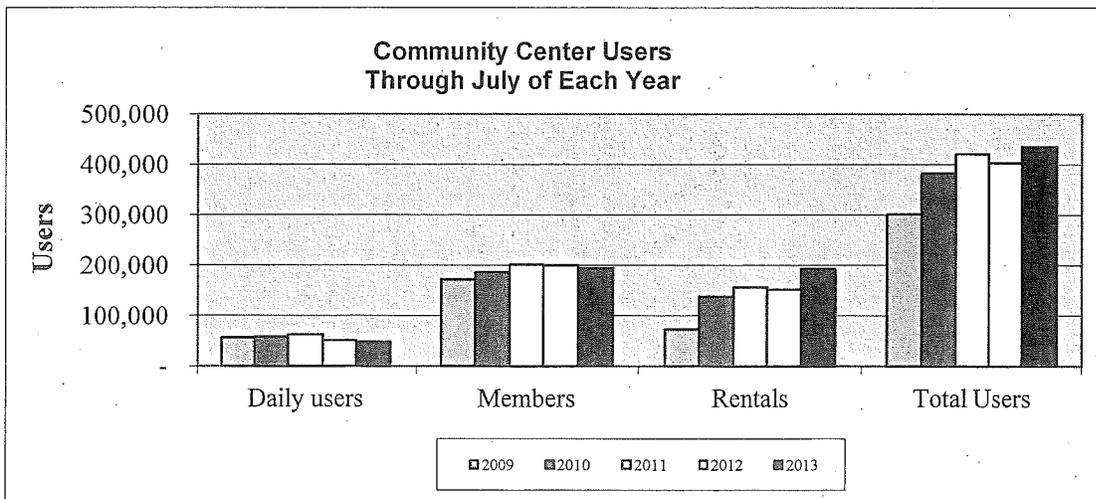
The crew continues to pick up trash on a daily basis at the Community Center, the library and the Parks. The trash receptacles are dumped on an as needed basis, usually twice a week, now that most of the ballgames are done. The crew also dumps the dog waste receptacles at Bucher, Theisen and Wilson Parks. The crew continues to clean the pavilion on weekdays and for weekend rentals. They continue to set up the Farmers Market every Tuesday morning and pick it up the next day.

COMMUNITY CENTER CREW

The indoor maintenance crew kept busy trying to keep the building on its cleaning schedule. They cleaned carpet in the main building areas. It seems to be harder to keep the carpet clean when there are so many kids in the building all day long. They will work on it during pool shutdown when there are fewer people around. The moss filter tank in the main mechanical room began leaking this past month. Luckily, staff found it before it could cause a lot of damage. We had about two inches of water on the floor in the whole mechanical room, the service hallway, the main electrical room and the gym storage. It had just started to make its way out into the Wave Lobby and the Public Works lobby, when the flow was stopped. Overnight custodians and lifeguards help squeegee water out the back doors of the service hallway. They used carpet extractors to help dry up carpeted areas. All our carpet fans and other fans were placed around to help dry out the rooms. Fortunately, we only lost three rolls of paper towels to water damage.

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

	2009	2010	2011	2012	2013
Number of Users:					
Daily users	56,898	58,453	62,585	50,754	47,547
Members	171,816	186,408	201,515	200,303	194,705
Rentals	72,818	138,140	156,595	152,359	193,406
Total Users	301,532	383,001	420,695	403,416	435,658
Revenue:					
Admissions	\$ 351,752	\$ 347,560	\$ 398,331	\$ 373,662	\$ 399,345
Memberships-annual	344,084	438,986	499,518	517,029	526,771
Memberships-seasonal	75,174	61,943	62,486	62,346	59,066
Room rentals	117,396	138,866	153,130	149,608	181,874
Wave Café	100,912	112,643	129,704	118,455	136,118
Commissions	3,132	5,321	5,618	7,405	5,460
Locker/vending/video	17,761	19,022	17,639	13,116	13,507
Merchandise	6,102	6,945	9,176	9,485	10,055
Other miscellaneous	172	681	933	233	(80)
Building charge	94,000	93,000	97,000	100,000	103,000
Transfers in	179,200	180,838	173,250	175,000	182,000
Total Revenue	1,289,685	1,405,805	1,546,785	1,526,339	1,617,116
Expenditures:					
Personal services	732,877	745,217	757,779	789,174	820,731
Supplies	216,537	218,012	249,291	254,933	281,956
Contractual	268,297	251,554	299,684	320,329	332,498
Other	-	-	-	5,727	-
Total Expenditures	1,217,711	1,214,783	1,306,754	1,370,163	1,435,185
Rev less Exp Year-to-date	\$ 71,974	\$ 191,022	\$ 240,031	\$ 156,176	\$ 181,931



* 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	22,538	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	94,564	600,542
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	137,079	172,619	185,773	183,424	183,762	195,029	249,068	180,367	192,154	208,766	180,696	333,129	2,401,866
Rev less Exp (monthly)	\$ 126,206	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,675	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (27,464)	\$ 26,712	\$ 22,761	\$ 227,635
Rev less Exp (ytd)	\$ 126,206	\$ 159,186	\$ 234,654	\$ 220,629	\$ 204,540	\$ 296,215	\$ 240,031	\$ 234,700	\$ 205,626	\$ 178,162	\$ 204,874	\$ 227,635	

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	Amount
08/06/13	Accounts payable	\$82,439.31
08/08/13	Accounts payable	\$318,958.45
08/12/13	Accounts payable	\$291,006.25
08/14/13	Accounts payable	\$102,830.71
08/19/13	Accounts payable	\$259,278.36
Sub-total Accounts Payable		\$ 1,054,513.08
08/09/13	Payroll 125732 to 125805 963164 to 963387	\$183,291.56
Sub-total Payroll		
TOTAL		<u>\$ 1,237,804.64</u>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

08/19/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BAILEY, FRED	FARMERS MARKET ENTERTAINMENT	225	43590	3174		001		-\$500.00	-\$500.00
ACE SOLID WASTE	DUMPSTER SERVICE CC & PARKS	220	43800	3640				\$1,073.44	\$1,610.36
		101	43710	3950				\$536.92	
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640				\$235.25	
ALLIED WASTE SERVICES #899	JULY ALLIED WASTE SERVICES	210	42750	3190				\$29,494.52	\$29,494.52
ALLIED WASTE SERVICES #899	JULY ALLIED WASTE SERVICES	210	42750	3190				\$50.00	\$50.00
AMERICAN MESSAGING	LOCKBOX PAYMENT	101	40210	3190		009		\$4.26	\$4.26
AMSAN BRISSMAN KENNEDY	MAINT. OTHER EQUIPMENT	220	43800	3890				\$54.01	\$54.01
AMSAN BRISSMAN KENNEDY	MAINT. OTHER EQUIPMENT	220	43800	3890				\$47.10	\$47.10
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$23.94	\$23.94
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,361.83	\$1,361.83
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$428.44	\$428.44
ARDEN HILLS, CITY OF	MOA FIELD TRIP REIMBURSEMENT-15 PEOPLE	225	43590	3175		002		\$409.95	\$409.95
CANADA GOOSE MANAGEMENT, INC	2013 GOOSE MANAGEMENT	603	45850	3190				\$1,990.01	\$1,990.01
CHALLENGER SPORTS CORP	BRITISH SOCCER CAMP (JULY 15-19,2013)	225	43510	3190		012		\$1,697.00	\$1,697.00
CKC GOOD FOOD	SUMMER DISCOVERY LUNCHES	225	43535	3190		002		\$1,639.71	\$1,639.71
COOPER, KYLE W.	SOFTBALL UMPIRE JULY 31	225	43510	3190		001		\$30.00	
ENGINEERING MINNESOTA MAGAZINE	2013-2014 SUBSCRIPTION/MALONEY, MARK	101	42050	4330				\$35.00	\$35.00
FAST SIGNS INTERNATIONAL, INC.	SLICE/PARADE SIGN	270	40250	4890		002		\$74.31	\$74.31
GREENHAVEN PRINTING	FALL PARKS AND CITY NEWSLETTER	101	40400	3220		002		\$3,476.61	\$24,982.00
		101	40400	3390		001		\$21,505.39	
HOLTHAUS, CATHERINE	BOOTH REFUND/SLICE OF SV	270	34900			307		\$150.00	\$226.00
		270	34900			312		\$50.00	
		270	34900			313		\$15.00	
		270	34900			314		\$2.00	
		270	34900			315		\$9.00	
HUGHES, SAMANTHA	YOUTH SOCCER REF JULY 30	225	43510	3190		007		\$50.00	
INCORD	WATER WALK CARGO NET	220	43800	2200		004		\$2,348.18	
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/AUGUST 2013	220	43800	3960		003		\$1,089.00	\$1,089.00
KOZLAK'S ROYAL OAK RESTAURANT	SLICE SPONSOR DINNER/LESS CREDIT 101609	270	40250	2180		004		\$658.00	\$58.00
		270	40250	2180		004		-\$600.00	
KOZLAK'S ROYAL OAK RESTAURANT	COMMITTEE MEETING/LESS CREDIT 101609	270	40250	2180		004		\$462.00	
		270	40250	2180		004		-\$400.00	\$62.00
LASSEGARD, MATTHEW	SLICE/OVERNIGHT SECURITY	270	40250	4890		006		\$360.00	\$360.00
LIN, XUEMEI	REFUND/LATE FEE /SLICE BOOTH	270	34900			306		\$15.00	\$15.00
MCHUGH, DAN	FLAG FOOTBALL CAMP (7/29-8/2) -15 KIDS	225	43510	3190		012		\$1,035.00	\$1,035.00
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: JULY 2013	101	40500	4890		001		\$102.86	\$411.47
		220	43800	4890		001		\$102.87	
		601	45050	4890		001		\$102.87	
		602	45550	4890		001		\$102.87	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: JULY 2013	701	46500	2120				\$315.50	
MODERN FENCE & CONST. INC.	NETTING FRAMEWORK COMMONS PARK	101	43710	3190				\$2,800.00	\$2,800.00
MRPA	MRPA CONF REG 7 - MM,SK,JR,DM,JB,BS,LY	101	43400	4500				\$2,400.00	\$2,400.00
NORTHSTAR INSPECTION SERVICE I	INSPECTIONS SERVICES JULY 2013	101	44300	3190				\$975.00	\$975.00
PORTER, DANIEL	SOFTBALL UMPIRE JULY 29	225	43510	3190		001		\$30.00	\$30.00
POSTMASTER	DEPOSIT IN PERMIT IMPRINT #5606 - ZONE 2	602	45550	3220		001		\$500.00	\$1,000.00
		601	45050	3220		001		\$500.00	
R JOHNSON AND SONS INC	SLICE ELETRICAL SERVICES	270	40250	3950		008		\$2,245.00	\$2,245.00
RUGRODEN, JOHN L.	SOFTBALL UMPIRE JULY 31	225	43510	3190		001		\$46.00	\$46.00
SIMPLEXGRINNELL LP	FIRE ALARM MONITORING	220	43800	3190		004		\$167.12	\$167.12
TAHO SPORTSWEAR, INC.	TOUR DE TRAILS TSHIRTS	101	43450	2250				\$1,100.50	\$1,100.50

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
UPPER CUT TREE SERVICES INC	PUBLIC TREE REMOVAL W013-15	101	43900	3190		002	\$1,026.00	\$1,026.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,011.85	\$1,011.85
							Total of all invoices:	\$82,439.31

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ALLIED BLACKTOP COMPANY	FINAL PMT SEAL COAT PROJ 13-04 RES13-71	404	42200	3190			\$15,051.65	\$15,051.65
BARSNESS, KIRSTIN	ECONOMIC DEVELOPMENT CONSULTING	240	44400	3190			\$700.00	\$2,012.50
		101	22020				\$1,312.50	
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 08/09/13	101	21720				\$10,155.79	
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 08-09-13	101	20420				\$114.50	\$114.50
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/JUNE STMT/12 @ \$6	307	44100	4890			\$72.00	\$72.00
CUB FOODS	FARMERS MARKET SUPPLIES FOR 7/26 EVENT	225	43590	2174		001	\$67.91	
CUNNINGHAM, JOSEPH	AVENGERS FILM SCHOOL	220	22040				\$133.00	\$133.00
ENVIRONMENTAL WOOD SUPPLY LLC	2013 STORM DAMAGE BRUSH DISPOSAL	101	43900	3190		002	\$1,000.00	\$1,000.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS: 08-09-13	101	20418				\$5,430.00	\$5,430.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTION PYPRD END:08-02-13	101	21750				\$4,368.57	\$4,368.57
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: PAYDATE 08/09/13	101	20430				\$460.00	\$460.00
KAUR, BALJINDER	AQUATICS - LEVEL 2	220	22040				\$71.00	\$71.00
KAUR, BALJINDER	AQUATICS - LEVEL 2	220	22040				\$71.00	\$71.00
LANG, DAVE	PASS REFUND	220	22040				\$40.00	\$40.00
LEE, ROBERT	REFUND UTL PYMTS - 3248 OWASSO HGTS RD	601	36000				\$142.80	\$870.00
		602	36000				\$426.92	
		604	36000				\$98.42	
		603	36000				\$201.86	
METROPOLITAN COUNCIL ENVIRONME	SEWER SERVICE-SEPTEMBER 2013	602	45550	3670			\$144,679.50	\$144,679.50
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 08-09-13	101	20435				\$217.50	\$217.50
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: JULY	101	20802				\$3,168.03	\$3,104.67
		101	34060				-\$63.36	
MINNESOTA ENVIRONMENTAL FUND	EMPLOYEE CONTRIBUTIONS: 08-09-13	101	20420				\$35.00	
OFFICE MAX INCORPORATED	COPY PAPER	101	40200	2010		001	\$267.08	\$267.08
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:08-09-13	101	21740				\$28,604.69	\$28,604.69
RAY ANDERSON & SONS CO	EROSION RED 1002 RICHMOND CT RES 13-69	101	22030				\$1,000.00	\$1,000.00
REHBEIN, CLYDE	STREET & EROS RED 5618 HEATHER RES 13-69	101	22030				\$3,000.00	\$33,000.00
		101	22020				\$30,000.00	
SAM'S CLUB DIRECT	FARMERS MARKET - EVENT 8/6/13	225	43590	2174		001	\$183.42	\$183.42
SASS, RENEE	AQUATICS - LEVEL 5	220	22040				\$73.00	\$73.00
SCHULTZ, REBECCA	AVENGERS FILM SCHOOL	220	22040				\$133.00	\$133.00
SQUILLACE STENLUND, KRISTINE	AVENGERS FILM SCHOOL	220	22040				\$133.00	\$133.00
T-MOBILE	WATER TOWER CARD FOR TEXTING	601	45050	3190			\$63.04	\$63.04
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 8/9/13	101	21710				\$24,026.90	\$63,514.34
		101	21730				\$32,002.62	
		101	21735				\$7,484.82	
ULTIMATE EVENTS	EQUIPMENT RENTALS FOR SLICE	270	40250	3950		005	\$2,292.25	\$2,292.25
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 08-09-13	101	20420				\$119.00	
WHITE TIGER CONSTRUCTION LLC	EROSION RED 285 SNAIL LK RD RES 13-69	101	22030				\$1,000.00	\$1,000.00
WILSON, KEVIN L	REFUND UTL PYMT MADE AFTER CERT TO TAXES	601	36190			003	\$571.08	\$571.08
YOUNG, LESLEY	REIMBURSEMENT/FARMERS MARKET SUPPLIES	225	43590	2174		001	\$49.96	\$49.96

Total of all invoices: \$318,958.45
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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$404.35	\$404.35
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,519.91	\$1,519.91
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$46.41	\$46.41
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$25.46	\$25.46
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,134.21	\$1,134.21
AMSAN BRISSMAN KENNEDY	REPAIR SUPPLIES CC	220	43800	2240		001		\$932.59	\$932.59
ANCOM COMMUNICATIONS	RADIOS FOR SLICE	270	40250	3950		004		\$356.72	\$356.72
BRUESKE, TARA	FARMERS MARKET ENTERTAINMENT 8/13/13	225	43590	3174		001		\$400.00	
CERTIFIED LABORATORIES	CLEANING SUPPLIES CC	220	43800	2110				\$344.17	\$344.17
COMMERCIAL DOOR SYSTEMS, INC	INSURANCE CLAIM: BOBBY THEISEN PARK	260	47400	4340				\$1,168.00	\$1,168.00
CORPORATE CONNECTION	SUPPLIES/COMMUNITY DEVELOPMENT	101	44100	4890				\$313.89	\$313.89
DILLEMUTH, NOELLE	YOUTH SOFTBALL UMPIRE JULY 31	225	43510	3190		009		\$25.00	\$25.00
DUNN, PATRICK	REIMBURSEMENT: UNIFORM PANTS	101	42200	3970		002		\$18.75	\$74.97
		601	45050	3970		002		\$18.74	
		603	45850	3970		002		\$18.74	
		701	46500	3970		002		\$18.74	
G & P ELECTRIC COMPANY	PERMIT REFUND 2013-01627	101	32580					\$35.00	\$40.00
		101	20802					\$5.00	
GRAINGER, INC.	SMALL TOOLS EQUIPMENT - EXT CORD	220	43800	2400				\$65.79	\$65.79
M/A ASSOCIATES	REPAIR SUPPLIES CC	220	43800	2240		001		\$88.73	\$88.73
MAYER ARTS, INC	DRAMA CAMPS SUMMER 2013	225	43580	3170				\$2,684.00	\$2,684.00
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR JULY 2013	602	20840					\$258,110.00	\$255,528.90
		602	34060					-\$2,581.10	
MOUNDS VIEW PUBLIC SCHOOLS	FACILITY FEES - MV BBALL CAMP (GR 9-12)	225	43510	3190		015		\$59.40	\$59.40
MOUNDS VIEW PUBLIC SCHOOLS	FACILITY FEES-TL&SL FIELDS & BBALL CAMP	225	43510	3190		015		\$1,384.96	\$1,384.96
PIPER, STEVE	WEBSITE HOSTING FEES	270	40250	4890		006		\$239.40	\$239.40
PIPER, STEVE	FRIDAY NIGHT SOUND FOR SLICE	270	40250	3190		003		\$300.00	\$300.00
PLUG'N PAY TECHNOLOGIES INC.	JUNE/RETAIL/CC FEES	220	43800	4890		002		\$134.33	\$308.47
		225	43400	4890				\$174.14	
PLUG'N PAY TECHNOLOGIES INC.	JUNE/ECOMM/CC FEES	220	43800	4890		002		\$.97	
		225	43400	4890				\$30.38	\$31.35
PLUG'N PAY TECHNOLOGIES INC.	JULY/RETAIL/CC FEES	220	43800	4890		002		\$115.03	
		225	43400	4890				\$183.92	\$298.95
PLUG'N PAY TECHNOLOGIES INC.	JULY/ECOMM/CC FEES	220	43800	4890		002		\$2.62	
		225	43400	4890				\$33.15	\$35.77
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$395.87	\$395.87
PROTOUCH PAINTING, INC	GUERIN GAS STATION	459	40800	5200				\$805.00	
U S BANK/REVTRAK	JUNE 2013 CREDIT CARD FEES	101	40500	4890		008		\$3.61	\$10,261.82
		101	44100	4890				\$7.96	
		101	44300	4890				\$786.57	
		220	43800	4890		002		\$2,504.95	
		225	43400	4890				\$4,006.09	
		601	45050	4890		003		\$1,476.32	
		602	45550	4890		003		\$1,476.32	
U S BANK/REVTRAK	JULY 2013 CREDIT CARD FEES	101	40500	4890		008		\$152.55	
		101	44100	4890				\$2.38	
		101	44300	4890				\$711.25	
		220	43800	4890		002		\$2,262.10	
		225	43400	4890				\$4,265.29	
		601	45050	4890		003		\$1,498.67	
		602	45550	4890		003		\$1,498.67	\$10,390.91

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
UNITED GLASS INC.	REPLACED BROKEN MIRROR	220	43800	3810		003	\$1,050.00	\$1,050.00
YALE MECHANICAL INC	POOL BOILER REPAIR	220	43800	3810		007	\$291.25	\$291.25
Total of all invoices:								\$291,006.25

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
GRUNDHOFER, LORI	TOTAL BODY WORKOUT	220	22040					-\$48.60	-\$48.60
AMAZON.COM	LAPTOP KEYBOARD REPLACEMENT	101	40550	2010		001		\$18.99	\$18.99
AMAZON.COM	TREADMILL BOOK HOLDERS	220	43800	2180		001		\$34.15	\$34.15
ANDERSON, SCOTT	ACTIVITY REFUND	220	22040					\$235.00	\$235.00
BROWN, JANE	FACILITY REFUND	220	22040					\$300.00	\$300.00
C & E HARDWARE	IRRIGATIION SUPPLIES	101	43710	2240				\$7.89	\$7.89
C & E HARDWARE	BUNGEE CORDS	101	43710	2240				\$6.20	\$6.20
C & E HARDWARE	COUNTERSINK BIT	101	43710	2400				\$4.28	\$4.28
C & E HARDWARE	WASP AND ANIMAL REPELLANT	101	43710	2240				\$65.92	\$65.92
C & E HARDWARE	IRRIGATION SUPPLIES	101	43710	2240				\$12.47	\$12.47
CASCADE BAY - CITY OF EAGAN	SUMMER DISCOVERY FIELD TRIP-CASCADE BAY	225	43535	3190		001		\$198.00	\$198.00
CHRISTIANSEN, AMY	AQUATICS - LEVEL 5	220	22040					\$142.00	\$142.00
CITY PAGES	ADVERTISEMENT	270	40250	4890		005		\$300.00	\$300.00
COMCAST.COM	MODEM 2 INTERNET CHARGE	230	40900	3190		002		\$130.55	\$130.55
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002		\$158.85	\$158.85
COMMISSIONER OF TRANSPORTATION	MNDOT STANDARD SPECS FOR CONSTRUCTION	101	42050	2010				\$53.03	\$53.03
DOMINOS.COM	ADVENTURE QUEST CARNIVAL STAFF/VOLUNTEER	225	43590	2175		001		\$46.19	\$46.19
FONSTAD, KARI	PASS REFUND	220	22040					\$20.00	\$20.00
FSH COMMUNICATIONS LLC	PAYPHONE TELEPHONE	101	40200	3210		001		\$64.13	
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		003		\$115.04	\$115.04
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		003		\$100.02	\$100.02
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: JULY 2013	101	20416					\$351.55	\$351.55
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 08-09-13	101	20431					\$1,483.99	\$1,483.99
GRUNDHOFER, LORI	TOTAL BODY WORKOUT	220	22040					\$48.60	\$48.60
HANSON, HENRY	PASS REFUND	220	22040					\$40.00	\$40.00
HEALTH PARTNERS	HEALTH INSURANCE: SEPTEMBER 2013	101	20410					\$47,835.30	\$48,285.05
		101	20411					\$449.75	
JUST FLOWERS.COM	FUNERAL ARRANGEMENT: YOUNG	101	40200	4890		001		\$63.47	\$63.47
LEAGUE OF MN CITIES INS TRUST	INSURANCE CLAIM: GURTNER REIMBURSEMENT	260	47400	4340				\$40.00	
MENARDS CASHWAY LUMBER **FRIDL	TOOLS	701	46500	2400		004		\$20.49	\$20.49
MERCHANT INDUSTRIAL LADDER & S	12V PUMP AND REFUELING TANK	701	46500	2220		001		\$948.56	\$948.56
MILLER, LYNDA	PASS REFUND	220	22040					\$20.00	\$20.00
MINNESOTA ASSOCIATION OF	MEMBERSHIP: ANDERSON, CHERYL	101	40400	4330		001		\$75.00	\$75.00
MINNESOTA ASSOCIATION OF	MEMBERSHIP: MELVIN, TESSIA	101	40400	4330		001		\$75.00	\$75.00
MINNESOTA DEPARTMENT OF REVENU	Sales Use Tax	101	34780					-\$.15	\$13,874.00
		101	40100	4890		002		-\$.11	
		101	40200	4890		001		-\$.56	
		101	40550	2010		001		\$31.44	
		225	43535	2170		003		-\$.04	
		101	42200	2180		001		-\$.04	
		101	43400	2010				\$17.35	
		101	43710	2400				\$7.21	
		101	43710	3810				\$86.69	
		101	43900	2180				\$18.11	
		101	43900	3190		003		-\$3.21	
		101	44300	2010				-\$.21	
		220	43800	2160		002		-\$.22	
		220	43800	2180				-\$.51	
		220	43800	2180		002		\$23.77	
		220	43800	2200		001		-\$.35	
		220	43800	3190		001		-\$.58	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		220	43800	3810		002		\$282.01	
		220	43800	3810		003		-\$3.74	
		220	43800	3960				\$189.24	
		220	43800	3960		003		\$74.87	
		225	43510	2170		007		-\$6.05	
		225	43520	2170		002		\$1.17	
		225	43520	3190		002		\$22.12	
		225	43530	2170		001		\$4.92	
		225	43535	2170		001		\$11.57	
		225	43535	2170		002		\$8.44	
		225	43535	2170		003		\$3.82	
		225	43535	2170		004		-\$2.81	
		225	43535	3190		001		\$173.66	
		225	43535	3190		002		-\$20.48	
		225	43555	2170				-\$1.26	
		225	43560	2170				-\$.25	
		225	43590	2174		001		-\$2.11	
		225	43590	2175		001		\$3.13	
		225	43590	2175		002		-\$1.93	
		225	43590	2175		003		-\$.22	
		225	43590	3175		002		\$44.28	
		225	43535	2170		003		-\$.42	
		240	44400	2180		001		-\$.16	
		270	40250	2180		003		-\$.45	
		270	40250	2180		004		-\$.67	
		270	40250	3190		002		\$2.48	
		270	40250	3950		002		-\$4.85	
		270	40250	3950		003		-\$4.31	
		270	40250	3950		005		-\$9.22	
		270	40250	4890		001		\$24.68	
		405	43710	5300				\$130.63	
		601	45050	2280		001		\$91.21	
		601	45050	2280		004		-\$7.38	
		602	45550	2282				-\$.25	
		701	46500	2180		001		-\$1.37	
		701	46500	2183		001		\$12.86	
		701	46500	2183		002		-\$.08	
		701	46500	2220		001		-\$1.67	
		701	46500	2220		002		-\$1.07	
		701	46500	2400		005		-\$.10	
		701	46500	5800				\$605.17	
		220	21810					\$9,914.00	
		701	46500	2120		003		\$205.00	
		601	21810					\$1,961.00	
MINNESOTA GFOA.COM	GFOA TRAINING: MALONEY	101	40500	4500		012		\$870.00	\$870.00
MINNESOTA GFOA.COM	GFOA CONFERENCE: MALONEY	101	40500	4500		005		\$225.00	\$225.00
MINNESOTA GFOA.COM	GFOA CONFERENCE: HAAPALA	101	40500	4500		005		\$225.00	\$225.00
MINNESOTA GFOA.COM	GFOA CONFERENCE: ENGBLOM	101	40500	4500		005		\$285.00	\$285.00
MINNESOTA GFOA.COM	GFOA CONFERENCE: ESPE	101	40500	4500		005		\$225.00	\$225.00
MORALES, ALFONSO	FACILITY REFUND	220	22040					\$300.00	\$300.00
NEOFUNDS BY NEOPOST	POSTAGE FOR POSTAGE MACHINE	101	40200	3220				\$4,001.69	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
OFFICE MAX INCORPORATED	PRINTHEADS	101	40550	2010		002		\$318.47	\$318.47
OFFICE MAX INCORPORATED	PRINthead	101	40550	2010		002		\$117.78	\$117.78
OHITO, LABAN	FACILITY REFUND	220	22040					\$50.00	\$50.00
PINZ	SUMMER DISCOVERY FIELDTRIP: PINZ	225	43535	3190		001		\$1,536.08	\$1,536.08
RAMSEY COUNTY TREASURER	LIFE INSURANCE: AUG 2013	101	20414					\$2,466.80	\$2,661.80
		101	20417					\$195.00	
RICOH AMERICAS CORPORATION	LEASE CITY HALL COPIERS	101	40200	3930		002		\$2,194.74	
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-875 WESTVIEW CT	604	42600	3810				\$678.61	\$678.61
TOKLE INSPECTIONS INC	INSPECTIONS SERVICES AUGUST 2013	101	44300	3090				\$3,632.20	
WELLSAW, INC.	COOLANT TANK/DASH POT	701	46500	2220		002		\$257.28	\$257.28
WS & D PERMIT SERVICE	PERMIT REFUND 2013-01120	101	32500					\$315.20	\$327.85
		101	20802					\$7.65	
		101	34850					\$5.00	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610				\$49.48	\$49.48
XCEL ENERGY	TRAFFIC SIGNAL: ELECTRIC	101	42200	3610				\$46.03	\$46.03
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610				\$2,411.53	\$2,471.34
		701	46500	2140				\$59.81	
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610				\$51.45	
XCEL ENERGY	ELECTRIC: STORM SEWER LIFT STATIONS	603	45850	4890		003		\$272.12	
XCEL ENERGY	ELECTRIC: STREET LIGHTS	604	42600	3610				\$14,432.04	\$14,432.04
XCEL ENERGY	ELECTRIC: SIRENS	101	41500	3610				\$66.16	\$66.16
XCEL ENERGY	ELECTRIC: SURFACE WATER	603	45900	3610				\$72.96	\$72.96
YOUNG, LESLEY	MILEAGE/PARKING REIMBURSE SR TRIP/DULUTH	225	43590	3270		003		\$172.81	
Total of all invoices:								\$102,830.71	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLEN, DEANNE	MINUTES - 8/5 CC, 8/6 PC	101	40200	3190		001		\$200.00	
		101	44100	3190				\$150.00	\$350.00
AMERICAN FASTENER	SHOP SUPPLIES	701	46500	2180		001		\$57.77	\$57.77
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$225.22	\$225.22
AUTO PLUS	CLAMP FOR TENNIS PRACTICE BOARDS	101	43710	2240				\$4.47	\$4.47
BATTERIES PLUS	BATTERY FOR GATOR 2	701	46500	2220		002		\$44.46	\$44.46
BATTERIES PLUS - ROSEVILLE 029	TWO BATTERIES FOR CORDLESS DRILL	101	43710	2240				\$141.38	\$141.38
BEISSWENGERS HARDWARE	DRILL BIT	101	43710	2240				\$1.70	\$1.70
BEISSWENGERS HARDWARE	INSECT KILLER	101	43710	2260				\$19.98	\$19.98
BEISSWENGERS HARDWARE	HOSE END SPRAYER AND INSECT KILLER	101	43710	2260				\$34.72	\$34.72
BEISSWENGERS HARDWARE	DRILL BITS AND SAW BLADE	101	43710	2400				\$13.33	\$13.33
BEISSWENGERS HARDWARE	ANCHOR BOLTS FOR SITZER BOLLARD	101	43710	2240				\$9.37	
BOYER TRUCK PARTS INC.	PARTS AND LABOR FOR REPAIR OF UNIT 203	701	46500	2220		001		\$1,342.37	\$2,109.37
		701	46500	3190		001		\$767.00	
BRADLEY & DEIKE, PA	CONSULTING - MIDLAND PLAZA	101	22020					\$289.00	\$289.00
BRAKE & EQUIPMENT WAREHOUSE	BRAKE PARTS FOR UNIT 608	701	46500	2220		001		\$38.84	\$38.84
CENTRAL WOOD PRODUCTS	PREMEIUM HARDWOOD MULCH	101	43710	2260				\$1,891.69	\$1,891.69
COMMERCIAL ASPHALT CO	ASPHALT FOR WATER MAIN REPAIRS & TRAILS	601	45050	2280		002		\$1,134.20	
		405	43450	5300				\$845.27	\$1,979.47
COMPLETE COOLING SERVICES	RADIATOR REPAIR UNIT 210	701	46500	3190		001		\$186.62	
COMPLETE HEALTH, ENVIRONMENTAL	JULY MTCE PLAN	101	40210	3190		007		\$610.00	\$610.00
CRYSTEEL DIST. INC.	SEAL FOR LIFT GATE ON UNIT 310	701	46500	2220		001		\$45.59	\$45.59
CRYSTEEL DIST. INC.	FUEL TANK FILL CAP	701	46500	2220		002		\$43.61	\$43.61
DAVIS LOCK & SAFE	TAGS FOR KEY LOCK BOX	101	43710	2180				\$4.28	\$4.28
DAVIS LOCK & SAFE	REKEY WINDOW DOOR AT RICE CREEK FIELDS	101	43710	3190				\$128.25	\$128.25
DUSTY'S DRAIN CLEANING	EXXON DRAIN INSPECTION PROJECT 12-04	572	47000	5950				\$404.00	\$404.00
ESCH CONSTRUCTION SUPPLY INC	SAW BLADE FOR CHOP SAW	701	46500	2220		002		\$372.99	\$372.99
ESCH CONSTRUCTION SUPPLY INC	CHOP SAW BLADE	701	46500	2220		002		\$272.53	\$272.53
FACTORY MOTOR PARTS COMPANY	BATTERY	701	46500	2220		001		\$45.05	\$45.05
FIRST LAB, INC.	RANDOM TEST	101	40210	3190		001		\$183.80	\$183.80
FLEETPRIDE INC	EXHAUST PIPE FOR UNIT 210	701	46500	2220		001		\$82.20	\$82.20
FLEETPRIDE INC	PARTS FOR UNIT 306	701	46500	2220		001		\$24.89	\$24.89
FRONTIER PRECISION, INC	TRIMBLE SOFTWARE TRAINING: CRUMB	101	40550	4500		005		\$550.00	\$550.00
FRONTIER PRECISION, INC	TRIMBLE SOFTWARE TRAINING: MEYER	601	45050	4500		003		\$275.00	\$550.00
		602	45550	4500		003		\$275.00	
GLASBERGEN, RANDY	ONE TIME USE OF COPYRIGHT IMAGE	101	40210	4890				\$25.00	\$25.00
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$183.42	
		602	45550	3190		001		\$183.41	\$733.65
		603	45850	3190		001		\$183.41	
		604	42600	3190				\$183.41	
GRAINGER, INC.	HANDICAP PARKING SIGNS	101	43710	2240				\$100.55	\$100.55
GRAINGER, INC.	PORTABLE SIGN POSTS	101	43710	2240				\$283.95	\$283.95
GRAINGER, INC.	CLEANING SUPPLIES CC	220	43800	2110				\$249.03	\$249.03
GRAINGER, INC.	YELLOW BARRICADE TAPE FARMERS MKT	101	43710	2240				\$10.39	\$10.39
GRAINGER, INC.	TAPE FOR NEW TENNIS PRACTICE BOARDS	101	43710	2240				\$52.91	\$52.91
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL SERVICES JULY	101	41100	3199				\$564.60	\$564.60
HOTSY EQUIPMENT CO	SOAP FOR CAR WASH	701	46500	2180		001		\$344.14	\$344.14
HOTSY EQUIPMENT CO	PARTS FOR HOTSY	701	46500	2220		002		\$65.65	\$65.65
HUGO EQUIPMENT COMPANY	WHEEL FOR SHOP CART	701	46500	2180		001		\$19.23	\$19.23
HUGO EQUIPMENT COMPANY	PARTS FOR PUSH MOWER	701	46500	2220		002		\$18.90	\$18.90
I-STATE TRUCK CENTER	PARTS FOR UNIT 303	701	46500	2220		001		\$65.67	\$65.67

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		004		\$255.00	\$255.00
JEFF ELLIS & ASSOCIATES, INC	AQUATIC SAFETY OPERATIONAL AUDIT	220	43800	3190		007		\$850.00	\$850.00
JEFF SMITH LLC	SUMMER2013 TAEKWONDO SESS.B INSTRCTR FEE	225	43530	3190				\$733.20	\$733.20
LARKIN HOFFMAN DALY & LINDGREN	TIF EXTENSION LEGAL SERVICES	307	44100	4890				\$3,436.00	\$3,436.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$425.75	\$425.75
MAC QUEEN EQUIPMENT INC.	PARTS & LABOR TO REPAIR CROSSWIND SWEEPE	701	46500	2220		002		\$946.86	\$2,113.74
		701	46500	3190		002		\$1,166.88	
MAC QUEEN EQUIPMENT INC.	SUCTION TUBE FOR CROSSWIND SWEEPER	701	46500	2220		002		\$598.47	
MCF-LINO LAKES	6 MONTHS OF DOC WORK CREW SERVICES	101	43450	3190		002		\$4,034.95	
		101	43710	3190				\$8,069.90	\$40,349.50
		101	43900	3190				\$4,034.95	
		601	45050	3190		005		\$10,087.37	
		603	45850	3190		004		\$10,087.38	
		701	46500	3196		004		\$4,034.95	
MENARDS CASHWAY LUMBER **FRIDL	TAPE AND SILT FENCE	101	43710	2240				\$45.79	\$45.79
MENARDS CASHWAY LUMBER **FRIDL	TROWEL AND GARDEN HOSE	101	43710	2240				\$37.36	\$37.36
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$102.10	\$102.10
MTI DISTRIBUTING, INC	SPRINKLER HEAD	101	43710	2240				\$130.12	\$130.12
MTI DISTRIBUTING, INC	IRRIGATION SUPPLIES	101	43710	2240				\$49.60	\$49.60
MTI DISTRIBUTING, INC	PVC CEMENT AND ELBOWS FOR IRRIGATION	101	43710	2240				\$26.78	\$26.78
MTI DISTRIBUTING, INC	FUEL FILTER FOR TORO 328D'S	701	46500	2220		002		\$63.61	\$63.61
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2180		001		\$18.38	
NAPA AUTO PARTS	GREASE GUN	701	46500	2180		001		\$12.30	\$12.30
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO SHOREVIEW ROOM LIGHTING	405	43800	3810				\$7,200.00	\$7,200.00
NORTHERN ELECTRICAL CONTRACTOR	REPLACED POWER PEDESTAL ON HWY 96	101	43710	3190				\$1,096.54	\$1,096.54
NORTHERN ELECTRICAL CONTRACTOR	DIMMER SWITCH REPLACEMENT CC	220	43800	3810		003		\$294.53	\$294.53
NORTHERN ELECTRICAL CONTRACTOR	REPAIR LAMP BURN-IN STATION CC	220	43800	3810		003		\$253.75	\$253.75
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$552.39	\$552.39
PARTS ASSOCIATES, INC.	SHOP SUPPLIES	701	46500	2180		001		\$173.41	\$173.41
PRESS PUBLICATIONS	ACCESS SHOREVIEW JULY	101	40400	3390		003		\$270.30	\$270.30
RAMSEY COUNTY	911 SERVICES - JULY 2013	101	41100	3198				\$8,154.60	\$8,154.60
RAMSEY COUNTY	FLEET SUPPORT FEE - JULY	101	41500	3890				\$24.96	\$24.96
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES - AUGUST 2013	101	41100	3190		001		\$156,961.51	\$156,961.51
REINDERS, INC.	PRO 700 TECHTRACKER WIRE LOCATOR	101	43710	2240				\$587.81	\$587.81
SCHARBER & SONS	PARTS FOR GATOR 2	701	46500	2220		002		\$12.71	\$12.71
SCHELEN-GRAY AUTO ELECTRIC	PARTS FOR S-2 SWEEPER	701	46500	2220		002		\$149.61	\$149.61
SCHINDLER ELEVATOR CORPORATION	ELEVATOR SERVICE CONTRACT	701	46500	3196		002		\$400.83	\$400.83
ST. CROIX RECREATION	DRINKING FOUNTAIN REPAIR PARTS RCF	101	43710	2240				\$482.01	\$482.01
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$68.09	\$68.09
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$68.09	\$68.09
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$68.09	\$68.09
STAR TRIBUNE	SUBSCRIPTION - 8/19 - 11/18/13	101	40200	4890				\$36.40	\$36.40
STEPP MANUFACTURING CO INC	PARTS FOR CRACK SEALER	701	46500	2220		002		\$748.13	\$748.13
TESSMAN SEED CO	HERBICIDES FOR KILLING WEEDS	101	43710	2260				\$337.93	\$337.93
TRI STATE BOBCAT, INC.	PARTS FOR TOOLCAT AND BOBCAT	701	46500	2220		002		\$216.86	\$216.86
TRI STATE BOBCAT, INC.	PARTS FOR BOBCAT MILLER	701	46500	2220		002		\$160.57	\$160.57
TRI STATE BOBCAT, INC.	PARTS FOR TOOLCAT MOWER DECK	701	46500	2220		002		\$352.05	\$352.05
TRI STATE BOBCAT, INC.	HANDLE FOR PLATE COMPACTOR	701	46500	2220		002		\$173.86	\$173.86
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$47.21	\$188.85
		601	45050	3970		001		\$47.21	
		602	45550	3970		001		\$47.21	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		603	45850	3970		001		\$23.61	
		701	46500	3970		001		\$23.61	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$50.11	\$200.43
		601	45050	3970		001		\$50.11	
		602	45550	3970		001		\$50.11	
		603	45850	3970		001		\$25.05	
		701	46500	3970		001		\$25.05	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$64.09	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.23	\$49.23
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR STOCK	701	46500	2180		001		\$32.70	\$32.70
WSB & ASSOCIATES, INC.	DESIGN SERVICES RED FOX ROAD CP 12-04	572	47000	5910				\$1,488.25	
WSB & ASSOCIATES, INC.	CONSULTANT SERVICES CP 13-01A	573	47000	5910				\$418.00	\$418.00
YALE MECHANICAL INC	REPAIR WATER LEAK RICE CREEK FIELDS	101	43710	3190				\$593.95	\$593.95
YALE MECHANICAL INC	SERVICE REPAIR TO MECHANICS COOLING SYST	701	46500	3196		003		\$1,812.32	\$1,812.32
YOCUM OIL COMPANY INC.	UNLEADED FUEL	701	46500	2120		001		\$1,639.50	\$1,639.50
YOCUM OIL COMPANY INC.	OFF RD DEISEL FUEL	701	46500	2120		003		\$3,130.67	\$3,130.67
YOCUM OIL COMPANY INC.	ON RD DEISEL FUEL	701	46500	2120		002		\$3,129.11	\$3,129.11
YOCUM OIL COMPANY INC.	UNLEADED FUEL	701	46500	2120		001		\$4,594.50	\$4,594.50
ZACKS INC.	SHOP SUPPLIES	101	42200	2400		001		\$231.96	\$595.78
		701	46500	2180		001		\$363.82	

Total of all invoices: \$259,278.36

=====

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,375		
Vendor number	01901 1	2013	
Vendor name	ALLIED WASTE SERVICES #899		
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154		

Date	Comment line on check	Invoice number	Amount
07-25-13	JULY ALLIED WASTE SERVICES	0899-002314874	\$29,494.52

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
210 42750 3190	\$29,494.52

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

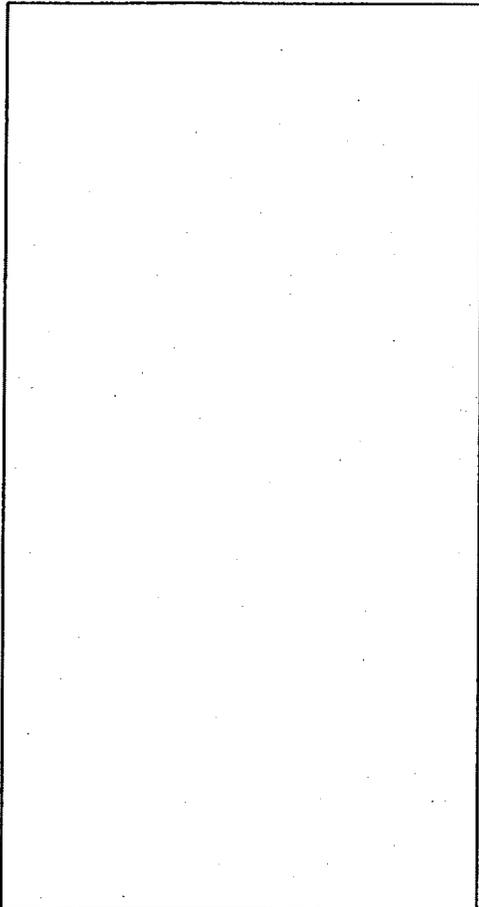
Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,341
Vendor number	00260 1 2013
Vendor name	GREENHAVEN PRINTING
Address	4575 CHATSWORTH STREET N SHOREVIEW, MN 55126

Date	Comment line on check	Invoice number	Amount
08-01-13	FALL PARKS AND CITY NEWSLETTER	131903	\$24,982.00

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



Return to:	
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Account Coding	Amount
101 40400 3220 002	\$3,476.61
101 40400 3390 001	\$21,505.39

Is sales tax included on invoice?	MN 6.875%
If no, amount subject to sales use tax	\$
Reviewed by: (signature required)	<u>Tessia Melvin</u> Tessia Melvin
Approved by: (signature required)	<u>Terry Schwerm</u> 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	36,392		
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
08-05-13	SEWER SERVICE-SEPTEMBER 2013	1023543	\$144,679.50

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
602 45550 3670	\$144,679.50

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

Reviewed by: Debra Engblom 8-6-13
(signature required) Debbie Engblom

Approved by: TJZ
(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	36,387	RETURN CHECK TO TOM H
Vendor number		2013
Vendor name	CLYDE REHBEIN	
Address	5618 HEATHER RIDGE CT SHOREVIEW MN 55126	

Date	Comment line on check	Invoice number	Amount
08-06-13	STREET & EROS RED 5618 HEATHER RES 13-69	5618	\$33,000.00

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 22030	\$3,000.00
101 22020	\$30,000.00

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

Reviewed by: *Tom Hammitt* 8/6/13
 (signature required) Tom Hammitt

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	36,477		
Vendor number	01171 1	2013	
Vendor name	METROPOLITAN COUNCIL ENVIRONMENTAL		
Address	SERVICES 390 NORTH ROBERT STREET ST. PAUL MN 55101		

Date	Comment line on check	Invoice number	Amount
08-08-13	SAC CHARGES FOR OCTOBER 2011 July 2013	10/2011 07/2013	\$255,528.90

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

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

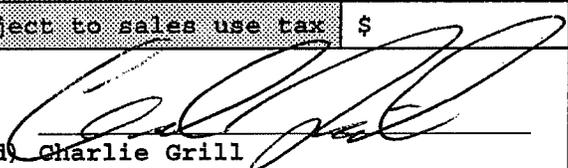
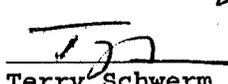
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
602 20840	\$258,110.00
602 34060	-\$2,581.10

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,571		
Vendor number	01276 1	2013	
Vendor name	HEALTH PARTNERS		
Address	NW 3600 PO BOX 1450 MPLS MN 55485-3600		

Date	Comment line on check	Invoice number	Amount
08-13-13	HEALTH INSURANCE: SEPTEMBER 2013	44190944/44190945	\$48,285.05

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 20410	\$47,835.30
101 20411	\$449.75

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

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

Approved by: 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	36,404
Vendor number	00471 1 2013
Vendor name	MCF-LINO LAKES
Address	7525 - 4TH AVENUE LINO LAKES, MN 55014-1099

Date	Comment line on check	Invoice number	Amount
07-24-13	6 MONTHS OF DOC WORK CREW SERVICES	00000152661	\$40,349.50

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.

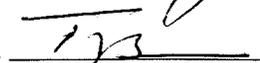
Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 43450 3190 - 2	\$4,034.95
101 43710 3190	\$8,069.90
101 43900 3190 - 1	\$4,034.95
601 45400 3190 - 5	\$10,087.37
603 45850 3190 - 4	\$10,087.38
701 46550 3190	\$4,034.95
4500 3190 - 4	

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

Reviewed by: 
 (signature required) Dan Curley

Approved by: 
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	36,515
Vendor number	01337 2 2013
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
08-12-13	LAW ENFORCEMENT SERVICES - AUGUST 2013	SHRFL-001235	\$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 COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 13-74 reducing the following escrows:

Erosion Control and Development Cash Deposits for the following properties in the amounts listed:

4895 Kent St	Wikstrom Construction	\$ 500.00
4723 Cumberland St	Accent Homes Inc	\$ 3,000.00
1041 Red Fox Rd	Shoreview Ventures Inc	\$ 9,200.00

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

1041 Red Fox Rd	Traders Joes	\$45,750.00
	Venture Pass Partners LLC	
	Bremer Bank	
	LOC - S120010842	
4684 Hodgson Rd	Shoreview Senior Living	\$ 72,100.00
	Shoreview Senior Living LLC	
	Anchor Bank	
	LOC - #4480	

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____

QUIGLEY _____

WICKSTROM _____

WITHHART _____

MARTIN _____

REGULAR COUNCIL MEETING
AUGUST 19, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: AUGUST 13, 2013
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

4895 Kent St	Erosion control completed
4723 Cumberland St	Erosion & grading certification completed
1041 Red Fox Rd	Erosion & grading certification completed

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

1041 Red Fox Rd	Portions of Landscaping, Utilities, Streets
4684 Hodgson Rd	Portions of Landscaping, Utilities, Streets – letter of credit will be released in lieu of a \$7,200.00 cash deposit

RECOMMENDATION

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

4895 Kent St	Wikstrom Construction	\$ 500.00
4723 Cumberland St	Accent Homes Inc	\$ 3,000.00
1041 Red Fox Rd	Shoreview Ventures Inc	\$ 9,200.00

and Letter of Credit for the following property in the amounts listed below:

1041 Red Fox Rd	Venture Pass Partners LLC	\$45,750.00
4684 Hodgson Rd	Shoreview Senior Living LLC	\$72,100.00

PROPOSED

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

HELD AUGUST 19, 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 August 19, 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. 13-74

**RESOLUTION ORDERING ESCROW REDUCTIONS
AT VARIOUS LOCATIONS IN THE CITY**

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

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

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

4895 Kent St	Wikstrom Construction	\$ 500.00
4723 Cumberland St	Accent Homes Inc	\$ 3,000.00
1041 Red Fox Rd	Shoreview Ventures Inc	\$ 9,200.00

and Letter of Credit for the following property in the amounts listed below:

1041 Red Fox Rd	Venture Pass Partners LLC	\$45,750.00
4684 Hodgson Rd	Shoreview Senior Living LLC	\$72,100.00

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:

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN

DATE: AUGUST 13, 2012

SUBJECT: 2013 ASSESSMENTS
FLORAL, DEMAR, HANSKA RECONSTRUCTION
RECEIVE THE ASSESSMENT ROLLS AND CALL FOR PUBLIC
HEARING

INTRODUCTION

The City Council has declared the costs and ordered the preparation of the assessment rolls for the following projects:

Floral, Demar, Hanska Reconstruction – Project 12-01

The assessment roll has been completed and is attached along with the project cost worksheet. Council action is required to call for a public hearing on the proposed assessments. The assessments are proposed to be spread over 10 years with an interest rate 3.00%.

BACKGROUND

A brief discussion of the project and the proposed assessments are listed below:

FLORAL, DEMAR, HANSKA - RECONSTRUCTION PROJECT 12-01

This project reconstructed Floral Drive, Demar Avenue from Hodgson Road to Hanska Court and Hanska Court. Hanska was old County Road F and was reconstructed as a cul-de-sac at Hodgson Road. The streets were constructed with asphalt pavement and barrier curb and gutter. Water main was replaced, sanitary sewer services in the right of way were replaced and storm sewer was constructed as part of the project.

As in past projects, assessment amounts less than \$5,000 are spread over 10 years.

The unit street assessment is proposed in the amount of \$1,608.54. This amount is \$136 less than reported in the feasibility report. The storm sewer lot assessments are prepared per City policy and will be the same as presented at the public improvement hearing.

Receive Assessment Rolls – 2013 Assessments
Page 2

RECOMMENDATION

It is recommended that the City Council approve Resolution No. 13-75 receiving the assessment rolls and order the assessment hearings for the 2013 Assessments to be held on Monday, September 16, 2013 at the following times:

7:00 P.M. – Floral, Demar, Hanska Reconstruction – Project 12-01

tlh
#12-01

**ASSESSMENTS – STREET PROJECT 12-01
FLORAL/DEMAR/HANSKA RECONSTRUCTION**

PROJECT COSTS

Project 12-01

Prime Contractor – C W Houle	\$ 1,344,691.14
Design & Construction Eng. (City)	\$ 195,524.64
Legal & Easements	\$ 216.00
Bonding	\$ -
Administration - Other, Misc.	\$ 36,579.80
Total Project Cost	<u>\$ 1,577,011.58</u>

ASSESSMENTS

Total Street Assessment	\$ 82,035.63
Total Storm Sewer Assessment	<u>\$ 50,988.12</u>
Total Assessments	\$ 133,023.75
Non-Assessable	\$ 1,443,987.83

Number of Assessable Units for Street 51

	<u>Feasibility</u>	<u>Actual</u>	<u>Difference</u>
Street Assessment per unit	\$ 1,745.00	\$ 1,608.54	\$ 136.46

Storm Sewer Rate - Residential Per Policy	- Direct	\$ 0.07/0.035 per S.F.
	- Indirect	\$ 0.035/0.0175 per S.F.

#12-01
TLH 7/30/13

Date of Pending: March 19, 2012
10 year assessment

FLORAL/DEMARC/CO RD F
RECONSTRUCTION
PROJECT 12-01

STREET & STORM ASSESSMENTS		Street				Storm Sewer				Street/Storm	
Address	PIN	Assess Units	\$/Lot unit	Total Street	Lot Area	Assess Area	Rate	Total Storm	Total Assessment		
236 HANSKA	CT 253023110076	1.0	\$ 1,608.54	\$ 1,608.54	11,325	11,325	\$ 0.035	\$ 396.38	\$ 2,004.92		
244 HANSKA	CT 253023110077	1.0	\$ 1,608.54	\$ 1,608.54	11,325	11,325	\$ 0.035	\$ 396.38	\$ 2,004.92		
245 HANSKA	CT 243023440086	1.0	\$ 1,608.54	\$ 1,608.54	11,761	11,761	\$ 0.07	\$ 823.27	\$ 2,431.81		
252 HANSKA	CT 253023110078	1.0	\$ 1,608.54	\$ 1,608.54	11,325	11,325	\$ 0.035	\$ 396.38	\$ 2,004.92		
253 HANSKA	CT 243023440087	1.0	\$ 1,608.54	\$ 1,608.54	10,454	10,454	\$ 0.07	\$ 731.78	\$ 2,340.32		
259 HANSKA	CT 243023440088	1.0	\$ 1,608.54	\$ 1,608.54	10,454	10,454	\$ 0.07	\$ 731.78	\$ 2,340.32		
267 HANSKA	CT 243023430053	1.0	\$ 1,608.54	\$ 1,608.54	10,454	10,454	\$ 0.07	\$ 731.78	\$ 2,340.32		
286 HANSKA	CT 253023120002	1.0	\$ 1,608.54	\$ 1,608.54	29,620	19,000	\$ 0.07	\$ 1,120.00	\$ 2,728.54		
256 DEMAR	AVE 243023440061	1.0	\$ 1,608.54	\$ 1,608.54	10,454	10,454	\$ 0.07	\$ 731.78	\$ 2,340.32		
261 DEMAR	AVE 243023430041	1.0	\$ 1,608.54	\$ 1,608.54	10,890	10,890	\$ 0.07	\$ 762.30	\$ 2,370.84		
262 DEMAR	AVE 243023430049	1.0	\$ 1,608.54	\$ 1,608.54	10,454	10,454	\$ 0.07	\$ 731.78	\$ 2,340.32		
269 DEMAR	AVE 243023430042	1.0	\$ 1,608.54	\$ 1,608.54	10,890	10,890	\$ 0.07	\$ 762.30	\$ 2,370.84		
270 DEMAR	AVE 243023430050	1.0	\$ 1,608.54	\$ 1,608.54	10,454	10,454	\$ 0.07	\$ 731.78	\$ 2,340.32		
275 DEMAR	AVE 243023430043	1.0	\$ 1,608.54	\$ 1,608.54	11,325	11,325	\$ 0.07	\$ 792.75	\$ 2,401.29		
278 DEMAR	AVE 243023430051	1.0	\$ 1,608.54	\$ 1,608.54	10,018	10,018	\$ 0.07	\$ 701.26	\$ 2,309.80		
281 DEMAR	AVE 243023430044	1.0	\$ 1,608.54	\$ 1,608.54	20,473	19,000	\$ 0.07	\$ 1,120.00	\$ 2,728.54		
287 DEMAR	AVE 243023430045	1.0	\$ 1,608.54	\$ 1,608.54	43,995	19,000	\$ 0.07	\$ 1,120.00	\$ 2,728.54		
293 DEMAR	AVE 243023430046	1.0	\$ 1,608.54	\$ 1,608.54	18,730	18,730	\$ 0.07	\$ 1,110.55	\$ 2,719.09		
299 DEMAR	AVE 243023430047	1.0	\$ 1,608.54	\$ 1,608.54	17,859	17,859	\$ 0.07	\$ 1,080.07	\$ 2,688.61		
304 DEMAR	AVE 243023430052	1.0	\$ 1,608.54	\$ 1,608.54	13,503	13,503	\$ 0.07	\$ 927.61	\$ 2,536.15		
305 DEMAR	AVE 243023430048	1.0	\$ 1,608.54	\$ 1,608.54	13,374	13,374	\$ 0.07	\$ 923.09	\$ 2,531.63		
265 FLORAL	DR 243023430007	0.5	\$ 1,608.54	\$ 804.27	13,503	13,503	\$ 0.07	\$ 927.61	\$ 1,731.88		
266 FLORAL	DR 243023430055	0.5	\$ 1,608.54	\$ 804.27	33,541	19,000	\$ 0.07	\$ 1,120.00	\$ 1,924.27		
280 FLORAL	DR 243023430032	1.0	\$ 1,608.54	\$ 1,608.54	20,037	19,000	\$ 0.07	\$ 1,120.00	\$ 2,728.54		
281 FLORAL	DR 243023430008	1.0	\$ 1,608.54	\$ 1,608.54	15,246	15,246	\$ 0.07	\$ 988.61	\$ 2,597.15		

Date of Pending: March 19, 2012
10 year assessment

FLORAL/DEMAR/CO RD F
RECONSTRUCTION
PROJECT 12-01

STREET & STORM ASSESSMENTS			Street				Storm Sewer				Street/Storm	
Address		PIN	Assess Units	\$/Lot unit	Total Street	Lot Area	Assess Area	Rate	Total Storm	Total	Assessment	
286 FLORAL	DR	243023430031	1.0	\$ 1,608.54	\$ 1,608.54	16,117	16,117	\$ 0.07	\$ 1,019.10	\$	2,627.64	
290 FLORAL	DR	243023430030	1.0	\$ 1,608.54	\$ 1,608.54	16,552	16,552	\$ 0.07	\$ 1,034.32	\$	2,642.86	
296 FLORAL	DR	243023430029	1.0	\$ 1,608.54	\$ 1,608.54	25,264	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
298 FLORAL	DR	243023430028	1.0	\$ 1,608.54	\$ 1,608.54	17,424	17,424	\$ 0.07	\$ 1,064.84	\$	2,673.38	
300 FLORAL	DR	243023430027	1.0	\$ 1,608.54	\$ 1,608.54	18,730	18,730	\$ 0.07	\$ 1,110.55	\$	2,719.09	
305 FLORAL	DR	243023430037	1.0	\$ 1,608.54	\$ 1,608.54	21,780	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
306 FLORAL	DR	243023430026	1.0	\$ 1,608.54	\$ 1,608.54	40,510	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
309 FLORAL	DR	243023430036	1.0	\$ 1,608.54	\$ 1,608.54	20,473	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
312 FLORAL	DR	243023430025	1.0	\$ 1,608.54	\$ 1,608.54	44,522	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
314 FLORAL	DR	243023430022	1.0	\$ 1,608.54	\$ 1,608.54	34,107	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
322 FLORAL	DR	243023430019	1.0	\$ 1,608.54	\$ 1,608.54	23,086	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
328 FLORAL	DR	243023430018	1.0	\$ 1,608.54	\$ 1,608.54	38,655	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
332 FLORAL	DR	243023430017	1.0	\$ 1,608.54	\$ 1,608.54	21,780	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
337 FLORAL	DR	243023430035	1.0	\$ 1,608.54	\$ 1,608.54	23,086	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
338 FLORAL	DR	243023430016	1.0	\$ 1,608.54	\$ 1,608.54	19,166	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
342 FLORAL	DR	243023430015	1.0	\$ 1,608.54	\$ 1,608.54	20,037	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
346 FLORAL	DR	243023430014	1.0	\$ 1,608.54	\$ 1,608.54	20,037	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
350 FLORAL	DR	243023430013	1.0	\$ 1,608.54	\$ 1,608.54	27,007	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
355 FLORAL	DR	243023430040	1.0	\$ 1,608.54	\$ 1,608.54	24,829	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
358 FLORAL	DR	243023430012	1.0	\$ 1,608.54	\$ 1,608.54	22,442	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
364 FLORAL	DR	243023430011	1.0	\$ 1,608.54	\$ 1,608.54	16,269	16,269	\$ 0.07	\$ 1,024.42	\$	2,632.96	
367 FLORAL	DR	243023430039	1.0	\$ 1,608.54	\$ 1,608.54	20,908	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
370 FLORAL	DR	243023430010	1.0	\$ 1,608.54	\$ 1,608.54	16,077	16,077	\$ 0.07	\$ 1,017.70	\$	2,626.24	
374 FLORAL	DR	243023430009	1.0	\$ 1,608.54	\$ 1,608.54	15,681	15,681	\$ 0.07	\$ 1,003.84	\$	2,612.38	
375 FLORAL	DR	243023430038	1.0	\$ 1,608.54	\$ 1,608.54	19,832	19,000	\$ 0.07	\$ 1,120.00	\$	2,728.54	
4099 HODGSON	RD	243023440062	0.5	\$ 1,608.54	\$ 804.27	11,761	11,761	\$ 0.07	\$ 823.27	\$	1,627.54	
4117 HODGSON	RD	243023440060	0.5	\$ 1,608.54	\$ 804.27	11,761	11,761	\$ 0.07	\$ 823.27	\$	1,627.54	

Date of Pending: March 19, 2012
 10 year assessment

FLORAL/DEMARC/CO RD F
 RECONSTRUCTION
 PROJECT 12-01

STREET & STORM ASSESSMENTS			Street			Storm Sewer			Street/Storm	
Address	PIN	Assess Units	\$/Lot unit	Total Street	Lot Area	Assess Area	Rate	Total Storm	Assessment	Total
4070 VIRGINIA AVE	253023110079	0.5	\$ 1,608.54	\$ 804.27	13,068	13,068	\$ 0.035	\$ 456.19	\$ 1,260.46	
4071 VIRGINIA AVE	253023120001	0.5	\$ 1,608.54	\$ 804.27	13,939	13,939	\$ 0.035	\$ 471.43	\$ 1,275.70	
Total Assessable Units & Assessments		51.0		\$ 82,035.54				\$ 50,988.12	\$ 133,023.66	
City non-Assessable Street Unit										
318 FLORAL DR	243023430021	1.0	\$ 1,608.54	\$ 1,608.54						
Total Street Units		52.0		\$ 83,644.08						
t:/projects/2012/21-01/floral demarc co rd f reconstruction/assessments/floral_demarc_co rd f										

- PROPOSED -

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

HELD AUGUST 19, 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 August 19, 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. 13-75

RESOLUTION RECEIVING ASSESSMENT ROLL
AND ORDERING ASSESSMENT HEARING FOR
FLORAL, DEMAR, HANSKA RECONSTRUCTION - PROJECT 12-01

WHEREAS, by resolution passed by the City Council, the City Engineer was directed to prepare a proposed assessment roll for the 2013 assessment projects, and

WHEREAS, the City Manager has notified the City Council that such proposed assessment rolls have been completed and are filed at the City Offices for inspection.

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

1. The Council shall meet on the 16th day of September, 2013, at 7:00 p.m., in the City Council Chambers, 4600 Victoria Street North, in the City of Shoreview, for the purpose of holding a public hearing to hear, consider and pass upon any and all written and oral objections which may be offered with respect to the proposed special assessments for Floral, Demar, Hanska Reconstruction, Project 12-01.

RESOLUTION NO. 13-75

Page Two

2. The Public Hearing notices shall be published by the City Manager in the official newspaper at least two weeks prior to the hearing and mailed notice shall be sent to the owners of each parcel described in the assessment roll.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 19th day of August, 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 19th day of August, 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 receiving the assessment rolls and ordering the public hearings for Project 12-01.

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

Terry C. Schwerm
City Manager

SEAL

MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To approve the Minor Subdivision, including the Development Agreements, submitted by Lawrence AS Liu Estate, 3330 Victoria Street N., to divide the property into two parcels for single-family residential development. Approval is subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. For Parcel B, a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of a new home on Parcel B.
5. Driveway and all other work within the Emmert Street right-of-way are subject to the permitting authority of the City of Shoreview. An escrow shall be required for a driveway approach to be constructed by the builder in the amount of \$1,250.
6. A tree protection and replacement plan shall be submitted prior to issuance of a building permit. The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
7. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
8. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
9. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Said approval is based on the following findings of fact:

1. The subdivision is consistent with the regulations of the Development Code, including the R1, Detached Residential District and Subdivision Code.
2. The proposed single-family residential use for the property is consistent with the Land Use Chapter of the Comprehensive Plan.

3. The redevelopment of this property for single-family residential use will provide opportunity for new housing in the community.

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

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

Regular City Council Meeting
August 19, 2013

TO: Mayor, City Council and City Manager
FROM: Niki Hill, Economic Development and Planning Technician
DATE: August 12, 2013
SUBJECT: File No. 2491-13-18; Minor Subdivision, 3330 Victoria Street

INTRODUCTION AND BACKGROUND

The Lawrence AS Liu Estate submitted a minor subdivision application to divide the property at 3330 Victoria Street into two parcels. The property is a double fronted lot located east of Victoria Street and west of Emmert Street and is currently developed with a single-family residence, detached garage and other ancillary site improvements. These structures will remain on Parcel A and a new single-family residential home would be constructed on the newly created Parcel B in the future.

Adjacent land uses include single-family residential, with the property directly to the north along Emmert Street being vacant. The existing home is serviced with city sewer and water. Sewer and water connections were previously installed for a new parcel on Emmert Street, in anticipation of a future subdivision.

This application was complete as of July 22, 2013.

MINOR SUBDIVISION

DEVELOPMENT ORDINANCE REQUIREMENTS

Minor subdivisions require review by the Planning Commission and approval by the City Council. Minor subdivisions must be reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

The City's subdivision standards require all lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer also must be provided to the new lot. These standards also require 5-foot public drainage and 10-foot utility easements along property lines where necessary. Public drainage and utility easements are also required over infrastructure, watercourses, drainages or floodways.

The property is zoned R1, Detached Residential, as are the adjacent properties. In this district, lot standards require a minimum lot area of 10,000 square feet, a width of 75 feet and a depth of 125 feet. Minimum structure setbacks for a dwelling are 30 feet from a front and rear property line and 10 feet from an interior side lot line. A 5-foot minimum side yard is required for accessory buildings including detached garages.

STAFF REVIEW

The applicant is proposing to leave the existing site improvements and divide the property into two parcels, with the new Parcel B being for single-family residential development. As shown below, the proposed parcels exceed the minimum lot requirements specified in the Development Regulations.

	Requirements	Parcel A (West)	Parcel B (East)
Area:	10,000 sf	67,485 sf	16,562 sf
Width:	75 feet	195 ft	105.49 ft
Depth:	125 feet	322.22 ft	158.95 ft

Each parcel has adequate buildable area for a new home when the minimum structure setbacks are applied.

Municipal sanitary sewer and water service is already established to Parcel A and are available to Parcel B. The standard drainage and utility easements along the property lines will be required.

Tree impacts will be evaluated further during the building permit review process. The submitted survey does identify some landmark trees on the property, which may be impacted by the construction of a new home on Parcel B. Tree removal, replacement and protection will be addressed in the Development Agreement.

PUBLIC COMMENT

Property owners within 350 feet were notified of the applicant’s request. Comments have been received in support of the subdivision.

PLANNING COMMISSION REVIEW

The Commission reviewed the minor subdivision at their August 6th meeting and recommended the Council approve the subdivision with a 4 – 0 vote. The Commissioners indicated that the proposed lots comply with the Code requirements and will provide new housing opportunities in the community.

STAFF RECOMMENDATION

The minor subdivision application has been reviewed in accordance with the standards of the Development Regulations and found to be in compliance with these standards. Leaving the existing home and the creation of an additional lot for single-family residential development

supports the City's land use and housing policies by creating an opportunity for new housing. Staff is recommending the City Council approve the subdivision, including the Development Agreements, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. For Parcel B, a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of a new home on Parcel B.
5. Driveway and all other work within the Emmert Street right-of-way are subject to the permitting authority of the City of Shoreview. An escrow shall be required for a driveway approach to be constructed by the builder in the amount of \$1,250.
6. A tree protection and replacement plan shall be submitted prior to issuance of a building permit. The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
7. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
8. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
9. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Attachments

- 1) Subdivision Agreement
- 2) Site Development Agreement
- 3) Location Map
- 4) Site Aerial Photo
- 5) Submitted Statement and Plans
- 6) Response to Request for Comment
- 7) Motion

**SUBDIVISION AGREEMENT
LAWRENCE AS LIU ESTATE
3330 N. VICTORIA STREET**

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the “City”) and Lawrence AS Liu Estate and its successors and assigns (hereinafter the “Developer”).

2.0 On August 19, 2013 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the “subject property”)

*Lot 10, LAMBERT PARK, Ramsey County, Minnesota
Property Identification Number: 35-30-23-42-0004*

Which when subdivided will be legally described as:

Parcel A: Beginning at the northwest corner of said Lot 10; thence on assumed bearing North 89 degrees 21 minutes 34 seconds East, along the north line of said Lot 10, a distance of 171.80 feet; thence South 26 degrees 02 minutes 45 seconds West a distance of 66.03 feet; thence South 63 degrees 57 minutes 15 seconds East a distance of 157.00 feet, more or less, to the southeasterly line of said Lot 10 and said line there terminating.

Parcel B: Commencing at the northwest corner of said Lot 10; thence on an assumed bearing North 69 degrees, 21 minutes 34 seconds East, along the north line of said Lot 10 a distance of 171.50 feet to the point of beginning of the line to be described; thence South 26 degrees 02 minutes 45 seconds West a distance of 66.03 feet; thence South 63 degrees 57 minutes 15 seconds East a distance of 157.00 feet, more or less, to the southeasterly line of said Lot 10 and said line there terminating.

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the subject property.
- B. To provide the City with a form of surety, approved by the City’s Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer’s request for final approval.
- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.

4.0 The approval of the City’s council was subject to the terms and conditions contained herein, and the following conditions as approved by the City Council on August 19, 2013:

1. The minor subdivision shall be in accordance with the plans submitted.

2. For Parcel B, a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of a new home on Parcel B.
5. Driveway and all other work within the Emmert Street right-of-way are subject to the permitting authority of the City of Shoreview. An escrow shall be required for a driveway approach to be constructed by the builder in the amount of \$1,250.
6. A tree protection and replacement plan shall be submitted prior to issuance of a building permit. The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
7. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
8. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
9. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

5.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

A. Conditions Precedent. Prior to the City's endorsement of the Deed of Conveyance which will effectuate the subdivision of the Subject Property into Parcel A and B, the Developer shall:

1. Pay Public Use Dedication Fee. The Developer agrees to pay a public recreation use dedication fee in the form of a Cash Equivalent Payment based on the fair market value of Parcel A by reference to current market data, if available, or by obtaining an appraisal of the land from a licensed real estate appraiser. The Developer shall pay the cost of such appraisal before the City will endorse deeds for recording with Ramsey County. The fair market value conclusions of the appraiser shall be conclusive. Except as hereinafter provided, the cash equivalency payment shall be due and payable on or before the execution of a development agreement or endorsement of the deeds by the City. The Cash Equivalency Payment required on a residential use depends upon the density of dwelling units per acre on the proposed development or subdivision. The proposed development has a density of 0 to 2 units per acre, therefore, **the Cash Equivalency Payment shall equal 4% of the fair market value.** Credit will be given for the existing dwelling on the subject property.
2. Public Easements. Drainage and Utility easements shall be conveyed to the City as required by the Public Works Director as required by the Municipal Code.

3. Sanitary Sewer and Water Fees – Water and sewer service stubs were installed as part of the Emmert Street reconstruction project in 2008 and the property was assessed at that time. Normal hook up charges will apply with the new home on Parcel B.
4. Maintenance of Private Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.

6.0 Default. The occurrence of any of the following after written notice from the City shall be considered an “Event of Default” in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

7.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City’s rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses,

including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

8.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **19th Day of August, 2013.**

DEVELOPER

CITY OF SHOREVIEW

Benjamin Liu, Lawrence AS Liu Estate

Sandra C. Martin, Mayor

Helen Liu, Lawrence AS Liu Estate

Terry Schwerm, City Manager

DEVELOPMENT AGREEMENT

PARCEL B - SUBDIVIDED FROM 3330 N. VICTORIA STREET

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the “City”) and Lawrence AS Liu Estate and its successors and assigns (hereinafter the “Developer”).

2.0 On August 19, 2013 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the “subject property”)

*Lot 10, LAMBERT PARK, Ramsey County, Minnesota
Property Identification Number: 35-30-23-42-0004*

Which when subdivided will be legally described as:

Parcel A: Beginning at the northwest corner of said Lot 10; thence on assumed bearing North 89 degrees 21 minutes 34 seconds East, along the north line of said Lot 10, a distance of 171.80 feet; thence South 26 degrees 02 minutes 45 seconds West a distance of 66.03 feet; thence South 63 degrees 57 minutes 15 seconds East a distance of 157.00 feet, more or less, to the southeasterly line of said Lot 10 and said line there terminating.

Parcel B: Commencing at the northwest corner of said Lot 10; thence on an assumed bearing North 69 degrees, 21 minutes 34 seconds East, along the north line of said Lot 10 a distance of 171.50 feet to the point of beginning of the line to be described; thence South 26 degrees 02 minutes 45 seconds West a distance of 66.03 feet; thence South 63 degrees 57 minutes 15 seconds East a distance of 157.00 feet, more or less, to the southeasterly line of said Lot 10 and said line there terminating.

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the Subject Property.
- B. To provide the City with a form of surety, approved by the City’s Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer’s request for final approval.

- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the Subject Property.

4.0 Terms and Conditions. In compliance with the requirements of the City’s Development Regulations; in compliance with the City Council’s conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree to develop Parcel B as follows:

A. Conditions Precedent. Prior to the City’s issuance of a building permit on Parcel B, the Developer shall:

- 1. Grading, Drainage and Erosion Control Plan. The Developer shall prepare a grading, drainage erosion control plan for any site work that disturbs soil on the Subject Property, including, but not limited to, utility work, construction of a new house or installation of a new driveway. No site grading shall occur prior the Developer obtaining a Grading or Building Permit approved and issued by the City and prior to the installation of approved erosion control measures. The natural drainage pattern shall be retained.

To ensure erosion control during the development of the Subject Property, the Developer is required to submit a financial surety deposit, in a form approved by the Public Works Director. Said deposit shall be submitted prior to, or concurrently with, the issuance of a building permit.

- 2. Installation and Maintenance of Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.

A. Sanitary Sewer Service and Municipal Water Service (Public Utilities). Public Utilities are available in the Emmert Street right-of-way.

- 3. Tree Preservation. Trees shall be preserved as possible, including those in the right of way. Protective tree fencing shall be installed in accordance with the City’s Vegetation and Woodlands Ordinance. A wood chip berm, a minimum of 2 feet wide and 18 inches deep, shall be installed inside of the tree protection fence. The tree protection fence and wood chip berm shall be maintained during the period of site work. Minor revisions to the plan may be permitted with approval by the City Planner.

4. Tree Replacement. The Developer, his assigns, or successors in interest, shall submit a tree removal and replacement plan with any building permit application for the Subject Property. The plan shall show the location of Landmark Trees, as defined in the Municipal Code, within **30 feet of the limits** of construction and the construction access drive and identify any Landmark Trees that will be removed. The plan shall show the proposed replacement trees and their locations. Replacement trees are required at a ratio of one (1) replacement tree for each Landmark Tree removed. A surety will be required for the replacement trees prior to the issuance of a building permit.
 5. Surety for Driveway Access in the Emmert Street Right-of-Way. A refundable **escrow deposit in the amount of \$1,250.00** shall be submitted to the City for work in the right-of-way required to construct a new driveway access and to complete the road, curb and gutter repairs. The escrow shall be refunded upon satisfactory completion of the work.
 6. Construction Management. The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:
 - A. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the Public Works Director.
 - B. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No fill, excavated material or construction materials shall be stored in any public right-of-way.
 - C. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 7:00 p.m. on weekdays and 8:00 a.m. and 6:00 p.m. on any weekend or holiday.
 - D. Site Maintenance. The Developer shall ensure that the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City.
- 5.0 Other Costs. In addition to the other fees required by the City regulations for this agreement, the Developer agrees to reimburse the City for all costs, of whatever kind or nature, incurred by the City in reviewing or processing the Developer's application or administration of the installation of public infrastructure, including but not limited to costs incurred for legal or other consultants.

6.0 All Costs Responsibility of Developer. The Developer agrees to pay for all costs incurred of whatever kind or nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the Subject Property. The Developer agrees to hold the City harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the property or the acts of the Developer, its agents or contractors in relationship thereto.

7.0 Financial Surety Escrows. The Developer is required to submit financial surety escrows as identified in this agreement. The developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of this agreement. **THE DEVELOPER UNDERSTANDS THAT THE CITY WILL NOT ISSUE A BUILDING PERMIT FOR CONSTRUCTION OF ANY NEW RESIDENCE ON TRACT B PRIOR TO RECEIPT OF THESE SURETY DEPOSITS.**

- A. The developer shall not receive interest on the amount of the surety.
- B. The developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Agreement for Grading, Drainage and Erosion Control and to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, as determined by the Engineering Department. The surety may also be utilized for clean-up or restoration of areas off of the construction site that are directly or indirectly impacted by conditions on the site.
- C. The developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 24 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
- D. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied.
- E. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.
- F. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

8.0 Other Agency Approvals. It is the Developer's responsibility to apply for and to acquire all other required agency permits prior to commencing construction, including any approvals necessary from the Rice Creek Watershed District.

9.0 Default. The occurrence of any of the following after written notice from the City shall be considered an “Event of Default” in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

10.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City’s rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

Development Agreement – 3330 Victoria Street N.

11.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **19th** day of **August, 2013**.

DEVELOPER

CITY OF SHOREVIEW

Benjamin Liu, Lawrence AS Liu Estate

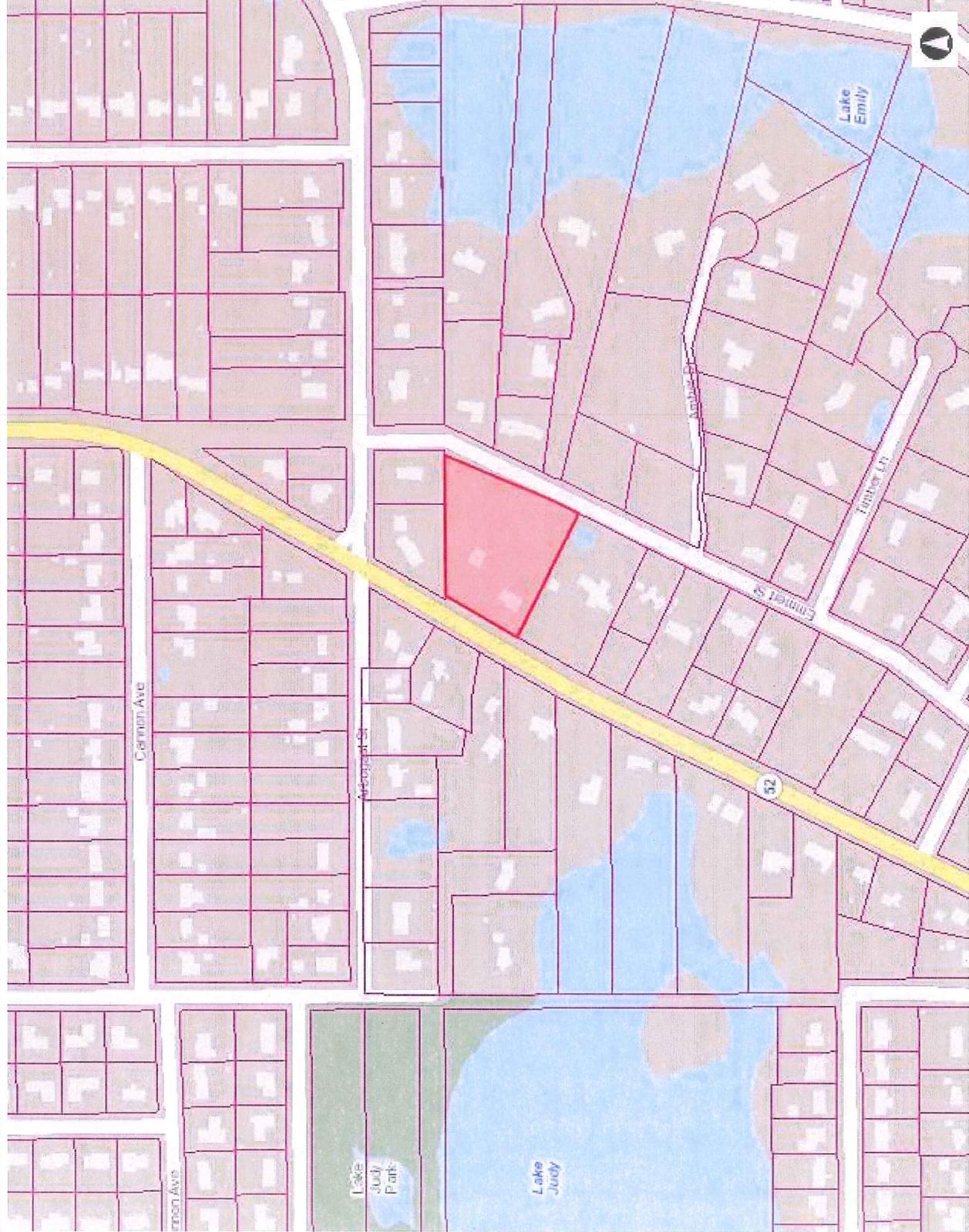
Sandra C. Martin, Mayor

Helen Liu, Lawrence AS Liu Estate

Terry Schwerm, City Manager



3330 Victoria Street N - Location Map



693.0
 NAD_1983_HARN_Adj_MN_Ramsey_Feet
 © Ramsey County Enterprise GIS Division

Legend



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

Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
 THIS MAP IS NOT TO BE USED FOR NAVIGATION



3330 Victoria St - Aerial



Legend



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

Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
 THIS MAP IS NOT TO BE USED FOR NAVIGATION



346.5
 173.26
 0
 NAD_1983_HARN_Adj_MN_Ramsey_Feet
 © Ramsey County Enterprise GIS Division

July 22, 2013

Benjamin Y. H. Liu
Helen C. Liu
Estate of Lawrence A. S. Liu
1 North Deep Lake Road
North Oaks, MN 55127

Niki Hill
Planning and Economic Development Specialist
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

RE: Minor Subdivision, 3330 Victoria Street - File No. 2491-13-18

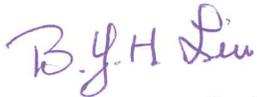
Dear Ms. Hill,

Attached please find a copy of the Testamentary Letter appointing Benjamin and Helen Liu to be the personal representatives of the Lawrence Liu Estate.

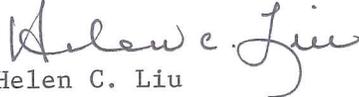
The above mentioned request for Minor Subdivision is to be sold for the purpose of building residential property.

If you have any further questions, please feel free to contact us.

Sincerely,



Benjamin Y. H. Liu



Helen C. Liu

1 North Deep Lake Road
North Oaks, MN 55127
(651) 484-8205 (home)
(651) 335-6888 (cell)
hcliu8a@gmail.com (email)

cc: Jill Wilson

MINOR SUBDIVISION

~for~ ESTATE FOR LAWRENCE A. LIU
 ~of~ 3330 VICTORIA STREET
 SHOREVIEW, MN 55126

EXISTING PROPERTY DESCRIPTION

Lot 10, LAMBERT PARK, Ramsey County, Minnesota.

PROPOSED PROPERTY DESCRIPTIONS

PARCEL A

That part of Lot 10, LAMBERT PARK, Ramsey County, Minnesota, lying westerly and southerly of the following described line:

Beginning at the northwest corner of said Lot 10; thence on an assumed bearing of North 89 degrees 21 minutes 34 seconds East, along the north line of said Lot 10, a distance of 171.80 feet; thence South 26 degrees 02 minutes 45 seconds West a distance of 66.03 feet; thence South 63 degrees 57 minutes 15 seconds East a distance of 157.00 feet, more or less, to the southeasterly line of said Lot 10 and said line there terminating.

PARCEL B

That part of Lot 10, LAMBERT PARK, Ramsey County, Minnesota, lying easterly and northerly of the following described line:

Commencing at the northwest corner of said Lot 10; thence on an assumed bearing of North 89 degrees 21 minutes 34 seconds East, along the north line of said Lot 10, a distance of 171.80 feet to the point of beginning of the line to be described; thence South 26 degrees 02 minutes 45 seconds West a distance of 66.03 feet; thence South 63 degrees 57 minutes 15 seconds East a distance of 157.00 feet, more or less, to the southeasterly line of said Lot 10 and said line there terminating.

AREA COMPUTATIONS

TOTAL AREA SITE AREA: 1.93± ACRES
 2 PROPOSED SINGLE FAMILY LOTS
 DENSITY: .97 ± UNITS/ ACRE

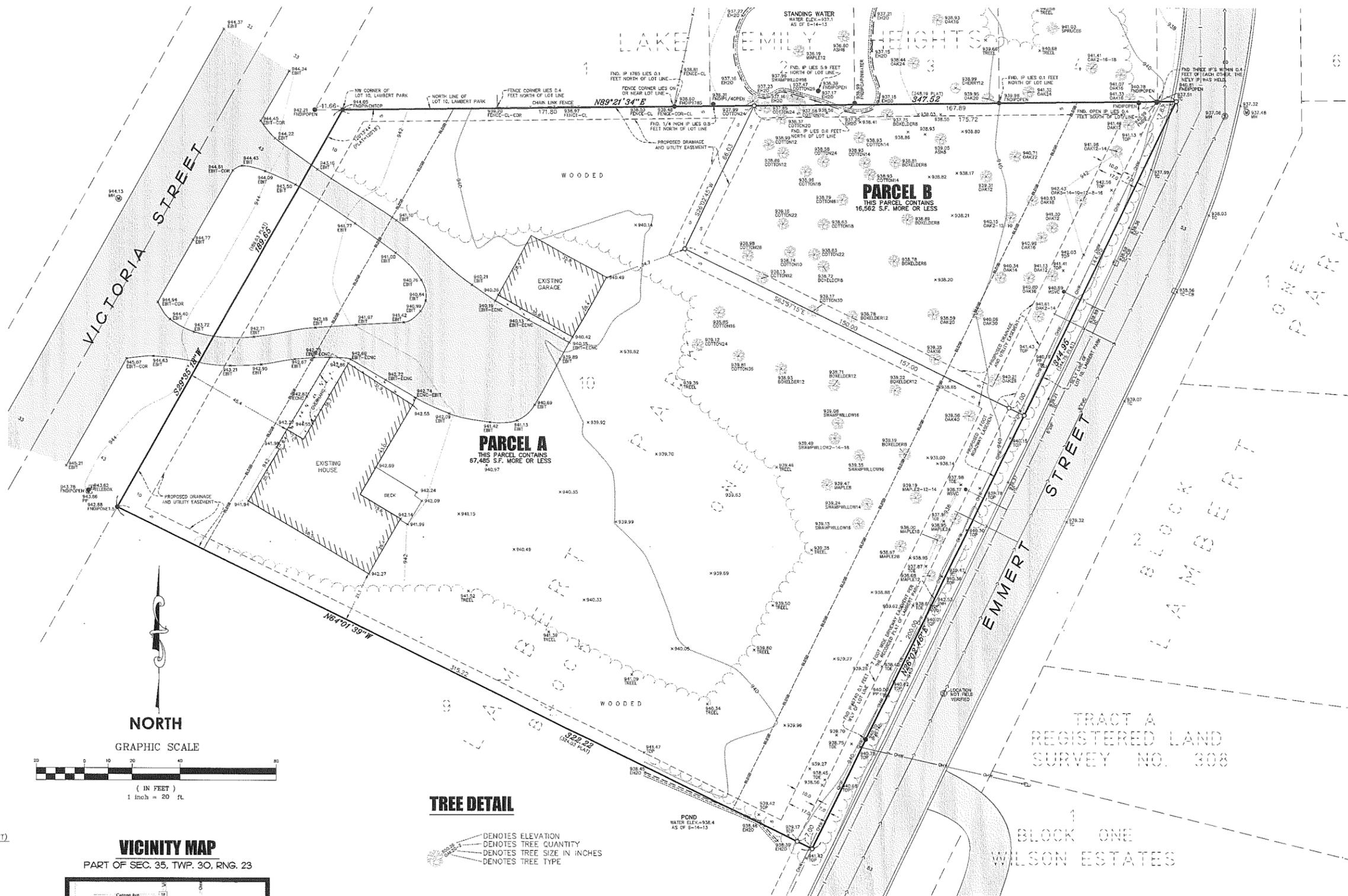
ZONING AND SETBACKS

CURRENT ZONING IS R-1 DETACHED RESIDENTIAL DISTRICT
 PROPOSED ZONING R-1 DETACHED RESIDENTIAL DISTRICT

FRONT SETBACK 30 FEET (NOT TO EXCEED 40 FEET)
 HOUSE SIDE SETBACK (INTERIOR) 40 FEET (MINOR ARTERIAL STREET)
 GARAGE SIDE SETBACK 10 FEET
 REAR SETBACK 5 FEET
 SIDE STREET 30 FEET

DEVELOPMENT REQUIREMENTS FOR ZONE R1 (DETACHED RESIDENTIAL DISTRICT)

MINIMUM LOT AREA 10,000 S.F.
 MINIMUM LOT WIDTH 75 FEET AT SETBACK LINE
 MINIMUM STREET FRONTAGE 60 FEET
 MINIMUM LOT DEPTH 125 FEET
 MAXIMUM HEIGHT 35 FEET
 MAXIMUM LOT COVERAGE 40%

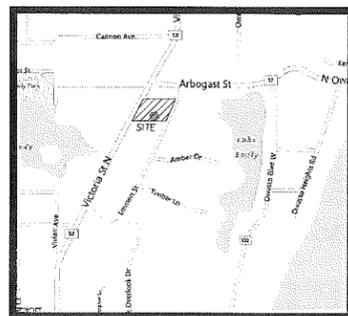


TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

VICINITY MAP

PART OF SEC. 35, TWP. 30, RNG. 23



RAMSEY COUNTY, MINNESOTA
 (NO SCALE)

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 06/14/13.
- Bearings shown are on Ramsey County Coordinate System.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Proposed Roadway Easement and Drainage and Utility Easement descriptions are to be written following the city's review.
- Parcel ID # 35-30-23-42-0004.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES HYDRANT
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES POWER POLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES WATER SERVICE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES OVERHEAD WIRE
- DENOTES BUILDING SETBACK LINE
- DENOTES EXISTING CONTOURS
- DENOTES TREE LINE
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE

BENCHMARK

RAMSEY COUNTY BENCHMARK NO. 9105
 ELEVATION = 941.17 (NAVD 1988)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
 Date: 6-24-13 License No. 41578

DRAWN BY: JEN	JOB NO: 13230PP	DATE: 06/24/13	
CHECK BY: JER	SCANNED		
1			
2			
3			
NO.	DATE	DESCRIPTION	BY

E.G. RUD & SONS, INC.
 EST. 1977
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701

MEMORANDUM

To: Niki Hill
Community Development

From: Tom Hammitt
Senior Engineering Technician

Date: July 22, 2013

Subject: Proposed Lot Split – 3330 Victoria St N

The proposed lot split will create a new parcel fronting on Emmert Street.

The new lot shall have an address of 3335 Emmert Street.

Water and Sewer service stubs were installed as part of the Emmert Street reconstruction project in 2008 and the property was assessed at that time. Normal hook up charges will apply as with any new home.

Barrier curb was installed as part of the Emmert project. An escrow shall be required for a driveway approach to be constructed by the builder. The amount should be \$1,250.

July 17th, 2013

Heather Besonen – 3336 Emmert St.

The City received a call from Heather Besonen about the proposed subdivision. The resident wanted to know about the 7 foot proposed roadway easement and what it meant. They also wanted to know if there were any proposed driveway locations for Parcel B, as they had concerns about the future location versus their own driveway location. They would prefer not to have a driveway directly adjacent to theirs. Lastly the resident inquired if the City had any regulations in place for the trees that are on Parcel B and if they would be required to replace any of them as it is a heavily wooded lot.



Nicole Hill <nhill@shoreviewmn.gov>

Re: Request for Comment on Minor Subdivision 3330 Victoria St.

1 message

Parnell Mahoney <parnell.mahoney@gmail.com>

Wed, Jul 17, 2013 at 11:02 AM

To: nhill@shoreviewmn.gov

Hi Nicole,

At this time I am fine with the proposed minor subdivision application.

By the way, the letter you sent indicates, "The existing house and detached garage will remain on the east lot, and the proposed west lot will be used for future construction of a new single family residence." It seemed to me that east and west are mixed up here. It seems the existing house presently exists west of the proposed subdivision and construction. Just an FYI.

Parnell Mahoney
3289 Emmert St.
Shoreview, MN 55126

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



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

July 9, 2013

REQUEST FOR COMMENT

Dear Shoreview Property Owner:

Please be advised that on **Tuesday, August 6th**, at **7:00 p.m.**, the Shoreview Planning Commission will review Minor Subdivision application for **3330 Victoria Street** submitted by **Lawrence AS Liu Estate**. The applicant proposes to subdivide the property into two parcels. The existing house and detached garage will remain on the east lot, and the proposed west lot will be used for future construction of a new single family residence. The proposed lots conform to requirements of the Municipal Code. Please see the attached plans.

You are encouraged to fill out the bottom portion of this form and return it if you have any comments or concerns. Comments received by **August 1st** will be distributed to the Planning Commission with the Planning Commission agenda packet. Comments received after that date but before the meeting will be distributed to the Commission that night. You are also welcome to attend the meeting. The meeting is held in the City Council Chambers at Shoreview City Hall, 4600 North Victoria Street.

If you would like more information or have any questions, please call me at 651-490-4658 between 8:00 a.m. and 4:30 p.m., Monday through Friday. You may leave a voice mail message at any time. I can also be reached via e-mail at nhill@shoreviewmn.gov.

Sincerely,

Nicole Hill

Nicole Hill

Comments:

*We support the proposed subdivision. Thank
you for requesting our comment.*

Name: *Richard & Mary Jo Pursley*
Address: *736 Arbogast St.
Shoreview, MN 55126*

PROPOSED MOTION

MOTION BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Ordinance No. 911, revising Chapter 200 of the Municipal Code - Section 208, Sign Regulations regarding definitions, temporary signs, message center signs and comprehensive sign plans. The text amendment provides additional opportunities to the businesses to display signage and streamlines the review process.

ROLL CALL: AYES _____ NAYS _____

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

Regular City Council Meeting
August 19, 2013

TO: Mayor, City Council and City Manager
FROM: Kathleen Castle, City Planner
DATE: August 16, 2013
SUBJECT: File No. 2440-12-03; City of Shoreview, Sign Code Amendments; Message Center Sign Moratorium

Introduction

Last year, the City Council directed Staff to review our current sign regulations with the Planning Commission and Economic Development Commission and better clarify the City's overall intent on what types and levels of temporary signage is acceptable in our business areas. The Council indicated that the regulations should be amended to provide greater flexibility regarding the use of temporary signage while maintaining the appearance of our commercial areas. The Council also recognized that education and enforcement is needed to achieve compliance to the City's sign regulations.

Pursuant to the Planning Commission's recommendation, the City Council also adopted a four month moratorium prohibiting the installation of message center signs. The overall intent of the moratorium was to provide the City with a reasonable time period to study the use of message center signs and develop regulations that consider the needs of the business uses while minimizing the impacts of said signs on nearby residential land uses. The Council also indicated that any proposed regulations should consider the potential impact on traffic and public safety. This moratorium is due to expire on August 24th.

Planning Commission Review

The Planning Commission held a public hearing on August 6th and recommended the Council adopt the proposed ordinance. The Commission had reviewed these proposed changes over the past several months. In general, the Commission is supportive of the changes, however, there were concerns voiced regarding the proposed temporary sign regulations for multi-tenant buildings and message center signs. The proposed regulations were revised and provide businesses the same opportunity to display temporary signs regardless of whether or not they are located in a single tenant or multi-tenant building.

Regarding message center signs, Commission members have indicated support for allowing this type of signage in commercial, industrial and business park areas provided the regulations address brightness, sign area, display and impact on residential land uses.

Economic Development Commission

The Economic Development Commission has also discussed the proposed text changes and is supportive of the changes as they provide businesses with more opportunity to display temporary signage. The Commission is also supportive of allowing the business community to use message center signs and streamlining the Comprehensive Sign Plan review process.

Proposed Text Amendment

These text changes reflect the direction received from the City Council, Planning Commission and Economic Development Commission. The text amendment proposes revisions to regulations pertaining to temporary signs, message center signs and comprehensive sign plans. The following summarizes the proposed changes.

Temporary Signs

The proposed changes are intended to provide additional flexibility for businesses displaying temporary signs while maintaining the quality and character of commercial areas. In some instances, businesses would be permitted to display larger temporary signs based on the size of the building. Also, the number of temporary signs permitted would be increased from 2 signs to 4 signs per year with the display period also being increased from 7 days to 14 days. These regulations would apply to both multi-tenant and single tenant buildings. The number of signs that could be displayed at any one time is 2; however, this may be increased if the signs are associated with a grand opening.

Political Signs

The proposed changes revise the standards for political signage to reflect current with State Statute.

Message Center Signs

The existing ordinance only allows the use electronic message center signs for public and quasi-public uses. The proposed text would permit this type of signage for commercial, business park and industrial land uses provided certain standards are met. Permitting this type sign allows businesses additional opportunity to advertise products, services and special events and hopefully minimize the use of temporary signage. Message center signs that deviate from these standards or are adjacent to residential land uses would require review through the Comprehensive Sign Plan process. The following summarizes the proposed regulations:

- ~ Standards are defined by the zoning district. Message center signs located in a commercial or industrial zoning district would need to adhere to a different set of standards than those in residential district. The intent is to address the different needs between commercial or business land uses and land uses such as schools, churches found in residential districts
- ~ Establish additional standards for message center signs located on commercial and industrial land that is near or adjacent to residential land uses.
- ~ Graphics are permitted.
- ~ Multi-color signs are permitted for signs in commercial, business and industrial zoning districts. Single color, amber, is permitted for signs located in residential zoning districts, however, multi-color signs may be allowed through the comprehensive sign plan process.

- ~ The proposed standards do address the message display time, brightness and transition.
- ~ Require a Comprehensive Sign Plan and establish additional criteria for message centers located in residential districts or within a specified distance of residential uses.

Comprehensive Sign Plan

The intent of revisions to the Comprehensive Sign plan process is to streamline the review process when the proposed signage complies with the Code standards. Also, an administrative review process is proposed where smaller or minor deviations can be approved administratively. Larger deviations or waivers from the City Standards require review by the Planning Commission and final action by the City Council.

Staff Recommendation

In Staff's opinion, the proposed text is reflective of the recommendations received by the Planning Commission and Economic Development Commission and provides the business community more opportunities to display temporary signage and use message center signage to advertise. Further, the regulations also streamline the Comprehensive Sign Plan review process for those sign plans that comply with the City standards or have minor deviations. The Staff is recommending the Council adopt Ordinance #911, including an ordinance summary, revising the Sign Code. This ordinance will become effective upon publication, August 28th.

The moratorium for the message center signage will expire on August 24th.

Attachments

- 1) Ordinance No. 911, including Summary Ordinance
- 2) Minutes from August 6th Planning Commission meeting
- 3) Motion

Underlined text is proposed for addition

Stricken text is proposed for deletion

Text boxes are for narrative purposes only and not formal text

ORDINANCE NO. 911

AN ORDINANCE TO AMEND CHAPTER 200 OF THE SHOREVIEW MUNICIPAL CODE

The Shoreview City Council ordains that Chapter 200, Shoreview Municipal Code, Section 208, Sign Regulations, is hereby amended as follows:

208.020 Definitions

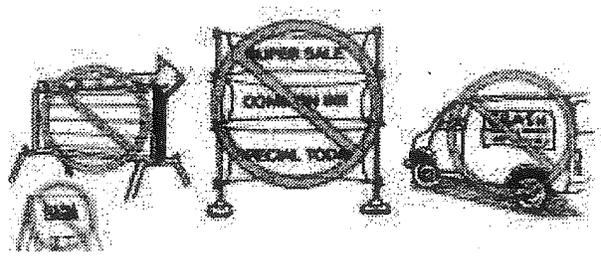
Sign, Electronic Graphic Display. ~~A sign or portion thereof that displays electronic, static images, static graphics or static pictures, with or without text information, defined by a small number of matrix elements using different combinations of light emitting diodes (LED's), fiber optics, light bulbs or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, repixelization or dissolve modes. Electronic graphic display signs include computer programmable, microprocessor controlled electronic or digital displays. Electronic graphic display signs include projected images or messages with these characteristics onto buildings, billboards, or other objects, but do not include Message Center Signs or Dynamic Display Billboards.~~

Sign, Message Center. ~~An on-premise sign capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means. Gas Price Display signs and Dynamic Display Billboards shall be defined and regulated as separate sign types from Message Center signs. sign that consists of electronically changing alpha-numeric text except as otherwise permitted for Gas Price Display signs. A Message Center Sign must be integrated into a freestanding sign but not including Dynamic Display Billboards.~~

Sign, Portable. A sign structure with or without copy and/or graphics so designed as to be movable from one location to another and which is not permanently attached to the ground or any structure. Sandwich board signs are not considered portable signs for the purpose of this definition.

Examples of portable signs are illustrated and described below:

Sandwich board signs excluded from portable sign definitions as they would be permitted. Definition added for these types of signs.



Portable Signs

- A and T frame signs;
- Sandwich signs;
- Signs designed to be transported by trailer or on wheels;
- Mounted on a vehicle for advertising purposes, when the vehicle is parked and visible from public right of way, except signs identifying a business when the vehicles is being used in the normal day-to-day operations of that business.
- A sign may be a portable sign even if it has wheels removed, was designed without wheels, or is attached to the ground, a structure, or other sign.

Sign, Sandwich Board. A type of moveable pedestrian oriented sign constructed of two (2) independent faces that are attached so its side view resembles a triangle or "T".

208.040 Permitted Signs and Sign Standards:

(2) Business, Temporary

Sign area increased for larger buildings

(a) For single tenant buildings less than 50,000 square feet in area and multi-tenant buildings, such signs may consist of a banner affixed to a principal structure on the premises not to exceed 32 square feet of area. For single-tenant buildings 50,000 square feet or greater, such sign may consist of a banner affixed to the principal structure on the premises not to exceed 64 square feet.

Display period increased from 7 to 14 days.

Reduction of days required between permits issued

(b) No more than ~~two~~ four temporary business signs shall be allowed per calendar year, per ~~building tenant~~, and permits for the display of such signs shall be valid not exceed seven (7) days unless associated with a Grand Opening of a business or development, when a temporary sign may be displayed for up to 14 days. All such signs shall be removed from the premises no more than one working day following the expiration of the permit.

(c) A minimum period of ~~thirty (30)~~ seven (7) days shall be required between temporary sign permits issued for a ~~building~~tenant.

- (d) No temporary business signs shall be allowed for business located on property that has a changeable copy sign or message center sign.
- (e) All temporary sign messages must relate to a product(s) or service(s) available on the premises, unless the message is noncommercial.
- (f) Any banner sign must be affixed to the principal structure in which the associated business is located, except as permitted in Section 208.030(A)(2).
- (g) No more than 2 temporary signs per tenant shall be displayed at any one time, unless said sign is associated with a Grand Opening.

~~(h)~~(g) Window signage visible outside of the building is permitted only for commercially zoned property, provided:

- (i) It does not exceed ~~33~~ 10 percent of the total glass area of the individual window or door in which displayed.
- (ii) ~~It is not illuminated.~~ Illuminated business signs shall not exceed 5 percent of the total glass area of the individual window or door area in which displayed. Said sign area shall be included in the maximum area permitted as identified in item (i) above.

Illuminated window signs would be allowed

~~(i)~~(h) Help Wanted Signs. Temporary display of help wanted signs is permitted as following:

- (i) The sign is displayed for a period not to exceed 3 months with a period of one month between signs.
- (ii) Only one temporary help wanted sign is permitted per property.
- (iii) The temporary help wanted sign shall be set back the greater of 5 feet from all property lines or not less than the setback of the principal freestanding sign.
- (iv) The sign area shall not exceed 32 square feet unless greater area is approved by the City Manager.
- (v) The sign shall not be used for advertising or commercial messages outside the purposes of employee recruitment.

(j) Sandwich Board Signs. Sandwich Board Signs are permitted provided:

- (i) The sign shall not exceed two (2) feet in width and three (3) feet in height.
- (ii) Said sign may have two sign faces.
- (iii) Only one sandwich board is allowed per business.
- (iv) Said sign shall be located in front of, and within twelve (12) feet of the main entrance of the business it advertises.
- (v) The placement of the sandwich board sign must be such that there is a minimum of thirty-six (36) inches of unobstructed sidewalk clearance between it and any other building or obstruction.
- (vi) Said sign must be removed from the sidewalk before the close of business.
- (vii) Said sign shall not interfere with pedestrian or traffic safety.

(8) **Message Center.** ~~The changeable copy portion of the sign must be accompanied by the name of the building or facility. Message Center Signs shall be integrated into a free-standing sign that is a monument or ground style sign, except as otherwise permitted for Gas Price Display and Incidental Signs. Said-The non message center portion of the sign shall include the name of the building or facility. The name shall be displayed in an individual-letter format in letters that dominate all other names and graphics on said sign. Message Center signs are permitted only when integrated into a freestanding sign on the site of an approved Public/Quasi-Public use, except as otherwise permitted for Gas Price Display signs.~~

Message Center Signs allowed for commercial and other business uses

- ~~(a) In Business and Industrial Districts, Message Center signs are permitted on the site of an approved Public/Quasi-Public use, provided the maximum area of the changeable copy shall not exceed 30 square feet of area in a C2, General Commercial, C1, Retail Service District, OFC, Office District, or BPK, Business Park District, and not more than 20-square feet of area in a C1A, Limited Retail Service District~~
- ~~(b) In Residential Districts, Message Center signs are permitted when displayed on the site of an approved public or quasi-public land use, provided the changeable copy sign does not exceed 20 square feet of area, unless it faces an arterial roadway, in which case up to 30 square feet of message center sign area may be permitted.~~
- ~~(c) Duration. In non-residential districts, any portion of the message must have a minimum duration of one hour and must be a static display. In residential districts any portion of the message must have a minimum duration of two hours and must be a static display. In all districts, no portion of the message may flash, scroll, twirl, change color, fade in or out or in any manner imitate movement.~~

- ~~(d) Color. In residential districts, all portions of the sign shall use an amber color.~~
- ~~(e) Limited Text. The text of the sign must be limited to allow passing motorists to read the entire copy with minimal distraction.~~
- ~~(f) Audio or pyrotechnics. Audio speakers or any form of pyrotechnics are prohibited in association with an electronic changeable copy sign.~~
- ~~(g) Brightness. The sign must preset by the manufacturer not exceed a maximum illumination as measured from the sign's face at maximum brightness of 5000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) for the time period between one half hour before sunset and one half hour after sunrise. Notwithstanding the manufacturer's preset, sign brightness shall comply with the requirements of Section 208.030(B).~~
- ~~(h) Dimmer control. The sign must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level, depending on ambient weather conditions and for the time period between one half hour before sunset and one half hour after sunrise.~~
- ~~(i) Orientation. In all districts the sign must be oriented so that no portion of the sign face is visible from an existing or permitted principal structure on any residential lot.~~

(a) General Provisions

<p>General provisions apply to all message center signs and addresses display time, audio, and brightness,</p>
--

- (i) Display. The sign message shall be displayed to allow passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.
- (ii) Audio or pyrotechnics. Audio speakers or any form of pyrotechnics are prohibited.
- (iii) Brightness.
 - i. Lighting. Lighting shall be set at a minimum level which the billboard is intended to be read and shielded to minimize glare.
 - ii. The light level shall not exceed .3 foot candles above ambient light as measured from a pre-set distance

depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign $\sqrt{(12 \times 100)} = 34.6$ feet measuring distance

- iii. Dimmer control. The sign must have an automatic dimmer control that automatically adjusts the sign's brightness in direct correlation to ambient light conditions. Said sign shall be equipped with a photo cell designed to measure the ambient lighting conditions and adjust the sign brightness as needed so as to be in compliance with this ordinance.
 - iv. No portion of the message may flash, scroll, twirl, fade in or out in any manner to imitate movement.
 - v. Display of messages shall be limited to those services offered on the property and time/temperature display.
- (iv) Message center signs may be permitted as part of an incidental business sign in accordance with Section 208.040 (B) (7).
- (v) Only one message center sign, not including those as part of an incidental business sign, is permitted for each principal structure.

(b) Commercial, Business and Industrial Zoning Districts

Different standards established based on zoning district.

Adjacency to residential land uses requires a Comprehensive Sign Plan.

- (i) Maximum Area. The area of the message center sign shall be included in the maximum sign area permitted for the sign type. Message center signs are permitted provided the maximum area does not exceed the following:
 - i. C1, Retail Service District, C2, General Commercial District, OFC, Office District BPK, Business Park District or the I, Industrial District: 50% of the total sign area on which it is displayed or 50 square feet whichever is less.
 - ii. C1A, Limited Retail Service District: 35% of the total sign area of the sign on which it is displayed or 30 square feet whichever is less.
 - iii. The maximum sign area may be exceeded to comply with the minimum sign area required.
- (ii) Minimum Area. 20 square feet.
- (iii) Adjacency to Residential land uses. A Comprehensive Sign Plan is required for the installation of a message center sign when said property abuts or is adjacent to property that is established with residential land uses.
- (iv) Location and Orientation. The location and orientation of the sign shall be placed on the property in a manner that minimizes the visual impact on adjoining residential properties.

- (v) Hours of display. When the sign is located on a parcel adjacent to a residential land use, said sign shall be turned off and shall not display messages between the hours of 11:00 pm and 6:00 am.

(c) Residential Zoning Districts

In residential districts, a Comprehensive Sign Plan is required.

- (i) Message Center signs are permitted when displayed on the site of an approved public or quasi-public land use, with a Comprehensive Sign Plan
- (ii) Maximum Area. The area of the message center sign shall be included in the maximum sign area permitted. The area of the message center shall not exceed 35% of the total sign area for the sign on which it is displayed or 30 square feet whichever is less. The maximum sign area may be exceeded to comply with the minimum sign area required.
- (iii) Minimum Area. 20 square feet.
- (iv) Location and Orientation. The location and orientation of the sign shall be placed on the property in a manner that minimizes the visual impact on adjoining residential properties.
- (v) Hours of display. The sign shall be turned off and shall not display messages between the hours of 11:00 pm and 6:00 am.
- (vi) Color. The sign message or display shall be amber in color.

(11) **Political/Opinion Signs.** Are permitted, subject to the following:

Language consistent with State Statute.

- (a) An unlimited number of political signs are permitted during the three-month period may be displayed forty-six (46) days preceding the election until 10 days after the election. The signs shall be located on private property, with the permission of the owner.
- (b) In accordance with Minnesota State Statute 160.27, no sign is permitted within the right-of-way of any public street. The signs shall be located on private property with permission of the owner.
- (c) ~~(b)~~ To preserve public safety, a setback of at least six feet from the edge of any roadway or back of curb is permitted for a sign whose face is not more than 6 square feet in area or four feet above the ground. Signs exceeding 4 feet in height or 6 square feet in area shall be setback at least fourteen feet from edge of a roadway. All signs shall be setback a minimum of 2 feet from a sidewalk or trail. Signs shall not interfere with visibility and signs placed on corner lots shall comply with Section 206.010(B).
- (e) ~~(d)~~ Such signs shall not exceed 6 square feet in area, except where such sign is erected in place of another type of sign permitted at that location, then it shall be subject to the conditions of that sign type.

- ~~(d)~~ (e) Where such signs refer to an election or other specific event, they shall be removed within ten (10) days after the election or specific event.

(12) **Principal Signs, Freestanding.**

- (a) Each principal structure, excluding individual residential buildings, is entitled to one freestanding sign, unless stated otherwise in this ~~ordinance~~ Section. Sites that adjoin two or more arterial roadways may have two freestanding signs ~~subject to approval of a Comprehensive Sign Plan~~.

(13) **Project Identification** - identifies the name of a neighborhood or residential subdivision consisting of at least 20 dwelling units; or a multiple-family dwelling with 5 or more units; or a commercial, office, high tech, industrial, or public/quasi-public development consisting of two (2) or more principal structures. Project Identification signs shall be limited to the following items of information: development name, site address, and major tenant names/graphics. The development name must be dominantly displayed on all project identification signs.

- (b) Where permitted, project identification signs shall be limited to the following items of information: development name, site address, and major tenant names/graphics. The development name must be displayed on all project identification signs. If any tenant name(s) is to be displayed, an individual letter-style sign shall be used. ~~Signs displaying official logos may be permitted, only if the logo complies with the letter/graphic height and illumination requirements set forth in the Comprehensive Sign Plan for the project identification sign.~~
- (d) Approval of a Comprehensive Sign Plan is required to construct a project identification sign if there will be any other freestanding signs on the site, including a second project identification sign. If another freestanding sign(s) is proposed for a development, it shall be monument-style and be no larger than 50 percent of the area of the primary sign and not taller than 10 feet and comply with the sign dimension requirements as stated in Table 2, Freestanding Sign Dimension Requirements.

(18) **Wall Signs.** Walls signs are not permitted for detached residential uses, except as otherwise permitted in this code. The following rules shall apply to wall signs in all Business and Industrial zoning districts:

(a) One wall sign is permitted per principal structure, unless said structure faces two or more arterial roadways. In such instance, a second wall sign may be permitted ~~with approval of a Comprehensive Sign Plan~~, provided the signs face different arterial roadways.

208.060 Comprehensive Sign Plan. A sign plan for a building and its associated grounds, a multi-building development site or a multi-tenant building indicating the number, types, locations, dimensions, materials, and colors of signs proposed. An approved Plan may vary from the design and dimensional standards set forth in the Sign Code without approval of a formal variance, provided it would result in attractive signage that is compatible with the premises and with adjoining development.

(A) **Comprehensive Sign Plan Required.** A Comprehensive Sign Plan is required ~~if two or more signs of a single type that require a permit are proposed for an existing property or structure as stated in this Section when deviations are proposed from the design and dimensional standards set forth in this Section.~~ Sign permits shall not be issued for multiple signs of a single type until a Comprehensive Sign Plan has been approved.

~~(E) **Location on two Arterial Roads** Structures with frontage on two arterial roads shall be permitted both a freestanding and wall sign facing each arterial road, subject to approval of a Comprehensive Sign Plan, provided the structure is not part of a development which qualifies for a project identification sign.~~

203.040 Sign Permit.

(C) Comprehensive Sign Plan

(1) Administrative Review.

(a) Eligible Projects. Comprehensive Sign Plan review for multiple signs for a building or property may be reviewed administratively by the City Manager, in accordance with Section 203.020(D), provided any deviations proposed are minor, not to exceed the following: no deviations from the standards of Section 208 are proposed.

Administrative review added for Comprehensive Sign Plans that comply with City standard or have minor

(i) Free-standing Signs

- i. The area of the free-standing sign exceeds the maximum area permitted by no more than 5%.
- ii. The height of the free-standing sign exceeds the maximum height permitted by no more than 2 feet.

(ii) Wall Signs

- i. The number of wall signs exceeds the maximum number permitted by one.
- ii. The length of the wall sign exceeds the maximum length permitted by no more than 5%.
- iii. The allowable area of the wall sign exceeds the maximum area permitted by no more than 5%.

(c) Criteria for Review. The City Manager may grant approval of the Comprehensive Sign Plan only when the proposed signs comply with the standards the other provisions of Section 208 of the Development Ordinance. ~~Any deviations to the sign standards require review by the Planning Commission and approval by the City Council.~~

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

Publication Date. Published on or after August 28, 2013.

SEAL

Sandra C Martin, Mayor

AN ORDINANCE SUMMARY

On the 19th day of August, 2013, the Shoreview City Council adopted Ordinance No. 911; and, by majority vote, pursuant to Minn. Stat. 412.191, Subd. 4, directed that a summary of the ordinance be published.

Shoreview Ordinance No. 911 amends regulations pertaining to Municipal Code Section 208, Sign Regulations. 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: August 19, 2013

Terry Schwerm, City Manager

OLD BUSINESS

PUBLIC HEARING-TEXT AMENDMENT – SIGN CODE

FILE NO: 2440-12-3
APPLICANT: CITY OF SHOREVIEW
ADDRESS: CITY WIDE

Presentation by City Planner Kathleen Castle

At the request of the City Council, staff was requested to review existing regulations regarding temporary signs and to propose an amendment that would provide flexibility while maintaining a neat appearance of commercial areas. Later, a moratorium was adopted for message center signs to better understand their use and propose an amendment to permit them in commercial areas. The moratorium expires August 24, 2013.

The proposed text amendment would provide the following:

Temporary Signs

- Regulate the size based on the size of the building, specifically regarding banners
- Increase the number of signs permitted from 2 to 4 per tenant year
- Increase the display period from 7 to 14 days
- Increase the number displayed at any one time to 2

Political Signs

- Revise City Code to be consistent with State Statute regarding the display period and location

Message Center Signs

- Currently, message center signs are permitted only for public and quasi-public uses
- Expand that use to allow for commercial/business uses with the following regulations:
 - Display period a minimum of 8 seconds, and the display must be readable with a minimum of distraction
 - Audio and pyrotechnics features are prohibited
 - Brightness shall not exceed 3 foot candles above ambient light conditions
 - Dimmer control required
 - Messages limited to services offered on the property, as well as time and temperature display
 - Maximum sign area would be 50% of the total sign area on which it is displayed or 50 square feet, whichever is less
 - CIA district - 35% of the total sign area or 30 square feet, whichever is less.
 - Minimum sign area is 20 square feet

Adjacent to Residential Land Uses:

- Comprehensive Sign Plan required when adjacent to residential land uses
- Location and orientation must minimize impact on residential land uses
- Hours of display adjacent to residential land uses shall require the message center sign to be turned off between 11:00 p.m. and 6:00 a.m.

- Maximum sign area 35% of total sign area or 30 square feet, whichever is less
- Minimum sign area of 20 square feet
- Color shall be amber

Comprehensive Sign Process:

- Streamline the review process by allowing an administrative review as long as the proposal complies with code criteria, or there are only minor deviations.

The Economic Development Commission (EDC) has reviewed the amendments and supports them because there is more opportunity for the business community to advertise special events. The EDC noted that education is needed to inform the business community of the new regulations.

The Planning Commission also reviewed the amendments at the last workshop. Changes since that review include a provision for consistency in the temporary sign regulations for single tenant and multi-tenant buildings. Message center signs are permitted adjacent to residential land uses as long as brightness and sign area display impacts are addressed. Staff is recommending the amendments be forwarded to the City Council for approval.

City Attorney Filla stated the public hearing has been properly noticed for this meeting.

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

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

VOTE: Ayes - 4 Nays - 0

Commissioner Ferrington asked the rationale for requiring the use of amber adjacent to residential land uses. Ms. Castle explained that it would minimize impact.

Commissioner McCool asked if a variance would be needed for a different color. Ms. Castle explained that deviations can be permitted through the Comprehensive Sign Plan process. Further, Commissioner McCool requested staff to reformat conditions h., i., and j. so that they are more distinctly enumerated.

In regard to temporary signs, Commissioner Ferrington asked the meaning of a “non-commercial” message. Mr. Warwick explained that the provision is a protection of the First Amendment right to display any message.

Commissioner Wenner asked if the Code addresses portable signs, such as signs on a parked truck. Ms. Castle stated that signage on a vehicle for daily use is permitted. A vehicle parked in front of a business with advertising signage is considered a portable sign and not permitted.

Chair Solomonson clarified that any message center sign that in any way is adjacent to residential property must go through the comprehensive sign plan process and is not eligible for

administrative review. He asked how education of the business community would proceed. Ms. Castle stated that it would begin with an Open House.

MOTION: by Commissioner Ferrington, seconded by Commissioner Wenner to recommend the City Council approve the text amendment to Chapter 208, Sign Regulations of the Municipal Code pertaining to temporary signs, message center signs and comprehensive sign plans. The proposed changes reflect the direction of the City Council.

VOTE: Ayes - 4 Nays - 0

MISCELLANEOUS

Planning Commissioner Wenner will attend the August 19th City Council meeting.

The Planning Commission will meet in a workshop session immediately following the August 27th regular meeting.

ADJOURNMENT

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to adjourn the meeting at 8:12 p.m.

VOTE: Ayes - 4 Nays - 0

ATTEST:

Kathleen Castle
City Planner

Proposed Motion

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To formally authorize the pursuit of legislative action seeking the extension of Tax Increment District No. 1, which is set to expire at the end of 2014, and engaging the services of the Larkin Hoffman law firm to assist the City in this process.

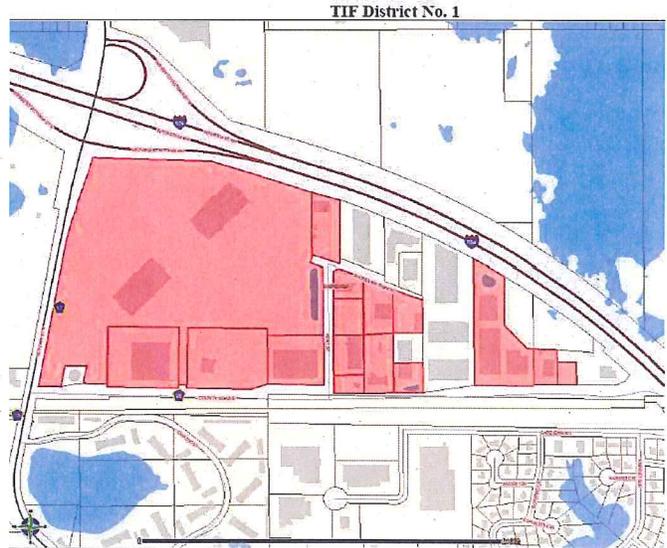
VOTE:	AYES: _____	NAYS: _____
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Memorandum

To: Mayor and City Council
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: August 15, 2013
Re: Authorize Legislative Action to Extend Tax Increment Financing District No. 1

Introduction. As part of the strategic planning earlier this year for both the City Council and Economic Development Authority (EDA), a major goal was established for the City pursuing the possible legislative extension of Tax Increment District No. 1, which is set to expire in 2014. Since then, staff has been evaluating the process and preparation work for seeking such legislation and recently had the opportunity to review the matter with the EDA in a joint meeting with the Council. Based on the outcome of that meeting, the EDA is now seeking formal City Council authorization to proceed with seeking legislative action to extend TIF District No. 1.

Objective. TIF District No. 1 was established in 1988 as a 25-year redevelopment district to assist with the purchase and development of property for the new headquarters campus for Deluxe Corporation. The district boundaries encompass the 50-acre Deluxe corporate site, and also many surrounding industrial properties in the County Road E/I-694 corridor (shown on map).



Besides being the financial mechanism for providing funding assistance for the Deluxe development, the long-range goals identified when establishing TIF District No. 1 were to also support redevelopment of older industrial or non-conforming properties east of the Deluxe corporate campus. Unfortunately, due to a variety of economic market factors, Deluxe only completed about one-half of the original master plan, and does not have any foreseeable need for additional building development.

While the potential tax increment revenues have not been generated from a fully-developed Deluxe campus, the City has captured significant revenues over the years from the "non-Deluxe" parcels within the district. These funds have been heavily utilized by the City to support other economic development, housing projects, retail services, and job creation including the relocation/retention and expansion of PaR Systems, TSI Incorporated Expansion, Red Fox Road Retail/Trader Joe's and the Lakeview Terrace apartments project. TIF District No. 1 dollars have been also used to fund the Shoreview Home Improvement Loan program.

Process. The extension the TIF District No. 1 would require special legislation at the State Legislature. Over the years, including the most recent 2013 session, a number of cities have been successful in receiving TIF district extensions. In our research, including discussions with some of the cities who have pursued such legislation, the process for seeking special legislation requires significant resources both in developing a strategic plan and lobbying through the political system.

In June, the EDA unanimously supported undertaking an effort to seek this legislative action on the extension of Tax Increment District No. 1 and authorized the City enter into an agreement for legal services with the Larkin Hoffman law firm to assist in this effort. Larkin Hoffman has represented a number of cities over the years which have successfully obtained this type of legislation, including most recently the City of Oakdale.

City staff and our development consultant have met several times with attorneys from the Larkin Hoffman law firm, considered prominent experts in this type of legislation, to discuss the City's desired extension of the tax increment district. With their assistance, City staff has developed a framework for action that includes developing the purpose and need for the extension, as well as interacting with decision-makers and other stakeholders to generate support.

Besides advising the City to have a fully developed strategy as we approach the State Legislature, including garnering support from other agencies from the Chambers of Commerce to the School District and Ramsey County, they also stress it is critical to move quickly if we are serious in accomplishing this goal. The City has only one year for an extension to be legally granted after the district officially is decertified after 2014. Therefore, it has been recommended the City begin the background process this year with the goal of getting a bill sponsored and introduced in the 2014 legislative session. The legal advisors have cautioned that the next legislative session may not include a tax bill, which would then require the City to lay the groundwork in 2014 but formally pursue the action at the 2015 Legislature.

Purpose. The City will need to have a clearly defined purpose for the district extension and a plan for utilizing the tax increment proceeds. While the City can highlight all of the successful uses of the existing TIF funds over the past few years, we must also provide a clearly defined use for the future funds derived from an extension of the TIF District.

In reviewing both the original goals of TIF District No. 1 to redevelop older industrial properties within the district boundaries, and other City economic development and housing goals, staff and advisors have concluded that the strongest justification for seeking the extension to capture and utilize additional funding resources would be for supporting the expansion of Westinghouse/PaR Nuclear and the redevelopment of the Shoreview Village Mall. Both projects, linked through the overall long-range vision of the Shoreview Town Center, are considered major goals of the City and both will likely require significant public investment to assist.

In the case of the Westinghouse/PaR Nuclear expansion that has been discussed by the company, the City has a strong interest in retaining and growing a major high tech employer. Due to existing site constraints, there is a need to acquire adjacent properties to support this business expansion, and creating a new tax increment district will likely not be possible or generate enough resources to meet their needs.

The Shoreview Village Mall, long considered an outdated and underutilized commercial property, will require significant funding assistance to support an acquisition and redevelopment by a

qualified developer. Again, a new tax increment district would likely not create enough dollars to support and accomplish the City's goals for this gateway property.

Concurrent with the City's political efforts to gain support for the district extension, there will be a need to work with Westinghouse/PaR Nuclear officials in defining their expansion plans and seeking their support, and also some additional communication with the Shoreview Village Mall owner. The City may also need to update the Shoreview Town Center plan and revisit some of the original financial assumptions based on more current values, market conditions, and other developments that have impacted the original concept.

Costs. There are significant expenses in both the preparation work and lobbying necessary to pursue TIF extension legislation. Staff was informed that the cost of legal services for the 2013 legislative session for the City of Oakdale was approximately \$60,000.

While we are hopeful this will be a one-year effort for Shoreview, there is the potential for a two-year process depending on whether there is a tax bill in the 2014 session and we could have our bill included. Additionally, there will be work leading up to the session to secure support and bill authors.

Between legal services, development consulting, and planning work, it is estimated that the full cost for the City's efforts could be roughly \$75,000-\$100,000, depending on whether it requires a multi-year process to complete. It is also recommended that the City completely fund this effort through existing fund balance of TIF District No. 1.

Financial Impacts. Much like the overall policy implications of creating a tax increment district, which captures and redirects new value generated away from the taxing jurisdictions (City, County, Schools), there is a similar financial impact to seeking an extension of an existing district that would otherwise be decertified. TIF District No. 1 presently generates approximately \$975,000 annually, which means if it were decertified the increment would be redistributed back as with other property taxes. According to the Finance Director, the Five-Year Operating Plan anticipated the decertification of TIF District No. 1 under the current schedule and the property value being returned to the general tax base. If the City were successful in obtaining an extension of the tax increment district, those funds would still be captured.

However, there are also other factors to consider when evaluating the pros and cons of seeking the extension of the tax increment district. As noted above, the TIF District No. 1 fund has been utilized for numerous projects over the years – both City-initiated public improvements and support of private investment for housing and business development. The most recent example is the fund is being utilized to cover some of the street costs with the improvements to Red Fox Road.

It is projected that at the end of the District's life in 2014, there will be approximately \$2 million in the fund balance. This may seem significant, but when factoring in future goals for business retention, redevelopment and housing programs, these funds are not at a level to provide sufficient support. The Shoreview Home Improvement Loan program was financed through a \$300,000 contribution from TIF District No. 1, so any future expansion of this loan program or creation of new housing programs to support reinvestment in neighborhoods would likely require higher than currently planned levy increases for the HRA. Similarly, any new economic development or business loan programs would also be potentially funded through an increased

EDA levy in the future. So any benefits to the general fund levy attained by the district decertification might be offset by levy increases through the HRA and EDA.

It is also important to note that TIF District No. 1 was established prior to 1990, which means there is much greater flexibility in pooling funds outside of the district boundaries and project eligibility is broader for its use. Any legislation for extending the district would include a provision that the pre-1990s rules be continued allowing for the City to retain this flexibility in pooling and uses. Any new tax increment districts established for future economic development or housing projects are subject to current rules, which are much more restrictive in both eligibility and pooling, such as:

- Other than major qualifying redevelopments, most new TIF districts would be established for periods of between 8 and 15 years depending on specific qualifying.
- Present law also includes a “five-year rule” which requires all expenditures be completed within the first five years of the district creation – this would be a significant challenge for phased projects such as certain business expansions or redevelopment of the Shoreview Village Mall.
- Current rules include a requirement that 40% of the increment be directed towards the Fiscal Disparities program – further limiting the benefit of the new TIF district.
- New tax increment districts are now restricted to a 20% maximum pooling outside of the boundaries – meaning there is very limited potential to utilize funds for other goals beyond the intent of the district.

The City, with assistance from our consultants, will still need to evaluate the length of years we would be requesting with the district extension before we formally propose legislation. The goal would be to have enough years added that could financially support our future economic development, redevelopment and housing goals.

Recommendation. While the City Council and staff recognize the tax base implications if TIF District No. 1 were extended, the overall consensus of EDA and City Council was supportive of seeking such action based on the potential benefits to having a continued funding source for advancing major economic development and housing goals.

The Economic Development Authority unanimously voted to recommend to the City Council authorizing the pursuit of legislative action seeking the extension of TIF District No. 1 and engaging the services of the Larkin Hoffman law firm to assist in this process.