

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
OCTOBER 21, 2013  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

--Presentation from Ramsey County Sheriff Matt Bostrom

**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. October 7, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes-
  - Economic Development Commission, August 20, 2013
  - Economic Development Authority, September 9, 2013
  - Human Rights Commission, September 25, 2013
3. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation

4. Verified Claims
5. Purchases
6. Approval of Application for Exempt Permit—St. Odilia Men’s Club
7. Approval of Joint Powers Agreement with Ramsey County—Voting System Acquisition and Operation
8. Developer Escrow Reduction

**PUBLIC HEARING**

**GENERAL BUSINESS**

9. Resolution in Support of Mounds View School District Levy Referendum
10. Contract with HKGi, Inc.—Highway Corridor Transition Study
11. Contract with SEH, Inc.—Railroad Operations and Quiet Zone Study

**STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

**SPECIAL ORDER OF BUSINESS**

**ADJOURNMENT**

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
October 7, 2013**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on October 7, 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 regarding the Council workshop scheduled for Monday, October 14, 2013 during the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the October 7, 2013 agenda as submitted.

VOTE:                   Ayes - 5                   Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

**Ms. Sandra Westerman**, Mounds View School Board Member, was present to present an update to the Council. She introduced fellow Board Members Marre Jo Sager, and Bob Helgeson and also Superintendent Dan Hoverman.

Mounds View prides itself in efforts to add value to the school district and community. A referendum is proposed for vote on November 5, 2013. Ms. Westerman described the goals and vision of the School Board. Currently, the District has adopted a policy known as the Equity Promise to disrupt any pattern of non-achievement by students due to race, class and disability so that all students are prepared for post-secondary education.

The District Operations Plan has the following priority goals for 2013-14:

- All-day, every day, no-fee kindergarten by fall 2014.
- Comprehensive review of middle level program.

- Early college program implementation at Mounds View High School.
- Financial stability through the proposed levy renewal in 2013.
- Contract negotiations to enhance financial stability, limit legacy costs and secure the best employees.

**Marre Jo Sager** presented the demographics in the school district. Diversity has increased up to 30%, which is a 22% increase in 22 years. The need for free school lunch has doubled in the last 10 years. Enrollment has been increasing since 2007, and is now approximately 10,000 students.

The District demonstrates high performance being the 4th highest in the state for National Merit students. Standardized testing results are above national norms. The District has developed the STEAM program in technology, art and math at Edgewood Middle School. The Early College program is offered at Irondale and Mounds View. This is a partnership with Anoka/Ramsey that allows students to achieve both a high school diploma and two-year Associate Degree at high school graduation.

The Early College program won recognition as winner of the 2013 Grand prize winner of the state's Local Government Innovative Award in the amount of \$25,000.

**Bob Helgeson** noted that the City's recent Community Survey shows that 86% of Shoreview residents believe the Mounds View School District is one of the top factors contributing to quality of life in Shoreview. The School District also conducted a survey, which shows that 90% of residents believe good value is received from investment in schools. This is with 70% of residents who do not have children in the schools. The School District believes that what is best for children is to maintain stability and the same classroom size year after year.

In 2006, a levy was passed that will expire in 2014. If allowed to expire, the School District will lose \$11.5 million a year. Passing the levy simply renews the level of taxes being paid to the schools for 8 years. It does not increase taxes but will maintain class sizes and current programming. The loss of \$11.5 million is equivalent to 130 teachers.

**Ms. Sager** stated that administrative costs have been held down ranking 10<sup>th</sup> with other metro area districts. Mounds View ranks No. 1 with investing in students, \$8,428 per student. Of every dollar, \$0.77 goes to students. The purpose of the levy is to maintain current funding, maintain current classroom sizes and continue with the innovative programs of STEAM and Early College.

Mayor Martin noted that current school funding from this levy amounts to \$105 in property taxes per \$100,000 in property value, which is remarkable. The Mounds View School District is important to Shoreview property values.

Councilmember Johnson asked what other forms of education, besides a flyer, will be used to help residents understand this important message in light of the fact that 70% of residents do not have children in the schools. **Ms. Westerman** stated that there is a Twitter and Facebook accounts online that provide additional information. **Superintendent Hoverman** stated that each school also has a website that has information.

Councilmember Withhart stated that the City and School District have partnered on facilities for sports that has worked well cooperatively for the City and School District.

Councilmember Wickstrom asked for more information regarding the all-day kindergartens. **Superintendent Hoverman** stated that Pike Lake School and Snail Lake School will be repurposed for the all-day kindergarten. It is anticipated that 700 to 750 kindergarteners will participate. He also expressed his appreciation for the positive relationship with Shoreview.

Mayor Martin welcomed boy scouts attending the meeting and invited them to contact her with any questions after the meeting.

### **CITIZEN COMMENTS**

**Mr. Chris Wolf**, 5663 Eric Lane, stated that he has been a substitute teacher and he understands what teachers go through. As a country that spends more than any other on education, the education of American students ranks 14th. He questioned the amount of \$11.5 million needed and requested the dollar amounts that will be coming to the District from the state. The amount for Special Education is overspent in the Mounds View School District, which is higher than any other District in the state.

**Mr. Bill Naru**, 413 Brigadoon, stated that Boy Scout Troop 200 is attending from Shepherd of the Hills. He has taught in the schools and finds the students very engaged in the Early College Program. It is motivating to students to be able to achieve college credits, and he supports the program.

### **COUNCIL COMMENTS**

#### **Mayor Martin:**

Sunday, October 13, 2013, at 2:00 the Historical Society is holding a free reception for people 80 and over. Refreshments, music and entertainment will be offered. Reservations are requested, and the number is on the website. There is a charge of \$5 for those under age 80.

Mayor Martin commended a well organized, excellent Cleanup Day.

#### **Councilmember Johnson:**

There will be a Dive-in Movie on Friday, November 22, 2013, at 7:00 p.m. The purchase of a daily pass on that day is your ticket.

#### **Councilmember Wickstrom:**

In a recent conversation with a resident, the resident commented that there could have been better communication after the tornado in 1998. She encouraged residents to take advantage of communication tools available, such as the access email to find out information about

Shoreview. There is an email after each Council meeting and it would be used for emergency information. There is also a City Facebook page that posts information. Ramsey County has a Code Red email list that residents can subscribe to for information from the Sheriff's Department. These are communication tools that make it easy for the City to communicate with residents.

### **Councilmember Withhart:**

The City is taking applications from residents who would like to serve on the following commissions/committees: Bikeways and Trails Committee, Economic Development Commission, Environmental Quality Committee, Lake Regulations Committee, Park and Recreation Commission, Planning Commission and Public Safety Committee. One of the best things about Shoreview is citizen involvement. Applications will be accepted until Friday, October 25, 2013.

The last Shoreview Farmers' Market will be Tuesday, October 22, 2013. It will be an exciting last day with free pumpkins. There will also be cookies and warm cider.

The City is hosting the 9th Annual Active Life Fair for aging adults on Wednesday, November 13, 2013, from 10:00 a.m. to 1:00 p.m. This is a free event.

### **CONSENT AGENDA**

Councilmember Johnson requested a separate vote on item No. 1, September 9, City Council Workshop Meeting Minutes.

Councilmember Withhart requested discussion on item No. 6, Acceptance of Gifts-SESCA. He stated that the City is receiving a gift from the city of Einhausen. He asked if there will be an opportunity to display the picture. City Manager Schwerm stated that it is too big for the display area and it may be hung in one of the public meeting rooms.

Councilmember Wickstrom referred to the Public Safety Committee meeting minutes of September 19, 2013, and noted a correction of the word "teething," which should be changed to "tethering."

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt the Consent Agenda for October 7, 2013, and all relevant resolutions for item Nos. 2 through 12:

2. September 16, 2013 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
  - Human Rights Commission, June 26, 2013
  - Parks and Recreation Commission, June 27, 2013
  - Parks and Recreation Commission, August 22, 2013
  - Human Rights Commission, August 28, 2013
  - Public Safety Committee, September 19, 2013

- Environmental Quality Committee, September 23, 2013
4. Verified Claims in the Amount of \$3,628,952.72
  5. Purchases
  6. Acceptance of Gifts - SESCO
  7. Issuance of Bonds - Authorize Issuance and Sale of \$2,270,000 General Obligation Bonds, Series 2013C
  8. Approval of Special Event Liquor License - Church of St. Odilia
  9. Developer Escrow Reduction
  10. Establish Project and Order Preparation of Feasibility Report - Hanson, Oakridge Neighborhood Reconstruction, CP 14-01
  11. Approval of Community Center Rate Adjustments
  12. Approval of AV Equipment Upgrade - Wedell Room

VOTE:                   Ayes - 5                   Nays - 0

MOTION:     by Councilmember Quigley, seconded by Councilmember Wickstrom to approve item No. 1 of the Consent Agenda, the September 9, 2013 City Council workshop meeting minutes as submitted.

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

## **PUBLIC HEARINGS**

There were none.

## **GENERAL BUSINESS**

### **MINOR SUBDIVISION - 5107 ALAMEDA STREET**

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

The applicants propose to subdivide the property into two parcels. The single family home on one parcel would remain. The second vacant parcel would be developed with a single-family home. Two variances are requested with this application--one to reduce the minimum lot width of both parcels. The second is to reduce the required structure setback from the front property line for the vacant parcel, Parcel B. The Planning Commission reviewed the application at their meeting in September and did recommend approval of the proposal, and also approved the lot width variances.

The property is surrounded by single-family homes on the north, east and south. Turtle Lake is to the west. The lot width of the two parcels combined is 172 feet. The minimum requirement for lot width in a Shoreland District is 100 feet. With the substandard lot widths, there is adequate buildable area. Drainage and utility easements would be required along the property lines. City sewer and water is available to both parcels. The lots comply with the minimum lot area and depth required but not width. Tree impacts would be determined with a future building permit application.

The application shows a lot width of 93.49 feet for Parcel A and 78.69 feet for Parcel B. The lot size is 1.5 acres, and staff believes the lot is large enough to support a minor subdivision. Neighboring lots range from 50 feet to 100 feet with an average of 66.3 feet. Both parcels exceed the average lot widths in the neighborhood and will not alter the character of the neighborhood.

Property owners within 350 feet were notified. Responses in support and in opposition are provided to the Council. Staff finds the proposal consistent with the neighborhood development pattern with adequate lot area and width. The Planning Commission found that practical difficulty is present with the lot area, width and neighborhood character. The Commission voted 4 to 1 to approve the proposal. The one Commissioner who voted against the project stated that he questioned whether the practical difficulty was self-created. The subdivision supports City policies to provide additional housing opportunities for new housing. Staff recommends approval of the minor subdivision with the conditions listed in the staff report.

Planning Commission Chair Steve Solomonson stated that their discussion focused on surrounding lots, character of the neighborhood and buildable area on Parcel B. The Commissioner who voted against the proposal felt that practical difficulty was self-created.

**Mr. Kevin Ousdigian**, Applicant, introduced his family and stated that he agrees with staff's presentation and analysis. He showed slides to illustrate why this proposal is consistent with the neighborhood. The lake frontage for the seven lots north and south of his property shows his lot to be significantly wider than the others at 172 feet. The median width of the other lots is 50 feet. With the subdivision, his two lots would be among the widest along this shoreline and would be the second and fourth largest lots. The garage will be taken down. It is proposed that the driveway be shared to reduce impervious surface. Also, a certified arborist has advised keeping the healthy oak trees on the property. A shared driveway would allow saving the trees.

Mayor Martin asked about the modification to the porch. Mr. Ousdigian explained that in order to meet setback requirements a minor modification is needed.

Councilmember Wickstrom asked if there would be a legal process entitling both property owners access to the shared driveway. **Mr. Ousdigian** stated that the shared driveway will be on the deed.

Councilmember Withhart asked if the gravel portion of the driveway encroaches on the new lot. **Mr. Ousdigian** explained that there is an old tuck-under garage and rock wall. That area will be restored prior to recording the deed.

Mayor Martin opened discussion to public comment. There were no comments or questions.

Mayor Martin asked if the applicant is aware of the development requirements on a substandard riparian lot. Ms. Castle stated that any development would require the design review process. Mayor Martin stated that she supports the application because both lots meet the minimum square footage in spite of the substandard widths. It is in keeping with the neighborhood pattern.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the minor subdivision submitted by Sara and Kevin Ousdigian, 5107 Alameda Street, 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 the City endorses the deed to create Parcel B. 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, including a conveyance expanding to the existing sanitary easement to fully encompass the City's sewer interest. 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. Municipal water and sanitary sewer service shall be provided to Parcel B. Payment in lieu of assessments for City water availability to the new lot in the amount of \$4,325 for the Water Unit and \$1,209 for the street unit. The cost of connection and SAC fees, together with permit charges, will be due with the building permit.
6. An escrow for the work to connect to the existing city sewer will be required in the amount of \$1,000.
7. Driveways and all other work within the Alameda Street right-of-way are subject to the permitting authority of the City of Shoreview.
8. The existing screened porch shall be modified to meet setback requirements prior to the City endorsing the Deed for Parcel B.
9. The garage shall be removed prior to the City endorsing the Deed for Parcel B or a financial surety submitted to the City to ensure removal.
10. A tree protection 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.
11. An erosion control plan shall be submitted with the building permit application for each parcel and implemented during the construction of the new residence.
12. A final site-grading and drainage plan shall be submitted and approved by the City Engineer prior to issuance of a building permit.
13. A Mitigation Affidavit is required for both parcels. For Parcel A, this Affidavit shall be executed prior to the City's release of the deed for recording. For Parcel B, this Affidavit shall be required with the Residential Design Review process.
14. 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 policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted City standards, with Resolution 13-85, adopted by the Planning Commission approving the reduced lot widths.
3. Municipal water and sanitary sewer service are available for each proposed parcel.

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

## **SITE AND BUILDING PLAN REVIEW - LAKESHORE OAKS APARTMENTS**

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

The applicant proposes a number of exterior site improvements regarding grading and drainage, upgrading outdoor recreation facilities, landscaping and signage. Tennis courts will be removed and a new patio area will be put in with grills and a fire pit and arbor and rain gardens. Interior improvements include remodeling 60 units and corridors, new security system, laundries and stairs in each building. There will be a Community Center addition.

The proposal is in compliance with standards of the Development Code. The property is zoned R-3, Multi-Dwelling Residential District, or 8 to 20 units per acre. The community building is located on the same tax parcel as the building at 525. The addition is 21 feet to extend across the south boundary of the tax parcel at 555. The City Code allows one building per parcel. However, the Building Official has stated that as long as both parcels remain in communion ownership, the addition can be allowed.

Property owners within 350 feet received notice of the proposal. One response was received expressing concern about construction noise and parking. The Fire Marshall has commented that the fire pit must be in compliance, and magnetic locks must be used on laundry doors. The Environmental Quality Committee reviewed the plans and gave overall support. The Planning Commission reviewed the plan at its September meeting and recommended approval on a 5 to 0 vote. Their discussion focused on green space, storm water management and rain gardens. Staff finds the application to be consistent with the Development Code and the Comprehensive Plan. Approval is recommended including the Site Development Agreements.

Planning Commission Chair Steve Solomonson stated that one Commissioner expressed some concern about a hard surface play area for children when the tennis courts are removed as so many children play there now. Because of the heavy clay soils, rain gardens will work well on the site.

Mayor Martin asked if there is a resolution to the play area issue. Ms. Castle stated that the applicant is planning additional improvements and will take that into consideration. The Development Agreement stipulates that any further applications will include a Master Plan to address a hard surface play area on the site.

Mayor Martin stated that there are some drainage issues on the north side of the property with TSI and asked how it will be accommodated. Public Works Director Mark Maloney explained that the drainage is to the north to a swale which flows east. Drainage on this site is separate from the TSI property. The drainage of both properties eventually merges further east, but this property does not cause the flooding that has been experienced in the area. The heavy soils do not allow an infiltration system. The rain gardens will provide filtration on the site. There is no net increase of water on the site with this development and may be a decrease.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Wickstrom to approve the Site and Building Plan review application submitted by Kaas Wilson Architects for the Lakeshore Oaks Apartment complex at 505, 525, 555, 585 and 605 Harriet Avenue and to authorize execution of the development agreement.

This approval is subject to the following:

1. This approval permits the construction of a 933 square foot addition to the community center, new building canopies, grading and stormwater management, and other site improvements shown on the submitted plans. These improvements are being made in conjunction with extensive remodeling of all of the apartment units. Any significant change to the plans will require review and approvals by the City Council.
2. Approval of the final grading, drainage, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
3. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.
4. Prior to issuance of a building permit, the property owner shall execute an affidavit, in a form approved by the City, requiring that the two tax parcels on which the community building will be located will remain in common ownership. The executed affidavit shall be submitted to the City along with the County recording fee.
5. The project shall comply with the requirements of the Fire Marshall.
6. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated Residential (8-20 units per acre) land use of the Comprehensive Plan.
2. The proposed development complies with the standards identified in the City's Development Code.
3. The proposed improvements meet the spirit and intent of the Comprehensive Plan and the Development Code.

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

**WEED ABATEMENT - RICKY AND SHANNON EDGETT, 5475 LAKE AVENUE****Presentation by City Planner Kathleen Castle**

The reason for the abatement is to remove tall grass and weeds as well as address an unsecured swimming pool, outside storage, refuse, parking and a non-compliant deck. The property has been a repeated code enforcement issue. The property owners have been notified of this action.

Staff is recommending the hearing to authorize abatement to enable the City to abate nuisance conditions. Staff will monitor the property through 2013, 2014 and 2015 and order abatement as needed.

Mayor Martin opened the abatement hearing. There were no comments or questions.

Councilmember Quigley noted the abatement will be through a three-year period. rather than the usual two years.

City Manager Schwerm explained that is because it is late in the year and abatement will continue for a full two years after 2013.

Mayor Martin asked if the home is inhabited. Ms. Castle answered that the owner lives on the property.

Councilmember Withhart asked how the public safety issue of an unsecured pool will be addressed. Ms. Castle stated that the owners have until Wednesday, October 9, 2013 to comply after which the City will contact the City Attorney to whether an emergency abatement is possible.

City Attorney Kelly stated that City ordinances would authorize an emergency abatement with a public safety issue. No action is required for an emergency abatement.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Withhart to adopt Resolution No. 13-89, pursuant to Section 210.020(A), approving the abatement of vegetative growth for the property located at 5475 Lake Avenue, and to charge the property owner for the cost of the abatement, including administrative costs. The City Manager is authorized to monitor the property throughout the 2013, 2014 and 2015 growing seasons and to abate any vegetative growth on the property that does not comply with City regulations.

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

**SPECIAL ORDER OF BUSINESS**

**October Workshop Schedule**

It was the consensus of the Council to change the workshop meeting time to 6:00 p.m. to meet with the architect from BWBR regarding the Community Center expansion.

**ADJOURNMENT**

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to adjourn the meeting at 8:38 p.m.

VOTE:                   Ayes - 5                   Nays - 0

Mayor Martin declared the meeting adjourned.

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

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Terry Schwerm  
City Manager

# SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

## Meeting Minutes

August 20, 2013

### ROLL CALL

Vice Chair Sue Denkinger called the meeting to order at 7:32 a.m. with the following members present: Jim Gardner, Dave Lukowitz, Gene Marsh, Jeff Washburn and Jonathan Weinhalten. Members Dave Kroona, and Josh Wing had excused absences.

Assistant City Manager/Community Development Director Tom Simonson, City Planner Kathleen Castle, and Economic Development and Planning Technician Niki Hill were also in attendance.

### ACCEPTANCE OF AGENDA

Commissioner Lukowitz, seconded by Commissioner Gardner, moved to accept the agenda, as presented.

**Vote: 5 AYES      0 NAYS**

### APPROVAL OF MINUTES

Commissioner Weinhalten, seconded by Commissioner Marsh, moved to approve the minutes of July 16, 2013, as written.

**Vote: 5 AYES      0 NAYS**

### INFORMATION EXCHANGE

Commissioner Washburn mentioned the TSI open house that was previously held and discussed that job creation was a major key to this expansion. He was concerned on whether or not they would be good with future expansion. Simonson stated that it depends on the size of the expansion but there is not any buildable land left with parking requirements on the current parcel.

Commissioner Weinhalten brought up that the Chamber had a recent visit to the Arden Hills Council meeting. The Chamber is interested in the 694/35W corridor, and state that there could be up to 35 million used for improvements. Step 1 is to grow a partnership in the corridor. Step 2 is for a TCAAP partnership. He also noted that they will be on Shoreview's agenda in the future.

Simonson informed the EDC of the transfer of employee roles, with Niki Hill taking over as the primary staff person.

Economic Gardening was discussed and in September the group is hoping to have their initial meeting. Shoreview had almost all, if not all, of the spots in Ramsey County.

The St. Paul Port Authority was discussed, along with their potential programs for businesses. Details of the “Trillion BTU”, energy efficiency improvement program were given. The program will save Minnesota businesses money by reducing energy consumption up to one trillion Btus a year and be one of the first in the nation to use energy conservation as an economic development tool. It was decided to link information about the program on the City of Shoreview website.

## **GENERAL BUSINESS**

### **Council Actions**

Simonson reported that the City Council approved the sign code amendments and the remaining question is how to market the changes. Point of discussion: regardless of the building, temporary signs should be an “even playing field” now. Staff has already received calls about the new message center sign regulations.

Staff is proposing to:

1. Get an inventory of retail establishments, managers, and owners.
2. Send a cover letter explaining the new regulations and process
  - a. Contact information would be included in the letter for any questions.
3. Create a page on the website with the new changes.

The goal would be to encourage education versus enforcement. Possibly including “mini-SHINE” inspections of areas to let them know what things are currently not in compliance. Management of the strip mall centers would be expected to be more involved with this process as they have to regulate their tenants. Ultimately this could help to encourage the use of message center signs in the future. Denkinger suggested that at the next business exchange we should highlight this and the changes that have occurred. With the business letter it was also suggested that we include a flyer saying what is / is not permissible. E-mailing out versions of the letter and flyer were suggested as well. Commissioner Weinhagen recommended that staff is well versed in the sign regulations, with the ability to communicate them clearly. Members of the commission also wanted to convey “good job” to Kathleen and staff for their efforts and hard work.

### **BRE Program – Discussion of Next Stage Business Visits**

In light of recent discussions about BRE visits, Simonson stated that we have contacted 4 businesses, all participants of Economic Gardening, already to schedule visits. The business chooses the date/time and then members will try to make it work with their schedule if they can. We have contacted HED Cycling, Allied Generators, Promet International, and American Metro. Commissioner Denkinger wondered if anyone had any ideas why other business didn’t apply. Weinhagen stated that most communities didn’t have an updated inventory of their businesses to even solicit and send letters to.

## **Legislation Seeking Extension of Tax Increment District No. 1**

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

The extension of the TIF district is very involved and will take a lot of time and resources to complete. The EDA and Council supported / approved the action to start pursuing the extension of the district.

Commissioner Gardner inquired as to whether there was any proactive role the EDC could contribute. Simonson stated that at this point it is unclear but networking is a possibility along with updating plans / budgets to justify the length of the extension.

Commissioner Washburn wondered if there were any open forums or hearings for the lobbyist.

Commissioner Weinhausen commented that the law firm is the "best in class" and they know who to contact and when.

Member Denkinger suggested that the BRE visits could open up ideas for expansion.

### **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.

Commissioner Weinhausen left the meeting at 8:16 am.

### **Project Updates**

**Kozlak's / Applewood Pointe.** An update of the concept plan for the Kozlaks property was discussed. Simonson also mentioned that the operators of the restaurant would like to stay in/around Shoreview but they are not sure what their needs are currently.

**Lakeview Terrace.** The Lakeview Terrace / Owasso Street realignment progress was discussed and the potential impacts that it would/will have on the paths and school starting up.

**Trader Joes.** Trader Joes is still on schedule for a mid-October opening. They have hired a manager and are looking to hire staff soon. Red Fox road is looking toward completion in time for the opening.

**House of Dreams.** The House of Dreams property was discussed as the current owner is trying to market the property for different uses. The parking availability as well as the current mixed use of the building could be potential problems.

**ADJOURNMENT**

Commissioner Washburn, seconded by Commissioner Lukowitz, moved to adjourn the meeting at 8:27a.m.

**Vote: 5 AYES      0 NAYS**

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
September 9, 2013**

**CALL TO ORDER**

President Ben Withhart called the meeting to order on September 9, 2013, at 5:03 p.m.

**ROLL CALL**

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

Board Member Sue Denkinger arrived late.

Also Present:

Mayor Sandy Martin

Councilmember Ady Wickstrom

Terry Schwerm, City Manager

Tom Simonson, Assistant City Manager/Community Development Director

Kathleen Castle, City Planner

Kirstin Barsness, Barsness Consulting Services

Mr. Jerry Seck, Larkin Hoffman

Ms. Julie Perrus, Larkin Hoffman

**APPROVAL OF AGENDA**

**MOTION:** by Johnson, seconded by Marsh to approve the agenda as submitted.

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

**APPROVAL OF MINUTES**

**MOTION:** by Marsh, seconded by Quigley to approve the August 12, 2013 meeting minutes as submitted.

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

**FINANCES AND BUDGET**

Simonson noted that those who have obtained a home energy loan offered by the City are mostly families, which is the targeted population for the loan program. Notices of the loan program were inserted in recent utility bills to make sure residents are aware of the opportunity.

**MOTION:** by Quigley, seconded by Johnson to approve the financial reports as submitted and payment of the three invoices presented:

- |    |   |                     |
|----|---|---------------------|
| 1. | Community Reinvestment Fund<br>(12 Loans Monthly Service Fee/1 New Loan Processed)<br>(Date Paid: 07/29/13) | \$87.00 (Fund 307)  |
| 2. | Thomas C. Simonson (EDC Supplies Reimbursement)<br>(Date Paid: 08/22/13)                                    | \$38.74 (Fund 240)  |
| 3. | Kirstin Barsness (EDA Consulting)<br>(Date Paid: 08/08/13)  | \$700.00 (Fund 240) |

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

**HOARDING RESPONSE PLAN FRAMEWORK**

City Planner Castle presented a draft plan for a coordinated process of response to handle hoarding cases in the City. The plan is based on the level of clutter. The Clutter Hoarding Scale is used to identify five different levels of hoarding with certain criteria related to each level. Actions are identified at each level to bring a property back into compliance with the City’s property maintenance Code and the Fire Code. This plan can be used by agencies responding to hoarding cases. Social Services and the Sheriff attend initial inspections. When there are public health issues, Ramsey County becomes involved.

The process is initiated on a complaint basis or response to a medical call. The City of Shoreview and the Lake Johanna Fire Department are the lead agencies and will be the first to do an assessment by visiting the property and determining which agencies are needed to respond to the situation. Then an action plan is developed.

Johnson asked if there are response time deadlines to avoid dragging the process out. Ms. Castle stated that it depends on the level of non-compliance. If the property is posted uninhabitable and the property owner is not allowed to stay there, there is difficulty in finding a place for the property owner to stay. She estimated that each level of noncompliance would take 30 to 60 days. The City is flexible with homeowners as long as progress is being made on the issues that need to be addressed.

Mr. Schwerm added that if property owners will not work with the City, then the City has to take court action or evict them from their homes, which presents many challenges from the City’s perspective. Decisions have to be made on how much resources in time and money the City will invest to coordinate cleanup costs. If the property owner is not cooperative, it could take months or years. If the City is unable to obtain evidence, the hoarding process cannot be initiated. Hard evidence is needed. The best approach is to work through the Fire Department.

Quigley stated that this draft plan should be considered a template to deal with these situations, but each plan will be individual to individual issues of each case. It is a problem for neighbors to live near an unsightly property. If property owners cannot stay in their homes, they will often live in the garage.

Ms. Castle stated that one possibility that has been discussed would be to create a safe zone within the home for property owners to live in, if the home meets Fire and Housing Code standards. She noted that some cities do not want to be involved unless there is a health issue and asked members to comment on Shoreview being a lead agency.

Chair Withhart stated that Shoreview takes a proactive stand to prevent noncompliant properties in neighborhoods. The SHINE Program is a part of that process and has been successful. Mr. Simonson stated that the question is what the financial responsibility would be for the City. Often hoarders have financial issues also. Should free evaluations be provided to agencies that specialize in hoarding? He would not suggest the City provide counseling or home improvements. A ceiling on City costs is needed, but he would like the City to offer some service to move the process along.

Mr. Schwerm estimated that to provide some core services costs could range from \$9,000 to \$10,000, but there would be no court costs. He noted that unless property owners want to be in compliance, it is difficult for the City to force them out of their homes without a court order.

Councilmember Wickstrom asked if this process gets at the root cause of hoarding. Property can be cleaned up one time, but if it is a repeated situation, it will cost a lot of money. Mr. Simonson stated that counseling is important to help them be successful and not be back in a year with the same problem.

It was the consensus of the Board to support the template response plan with further review of core basic services the City may want to provide with the City Manager authorized to trigger the process.

## **DISCUSSION OF LEGISLATIVE ACTION SEEKING TIF DISTRICT EXTENSION**

As Mr. Jerry Seck and Ms. Julie Perrus from the Larkin Hoffman Law Firm were in attendance at the meeting, it was the consensus of the Board to change the order of the agenda to next consider the extension of TIF District No. 1.

Mr. Simonson reported that staff will be meeting with the local legislative delegation to solicit support to initiate a bill that would extend TIF District No. 1 during the upcoming legislative session.

Chair Withhart noted that TIF District No. 1 has financed many projects. Unlike some cities, Shoreview has used TIF revenue from the beginning for economic development projects, not for City infrastructure. He asked if there are other cities Shoreview might be able to bundle with for TIF District extension.

Ms. Perrus stated that she and Mr. Seck are pushing for a tax bill in the 2014 legislative session. A tax bill is needed in order to include Shoreview's request that TIF District No. 1 be extended. She believes there are issues from last year's tax bill that both parties will want to resolve this year regarding business taxes. There is momentum for a tax bill. However, the Chair of the House Tax Committee is not supportive of TIF. She and Mr. Seck will focus their contact on

House leadership. Redevelopment of the Shoreview Mall and the Westinghouse PaR Nuclear expansion are two excellent reasons to expand TIF District No. 1. They are also working with other cities. Eagan is the furthest along in its preparation, and it will be easy to bundle Shoreview's request with Eagan.

Mr. Schwerm noted that working with Eagan will be an advantage for Shoreview, as Eagan is also considered to be a well managed city. Mr. Seck said representative Isaacson will carry the bill in the House. He has a good relationship with the Tax Committee Chair and it is hoped that opposition can be overcome.

Mr. Seck stated that they will make sure that Ramsey County and the school district are on board to support Shoreview's request. A tax bill in 2014 is a tough sell because it is an election year. If the House has a tax bill, all information must be ready for a delegation to meet with key people in leadership. Job opportunities will be critical to the request to extend the TIF District.

Mayor Martin expressed concern about opposition from the County or school district who will not get as much distribution if this district goes off the tax rolls. Ms. Perrus stated that opponents will argue that taxes must increase because money will not be coming from the TIF District which will penalize local residents. The City's argument is that if the sites proposed for redevelopment are left to wallow, there is a huge loss of potential new tax base. Extension of the increment to support redevelopment will bring tenfold the amount of taxes. The school district will receive the same amount of property taxes as last year. The tax committees will need a resolution in order to move a bill forward.

Mr. Schwerm noted that the school district has always been a positive supporter of the City's tax levy. School officials will be contacted to inform them of the City's action in the legislature.

Simonson said that many of the projects implemented including business expansion, new retail services, and housing all contribute to a better quality of life to the school district and Ramsey County. He also noted that if the proposed extension is not in perpetuity so eventually all of TIF District No. 1 will return fully to the tax rolls in addition to the new tax base created with the extension.

Quigley asked if taxes are frozen from when the TIF District starts, or whether some taxes are collected over the life of the District. Ms. Perrus responded that nothing additional is collected beyond the base values at the date the TIF District starts. If this action is passed, it would basically be a new TIF District under the pre-1990 rules for pooling flexibility.

Mayor Martin noted that Shoreview can build on its past action with TIF. The investment of \$1.5 million in PaR and TSI became multi-million dollars of private investment and an increase of over 200 jobs.

Mr. Seck stated that people will be impressed with what Shoreview has done, but some things are beyond anyone's control. At some point there will be five people who sit down and decide whether or not there will be a tax bill: Speaker of the House, House Majority Leader, Governor, Tax Committee Chair and Senate Majority Leader. A letter will be sent to all key people

emphasizing the importance of this action to the City. The key is to overcome the first no and to keep banging on the door. There is interest in protecting the seats of legislators from Shoreview and Eagan, which also makes Eagan a good city to pair with.

Simonson said the cost of the City's preparation and lobbying efforts will be funded through the existing tax increment resources.

## **STATUS OF PURCHASE AND REDEVELOPMENT PROCESS FOR MCGUIRE PROPERTY AT 3339 VICTORIA STREET**

Mr. Simonson reported that the Phase 1 Environmental Assessment report has been completed. No significant issues have been identified to prevent the City moving forward with this property purchase. The report has been submitted to Ramsey County as part of the documentation needed for the grant requirement. A dumpster has been provided to Mr. McGuire for him to sort out his things. The City is trying to keep a closing date of purchase on September 30, 2013, in order to demolish the house this fall. However, Mr. McGuire has requested an extension and has not yet agreed to sign off the mortgage in the City's favor.

Quigley stated that since this problem has been dragging on for 22 years, he does not support any further extension. Mr. Simonson stated that if Mr. McGuire will not sign the documentation, the up-front money of \$50,000 that is part of the purchase agreement, will not be released to him.

Mr. Simonson noted that Ramsey County is supporting the project with a grant in the amount of \$139,000. A formal agreement between Ramsey County and the City will be executed. The City has met with three non-profit qualified developers: Greater Metropolitan Housing Corporation (GMHC), Habitat for Humanity and Ronda Land Trust. GMHC has the most interest and has developed a concept plan with a financial analysis. Mr. Simonson hopes to bring a recommendation to the October meeting of the EDA.

## **UPDATES AND REPORTS**

### **Highway Corridor Transition Area Study**

Staff sent out a Request for Qualifications for this study. Three firms indicated interest, but only one firm submitted a formal proposal, HKGI, a well respected planning firm. Staff will meet with firm representatives to define the scope of the study and bring a recommendation to the EDA at the next meeting.

### **ECONOMIC DEVELOPMENT COMMISSION (EDC)**

EDC members are working on BRE visits to businesses, and City staff is scheduling visits with the goal of completing six by the end of this year.

Quigley stated that he sees the EDC as taking the lead on BRE visits and emphasized that the Commission understand how important these visits are in the City's relations with the business community.

Denkinger said she believes the EDC understands their important role in building relationships which cultivate new growth and expansion.

### **ECONOMIC GARDENING PROGRAM**

Mr. Simonson reported that seven Shoreview businesses are participating in this program sponsored by Ramsey County and four other metro area counties. He said Shoreview has by far the most businesses participating from the suburbs.

Marsh asked that feedback on the program be reported to the EDA when it is available.

### **DEVELOPMENT PROJECTS**

Staff has been working with the property owner and exploring ways to provide flexibility in possible uses to the vacant House of Dreams property. The main problem is parking. There is a lot of interest in purchasing it from specialty retail uses and salons, and the challenge will be to find a suitable use that fits the location and site constraints.

Staff is also working with the owners/operators of Kozlak's Royal Oak Restaurant on a possible relocation within Shoreview. A follow-up meeting is scheduled.

Mayor Martin stated that there was a discussion about saturation of the market with senior housing at the Regional Council of Mayors. Developers stated that when a senior residence is built, they look to within a 10-mile radius for customers. Location near a residential neighborhood is an attractive feature for a site as well as accessibility to restaurants, grocery and drug stores. It is easy to understand why the Kozlak site is attractive to United Properties to build a senior residence. It is also near the Community Center. All developers were speaking about looking for the same features during the discussion. There is documentation that indicates that within the next 20 to 30 years the metro area population will increase by 500,000, with 400,000 of those being seniors.

Chair Withhart noted that Ramsey County is not willing to sell any right-of-way to United Properties for the proposed senior housing development. A new plan will be proposed.

Westinghouse PaR Nuclear will be at the Planning Commission in September with a small interior expansion to create a mezzanine level that would add training space for employees. Staff will schedule a meeting to find out the status of the larger expansion.

### **ADJOURNMENT**

**MOTION:** by Quigley, seconded by Marsh, to adjourn the meeting at 6:35 p.m.

**VOTE:**

Ayes - 5

Nays - 0

**HUMAN RIGHTS COMMISSION  
MEETING MINUTES  
September 25, 2013**

**CALL TO ORDER**

Commissioner Hite called the meeting to order at 7:00 p.m. with the following members present: Bob Minton, Richard Bokovoy, Neha Sethi, Mark Hodkinson, Elaine Carnahan, Julie Williams, Sam Abdullai and Cory Springhorn

Also present was Tessia Melvin, Assistant to the City Manager.

**APPROVAL OF MINUTES**

Commissioner Minton moved to accept the August 28, 2013, minutes, seconded by Commissioner Hodkinson.

Vote: 9 AYES            0 NAYS

**CARING YOUTH AWARD**

Melvin reported that the nominator of the selected Caring Youth Award nominee has agreed to provide another letter of recommendation.

Commissioner Minton moved to approve Ava Withhauer as the 2013 Caring Youth Award recipient, seconded by Commissioner Carnahan.

Vote: 9 AYES            0 NAYS

The Commission talked about ways to improve advertising for 2014. Commissioner Sethi recommended that the Commission look at putting it on the school news feed, e-mailing the Dean's of each school.

Melvin will invite Ava and her family to the Volunteer Dinner on November 14.

**COMMUNITY DIALOGUE DISCUSSION**

The Commission discussed many possible topic areas that included:

- Education about disabilities
  - The Turtle Lake playground for all
  - Autism
- Racial and Domestic Violence against Women
- Human Trafficking
- Discrimination against women in the workplace
- Bullying
  - Legislature is ready to pass law, explaining law

- School policy on anti-bullying
- Tie to disabilities
- ARC of MN
- Bullying in the workplace
- Students that have been bullied
- Domestic Violence
- Root causes of bullying

Commissioner Hodkinson moved to approve the topic Bullying for the HRC Dialogue in the 2014 Spring, seconded by Commissioner Bokovoy.

9 AYES          0 NAYS

Commissioner Carnahan agreed to contact the Mounds View Assistant Principle. Commissioner Hodkinson agreed to follow up with the sponsors of the Anti-Bullying bill.

#### **OTHER BUSINESS**

Commissioner Williams added that the poster contest continues to be a popular event, but the prizes continue to decrease. She added that the kids appreciate the prizes. Commissioner Williams asked that Melvin to add this discussion item to a future agenda to discuss options.

Commissioner Sethi asked if the Commission held any fundraisers to collect money or prizes for the contest. The Commission discussed this option in some detail. Melvin suggested that the HRC could work with the EDC at their December Business Exchange.

#### **ADJOURN**

There being no further business, Commissioner Williams moved to adjourn the meeting at 8:09 p.m., seconded by Commissioner Abdullai.

Motion was adopted unanimously.

# Memorandum

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

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

**Date:** October 18, 2013

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

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## **Economic Development Authority Update**

The following is a summary of recent business of the Economic Development Authority (EDA):

Highway Corridor Transitions Study – The EDA reviewed and unanimously recommended approval of a contract with the planning firm HKGi to assist the City in Highway Corridor Transition Areas Study. The project has been identified as a work plan priority, and will review future road improvement plans and 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.

McGuire Property – Since the City closed on the purchase of the long-standing code and nuisance property earlier this month, the focus will now turn towards the demolition of structures and clean-up of the site at 3339 Victoria Street. The City is using a HOME grant from Ramsey County to assist with the acquisition and will need to formally enter into an agreement for reimbursement with the County, which will outline the affordability requirements of a housing redevelopment.

Staff has been meeting with several qualified non-profit developers Greater Metropolitan Housing Corporation (GMHC), Habitat for Humanity, and Rondo Land Trust to discuss the property and determine their interest in a redevelopment plan. GMHC was the only agency to submit a proposal and the EDA selected them at their October meeting as the preferred developer that will work with the City on a redevelopment plan. Any new housing concept will also involve review and input from the public, most importantly the adjacent neighbors. City staff recently sent a letter to nearby neighbors of the property updating them on the City's purchase and the process to follow.

Hoarding Response Plan – The EDA approved a new City Hoarding/Garbage House Response Plan at their September meeting and then adopted policy guidelines at their October meeting on how the City would assist with emergency temporary housing and mental health evaluation on the more serious cases. The plan utilizes the Clutter-Hoarding Scale (CHS), which identifies hoarding levels based on criteria associated with the structure, animals, household function, and health and safety. For each level, responding agencies have been identified along with the actions needed to bring the home into compliance with the applicable codes. This document is intended to serve as

a guide for the agencies and City staff responding to calls that may involve hoarding or garbage homes. The EDA also endorsed a proposed pilot project between the City of Shoreview, Ramsey County and The Hoarding Project to work together in developing a better response to hoarding cases.

TIF Legislation – The EDA and City Council both took formal action authorizing the City to pursue the possible legislative extension of Tax Increment District No. 1, which is set to expire in 2014. This was a major goal adopted earlier in the year as part of overall strategic planning to ensure the City has sufficient resources to achieve business expansion, redevelopment and housing goals in the coming years. The EDA held a joint meeting with the City Council last month to discuss the process and actions that will need to be undertaken for seeking this special legislation. Attorneys from the law firm Larkin Hoffman are working with City staff in preparing information for our legislative delegation and other agencies where the City is seeking support.

### **Economic Development Commission Update**

The Economic Development Commission (EDC) continues to focus on the Business Retention and Expansion Program (BRE). The consensus of both the Council and EDC was to expand the personal business visits to the next level of emerging businesses which have potential for growth in the community. The EDC has set a goal of completing 6 business visits by the end of the year. BRE teams have visited 3 local companies in the past few weeks including Promet International, American Metro, and Allied Generators. These BRE visits have proven to be very beneficial to the City and well received from the business community.

Additionally, the EDC will be planning to host a holiday season *Shoreview Business Exchange* event in mid-December. Staff is also working on the re-launching of a new and improved *Business Matters* newsletter, with guidance from the EDC, which we anticipate doing twice a year beginning in the first quarter of 2014.

A kick-off forum of the new Economic Gardening regional initiative will be held on October 25<sup>th</sup>. A suburban leading 7 Shoreview businesses are participating in the program including: American Metro, Hed Cycling, Lion Precision, Mead Metals, Multi-Clean, Nardini Fire Equipment, and Promet International. The new pilot “Economic Gardening” program is a joint effort 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.

### **Planning Commission Update**

The Planning Commission’s next meeting is October 25<sup>th</sup> and there are five items scheduled for review, including several residential related applications and one comprehensive sign plan for a commercial business.

Due to the Christmas and New Years Eve holiday, a combined November/December meeting will be held on December 3<sup>rd</sup>.

### **Development Project Updates**

**Lakeview Terrace Apartments.** Work on the public improvements, which are being coordinated by the City, is making good progress with construction of the new Owasso Street access from the Midland Terrace apartment complex to County Road E/Victoria Street. The building permit for

footings and foundation was issued and full construction plans have been reviewed for issuance of the full building permit. The contractor for the developer has made significant progress on the foundation and underground parking with the concrete slab floor structure starting soon. Lakeview Terrace will take about one year to complete and the opening is expected sometime late summer of 2014.

**Trader Joe’s Store.** The new Trader Joe’s store opened on October 15<sup>th</sup>, with a ribbon-cutting ceremony and festive grand opening activities. The City completed the Red Fox Road improvements in early October, in advance of the grand opening. The developer has also installed the freeway identification pylon sign for Trader Joe’s 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. The grand opening event was attended by City officials from the Council, EDA, EDC and Planning Commission, as well as City staff.

**Housing and Code Enforcement Activity**

**Rental Licensing.** There have been 576 General Dwelling Unit rental licenses (GDUs are single-family homes, townhouses, condominiums) issued to date during 2013, with approximately 100 of these rental licenses issued to 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. The on-going GDU inspections are geographically scheduled by neighborhood and conducted every other week by the Housing and Code Enforcement Officer. So far about 215 of the 284 GDU rental properties to be inspected this year have been completed.

Community Development Staff and I.S. staff are working together to prepare for 2014 Rental License Renewals. This year property owners and/or their registered agents will be able to apply online through the City’s new Web-store. When they apply online, the website will indicate if there is a delinquent water/sewer utility bill balance, give them an opportunity to pay the utility bill before applying for the Rental License or allow them to pay the additional \$75.00 fee for being delinquent. Rental License applications received after 12/31/13 will also be subject to a late fee of \$75.00.

**Code Enforcement.** There have been 30 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	137	56	81
2012	159	23	136

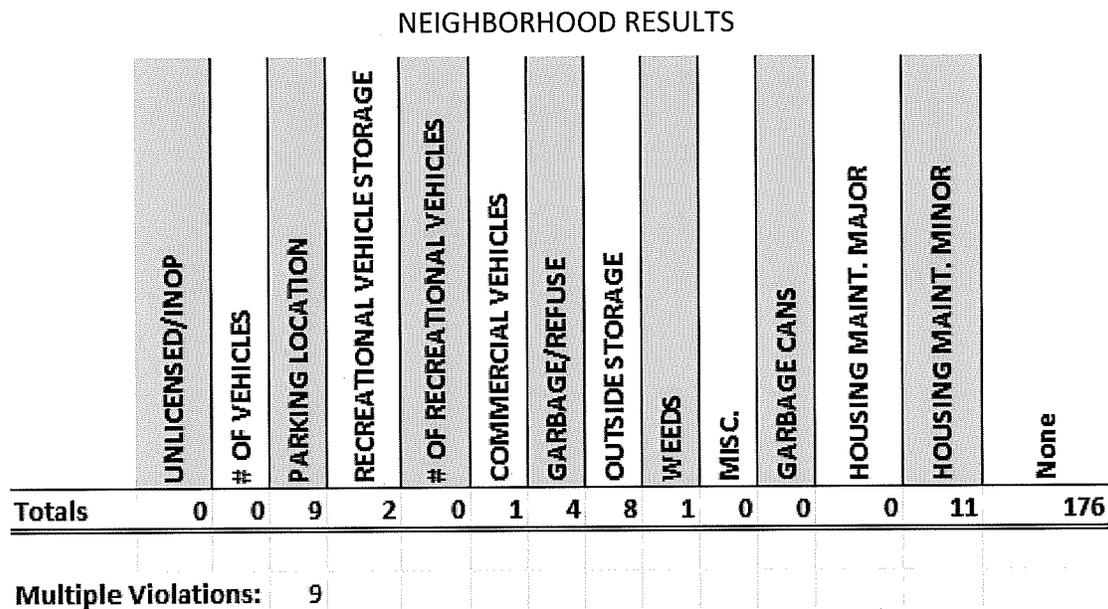
Citations - Two citations were issued to a homeowner on the same day by the Ramsey County Sheriff Animal Control Officer. The citations were issued for failure to remove animal waste from their rear yard and failure to dispose of the waste in a sanitary manner. This homeowner is currently on probation for previous citations issued to them for barking dog violations. A Jury Trial is scheduled for the week of October 21<sup>st</sup>. A Ramsey County Sherriff Deputy, the Ramsey County Animal Control Officer and a City Staff member have received subpoenas to appear. The City Attorney’s office is going to try to charge the defendant for violating the “no same/similar” probation.

City and Lake Johanna Fire Department Staff will also 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.

One of these three homeowners was recently inspected and found to be non-compliant. Due to the non-compliant conditions inside of the home, the homeowner was asked to enter into a new compliance agreement with the City. This agreement will allow City and Lake Johanna Fire Department staff to continue to inspect the home until it is fully in compliance. Staff is working with The Minnesota Hoarding Task Force to determine the next steps now that the homeowner has started to counseling sessions with their organization.

Lake Johanna Fire Department Staff also identified a home with possible hoarding issues during a fire call from a lightning strike. Lake Johanna Fire staff is attempting to set up an inspection along with City staff in the near future and possibly incorporate Ramsey County Social Services and the Hoarding Project in our response.

**SHINE Program.** The fall SHINE inspections were conducted the week of October 7<sup>th</sup>. Staff combined various smaller neighborhood areas including the Cardigan Junction and Island Lake Avenue areas (see attached map). A total of 201 properties were inspected, with the following results:

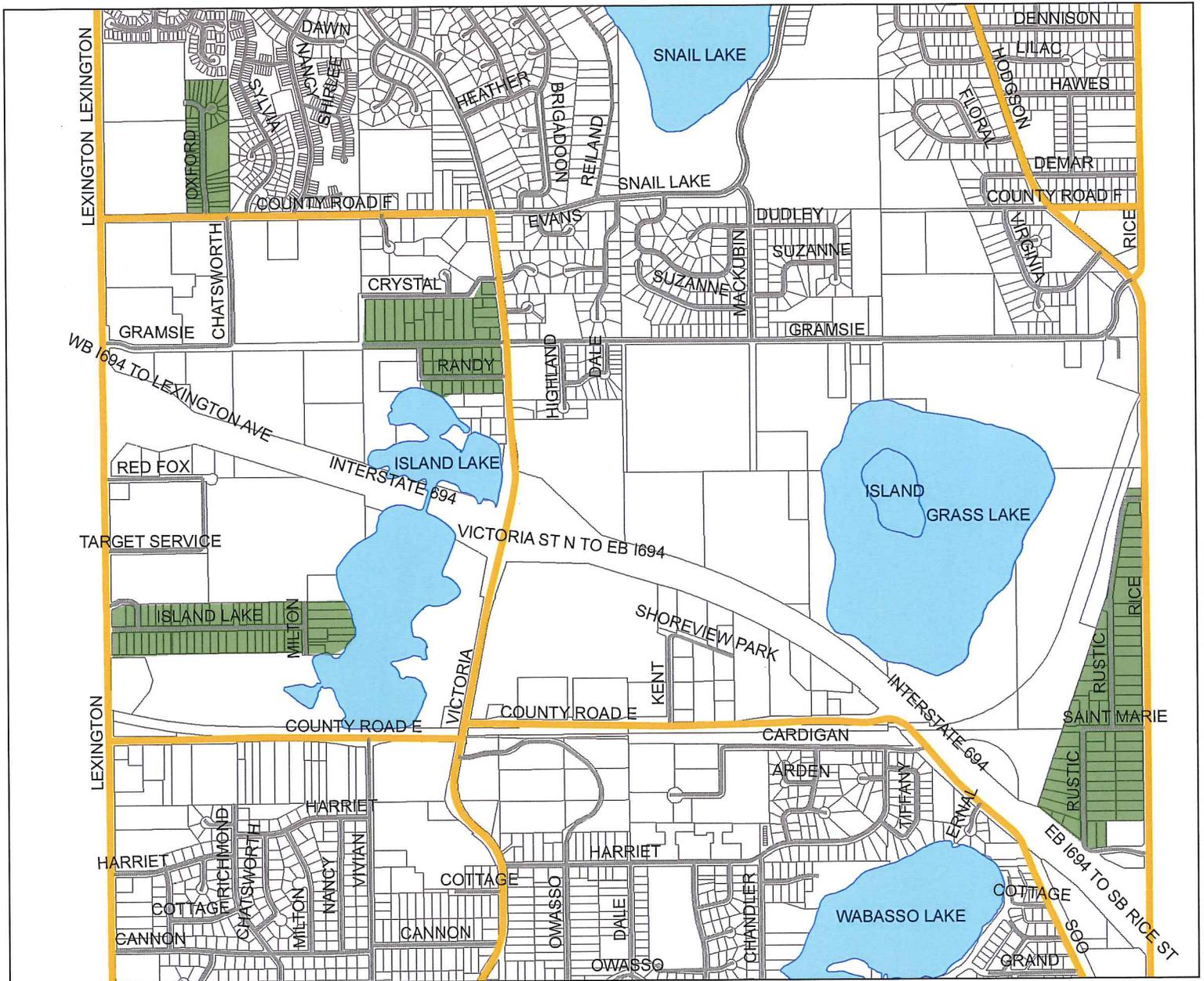


The most common non-compliant conditions observed throughout the neighborhood included minor housing maintenance, outside storage & refuse and parking & storage of vehicles and equipment. Staff continues to follow-up on property maintenance violations identified in the Spring SHINE inspections. Some of these violations have turned into formal code enforcement cases.

**Other News and Information**

- In response to the City Council's direction, staff is working with the consulting firm SEH, Inc. regarding a railroad operation and quiet zone study. The City has seen a significant upturn in the number of complaints about railroad noise and increased operations along the rail lines and the Cardigan Junction area.
- Attached you will find a letter and brochure mailed to the retail business community informing businesses of the sign code changes. The intent of the letter is to inform and educate business owners and managers about the new temporary sign regulations. Information was also provided on the new message center signs regulations. The staff will review the commercial properties later this year and inform businesses of any violations that are seen.
- Senior Planner Rob Warwick continues to coordinate work with AT&T, Sprint and Verizon regarding equipment upgrades, installations and leases for facilities on the City owned sites.
- City staff continues to work 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 communications with the owner of the former House of Dreams business as they seek a sale of the vacant building, including exploring options that would allow for certain limited specialty retail uses.
- Attached is the monthly report from the Housing *Resource* Center on services provided to Shoreview residents.
- Attached is the monthly report from the Building Official showing building permit activity through the month of September.
- Administration Department staff is preparing plans for the annual Volunteer Appreciation dinner on the evening of November 14<sup>th</sup>. The event celebrates the contributions of the City advisory committee/commission members and volunteer civic organizations, and includes the presentation of the Citizen of the Year award.

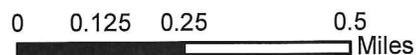
# 2013 Fall SHINE Map



## SHINE NEIGHBORHOOD BOUNDARIES

### Roads

-  City Street
-  County Road
-  2013, Fall



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



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4600 Victoria Street North  
Shoreview, MN 55126  
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651-490-4699 fax  
[www.shoreviewmn.gov](http://www.shoreviewmn.gov)

October 16, 2013

RE: Temporary Commercial Signs, City of Shoreview

Dear Business/Commercial Property Owner:

The City of Shoreview revised our commercial sign regulations to better define the sign standards and to provide businesses and commercial property owners more flexibility regarding the display of signage. This initiative was taken in response to concerns raised regarding the use and proliferation of temporary signs in the community's commercial areas. The City Council asked staff to work with the Planning Commission and Economic Development Commission and determine what types and levels of temporary signage is acceptable to balance the needs of businesses and maintain the appearance of commercial areas. The Council also expressed their desire to broaden City sign regulations that recognizes changing technology to meet the needs of the local business community. The following is a summary of the revised sign regulations:

**Temporary signs** are limited to banners affixed to the principal building, windows signs, sandwich boards and help wanted signs. A temporary sign permit is required to display banners.

Also, the number of temporary signs permitted and display time has been increased. Additional information is located on the back of this letter and the enclosed brochure provides further detail.

**Electronic message center signs**, previously not permitted in the City, are now allowed provided certain standards are met. Message center signs use electronic changeable copy, typically on LED displays. These, in addition to manual readerboards, or changeable copy signs, allow business owners to vary their announcements about the goods and services offered on the premises. This change provides an additional opportunity to business owners to advertise.

The City believes that attractive signage can help preserve the appearance and quality of commercial areas, and we hope that you support this effort. It is the City's expectation that businesses comply with Shoreview's sign regulations. We have enclosed a brochure to provide more information and examples regarding the City's temporary sign regulations which you can use as you make decisions regarding your signage needs. Please note that increased enforcement efforts will be conducted later this year and those businesses which are found to have non-compliant signage will be notified. Enforcement action may be taken in cases where excessive non-compliant signage is displayed.

Please contact Kathleen Castle (651)-490-4682, or [kcastle@shoreviewmn.gov](mailto:kcastle@shoreviewmn.gov) or Rob Warwick (651)-490-4681 or [rwarwick@shoreviewmn.gov](mailto:rwarwick@shoreviewmn.gov) with any questions you have about City requirements and for information on obtaining a sign permit.

## Examples of Permitted Temporary Signs



Sandwich Board



Banner Sign Fixed to Principle Structure



Help Wanted Sign



Illuminated Window Sign

### Quick Temporary Sign Facts:

- Which one(s) require a permit? **Banner Signs**
- Permit Cost: **\$30**
- Total Banners Allowed Per Year: **4**
- Time allowed to display: **14 Days**, with at least **7 days** between signs
- **\*ALL temporary signs are subject to size and display requirements as specified by code.**

## Examples of Prohibited Temporary Signs



Banner not displayed on principal structure (such as on fences, free-standing signs, or signs located in boulevard)



Teardrop Banner (or any Pennants, whirling devices, balloons, inflatable devices and/or other apparatus resembling the same)



Portable Signs



Full Window Coverage

For more information please call Kathleen Castle (651)-490-4682 or Rob Warwick (651)-490-4681.

You may also visit our website:  
[www.shoreviewmn.gov/temporarysigns](http://www.shoreviewmn.gov/temporarysigns)

## Message Center Signs

In lieu of temporary signs, message center signs can be used to advertise your business and services. Further information can be found on the City's website at: [www.shoreviewmn.gov/temporarysigns](http://www.shoreviewmn.gov/temporarysigns)

## Prohibited Signs

- Rotating or otherwise moving signs.
- Roof signs
- Projecting signs
- Portable signs
- Signs and/or posters which are tacked on trees, fences, utility poles, sign supports, or other similar objects.
- Pennants, whirling devices, balloons, inflatable devices and/or other apparatus resembling the same.

## Disclaimer

This brochure is not intended to cover all of the City's sign code. It is intended to inform you about the temporary sign code that regulates use of portable signs, banners, balloons, streamers, or pennants used for advertising purposes.

## Purpose

The code's purpose is to provide for and regulate the location and safe construction of temporary signs in a manner to ensure that signs are compatible with surrounding land uses, are well maintained, and express the identity of the individual proprietors and the City as a whole.

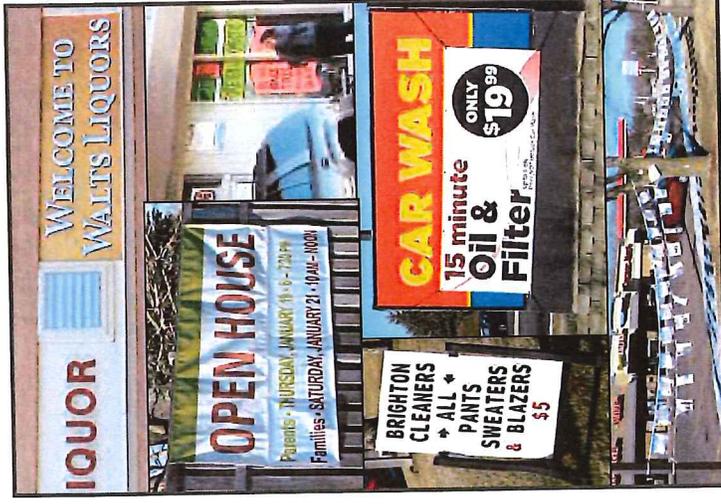
Signs have an obvious impact on the character, quality, and economic health of our City. As a prominent part of the scenery, signs attract the viewing public and affect the safety of vehicular and pedestrian traffic. The Temporary Sign Code accomplishes a balance between advertising needs, the freedom of expression, and the necessity of regulatory constraints.

## Contact Us

Kathleen Castle  
City Planner  
Phone: 651-490-4682  
Email: [kcastle@shoreviewmn.gov](mailto:kcastle@shoreviewmn.gov)

Robert Warwick  
Senior Planner  
Phone: 651-490-4681  
Email: [rwarwick@shoreviewmn.gov](mailto:rwarwick@shoreviewmn.gov)

**CITY OF SHOREVIEW**  
4600 Victoria Street  
Shoreview, MN 55126  
[www.shoreviewmn.gov](http://www.shoreviewmn.gov)



# TEMPORARY SIGN CODE

City of Shoreview



# Temporary Sign Code Basics

## Definition

**Sign, Temporary:** Any sign which is erected or displayed on a non-permanent basis for a limited period of time.

The types of temporary signage permitted include: Banners, Window Signs, Sandwich boards and Help Wanted Signs

## Cost

A sign permit is required to display a banner. There is a permit fee of \$30.00.

## Location

Any banner sign must be affixed to the principal structure in which the associated business is located.

## Content

All temporary sign messages must relate to a product(s) or service(s) available on the premises, unless the message is noncommercial.

## Size

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.

No banner signs shall be allowed for business located on property that has a changeable copy sign or message center sign.

## Duration and Frequency

No more than four (4) temporary business signs shall be allowed per calendar year, per tenant, and permits for the display of such signs shall be valid 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.

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

No more than two (2) temporary signs per tenant shall be displayed at any one time, unless said sign is associated with a Grand Opening



## Window Signage

Window signage visible outside of the building is permitted only for commercially zoned property, provided:

1. It does not exceed 10 percent of the total glass area of the individual window or door in which displayed.

2. Illuminated business signs shall not exceed five (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 (1.)



## Help Wanted Signs

The temporary display of help wanted signs is permitted as follows:

1. One (1) sign is allowed per property, to be displayed for a period not to exceed 3 months with a period of one month between signs.
2. The sign area shall not exceed 32 square feet (unless greater area is approved by the City Manager) and shall be set back the greater of 5 feet from all property lines or not less than the setback of the principal freestanding sign.

## Sandwich Boards

- One (1) is permitted per tenant
- Should be located within twelve (12) feet of the business entrance.
- Shall not interfere with pedestrian access
- Maximum of two (2) feet wide by three (3) feet high. (6 square feet)

October 3, 2013

Ramsey County Home Rehabilitation Loan Program

1170 Lepak Court

Shoreview, MN 55126

I recently came back to town after ten days away, and when I picked up my mail (delivered that day) I was somewhat startled to find a notification that a Certified letter was being held for my signature, at the Post Office! A neighbor joked about back taxes I might owe, which added to my anxiety.... But what awaited me was a huge surprise! It was a notification that the \$10,000 Rehabilitation Loan that I had made with you ten years ago, was now satisfied and my house was mine and mortgage free! The Program was offered to help keep Seniors to stay in their homes, by providing a loan that would be satisfied if the Senior stayed in that house for ten years. I couldn't believe it had been ten years – at the time I wasn't sure I'd be able to stay in the little house on Lois Drive. It was in poor condition back then, when a friend mentioned your program to me. It seemed too good to be true, but I hopefully applied, and soon workmen were busy all over the place, replacing my windows/screens with beautiful new ones (no more mosquitoes slipping in on hot summer nights!), putting up soffits and a new roof, changing my dirt driveway into one like everyone else's on the block, getting my electric up to code, installing fire and smoke alarms, etc. My six children were so happy with the upgrades, and we all got together and painted the house!

You can't imagine how wonderful that was for all us – and I know, for so many others who have been given a chance to do what they want to do but simply can't afford. . This note is just to thank you for that. I'm 80 now and have no plans to leave my little house at 1663 Lois Drive (12 of my children and grandchildren helped me celebrate my 80<sup>th</sup> birthday by joining me in **Sky Diving** at the Baldwin Airport for my Birthday Celebration!) You might have seen the coverage in the Shoreview Press... (We're still jumping for joy!)

Again, many thanks and most sincerely,

A handwritten signature in cursive script that reads "Fran Abbott". The signature is written in black ink and is positioned above the printed name.

Fran Abbott

# Housing Resource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - September 30, 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	22	25	0	0	0	127	2,634	
<b>MHFA Fix Up Fund/Rehab/Rental</b>																											
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	0	0	0	0	0	1	0	0	1	0	0	0	2	47	
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	26	
<b>Shoreview Home Improvement Loan</b>																											
Loan Applications Rec'd								Loan not available		6	5	2	1	0	0	0	0	2	0	1	2	0	1	2	0	6	19
Loans Closed								Loan not available		5	5	1	1	0	0	0	0	0	1	0	1	0	1	0	0	3	14
<b>Ramsey County Deferred Loan</b>																											
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	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	1	15	
<b>Construction Consultation Report</b>																											
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	3	2	2	3	2	17	18	21	19	0	0	0	87	857	
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	2	3	2	2	3	6	19	12	17	0	0	0	66	613	
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	3	116	
<b>Total SERVICES Provided</b>	<b>53</b>	<b>312</b>	<b>698</b>	<b>300</b>	<b>281</b>	<b>379</b>	<b>499</b>	<b>357</b>	<b>253</b>	<b>488</b>	<b>268</b>	<b>179</b>	<b>18</b>	<b>13</b>	<b>10</b>	<b>12</b>	<b>13</b>	<b>41</b>	<b>70</b>	<b>56</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>298</b>	<b>4,365</b>	

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**

	SEPTEMBER 2013		TO DATE 2013		SEPTEMBER 2012		TO DATE 2012	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$610,000	5	\$2,445,000	3	\$840,000	12	\$3,490,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	4	\$70,000	30	\$1,103,700	4	\$175,000	39	\$1,438,925
GARAGES	1	\$22,000	5	\$112,000			1	\$19,000
MISCELLANEOUS	138	\$1,002,207	964	\$6,559,204	76	\$391,339	582	\$3,246,598
APARTMENTS			1	\$1,999,750			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			5	\$131,000			0	\$0
COMMERCIAL ADDITIONS			3	\$750,000			0	\$0
COMMERCIAL ALTER	6	\$475,250	45	\$3,018,201	6	\$57,490	48	\$6,302,467
<b>TOTAL</b>	<b>150</b>	<b>\$2,179,457</b>	<b>1059</b>	<b>\$17,403,855</b>	<b>89</b>	<b>\$1,463,829</b>	<b>684</b>	<b>\$23,288,990</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

TO: Terry Schwerm, City Manager  
 FROM: Jeanne A. Haapala, Finance Director  
 DATE: October 16, 2013  
 RE: Monthly Finance Report

### Utility Revenue

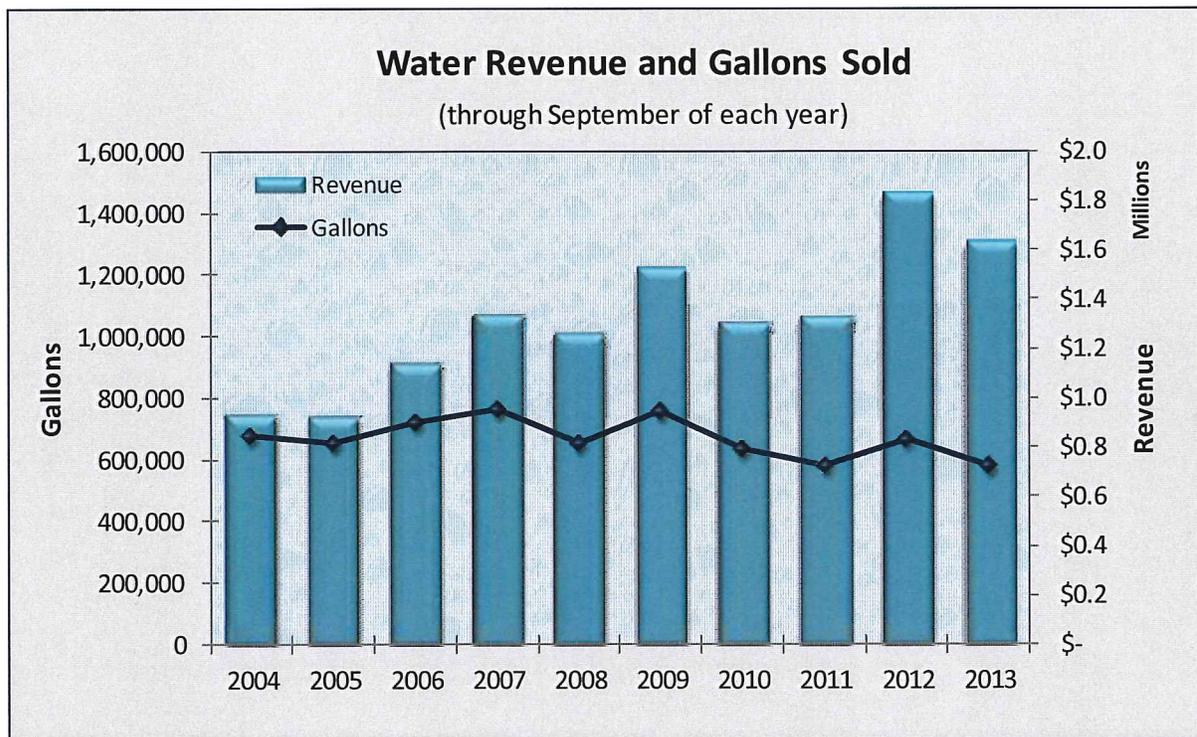
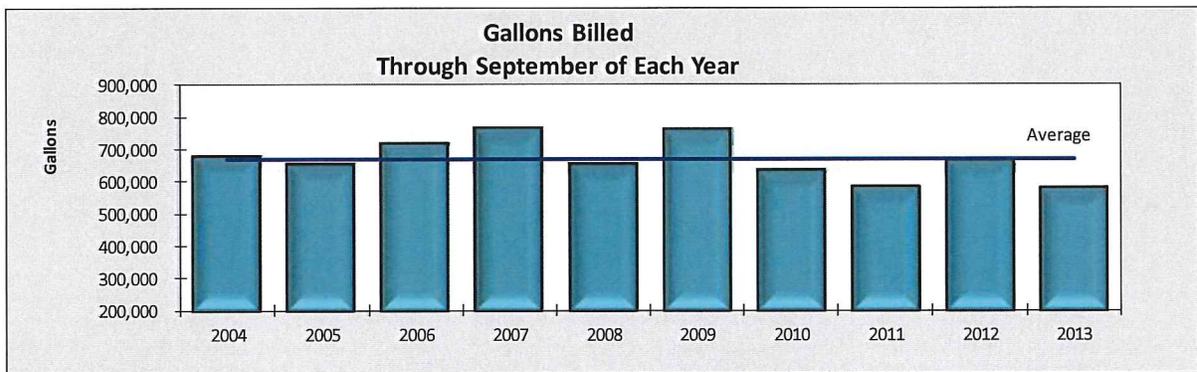
The table below contains monthly utility revenue and gallons sold through September of 2013 as compared to the same period in 2012.

Month	Gallons	Utility Revenues				
		Water	Sewer	Surf Wtr	St Light	Total
Jan-12	60,552,741	\$ 166,464	\$ 287,587	\$ 84,752	\$ 36,862	\$ 575,665
Feb-12	46,463,785	\$ 126,592	\$ 247,380	\$ 69,796	\$ 31,031	\$ 474,799
Mar-12	56,591,428	\$ 156,656	\$ 332,097	\$ 108,855	\$ 45,608	\$ 643,216
Apr-12	47,828,859	\$ 136,798	\$ 282,973	\$ 85,065	\$ 37,086	\$ 541,922
May-12	46,713,070	\$ 126,885	\$ 250,070	\$ 69,446	\$ 31,056	\$ 477,457
Jun-12	75,768,653	\$ 205,761	\$ 340,983	\$ 109,329	\$ 45,762	\$ 701,835
Jul-12	112,948,653	\$ 315,081	\$ 287,597	\$ 85,206	\$ 37,153	\$ 725,037
Aug-12	88,643,770	\$ 253,486	\$ 257,554	\$ 70,532	\$ 31,353	\$ 612,925
Sep-12	130,647,075	\$ 372,176	\$ 355,461	\$ 109,374	\$ 45,793	\$ 882,804
Total 2012	666,158,034	\$ 1,859,899	\$ 2,641,702	\$ 792,355	\$ 341,704	\$ 5,635,660
Jan-13	62,297,860	\$ 174,206	\$ 299,606	\$ 92,504	\$ 38,398	\$ 604,714
Feb-13	44,797,164	\$ 124,224	\$ 264,624	\$ 77,633	\$ 32,462	\$ 498,943
Mar-13	54,940,432	\$ 156,958	\$ 346,264	\$ 120,588	\$ 47,384	\$ 671,194
Apr-13	49,351,908	\$ 143,930	\$ 303,253	\$ 93,584	\$ 38,564	\$ 579,331
May-13	38,798,780	\$ 112,653	\$ 256,175	\$ 77,604	\$ 32,573	\$ 479,005
Jun-13	61,595,560	\$ 174,812	\$ 360,743	\$ 120,465	\$ 47,601	\$ 703,621
Jul-13	63,616,909	\$ 183,954	\$ 302,398	\$ 93,583	\$ 38,612	\$ 618,547
Aug-13	78,031,818	\$ 223,794	\$ 276,535	\$ 77,515	\$ 32,545	\$ 610,389
Sep-13	126,546,529	\$ 365,281	\$ 374,152	\$ 120,467	\$ 47,617	\$ 907,517
Total 2013	579,976,960	\$ 1,659,812	\$ 2,783,750	\$ 873,943	\$ 355,756	\$ 5,673,261
Change	-12.9%	-10.8%	5.4%	10.3%	4.1%	0.7%

When reviewing these numbers it is important to remember that water revenue is the most difficult to predict because weather patterns (rainfall) and user habits have an impact on total gallons. In addition, more water is billed at the end of the year than the beginning due to water used for landscaping throughout the summer months.

The decrease in water revenue in comparison to 2012 (as shown on the previous page) is due to lower water use during the early summer. This is primarily due to the late spring, and higher rainfall levels during early summer). Despite this slow start for summer watering, 2013 revenue estimates are predicted to meet budget levels (based on preliminary October gallons and projections for the remainder of 2013). In addition, staff predicts a small net profit of about \$60,000 for the Water Fund in 2013.

Gallons sold year-to-date are within 2% of the average for the last 10 years, and are tracking slightly above the base gallon level used to set water rates. The first graph below shows gallons billed through September of each year in comparison to the 10-year average. The second graph shows the relationship between gallons billed and revenue through September (the line represents gallons, and the bars represent water revenue). It should be noted that the increase in water revenue is caused by both an increase in gallons over 2011 and the restructuring of water rates (to split the first residential water tier).



## Permit Revenue

The table below provides a summary of permit revenues through September of 2013 in comparison to revenue received through September in four previous years. Total permit revenue to date in 2013 is \$47,573 higher than budget allowances, which is a favorable indicator for the General Fund.

	2009	2010	2011	2012	2013
<b>Revenue Received</b>					
Building permits	\$ 155,592	\$ 153,396	\$181,737	\$209,146	\$ 236,730
Plan check	32,807	41,972	50,918	78,418	48,776
Heating/electric/plumbing	57,707	69,397	67,315	121,243	34,067
Total Revenue	<u>\$ 246,106</u>	<u>\$ 264,765</u>	<u>\$299,970</u>	<u>\$408,807</u>	<u>\$ 319,573</u>
Percent of budget allowance	79.9%	105.9%	124.5%	158.5%	117.5%
<b>Budget allowance:</b>					
Building permits	\$ 185,000	\$ 150,000	\$149,000	\$150,000	\$ 150,000
Plan check	50,000	40,000	35,000	45,000	50,000
Heating/electric/plumbing	73,000	60,000	57,000	63,000	72,000
Total Budget	<u>\$ 308,000</u>	<u>\$ 250,000</u>	<u>\$241,000</u>	<u>\$258,000</u>	<u>\$ 272,000</u>

## Monthly Report

Attached is the monthly report for September of 2013.

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	6,639,567	3,377,484	3,262,083	50.87	50.15
Licenses & Permits	314,050	388,312	-74,262	123.65	134.65
Intergovernmental	185,622	176,846	8,776	95.27	97.70
Charges for Services	1,284,970	442,118	842,852	34.41	93.66
Fines & Forfeits	62,500	18,260	44,240	29.22	41.44
Interest Earnings	45,000		45,000		
Miscellaneous	24,040	20,929	3,111	87.06	107.15
<b>TOTAL REVENUES</b>	<b>8,555,749</b>	<b>4,423,949</b>	<b>4,131,800</b>	<b>51.71</b>	<b>60.23</b>
<b>EXPENDITURES</b>					
General Government					
Administration	549,989	408,373	141,616	74.25	72.06
Communications	195,504	149,688	45,816	76.57	57.19
Council & commiss	146,343	118,674	27,669	81.09	84.37
Elections	3,300	3,073	227	93.11	32.14
Finance/accounting	558,561	401,233	157,328	71.83	72.51
Human Resources	258,301	168,087	90,214	65.07	63.77
Information systems	327,064	224,809	102,255	68.74	70.53
Legal	95,000	73,718	21,282	77.60	61.19
<b>Total General Government</b>	<b>2,134,062</b>	<b>1,547,656</b>	<b>586,406</b>	<b>72.52</b>	<b>69.49</b>
Public Safety					
Emergency services	7,618	3,201	4,417	42.02	62.16
Fire	947,610	947,243	367	99.96	100.75
Police	1,927,465	1,365,194	562,271	70.83	71.98
<b>Total Public Safety</b>	<b>2,882,693</b>	<b>2,315,638</b>	<b>567,055</b>	<b>80.33</b>	<b>80.99</b>
Public Works					
Forestry/nursery	115,096	70,303	44,793	61.08	83.10
Pub Works Adm/Engin	453,274	325,106	128,168	71.72	71.33
Streets	791,653	562,014	229,639	70.99	76.76
Trail mgmt	115,797	85,679	30,118	73.99	79.76
<b>Total Public Works</b>	<b>1,475,820</b>	<b>1,043,102</b>	<b>432,718</b>	<b>70.68</b>	<b>75.68</b>
Parks and Recreation					
Municipal buildings	130,035	120,708	9,327	92.83	93.60
Park Maintenance	1,139,696	860,301	279,395	75.49	80.81
Park/Recreation Adm	341,562	255,444	86,118	74.79	71.67
<b>Total Parks and Recreation</b>	<b>1,611,293</b>	<b>1,236,453</b>	<b>374,840</b>	<b>76.74</b>	<b>79.84</b>
Community Develop					
Building Inspection	155,874	130,712	25,162	83.86	85.95
Planning/zoning adm	402,507	275,045	127,462	68.33	63.75
<b>Total Community Develop</b>	<b>558,381</b>	<b>405,758</b>	<b>152,623</b>	<b>72.67</b>	<b>70.04</b>

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,662,249	6,548,607	2,113,642	75.60	76.30
OTHER					
Transfers In	519,000	86,250	432,750	16.62	94.23
Transfers Out	-412,500	-183,997	-228,503	44.61	85.77
TOTAL OTHER	106,500	-97,747	204,247	-91.78	136.53
Net change in fund equity		-2,222,405	2,679,411		
Fund equity, beginning		4,136,008			
Fund equity, ending		1,913,603			
Less invested in capital assets					
Net available fund equity		1,913,603			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	67,000	60,479	6,521	90.27	86.47
Charges for Services	480,980	239,921	241,059	49.88	51.48
TOTAL REVENUES	547,980	300,400	247,580	54.82	56.12
EXPENDITURES					
Public Works					
Recycling	504,166	286,001	218,165	56.73	68.23
Total Public Works	504,166	286,001	218,165	56.73	68.23
TOTAL EXPENDITURES	504,166	286,001	218,165	56.73	68.23
Net change in fund equity	43,814	14,399	29,415		
Fund equity, beginning		162,182			
Fund equity, ending		176,581			
Less invested in capital assets					
Net available fund equity		176,581			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	5,632	1,868	75.09	75.89
Interest Earnings	600		600		
<b>TOTAL REVENUES</b>	<b>8,100</b>	<b>5,632</b>	<b>2,468</b>	<b>69.53</b>	<b>70.27</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	8,000	1,395	6,605	17.44	105.19
<b>Total Miscellaneous</b>	<b>8,000</b>	<b>1,395</b>	<b>6,605</b>	<b>17.44</b>	<b>105.19</b>
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>	<b>1,395</b>	<b>6,605</b>	<b>17.44</b>	<b>105.19</b>
Net change in fund equity	100	4,237	-4,137		
Fund equity, beginning		39,604			
Fund equity, ending		43,841			
Less invested in capital assets					
Net available fund equity		43,841			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,323,755	1,734,678	589,077	74.65	72.57
Interest Earnings	9,000		9,000		
Miscellaneous		143	-143		
<b>TOTAL REVENUES</b>	<b>2,332,755</b>	<b>1,734,821</b>	<b>597,934</b>	<b>74.37</b>	<b>72.32</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,561,724	1,857,294	704,430	72.50	71.11
<b>Total Parks and Recreation</b>	<b>2,561,724</b>	<b>1,857,294</b>	<b>704,430</b>	<b>72.50</b>	<b>71.11</b>
<b>TOTAL EXPENDITURES</b>	<b>2,561,724</b>	<b>1,857,294</b>	<b>704,430</b>	<b>72.50</b>	<b>71.11</b>
<b>OTHER</b>					
Transfers In	312,000	234,000	78,000	75.00	75.00
<b>TOTAL OTHER</b>	<b>312,000</b>	<b>234,000</b>	<b>78,000</b>	<b>75.00</b>	<b>75.00</b>
Net change in fund equity	83,031	111,527	-28,496		
Fund equity, beginning		989,336			
Fund equity, ending		1,100,863			
Less invested in capital assets					
Net available fund equity		1,100,863			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,400,926	1,203,279	197,647	85.89	89.63
Interest Earnings	4,800		4,800		
Miscellaneous		101	-101		
<b>TOTAL REVENUES</b>	<b>1,405,726</b>	<b>1,203,380</b>	<b>202,346</b>	<b>85.61</b>	<b>89.34</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	109,874	82,483	27,391	75.07	81.11
Aquatics	131,212	104,430	26,782	79.59	83.43
Community programs	100,183	110,539	-10,356	110.34	83.56
Drop-in Child Care	68,196	45,989	22,207	67.44	65.81
Fitness Programs	201,306	130,742	70,564	64.95	72.13
Park/Recreation Adm	344,288	230,473	113,815	66.94	68.40
Preschool Programs	74,516	52,962	21,554	71.07	73.32
Summer Discovery	196,598	210,740	-14,142	107.19	104.85
Youth/Teen	70,949	32,081	38,868	45.22	68.13
<b>Total Parks and Recreation</b>	<b>1,297,122</b>	<b>1,000,438</b>	<b>296,684</b>	<b>77.13</b>	<b>77.90</b>
<b>TOTAL EXPENDITURES</b>	<b>1,297,122</b>	<b>1,000,438</b>	<b>296,684</b>	<b>77.13</b>	<b>77.90</b>
<b>OTHER</b>					
Transfers In	70,000		70,000		100.00
Transfers Out	-80,000	-60,003	-19,997	75.00	75.00
<b>TOTAL OTHER</b>	<b>-10,000</b>	<b>-60,003</b>	<b>50,003</b>	<b>600.03</b>	<b>-87.50</b>
Net change in fund equity	98,604	142,939	-4,341		
Fund equity, beginning		648,640			
Fund equity, ending		791,579			
Less invested in capital assets					
Net available fund equity		791,579			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	288,400	154,306	134,094	53.50	52.87
Interest Earnings	1,800		1,800		
Miscellaneous	1,200	799	401	66.56	75.00
<b>TOTAL REVENUES</b>	<b>291,400</b>	<b>155,105</b>	<b>136,295</b>	<b>53.23</b>	<b>52.62</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	153,398	95,803	57,595	62.45	85.72
<b>Total General Government</b>	<b>153,398</b>	<b>95,803</b>	<b>57,595</b>	<b>62.45</b>	<b>85.72</b>
Capital Outlay					
Cable television		122,422	-122,422		
<b>Total Capital Outlay</b>		<b>122,422</b>	<b>-122,422</b>		
<b>TOTAL EXPENDITURES</b>	<b>153,398</b>	<b>218,225</b>	<b>-64,827</b>	<b>142.26</b>	<b>85.72</b>
<b>OTHER</b>					
Transfers Out	-116,920	-86,250	-30,670	73.77	68.27
<b>TOTAL OTHER</b>	<b>-116,920</b>	<b>-86,250</b>	<b>-30,670</b>	<b>73.77</b>	<b>68.27</b>
Net change in fund equity	21,082	-149,370	231,792		
Fund equity, beginning		250,625			
Fund equity, ending		101,255			
Less invested in capital assets					
Net available fund equity		101,255			

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

	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	35,030	17,518	66.66	68.68
Total Community Develop	52,547	35,030	17,518	66.66	68.68
TOTAL EXPENDITURES	52,547	35,030	17,518	66.66	68.68
Net change in fund equity	7,453	-4,616	12,069		
Fund equity, beginning		190,484			
Fund equity, ending		185,868			
Less invested in capital assets					
Net available fund equity		185,868			

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

	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	43,629	26,178	62.50	66.39
Total Community Develop	69,807	43,629	26,178	62.50	66.39
TOTAL EXPENDITURES	69,807	43,629	26,178	62.50	66.39
Net change in fund equity	5,193	-5,605	10,798		
Fund equity, beginning		62,170			
Fund equity, ending		56,565			
Less invested in capital assets					
Net available fund equity		56,565			

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
<b>REVENUES</b>					
Interest Earnings	2,400		2,400		
Miscellaneous	30,000	979	29,021	3.26	39.98
<b>TOTAL REVENUES</b>	<b>32,400</b>	<b>979</b>	<b>31,421</b>	<b>3.02</b>	<b>36.01</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	13,424	18,576	41.95	89.55
Total Miscellaneous	32,000	13,424	18,576	41.95	89.55
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>13,424</b>	<b>18,576</b>	<b>41.95</b>	<b>89.55</b>
Net change in fund equity	400	-12,444	12,844		
Fund equity, beginning		222,283			
Fund equity, ending		209,839			
Less invested in capital assets					
Net available fund equity		209,839			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	23,000	25,398	-2,398	110.42	107.82
Miscellaneous	25,000	34,190	-9,190	136.76	155.59
<b>TOTAL REVENUES</b>	<b>48,000</b>	<b>59,587</b>	<b>-11,587</b>	<b>124.14</b>	<b>133.23</b>
<b>EXPENDITURES</b>					
General Government					
Slice of Shoreview	58,200	64,947	-6,747	111.59	108.18
Total General Government	58,200	64,947	-6,747	111.59	108.18
<b>TOTAL EXPENDITURES</b>	<b>58,200</b>	<b>64,947</b>	<b>-6,747</b>	<b>111.59</b>	<b>108.18</b>
<b>OTHER</b>					
Transfers In	10,000	10,000		100.00	100.00
<b>TOTAL OTHER</b>	<b>10,000</b>	<b>10,000</b>		<b>100.00</b>	<b>100.00</b>
Net change in fund equity	-200	4,641	-4,841		
Fund equity, beginning		62,110			
Fund equity, ending		66,751			
Less invested in capital assets					
Net available fund equity		66,751			

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
<b>REVENUES</b>					
Special Assessments		544	-544		
Intergovernmental	12,940	12,489	451	96.51	100.56
Utility Charges	2,584,000	1,668,924	915,076	64.59	74.60
Late fees		29,765	-29,765		
Water meters	3,000	9,925	-6,925	330.82	232.06
Other prop charges	4,000	10,018	-6,018	250.46	498.89
Interest Earnings	35,000		35,000		
<b>TOTAL REVENUES</b>	<b>2,638,940</b>	<b>1,731,666</b>	<b>907,274</b>	<b>65.62</b>	<b>74.78</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,569,417	908,979	660,438	57.92	77.19
<b>Total Proprietary</b>	<b>1,569,417</b>	<b>908,979</b>	<b>660,438</b>	<b>57.92</b>	<b>77.19</b>
<b>TOTAL EXPENDITURES</b>	<b>1,569,417</b>	<b>908,979</b>	<b>660,438</b>	<b>57.92</b>	<b>77.19</b>
<b>OTHER</b>					
Depreciation	-630,000	-472,500	-157,500	75.00	75.00
Transfers Out	-262,500		-262,500		100.00
GO Revenue Bonds	-171,435	-199,437	28,002	116.33	102.86
<b>TOTAL OTHER</b>	<b>-1,063,935</b>	<b>-671,937</b>	<b>-391,998</b>	<b>63.16</b>	<b>85.56</b>
Net change in fund equity	5,588	150,750	638,835		
Fund equity, beginning		12,997,602			
Fund equity, ending		13,148,352			
Less invested in capital assets		9,427,325			
Net available fund equity		3,721,027			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		560	-560		
Intergovernmental	10,310	9,952	358	96.52	100.59
Charges for Services	200	2,800	-2,600	1,400.1	307.45
Utility Charges	3,710,000	2,736,359	973,641	73.76	74.01
Late fees		47,390	-47,390		
Facility/area chgs	4,000	33,671	-29,671	841.78	85.32
Other prop charges	2,500		2,500		294.00
Interest Earnings	25,000		25,000		
<b>TOTAL REVENUES</b>	<b>3,752,010</b>	<b>2,830,733</b>	<b>921,277</b>	<b>75.45</b>	<b>75.21</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,152,625	2,274,343	878,282	72.14	82.58
<b>Total Proprietary</b>	<b>3,152,625</b>	<b>2,274,343</b>	<b>878,282</b>	<b>72.14</b>	<b>82.58</b>
<b>TOTAL EXPENDITURES</b>	<b>3,152,625</b>	<b>2,274,343</b>	<b>878,282</b>	<b>72.14</b>	<b>82.58</b>
<b>OTHER</b>					
Depreciation	-310,000	-232,497	-77,503	75.00	75.00
Transfers Out	-196,500		-196,500		100.00
GO Revenue Bonds	-68,884	-76,829	7,945	111.53	101.36
<b>TOTAL OTHER</b>	<b>-575,384</b>	<b>-309,326</b>	<b>-266,058</b>	<b>53.76</b>	<b>86.80</b>
Net change in fund equity	24,001	247,064	309,053		
Fund equity, beginning		7,441,425			
Fund equity, ending		7,688,489			
Less invested in capital assets		4,725,848			
Net available fund equity		2,962,641			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		112	-112		
Intergovernmental	3,750	3,613	137	96.34	100.57
Utility Charges	1,162,000	860,682	301,318	74.07	73.90
Late fees		13,260	-13,260		
Lake Impr Dist chgs	45,140	29,322	15,818	64.96	49.81
Other prop charges	5,000	5,884	-884	117.67	155.48
Interest Earnings	8,000		8,000		
<b>TOTAL REVENUES</b>	<b>1,223,890</b>	<b>912,873</b>	<b>311,017</b>	<b>74.59</b>	<b>72.82</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	28,836	9,213	19,623	31.95	31.17
Surface Water Oper	685,590	422,691	262,899	61.65	76.51
<b>Total Proprietary</b>	<b>714,426</b>	<b>431,903</b>	<b>282,523</b>	<b>60.45</b>	<b>74.52</b>
<b>TOTAL EXPENDITURES</b>	<b>714,426</b>	<b>431,903</b>	<b>282,523</b>	<b>60.45</b>	<b>74.52</b>
<b>OTHER</b>					
Depreciation	-223,000	-167,247	-55,753	75.00	75.00
Transfers Out	-126,900		-126,900		100.00
GO Revenue Bonds	-75,594	-92,130	16,536	121.88	100.91
<b>TOTAL OTHER</b>	<b>-425,494</b>	<b>-259,377</b>	<b>-166,117</b>	<b>60.96</b>	<b>86.92</b>
Net change in fund equity	83,970	221,592	194,611		
Fund equity, beginning		7,514,553			
Fund equity, ending		7,736,145			
Less invested in capital assets		6,135,855			
Net available fund equity		1,600,290			

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

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
<b>REVENUES</b>					
Special Assessments		51	-51		
Utility Charges	474,000	349,667	124,333	73.77	73.74
Late fees		6,088	-6,088		
Interest Earnings	2,700		2,700		
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>477,200</b>	<b>355,806</b>	<b>121,394</b>	<b>74.56</b>	<b>74.45</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	268,571	141,650	126,921	52.74	68.87
<b>Total Proprietary</b>	<b>268,571</b>	<b>141,650</b>	<b>126,921</b>	<b>52.74</b>	<b>68.87</b>
Capital Outlay					
Street lighting		16,114	-16,114		
<b>Total Capital Outlay</b>		<b>16,114</b>	<b>-16,114</b>		
Capital Outlay					
Capital Projects		2,915	-2,915		
<b>Total Capital Outlay</b>		<b>2,915</b>	<b>-2,915</b>		
<b>TOTAL EXPENDITURES</b>	<b>268,571</b>	<b>160,679</b>	<b>107,892</b>	<b>59.83</b>	<b>90.03</b>
<b>OTHER</b>					
Depreciation	-48,000	-36,000	-12,000	75.00	74.99
Transfers Out	-19,000		-19,000		100.00
<b>TOTAL OTHER</b>	<b>-67,000</b>	<b>-36,000</b>	<b>-31,000</b>	<b>53.73</b>	<b>82.01</b>
Net change in fund equity	141,629	159,128	44,501		
Fund equity, beginning		941,636			
Fund equity, ending		1,100,764			
Less invested in capital assets		432,561			
Net available fund equity		668,203			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
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	100.06
Interest Earnings	10,000		10,000		
<b>TOTAL REVENUES</b>	<b>1,433,550</b>	<b>1,328,197</b>	<b>105,353</b>	<b>92.65</b>	<b>89.12</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	593,566	406,104	187,462	68.42	68.68
Total Proprietary	593,566	406,104	187,462	68.42	68.68
Capital Outlay					
Central Garage Oper		510,778	-510,778		
Total Capital Outlay		510,778	-510,778		
<b>TOTAL EXPENDITURES</b>	<b>593,566</b>	<b>916,882</b>	<b>-323,316</b>	<b>154.47</b>	<b>120.79</b>
<b>OTHER</b>					
Sale of Asset	41,000	36,615	4,385	89.30	27.14
Transfers In	200,900		200,900		100.00
Depreciation	-696,000	-522,000	-174,000	75.00	75.00
GO CIP Bonds	-243,128	-244,914	1,786	100.73	100.20
<b>TOTAL OTHER</b>	<b>-697,228</b>	<b>-730,299</b>	<b>33,071</b>	<b>104.74</b>	<b>78.71</b>
Net change in fund equity	142,756	-318,984	806,168		
Fund equity, beginning		3,963,821			
Fund equity, ending		3,644,837			
Less invested in capital assets		3,228,575			
Net available fund equity		416,262			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 09-30-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<b>CERTIFICATE DEPOSIT</b>							
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
1,208	Morgan Stanley Smith Barney LLC	CD	546	09-06-13	03-06-15	249,000.00	.700000
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
1,169	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: 21						4,955,000.00	

**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	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 9						4,684,375.00	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 09-30-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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FEDERAL NATL MTG							
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1,158	Dain Rauscher Investment Services	FN	5,478	06-28-12	06-28-2027	600,000.00	3.664700
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,173	Dain Rauscher Investment Services	FN	5,478	07-30-12	07-30-2027	600,000.00	3.498100
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,207	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	
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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
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.745000

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 09-30-13

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
Total Number Of Investments: 8					2,930,934.45	
Sub-Total Of Investments:					19,223,927.20	
		2013B Refunding Escrow			13,734.80	
		2013B Refunding Escrow			2,966,098.20	
		4M Municipal Money Mkt Fund			2,880,078.45	
		2011 COP Debt Service Reserve			8,440.27	
		GMHC Savings Acct USBank			173,195.11	
		Western Asset Govt MM Fund			101,093.81	
GRAND TOTAL OF CASH & INVESTMENTS:					25,366,567.84	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: OCTOBER 17, 2013  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **ADMINISTRATIVE ACTIVITIES**

The City's Fall Cleanup Day event was held October 5th, and it was one of the City's most successful events to date despite the cold weather and rain. 699 vehicles used the service, 526 from Shoreview and 173 from Arden Hills. 10 additional vehicles came through the line to drop off hazardous waste from Ramsey County who were not Shoreview or Arden Hills residents. The specific tonnage reports are not yet available from the hauler, but the donations truck was filled to the brim. It's also worth noting that fall cleanup days are typically less well attended than the spring, but this year was our highest attendance yet. Staff used the event as an opportunity to educate residents about raking up leaves (on a handout) which will count as education and outreach for the City's Municipal Separate Storm Sewer System (MS4) stormwater permit requirements.

Staff is working on completing the permit re-authorization for our National Pollution Discharge Elimination System (NPDES) Surface Water Pollution Prevention Plan (SWPPP) application which is due in December. The Minnesota Pollution Control Agency (MPCA) requires a permit re-authorization of the City's SWPPP that was submitted in back in June 2006. All MS4s must re-apply for permit coverage as there is a new, updated permit.

MS4s are required to develop and implement a SWPPP to reduce the discharge of pollutants from their storm sewer system to the maximum extent practicable. The SWPPP must cover six minimum control measures. The MS4 must identify best management practices (BMPs) and measurable goals associated with each minimum control measure. An annual report on the implementation of the SWPPP must be submitted each year. Typically staff presents this annual report to the City Council in June.

Some of the actions in the BMPs have rigid requirements determined by the MPCA, while other actions are more general in nature and have guidelines as opposed to strict requirements. Below is a list of the MCMs the City must comply with in order to receive the extended permit coverage:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Controls
- Post-construction Stormwater Management for New Development and Redevelopment
- Pollution Prevention/Good Housekeeping for Municipal Operations

The permit application will be reviewed by the MPCA upon submittal. Then the MPCA will provide public notice and opportunity for public comment and hearing on our proposed SWPPP. Information on the public notice process is available at the MPCA Web page, and the City Council will continuously be updated. The new, updated permit contains many revisions and additional requirements which need to be completed within 12 months of the extended permit coverage.

Forestry inspections continue for diseased trees throughout the City - specifically oak wilt. Staff works with property owners and neighboring properties to minimize the spread. The DOC crew removed several trees for the forestry department from public right of ways which were dead.

### **MAINTENANCE ACTIVITIES**

Utility crews continue to go out each day and inspect and perform routine maintenance and repairs at all the wells and lift stations. Water samples are collected daily and analyzed according to MDH requirements. They have daily meter appointments and utility locate requests they respond to. In the month of September crews responded to 685 location requests generated by Gopher State One Call.

Crews continue to participate in City projects with inspections, water shut offs and collecting sample from new water mains. There was one water main break that was repaired at 771 Gramsie Rd. They began flushing the water system on September 23<sup>rd</sup> and should complete the flushing operations by October 18<sup>th</sup>.

Street crews have removed winter equipment from storage and are preparing plows, wings, salt spreaders and blowers for the fast approaching snow season. They are inspecting and calibrating salt distributing equipment. They cleaned in and around the salt shed and made room for material storage. Salt and calcium chloride for de-icing and anti-icing operations will be restocked and ready for winter.

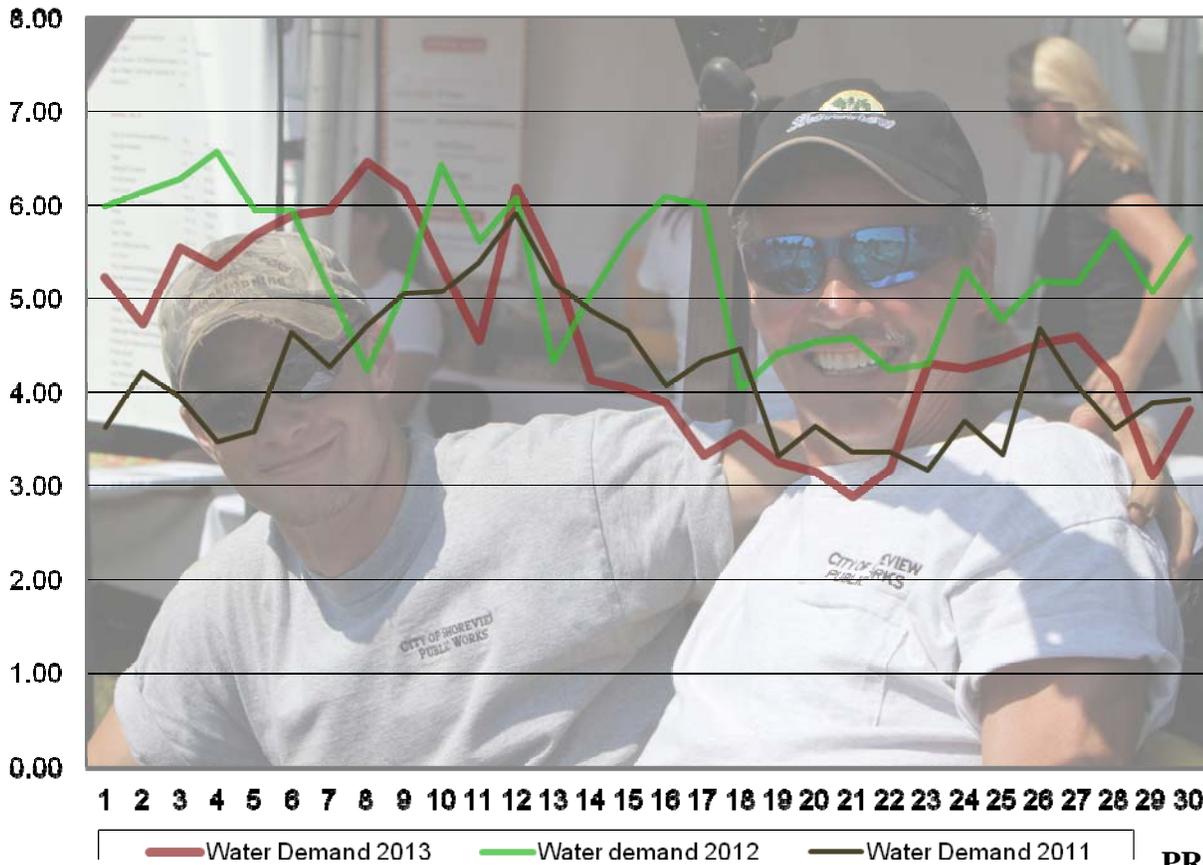
Crews have been patching water main break repairs and spot patching as needed. They are also patching around high manholes and gate valves before the snow plowing season. Street crew are crack sealing streets scheduled for sealcoating next summer. The street sweeper continues to go out daily as the weather permits. The crew also continues to mow along boulevards and mow maintenance strips along trails as needed.

All of the utility division maintenance staff along with supervisors and management attended a day and a half training course on the new Redzone sanitary sewer asset management program. Tim Paulno attended a two day course on utility locating. All public works maintenance staff attended the fall equipment expo.

**Department of Corrections Crew** – The DOC crew begins each day by cleaning the maintenance center lunchroom, bathrooms, offices and other common areas. They have been removing trees and brush as assigned. They have spent a lot of time working in parks. They have also been cleaning and removing dead vegetation from around storm water ponds.

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

### Historic Water Demand for September



**PROJECT**

### **UPDATES**

**Owasso Street Re-alignment, Project 09-12** – The first layer of asphalt has been paved. Final paving and re-opening of the intersection has been delayed because of supply shortage. As soon as supplies become available, the project will move forward.

**Water System Improvements – Westin Woods Booster Station, Project 12-02** - The booster station equipment has been installed. The electrician is completing the power cabinet install and should be ready for inspection and then to be connected to power by XCEL. Restoration will be completed very soon. 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** – Red Fox Road is paved and almost complete, the only thing left is the placement of the new traffic signs. The work on Lexington Avenue and around the pond has been slowed by the rain. The contractor expects all work to be complete by November 1. Staff has been providing weekly construction updates to the business located along Red Fox Road.

**County Road D Reconstruction, Project 13-01A** – The base course has been paved between Richmond Ave. and Victoria St. The contractor is working on the roadway subcut between Richmond Ave. and Lexington Ave. Curb is scheduled for the week of October 21<sup>st</sup> followed by the base course.

**Cottage Place Reconstruction, Project 13-01B** – The roadway patch has been delayed, it is expected that the contractor will replace the curb when they install the curb on County Road D and pave Cottage Place when they pave County Road D. It is expected to complete the work by November 1.

**2013 Street Rehabilitation and Gaston, Grove, St. Albans Water Main Extension, Projects 13-02 & 13-03** – All paving has been completed. Remaining items include striping on the State-Aid streets, Wilson Park and McCullough Park striping and minor punch list items.

**2013 Street Light Replacement, Project 13-05** - The project is divided into three areas. The first area, Glen Paul Court and the second area, Churchill/Robinhood/Mercury area have been completed and restored. All lights are working. The third area, Evergreen/Bucher/David and Lametti have the lights installed and restoration is completed. We are waiting for XCEL to power up our electrical feed points.

**Water Treatment Plant – Preliminary Design Report** – City staff has completed the selection process for an engineering consultant that would prepare the preliminary design report for the City’s water treatment plant. Public Works staff carefully reviewed the qualifications of a number of local firms, and interviewed the top 3 as scored by personnel in management as well as operational roles in the department. City staff will present a report and a recommendation at a City Council meeting in November. The process of preliminary/final design and construction is still on schedule for having a water treatment plant on-line in 2016 as anticipated by the City’s Capital Improvement Program.

**RedZone, Sanitary Sewer Inventory and Asset Management** - Redzone Robotics began televising sanitary sewer lines in May of this year and have collected information on nearly 600,000 feet of sewer lines. The collection/televising process is approximately  $\frac{3}{4}$  of the way complete. The recording of this information is about  $\frac{1}{2}$  complete. City staff was trained on the new program and spent time reviewing some of the inventory already collected and recorded. The data collection and line inventory is on schedule and should be completed later this fall.

**Charley Lake Preserve Development (North Oaks)** –The connection to Shoreview’s municipal water system was completed last month as site grading and building demolition work continues. There has been some investigation by the developer, Pemtom, into developing the adjacent 15 acre property to the north as an extension of the Charley Lake Preserve development. They are examining the feasibility of requesting an extension of Shoreview’s municipal water supply to the north to accommodate the construction of 12 additional homes. There would need to be a modification or amendment to the Joint Powers Agreement between the two cities to accomplish that; staff will report to the City Council in the future if that concept proceeds.

REGULAR COUNCIL MEETING  
October 21, 2013

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: OCTOBER 17, 2013**

**SUBJECT: PARK AND RECREATION MONTHLY REPORT**

### **DEPARTMENT ACTIVITY**

The Bucher Park renovation project is now essentially complete. The new playground has been completed and has been heavily used for the past few weeks. The new picnic shelters have been installed and the electrical service for the lights and outlets is finally complete. All of the landscaping has been installed and disturbed areas were either sodded or seeded. The irrigation system was expanded significantly in the park to insure that new landscaping and turf areas are covered. The athletic turf seed on the three youth soccer fields has taken hold and the maintenance crews have fertilized this area to stimulate further growth. We are hopeful that we will be able to accommodate soccer play on the field by late spring next year.

The parks maintenance crews are now preparing for the winter season. During the next month, they will be preparing the warming houses and skating areas for the upcoming skating season (mid-December – mid-February), performing final fall clean up and turf maintenance in the parks, and hanging holiday lights at the Community Center.

### **COMMUNITY CENTER**

There was an increase in daily visitors and member usage this September compared to last year. This is primarily due to this year's annual pool shut down being limited to a two week period compared to last year's three week shut down. Daily admission revenue increased 60% compared to last year. This year's annual pool shut down projects consisted of waterslide repair, locker room maintenance, waterslide stair repair, major electrical updates, and general annual maintenance. There were still some pool groups and playground groups scheduled in the Tropics Waterpark and Tropical Adventure Indoor Playground during September. A new punch card has been very popular at the Tropics Waterpark. This punch card allows swimming lesson participants to enjoy open swim before and after their swimming lesson for a discounted daily admission. Parents with multiple children registered for swimming lessons appreciate this new option so their children can swim while their brothers and sisters are participating in swim class. There have been 45 punch cards sold during the fall swimming lesson registration.

The fitness center remained active with fitness enthusiasts getting in their daily workout routine. Three new LifeFitness treadmills were purchased and are being well utilized by guests and members. These treadmills were the most popular piece of cardio equipment during

September logging an average of five hours a day. The annual personal training special was well received with a total of 324 personal training sessions being sold in a two week period with revenue over \$14,000. Group fitness class registration hit a new record with nearly 1200 participants registered for 84 group fitness classes this fall. This is almost a 10% increase compared to last year's fall session. Staff continues to investigate and implement popular trends in the fitness industry and evaluate the group fitness class schedule.

Membership revenue decreased slightly this month compared to September 2012. The primary reason for this decline is a decrease in non-Shoreview resident memberships being sold. Resident membership sales remain favorable, seasonal memberships and youth memberships have increased this year compared to last year with more high school and college students are frequenting the fitness center. Senior memberships have had the most significant increase and the senior fit classes are very popular with almost all 10 classes being full. Staff is investigating different marketing efforts to promote the Community Center as an affordable state of the art facility to surrounding communities.

Rental revenue is continuing its upward trend. The rental team booked significantly more rental reservations compared to last September. The majority of this increase is in birthday parties booked compared to last year. Staff continues to investigate birthday parties at different facilities and update current packages, amenities, and prices. Since the completion of the Summer Discovery program, there have been many corporate events scheduled and hosted in the Richard Wedell Banquet Room and meeting rooms. There was a 20% increase in receptions hosted at the Shoreview Community Center this September compared to last year. The audio visual equipment in the Richard Wedell Room will be replaced this December. This will make the amenities in that banquet space very equivalent to the Shoreview Room.

### **RECREATION PROGRAMS**

Fall recreation programs have been popular with almost 2900 participants. Fitness classes lead the way with more than 1160 participants followed by aquatics with 736 people enrolled in classes. We will continue to take registrations until classes are full so we expect participation numbers to increase slightly.

The fall tumbling session is underway with about 60 participants registered and almost all the classes at full capacity. The Toddler and Parent classes continue to be the most popular with 25 of our participants enrolled in those classes.

The Kids Garage Sale & Touch a Truck event were held in spite of the weather. Even the pouring rain didn't stop those who wanted to come out and check out the trucks and other vehicles at the Touch a Truck event. It was bitterly cold and raining at times so the attendance was extremely low but those that came enjoyed walking around!

The 500 tournament was held mid September with 68 players. Players from our own Shoreview Monday card club played as well as many players that have played the tournament in the past from other sites. Cash prizes were given away to the top three places.

Halloween Hoopla will be Saturday October 19th and held at Turtle Lake Elementary. It's held in collaboration with the City of Arden Hills and usually draws over 100 kids. We are excited about the addition of an inflatable this year. Also included in this event is a full carnival, snacks, craft, magician and more!

### **PARKS MAINTENANCE CREW**

It was another busy month for the crew. The crew still mows all irrigated turf areas at least once a week. Non-irrigated turf areas are mowed every other week. Even with a small crew, they were able to oversee all athletic fields. The crew overseeded some bare spots and applied starter fertilizer to the soccer fields at Bucher Park. The fields are coming along nicely now. We are in the process of aerating all irrigated turf areas. Once that is complete, we will do our fall fertilizing. Black dirt and seed was put around the playground at Commons. The crew also removed the old sand volleyball court by the tennis courts. This court has been under utilized since the new court was installed by the pavilion. It was filled with black dirt and seeded. The crew finished repairs of Highway 96 irrigation and has started winterizing all the irrigation systems. We'll also be turning off all drinking fountains.

The last of the fall softball and baseball leagues have now been completed. The crew is trying to finish some project to remove weeds and trim back the sod along edges of warning tracks and infields. The crew continues to mow and paint lines on the fall soccer fields. The two large ones are still in use until the end of the month.

Now that the weather is turning colder, the crew has started to maintain the insides of the park buildings. The insides of the doors and window trim are being touched up. A contractor will be going through checking and cleaning furnaces. A contractor did some roof repairs at Shamrock picnic shelter and Sitzer park building. Parking lot lights were repaired at the Community Center, Bucher and McCullough Parks. Building lights were repaired at Bucher Park. The crew painted the wooden signs for Viola Field and Ponds Park.

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. The trash in the dog walk areas in our hockey rinks are also picked up when regular trash and recycling is done in the parks. The restrooms are being cleaned at the pavilion before and after each rental. The crew continues to set up and take down the Farmers Market each week.

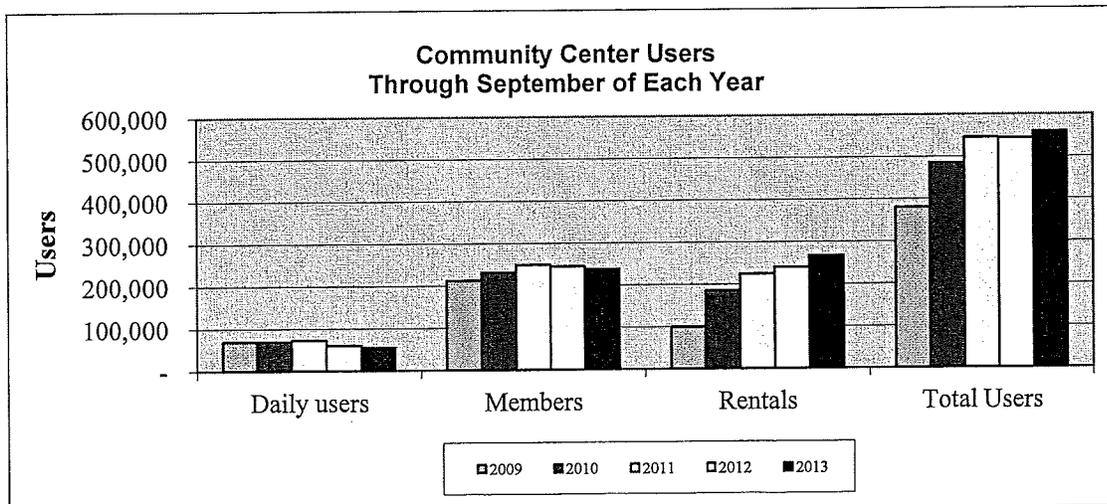
## **COMMUNITY CENTER CREW**

The crew was busy with carpet cleaning this past month. The carpet in the Park & Rec lobby along with the hallway by the Community Room kitchen, the wave lobby, elevator and playroom were all cleaned. The crew sanded down and refinished the wood dance floor in the Shoreview Room. They also put up new hangers and curtains in the women's shower room and added a third shower curtain. The work order list keeps growing at a record pace. We are only 125-work orders short of where we were at the end of December of 2012. The work orders have slowed some, but we may be close to 4000 work orders for this year.

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

	2009	2010	2011	2012	2013
<b>Number of Users:</b>					
Daily users	69,634	68,952	72,433	59,390	54,565
Members	211,914	231,256	248,719	245,155	237,852
Rentals	99,374	184,716	224,275	239,442	267,003
<b>Total Users</b>	<b>380,922</b>	<b>484,924</b>	<b>545,427</b>	<b>543,987</b>	<b>559,420</b>
<b>Revenue:</b>					
Admissions	\$ 427,502	\$ 409,222	\$ 463,861	\$ 435,760	\$ 458,502
Memberships-annual	452,472	574,938	636,945	667,336	675,923
Memberships-seasonal	81,995	71,203	71,408	67,372	63,790
Room rentals	158,207	174,538	194,826	191,294	232,194
Wave Café	124,625	137,532	155,201	144,616	164,076
Commissions	5,574	8,051	10,164	11,005	8,655
Locker/vending/video	22,880	20,387	20,364	18,116	16,872
Merchandise	7,645	8,438	11,394	11,748	11,843
Other miscellaneous	545	941	988	179	(31)
Building charge	94,000	93,000	97,000	100,000	103,000
Transfers in	230,400	232,506	222,750	225,000	234,000
<b>Total Revenue</b>	<b>1,605,845</b>	<b>1,730,756</b>	<b>1,884,901</b>	<b>1,872,426</b>	<b>1,968,824</b>
<b>Expenditures:</b>					
Personal services	927,267	945,874	963,293	1,006,022	1,050,148
Supplies	273,588	283,171	315,599	318,611	354,372
Contractual	354,514	358,620	400,383	414,827	452,776
Other	-	-	-	5,727	-
<b>Total Expenditures</b>	<b>1,555,369</b>	<b>1,587,665</b>	<b>1,679,275</b>	<b>1,745,187</b>	<b>1,857,296</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 50,476</b>	<b>\$ 143,091</b>	<b>\$ 205,626</b>	<b>\$ 127,239</b>	<b>\$ 111,528</b>

\*



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

**Community Center Monthly Activity  
For the Year 2013**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	-	-	-	54,565
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	-	-	-	237,852
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	-	-	-	267,003
<b>Total Users</b>	<b>54,559</b>	<b>49,185</b>	<b>60,580</b>	<b>53,877</b>	<b>48,164</b>	<b>85,038</b>	<b>84,255</b>	<b>79,725</b>	<b>44,037</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>559,420</b>
<b>Revenue:</b>													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ -	\$ -	\$ -	418,091
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	-	-	-	40,411
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	-	-	-	739,713
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,022	22,878	-	-	-	232,194
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	-	-	-	164,076
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	-	-	-	8,655
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	-	-	-	16,872
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	-	-	-	11,843
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	-	-	-	(31)
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	-	-	-	234,000
<b>Total Revenue</b>	<b>256,960</b>	<b>213,646</b>	<b>283,180</b>	<b>213,610</b>	<b>176,653</b>	<b>295,164</b>	<b>178,377</b>	<b>191,896</b>	<b>159,338</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,968,824</b>
<b>Expenditures:</b>													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	-	-	-	1,050,148
Supplies	16,571	51,430	46,426	62,649	39,856	33,562	31,462	39,800	32,616	-	-	-	354,372
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	-	-	-	452,776
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>105,372</b>	<b>216,031</b>	<b>198,160</b>	<b>237,582</b>	<b>265,666</b>	<b>203,635</b>	<b>208,739</b>	<b>229,772</b>	<b>192,339</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,857,296</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 151,588</b>	<b>\$ (2,385)</b>	<b>\$ 85,020</b>	<b>\$ (23,972)</b>	<b>\$ (89,013)</b>	<b>\$ 91,529</b>	<b>\$ (30,362)</b>	<b>\$ (37,876)</b>	<b>\$ (33,001)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 111,528</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 151,588</b>	<b>\$ 149,203</b>	<b>\$ 234,223</b>	<b>\$ 210,251</b>	<b>\$ 121,238</b>	<b>\$ 212,767</b>	<b>\$ 182,405</b>	<b>\$ 144,529</b>	<b>\$ 111,528</b>	<b>\$ 111,528</b>	<b>\$ 111,528</b>	<b>\$ 111,528</b>	<b>\$ 111,528</b>

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,757	9,853	10,137	6,003	4,801	4,914	6,289	6,089	2,547	4,594	5,805	6,732	76,521
Members	34,702	31,137	29,693	27,472	25,620	25,094	26,585	24,860	19,992	25,021	27,312	26,728	324,216
Rentals	16,398	16,066	14,860	17,120	15,041	37,529	35,345	70,550	16,533	16,421	17,160	18,856	291,879
<b>Total Users</b>	<b>59,857</b>	<b>57,056</b>	<b>54,690</b>	<b>50,595</b>	<b>45,462</b>	<b>67,537</b>	<b>68,219</b>	<b>101,499</b>	<b>39,072</b>	<b>46,036</b>	<b>50,277</b>	<b>52,316</b>	<b>692,616</b>
<b>Revenue:</b>													
Admissions	\$ 55,671	\$ 45,702	\$ 67,428	\$ 40,239	\$ 34,868	\$ 46,024	\$ 51,546	\$ 45,866	\$ 10,568	\$ 25,520	\$ 33,548	\$ 43,987	\$ 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
<b>Total Revenue</b>	<b>256,729</b>	<b>215,648</b>	<b>226,055</b>	<b>177,995</b>	<b>170,218</b>	<b>293,373</b>	<b>186,321</b>	<b>194,320</b>	<b>151,767</b>	<b>191,387</b>	<b>207,537</b>	<b>341,155</b>	<b>2,612,505</b>
<b>Expenditures:</b>													
Personal services	86,352	110,691	109,922	103,825	106,288	160,760	111,336	114,288	102,560	99,313	158,281	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	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>114,061</b>	<b>167,816</b>	<b>240,206</b>	<b>207,590</b>	<b>207,577</b>	<b>231,106</b>	<b>201,807</b>	<b>206,194</b>	<b>168,830</b>	<b>197,419</b>	<b>229,578</b>	<b>279,272</b>	<b>2,451,456</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 142,668</b>	<b>\$ 47,832</b>	<b>\$ (14,151)</b>	<b>\$ (29,595)</b>	<b>\$ (37,359)</b>	<b>\$ 62,267</b>	<b>\$ (15,486)</b>	<b>\$ (11,874)</b>	<b>\$ (17,063)</b>	<b>\$ (6,032)</b>	<b>\$ (22,041)</b>	<b>\$ 61,883</b>	<b>\$ 161,049</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 142,668</b>	<b>\$ 190,500</b>	<b>\$ 176,349</b>	<b>\$ 146,754</b>	<b>\$ 109,395</b>	<b>\$ 171,662</b>	<b>\$ 156,176</b>	<b>\$ 144,302</b>	<b>\$ 127,239</b>	<b>\$ 121,207</b>	<b>\$ 99,166</b>	<b>\$ 161,049</b>	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	9,573	8,554	12,733	7,331	6,293	8,510	9,591	7,473	2,375	2,799	6,874	8,661	90,767
Members	33,665	30,575	34,019	29,225	25,468	24,211	24,352	23,544	23,660	26,968	27,680	29,395	332,762
Rentals	16,013	14,571	17,692	15,947	17,757	40,042	34,573	51,667	16,013	18,620	16,031	15,945	274,871
Total Users	59,251	53,700	64,444	52,503	49,518	72,763	68,516	82,684	42,048	48,387	50,585	54,001	698,400
<b>Revenue:</b>													
Admissions	\$ 54,768	\$ 50,219	\$ 82,024	\$ 37,760	\$ 32,531	\$ 48,104	\$ 57,434	\$ 41,854	\$ 19,315	\$ 26,823	\$ 35,198	\$ 58,481	\$ 544,511
Indoor playground	6,646	4,955	8,340	4,691	3,281	4,545	3,033	2,183	2,178	2,986	4,786	5,031	52,655
Memberships	134,134	82,408	85,134	64,611	61,088	69,882	64,747	69,299	77,050	85,320	115,092	202,422	1,111,187
Room rentals	22,729	19,569	29,892	16,023	24,736	20,859	19,322	18,740	22,956	21,955	10,411	23,107	250,299
Wave Café	20,526	18,871	25,987	17,064	15,650	15,441	16,165	14,920	10,577	13,462	12,687	14,228	195,578
Commissions	-	143	850	-	1,366	698	2,561	1,153	3,393	2,395	1,944	-	14,503
Locker/vending/video	(1,194)	3,591	2,745	3,128	2,566	3,560	3,243	883	1,842	2,649	1,596	4,997	29,606
Merchandise	1,006	1,018	1,492	1,340	948	1,826	1,546	1,204	1,014	819	879	632	13,724
Other miscellaneous	(80)	75	27	32	757	39	83	50	5	143	65	127	1,323
Building charge	-	-	-	-	-	97,000	-	-	-	-	-	-	98,441
Interest	-	-	-	-	-	-	-	-	-	-	-	-	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
<b>Expenditures:</b>													
Personal services	84,388	104,891	105,118	99,020	100,804	107,049	156,509	108,982	96,532	99,084	104,360	185,734	1,352,471
Supplies	30,153	36,056	44,170	42,162	34,276	33,351	29,123	27,161	39,147	44,125	36,298	52,831	448,853
Contractual	22,538	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	94,564	600,542
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	137,079	172,619	185,773	183,424	183,762	195,029	249,068	180,367	192,154	208,766	180,696	333,129	2,401,866
Rev less Exp (monthly)	\$ 126,206	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,675	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (27,464)	\$ 26,712	\$ 22,761	\$ 227,635
Rev less Exp (ytd)	\$ 126,206	\$ 159,186	\$ 234,654	\$ 220,629	\$ 204,540	\$ 296,215	\$ 240,031	\$ 234,700	\$ 205,626	\$ 178,162	\$ 204,874	\$ 227,635	

## MOTION SHEET

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

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

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

Date	Description	Amount
10/07/13	Accounts payable	\$188,274.37
10/10/13	Accounts payable	\$95,588.88
10/14/13	Accounts payable	\$70,480.43
10/17/13	Accounts payable	\$167,051.90
10/21/13	Accounts payable	\$235,882.08
<b>Sub-total Accounts Payable</b>		<b>\$ 757,277.66</b>
10/18/13	Payroll 125995 to 126040 964136 to 964352	\$159,039.61
<b>Sub-total Payroll</b>		
<b>TOTAL</b>		<b>\$ <u>916,317.27</u></b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

10/21/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
A-1 MAINTENANCE INC	IRRIGATION REPAIR BOOSTER STA CP12-02	443	47000	5900				\$337.50	\$337.50
A-1 MAINTENANCE INC	IRRIGATION REPAIR BOOSTER STA CP12-02	443	47000	5900				\$191.25	\$191.25
A-1 MAINTENANCE INC	IRRIGATION REPAIR BOOSTER STA CP12-02	443	47000	5900				\$771.98	\$771.98
A-1 MAINTENANCE INC	IRRIGATION REPAIR BOOSTER STA CP12-02	443	47000	5900				\$905.17	\$905.17
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640				\$1,081.90	\$1,623.04
		101	43710	3950				\$541.14	
AMSAN BRISSMAN KENNEDY	REPAIR SUPPLIES CC	220	43800	2240		001		\$246.81	
AMSAN BRISSMAN KENNEDY	OTHER EQUIPMENT MAINT.	220	43800	3890				\$67.91	\$67.91
AMSAN BRISSMAN KENNEDY	REPAIR SUPPLIES CC	220	43800	2240		001		\$385.04	\$385.04
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,286.02	\$1,286.02
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$453.31	\$453.31
ARCHETYPE SIGNSMAKERS	NAME PLATES	220	43800	3390		001		\$36.43	\$36.43
ARCHETYPE SIGNSMAKERS	NAME PLATES	220	43800	3390		001		\$244.25	\$244.25
ARDEN HILLS, CITY OF	CLEANUP DAY REVENUE-CREDIT CARD RECEIPTS	210	34390					\$594.00	\$594.00
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$26.48	\$26.48
CASTLEROCK FINANCIAL GROUP	REFUND CLOSING OVRPYMT-705 EMIL AVE	601	36190			003		\$197.52	\$197.52
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/SEPT STMT/13 @ \$6	307	44100	4890				\$78.00	\$78.00
E.H.RENNER, INC	PUMP INSTALL BOOSTER STA CP 12-02	443	47000	5900				\$1,704.51	\$1,704.51
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001		\$303.54	\$303.54
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001		\$61.48	\$61.48
KELLY & LEMMONS, P.A.	SEPT 2013 LEGAL FEES	101	40600	3020				\$2,866.87	\$9,059.69
		101	40600	3030				\$3,945.82	
		101	40600	3040				\$2,247.00	
LEAGUE OF MN CITIES INS TRUST	CLAIM C0021717/MALLORY FALL IN PKG LOT	260	47400	4340				\$175.00	
LEAGUE OF MN CITIES INS TRUST	LARSON HOUSE/AMEND VALUE TO HISTORICAL	101	40500	3410				\$129.00	\$129.00
LIFEGUARD STORE, THE	LESSON SUPPLIES & MANIKINS	225	43520	2170		003		\$300.00	\$823.95
		225	43520	2170		001		\$219.95	
		220	43800	2200		002		\$30.00	
		225	43520	2170		002		\$274.00	
LIFEGUARD STORE, THE	SYNCHRO NOSE CLIPS	225	43520	2170		002		\$20.85	
METROPOLITAN COUNCIL	SEWER SERVICE-NOVEMBER 2013	602	45550	3670				\$144,679.50	\$144,679.50
MINNESOTA DEPARTMENT OF REVENUE	Sales Use Tax: SEPTEMBER 2013	101	40210	2180		003		\$23.61	\$14,180.00
		101	40500	2010		002		-\$0.01	
		101	40500	4350		001		\$3.91	
		101	40550	2010		001		\$9.03	
		101	42200	2180		001		-\$0.20	
		220	43800	2160		002		-\$0.22	
		220	43800	2180				-\$0.10	
		220	43800	2200		001		\$24.68	
		220	43800	2200		002		-\$0.27	
		220	43800	2240		001		\$29.83	
		220	43800	2240		002		\$13.75	
		220	43800	2240		003		-\$0.66	
		220	43800	3190		001		-\$1.10	
		220	43800	3190		004		-\$2.04	
		220	43800	3960				\$148.16	
		225	43510	2170		007		\$158.42	
		225	43510	2170		016		-\$0.01	
		225	43530	2170				\$155.21	
		225	43535	2170		002		-\$0.05	
		225	43535	2170		003		\$3.01	



COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
OASE, ALYCE JEANNE	QUICKWITZ	220	22040					-\$235.00	-\$235.00
ABRAHAM, JOBY	FACILITY REFUND	220	22040					\$50.00	\$50.00
ALLIED WASTE SERVICES #899	REFUSE SERVICE FOR SLICE	270	40250	3950		007		\$487.75	\$487.75
AMRO, RAEDA	KIDS' GARAGE SALE	220	22040					\$15.00	\$15.00
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$407.44	\$407.44
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$136.09	\$136.09
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,110.90	\$1,110.90
BEISSWENGERS HARDWARE	REPAIR SUPPLIES POOL	220	43800	2240		003		\$74.58	\$74.58
BEVER LANDSCAPE DESIGN GROUP	EROSION RED 3300 OWASSO ST RES 13-87	101	22030					\$1,000.00	\$1,000.00
BIXBY, JULIE	FACILITY REFUND	220	22040					\$50.00	\$50.00
CELT, KATHY	WINTER FARMERS MARKE	220	22040					\$50.00	\$50.00
CLEAR CHANNEL INC	EROSION RED 991 RED FOX RD RES 13-87	101	22030					\$860.00	\$860.00
CREATIVE WATER SOLUTIONS, LLC	6 MONTH MOSS SUPPLY POOL AREA	220	43800	2160		003		\$4,683.95	\$4,683.95
CULLIGAN	IRON FILTER RENTAL	220	43800	3190		007		\$94.05	\$94.05
FRANDUP, DAWN	ICE SKATING LEVEL 1	220	22040					\$70.00	\$70.00
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: SEPT 2013	101	20416					\$347.10	\$347.10
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 10-11-13	101	20431					\$200.00	\$445.83
		101	20432					\$245.83	
GERVAIS, PATRICK	EROSION RED 3504 TIFFANY LN RES 13-87	101	22030					\$500.00	
GRAINGER, INC.	REPAIR SUPPLIES FITNESS CENTER	220	43800	2240		002		\$213.66	\$213.66
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001		\$102.46	\$102.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.43	
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.43	\$15.43
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.43	\$15.43
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.42	\$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.39	\$15.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.42	\$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.43	\$15.43
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.31	\$15.31
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.36	\$15.36
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.36	\$15.36
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.34	\$15.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.22	\$16.22
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.26	\$16.26
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.38	\$15.38
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.34	\$15.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.33	\$15.33
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.21	\$16.21
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.21	\$16.21
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.33	\$15.33
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$42.50	\$42.50
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$38.74	\$38.74
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$20.19	\$20.19
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
HAMERNICK DECORATING, INC	REPAINTING IN THE POOL AREA	220	43800	3810		007		\$1,432.00	\$1,432.00
HANSEN, VIRGINIA	PASS REFUND	220	22040					\$80.00	\$80.00
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001		\$374.33	\$374.33
HEALTH PARTNERS	HEALTH INSURANCE: NOVEMBER 2013	101	20410					\$52,503.70	\$54,302.70
		101	20411					\$1,799.00	
HUTCHCROFT, RYAN	WINTER FARMERS MARKE	220	22040					\$50.00	\$50.00
JEFF ELLIS & ASSOCIATES, INC	LICENSES, TRAINING MATERIALS	220	43800	3190		007		\$1,040.00	\$1,255.00
		220	43800	2200		002		\$215.00	
KOWARSCH, JENNIFER	REFUND DIRECT DEPOSIT RETURN/10-04 CHECK	225	43530	1050				\$149.16	
LEIR, IRIS	PASS REFUND	220	22040					\$160.00	\$160.00
LESCHNER, MANETTE	FACILITY REFUND	220	22040					\$300.00	\$300.00
MALONEY, MARK J.	EXPENSE REIMBURSEMENT: MAR-AUG 2013	101	42050	3270				\$260.69	\$260.69
MATHESON TRI-GAS INC	CO2 TANK RENTAL FOR 1 YEAR	220	43800	2160		002		\$100.84	\$100.84
MICHAELSON, JOHN	SOCCER LEA (GRD 1&2)	220	22040					\$45.00	\$45.00
MIDWEST LOCK & SAFE INC	DOOR REPAIR	220	43800	3810		003		\$165.00	\$165.00
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: SEPTEMBER	101	20802					\$2,039.82	\$1,999.02
		101	34060					-\$40.80	
MN DEPARTMENT OF LABOR AND IND	BOILER LICENSE FEE	220	43800	4890		003		\$10.00	
MONTGOMERY BRINKMAN LLC	IRRIGATION REPAIR RED FOX ROAD CP 12-04	572	47000	5900				\$1,193.25	
NEUMAN POOL, INC.	REPAIR TO CRACKED UV UNIT	220	43800	3810		007		\$1,425.35	\$1,425.35
NEUMANN FARMS INC	FARMERS MARKET SUPPLIES EVENT 10/8/13	225	43590	2174		001		\$111.30	\$111.30
NEUMANN, JOYCE	WINTER FARMERS MARKE	220	22040					\$50.00	\$50.00
NORTHERN ELECTRICAL CONTRACTOR	REPAIR LIGHTING FOR CC SIGN	220	43800	3810		003		\$145.25	\$145.25
NORTHERN ELECTRICAL CONTRACTOR	OUTLET INSTALL IN CEILING NEAR FC	220	43800	3810		003		\$447.43	\$447.43
OASE, ALYCE JEANNE	ACTIVITY REFUND	220	22040					\$75.00	\$75.00
PALINKAS, SANDI	CARD MAKING	220	22040					\$15.00	\$15.00
PALMQUIST, DONNA	PASS REFUND	220	22040					\$80.00	\$80.00
PHILIP, JAMI	REIMBURSEMENT/PARKING	101	40500	4500		004		\$8.00	\$8.00
PLUG'N PAY TECHNOLOGIES INC.	SEPT/RETAIL/CC FEES	220	43800	4890		002		\$125.28	\$179.55
		225	43400	4890				\$54.27	
PLUG'N PAY TECHNOLOGIES INC.	SEPT/ECOMM/CC FEES	220	43800	4890		002		\$3.23	
		225	43400	4890				\$22.27	\$25.50
PLUMMASTER, INC	REPAIR SUPPLIES POOL	220	43800	2240		003		\$284.61	\$284.61
RHODE, ELAINE	PASS REFUND	220	22040					\$235.00	\$235.00
SCHWARTZ, PAT	ACTIVITY REFUND	220	22040					\$50.00	\$50.00
SHANNON, PATRICIA	TAE KWON DO BEGINNER	220	22040					\$184.00	\$184.00
SIMPLEXGRINNELL LP	TECH VERIFIED SMOKE DETECT. OPER.	220	43800	3810		003		\$95.00	
STAEHELI, JANET	FACILITY REFUND	220	22040					\$50.00	\$50.00
TARGET COMMERCIAL INVOICE	FARMERS MARKET SUPPLIES (10/1)	225	43590	2174		001		\$43.21	\$43.21
TJB HOMES INC	EROSION RED 3550 HARRIET AVE RES 13-87	101	22030					\$1,000.00	\$1,000.00
TKE CORP	QUARTERLY ELEVATOR SERVICE	220	43800	3190		004		\$1,031.78	\$1,031.78
TOKLE INSPECTIONS INC	INSPECTION SERVICES OCTOBER 2013	101	44300	3090				\$1,178.40	\$1,178.40
U S BANK/REVTRAK	SEPT 2013 CREDIT CARD FEES	101	40500	4890		008		\$4.96	\$8,915.57
		101	44100	4890				\$4.96	
		101	44300	4890				\$1,385.27	
		220	43800	4890		002		\$2,230.29	
		225	43400	4890				\$1,610.71	
		601	45050	4890		003		\$1,839.69	
		602	45550	4890		003		\$1,839.69	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
WOODBURY, KIM	SF 2	220	22040				\$49.75	\$49.75
WW GOETSCH ASSOCIATES INC	REBUILD PUMP, INSTALL, CHECK & START	220	43800	3810		007	\$2,128.95	\$2,128.95
YALE MECHANICAL INC	AHU MAINT AND FILTER CHANGE	220	43800	3190		007	\$1,316.76	\$1,316.76
YALE MECHANICAL INC	POOL BOILER MAINT AND REPAIR	220	43800	3810		007	\$3,231.81	\$3,231.81
YANG, PANGZAO	FACILITY REFUND	220	22040				\$300.00	\$300.00
Total of all invoices:							\$95,588.88	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A & L SUPERIOR SOD, INC	TURFGRASS SOD	101	43710	2260			\$467.83	\$467.83
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$237.10	\$237.10
ALLIED WASTE SERVICES #899	SEPT ALLIED WASTE SERVICES	210	42750	3190			\$29,653.12	\$29,653.12
DEVANEY, TOM	REFUND DUPLICATE PYMT-5005 HODGSON ROAD	601	36190			003	\$109.00	\$109.00
ENGBLOM, DEBRA R.	REIMBURSEMENT:SAFETY MEETING SUPPLIES	101	40210	4890		008	\$62.76	\$62.76
HAMLIN UNIVERSITY	2014 WATERSHED PARTNERS MEM-MALONEY	101	42050	4330			\$750.00	\$750.00
KREBSBACH, WALTER	REFUND DUPLICATE PYMT-4461 CHURCHILL ST	601	36190			003	\$111.89	\$111.89
SIGNATURE LIGHTING INC	REPLACEMENT DECORATIVE ST LIGHT BASES	604	42600	3810			\$2,217.38	\$2,217.38
SPRINGSTED, INCORPORATED	2012 CONTINUING DISCLOSURE	101	40500	4890		006	\$2,000.00	\$2,000.00
TRAFFIC CONTROL CORPORATION	SIGNAL CONTROL CABINET OWASSO ST 09-12	571	47000	5950			\$34,641.35	\$34,641.35
UNIVERSITY OF MINNESOTA	EROSION & STORM MANAG. DUNN & MARTINEZ	603	45850	4500			\$230.00	\$230.00
Total of all invoices:							\$70,480.43	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MROBERTS, JAMES	REFUND SOCCER PROGRAM	225	34550					-\$8.00	-\$8.00
XIONG, JUDITH	REFUND DAMAGE DEPOSIT	220	22055					-\$50.00	-\$50.00
SHIN, JOHN	MEDICA REIMBURSEMENT	220	22042					-\$20.00	-\$20.00
YOONKYUNG, KIM	MEDICA REIMBURSEMENT	220	22042					-\$20.00	-\$20.00
LEVASSEUR, MOLLY	REFUND DAMAGE DEPOSIT	220	22040					-\$25.00	-\$25.00
LINDQUIST CAKE SHOP	BIRTHDAY CAKES FOR RESALE	220	43800	2590				-\$18.99	-\$18.99
RADTKE, GREG	REFUND REC PROGRAM	220	22040					-\$60.00	-\$60.00
RUSSO, BARB	REFUND	220	22040					-\$7.00	-\$7.00
ABBOTT PAINT & CARPET	REPAIR SUPPLIES CC - PAINT	220	43800	2240		001		\$67.55	\$67.55
ABBOTT, ERIN	STORY STRETCHERS	220	22040					\$125.00	\$125.00
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$336.70	\$336.70
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$101.25	\$101.25
BREEN, DEBBIE	LITTLE STRIKERS CAMP	220	22040					\$35.00	\$35.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$434.08	
COMCAST	CABLE FOR CC	220	43800	3190		001		\$224.14	\$224.14
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 10-18-13	101	21720					\$9,360.17	\$9,360.17
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:10-18-13	101	20420					\$114.50	\$114.50
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$223.56	\$223.56
DYNAMEX DELIVERS NOW/ROADRUNNE	DELIVERY TO EAGAN POST OFFICE - 09-27-13	601	45050	3220		001		\$20.62	\$41.24
		602	45550	3220		001		\$20.62	
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:10-18-13	101	20418					\$5,730.00	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 10-15-13	101	20432					\$131.65	\$131.65
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$181.80	\$181.80
HORIZON COMMERCIAL POOL SUPPLY	REPAIR SUPPLIES POOL	220	43800	2240		003		\$468.65	\$468.65
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:10-18-13	101	21750					\$5,912.52	\$5,912.52
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:10-18-13	101	20430					\$460.00	\$460.00
KUSCHEL, JODEE	NORTHSTAR APA/ANNUAL CONFERENCE MILEAGE	101	40500	4500		004		\$20.34	\$20.34
LEAGUE OF MINNESOTA CITIES	MN CITIES STORMWATER COALITION	101	42050	4330				\$965.00	\$965.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES	220	43800	3190		004		\$1,278.23	\$1,278.23
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:10-18-13	101	20435					\$217.50	\$217.50
MINNESOTA DEPARTMENT OF COMMER	2013 UNCLAIMED PROPERTY	220	22040					\$92.00	\$208.99
		220	22055					\$50.00	
		220	22042					\$40.00	
		225	34550					\$8.00	
		220	43800	2590				\$18.99	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: SEPTEMBER 2013	701	46500	2120				\$188.39	\$188.39
MINNESOTA DNR	APPLICATION FEE COMMONS POND AERATION	603	45850	4890				\$250.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:10-18-13	101	20420					\$35.00	\$35.00
MN DEPT OF HEALTH	STATE CONNECTION FEE - 6/1/13 TO 9/30/13	801	21820					\$13,527.00	\$13,527.00
NORTH STAR MINI STORAGE	STORAGE LOCKER RENTAL FEE	101	43710	3950				\$1,140.00	\$1,140.00
POSTMASTER	DEPOSIT IN PERMIT IMPRINT #5606 - ZONE 1	602	45550	3220		001		\$600.00	\$1,200.00
		601	45050	3220		001		\$600.00	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:10-18-13	101	21740					\$28,919.00	
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION:10-18-13	101	21740					\$246.10	\$246.10
RAMSEY CONSERVATION DISTRICT	EROSION AND SEDIMENT CONTROL INSPECTION	603	45850	3190				\$2,308.40	\$2,308.40
SHORT ELLIOTT HENDRICKSON, INC	OWASSO - VICTORIA - E CONSTRUCTION	571	47000	5910				\$32,095.31	\$32,095.31
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-1498 PINewood	604	42600	3810		003		\$461.91	\$461.91
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-963 HARDWOOD	604	42600	3810		002		\$242.16	\$242.16
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-TANGLEWOOD/LAKEVIEW	604	42600	3810		002		\$1,114.46	\$1,114.46
T-MOBILE	WATER TOWER CARD FOR CELL PHONES	601	45050	3190				\$63.04	\$63.04
TARGET COMMERCIAL INVOICE	PRESCHOOL/KIDS CARE SUPPLIES	225	43555	2170				\$33.70	\$79.41

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
TARGET COMMERCIAL INVOICE	PRESCHOOL PHOTOS	225	43560	2170			\$45.71		
		225	43555	2170			\$38.27		
TRAFFIC CONTROL CORPORATION	TAX ON SHIPPING CABINET OWASSO PROJ09-12	571	47000	5950			\$11.97		
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:10-18-13	101	21710				\$22,391.70	\$56,885.72	
		101	21730				\$27,805.94		
		101	21735				\$6,688.08		
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:10-18-13	101	20420				\$121.00		
WATSON COMPANY	EMPLOYEE BREAK ROOM SUPPLIES/LESS CREDIT	101	40800	2180			\$51.78	\$51.78	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$687.31	\$687.31	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$956.79	\$956.79	
Total of all invoices:								\$167,051.90	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AEROMAT PLASTICS INC	PLASTIC FOR NEW TENNIS PRACTICE BOARDS	101	43710	2240			\$2,140.75	\$2,140.75
ALBRECHT ENTERPRISES, LLC	INSTALL IRRIGATION CONTROLLER BUCHER	101	43710	3190			\$1,084.38	
ALLEN, DEANNE	MINUTES - 9/24 PC, 10/7 CC	101	40200	3190		001	\$200.00	\$350.00
		101	44100	3190			\$150.00	
ALLIANCE BENEFIT GROUP INC	QUALIFYING EVENT ONGOING EVENT	101	40210	3190		003	\$50.00	
ALLIED WASTE SERVICES #899	ROLLOFF - MCGUIRE	307	44100	4890			\$241.06	\$241.06
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS PARKS	101	43710	3970			\$150.52	\$150.52
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS CC	220	43800	3970			\$144.03	\$144.03
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970			\$85.79	\$343.19
		601	45050	3970			\$85.79	
		602	45550	3970			\$85.79	
		603	45850	3970			\$42.91	
		701	46500	3970			\$42.91	
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003	\$125.87	
BAUER BUILT TIRE AND BATTERY I	TIRES	701	46500	2230		001	\$176.37	\$176.37
BKBM ENGINEERS INC	WATER SLIDE STAIR ENGINEERING FEES	405	43800	3810			\$1,538.53	\$1,538.53
BLACKBURN MANUFACTURING COMPAN	COOUNTY RD D RECON 13-01A SURVEY SUPPLIE	573	47000	5920			\$54.16	\$54.16
BRADLEY & DEIKE, PA	STONEHENGE	101	22020				\$68.00	\$68.00
BYRNES, PATRICK	2013 REHAB CP13-02 SPRINKLER REPAIR	575	47000	5950			\$93.30	
CDW GOVERNMENT, INC	PC REPLACEMENTS	422	40550	5800		011	\$5,804.60	\$5,804.60
CDW GOVERNMENT, INC	APC UPS BATTERY REPLACEMENTS	101	40550	3860		004	\$539.79	\$539.79
CENTRAL WOOD PRODUCTS	HARDWOOD MULCH FOR PARKS	101	43710	2260			\$1,092.80	\$1,092.80
COMPLETE HEALTH, ENVIRONMENTAL	SEPT MTCE PLAN	101	40210	3190		007	\$610.00	\$610.00
CRYSTEEL DIST. INC.	PARTS FOR BOSS PLOWS	701	46500	2220		002	\$139.47	\$139.47
CRYSTEEL DIST. INC.	PARTS FOR UNIT 203	701	46500	2220		002	\$174.63	\$174.63
FACTORY MOTOR PARTS COMPANY	STARTER FOR UNIT 608/LESS CREDIT 1-42840	701	46500	2220		001	\$180.44	\$180.44
FIRST LAB, INC.	PRE EMPLOYMENT TEST	101	40210	3190		001	\$183.80	\$183.80
GARELICK STEEL COMPANY	MISC. STEEL	701	46500	2180		001	\$235.13	\$235.13
GOODIN COMPANY	SUPPLIES WATER SYSTEM IMP CP 12-02	443	47000	5900			\$134.03	\$134.03
GRAINGER, INC.	LIGHT BULBS FOR BUCHER PARKING LOT	101	43710	2240			\$64.25	\$64.25
GRAINGER, INC.	LEATHER WORK GLOVES	101	43710	2180			\$117.73	\$117.73
HAWKINS, INC.	FLUORIDE	601	45050	2160		001	\$1,373.30	\$1,373.30
HEWLETT-PACKARD COMPANY	PC REPLACEMENTS-MONITOR	422	40550	5800		011	\$319.56	\$319.56
HILLCREST ANIMAL HOSPITAL	SEPTEMBER CHARGES	101	41100	3199			\$348.56	\$348.56
HORIZONTAL INTEGRATION INC	PLACEMENT FEE/B KLASSEN	101	40550	3190			\$5,950.90	\$11,901.80
		601	45050	3190		001	\$2,380.36	
		602	45550	3190		001	\$2,380.36	
		603	45850	3190		001	\$595.09	
		701	46500	3190			\$595.09	
LARKIN HOFFMAN DALY & LINDGREN	TIF EXTENSION HELP	307	44100	4890			\$10,077.18	\$10,077.18
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	570	47000	5950			\$65.63	\$107.88
		101	40200	3360		001	\$42.25	
LILLIE SUBURBAN NEWSPAPERS INC	OFFICE ASST AD	101	40210	3360		002	\$164.00	
LILLIE SUBURBAN NEWSPAPERS INC	POOL STAFF	101	40210	3360		001	\$656.00	\$656.00
LUBRICATION TECHNOLOGIES, INC	HYD OIL FOR PLOWS	701	46500	2130		001	\$221.77	
LYNN & ASSOCIATES	TRAINING	101	40200	4500		005	\$2,250.00	\$2,250.00
MENARDS CASHWAY LUMBER **FRIDL	STAKES TO MARK BIKE TRAILS EDGES	101	43710	2240			\$39.54	\$39.54
MENARDS CASHWAY LUMBER **FRIDL	RV ANTIFREEZE FOR WINTERIZING BLDGS	101	43710	2240			\$22.83	\$22.83
MENARDS CASHWAY LUMBER *MAPLEW	BUILDING SUPPLIES	701	46500	2183		001	\$7.98	\$7.98
MINNESOTA RURAL WATER ASSOCIAT	MRWA MEMBERSHIP FEE	601	45050	4330			\$225.00	\$225.00
NORTH SUBURBAN ACCESS CORPORAT	WEBSTREAMING	230	40900	3190		004	\$933.00	\$933.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO GYM LIGHTING	220	43800	3810		004		\$533.21	\$533.21
NORTHERN ELECTRICAL CONTRACTOR	POOL SHUTDOWN REPAIRS	220	43800	3810		007		\$3,822.47	\$3,822.47
NORTHERN ELECTRICAL CONTRACTOR	REPLACEMENT OF ELECTRIC PANELS POOL	405	43800	3810				\$14,400.00	\$14,400.00
NORTHERN ELECTRICAL CONTRACTOR	REPAIR LIGHTING FOR SIGN HWY 96 & LEX	101	43710	3190				\$412.88	\$412.88
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$200.96	\$200.96
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$5.39	\$5.39
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	44100	2010				\$102.79	\$102.79
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$45.79	\$45.79
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$83.84	\$83.84
OFFICE DEPOT	PLOTTER PAPER/HP TONER 4M	101	43400	2010				\$82.98	\$126.44
		101	40550	2010		002		\$43.46	
PIONEER PRESS	PC AD 7 DAYS	101	40210	3360		001		\$665.00	\$665.00
PIONEER RIM & WHEEL CO.	PARTS FOR BOBCAT TRAILER	701	46500	2220		002		\$46.11	\$46.11
PRESS PUBLICATIONS	ACCESS SHOREVIEW-SEPTEMBER 2013	101	40400	3390		003		\$270.30	\$270.30
PRESS PUBLICATIONS	SERVICE DESK 2WKS/PC 1WK	101	40210	3360		001		\$363.00	\$363.00
PROGRESSIVE CONSULTING ENGINEE	CONSULTING FEES WATER SYSTEM IMP CP12-02	443	47000	5910				\$527.47	
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES-OCTOBER 2013	101	41100	3190				\$156,961.51	\$156,961.51
REHBEIN'S BLACK DIRT	BLACK DIRT	101	43710	2260				\$128.25	\$128.25
REHBEIN'S BLACK DIRT	BLACK DIRT	101	43710	2260				\$128.25	\$128.25
RICK JOHNSON DEER AND BEAVER I	DEER CARCASS REMOVAL	101	42200	2180		001		\$115.00	
RICOH USA INC.	TONER RETURN BOX	101	40550	2010				\$20.35	\$20.35
ST. CROIX RECREATION	INSURANCE CLAIM: PLAYGROUND EQ CANOPY	260	47400	4340				\$2,260.41	\$2,260.41
TESSMAN SEED CO	GRASS SEED FOR ATHLETIC FIELDS	101	43710	2260				\$630.56	\$630.56
TOUSLEY FORD, INC	PARTS FOR UNIT 611	701	46500	2220		001		\$65.25	\$65.25
TOUSLEY FORD, INC	WHEEL ALIGNMENT FOR UNIT 212	701	46500	3190		001		\$141.54	\$141.54
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$70.37	\$281.49
		601	45050	3970		001		\$70.37	
		602	45550	3970		001		\$70.37	
		603	45850	3970		001		\$35.19	
		701	46500	3970		001		\$35.19	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$41.83	\$167.33
		601	45050	3970		001		\$41.83	
		602	45550	3970		001		\$41.83	
		603	45850	3970		001		\$20.92	
		701	46500	3970		001		\$20.92	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$41.83	
		601	45050	3970		001		\$41.83	
		602	45550	3970		001		\$41.83	
		603	45850	3970		001		\$20.92	
		701	46500	3970		001		\$20.92	\$167.33
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$64.09	\$64.09
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.23	\$49.23
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2110				\$80.54	\$80.54
WATER CONSERVATION SERVICE, IN	LEAK LOCATING	601	45050	3190		004		\$272.40	\$539.20
		575	47000	5950				\$266.80	
WHEELER HARDWARE CO.	KICK PLATES AND PUSH PLATES FOR DOORS	101	43710	2240				\$220.54	\$220.54
YOCUM OIL COMPANY INC.	OFF ROAD DEISEL FUEL	701	46500	2120		003		\$3,133.20	\$3,133.20
YOCUM OIL COMPANY INC.	ON ROAD DEISEL	701	46500	2120		002		\$1,567.23	\$1,567.23
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120		001		\$3,069.90	\$3,069.90
Total of all invoices:								\$235,882.08	=====

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	37,625		
Vendor number	00416 1	2013	
Vendor name	METROPOLITAN COUNCIL		
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513		

Date	Comment line on check	Invoice number	Amount
10-03-13	SEWER SERVICE-NOVEMBER 2013	1025994	\$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: Debbie Engblom  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	37,716		
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
10-03-13	HEALTH INSURANCE: NOVEMBER 2013	44661158,59,60	\$54,302.70

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.

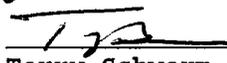
Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
101 20410	\$52,503.70
101 20411	\$1,799.00

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

Reviewed by:   
 (signature required) Adeee Kuschel

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	37,769
Vendor number	01901 1 <span style="float: right;">2013</span>
Vendor name	ALLIED WASTE SERVICES #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
10-10-13	SEPT ALLIED WASTE SERVICES.	0899-002349336	\$29,653.12

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?*

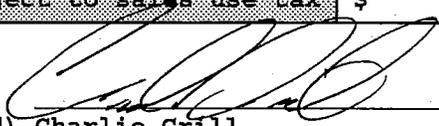
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to:	
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Account Coding	Amount
210 42750 3190	\$29,653.12

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	37,787
Vendor number	02519 1 <span style="float: right;">2013</span>
Vendor name	TRAFFIC CONTROL CORPORATION
Address	10435 ARGONNE WOODS DRIVE WOODBRIDGE IL 60517

Date	Comment line on check	Invoice number	Amount
09-27-13	SIGNAL CONTROL CABINET OWASSO ST 09-12	0000061705	\$34,641.35

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
571 47000 5950	\$34,641.35

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

Reviewed by: Tom Hammitt 10/14/13  
 (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	37,877
Vendor number	00617 1 <span style="float: right;">2013</span>
Vendor name	SHORT ELLIOTT HENDRICKSON, INC.
Address	NW6262 PO BOX 1450 MINNEAPOLIS, MN 55485-6262

Date	Comment line on check	Invoice number	Amount
10-10-13	OWASSO - VICTORIA - E CONSTRUCTION	273491	\$32,095.31

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

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

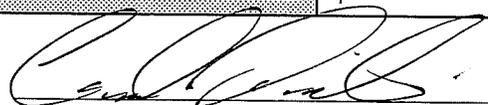
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
571 47000 5910	\$32,095.31

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	37,717
Vendor number	01337 2 <span style="float: right;">2013</span>
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
10-08-13	LAW ENFORCEMENT SERVICES-OCTOBER 2013	SHRFL-001249	\$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	\$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 the attached Application for Exempt Permit for bingo at St. Odilia Church on November 22, 2013.

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

Regular City Council Meeting  
October 21, 2013

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: OCTOBER 14, 2013**

**SUBJECT: APPLICATION FOR EXEMPT PERMIT**

St. Odilia Men's Club has submitted the attached application for a turkey bingo event to be held on November 22, 2013.

State gambling regulations specify that such requests may be approved by the state unless the local unit of government passes a resolution prohibiting the activity. Similar requests have been reviewed and approved by the Shoreview City Council in the past.

Staff recommends that the City Council approve this Application for Exempt Permit.

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name *Church of St. Odilia* Previous gambling permit number *X-62107*

Minnesota tax ID number, if any *24942* Federal employer ID number (FEIN), if any *41-0837655*

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address *3495 Victoria St. N. Shoreview, MN* City *Shoreview, MN* State *MN* Zip code *55126* County *Ramsey*

Name of chief executive officer [CEO] *Fr. Phil Rask* Daytime phone number *651-484-1681* E-mail address *rask@stodilia.org*

**NONPROFIT STATUS**

Attach a copy of **ONE** of the following for proof of nonprofit status.

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500. *See Kennedy Drinking Listing*

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

*Church of St. Odilia*

Address [do not use PO box] *3495 Victoria St. N.* City or township *Shoreview* Zip code *MN* County *Ramsey*

Date[s] of activity. For raffles, indicate the date of the drawing.

*November 22<sup>nd</sup>, 2013*

Check each type of gambling activity that your organization will conduct.

Bingo\*  Raffle  Paddlewheels\*  Pull-tabs\*  Tipboards\*

\***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Local unit of government must sign**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature \_\_\_\_\_ Date \_\_\_\_\_

Print name Phillip J. Rusk

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
  - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

**Send application with:**

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; Individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**PROPOSED MOTION**

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

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

To approve the Joint Powers Agreement with Ramsey County for New Voting System Acquisition and Operation.

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

Regular Council Meeting  
October 21, 2013

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: OCTOBER 14, 2013**

**SUBJECT: APPROVAL OF JOINT POWERS AGREEMENT FOR NEW VOTING EQUIPMENT**

### **INTRODUCTION**

The City is being asked to approve a new Joint Powers Agreement with Ramsey County for the purchase of new voting equipment before the 2014 election.

### **DISCUSSION**

The purpose of this Joint Powers Agreement is to establish and describe the roles and responsibilities of the County and the Cities in connection with the acquisition, implementation and operation of a new voting system

The current optical scan voting system that is being used by Shoreview, along with other cities within Ramsey County, was purchased in 2001. A joint powers agreement for the purchase and operation of a voting system between the cities and Ramsey County was developed at that time with a ten year term and automatic two year extensions. In recent years, there have been an increasing number of maintenance issues with the equipment. The system hardware is technologically obsolete, hardware failure rate is rising, and it is not possible to obtain spare parts for our current equipment. Both the ballot counters and ballot marking devices need to be replaced.

Also, the current voting system is not designed for large numbers of absentee ballots and absentee voting procedures have changed dramatically since the voting equipment was purchased. The Minnesota Legislature mandated the central counting of all absentee ballots effective in 2010. No-excuse absentee voting begins next year and will likely increase the number of persons voting prior to Election Day.

Voting systems used in Minnesota must meet federal guidelines for voting systems established by the U.S. Election Assistance Commission and all voting systems must be certified for use in Minnesota by the Secretary of State. Currently, one system (Election Systems and Software) is certified for use in Minnesota. Two other systems (Dominion Election Systems and Hart Intercivic) are currently in the process of getting their equipment certified. Terri Hoffard,

Deputy Clerk, is a member of the Elections Task Force which is working on the selection of replacement equipment and has attended demonstrations of all three systems.

The capital cost of a new voting system countywide is currently estimated at \$2.4 million. Ramsey County currently has \$524,000 remaining in HAVA funds, received under the Help America Vote Act, which must be expended by the County no later than March 31, 2014 or be returned to the State of Minnesota. Those monies will be used to help pay for the purchase of new equipment, and cities will be responsible for paying for the remainder of the equipment used in their community. There will also be annual operating costs associated with the new equipment and the cities will be required to pay a portion of those costs. Ramsey County has estimated the cost to Shoreview to be approximately \$9000 per precinct which will include a ballot counter, ballot box and ballot marking device and an estimated annual operating cost of about \$5500. The duration of this new Joint Powers Agreement will be for 14 years.

The tentative implementation schedule for the purchase of new equipment is as follows:

- Publish RFP in mid-November
- Task force recommendation to Ramsey County Board in mid-January
- County Board action at the end of January
- Delivery of new voting system by end of March
- Testing and training complete by end of April
- New voting system fully operational by May 5

Money has been budgeted in the Capital Improvement Program for 2014 for this purchase.

### **RECOMMENDATION**

Staff recommends approval of the Joint Powers Agreement with Ramsey County for New Voting System Acquisition and Operation.

**JOINT POWERS AGREEMENT FOR  
NEW VOTING SYSTEM ACQUISITION AND OPERATION**

This Agreement is made by and between Ramsey County, through the Ramsey County Elections Office (hereinafter "County"), and the cities of Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Maplewood, Mounds View, New Brighton, North Oaks, North St. Paul, Roseville, St Anthony, St. Paul, Shoreview, Vadnais Heights, and White Bear Lake and White Bear Township (collectively referred to as the "Municipalities").

WHEREAS, the County and the Municipalities ("Parties") are "governmental units" as defined in Minn. Stat. §471.59; and

WHEREAS, pursuant to Minn. Stat. §471.59, the Parties, through actions of their governing bodies, are authorized to enter into a joint powers agreement for the exercise of commonly held or similar powers; and

WHEREAS, the Parties entered into a Joint Powers Agreement in 2001 for the purchase and operation of a new voting system, with a ten year term and automatic two year extensions; and

WHEREAS, pursuant to the provisions of the 2001 Joint Powers Agreement, the County prepares ballots and compiles election results for all state, federal, county, municipal and school district elections for the Municipalities; and

WHEREAS, efficient ballot preparation and the timely compilation of election results depend upon the use of a uniform voting system throughout the County, and the use of a uniform voting system for all elections enhances election judge and voter understanding of the voting process and helps to provide equitable treatment for all voters, regardless of the type of election; and

WHEREAS, Congress mandated the use of an assistive ballot marking device in all polling places and in-person absentee voting locations for use by voters with disabilities, through enactment of the Help America Vote Act of 2002 ("HAVA"); and

WHEREAS, the Minnesota Legislature mandated the central counting of all absentee ballots under uniform state laws and procedures in Laws of Minnesota 2010, Chapter 194, effective in 2010; and

WHEREAS, the Parties have reached agreement on 1) the need to replace the existing voting system and to implement a new voting system throughout the County in time for use for the 2014 state elections; and 2) the funding formula for the new voting system; and

WHEREAS, state funds for the acquisition and operation of voting systems originating from grants received by the County under the Help America Vote Act must be expended by the County no later than March 31, 2014, or be returned to the State of Minnesota;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the parties agree as follows:

## **I. PURPOSE**

The purpose of this Joint Powers Agreement is to establish and describe the roles and responsibilities of the County and the Municipalities in connection with the acquisition, implementation, and operation of a new voting system for use throughout Ramsey County ("Project"), including equipment that will be owned and operated by the County and equipment that will be owned and operated by the Municipalities.

## **II. COUNTY ROLES AND RESPONSIBILITIES-SYSTEM IMPLEMENTATION**

### **A. General**

The County will provide the services, materials, and equipment necessary to procure and implement a replacement voting system ("System") in Ramsey County, including software, hardware, materials, ballot printing, and other services as further described in this Agreement. Services may be provided directly by County staff or by outside vendors, as determined by the County.

### **B. System Description**

1. The System will have the following functionalities:
  - The capability to create ballot styles for each precinct based on the appropriate contests and candidates and to generate ballots by either creating a print file that may be sent to a vendor or by printing ballots in the County offices;
  - The capability to program memory devices for each precinct for an election that will, when inserted into a ballot counter or ballot marking device, properly record the votes on ballots cast in that precinct, reject ballots that are not from that precinct or which do not have the proper validation marks, return to the voter ballots which contain an overvote or a crossover vote, and perform all other actions required by the Minnesota election law;
  - The capability to count absentee ballots at a central location in the County or at one or more Municipalities, at the option of each of the Municipalities, and to generate reports noting the number of absentee ballots counted for each precinct;
  - The capability to accumulate votes on ballot counters located in each precinct on election day, at other locations prior to election day, and from absentee ballot counting centers, to protect voted ballots in a sealed ballot box; to generate paper tapes of election results for review and certification by election judges; and to electronically upload or transmit election results to the County; and
  - The capability to compile election results from electronically transmitted files from each precinct through use of the memory device which recorded votes from the precinct and/or from the election results tape; to create an

election results database that may be used for displaying results on the County website; and to generate needed reports for certification of election results.

2. The System must be certified by the Minnesota Secretary of State in accordance with the provisions of Minn. Stat. §206.57, subd. 1 and Minnesota Rules chapter 8220.

**C. System Equipment**

The County will purchase System hardware and software (collectively referred to as the "System Equipment") as initially needed for use of the System by the County and the Municipalities. The System Equipment to be purchased by the County for implementation of the System under the terms of this Agreement is listed as the System Equipment Costs – Total in the System Equipment List, attached hereto and made a part of this Agreement as **Appendix A**.

**D. Implementation Services**

1. The County will provide services, including training, related to the implementation of the System by the County and the Municipalities, as described in **Appendix B-Implementation Services**, attached hereto and made a part of this Agreement.
2. The County will provide implementation project management services through a Project Manager. Joe Mansky, or his designee, shall serve as Project Manager for the County.
3. The goal is to have the System implemented and ready for use by the County and the Municipalities in time for the 2014 state primary. At the discretion of the County, the implementation of the System may be delayed for initial use at the 2015 city and school district elections.

**III. COUNTY ROLES AND RESPONSIBILITIES-POST IMPLEMENTATION OPERATING SERVICES**

**A. General**

Following System implementation, the County will perform the duties described in Sections III. B. through E. (collectively, "Operating Services") either directly by County staff or by outside vendors, as determined by the County.

**B. System Administration**

The County will:

1. maintain all licenses and agreements from the vendor(s) necessary to operate the System;

2. obtain and implement all required software updates needed to operate the System in compliance with the requirements of the Minnesota election law;
3. perform diagnostic testing of ballot counters and ballot marking devices to ensure the proper functioning of all equipment;
4. provide election programming needed to generate ballots and program memory devices that allow the ballot counters to correctly record votes; and
5. accumulate and report election results cast on the ballot counters for all elections.

**C. Warranty Services**

1. Warranty services will be provided by the System vendor(s) in accordance with the warranty provisions contained in the contracts between the County and the System vendor(s).
2. The County shall obtain and enforce all System warranties, including warranties on equipment owned by the Municipalities paid for under the terms of this Agreement. All requests for warranty services shall be made by the Municipalities to the County.
3. The warranties for components of the host computer system shall continue to be substantially those offered by the original equipment manufacturers.

**D. Post-Warranty Maintenance Services**

Maintenance services will be provided following expiration of the warranty period(s) in accordance with the provisions of the maintenance agreement(s) between the County and the System vendor(s).

1. Prior to expiration of the System manufacturers' warranties, the County, in consultation with the Municipalities, will decide whether System maintenance services will be provided on a fixed price or a time and materials basis. The County's decision shall be binding on all of the Municipalities and shall apply to all System hardware and software, whether housed at the County or the Municipalities, including backups.
2. The County will enter into a contract with the System vendor(s) for System maintenance services to be provided directly to the County and to the Municipalities. The County may, in consultation with the Municipalities, provide some or all maintenance services directly. The County will manage the provision of maintenance services for the Municipalities.
3. Maintenance services shall include, at minimum, the following:
  - a. Preventative Maintenance: inspect and clean all ballot counters and ballot counting devices, including the read heads, printers, motors and other related components.

- b. Repairs: make basic repairs to ballot counters and ballot marking devices as needed; the County will maintain or obtain spare parts for this purpose.
- c. Equipment Replacement: replace ballot counters, ballot marking devices and related hardware and components on an as needed basis in the case of complete or un-repairable equipment failure.

**E. Ongoing Services**

1. The County will provide the Municipalities with a set of test ballots (also known as the test deck) and pre-audited test results for each precinct in every election.
2. The County will provide ballot layout, printing and memory device programming as follows:
  - a. Ballot layout – no cost to Municipalities for all elections
  - b. Ballot printing
    - 1) State and county elections – no cost to Municipalities
    - 2) Other elections – printing cost attributable to Municipal and/or School District offices and questions paid by Municipalities and/or School Districts using cost formula provided by the Secretary of State
  - c. Memory device programming – no cost to Municipalities for all elections
3. The County will provide each Municipality with the hardware and software necessary to administer absentee voting for all elections. Each Municipality will have the choice of one of the following options:
  - a. make arrangements for the County to accept/reject, process and count all the absentee ballots for the Municipality;
  - b. accept/reject its own absentee ballots and make arrangements for the County to process and count the absentee ballots for the Municipality;
  - c. accept/reject, process and count its own absentee ballots.
4. The County will provide the Municipalities with the County's costs for options 3. a. and b. (above) no later than 24 weeks before the first election for which the System will be used and no later than 16 weeks before the date established in state law to begin absentee voting in subsequent years. Each Municipality shall inform the County in writing of its initial choice no later than 20 weeks before the first election for which the System will be used. Each Municipality shall notify the County in writing of any changes desired for its choice in subsequent years no later than 12 weeks before the date established in state law to begin absentee voting for a primary in a given year. The County will allocate the costs

for providing absentee voting services to the Municipalities as illustrated in the **Appendix C** spreadsheet, attached hereto and made a part of this Agreement.

5. The County will provide inspection and replacement of consumable supplies.
6. Election day technical support for the System will be provided by the voting system vendor (up to three days per election), as required by the County.
  - a. Programming and system administration operations
  - b. Ballot counter operations
  - c. Ballot marking device operations
7. Subject to approval by the County, during the term of this Agreement including any extensions, the County shall lease or purchase ballot counters, ballot marking devices, and other hardware and software in addition to those listed in **Appendix A**, on written request from a Municipality. Payment to the County by the requesting Municipality shall be made within thirty (30) calendar days from the date of the invoice from the County following delivery of the hardware and/or software to the requesting Municipality.
8. During the term of this Agreement including any extensions, the County may lease or purchase any additional hardware and software that is necessary for the System to comply with the provisions of the Minnesota Election Law or that the County deems necessary to meet demand from the voters.

#### **IV. ROLES AND RESPONSIBILITIES OF THE MUNICIPALITIES**

##### **A. Implementation**

1. The individual who administers elections for the Municipality shall serve as the Municipality's project implementation liaison with the County. Each Municipality shall provide the name and contact information for the liaison within ten (10) calendar days of final execution of this Agreement.
2. Within thirty (30) calendar days of execution of this Agreement, each Municipality shall notify the County in writing of its plans for payment of the acquisition costs of the ballot counters, ballot marking devices and any other administrative equipment ("Equipment Costs"). Each Municipality may choose from one of the following payment options: a) a one-time reimbursement of costs or b) reimbursement of costs over two or more years, not to exceed a maximum of five years. A Municipality may not revoke its decision at any time after notice has been given to the County.

##### **B. Post-Implementation/Ongoing**

1. The Municipalities shall verify that ballots and memory devices tested by the County function accurately in the ballot counters and ballot marking devices that will be used in each election. If a Municipality identifies an error, the County

shall correct the error within ten (10) calendar days of notification of the error, if practicable.

2. The Municipalities shall also perform all public accuracy testing provided by law for each election and may request the County's assistance in conducting these tests, at no charge.
3. The Municipalities may not lease or purchase any additional hardware and software during the term of this Agreement or any extensions without the prior approval of the County.
4. Each of the Municipalities shall lease or purchase at least one ballot counter, a ballot marking device, and a ballot box for each precinct in the Municipality.

**C. Payment**

Each of the Municipalities is responsible for payment in accordance with the provisions of this Agreement.

**V. OWNERSHIP/SOFTWARE LICENSE**

- A. The County will initially own all System Equipment.
- B. Upon payment in full to the County in accordance with the terms of this Agreement, each of the Municipalities will own the ballot counters, ballot marking devices, and related equipment that were originally purchased by the County under this Agreement; this provision shall not apply to equipment leased by the County. The County will maintain ownership of backup ballot counters and ballot marking devices, the central count ballot counters and any precinct ballot counters that are needed for counting absentee ballots, the memory devices for all ballot counters and ballot marking devices, and the computer hardware and software needed to operate and administer the System.
- C. The County is the sole Licensee of the System software and the Municipalities are users.

**VI. WARRANTY**

The County makes no representations and extends no warranties with respect to the use of the System and specifically disclaims all other warranties, express or implied, including but not limited to any implied warranty or merchantability or fitness for a particular purpose.

**VII. SYSTEM IMPLEMENTATION FUNDING**

- A. The County will provide initial financing for the costs of acquisition, installation, and implementation of the System ("Implementation Costs").
- B. As part of the initial financing of the Implementation Costs, the County will apply state grant funds received under the Help America Vote Act and required County matching funds as a setoff against the Implementation Costs.

- C. The Municipalities will provide the funds to reimburse the County for the System Equipment identified as the responsibility of the Municipalities in **Appendix A**.

## **VIII. COST ALLOCATION/PAYMENT**

### **A. Cost Allocation-Implementation Costs**

1. Each of the Municipalities will reimburse the County for the cost of the number of ballot counters, ballot boxes, and ballot marking devices required by that Municipality in accordance with the pricing in **Appendix A**. A list of the estimated number of ballot counters, ballot boxes, and ballot marking devices for each of the Municipalities and the percentage of the total cost for ballot counters and ballot marking devices to be paid by each of the Municipalities is listed in **Appendix C**. The total number and each Municipality's percentage of ballot counters and ballot marking devices may be adjusted throughout the term of this Agreement including any extensions.
2. For those Municipalities that have elected to pay for the ballot counters, ballot boxes, and ballot marking devices over time, the total amount to be paid will include their proportionate share of any financing costs incurred by the County for the purchase, installation and implementation of the System Equipment, which financing costs will be shared among those Municipalities that have elected to pay over a period from two to five years.

### **B. Cost Allocation-Post-Implementation/Operating Services**

1. There will be no charge to the Municipalities for ballot layout for all elections, ballot printing for State and county elections or for memory device programming.
2. The Municipalities will pay the County's costs for Operating Services on an annual basis.
3. The cost of Operating Services will be calculated to include costs for the items listed in Section III.B.-E. of this Agreement and, until repaid in full, the Implementation Costs described in Section VIII.A.2.
4. Except as identified as the responsibility of a Party to this Agreement, annual costs for Operating Services will be allocated as follows:
  - a. using the percentage of the total number of ballot counters requested by the Municipality as a proportion of the total number of ballot counters requested by all Municipalities for 80%, and using the percentage of the total number of absentee ballots accepted by each Municipality during the three most recent state general elections as a proportion of the total number of absentee ballots accepted in the County for 20%.
  - b. The allocation will take into account any changes in the number of ballot counters requested by each of the Municipalities and/or the total number of ballot counters.

**C. Payments**

1. The County shall invoice a Municipality after the initial delivery of County-tested ballot counters, ballot boxes, and ballot marking devices to the Municipality. If a Municipality will pay over a period of 2-5 years, the County will invoice the Municipality its appropriate annual sum along with the invoice for annual operating costs. Payment shall be made within thirty (30) calendar days of the date of the invoice.
2. On or about June 1 of each calendar year during the term of this Agreement including any extensions, the County will invoice the Municipalities for their share of Operating Costs for the next calendar year. The total amount of the invoices will be calculated based on the actual Operating Costs incurred by the County in the previous calendar year, with adjustments made to account for increases or decreases in anticipated operating costs. The Municipalities shall make payment to the County within thirty (30) calendar days of the date of the invoice.
3. If the County provides maintenance services through the System vendor on a time and materials basis, a Municipality that requires maintenance services will contact the County for the services and the County will contact the vendor. The requesting Municipality will be invoiced directly by the vendor, and will be individually responsible for the cost of the services received, with no right to reimbursement from the County.
4. If requested by a Municipality, the County shall invoice the School District(s) to pay a proportion of the Municipalities' annual cost for Operating Services using either: a) the cost-sharing methodology provided in the Minnesota Election Law; or b) another methodology developed by the County, in consultation with the Municipalities. The County will invoice the School District(s) for their proportion of the costs and payments will be made directly by the School District(s) to the County.
5. Payment of interest and disputes shall be governed by the provisions of Minn. Stat. § 471.425.

**D. Proceeds from sale or lease of old equipment**

The County shall determine if any existing voting equipment, including but not limited to ballot counters, ballot marking devices and related hardware will be sold or leased in conjunction with the purchase of the System. The County shall apply the proceeds of any sale or lease of existing voting equipment, including but not limited to ballot counters and ballot marking devices, toward the Municipalities' payment of Implementation Costs or Post-Implementation Costs.

**IX. PROJECT SCHEDULE**

A Preliminary Project Schedule is attached hereto and made a part of this Agreement as **Appendix D**. The County may change the schedule set forth in **Appendix D** as appropriate based on changes in funding sources or the needs of the County.

**X. TERM**

- A. The term of this Agreement is for a fourteen-year period from the date of final execution by all parties (“Initial Term”), unless earlier terminated pursuant to the provisions of this Agreement.
- B. This Agreement shall be automatically extended for successive two-year terms (“Renewal Terms”), upon the same or better terms, conditions and covenants, unless a majority of the Municipalities or the County gives notice of their/its intent not to extend at least 180 days prior to expiration of the Initial Term or the then-current Renewal Term.

**XI. ANNUAL REVIEW PROCESS**

At least once a year during the term of this Agreement, including any extensions, the County will convene a meeting of elections officials from the Municipalities to review the elections process and System operations.

**XII. INDEMNIFICATION AND INSURANCE**

- A. Each party agrees that it will be responsible for its own acts and the acts of its employees, elected officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the extent authorized by law, and shall not be responsible for the acts of the other parties or their employees, elected officials, and agents, or for any liability resulting therefrom. Each party’s liability shall be governed and limited by the Municipal Tort Claims Act, Minn. Stat. Chapter 466 and other applicable law.
- B. Each Party agrees to defend, indemnify and hold harmless the other Parties, their employees, elected officials, and agents from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorneys fees, resulting directly or indirectly from any act or omission of the indemnifying party, its employees, elected officials, or agents, in the performance or failure to perform its obligations under this Agreement. Nothing herein shall be deemed a waiver by any Party of its limitations on liability, defenses or immunities under Minnesota Statutes, Chapter 466, or other state or federal law.
- C. Each Party warrants that it is able to comply with the aforementioned indemnity requirements through commercial insurance or a self-funding program.
- D. Each of the Parties shall insure the full replacement value of all System equipment stored on the Party's site.

- E. All insurance policies or self-insurance certificates shall be open to inspection by the other Parties and copies of the policies or certificates of self-insurance shall be submitted to a Party upon written request.

### **XIII. RECORDS**

Subject to the provisions of Section XIV., each Party agrees that the other Parties, the State Auditor, or any of their duly authorized representatives shall, at any time during normal business hours, and as often as they may reasonably deem necessary, have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of governmental entities and which involve transactions relating to this Agreement.

### **XIV. DATA PRACTICES**

The Parties shall comply with the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

### **XV. NONASSIGNMENT**

No Party shall assign, subcontract, transfer or pledge this Agreement and/or services to be performed herein.

### **XVI. USE OF VOTING SYSTEM**

The County shall only implement and support a single, uniform voting system throughout the County that must be used in every election conducted in the County. Each Municipality must use the ballot counters, ballot boxes and ballot marking devices provided in this Agreement for all elections conducted in the Municipality.

### **XVII. TERMINATION**

- A. This Agreement shall terminate upon unanimous consent of the Parties as evidenced by a written resolution of the governing body of each Party or when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction.
- B. Effect of termination. Termination shall not discharge any liability incurred by any of the Parties during the term of this Agreement including any extensions prior to the effective date of termination. Each Party shall be liable for its own acts to the extent provided by law.

### **XVIII. PROPERTY DISPOSITION**

- A. Upon termination of this Agreement, ownership remains as stated in Article V.

- B. Upon termination, a Municipality will be given the option to make full payment for the ballot counters, ballot boxes, and ballot marking devices for which it has made partial payment. Such payment must be made within thirty (30) calendar days of the date of receipt of the notice of termination from the County.
- C. If the Parties reach consensus on the need to replace the System, the Parties will negotiate a new agreement, which shall include the disposition of the System Equipment, whether owned by the County or the Municipalities.

**XIX. NOTICE**

- A. All notices, reports or demands given or made by a Party under the terms of this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail.
- B. All notices, reports or demands shall be sent to the representative designated in writing by the Party. If none has been designated, notice to the Party's chief elected official shall be deemed adequate.

**XX. ENTIRE AGREEMENT/ALTERATION**

- A. It is understood and agreed that the entire agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties hereto.
- C. The parties may execute separate copies of any amendment to this Agreement and the signature pages will be part of the original.

**XXI. VOTING SYSTEMS ADVISORY COMMITTEE**

The County shall establish a Voting Systems Advisory Committee ("Committee") to facilitate the administration of the System. Any Party to this Agreement may request to become a member of the Committee. Approximately ten years following final execution of this Agreement, or at such earlier time as the Parties may agree, the Committee shall begin planning for the acquisition of a successor voting system.

**XXII. SEPARATE EXECUTIONS/EFFECTIVE DATE**

Each of the Municipalities may sign a separate signature page and all of the signature pages taken together will constitute the original contract and will be as effective as if all of the signatures were on the same page. This Agreement shall be effective as to a Party upon execution by an authorized representative of that Party.

Wherefore, the Parties have executed this Agreement as of the last date written below.

**COUNTY OF RAMSEY**

By: \_\_\_\_\_  
Rafael Ortega, Chair  
Board of Commissioners

By: \_\_\_\_\_  
Bonnie Jackelen, Chief Clerk  
Board of Commissioners

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

Approval Recommended:

\_\_\_\_\_  
Mark Oswald, Director  
Department of Property Records and Revenue

Approved as to form and insurance:

\_\_\_\_\_  
Assistant County Attorney

**NAME OF MUNICIPALITY:**

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

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

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

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

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

**Appendix A  
System Equipment List**

*Note: prices are estimates pending the selection of a specific voting system*

1.	Voting and administrative equipment - County			
	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
	18	Backup ballot counters	\$4,043	\$72,774
	18	Ballot counters for absentee voting	\$4,043	\$72,774
	36	Ballot boxes	\$382	\$13,752
	18	Backup accessible ballot marking devices	\$4,550	\$81,900
	828	Memory devices	\$66	\$54,648
	5	Central count ballot counters for absentee voting	\$26,030	\$130,150
	2	Ballot on demand printers	\$8,960	\$17,920
	1	Operating software	\$137,976	\$137,976
	1	Staff training – hardware and software operations	\$140,000	\$140,000
		Freight and delivery (estimate)	\$20,000	\$20,000
	<b>Subtotal for Equipment Costs - County</b>			<b>\$741,849</b>
2.	Voting equipment – Municipalities			
	171	Ballot counters for polling places	\$4,043	\$691,353
	171	Ballot boxes	\$382	\$65,322
	171	Accessible ballot marking devices for polling places	\$4,550	\$778,050
	<b>Subtotal for Equipment Costs – Cities</b>			<b>\$1,534,725</b>
	<b>System Equipment Costs - Total</b>			<b>\$2,276,574</b>

## **Appendix B Implementation Services**

The County will provide, either directly or through a contracted vendor, as determined by the County, the Implementation Services shown below. The information provided below is tentative, pending the selection of a System vendor(s).

### **Training and instructional materials**

1. Training for Municipal elections officials and staff
  - a. Operation of the ballot counter
  - b. Operation of the ballot marking device
  - c. Processing and counting absentee ballots (where applicable)
2. Training for election judges
  - a. Operation of the ballot counter
  - b. Operation of the ballot marking device
3. Development of training and informational materials - printed
  - a. Ballot counter operations guide and quick start guide
  - b. Ballot marking device operations guide and quick start guide
  - c. Opening and closing the polling place
  - d. Providing instructions to voters
4. Development of training and informational materials for County website
  - a. Election judge training video
  - b. Public information videos

**Appendix C**  
**Spreadsheet**  
*(included as a separate attachment)*

**Appendix D**  
**Preliminary Project Schedule**  
*(Dates are tentative)*

2013

Oct 25 Complete city approval of joint powers agreement  
Dec 3 County board approval of joint powers agreement  
Dec 30 Publication of request for proposals for voting system

2014

Jan 15 Pre-bid conference for vendors submitting proposals  
Jan 31 Closing date for proposals from vendors for voting system  
Feb 11 Complete scoring proposals submitted by vendors  
Feb 14 Task force recommendation to county board  
Feb 25 County board approval of new voting system acquisition  
Mar 10 Publication of RFP for ballot printing 2014-2015  
Mar 17 Place order with vendor for new voting system  
Apr 7-11 Software training for county staff  
Apr 21-25 Hardware training for county staff  
May 2 Complete delivery of new voting system components  
May 20 First day to file for office  
May 23 Complete check-in and preliminary testing of voting system components  
May 28-30 Simulated election with new voting equipment  
May 30 Complete training and informational materials for use of voting system  
Jun 16-20 Hands-on training for city elections staff  
Jun 27 Begin absentee voting  
Jul 7-Aug 1 Hands-on training for election judges serving at the state primary  
Aug 12 State primary

Oct 6-24 Hands-on training for election judges not serving at the state primary  
Nov 4 State general election  
Nov 17 Post-election review of voting system

# Appendix C spreadsheet - proposed capital and annual operating costs for new voting system

City	Number of precincts	Precinct ballot counters & ballot marking devices		Absentee ballot counters		Absentee ballot processing/counting		Cost Summary
		% of county total	% of county total	mean total ABs accepted in last 3 state gen elections	% of county total	% of county total	Option A	
		x total city share of capital costs	x 0.80	Number of accepted ABs 2008-2012	share of annual operating costs	share of annual operating costs	Operating costs	Operating costs
Arden Hills	3	\$ 26,925.00	\$ 1,588.24	1,550	\$ 1,588.24	\$ 524.31	\$ 2,112.55	\$ 2,112.55
Blaine	0	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
Falcon Heights	2	\$ 17,950.00	\$ 1,058.82	742	\$ 1,058.82	\$ 250.99	\$ 1,309.82	\$ 1,309.82
Gem Lake	1	\$ 8,975.00	\$ 529.41	62	\$ 529.41	\$ 20.97	\$ 550.38	\$ 550.38
Lauderdale	1	\$ 8,975.00	\$ 529.41	212	\$ 529.41	\$ 71.71	\$ 601.12	\$ 601.12
Little Canada	3	\$ 26,925.00	\$ 1,588.24	1,492	\$ 1,588.24	\$ 504.69	\$ 2,092.93	\$ 2,092.93
Maplewood	16	\$ 143,600.00	\$ 8,470.59	5,327	\$ 8,470.59	\$ 1,801.93	\$ 10,272.52	\$ 10,272.52
Mounds View	4	\$ 35,900.00	\$ 2,117.65	1,414	\$ 2,117.65	\$ 478.31	\$ 2,595.95	\$ 2,595.95
New Brighton	5	\$ 44,875.00	\$ 2,647.06	3,521	\$ 2,647.06	\$ 1,191.03	\$ 3,838.09	\$ 3,838.09
North Oaks	2	\$ 17,950.00	\$ 1,058.82	1,632	\$ 1,058.82	\$ 552.05	\$ 1,610.87	\$ 1,610.87
North St Paul	4	\$ 35,900.00	\$ 2,117.65	1,479	\$ 2,117.65	\$ 500.29	\$ 2,617.94	\$ 2,617.94
Roseville	10	\$ 89,750.00	\$ 5,294.12	7,533	\$ 5,294.12	\$ 2,548.15	\$ 7,842.26	\$ 7,842.26
Shoreview	7	\$ 62,825.00	\$ 3,705.88	5,322	\$ 3,705.88	\$ 1,800.24	\$ 5,506.13	\$ 5,506.13
Spring Lake Park	0	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
St Anthony	1	\$ 8,975.00	\$ 529.41	577	\$ 529.41	\$ 195.18	\$ 724.59	\$ 724.59
St Paul	97	\$ 870,575.00	\$ 51,352.94	27,610	\$ 51,352.94	\$ 9,339.48	\$ 60,692.42	\$ 60,692.42
Vadnais Heights	4	\$ 35,900.00	\$ 2,117.65	2,013	\$ 2,117.65	\$ 680.93	\$ 2,798.57	\$ 2,798.57
White Bear Lake	6	\$ 53,850.00	\$ 3,176.47	4,151	\$ 3,176.47	\$ 1,404.14	\$ 4,580.61	\$ 4,580.61
White Bear Township	4	\$ 35,900.00	\$ 2,117.65	1,879	\$ 2,117.65	\$ 635.60	\$ 2,753.25	\$ 2,753.25
Subtotal - cities	170	\$ 1,525,750.00	\$ 90,000.00	66,516	\$ 90,000.00	\$ 22,500.00	\$ 112,500.00	\$ 112,500.00
ISD 282 - St Anthony-NB	2	\$ -	\$ 352.94		\$ 352.94	\$ 82.50	\$ 435.44	\$ 435.44
ISD 621 - Mounds View	21	\$ -	\$ 3,705.88		\$ 3,705.88	\$ 1,320.00	\$ 5,025.88	\$ 5,025.88
ISD 622 - NSP-Maplewood	17	\$ -	\$ 3,000.00		\$ 3,000.00	\$ 765.00	\$ 3,765.00	\$ 3,765.00

ISD 623 - Roseville	18	10.59%	\$	-	\$	3,176.47	15.00%	\$	1,125.00	\$	4,301.47
ISD 624- White Bear Lake	15	8.82%	\$	-	\$	2,647.06	14.60%	\$	1,095.00	\$	3,742.06
ISD 625 - St Paul	97	57.06%	\$	-	\$	17,117.65	41.50%	\$	3,112.50	\$	20,230.15
Subtotal - school districts	170	100.00%	\$	-	\$	30,000.00	100.00%	\$	7,500.00	\$	37,500.00
County total			\$		\$	120,000.00		\$	30,000.00	\$	150,000.00

- Notes:
1. Assume the cost of one ballot counter, one ballot box and one ballot marking device = \$8,975 per precinct
  2. Number of absentees is average of ABs accepted in three previous state general elections
  3. Assume annual operating costs = \$150,000; 80% are from precinct equipment, 20% from absentee equipment
  4. Annual operating costs are shared by cities (75%) and school districts (25%)
  5. The county will provide any equipment needed by Blaine
  6. Spring Lake Park will use voting systems provided by Anoka County.

10/11/2013

PROPOSED MOTION

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

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

to approve Resolution No. 13-90 reducing the following escrows:

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

5385 Carlson Rd	Margie Vest	\$ 500.00
5174 Lexington Ave	Roxanne Buchanan	\$ 500.00
5870 St Albans Ct	James Mansager	\$ 2,000.00
5345 Hodgson Rd	Capra Utilities Inc	\$ 1,000.00
1663 Hillview Rd	Twin City Handyman	\$ 1,000.00

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

JOHNSON \_\_\_\_\_

QUIGLEY \_\_\_\_\_

WICKSTROM \_\_\_\_\_

WITHHART \_\_\_\_\_

MARTIN \_\_\_\_\_

REGULAR COUNCIL MEETING  
OCTOBER 21, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: OCTOBER 17, 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.

5385 Carlson Rd	Erosion control completed
5174 Lexington Ave	Erosion control completed
5870 St Albans Ct	Street repair completed
5345 Hodgson Rd	Utilities completed
1663 Hillview Rd	Erosion control completed

RECOMMENDATION

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

5385 Carlson Rd	Margie Vest	\$ 500.00
5174 Lexington Ave	Roxanne Buchanan	\$ 500.00
5870 St Albans Ct	James Mansager	\$ 2,000.00
5345 Hodgson Rd	Capra Utilities Inc	\$ 1,000.00
1663 Hillview Rd	Twin City Handyman	\$ 1,000.00

**\*PROPOSED\***

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

**HELD OCTOBER 21, 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 October 21, 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. 13-90**

**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:

5385 Carlson Rd	Margie Vest	\$ 500.00
5174 Lexington Ave	Roxanne Buchanan	\$ 500.00
5870 St Albans Ct	James Mansager	\$ 2,000.00
5345 Hodgson Rd	Capra Utilities Inc	\$ 1,000.00
1663 Hillview Rd	Twin City Handyman	\$ 1,000.00

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

and the following voted against the same:



**PROPOSED MOTION**

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

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

To adopt Resolution No. 13-92 supporting the renewal of the operating levy for the Mounds View School District that is scheduled on the November 5, 2013 ballot.

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

Regular Council Meeting  
October 21, 2013

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: OCTOBER 17, 2013**

**SUBJECT: RESOLUTION OF SUPPORT—RENEWAL OF OPERATING  
LEVY FOR THE MOUNDS VIEW SCHOOL DISTRICT**

### **INTRODUCTION**

At its October 7, 2013 meeting, the City Council heard a presentation from Mounds View District officials regarding their \$11.5 million operating levy renewal request scheduled at the November 5, 2013 election. Councilmember Terry Quigley requested that the Council consider adopting a resolution of support for this levy renewal request. Attached is Resolution No. 13-92 for Council consideration.

### **BACKGROUND**

At the October 7<sup>th</sup> City Council meeting, the Council met with Mounds View School District Board members and Superintendent regarding the District's request for renewal of an operating levy referendum that is on the November 5, 2013 ballot. The Board members provided information about the District and the need for the renewal of an \$11.5 million operating levy. It was noted that the renewal of the operating levy would not increase property taxes, but maintain them at their current level.

Councilmember Quigley requested that a resolution of support for the renewal of the \$11.5 million operating levy for the Mounds View School District be scheduled for the next Council meeting. Councilmembers commented that our residents have indicated in our Community Survey that our schools are an important component of the outstanding quality of life we have in Shoreview. It also was noted that the renewal of the levy is an important element in the overall quality of the Mounds View school system.

### **SUMMARY**

Attached is Resolution No. 13-92 supporting the renewal of the operating levy for the Mounds View School District that is scheduled on the November 5, 2013 ballot. In past years, the city has adopted resolutions supporting the School District's levy requests.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD OCTOBER 21, 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 October 21, 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. 13-92**

**RESOLUTION STATING THE CITY COUNCIL'S SUPPORT  
FOR THE RENEWAL OF AN OPERATING LEVY REFERENDUM FOR THE  
MOUNDS VIEW SCHOOL DISTRICT 621 ON NOVEMBER 5, 2013**

**WHEREAS**, the City Council recognizes the importance of quality public education; and

**WHEREAS**, the City of Shoreview has a longstanding record of cooperative programs with Mounds View School District 621; and

**WHEREAS**, the School District has demonstrated an outstanding record of high academic achievement from its students; and

**WHEREAS**, the School District has implemented numerous cost containment efforts in all areas of the District's operations; and

**WHEREAS**, quality schools are important elements to the quality of life in the community and maintaining strong property values; and

**WHEREAS**, the School Board unanimously voted to place the renewal of a \$11.5 million operating levy on the November 5, 2013 ballot; and

**WHEREAS**, the renewal of the operating levy will maintain current taxing levels for the 621 School District.

**NOW, THEREFORE, BE IT RESOLVED** that I, Sandra C. Martin, Mayor, and the members of the Shoreview City Council do hereby support the passage of an operating levy referendum for the Mounds View School District on November 5, 2013.

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

And the following voted against the same:

**WHEREUPON**, said resolution was declared duly passed and adopted the 21<sup>st</sup> day of October, 2013.

STATE OF MINNESOTA)

COUNTY OF RAMSEY )

CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 21<sup>st</sup> day of October 2013, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to support of an operating levy in School District 621 on November 5, 2013.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 22<sup>nd</sup> day of October 2013.

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

**PROPOSED MOTION  
HIGHWAY CORRIDOR TRANSITION STUDY  
HKGi, INC**

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

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

To authorize the City Manager to execute a professional services agreement with Hoisington Koegler Group, Inc. for the Highway Corridor Transition Study.

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

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

Regular City Council Meeting  
October 21, 2013

**To:** Mayor, City Council and City Manager  
**From:** Kathleen Castle, City Planner  
**Date:** October 17, 2013  
**Subject:** Highway Corridor Transition Study

## **Introduction**

The Economic Development Authority's (EDA) 2013/2014 Workplan identifies the completion of a Highway Corridor Transition Study to develop long term strategies and actions for residential properties located along certain highway corridors. HKGi (Hoisington Koegler Group, Inc.) submitted a proposal in response to the City's Request for Qualifications, which the EDA supported at their October 14<sup>th</sup> meeting. The Staff is seeking the Council's authorization to execute the contract and begin this study.

## **HKGi Proposal**

### **Scope of Work**

Previously, the EDA has discussed interest in studying some of the residential neighborhoods that are located along arterial highways. There is concern that these residential land uses are no longer viable due to the noise, traffic volumes and speeds on these arterial highways. The study would enable the EDA to identify these transitional corridors by defining "at-risk" neighborhoods, then evaluating the redevelopment and developing land use policies that support redevelopment while protecting the remaining adjacent land uses. The attached map identifies potential neighborhoods along the Highway 96 and Hodgson Road corridors.

The Scope of Work prepared by HKGi breaks down this project into three tasks. The first task focuses on assembling background data and analyzing factors related to land use, economic development, transportation and housing. Another component of this task includes market research to determine market support for various types of development. These findings will be presented to the EDA.

The second task consists of conducting a half-day long charrette with key staff members and agencies. Land use alternatives will be explored and concepts would then be presented to the EDA, City Council and Planning Commission at a joint meeting (s) to solicit feedback. A draft land use plan would then be prepared for the different corridors which will serve as the base for the third task.

The third task is the development of a strategic action plan that will identify and evaluate implementation strategies. This will include identifying the needed public investment and tools required to carry out these strategies.

### **Letter of Agreement**

The cost for the study as outlined in the scope of work is \$46,500. The contract may be amended if additional meetings are needed or other deliverables are identified. Funding of the study would come from existing resources from TIF District No. 1. The project would be completed by May 31, 2014.

### **Economic Development Authority Review**

The EDA's 2013-2014 work plan identifies completion of a Highway Corridor Transition Area study to evaluate residential properties along the arterial roadways and develop long term strategies and actions for long-term land use options. The EDA reviewed the proposal and concluded that HKGi, Inc. is qualified to complete the study with a cost that is within funding amount set aside. EDA members also indicated that the inclusion of the financial and marketing analysis is an important component of the study. The EDA also suggested that there may be other areas which are not identified on the attached map that should be included in the study.

### **Recommendation**

Staff is seeking feedback from the EDA regarding the proposal submitted by HKGI and support from the EDA for this project. If support is received, with any revisions as directed, the proposal will then be presented to the City Council at their October 21<sup>st</sup> meeting requesting they formally authorize the contract for services to commence the study.

#### Attachments:

- 1) HKGi – Letter of Agreement including Scope of Work
- 2) Request for Qualifications
- 3) Map – Highway Transition Corridor Targeted Areas Map



September 27, 2013

Ms. Kathleen Castle  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126

***Subject: An Agreement between the City of Shoreview and Hoisington Koegler Group Inc. for services pertaining to the Highway Corridors Transition Study***

Dear Kathleen,

This letter outlines a Scope of Services, Fee Schedule and other elements which together constitute an agreement between the **City of Shoreview** hereinafter referred to as the **CLIENT**, and **Hoisington Koegler Group Inc.**, hereinafter referred to as the **CONSULTANT** for preparation of the Highway Corridors Transition Study and recommendations, hereinafter referred to as the **PROJECT**.

The **CLIENT** and **CONSULTANT** agree as set forth below:

**A. BASIC SERVICES**

The **CONSULTANT'S** basic services for the **PROJECT** are as provided in Attachment A Work Program.

**B. ADDITIONAL SERVICES**

The **CONSULTANT** and the **CLIENT** may agree in writing to amend this Contract for additional services related to the **PROJECT** and compensation for such services. The following services have not been requested by the **CLIENT** but are available upon written authorization.

1. Meetings in addition to those specified in Paragraph A above.
2. Services or Deliverables not specifically identified in Paragraph A above.

**C. FEES FOR PROFESSIONAL SERVICES**

The **CONSULTANT** agrees to complete the scope of work contained in Paragraph A in exchange for professional fee compensation as noted below. The **CLIENT** agrees to pay the **CONSULTANT** for **PROJECT** services rendered as follows:

1. For the **CONSULTANT'S** Basic Services described in Paragraph A above, a fee based on the **CONSULTANT'S** current hourly rate schedule (see Attachment B) not-to-exceed forty-six thousand five hundred dollars and no cents.

2. For the CONSULTANT'S Additional Services described in Paragraph B, a fee based on the CONSULTANT'S current hourly rate schedule plus incidental expenses or a negotiated fee.
3. Statements will be submitted to the CLIENT on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement.
4. The CONSULTANT reserves the right to suspend services if the CLIENT is delinquent in making payments in accordance with this Agreement.

**D. CLIENT'S RESPONSIBILITY**

The CLIENT shall be responsible for the following:

1. Assembly of background information including, but not limited to digital copies of all files, pertinent plans, aerial photographs, base maps, inventory data, available GIS mapping, limited to those that are reasonably available.
2. Arrangements and notifications for meetings.
3. Reproduction and distribution of Project reports as deemed necessary and not otherwise specified in paragraph A.

**E. INSURANCE**

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of the contract. Certificates for General Liability Insurance should state that the CLIENT, its officials, employees, agents and representatives are Additional Insureds. The CLIENT reserves the right to review CONSULTANT's insurance policies at any time to verify that contractual requirements have been met.

1. Commercial General Liability Insurance
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate
  - \$50,000 damage to rented premises
  - \$5,000 medical expenses
2. Umbrella Liability
  - \$1,000,000 per occurrence
  - \$1,000,000 general aggregate
  - \$10,000 self-insured retention
3. Worker's Compensation and Employer's Liability
  - a. Worker's Compensation per Minnesota Statutes
  - b. Employer's Liability
    - \$500,000 per accident;
    - \$500,000 per employee;
    - \$500,000 per disease policy limit.

4. Professional Liability Insurance

\$2,000,000 per claim  
\$2,000,000 annual aggregate

**F. COMPLETION SCHEDULE**

The services of the CONSULTANT will begin upon CLIENT approval and will, absent of causes beyond the control of the CONSULTANT, be completed by May 31, 2014.

**G. SUB-CONSULTANTS**

To complete aspects of the PROJECT as described in the Exhibit A, the CONSULTANT will use the following Sub-Consultants: W-ZHA and Northland Securities Inc. The CONSULTANT shall not add any other Sub-Consultants without written consent from the CLIENT.

**H. NONDISCRIMINATION**

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for employment or employees as to terms of employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities.

**I. EQUAL OPPORTUNITY**

During the performance of this Contract, the CONSULTANT, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor regulations 41 CFR Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places available to employees and applicants for employment notices to be provided by the Government setting forth the provisions of this nondiscrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The CONSULTANT shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

**J. INDEMNIFICATION**

CLIENT agrees to indemnify, defend and hold CONSULTANT harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of the PROJECT and/or this Agreement, except that the CONSULTANT shall not be entitled to indemnification to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by CONSULTANT's negligent errors or omissions.

**K. TERM, TERMINATION, SUCCESSORS AND/OR ASSIGNS**

1. The Term of this Agreement shall be concurrent with the work authorized and shall be in accordance with the schedule to be established between the CLIENT and the CONSULTANT.
2. Either party may terminate this Agreement by written notice to the other party at its address by certified mail at least ten (10) days prior to the date of termination.
3. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer its interest in this Agreement without the written consent of the other.
4. The time schedule shall not apply and/or time extensions will be allowed for any circumstances beyond the control of the CONSULTANT.
5. This Agreement shall be governed by all applicable laws.
6. Upon termination, Consultant shall be entitled to fees earned through the effective date of termination.

**L. DISPUTES**

In the event the CLIENT and CONSULTANT are unable to reach agreement under the terms of this contract, disputes shall be resolved using alternative dispute resolution (ADR).

**M. REVOCATION**

If this agreement is not signed and accepted by both parties within 90 days of the contract date, it shall become null and void.

**N. AUTHORIZATION**

IN WITNESS WHEREOF, The CLIENT and the CONSULTANT have made and executed this Agreement for Professional Services,

This \_\_\_\_\_ day of \_\_\_\_\_, 2013

**CLIENT**  
**City of Shoreview**

---

Name

---

Title

---

Name

---

Title

**CONSULTANT**  
**Hoisington Koegler Group Inc.**

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Name:

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Title

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Name:

---

Title

## **Attachment A**

### **Scope of Work**

#### **TASK 1 UNDERSTAND WHAT EXISTS**

The HKGi team will begin its process with a kick-off meeting with City Staff to confirm the project goals and outcomes, solidify the project schedule, collect background data, and establish lines of communication. It is also recommended that the a portion of the kick-off meeting include representatives of Ramsey County, and adjacent communities' staff as needed, to discuss plans that may affect the corridors.

HKGi will then collect all of the necessary background data and materials to create base maps that will help us understand the characteristics of the corridors. This analysis will include a variety of land use, economic development, and transportation factors, including existing land uses, transportation network conditions, natural resources, property value trends, property ownership, turnover, and vacancy/foreclosure status. It also will include a review of relevant background documents, such as the Comprehensive Plan, Housing Action Plan, Capital Improvement Plans (CIP), county plans, and adjacent communities' plans. A windshield survey of the community will be conducted to gather photos, confirm the results of the GIS analysis as needed, and determine if additional transition areas should be included in the study.

Also during Task 1, W-ZHA will be conducting market research on key economic indicators, market performances, market dynamics, and other factors relevant to an evaluation of the potential support for various types of development. As noted in the Project Approach section, W-ZHA will use a variety of methods to conduct the market research, including statistical research and interviews.

A summary of the Task 1 will be created to succinctly communicate relevant findings that will be informative in the development of potential land use concepts. HKGi will then meet with City Staff to review these findings. We also recommend a meeting with the EDA to review the results of the Task 1 and solicit their reactions to it.

#### **MEETINGS**

- City Staff Meeting #1 - Kick-Off
- City Staff Meeting #2 - Review background summary and market analysis
- EDA Meeting #1

#### **DELIVERABLES**

- Project schedule
- Project base maps
- Background summary
- Market analysis

#### **TASK 2 EXPLORE THE POSSIBILITIES**

Task 2 will focus on the exploration of land use concepts for the transition corridor areas. A charrette will be hosted by HKGi and attended by City Staff, other affected agencies and the HKGi team for the development of the land use concepts. We have found that the intensive, collaborative, half-day-long charrette process

provides the most cost-effective and efficient means of developing and refining land use concepts. While the exploration will begin with land use, the alternatives will be analyzed and revised based on possible impacts to the transportation system and adjacent residential neighborhoods. The redevelopment program will include stewardship and sustainability measures. Once the draft land use concepts have been reviewed by City Staff, we then recommend that the land use concepts be presented at a joint meeting or series of meetings with the EDA, City Council, and Planning Commission. A draft Land Use Plan will then be prepared with one or more concepts for each corridor to serve as the basis for the identification of implementation strategies in Task 3.

### **MEETINGS**

- City Staff Meeting #3 - Charrette
- Meeting with City Council, Planning Commission and EDA.

### **DELIVERABLES**

- Meeting materials
- Draft Land Use Concepts
- Draft Land Use Plan

## **TASK 3 IDENTIFY STRATEGIC ACTION PLAN**

Task 3 will be focused on identifying and evaluating potential implementation strategies that will enable the conceptual land use plan to become a reality. Northland Securities' public finance expertise will be instrumental in identifying what public investments are needed and what tools are available to finance those investments. A draft of the Strategic Action Plan, which will include the land use plan, will be prepared for review by City Staff. HKGi will then present the draft plan to the City Council, Planning Commission, and EDA as directed by Staff. A final document incorporating their revisions will be prepared for adoption.

### **MEETINGS**

- City Staff Meeting #4 - Evaluation of Strategic Action Plan
- Meetings with City Council, Planning Commission and EDA.

### **DELIVERABLES**

- Meeting materials
- Draft Strategic Action Plan
- Final Strategic Action Plan



HIGHWAY CORRIDORS TRANSITION STUDY

# QUALIFICATIONS

AUGUST 16, 2013



HOISINGTON KOEGLER GROUP INC.  
123 North Third Street Suite 100  
Minneapolis, Minnesota 55401  
612.338.0800 [www.hkgi.com](http://www.hkgi.com)

Design, when inspired by the character of the people and the land, can **create** a unique and identifiable sense of **community**. We aspire to provide our clients with **meaningful** and appropriate **planning** and **design** services that create this sense of community. These core **principles** are universal to our practice and are the framework for our firm's **identity** and planning process.

## COLLABORATE

We strive to integrate diverse perspectives into all of our work. We bring together teams of professionals that thrive on a studio approach to design and are passionate about the continuous process of teaching and learning.

## LISTEN

In order for design to reflect the unique character of any given place, the natural, cultural, and historical values need to be heard and understood. We will continually listen to clients and stakeholders to ensure we build upon the inherent strengths of the land and consistently provide direction that respects the context of the project at hand.

## EXPLORE

By embracing the complexities of our projects we can create new solutions that bring obvious and measurable value to our clients. Our thirst to seek out new connections between people and the land is at the heart of our explorations and is integral to our design process.

## CREATE

Only by understanding how a planning principle evolves into a built community asset can we actually begin to see how our work affects the physical character of any given place. We will always strive to carry our conceptual planning ideas forward to built realities so that our plans can have a real and tangible contribution to our culture.

Hoisington Koegler Group Inc.



August 16, 2013

Ms. Kathleen Castle  
City Planner  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126

Re: Qualifications to Prepare Highway Corridors Transition Study

Dear Ms. Castle:

On behalf of Hoisington Koegler Group Inc. (HKGi), I am pleased to submit this statement of qualifications to prepare the Highway Corridors Transition Study for the City of Shoreview. The HKGi team brings a wealth of knowledge and expertise in the areas of land use, redevelopment, strategic planning, market analysis, and public finance. To support its land use planning efforts, HKGi is proposing to include the market analysis services of W-ZHA and the public finance expertise of Northland Securities. The project team has worked together on numerous plans throughout the Twin Cities area.

The City of Shoreview should be commended on being proactive in planning for the long-term use of these corridors. These arterial highways are key gateways in and through the community. Deterioration would not only impact the image of the community but also has the potential to erode the livability of surrounding residential neighborhoods. The HKGi team's extensive experience in redevelopment, master planning, and corridor studies will contribute to the creation of a Strategic Action Plan that is realistic, marketable, and catalyzes redevelopment where needed.

The information in this proposal is designed to convey the qualities that the HKGi team brings to the study – the blend of national and local experience, the skills and the passion that sets us apart from others. This submittal is a direct reflection of the people who will work with you to formulate the strategies and implementation measures required to successfully enhance and transition these areas where needed to maintain the attractiveness and viability of these critical community thoroughfares.

We look forward to the opportunity to meet with you to talk more about this great project. Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink that reads "MARK KOEGLER". The signature is written in a cursive, slightly slanted style.

Mark Koegler, ALSA  
President



**2012 PARTNERSHIP IN PLANNING AWARD**

American Planning Association, Minnesota Chapter  
Dakota County Greenway Collaborative; Dakota County, Minnesota

**2012 HONOR AWARD**

American Society of Landscape Architects, Minnesota Chapter  
Metropolitan Council Stormwater Reuse Guide

**2012 MERIT AWARD**

American Society of Landscape Architects, Minnesota Chapter  
Osseo Central Avenue Streetscape; Osseo, MN

**2012 MERIT AWARD**

American Society of Landscape Architects, Minnesota Chapter  
North Creek Greenway and Minnesota River Greenway Master Plans;  
Dakota County, MN

**2011 PROJECT OF THE YEAR AWARD**

City Engineers Association of Minnesota  
Osseo Central Avenue Reconstruction; Osseo, Minnesota

**2010 PRESERVATION AWARD**

Minnesota Preservation Alliance  
Red Wing Downtown Action Plan; Red Wing, Minnesota

**2010 MERIT AWARD FOR PLANNING AND RESEARCH**

American Society of Landscape Architects, Minnesota Chapter  
Red Wing Downtown Action Plan

**2009 HONOR AWARD FOR PLANNING AND RESEARCH**

American Society of Landscape Architects, Minnesota Chapter  
UMore Park: A University Founded Community

**2009 HONOR AWARD FOR PLANNING AND RESEARCH**

American Society of Landscape Architects, Minnesota Chapter  
Saint Paul Park and Recreation Vision Plan

**2007 MERIT AWARD FOR PLANNING**

American Society of Landscape Architects, Minnesota Chapter  
Bassett Creek Valley Master Plan; Minneapolis, MN

**2007 MERIT AWARD FOR PRIVATE LANDSCAPE DESIGN**

American Society of Landscape Architects, Minnesota Chapter  
Chevalle, A Country Estate; Chaska, MN

**2006 BEST REDEVELOPMENT PROJECT**

Economic Development Association of Minnesota  
Park View; Columbia Heights, MN

**2005 MINNEAPOLIS PRESERVATION AWARD**

Minneapolis Heritage Preservation Commission  
University of Minnesota Southeast Heating Plant; Minneapolis,  
Minnesota

**2005 EXCELLENCE IN AFFORDABLE HOUSING DESIGN/  
PRESERVATION HOUSING DESIGN AWARD**

Minnesota Housing Finance Agency  
Heritage Greens; Cambridge, Minnesota

**2004 AWARD FOR AN OUTSTANDING PLAN**

American Planning Association, Minnesota Chapter  
Downtown East/North Loop Master Plan; Minneapolis, Minnesota

**2003 MERIT AWARD**

American Institute of Architects, Minneapolis Chapter  
Bloomington Civic Plaza; Bloomington, Minnesota

**2003 AWARD FOR AN OUTSTANDING PLAN**

American Planning Association, Minnesota Chapter  
Downtown Revitalization Master Plan; Hutchinson, Minnesota

**2003 MERIT AWARD FOR PROJECT DESIGN**

American Society of Landscape Architects, Minnesota Chapter  
River Flats Master Plan; Hastings, Minnesota

**2002 NATIONAL MERIT AWARD FOR PUBLIC PLANNING**

American Society of Landscape Architects  
Mississippi River Greenway Strategic Plan; Dakota County,  
Minnesota

**2002 AWARD OF EXCELLENCE**

Minnesota Recreation and Park Association  
Normandale Lake Bandshell; Bloomington, Minnesota

**2002 PRESERVATION AWARD**

Minneapolis Heritage Preservation Commission  
Main Street/6th Avenue SE Streetscape; Minneapolis, Minnesota

**2002 PROJECT OF THE YEAR**

Civil Engineering Association of Minnesota  
Lock and Dam Road; Hastings, Minnesota

**2001 PROJECT OF THE YEAR—ENVIRONMENTAL AWARD**

Minnesota Public Works Association  
Lock & Dam Road Improvements; Hastings, Minnesota

**2001 MERIT AWARD FOR PUBLIC PLANNING**

American Society of Landscape Architects, Minnesota Chapter  
Taylors Falls Strategic Guide; Taylors Falls, Minnesota



Hoisington Koegler Group Inc.  
 123 North Third Street Suite 100  
 Minneapolis, Minnesota 55401  
 p: 612.338.0800  
 f: 612.338.6838  
 e: info@hkgi.com  
 w: www.hkgi.com  
 Est. 1982

**Principals:**

Mark Koegler, ASLA, President  
 Paul Paige, PLA, Vice President  
 Brad Scheib, AICP, Vice President

**Associates:**

Lil Leatham, PLA  
 Bryan Harjes, PLA, LEED AP

**Staff:**

8 Licensed Landscape Architects  
 3 Certified Planners  
 1 Graduate Planner  
 3 Graduate Landscape Architects

**Services:**

Master Planning  
 Landscape Architecture  
 School Campus Planning & Design  
 Site Design  
 Park Planning and Design  
 Public Participation  
 Zoning Ordinance  
 Comprehensive Planning  
 Greenway Planning  
 Bikeway and Trail Planning  
 Downtown Planning  
 Strategic Planning  
 Commercial Area Revitalization  
 Urban Design  
 Transit Oriented Development Planning  
 Environmental Review  
 Corridor Studies  
 Streetscape Design

## HKGI TEAM

Our team has been assembled to provide the City of Shoreview with the expertise necessary to complete a study of at-risk residential neighborhoods along the community's arterial highways. Members of the HKGI Team are uniquely qualified to address all aspects of the work plan including redevelopment planning, GIS analysis, market analysis, public finance, and strategic planning. Hoisington Koegler Group will be joined in this effort by W-ZHA and Northland Securities. The following is a brief profile of each firm and the role they will play on the project team:

### HOISINGTON KOEGLER GROUP, INC. (HKGI)

HKGI is a firm of talented planners, landscape architects, and urban designers who share their passion for planning and design with client communities striving to create lasting places of quality. HKGI has over thirty years of experience designing high quality and distinctive public and private spaces on budget and on time. Communities seek HKGI to lead their planning and design efforts because of our ability to creatively synthesize complex program needs and planning issues within a process of inclusive consensus-building.

As the team leader, HKGI will be responsible for project management, GIS analysis, land use planning, strategic action plan development, and interactions with city elected and appointed officials. Examples of HKGI's extensive experience in redevelopment planning are provided in the Project Experience section.

## W-ZHA

Established in 2007, W-ZHA, LLC is the successor organization to ZHA, Inc., a firm established in 1975. W-ZHA provides real estate advisory services to assist in private real estate development and public urban planning endeavors. W-ZHA's services encompass a broad range of expertise including the following:

- Market and financial feasibility analysis
- Development/redevelopment planning
- Developer solicitation, selection and negotiation
- Economic and fiscal impact analyses

W-ZHA's clients include private developers, non-profit entities and public planning agencies spanning 38 states. W-ZHA will provide market analysis and insight addressing the potential for various types of land uses in the corridor areas. W-ZHA has led the market analysis on several metro area projects including:

- Chaska Downtown Master Plan
- Greens of Anoka Redevelopment Master Plan
- Hutchinson Downtown Vision & Action Plan
- Market Overview for Hwy 7/Hwy 101 Community Village Master Plan

## NORTHLAND SECURITIES

Northland Securities, Inc. is a full service broker dealer, with offices in five states. The company was formed in 2002 and is headquartered in Minneapolis, Minnesota. Since the origin of the company, Northland Securities and its affiliates have underwritten over \$4 billion of notes and securities, primarily tax exempt municipal bonds. The organization has approximately 150 employees, 39 of whom are shareholders of the company.

Northland Strategies is the special projects group of Northland Securities. It provides public and private clients with consulting services in the areas of real estate development, group process, service studies, and financial planning. Northland Securities' experience working with communities on similar projects will provide the HKGI Team with unparalleled expertise in the areas of public finance tools and resources.



## PROJECT UNDERSTANDING

HKGI's understanding of the needs of the Highway Corridors Transition Study was developed through a review of the Request for Qualifications, the 2008 Comprehensive Plan, and the 2011 Housing Action Study. As a community that was primarily developed in the 1970s and 1980s, Shoreview is now focused on maintaining and enhancing its residential neighborhoods so it can continue to be a community of choice for the north metro. To that end, the goals of the Comprehensive Plan's Housing Chapter focus on housing maintenance and neighborhood reinvestment; the expansion of life-cycle and affordable housing choices to respond to demographic changes; and careful planning of infill and redevelopment to ensure it that maintains residential character.

With these goals as its foundation, the community developed a Housing Action Plan in 2011 to summarize its current housing efforts and identify gaps in the community's housing needs. It is during this process that the Highway Corridors Transition Study was identified to address a general decline in the condition and maintenance of some residential properties along these corridors in an effort to ensure the long-term viability and attractiveness of the corridors and the surrounding residential neighborhoods. The study is intended to identify potential transition areas, prepare land use concepts, and develop a Strategic Action Plan that can be used by decision-makers and staff in the implementation of the land use concepts.

## PROJECT APPROACH

A drive along the potential transition corridor areas shows that many homes are still in good condition. However, it also becomes readily apparent the impact that traffic volumes, speeds, and noise are already having on the quality of life for these residents. Given that arterial highways serve a critical function in the community's transportation system, the study will need to carefully examine the viability of various land uses considering the long-term need for the roadways to continue as arterial highways. Based on our experience, we believe it will also be important in this study to assess the viability of various land uses in the marketplace to ensure that public investment has the greatest potential to catalyze private redevelopment where it is desired.

Our approach to the Highway Corridors Transition Study seeks to create a plan that is realistic, effective, and affordable. A key component in that process is the inclusion of both market analysis and public finance experts. W-ZHA's market analysis will be based on statistical research; interviews with locally active real estate brokers, developers, and managers; general familiarity with local and regional development dynamics; and their professional experience. Staff from Northland Securities will lend their public finance expertise in the development of the strategic action plan by identifying the strengths and weakness of each tool available to finance the investments need to implement the land use plan.



## PROPOSED SCOPE

After reviewing the services required as outlined in the Request for Qualifications, our team has developed a proposed work program we believe meets the City of Shoreview's objectives for the Highway Corridors Transition Study. The proposed work plan below is intended as a starting point for discussion. We anticipate and encourage discussion that will tailor our services for this project to best meet the needs of the City.

### TASK 1 UNDERSTAND WHAT EXISTS

The HKGi team will begin its process with a kick-off meeting with City Staff to confirm the project goals and outcomes, solidify the project schedule, collect background data, and establish lines of communication.

HKGi will then collect all of the necessary background data and materials to create base maps that will help us understand the characteristics of the corridors. This analysis will include a variety of land use, economic development, and transportation factors, including existing land uses, transportation network conditions, natural resources, property value trends, property ownership, turnover, and vacancy/foreclosure status. It also will include a review of relevant background documents, such as the Comprehensive Plan, Housing Action Plan, and Capital Improvement Plans (CIP). A windshield survey of the community will be conducted to gather photos, confirm the results of the GIS analysis as needed, and determine if additional transition areas should be included in the study.

Also during Task 1, W-ZHA will be conducting market research on key economic indicators, market performances, market dynamics, and other factors relevant to an evaluation of the potential support for various types of development. As noted in the Project Approach section, W-ZHA will use a variety of methods to conduct the market research, including statistical research and interviews.

A summary of the Task 1 will be created to succinctly communicate relevant findings that will be informative in the development of potential land use concepts. HKGi will then meet with City Staff to review these findings. We also recommend a meeting with the EDA to review the results of the Task 1 and solicit their reactions to it.

#### TASK 1

##### MEETINGS

- City Staff Meeting #1 - Kick-Off
- City Staff Meeting #2 - Review background summary and market analysis
- EDA Meeting #1

##### DELIVERABLES

- Project schedule
- Project base maps
- Background summary
- Market analysis



**TASK 2 EXPLORE THE POSSIBILITIES**

Task 2 will focus on the exploration of land use concepts for the transition corridor areas. We recommend the use of a charrette hosted by HKGI and attended by City Staff and the HKGI team for the development of the land use concepts. We have found that the intensive, collaborative, day-long charrette process provides the most cost-effective and efficient means of developing and refining land use concepts. While the exploration will begin with land use, the alternatives will be analyzed and revised based on possible impacts to the transportation system and adjacent residential neighborhoods. The redevelopment program will include stewardship and sustainability measures. Once the draft land use concepts have been reviewed by City Staff, we then recommend that the land use concepts be presented at a joint meeting or series of meetings with the EDA, City Council, and Planning Commission. A draft Land Use Plan will then be prepared to serve as the basis for the identification of implementation strategies in Task 3.

*Optional Step: In an effort to further incorporate market conditions in the development of the land use plan, HKGI recommends the City of Shoreview include the hosting of a Developers Roundtable in Task 2. HKGI has successfully used Developer Roundtables in previous redevelopment planning projects to engage the development community in the planning process and gauge the viability of land use concepts. The Developer Roundtable would be recommended to occur after the development of land use concepts but prior to meetings with the EDA, Planning Commission, and City Council Meeting. The cost of the Developers Roundtable is included in the Project Fees Section.*

**TASK 3 IDENTIFY STRATEGIC ACTION PLAN**

Task 3 will be focused on identifying and evaluating potential implementation strategies that will enable the conceptual land use plan to become a reality. Northland Securities' public finance expertise will be instrumental in identifying what public investments are needed and what tools are available to finance those investments. A draft of the Strategic Action Plan, which will include the land use plan, will be prepared for review by City Staff. HKGI will then present the draft plan to the City Council, Planning Commission, and EDA as directed by Staff. A final document incorporating their revisions will be prepared for adoption.

**TASK 2**

**MEETINGS**

- City Staff Meeting #3 - Charrette
- Meeting with City Council, Planning Commission and EDA.
- *Optional - Developer Roundtable*

**DELIVERABLES**

- Meeting materials
- Draft Land Use Concepts
- Draft Land Use Plan

**TASK 3**

**MEETINGS**

- City Staff Meeting #4 - Evaluation of Strategic Action Plan
- Meetings with City Council, Planning Commission and EDA.

**DELIVERABLES**

- Meeting materials
- Draft Strategic Action Plan
- Final Strategic Action Plan



## PROJECT TEAM

Team members were selected based on their depth of expertise, technical skills, communication skills, and knowledge of the area. Team members and their roles are briefly described below, with additional information about each provided in their individual resumes.

**Mark Koegler**, President of HKGi, will serve as the principal in charge of the project and contribute his extensive redevelopment planning knowledge to the project. His experience on the Columbia Heights Industrial Area Redevelopment Plan, Richfield Comprehensive Plan, and Merle Hay Road Redevelopment Master Plan, and other similar projects enables him to fully understand the complexities to be faced in redeveloping Shoreview's key community corridors.

**Rita Trapp**, Senior Planner, will serve as the project manager for the project. Rita blends strong technical planning with exceptional communication and project management skills. She has served on a multitude of planning teams at various scales addressing comprehensive planning, redevelopment, zoning, and economic development needs. A north metro resident for most of her life, she brings familiarity of the community to the project. Her experience in economic development and community sustainability efforts will contribute to the development of strategic action plan.

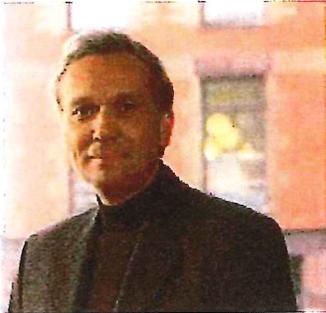
**Bryan Harjes**, Designer, will contribute his extensive redevelopment planning expertise and graphic talent to the project during the charrette and the development of the land use concepts. Bryan's unique ability to listen, synthesize and graphically represent ideas will be a significant asset to the collaborative environment in the charrette.

**Chrissy Lee**, Planner, will provide planning, GIS analysis, and document production support to the project. Since joining HKGi earlier this year Chrissy has worked on station area master planning for communities along the SW LRT line in Hennepin County and a business inventory/survey and economic development strategy for the Seward Neighborhood in Minneapolis. Chrissy's capstone planning and design studio examined the idea of removing segments of urban highways in six North American cities. This worked including exploring design schemes for the redevelopment of the neighborhoods upon removal of the urban highway.

**Richard Paik**, Vice President of W-ZHA, will be responsible for all tasks to be performed by W-ZHA. Dick has worked with HKGi on assignments in the Twin Cities over an ongoing, 12-year time frame. With more than 20 years of experience in real estate and economic development consulting, Dick manages projects involving market and financial feasibility analyses, urban revitalization planning, community economic development strategies, economic impact analyses, and joint, public/private development agreements. Dick's clients include public, private and nonprofit entities seeking economic revitalization and/or private development opportunities.

**Tammy Omdal**, Manager of Northland Strategies/SVP, will contribute to the development of implementation strategies. Tammy provides NSI clients with extensive real world experience in economic development finance, debt management, and financial planning. During her tenure with the City of Burnsville, she was actively involved with City initiatives for development in the Heart of the City area. Tammy's extensive experience has given her an understanding of land use planning, creative use of economic development finance tools, and strategic capital financing. She most recently worked with the Shoreview during TIF negotiations on behalf of a developer.



**MARK KOEGLER, ASLA**

Role: Principle in Charge

**YEARS OF EXPERIENCE 34****EDUCATION**

B.S.L.A., Iowa State University

Business Administration, University of St. Thomas

**LICENSURE**

Minnesota Landscape Architect

**MEMBERSHIPS AND AFFILIATIONS**

American Planning Association

American Society of Landscape Architects

Sensible Land Use Coalition, Past President

Minnesota Design Team

Team Member - Wadena, MN

Co-Leader - Sandstone and Benson, MN

Minnesota State Designer Selection Board

**AREAS OF EXPERTISE**

MARK KOEGLER is a landscape architect/planner with 30+ years of experience as both a municipal planner and a consulting planner. Mark is recognized across the planning field for his leadership skills and for his expertise as a public communicator and facilitator. Because of his ability to establish trust amongst groups with different interests, Mark has been able to achieve positive project outcomes through building public consensus and support. In several instances, such as the Bassett Creek Valley Redevelopment Master Plan, and the Downtown East/North Loop Master Plan in Minneapolis, Mark's communication and problem solving skills were essential to bringing differing opinions together.

Mark has also used his leadership skills to help develop or promote professional organizations such as the Sensible Land Use Coalition (SLUC) where he served as a past president. Mark was instrumental in helping revitalize SLUC, which brings together real estate developers, government planning staff, and planning consultants. The organization is now one of the most influential land use organizations in the Twin Cities.

**PROJECT EXPERIENCE****Anoka, MN**

Greens of Anoka Redevelopment Plan

Commuter Rail Transit Village Plan

**Arden Hills, MN**

Comprehensive Plan

**Bloomington, MN**

France/Old Shakopee Road Redevelopment Study

**Cottage Grove, MN**

East Ravine Neighborhood Master Plan and AUAR

NW Quadrant Land Use Master Plan and AUAR

**Columbia Heights, MN**

Industrial Area Redevelopment Plan

**Crow Wing County, MN**

Brainerd Regional Human Services Center Master Plan

**Edina, MN**

Edina 2020 Vision

**Excelsior, MN**

Downtown Master Plan

**Fridley, MN**

Comprehensive Plan

Housing Policy Forums

**Hennepin County, MN**

Minnehaha-Hiawatha Strategic Investment Plan

Shady Oak Road Redevelopment Analysis

Southwest LRT Alternative Analysis

**Hennepin County & Edina, MN**

Southdale Area Land Use/Transportation Study

**Hennepin County & Eden Prairie, MN**

Golden Triangle Land Use and Transit Analysis

**Hopkins, MN**

County Road 3 Corridor Study

Shady Oak road Redevelopment Plan

East End Lake Use Study

**Hutchinson, MN**

Revitalization Downtown Master Plan

Downtown Action Plan

**Inver Grove Heights, MN**

Northwest Quadrant Land Use Master Plan and AUAR

**Johnston, Iowa**

Merle Hay Road Gateway Master Plan

**Minnetonka, MN**

TH 7/101 Village Center Study

Glen Lake Neighborhood Master Plan

Minnetonka Blvd/TH 101 Neighborhood Master Plan

**Northfield, MN**

Northfield Industrial Park Master Plans

**Richfield, MN**

Comprehensive Plan

**Roseville, MN**

Comprehensive Plan

**Waukege, Iowa**

Alice's Road Corridor Master Plan

**Woodbury, MN**

Urban Village Master Plan

## PROJECT TEAM



### **RITA TRAPP, AICP, LEED AP**

Role: Project Manager

### **YEARS OF EXPERIENCE 10**

#### **EDUCATION**

Bachelor of Science in Land Use Geography and Economics, University of Wisconsin-Eau Claire

#### **MEMBERSHIPS AND AFFILIATIONS**

American Institute of Certified Planners (AICP)

Accredited Professional, Leadership in Energy and Environmental Design (LEED)

Professional Development Officer for Minnesota Chapter, American Planning Association

Board of Directors, Minnesota Chapter, US Green Building Council

LEED Neighborhood Development (ND) review of Loring Park Neighborhood

2006 Chair, Minnesota Design Team and co-leader of Walker and Maple Plain Visits

Former Vice Chair, Planning Commission, Vadnais Heights, Minnesota

### **AREAS OF EXPERTISE**

Rita blends strong technical planning with exceptional communication and management skills. She is an effective communicator, comfortable both organizing input processes and facilitating both large and small group activities. She has served on a multitude of planning teams addressing comprehensive planning, redevelopment, zoning, active living, environmental review and strategic planning needs. With her strong writing skills she has assisted 13 local government agencies secure nearly \$4.9 million in grant funding. As one of the first LEED certified planners in Minnesota, she integrates sustainability concepts and practices throughout her planning projects. She has also participated in LEED Neighborhood Development (ND) review for a Minneapolis Neighborhood. Her previous work in the public sector and on her local planning commission means she is able to approach planning projects with an understanding of what it is to be the client.

### **PROJECT EXPERIENCE**

**Anoka County, MN**  
SHIP Grant Writing

**Dakota County, MN**  
SHIP Grant Writing  
Greenway Master Plans

**Eagan, MN**  
NE Land Use Study  
Comprehensive Plan

**Fargo, ND**  
Design Guidelines for Growth Areas  
Implementation

**Hassan Township, MN**  
Consulting Planner  
Comprehensive Plan

**Hennepin County, MN**  
SW Transitway Alternative LRT Alignment  
Analysis  
Metro Transit - NW Corridor BRT Station Area  
Plans  
Minnehaha-Hiawatha Community Works  
Strategic Development Framework

**Hennepin County & City of Edina, MN**  
Greater Southdale Land Use and  
Transportation Study

**Lakeville, MN**  
Downtown Redevelopment Plan

**Minneapolis, MN**  
Ryan Companies - Bassett Creek Valley  
Redevelopment Plan

**Minnesota Department of Transportation**  
Trunk Highway 14 Corridor Study

**Monticello, MN**  
Comprehensive Plan

**Moorhead, MN**  
Comprehensive Plan  
Growth Area Plans  
Growth Area AUARs

**Mound, MN**  
Consulting Planner  
Comprehensive Plan  
Visions AUAR  
Zoning Ordinance

**Osseo, MN**  
Downtown Market & Planning Study

**Ramsey County, MN**  
Rice Creek North Regional Trail Master Plan  
Amendment

**Richfield, MN**  
Comprehensive Plan

**Roseville, MN**  
Comprehensive Plan

**St. Michael, MN**  
Comprehensive Plan

**Wahpeton, MN**  
Comprehensive Plan



## BRYAN HARJES, RLA, LEED AP

### ASSOCIATE

Role: Designer

### YEARS OF EXPERIENCE 13

### EDUCATION

Masters of Landscape Architecture -  
University of Minnesota

Bachelors of Environmental Design -  
University of Minnesota

### REGISTRATION

Landscape Architect, Minnesota, Licence  
No. 42954

### MEMBERSHIPS/AFFILIATIONS

Urban Land Institute (ULI)  
Sensible Land Use Coalition (SLUC)

### AWARDS

2010 Preservation Award - Minnesota  
Preservation Alliance - Red Wing  
Downtown Action Plan

2007 ASLA Merit Award - Chevalle, a  
Country Estate, Chaska, MN

2005 Excellence in Affordable Housing  
Design - Minnesota Housing Finance  
Agency, Heritage Greens - Cambridge, MN

2003 ASLA Merit Award - Hastings River  
Flats - Hastings, MN

### AREAS OF EXPERTISE

Bryan's experience stretches across both the public and private sector in master planning, urban design, and redevelopment planning. Bryan has led multiple redevelopment and master planning efforts for the communities of Anoka, North Saint Paul, Plymouth, Woodbury, Eagan, Minnetonka and Inver Grove Heights. Working with the numerous community development departments and local developers, Bryan has facilitated, master planned and created implementation strategies and phasing sequences for redevelopment at various scales and for a range of land use types, all the while maintaining his passion for context sensitive design, enhanced connectivity and creative urban design solutions. Bryan's unique abilities to listen, quickly synthesize and then graphically represent ideas allows him to thrive in workshop and design charrette environments.

### PROJECT EXPERIENCE

#### Anoka, MN

Greens of Anoka Redevelopment Master  
Plan

Northstar Commuter Rail Redevelopment  
Master Plan and Design Guidelines

#### Arden Hills, MN

Ryan Companies - Twin Cities Army  
Ammunition Plant (TCAAP) Master Plan

#### Cambridge, MN

MetroPlains Development - Heritage Greens  
Master Plan

#### Chaska, MN

Chevalle Development Company - Chevalle,  
Conservation Subdivision Design and Site  
Design

Downtown Master Plan

Southwest Growth & Development Plan

#### Eagan, MN

Lockheed Martin Redevelopment Study

#### Fargo, ND

Rocking Horse Farm - Master Planning & Site  
Design

#### Gem Lake, MN

The McNulty Company - Hillary Farm  
Development Planning & Site Design

#### Hutchinson, MN

Downtown Vision & Action Plan

#### Inver Grove Heights

Concord Boulevard Neighborhood Master  
Plan

#### Johnston, IA

Merle Hay Road Gateway Redevelopment  
Master Plan

#### Minneapolis, MN

Metropolitan Sports Facilities Commission -  
Downtown East/Metrodome Stadium Study

Ryan Companies - Bassett Creek Valley  
Redevelopment Planning Phase I

North Loop Master Plan

Upper Harbor Terminal Redevelopment  
Study

#### Minnetonka, MN

Highway 7 & 101 Small Area Plan

#### North St. Paul, MN

Redevelopment Master Plan

#### Plymouth, MN

Four Seasons Mall - Redevelopment Master Plan

#### Red Wing, MN

Downtown Action Plan

Comprehensive Plan

Complete Streets Study

#### St. Paul, MN

Great River Passage Master Plan

Payne/Maryland Vision Framework Plan

#### Rosemount, MN

University of Minnesota - UMore Park Master  
Plan

#### Woodbury, MN

Urban Village Master Plan

## PROJECT TEAM



**CHRISSEY LEE**

### AREAS OF EXPERTISE

Chrissy is a planner and recent graduate from the University of Pennsylvania's Master of City Planning program. As a research fellow at PennPraxis, Chrissy helped to develop a public realm action plan for Philadelphia's Benjamin Franklin Parkway, presenting short term goals and visions for the city's premiere civic space. Chrissy's capstone planning and design studio examined the issue of urban highway removal, proposing redevelopment schemes for prospective removals in six North American cities. In addition to her background in community and public space planning, Chrissy has several years of experience as an analyst and project manager for the New York City Department of Education. Chrissy draws on her diverse background in planning, visual arts, and public policy to provide integrated and people-centered approaches to planning and design.

### YEARS OF EXPERIENCE 2

### EDUCATION

Master of City Planning - University of Pennsylvania, Philadelphia, PA

Bachelor of Arts, Studio Art - Carleton College, Northfield, MN

### MEMBERSHIPS/AFFILIATIONS

American Planning Association

Minneapolis Bicycle Coalition

### PROJECT EXPERIENCE

**Perry, IA**  
Comprehensive Plan

**Minneapolis, MN**  
Hiawatha Business Inventory

**Medicine Lake, MN**  
Zoning Ordinance Update

**Hennepin County, MN**  
SW LRT Transitional Station Area Action Plans

**St. Louis Park, MN**  
Louisiana Station Area Planning and Design Guidelines

**Cedar Red Line Bus Rapid Transit**  
Market and Development Study for the Red Line BRT

**Lanesboro, MN**  
Lanesboro Art Center Campus Master Plan

**Philadelphia, PA**  
More Park, Less Way: An Action Plan for the Benjamin Franklin Parkway\*  
Make Your Mark! The Lower Lancaster Revitaliation Plan\*  
Along the Avenue: The Economic Development Strategic Plan for Germantown and Lehigh\*

\* - Project completed prior to joining HKGI

**DICK PAIK****YEARS OF EXPERIENCE 16****EDUCATION**

Law JD, University of Minnesota

Master of Regional Planning - University of North Carolina at Chapel Hill

Bachelors of Arts - Brown University

**AREAS OF EXPERTISE**

Dick has sixteen years of experience in real estate and economic development consulting. He worked for ZHA from 1995 to 2000, and has recently returned to W-zHA after five years as Vice President for Bonz and Company in Boston, Massachusetts.

Dick manages projects involving market and financial feasibility analyses, revitalization planning, community economic development strategies, economic impact analyses, and business terms to be included in joint, public/private development endeavors. Dick's clients include public, private, and non-profit entities, situated in the eastern, southern, and midwestern United States, seeking economic revitalization and/or private development opportunities. His primary experience encompasses development feasibility, planning implementation strategy, and economic analyses.

In addition to his primary area of experience, Dick also has experience in land use planning and real property appraisal, as well as two years as a practicing attorney. He has developed revitalization strategies for downtowns, waterfronts, transit station areas, and other underutilized properties. He has also worked on specialized projects, including recreational facilities, marinas, theaters, sports stadiums, research parks, meeting/convention facilities, and port facilities.

**MINNESOTA PROJECT EXPERIENCE****Anoka, MN**

Greens of Anoka Redevelopment Master Plan

**Hutchinson, MN**

Downtown Vision & Action Plan

**Anoka County, MN**

Northstar Corridor Development Authority Station Area Planning

**Metro Transit**

Northwest Corridor Bus Rapid Transit and Station Area Planning

**Apple Valley, MN**

BRTOD Study

**Minneapolis, MN**

Downtown East/North Loop Master Plan and Rezoning Study

**Bloomington, MN**

Airport South Strategic Development Plan

East End Redevelopment Plan for Hiawatha/Lake Station Area

**Chaska, MN**

Downtown Master Plan  
Southwest Growth & Development Plan

**Minnetonka, MN**

Market Overview for Hwy 7/Hwy 101 Community Village Master Plan

**Detroit Lakes, MN**

Downtown Revitalization Plan

**Potlatch Corporation, Baxter, MN**

Development Opportunities Analysis

**Hennepin County & Edina, MN**

Greater Southdale Land Use and Transportation Study

**Red Wing, MN**

Comprehensive Plan

**Experience**

Tammy Omdal is a Senior Vice President and Manager of Northland Strategies for Northland Securities. Tammy has worked in public and private financial management for more than 20 years. She provides Northland clients with extensive real world experience in economic development finance, debt management and financial planning.

Tammy most recently served as the Deputy City Manager/Chief Financial Officer for the City of Burnsville, MN. Her position and experience at Burnsville allowed her to effectively bring together the various aspects needed for successful development and redevelopment projects. This includes thoughtful land use planning, creative use of economic development finance tools, and strategic capital financing.

Tammy has experience in securing special tax increment financing legislation for complex redevelopment projects. She understands how to communicate performance and complex financial situations to rating agencies to secure favorable ratings.

An important part of Tammy's past work experience allows her to assist clients with creating long term financial plans to better inform decision making. As Budget Director for the City of Minneapolis, MN, she created successful financial work-out plans for financially strained internal service funds/operations resulting in greater financial stability.

Serving as the Accounting Manager for Dakota County, MN, she created plans that allowed for better connection of operating performance results to financial performance.

Tammy's prior work experiences provide her with a unique and real world perspective of the importance of financial agility and accountability for performance leading to the success of an organization.

**Education**

Bachelor of Science - Business (Finance Emphasis), University of Minnesota, Carlson School of Management.

**Other**

Government Finance Officers Association (1993 to Present)

Society for Advancement of Management, Member (1989 to 1993) and Treasurer for Minnesota Chapter (1990 to 1991)

Burnsville Rotary (2004 to 2008)

Burnsville Community Foundation, Ex-Officio Board Member (2004 to 2011)

**Resume**

**Tammy Omdal**



**Sample Projects**

City of Burnsville - Special TIF legislation for the City of Burnsville Minnesota River Quadrant redevelopment project area.

City of Burnsville - Property tax abatement financing for public performing arts center project.

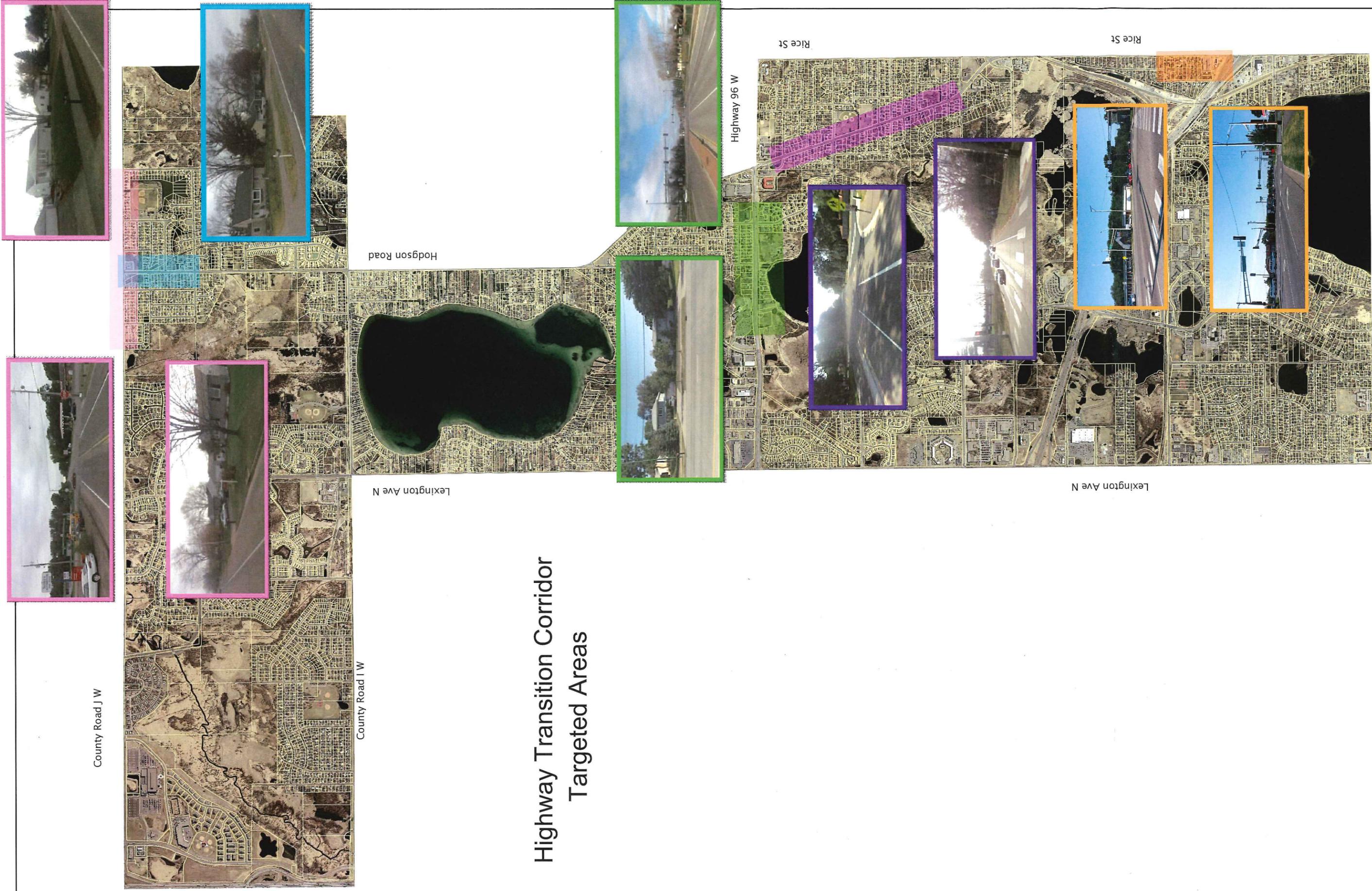
City of Burnsville - Private/ public partnership for new surface water treatment plant.

City of Minneapolis - Sale-leaseback analysis for municipal parking ramps.

City of Minneapolis - Creation of new utility funds for municipality.

City of Minneapolis - Business plans for city operations connecting performance to financial resources.

City of Minneapolis - Downtown special service district.



## Highway Transition Corridor Targeted Areas

**PROPOSED MOTION  
RAILROAD QUIET ZONE AND OPERATIONS STUDY  
SEH, INC.**

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

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

To authorize the City Manager to execute a professional services agreement with SEH, Inc, for the completion of a Railroad Quiet Zone and Operations Study.

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

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

Regular City Council Meeting  
October 21, 2013

**TO:** Mayor, City Council and City Manager

**FROM:** Kathleen Nordine, City Planner

**DATE:** October 18, 2013

**SUBJECT:** Rail Quiet Zone and Operation Study – Letter of Agreement with SEH, Inc.

The Council is being presented a Letter of Agreement prepared by SEH, Inc. for the completion of a Rail Quiet Zone and Operations Study. This study is being initiated in response to the increase in rail operations on the rail lines in our community. The following summarizes the proposal:

### **Railroad Quiet Zone and Operations Study**

The study will focus on the potential establishment of quiet zones along the rail corridors and the operations of Canadian Pacific Railroad and Canadian National Railroad. The following summarizes the scope of work:

#### **Quiet Zones**

1. Review and update all data relevant to the crossings:
2. Conduct a diagnostic field review of all crossings – Federal Rail Administration, State Department of Transportation, City, County and Railroad Staff
3. Run a risk-index calculation for each crossing
4. Develop options for each crossing and prepare concept drawings
5. Identify cost estimates for the improvements
6. Evaluate phasing options
7. Deliver and present a written report to the City

#### **Railroad Operations**

This portion of the study will summarize existing and planned rail operations in the City.

1. Discuss current and planned operations, including proposed improvements to the rail system with CPR and CNR
2. Identify Rail Contents
3. Summarize track layout and conditions
4. Provide a background on Federal and State regulations and options the City has to influence operations
5. Deliver and present a written report to the City

## **Budget and Schedule**

The cost of services is \$12,000. The study would be completed within 90 days upon receipt of the approved agreement.

## **Recommendation**

The proposed study will provide the City with the information needed regarding the quiet zone process and rail operations in the community. This information will assist the Council in determining what actions are needed to address the concerns that residents have raised regarding rail operations in the City. Staff is recommending the Council authorize the City Manager to execute this agreement.

Attachments:

- 1) Letter of Agreement - SEH, Inc



October 16, 2013

RE: City of Shoreview  
Railroad Quiet Zone and Operation Study  
SEH No. 126043

Mark Maloney  
Director of Public Works  
City of Shoreview  
4600 Victoria St. N.  
Shoreview, MN 55126-5817

Dear Mark:

Thank you for the opportunity to provide professional services to the City of Shoreview to study the feasibility of a railroad quiet zone implementation and a summary of railroad operations within the City. This letter serves as a Supplemental Letter Agreement as set forth in our general engineering services contract.

## **Background**

The City and its residents has been concerned about the impact of the railroad noise to the residents within the City from increased train traffic from the Canadian Pacific Railroad. The train noise is generated by the train horns blowing at four mainline grade crossings. This study will address the requirements to implement a quiet zone within the City

In the 1996 legislation, the federal government preempted local and state governments from regulating train horn noise. In 2005, after many years of investigation and rule making, final rules regulating train horn noise were adopted. There are four public grade crossings within the City that could potentially be included in a federally approved railroad quiet zone.

The Federal Railroad Administration (FRA) rules provide a mechanism to evaluate how the City may minimize the noise caused by the trains. The rules provide for communities to create quiet zones where trains are exempt from horn regulations. There can be multiple quiet zones in a community provided that each zone meets the criteria in the rules. This allows for phasing of a quiet zones based on funding, local development, and jurisdictional issues.

## **Scope of Work**

### **Railroad Quiet Zone**

The quiet zone study would cover the following tasks:

1. Review and update all data relevant to the crossings;
2. Conduct a diagnostic field review of all crossings. FRA, MnDOT, City, County and Railroad personnel would attend.;
3. Run a risk index calculation for each crossing;
4. Develop options for each crossing;

5. Prepare concept drawings for each option;
6. Prepare preliminary cost estimates for the improvements ;
7. Evaluate phasing options;
8. Deliver a presentation of results to City staff or Council ;
9. Prepare a written report.

#### **Railroad Operations**

The railroad operations section would provide a summary of current and planned changes to Canadian Pacific Railroad and Canadian National Railroad operations in the City. The tasks include:

1. Meet with CP and CN Railroad personnel to discuss current and planned operations and proposed improvements to the railroad system in Shoreview;
2. Prepare list of typical rail car contents that the railroad is carrying;
3. Prepare a summary of the track layout and conditions;
4. Prepare background on Federal and State regulations on railroads and what options the City has to influence railroad operations;
5. Prepare written report summarizing railroad operations within the City.

#### **Budget and Schedule**

The budget for this work \$12,000. The work would be done on an hourly basis plus direct expenses. The work would take 90 days after receipt of an approved contract.

This agreement is an understanding of the project. If this document satisfactorily sets forth your understanding of our agreement, please sign in the space below and return one copy to our office. We look forward to working with you, your staff and the community on this project. Thanks for the opportunity to continue to work with the City of Shoreview.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



David McKenzie, P.E.  
Project Manager

City of Shoreview, Minnesota

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013

By \_\_\_\_\_

Mark Maloney  
October 16, 2013  
Page 3

c: Mark Lobermeier  
Sue Mason