

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
NOVEMBER 18, 2013
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

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

COUNCIL COMMENTS

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

1. November 4, 2013 City Council Meeting Minutes
2. November 4, 2013 City Council Special Meeting Minutes
3. Receipt of Committee/Commission Minutes-
 - Park and Recreation Commission, September 26, 2013
 - Planning Commission, October 22, 2013
4. Monthly Reports
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
5. Verified Claims

6. Purchases
7. Approval of Contract with MN Department of Corrections
8. Developer Escrow Reduction
9. Declaration of LGU for Wetland Conservation Act

PUBLIC HEARING

GENERAL BUSINESS

10. Approval of 2014 Curbside Recycling Budget, City Recycling Fee and Authorize Request of S.C.O.R.E. Funding

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
November 4, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on November 4, 2013.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the November 4, 2013 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin:

Friday, November 22, 2013, there will be a Dive-in Movie at 7:00 p.m. Reservations are needed.

Councilmember Wickstrom:

In honor of Veterans Day, Beyond the Yellow Ribbon will serve free burgers for veterans and their families, from 5:00 to 8:00 p.m. at the VFW in White Bear Lake next Monday.

The Shoreview Northern Lights Variety Band will hold its annual Holiday Concert on Saturday, December 14, 2013, at Benson Great Hall at Bethel University at 7:00 p.m. Tickets are \$10.00 if purchased ahead of time at City Hall or online at www.snlvb.com. Tickets purchased at the door are \$12.00.

Tuesday, November 5th is Election Day for the School Board and renewing levy. Everyone is encouraged to vote.

Councilmember Withhart:

Shoreview will host the 9th Annual Active Life Fair for aging adults and their families and caretakers. It will be Thursday, November 7, 2013. It is an all-day event with many screening tests and information from providers available.

Councilmember Johnson:

The annual Holiday Lighting Ceremony will take place at City Hall on Monday, November 25, 2013, from 6:00 to 7:00 p.m. All residents are invited. Choirs from the fourth and fifth grades at Turtle Lake Elementary, Island Lake and Montessori Schools will perform.

On Thursday, December 5, 2013, the annual fundraiser for the Shoreview Community Foundation will be at the Community Center. Mr. Tom Landwehr from the DNR will be the featured speaker. There is a complimentary dinner. Please make reservations with Marsha Soucheray at 651-484-6059.

Councilmember Quigley:

The Volunteer Recognition Dinner will be Thursday evening, November 14, 2013, at 5:30 p.m., at the Community Center.

Mayor Martin added that the Citizen of the Year award will also be presented at that event as well as recognizing all commission and committee members who volunteer their time.

CONSENT AGENDA

Item Nos. 2 and 9 were pulled for a separate vote.

MOTION: by Councilmember Withhart, seconded by Councilmember Wickstrom to adopt the Consent Agenda for November 4, 2013, and all relevant resolutions for item Nos. 1, 3 through 8, and 10 through 12:

1. October 14, 2013 City Council Workshop Meeting Minutes
3. Receipt of Committee/Commission Minutes:
 - Planning commission, September 24, 2013
 - Economic Development Authority, October 14, 2013
 - Human Rights Commission, October 23, 2013

- Environmental Quality Committee, October 28, 2013
4. Verified Claims
 5. Purchases
 6. Approval of Application for Exempt Permit - Shoreview Einhausen Sister City Association
 7. Award of Health Insurance
 8. Approval of Final Payment - 2013 Street Light Project, CP 13-05
 10. Approval of Renewal for City Attorney Services
 11. Conditional Use Permit - Thomas and Susan Walgren, 212 Bridge Street
 12. Comprehensive Sign Plan Review - Dr. Robert Thatcher/John Traeger, 1050 County Road E

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve item No. 2 on the Consent Agenda, October 21, 2013 City Council Meeting Minutes and item No. 9, Change Order #4 and Payment #6 (Final)-- Floral/Demar/Hanska Reconstruction, CP 12-01.

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

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

Mayor Martin announced that last June Finance Director Jeanne Haapala was selected by the League of Minnesota Cities to earn the Leadership Award, the League's highest award to appointed City officials. Jeanne was selected for this honor in recognition of her outstanding work and commitment, dedication and creativity to the City of Shoreview and to the government finance profession. She has been with Shoreview since 1988. She has helped Shoreview to earn the AAA bond rating, which has helped the City save hundreds of thousands of dollars. She has also led the City's efforts in long-range financial planning with a five-year operating plan that accounts for all funds. Ms. Haapala will also be retiring at the end of January. The City has, indeed, been fortunate to have her serve as Finance Director for the past 25 years.

AWARD SALE OF \$2,270,000 GENERAL OBLIGATION BONDS, SERIES 2013C

Standard & Poors (S&P) has confirmed the City's AAA bond rating. New criteria have been released to achieve the rating, and a significant amount of work had to be done. The new criteria provides transparency to the rating process, enhances rating comparability across the nation, formalizes consideration of forecasts for the future, and the process is more objective.

The factors considered by S&P include:

- Institutional framework within Minnesota
- Economy
- Management
- Budgetary flexibility
- Budgetary performance
- Liquidity
- Debt and contingent liabilities

S&P reports that the City has a stable outlook which shows consistent economy and financial performance. The City has strong financial management and strong reserves. Access to the Minneapolis/St. Paul metropolitan area is viewed as a positive site location. Any significant declines in financial reserves could have a negative impact on the rating.

The proposed General Obligation Improvement Bonds in the amount of \$2,270,000 consist of three components:

1.	General Obligation Improvement Bonds Five street improvement projects	\$1,775,000
2.	General Obligation Water Revenue	305,000
3.	General Obligation Surface Water Revenue Bonds	190,000

Bids were received and reviewed at Springsted offices. Interest for the entire bond issue is 3.02%, which is 0.19% lower than the original estimate of 3.21%. The assessment backed portion of the bonds for 10 years is 2.12%; the 15-year portion is 2.94%; and the 20-year portion is 3.31%. Utility bond interest is 1.91%.

The low bidder is Robert W. Baird & Co. The resolution is staff's recommendation for authorization of the issuance of these bonds.

Ms. Terry Heaton, Springsted, emphasized that the market responds well to the City's AAA rating as evidenced by the interest rates reported. She commended Ms. Haapala's incredible amount of work that she has done for the City, the AAA rating, and maintaining the rating through the review with new criteria. She also congratulated Ms. Haapala on her upcoming retirement.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt proposed resolution No. 13-98 authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$2,270,000 General Obligation bonds, Series 2013C.

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

**CONDITIONAL USE PERMIT - MATTHEW AND RACHEL KAREL, 863
TANGLEWOOD DRIVE**

Presentation by City Planner Kathleen Castle

The application is to construct a 400 square foot detached accessory structure for a hot tub that would be used year round. The structure would be larger than the maximum area permitted. However, the property is zoned RE and consists of 1.77 acres with a lot width of 110 feet. The property is developed with a single-family home with an attached garage of 506 square feet. Properties of one acre or more may be allowed a larger accessory structure with a Conditional Use Permit.

The proposed accessory structure would be located 38 feet from the east property line and 10 feet from the private driveway easement. The structure would not be seen by any adjacent home or public street. The proposed structure complies with all height, screening and design standards. The standards for a Conditional Use Permit are met.

The Planning Commission reviewed this application at its October 22nd meeting. The adjacent neighbor expressed concern about visibility of the structure from the driveway. The applicant testified that an alternative location is not possible because of the septic system location and the distance the structure would have to be from the house to move it. In recommending approval, the Planning Commission attached a condition regarding additional landscaping for screening. Approval was recommended on a 5 to 0 vote.

Property owners within 350 feet were notified. One other comment was received in support of the proposal. Staff finds that the proposal complies with Development Code standards and its use is consistent with the Development Code and Comprehensive Plan policies. Staff is recommending approval.

Mayor Martin asked the number of septic systems in this area and possible compliance issues in the future. Mr. Maloney estimated that there are only a few properties that have septic systems in that area. This interior property does not have easy access to the sanitary sewer because of no access to Tanglewood or the lake.

Planning Commissioner Schumer stated that with the agreement for additional landscaping, the Commission supported the application.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt Resolution #13-96 approving the Conditional Use Permit submitted by Matthew and Rachel Karel, 863 Tanglewood Drive, to construct a detached accessory structure on the property, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the structure shall be compatible with the dwelling.

3. A minimum setback of 10-feet is required from the private driveway easement line.
4. The structure shall not interfere with the septic system located on the property.
5. The applicant shall obtain a building permit for the structure.
6. The structure shall be used for the hot tub and other related household items and equipment.
7. The structure shall not be used in any way for commercial purposes.
8. Non-deciduous vegetation shall be added along the west side of the driveway to screen the structure.

Said approval is based on the following findings of fact:

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

Discussion:

Councilmember Withhart stated that it is good to see property owners reinvesting in their property.

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

Mayor Martin noted that upon adjournment, the Council would hold a workshop meeting.

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adjourn the meeting at 7:35 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

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

Terry Schwerm
City Manager

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL SPECIAL MEETING
November 4, 2013**

CALL TO ORDER

Mayor Martin called a workshop meeting of the Shoreview City Council to order at 7:45 p.m. on November 4, 2013.

ROLL CALL

The following attended the meeting:

City Council: Mayor Martin; Councilmembers Johnson, Quigley, Wickstrom and Withhart

Staff:	Terry Schwerm	City Manager
	Tessia Melvin	Assistant to City Manager

BWBR

Architect: Steve Erickson

UPCOMING MEETINGS

Mayor Martin suggested that the Economic Development Authority consider moving their meetings to before the first council meeting of the month to be respectful of council time, as the workshops tend to last longer than regular meetings. Councilmembers Quigley, Johnson and Withhart agreed with the recommendation. City Manager Schwerm will discuss with Tom Simonson, EDA Staff Liaison.

Mayor Martin reminded Councilmembers that the next Council Workshop is scheduled for Tuesday, November 12. Due to another heavy agenda that includes the budget information and the Community Center expansion, including concepts by the architect, Mayor Martin recommended that the Council begin at 6 p.m. Councilmembers Johnson, Quigley and Wickstrom agreed. Councilmember Withhart announced that he would not be in attendance, due to prior plans.

**DISCUSSION REGARDING THE COMMUNITY CENTER EXPANSION PROJECT
WITH BWBR ARCHITECT**

City Manager Schwerm began the discussion with a brief history of the project. At the October 14 workshop, the City Council met with BWBR Architects to begin discussions on the planned Community Center expansion; however, due to limited time, staff felt that it would be best to provide Council an update on the process and continue the discussion from the October 14 meeting.

City Manager Schwerm reported that representatives from BWBR Architects (BWBR) have also met with the Park and Recreation Commission and staff. Some of the key areas that have been identified for potential expansion or renovation scheduled for 2015 include:

- Fitness Center
- Multi-Purpose Activity Rooms
- Indoor Playground
- Family Locker Rooms
- Renovation of Outdoor Wading Pool Area
- Banquet Room Expansion

City Manager Schwerm reminded the Council that the last expansion of the Shoreview Community Center was to increase revenues and greatly expand the fitness facilities. However, the 2015 expansion is intended to improve the customer experience and maintain existing members. As a result, the estimated cost of this project is significantly lower than the previous expansion.

City Manager Schwerm reported that the first expansion included the cardio room, fitness locker rooms and fitness studios. In addition, the expansion included an additional banquet room and Fire Side Lounge remodeling. As a result of the first expansion, the City has been able to increase membership revenues from \$300,000 to \$1.1 million per year in 2010. The City does not expect similar increases in revenue with this potential expansion project.

Councilmember Quigley stated that originally the Community Center was part of the Commons Concept Plan. This project should be framed in terms of strengthening the Commons area, as well.

Councilmember Wickstrom asked that staff consider how many people are using equipment and ensure that the expansion and renovations provide the biggest impact on our memberships, programs and admissions.

Councilmember Johnson commented that staff has done a great job in creating six areas of focus; however, it may be helpful to define what is not in the focus of this project.

Mr. Erickson commented that they will take additional comments by staff and comments made by Council in assisting with their concepts.

OTHER ISSUES

Mayor Martin provided a brief update on the Ramsey County Library project to the Council. Recently the owner of the house next to the library passed away, and the executor of the estate has contacted the County about potential acquisition of the property. City Manager Schwerm added that staff has met with Ramsey County to discuss the library project and the importance of insuring that this property is in public ownership.

Mayor Martin added that Ramsey County was not successful in their attempt to purchase the Vadnais Heights Sports Arena.

Mayor Martin also provided an update on CP Rail. Last week the Mayor and staff met with the Director of Operations of CP Rail. Mayor Martin reported that the discussions were helpful and looked to produce some actions by CP Rail. City Manager Schwerm added that CP Rail's media representatives will host a meeting with neighborhood representatives in the next few days.

Much discussion was had on the possibilities of CP Rail relocating the Canadian National trains that are performing switching activities at the Cardigan Junction site. CP officials believe that this would reduce many of the complaints regarding noise and traffic delays. Mayor Martin reported that staff is currently making copies of all e-mails and complaints that she has received on this issue to share with CP officials.

The meeting adjourned at 9:10 p.m.

**PARKS AND RECREATION COMMISSION
MINUTES
SEPTEMBER 26, 2013**

CALL TO ORDER

Parks and Recreation Commission Chair Desaree Crane called the September 26, 2013 meeting of the Parks and Recreation Commission to order at 7:03 p.m.

ROLL CALL

Members present: Desaree Crane, Chair; Linda Larson, Charlie Oltman, Carol Jauch, Kent Peterson

Members absent: Catherine Jo Healy, Ahthrea Hedrick, Tom Lemke

Others present: Terry Schwerm, City Manager

APPROVAL OF MINUTES

Oltman moved, seconded by Larson, approval of the August 22, 2013 minutes. Motion was unanimously adopted.

REVIEW OF COMMUNITY CENTER RATE ADJUSTMENTS

Schwerm reviewed the proposed Community Center rate adjustments with the Commission. He indicated that the daily admission, membership, and meeting room rental rates were all proposed to increase approximately 3%. The daily admission rates were rounded to the nearest quarter; and the monthly membership rates rounded to the nearest dime. The daily rate for the playground that is proposed to remain the same at \$5.00.

The Commission asked if the staff had looked at the rates of other similar facilities. Schwerm indicated that the Community Center General Manager had reviewed the rates from other facilities. He indicated that it is sometimes difficult to make exact comparisons, but the Community Center rates were very competitive and that the Shoreview Community Center's market is affordable membership rates, with a high quality facility. He indicated that he would make sure Michelle includes information about other facilities in the future. After some discussion, Peterson moved, seconded by Oltman, that the Commission recommend the proposed rates to the Council for adoption.

REVIEW DRAFT 2014-2015 CAPITAL IMPROVEMENT PROGRAM

Schwerm reviewed the section of draft Capital Improvement Program that impacted parks and the Community Center. He highlighted several major projects in the plan including:

2015 – Community Center Expansion - \$2,000,000

2016 – Replace Outdoor Wading Pool - \$500,000

2017 – McCullough Park Renovation - \$700,000

2019 – Shamrock Park Renovation - \$700,000

2015 – Wilson Park Playground and Shelter - \$160,000

2015 – Gymnasium Roof Replacement - \$400,000

A few other 2014 projects worth noting include the Rocks and Ropes playground area at Bucher Park that will complete the park renovation, new park signage for all of the City's parks, and the replacement of the upper level lobby carpeting and Shoreview Room carpeting.

The Commission discussed the projects and was comfortable with the priorities identified in the plan.

STAFF REPORTS

Schwerm reported on the following:

- Briefly reviewed the results of the Community Survey with the Commission highlighting very high ratings for our parks, park maintenance, Community Center, and recreation program areas.
- Reviewed the new proposed park sign design with the Commission. The design incorporates the new City logo within a more traditional wood routed park sign. The Commission felt the new sign design was a significant improvement over our existing park signage.
- Highlighted some recent staff changes.

COMMISSION REPORTS

None.

ADJOURNMENT

There being no further business before the Commission, Oltman moved, seconded by Lemke, that the meeting be adjourned at 8:38 p.m.

DRAFT

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
October 22, 2013**

CALL TO ORDER

Chair Solomonson called the October 22, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

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

Commissioners Proud and Thompson were absent.

APPROVAL OF AGENDA

MOTION: by Commissioner Wenner, seconded by Commissioner Schumer to approve the October 22, 2013 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 5 Nays - 0

APPROVAL OF MINUTES

A correction to the vote on page 7 should be Ayes - 5, Nays - 0 (not 7).

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to approve the September 24, 2013 Planning Commission meeting minutes, as amended.

VOTE: Ayes - 3 Nays - 0 Abstain - 2 (Ferrington, McCool)

REPORT ON CITY COUNCIL ACTIONS:

Presentation by City Planner Kathleen Castle

The City Council approved the minor subdivision at 5107 Alameda Street and the site and building plan review for the Lakeshore Oaks Apartments at 505, 525, 555, 585, and 605 Harriet Avenue, as recommended by the Planning Commission. Language regarding future development and recreational needs for the property were put into the Development Agreement.

OLD BUSINESS

VARIANCE/RESIDENTIAL DESIGN REVIEW – EXTENSION

FILE NO.: 2463-12-26
APPLICANT: JONATHAN GUSDAL AND SONJA HAGANDER/HAMLIN & RUTH HAGANDER
LOCATION: 3194 OWASSO BOULEVARD

Presentation by Senior Planner Rob Warwick

At the October 23, 2012 Planning Commission meeting a variance and Residential Design Review was approved for the subject property that included demolition of the existing home and detached garage in order to construct a new home. The property is a substandard riparian lot on Lake Owasso. The variance that was approved was to change the Ordinary High Water (OHW) of Lake Owasso from 162.95 feet to 95.6 feet as measured to the proposed patio. This would increase the structure setback from West Owasso Boulevard from 114 feet to 177.2 feet.

The proposed new home is for a two-story home with 3-car attached garage. The lower level would be a walk-out. A new driveway would be put in on the north side of the lot. The significant grading required would be addressed with the building permit application.

Practical difficulty was found regarding setbacks due to the existing home to the south and the topography of the subject property. Shoreland mitigation practices include architectural mass, reduction in impervious surface by 9% and rain gardens to help with storm water management.

Due to applicant's health issues and job changes, an extension has been request. Staff recommends extension of the the applicants' request for the variance and Residential Design Review approval to October 24, 2014.

MOTION: by Commissioner Ferrington, seconded by Commissioner Schumer to extend the variance approval for 3194 West Owasso Boulevard, reducing the minimum setback from the OHW of Lake Owasso and increasing the maximum front yard setback for a new home on the property. The extension is for one-year, and will expire October 22, 2014. Conditions attached to the variance approval shall remain in effect.

VOTE: Ayes - 5 Nays - 0

NEW BUSINESS

PUBLIC HEARING - CONDITIONAL USE PERMIT

FILE NO: 2499-13-26
APPLICANT: MATTHEW & RACHEL KAREL
LOCATION: 863 TANGLEWOOD DRIVE

Presentation by City Planner Kathleen Castle

DRAFT

This application is for a Conditional Use Permit to build a 400 square foot accessory structure to house a hot tub. The property is 1.77 acres and zoned RE. The proposed detached accessory structure requires a Conditional Use Permit due to its size.

The proposed structure would be located 10 feet from the driveway easement and 38 feet from the east lot line. It would be in the rear yard and not in view from adjacent homes. The proposed structure does conform to the City's height, screening and design standards. The height of the roof peak is 10 feet, less than the 18 feet permitted.

Property owners within 350 feet were notified of the proposal. One response was received in support of the project. One response opposes the project because of the proximity to the driveway. Staff finds the application to be in compliance with City standards and recommends the application be forwarded to the City Council with a recommendation for approval.

Commissioner Wenner asked if staff has had any discussion with the applicants regarding the email from adjacent neighbors regarding the best location for the proposed structure. Ms. Castle stated that she has not discussed the email with the applicants.

Commissioner McCool asked if there have been any enforcement issues regarding debris on the property. Ms. Castle responded that the City's Code Enforcement Officer will be following up regarding any enforcement issues.

Commissioner Ferrington asked if the matter should be tabled to give the neighbors an opportunity to further discuss the proposal with the applicants. Ms. Castle noted that the application complies with City standards including the location. She deferred to City Attorney Kelly, who stated the Commission could continue with the public hearing and consider the matter in light of testimony and the staff report.

Commissioner Ferrington asked if the location could be changed if this application is approved at this meeting. Ms. Castle stated that minor changes would be permitted. If the change is small, one or two feet and not closer to the driveway, it could be permitted administratively. She noted that the next Planning Commission meeting is December 3, 2013, which would be 60 days after the review period allowed for the application.

City Attorney Kelly stated that proper notice has been given for the public hearing at this meeting.

Chair Solomonson opened the public hearing.

Mr. Stephen Hoffman, 859 Tanglewood Drive, stated that he wrote the email in question and does not want to delay the project. The concern is that there will be two points along the driveway cluttered with outside storage and now this new structure. If there is any way to address, this they would like to work with the applicant and not stop the project. On a 1.7 acre lot there must be another location other than as close as possible to the driveway, although he understands there is a septic drain field to avoid. In discussing this with the applicant, he learned that it is more expensive to run electricity and utilities to the structure further into the lot. He

offered to participate financially with some of the extra costs because it would benefit him. If there is no other location, he would like to see landscaped screening planted so they do not see a gazebo and items stored outside along the driveway.

Chair Solomonson asked what location Mr. Hoffman would like to see. **Mr. Hoffman** stated that he would like to see it off the deck or further into the middle of the lot. Either place would be more private. Moving further is more cost and that is what he is willing to help with. He would also be willing to help with screening costs.

Rachel and Matt Karel, Applicants, stated the application is for the location stated in the submittal, which meets setback requirements. They would be willing to discuss a fence. It would have to be moved more than 100 feet because of the septic drain field.

Commissioner Ferrington asked if evergreens would be considered instead of a fence. The applicants answered that they would prefer trees.

Commissioner McCool asked if the structure could be moved further from the driveway. **Mr. Karel** responded that it could possibly be moved a couple of feet only. They are trying to stay as far from the drain field as possible.

Commissioner Schumer asked if the hot tub could be put on the deck. The applicants stated that because they want to build a structure around it they do not want it on the deck. It cannot be put on the other side of the property because of the septic tank.

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

VOTE: Ayes - 5 Nays - 0

Commissioners expressed appreciation for the willingness of the applicant and neighbor to work together. It was the consensus of the Commission to add a condition of screening with non-deciduous vegetation.

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to recommend the City Council approve the Conditional Use Permit submitted by Matthew and Rachel Karel, 863 Tanglewood Drive, to construct a detached accessory structure on their property, subject to the following conditions with an eighth condition to provide non-deciduous vegetation to provide screening from the road.

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the structure shall be compatible with the dwelling.
3. A minimum setback of 10-feet is required from the private driveway easement line.
4. The structure shall not interfere with the septic system located on the property.
5. The applicant shall obtain a building permit for the structure.

DRAFT

6. The structure shall be used for the hot tub and other related household items and equipment.
7. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

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

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARING - CONDITIONAL USE PERMIT

FILE NO.: **2504-13-31**
APPLICANT: **THOMAS & SUSAN WALGREN**
LOCATION: **212 BRIDGE STREET**

Presentation by City Planner Kathleen Castle

This application is a proposal to build a 175-square foot gazebo, a detached accessory structure larger than 150 square feet, which requires a Conditional Use Permit. The property consists of 10,720 square feet with an 80-foot width. It is developed with a single family home with a 3-car attached garage.

The rear yard is being re-landscaped and includes a patio, gazebo, hot tub and storm water management improvements. The gazebo would be 12 feet from the property line, and there is screening. The proposal complies with the Conditional Use Permit criteria and Development Code standards.

Property owners within 350 feet were notified of the proposal. Comments of support were received. Staff is recommending the application be forwarded to the City Council for approval.

Commissioner McCool questioned the amount of impervious surface. Ms. Castle answered that impervious surface will be at 37%, which is less than the 40% permitted.

City Attorney Kelly stated that proper notice has been given for the public hearing at this meeting.

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

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

VOTE: Ayes - 5 Nays - 0

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to recommend the City Council approve the Conditional Use Permit application submitted by Thomas and Susan Walgren, 212 Bridge Street, to construct a detached accessory structure (gazebo) on their property, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the addition shall be consistent with the plans submitted and complement the home on the property.
3. The existing vegetation along that portion of the west side property line adjacent to the proposed structure must remain and be maintained.
4. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
5. The structure shall be used for the recreational and leisure use consistent with the residential use of the property.
6. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

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

VOTE: Ayes - 5 Nays - 0

MINOR SUBDIVISION / VARIANCE

FILE NO.: 2503-13-30
APPLICANT: SAINT MARIE, LLC
LOCATION: 181 ST. MARIE STREET

Presentation by City Planner Kathleen Castle

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The property is zoned R1, Detached Residential. The setback of the existing home is based on adjoining property to the north, 3633 Rustic Place. A minimum 40-foot setback is required. The existing house is 28 feet from Rustic Place; the garage is 15 feet from Rustic Place. The subdivision to create a second lot for residential development would need a setback variance, as the proposed setback is 30 feet from Rustic Place. City sewer and water is available. Removal of three landmark trees would require replacement of a two to one ratio.

The applicant states that the proposed subdivision supports City policies to provide new housing opportunities. The existing lot area can be subdivided and meet minimum lot area standards for the R1 Detached Residential. There is no other lot configuration that could be proposed that would comply with the 125-foot lot depth requirement. Parcel B would comply with 125 feet; Parcel A would require a variance for a lot depth of 100 feet. Placement of the home to the north of the property has an impact on the location of a home on the new lot and hinders the use of the property.

Staff finds that subdivision of this oversized lot is reasonable. Both lots will comply with the minimum lot area requirement of 10,000 square feet. The new lot is adequate for development of a single-family home with sufficient buildable area. Lot characteristics include public road frontage, available sanitary sewer and water. The variance for the front yard setback is driven by the 50-foot setback of the home to the north.

The neighborhood consists of lots that tend to be larger than the minimum R1 standard with an average of 27,242 square feet in area. Although the proposed subdivision creates smaller lots, the minimum R1 lot area standard is met. If designed properly, a single-family home may not impact the character of the neighborhood. The new Parcel A would be subject to stricter design standards for substandard lots.

Property owners within 350 feet were notified. A number of responses were received opposing the proposal due to creation of smaller lots, smaller structure setback, the impact to the neighborhood and there are no unique circumstances.

The parcels do comply with minimum lot area and width standards and supports the City's policy to create opportunity for new residential development. However, staff also has concerns about the impact to the adjoining property and to the neighborhood. It is recommended that the application be tabled to allow the applicant more time to address neighborhood concerns and develop building plans for Parcel A. Should the Commission support the application, conditions of approval are listed in the staff report. If the motion is tabled, the review period for the application would need to be extended.

Commissioner McCool asked if a survey was done regarding setbacks of properties in this area. Ms. Castle stated that there are properties on the west side of Rustic Place to the north that are smaller, but the setbacks of the homes are 40 feet from the street. As the new lot has a depth of 100 feet, a 40-foot front setback and 30-foot rear setback would leave 30 feet of buildable area.

Commissioner Ferrington noted that action on this application could have long-term impacts and asked what other lots in this neighborhood could potentially be subdivided. Ms. Castle noted three other properties. Lot depth variances may also be required.

Mr. Willie Abbott introduced his wife, Kimberly and stated that they represent Saint Marie LLC. **Mr. Abbott** stated that the existing home has been completely renovated, including new electrical and new plumbing as well as new siding and updated interior. The front yard variance is to ask for the step back. There is a document that shows an angled setback line. The double garage steps back five feet, and the third stall of the garage would be at 40 feet. Overall, this neighborhood has variations in setbacks. Most lots have a depth of 100 feet. One lot has a home 8 feet off the property line, which is a legal nonconforming lot. The plan is not to put a large home on a small lot. The new home will have quality features.

Mr. Dennis Hamilton, stated that he owns the property immediately to the north at 3633 Rustic Place. He stated that the subject property has been a problem. The neighborhood is pleased to see upgrades to the property. The subdivision will create practical difficulty. The essential character of the neighborhood has setbacks in that are in compliance with mature trees in front. He questions whether a house of quality would fit. It would have the smallest yard in the neighborhood. Creating Parcel B facing east instead of north, the new orientation would mean the new house would be close. Any new house would have to be sizable to be practical in today's market. The neighborhood and City would be best served by preserving the lot as it is. There are also many small children in the neighborhood. There is no STOP sign at Rustic Place and St. Marie Street. Turning at St. Marie there are six driveways within 230 feet, which is congested.

Ms. Marcia Figs, 3538 Rustic Place, stated that she lives south of St. Marie. Her property and properties around her are 100 feet by 300 feet. Lots on the west side of Rustic Place that are smaller in depth have more width. People in this neighborhood bought large wooded lots. The proposal will not fit. It is too small and will be too crowded for the homes that are in the neighborhood.

Mr. Abbott responded that he has submitted a letter to the Commission and has sent to the neighbors. The neighbors received a map, a survey and a request for comment. The letter he sent includes much more detailed information that is important for them to know. The neighborhood has a varied character and that is where the proposed house fits in. It will fit in as a visual impact along the road. There are only a few lots in the City that allow for further subdivision to provide new housing. The lot at 3595 Rustic Place was almost identical with a lot depth variance. The subdivision for that lot was approved with little discussion. That lot was very similar to what he is requesting.

Commissioner Ferrington asked if consideration has been given to purchasing additional property to the rear. **Mrs. Abbott** explained that those neighbors have written in opposition to their proposal and purchasing property from them would not be an option.

Commissioner Ferrington noted the difference of this application to the approval for 3595 because of the setback variance. The homes near 3595 are in alignment. The proposed new

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home will not align. **Mr. Abbott** responded that the dimensions are almost identical. At the time 3595 was approved a setback variance was not required. Since that time, the City's standards have changed.

Mr. Warwick clarified that principal structures determine setbacks, not accessory structures. The garage referred to by Mr. Abbott is a nonconforming accessory structure. There was no alteration to the intent of averaging or the use of corner lots when the residential setback amendment was adopted earlier this year. The change was a reduction from 30 feet to 25 feet. Averaging and corner lots are treated the same now. The difference between 3595 and this lot is that at 3595, there was a 40-foot building pad per code. The proposed lot will have a 30-foot building pad.

Commissioner McCool asked the footprint of the proposed new home. **Mr. Abbott** answered approximately 2500 square feet including the attached garage. Commissioner McCool asked the reason not to build a smaller home. **Mr. Abbott** stated that the visual impact to the neighborhood is to create a gradual step back. He would consider requesting a 25-foot setback to the rear if that would work. He is open to that, although most people prefer more privacy in the back yard. The reason for a three-car garage is that it is almost standard with any new home.

Mr. Ed Cappy, 3678 Rustic Place, stated that in his contacts with the applicant a subdivision was never mentioned. Most of the lots are 100 by 300 feet. The neighbor to the applicant's property has declined to sell 30 feet for the subject property. This would be the smallest lot in the neighborhood.

Mr. Richard Braun, 3535 Rustic Place, stated that he does not see how the proposed house would fit in. His lot is also 100 by 300 feet. People have moved there for the large lots. The lot will be very small with the larger house.

Ms. Janice Bundy, 3681 Rustic Place, stated that the proposed house will be on top of the Hamilton house and impact their view of the street. It will look squeezed in.

Mr. Hamilton stated that if 3595 has been subdivided, it is reasonable to assume that sometime a structure will be built. Then allowing this subdivision will double the impact to the neighborhood. He asked Commissioners to consider how it will look once built. Because it is possible does not mean it is good.

Ms. Figus stated that when 3595 was subdivided, neighbors were not notified. The adjacent neighbor is trying to buy the property back because she does not want a house built there.

Commissioner Ferrington suggested either denying the application or tabling it for revision of the new home design. The proposed house is too large. Considering the neighborhood a three-car garage would stand out. She would also like to see the applicant work with the neighbors on an acceptable design. She does not believe approval of the subdivision of 3595 is a precedent for this application.

Commissioner Wenner stated that continuity and the sense of place in this neighborhood is important. The subject property was purchased as a whole. The subdivision is created by the land owners' intent. It is not intrinsic to the property. The question is whether to grant the lot depth variance and whether that will add to the neighborhood continuity. He would support tabling the application for more information.

Commissioner McCool stated that the street frontage will be comparable. This is reasonable and will not alter the essential character of the neighborhood. The situation is created by a plat that was created many years ago. He does not support the variance setback and believes a smaller house would be more appropriate. He would consider encroachment into the rear yard setback to get the home further from the street where it will be felt by the neighbors. He would like to see a specific plan before supporting a setback variance. .

Commissioner Schumer also agreed with the subdivision but also believes the proposed house is too large. He would ask the developer if he would prefer the matter be tabled or requesting a decision.

Chair Solomonson stated that his one concern is subdividing that results in a substandard lot. He also is concerned about the character of the neighborhood and cannot support the application.

Mr. Abbott stated that he would be willing to continue negotiations with the Commission, neighbors and staff for a home will work. He would be willing to table the matter with specific direction as to what is required.

City Attorney Kelly stated that under Minnesota Statute 15.99 (f) the time deadline for agency review may be extended before the end of the initial deadline with written notification to the applicant of the specific issues of concern. The extension may not be more than 60 days, unless approved by the applicant on the record.

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to table the application to the December 3, 2013 Planning Commisison meeting because he would like to see some concession by the applicant to reduce the burden of the size of this house on the street and give further consideration to lessening the impact to the adjacent property to the north. Staff shall provide written notice to the applicant to extend the 60-day review period to 120 days as required by statute.

Discussion:

Commissioner Ferrington stated that what is acceptable to the neighborhood is ambiguous. She would like to see a neighborhood meeting or some way that there can be neighbor input that is considered.

Commissioenr Schumer stated it would be tough for the applicant to meet neighborhood standards. It is a decision by the Planning Commission. The neighborhood concern is more

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with the subdivision and reducing the size of the lot. He is not so concerned with the subdivision as he is with the size of the house.

Chair Solomonson stated that he does not favor tabling the application but would deny it because he does not support the subdivision that creates a substandard lot.

Commissioner Wenner stated that it is a community value to listen to the neighbors. It is owed to the neighbors to have input, although the applicant cannot be held to a large lot standard that the neighbors would like to see.

VOTE: Ayes - 4 Nays - 1 (Solomonson)

City Attorney Kelly stated that the record needs to reflect as to whether the applicant agrees to the review period extension. **Mr. Abbott** stated that providing a full set of plans to show a less obtrusive setback, sensitivity to neighbor concerns, and more consideration to the Hamilton property directly to the north makes sense. He asked if that is something that the Commission can support. It is a large expense to develop plans, but he did agree to the review period extension.

Chair Solomonson responded that the Commission cannot comment on a future decision.

Commissioner McCool stated that the Commission can only give its best feedback. He cannot say he would definitely support a future plan.

COMPREHENSIVE SIGN PLAN REVIEW

FILE NO.: **2501-13-28**
APPLICANT: **DR. ROBERT L. THATCHER/JOHN TRAEGER**
LOCATION: **1050 COUNTY ROAD E**

Presentation by Senior Planner Rob Warwick

The property is developed with a 6,500 square foot office building owned by Mr. John Traeger. The two tenants in the building are John Traeger Insurance Agency and The Health and Wellness Center of Mid-America, operated by Dr. Thatcher. The request is to change the existing monument sign by replacing the two tenant panels with a 14-square foot message center sign. A Comprehensive Sign Plan is required because the sign area is less than the 20-foot minimum required by code. The owner of the building states that it is not feasible to alter the monument sign to accommodate a larger message center sign. The existing tenant panels only occupy 14 square feet. The monument sign is the only sign on the site. Deviations from the Sign Code can be approved through a Comprehensive Sign Plan Review. A full color display is planned with an 8-second duration.

Land uses surrounding the property consist of other office and commercial uses. Approximately 650 feet east, there are residences on County Road E, and to the southeast on Richmond Court. The property is in a PUD, with an underlying Office designation. It is staff's determination that

the proposed message center sign will not impact residential areas. Office buildings and vegetation between the subject property and residences will screen any visibility of the proposed message center sign.

Notices were sent to property owners within 350 feet. Two responses were received in support of the proposal.

Staff finds that the new sign will convey the number of services offered. Staff is recommending the application be forwarded to the City Council for approval with the conditions listed in the staff report.

Commissioner Wenner asked if there would be graphics in the sign. Mr. Warwick stated that only text messages are proposed.

Commissioner Ferrington noted the varying letter heights mentioned in the application and asked the actual height. Mr. Warwick stated that there can be three lines of text at 5.5 inches. The minimum approved by the City has been 6 inches. The manufacturer has indicated that at 45 mph speeds, a better height is 7 or 8 inches. Two lines at 8 inches are expected.

Chair Solomonson asked if a message center sign could be put in for adjacent buildings. He asked if graphics could be used. Mr. Warwick stated that message center signs for adjacent buildings would be permitted. Graphics are also allowed. He noted that the distance between two signs must be 75 feet. This sign will be two-sided with the message display on both sides.

Dr. Thatcher, Applicant, thanked the Commissioners for their time in reviewing their proposal. He would be happy to answer any questions.

MOTION: by Commissioner Ferrington, seconded by Commissioner Wenner To recommend the City Council approve the Comprehensive Sign Plan submitted by Dr. Robert Thatcher, for 1050 County Road E, subject to the following conditions:

- A. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
- B. The applicant shall obtain a sign permit prior to the installation of any signs on the property.
- C. The message center sign shall:
 1. Display text using a minimum 6-inch letter height, sufficient to be readable by passing motorists without distraction.
 2. Messages shall be limited to allow passing motorists to read the entire copy.
 3. Messages shall not include telephone numbers, email addresses or internet urls.
 4. Messages shall be displayed for a minimum of 8 seconds, and shall change instantaneously.
 5. Messages be presented in a static display, and shall not scroll, flash, blink or fade.

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6. The brightness of the sign shall not exceed 0.3 foot-candles above ambient conditions, when measured at a distance of 37.4 feet from the sign.

This approval is based on the following findings of fact:

1. *The plan proposes signs consistent in color, size and materials throughout the site for each type of proposed sign.* The property currently has one sign, the monument sign proposed to employ the message center sign.
2. *Approving the deviation is necessary to relieve a practical difficulty existing on the property.* The message center sign has been designed to fit into the existing monument sign, and the area available is limited to the proposed 14 square foot area sign.
3. *The proposed deviations from the standards of Section 208 result in a more unified sign package and greater aesthetic appeal between signs on the site.* The deviation will allow a message center sign that is effectively integrated into the existing monument sign.
4. *Approving the deviation will not confer a special privilege on the applicant that would normally be denied under the Ordinance.* The sign display will use 7 to 8 inch letters and short messages to retain visibility for passing motorists.
5. *The resulting sign plan is effective, functional, attractive and compatible with community standards.* The sign plan amendment proposes signs with a consistent design that conforms to the intent of Code.

VOTE: Ayes - 5 Nays - 0

6. MISCELLANEOUS

City Council Assignments

Commissioners Schumer and Chair Solomonson will respectively attend the November 4th, and November 18th City Council meetings.

Commissioners Wenner and Thompson will respectively attend the December 2nd and December 16th City Council meetings.

The Planning Commission will hold a workshop immediately after the next Planning Commission meeting on December 3, 2013.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to adjourn the meeting at 10:01 p.m.

VOTE: Ayes - 5 Nays - 0

ATTEST:

Kathleen Castle
City Planner

Memorandum

To: Mayor and City Council
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: November 15, 2013

Re: Monthly Reports
- Administration Department
- Community Development Department

Economic Development Authority Update

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

Special TIF Legislation Update. Since the EDA and City Council both took formal action authorizing the City to pursue possible special legislation to extend Tax Increment District No. 1, which is set to expire in 2014, staff has been working with our legal advisors and consultants in preparing information in support of the request. The extension is a major goal as part of overall strategic plan to ensure the City has sufficient resources to achieve business expansion, redevelopment and housing goals in the coming years. Mayor Martin and staff have had meetings with our local legislative delegation (who are supportive and will sponsor the special bill), the School District, and Ramsey County representatives including our County Commissioner. A week ago, we also made a presentation at the Mounds View 621 school board work session that included background information on job and property value increases generated by recent development supported through TIF District No. 1, and the updated master plan of the Shoreview Town Center focusing on the two goals – redevelopment of the Shoreview Village Mall and expansion/retention of Westinghouse (PaR Nuclear).

McGuire Property–3339 Victoria Street. The City is in the process of hiring a demolition contractor to tear down existing structures and restore the site in December. In follow-up to the Phase I Assessment, there is additional standard environmental testing and analysis (the house was built in 1928) required prior to start of demolition. Pursuant to the purchase terms, the former property owner Richard McGuire has until November 15th to remove possessions from the property with the exception of specific items designated for salvage. A clean-up firm hired by the City which specializes in hoarding situations has assisted with the clean out and disposal of property in the house and garage structures.

With the purchase completed and preparations for demolition are underway, the City will shift focus on the redevelopment of the property by working with a qualified non-profit residential developer in accordance with the terms of the grant from Ramsey County that will assist with the acquisition.

At the October meeting of the EDA, the board selected the Greater Metropolitan Housing Corporation (GMHC) as the preferred developer for the City to work with for the redevelopment

of the property. Any new housing plan will require going through a formal City approval process and will also involve review and input from the public, most importantly the adjacent neighbors.

GMHC has prepared a conceptual layout and development proposal including a financial analysis for a subdivision of single-family owner occupied homes, each with an affordability component.

Prior to GMHC commencing with the formal development review process, the EDA requested additional discussion/clarification of the proposed financial pro forma for the project and asked that GMHC representatives attend their November meeting. Besides the City's land donation, the preliminary financial plan shows an additional funding gap to support the proposed housing that would require supplemental assistance from the City or other sources. City staff and GMHC have also met with Ramsey County to explore potential housing program funds that could further assist the project. The next step in the redevelopment process would include a neighborhood meeting in December, with formal development applications submitted in January with review and approvals required by the the EDA, Planning Commission and City Council.

Highway Corridors Transition Study. Staff has executed the contract with HKGi (Hoisington Koegler Group, Inc), the planning firm authorized to assist with the Highway Corridors Transition Study. With City assistance, HKGi is in the process of compiling the background data needed for the study. In addition, a kickoff meeting with the project team is scheduled for the week of November 18th. Meetings are also being scheduled with Ramsey County and some of the adjoining communities to review existing conditions, proposed improvements on the arterial roadways, planned developments and land use. Meetings involving the Planning Commission, EDC, EDA and City Council will be held in the coming months.

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, with four having been completed in the past two months. BRE teams have recently visited these local companies: Promet International, American Metro, Allied Generators, and Hed Cycling. These BRE visits have proven to be very beneficial to the City and well received from the business community.

Additionally, the EDC and Council will be hosting a holiday season *Shoreview Business Exchange* event on December 12th at the Hilton Garden Inn from 5 to 7 pm. Invitations to the business community and press releases will be sent next week.

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.

The kick-off forum of the new Economic Gardening regional initiative was held in late October, and the special program series continues with 7 Shoreview business participating: 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.

The City has received 2 applications from persons interested in serving on the Economic Development Commission. The EDC will be reviewing the applications at their meeting on November 19th before making a recommendation to the Council on filling the one vacancy.

Planning Commission Update

The Planning Commission now has two meetings scheduled in December due to a number of major housing development projects. The originally planned meeting on December 3rd will include on the agenda: a minor subdivision (at 181 Saint Marie); the proposed Applewood Pointe senior cooperative redevelopment of the Kozlak’s property; a 25-lot single-family residential subdivision development at the 5878 Lexington Avenue (east of the north water tower); and, a concept planned unit development by Zawadski Homes for 10 residential lots on property along North Owasso Boulevard and Grand Avenue. The added second meeting is scheduled for December 10th includes items for a wireless telecommunications permit by Verizon, a variance for a storage shed, a conditional use permit for a shed and an amendment to a special use permit.

Housing and Code Enforcement Activity

Rental Licensing. There have been 572 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. Of the 284 GDU rental properties to be inspected this year, all but 60 rental units have been completed.

Community Development and I.S. staff worked together to prepare the 2014 Rental License Renewals, which were sent to property owners earlier this week. This year property owners and/or their registered agents will be able to apply online through the City’s new *Webstore*. 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. The new online system will provide greater ease for customers to apply for a rental license and improve the efficiency of the department to process.

Code Enforcement. There were 8 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	145	60	85
2012	159	22	137

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

defendant appeared in court the week of October 21st and we are awaiting a formal report of the results.

City and Lake Johanna Fire Department staff is also continuing to work with two homeowners who were previously notified of property maintenance, housing and fire code violations and required to enter 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. Staff is working with The Minnesota Hoarding Task Force to determine how to better address these two cases. One of the homeowners has started to seek Therapy sessions with their organization.

The City also received a complaint regarding another potential hoarding situation which Lake Johanna Fire Department became aware of during a fire call. 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 7th. Staff combined various smaller neighborhood areas and a total of 201 properties were inspected. The most common non-compliant conditions observed throughout the neighborhoods included minor housing maintenance, outside storage & refuse and parking & storage of vehicles and equipment. Staff will continue to follow-up with property owners that had violations identified in these Fall SHINE inspections. Some of the violations, such as Housing Maintenance violations involving painting will need follow-up next spring.

Other News and Information

- Assistant to the City Manager Tessia Melvin has submitted her resignation from the City and has taken the City Administrator position in Maple Plain, a suburban community in western Hennepin County. Tessia, who has worked for the City for almost six years, has served as the primary staff person to the Human Rights Commission and has been directly responsible for all of the City's communications efforts including the ShoreViews newsletter, website upgrades and Access Shoreview publications. She has also handled numerous special projects and has provided assistance to the Economic Development Commission and Economic Development Authority. She will be greatly missed by everyone at City Hall.
- Staff will be reviewing the rail crossings with our consulting firm SEH, Inc., who is working on the railroad operation and quiet zone study for the City. A meeting with a representative of the Federal Rail Administration and staff from the County and State is scheduled in early December.
- Attached is the monthly report from the HousingResource Center on services provided to Shoreview residents.
- Attached is the monthly report from the Building Official showing building permit activity through the month of October.
- At the request of the EDA, staff is providing some information on the local housing market. Enclosed is a summary showing recent housing sales in Shoreview, which indicates homes are selling at a higher rate and on the market for much less time than the past few years.

- Deputy City Clerk Terri Hoffard has been serving on the Ramsey County Elections Task Force to assist in selecting new voting equipment. The current voting equipment is outdated and is difficult to maintain and service. The County's original goal was to acquire a new voting system before the 2014 election; however, several possible voting system vendors have not obtained full certification of their products for use in Minnesota. The goal now is to replace the current equipment in time for implementation in 2015, which would allow a smoother transition before the large 2016 presidential election.
- City staff is working with the City Attorney's office in updating and revising our peddler licensing regulations and tobacco regulations to be consistent with current law. Both items are being presented to the Public Safety Committee for their review.

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

	July- Dec '01	Jan- Dec '02	Jan- Dec '03	Jan- Dec '04	Jan- Dec '05	Jan- Dec '06	Jan- Dec '07	Jan- Dec '08	Jan- Dec '09	Jan- Dec '10	Jan- Dec '11	Jan- Dec '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	12	0	0	139	2,646	
MHFA Fix Up Fund/Rehab/Rental																											
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	0	0	0	0	0	1	0	0	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	1	0	0	1	27	
Shoreview Home Improvement Loan																											
Loan Applications Rec'd																										20	
Loans Closed																										15	
Ramsey County Deferred Loan																											
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	0	0	0	2	0	1	0	0	0	1	0	0	4	25	
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	0	0	0	0	0	0	1	0	0	2	0	0	3	17	
Construction Consultation Report																											
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	3	2	2	3	2	17	18	21	19	13	0	0	100	870	
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	2	3	2	2	3	6	19	12	17	10	0	0	76	623	
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	
Total SERVICES Provided	53	312	698	300	281	379	499	357	253	488	268	179	18	13	10	12	13	41	70	56	65	41	0	0	339	4,406	

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

	OCTOBER 2013		TO DATE 2013		OCTOBER 2012		TO DATE 2012	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$335,000	6	\$2,780,000			12	\$3,490,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS			30	\$1,103,700	1	\$45,000	40	\$1,483,925
GARAGES	2	\$23,000	7	\$135,000			1	\$19,000
MISCELLANEOUS	129	\$871,756	1093	\$7,430,960	104	\$906,764	686	\$4,153,362
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	1	\$2,400,000	1	\$2,400,000
PUBLIC BUILDINGS			5	\$131,000			0	\$0
COMMERCIAL ADDITIONS			3	\$750,000	1	\$2,438,000	1	\$2,438,000
COMMERCIAL ALTER	3	\$448,700	48	\$3,466,901	4	\$168,429	52	\$6,470,896
TOTAL	135	\$1,678,456	1194	\$19,082,311	111	\$5,958,193	795	\$29,247,183

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

TO: Terry Schwerm, City Manager
 FROM: Jeanne A. Haapala, Finance Director
 DATE: November 13, 2013
 RE: Monthly Finance Report

Preliminary Tax Levies

Ramsey County released preliminary tax levies for all taxing jurisdictions last week. The table below provides a summary of levies for jurisdictions that collect taxes in Shoreview only. The column furthest to the right shows the two year change in total levies for each jurisdiction, for the combined levies (regular levy and market valued based levies). Jurisdictions with the highest increase are at the top the table and jurisdictions with the largest decrease at the bottom of the table. As shown, levy changes range from an increase of 66.72% for the Metro Watershed District, to a 10.05% decrease for the Roseville School District (IDS #623) before their approved levy referendum earlier this month. Revised levies for the Roseville School District will not be available until after their hearing in December.

Shoreview ranks third highest with a two year levy increase of 6.77%. It is interesting to note that last year Shoreview ranked third lowest with an increase of 2.8%.

Taxing Authority	Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2012 Actual	2013 Actual	2014 Proposed	2012 Actual	2013 Actual	2014 Proposed	One-Year	Two-Year
Metro Watershed	\$ 2,906,808	\$ 3,853,692	\$ 4,846,250	NA	NA	NA	25.76%	66.72%
Shoreview HRA	70,000	75,000	90,000	NA	NA	NA	20.00%	28.57%
Shoreview	9,290,086	9,604,567	9,919,154	-	-	-	3.28%	6.77%
Rice Creek Watershed	2,234,340	2,239,676	2,291,474	NA	NA	NA	2.31%	2.56%
Ramsey County	271,794,856	276,538,351	276,538,351	-	-	-	0.00%	1.75%
Met Council	12,349,628	12,262,705	12,263,586	NA	NA	NA	0.01%	-0.70%
I.S.D. #621	23,183,302	22,890,048	23,521,704	18,741,463	19,248,223	18,051,828	-1.34%	-0.84%
Regional Rail Authority	19,938,811	19,938,811	19,053,307	NA	NA	NA	-4.44%	-4.44%
Mosquito Control	2,616,354	2,541,612	2,496,104	NA	NA	NA	-1.79%	-4.60%
I.S.D. #623	9,831,318	8,881,766	12,820,817	11,551,000	13,552,972	6,411,530	-14.27%	-10.05%
Total Levies	\$ 354,215,503	\$ 358,826,228	\$ 363,840,747	\$ 30,292,463	\$ 32,801,195	\$ 24,463,358	-0.85%	0.99%

In order to show how levies are changing in other jurisdictions throughout the County, the table provided on the next page provides levies for all taxing jurisdictions. The levies highlighted in color represent jurisdictions that levy taxes in Shoreview, and therefore are also included in the table above.

Monthly Report

Attached is the monthly report for October.

Taxing Authority	Regular Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2012	2013	2014	2012	2013	2014	One-Year	Two-Year
	Actual	Actual	Proposed	Actual	Actual	Proposed		
Ramsey County	\$ 271,794,856	\$ 276,538,351	\$ 276,538,351	-	-	-	0.0%	1.7%
<u>City/Town</u>								
Gem Lake	\$ 273,472	\$ 254,942	\$ 399,539	\$ -	\$ -	\$ -	56.7%	46.1%
Roseville	14,137,294	16,444,826	17,203,721	825,000	825,000	825,000	4.4%	20.5%
St. Anthony	1,467,845	1,577,268	1,618,129	-	-	-	2.6%	10.2%
Shoreview	9,290,086	9,604,567	9,919,154	-	-	-	3.3%	6.8%
Falcon Heights	1,017,944	1,084,007	1,083,850	-	-	-	0.0%	6.5%
North Oaks	1,213,459	1,253,459	1,291,062	-	-	-	3.0%	6.4%
Arden Hills	3,096,994	3,191,230	3,289,027	-	-	-	3.1%	6.2%
Maplewood	17,167,353	17,835,640	18,283,210	686,170	692,760	615,760	2.0%	5.9%
Little Canada	2,660,453	2,712,864	2,794,384	-	-	-	3.0%	5.0%
Vadnais Heights	3,534,366	3,579,662	3,686,463	-	-	-	3.0%	4.3%
Lauderdale	598,152	610,115	616,215	-	-	-	1.0%	3.0%
Mounds View	3,991,381	4,000,381	4,128,823	190,000	181,000	178,000	3.0%	3.0%
Town of White Bear	2,829,071	2,804,002	2,910,000	75,000	55,000	55,000	3.7%	2.1%
St. Paul	99,320,758	101,207,852	101,207,852	-	-	-	0.0%	1.9%
White Bear Lake	4,578,097	4,663,438	4,662,756	-	-	-	0.0%	1.8%
North St. Paul	2,902,453	2,958,536	2,955,828	475,786	415,188	479,848	1.8%	1.7%
New Brighton	7,287,308	7,388,308	6,870,308	-	-	-	-7.0%	-5.7%
Subtotal	\$ 175,366,486	\$ 181,171,097	\$ 182,920,321	\$ 2,251,956	\$ 2,168,948	\$ 2,153,608	0.9%	4.2%
<u>Schools</u>								
I.S.D. #622	\$ 12,127,897	12,787,517	14,739,946	\$ 6,327,910	\$ 6,547,132	\$ 6,161,180	8.1%	13.2%
I.S.D. #625	89,686,469	90,587,829	100,175,041	36,386,107	43,131,511	34,881,492	1.0%	7.1%
I.S.D. #282	1,344,417	1,333,062	1,139,514	962,171	1,045,686	1,189,342	-2.1%	1.0%
I.S.D. #624	13,448,742	13,912,123	13,085,145	13,715,168	13,671,535	14,251,633	-0.9%	0.6%
I.S.D. #621	23,183,302	22,890,048	23,521,704	18,741,463	19,248,223	18,051,828	-1.3%	-0.8%
I.S.D. #623	9,831,318	\$ 8,881,766	\$ 12,820,817	11,551,000	13,552,972	6,411,530	-14.3%	-10.1%
Subtotal	\$ 149,622,145	\$ 150,392,345	\$ 165,482,167	\$87,683,819	\$97,197,059	\$80,947,005	-0.5%	3.8%
<u>Special Taxing Districts</u>								
Roseville HRA	353,000	698,471	703,579	NA	NA	NA	0.7%	99.3%
Metro Watershed	\$ 2,906,808	\$ 3,853,692	\$ 4,846,250	NA	NA	NA	25.8%	66.7%
St. Anthony HRA	31,817	44,577	45,478	NA	NA	NA	2.0%	42.9%
Middle Miss. Watershed	21,718	27,685	28,647	NA	NA	NA	3.5%	31.9%
Shoreview HRA	70,000	75,000	90,000	NA	NA	NA	20.0%	28.6%
St. Paul Port Authority	2,344,000	2,841,000	2,835,000	NA	NA	NA	-0.2%	20.9%
Capitol Region Watershed	2,493,474	2,656,412	2,969,278	NA	NA	NA	11.8%	19.1%
North Suburban Hospital	166,353	170,635	186,197	NA	NA	NA	9.1%	11.9%
Rice Creek Watershed	2,234,340	2,239,676	2,291,474	NA	NA	NA	2.3%	2.6%
Lake Diane Sewer	2,250	2,250	2,250	NA	NA	NA	0.0%	0.0%
St. Paul HRA	3,178,148	3,178,148	3,178,148	NA	NA	NA	0.0%	0.0%
Met Council	12,349,628	12,262,705	12,263,586	NA	NA	NA	0.0%	-0.7%
Bicentennial Pond	-	2,100	2,100	NA	NA	NA	0.0%	
North St Paul HRA	230,615	223,435	222,798	NA	NA	NA	-0.3%	-3.4%
Regional Rail Authority	19,938,811	19,938,811	19,053,307	NA	NA	NA	-4.4%	-4.4%
Mosquito Control	2,616,354	2,541,612	2,496,104	NA	NA	NA	-1.8%	-4.6%
Valley Branch Watershed	17,597	19,214	16,767	NA	NA	NA	-12.7%	-4.7%
Subtotal	\$ 48,954,913	\$ 50,775,423	\$ 51,230,963				0.9%	4.6%
Total Levies	\$ 645,738,400	\$ 658,877,216	\$ 676,171,802	\$89,935,775	\$99,366,007	\$83,100,613	0.1%	3.2%

General Fund
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	6,639,567	3,377,484	3,262,083	50.87	50.15
Licenses & Permits	314,050	436,850	-122,800	139.10	155.37
Intergovernmental	185,622	176,846	8,776	95.27	97.70
Charges for Services	1,284,970	484,548	800,422	37.71	98.05
Fines & Forfeits	62,500	21,548	40,952	34.48	45.03
Interest Earnings	45,000		45,000		
Miscellaneous	24,040	23,873	167	99.31	134.47
TOTAL REVENUES	8,555,749	4,521,149	4,034,600	52.84	61.73
EXPENDITURES					
General Government					
Administration	549,989	446,655	103,334	81.21	79.73
Communications	195,504	165,891	29,613	84.85	60.87
Council & commiss	146,343	122,276	24,067	83.55	93.21
Elections	3,300	3,073	227	93.11	34.47
Finance/accounting	558,561	441,302	117,259	79.01	79.10
Human Resources	258,301	187,186	71,115	72.47	70.17
Information systems	327,064	243,408	83,656	74.42	79.25
Legal	95,000	82,778	12,222	87.13	67.56
Total General Government	2,134,062	1,692,568	441,494	79.31	76.50
Public Safety					
Emergency services	7,618	3,516	4,102	46.15	64.32
Fire	947,610	947,243	367	99.96	100.75
Police	1,927,465	1,531,600	395,865	79.46	72.41
Total Public Safety	2,882,693	2,482,359	400,334	86.11	81.30
Public Works					
Forestry/nursery	115,096	73,748	41,348	64.07	87.12
Pub Works Adm/Engin	453,274	371,262	82,012	81.91	79.05
Streets	791,653	612,836	178,817	77.41	80.62
Trail mgmt	115,797	95,200	20,597	82.21	83.13
Total Public Works	1,475,820	1,153,046	322,774	78.13	80.70
Parks and Recreation					
Municipal buildings	130,035	122,423	7,612	94.15	94.99
Park Maintenance	1,139,696	922,496	217,200	80.94	85.85
Park/Recreation Adm	341,562	282,752	58,810	82.78	78.67
Total Parks and Recreation	1,611,293	1,327,671	283,622	82.40	85.02
Community Develop					
Building Inspection	155,874	142,063	13,811	91.14	93.09
Planning/zoning adm	402,507	306,576	95,931	76.17	70.92
Total Community Develop	558,381	448,639	109,742	80.35	77.21

General Fund
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	8,662,249	7,104,282	1,557,967	82.01	80.44
OTHER					
Transfers In	519,000	95,833	423,167	18.46	96.15
Transfers Out	-412,500	-203,330	-209,170	49.29	90.44
TOTAL OTHER	106,500	-107,497	213,997	-100.94	124.69
Net change in fund equity		-2,690,630	3,108,970		
Fund equity, beginning		3,976,412			
Fund equity, ending		1,285,782			
Less invested in capital assets					
Net available fund equity		1,285,782			

Recycling
For Year 2013 Through The Month Of October

	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	246,546	234,434	51.26	52.92
TOTAL REVENUES	547,980	307,025	240,955	56.03	57.37
EXPENDITURES					
Public Works					
Recycling	504,166	319,393	184,773	63.35	74.76
Total Public Works	504,166	319,393	184,773	63.35	74.76
TOTAL EXPENDITURES	504,166	319,393	184,773	63.35	74.76
Net change in fund equity	43,814	-12,368	56,182		
Fund equity, beginning		114,960			
Fund equity, ending		102,592			
Less invested in capital assets					
Net available fund equity		102,592			

STD Self Insurance
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	6,280	1,220	83.73	84.43
Interest Earnings	600		600		
TOTAL REVENUES	8,100	6,280	1,820	77.53	78.17
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	1,551	6,449	19.39	105.19
Total Miscellaneous	8,000	1,551	6,449	19.39	105.19
TOTAL EXPENDITURES	8,000	1,551	6,449	19.39	105.19
Net change in fund equity	100	4,729	-4,629		
Fund equity, beginning		41,503			
Fund equity, ending		46,232			
Less invested in capital assets					
Net available fund equity		46,232			

Community Center
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,323,755	1,895,079	428,676	81.55	79.90
Interest Earnings	9,000		9,000		
Miscellaneous		143	-143		
TOTAL REVENUES	2,332,755	1,895,222	437,533	81.24	79.62
EXPENDITURES					
Parks and Recreation					
Community center	2,561,724	2,051,294	510,430	80.07	79.19
Total Parks and Recreation	2,561,724	2,051,294	510,430	80.07	79.19
TOTAL EXPENDITURES	2,561,724	2,051,294	510,430	80.07	79.19
OTHER					
Transfers In	312,000	260,000	52,000	83.33	83.33
TOTAL OTHER	312,000	260,000	52,000	83.33	83.33
Net change in fund equity	83,031	103,929	-20,898		
Fund equity, beginning		828,287			
Fund equity, ending		932,216			
Less invested in capital assets					
Net available fund equity		932,216			

Recreation Programs
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,400,926	1,236,029	164,897	88.23	92.25
Interest Earnings	4,800		4,800		
Miscellaneous		121	-121		
TOTAL REVENUES	1,405,726	1,236,150	169,576	87.94	91.96
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	109,874	84,575	25,299	76.97	82.91
Aquatics	131,212	116,029	15,183	88.43	88.73
Community programs	100,183	111,759	-11,576	111.56	86.05
Drop-in Child Care	68,196	50,067	18,129	73.42	72.84
Fitness Programs	201,306	148,518	52,788	73.78	80.47
Park/Recreation Adm	344,288	257,294	86,994	74.73	76.43
Preschool Programs	74,516	62,345	12,171	83.67	84.93
Summer Discovery	196,598	210,783	-14,185	107.22	104.90
Youth/Teen	70,949	35,798	35,151	50.46	74.17
Total Parks and Recreation	1,297,122	1,077,169	219,953	83.04	83.69
TOTAL EXPENDITURES	1,297,122	1,077,169	219,953	83.04	83.69
OTHER					
Transfers In	70,000		70,000		100.00
Transfers Out	-80,000	-66,670	-13,330	83.34	83.33
TOTAL OTHER	-10,000	-66,670	56,670	666.70	-25.00
Net change in fund equity	98,604	92,312	32,952		
Fund equity, beginning		545,206			
Fund equity, ending		637,518			
Less invested in capital assets					
Net available fund equity		637,518			

Cable Television
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	288,400	233,760	54,640	81.05	80.33
Interest Earnings	1,800		1,800		
Miscellaneous	1,200	899	301	74.89	91.67
TOTAL REVENUES	291,400	234,659	56,741	80.53	79.87
EXPENDITURES					
General Government					
Cable television	153,398	99,396	54,002	64.80	87.54
Total General Government	153,398	99,396	54,002	64.80	87.54
Capital Outlay					
Cable television		122,422	-122,422		
Total Capital Outlay		122,422	-122,422		
TOTAL EXPENDITURES	153,398	221,818	-68,420	144.60	87.54
OTHER					
Transfers Out	-116,920	-95,833	-21,087	81.96	75.85
TOTAL OTHER	-116,920	-95,833	-21,087	81.96	75.85
Net change in fund equity	21,082	-82,992	146,248		
Fund equity, beginning		215,665			
Fund equity, ending		132,673			
Less invested in capital assets					
Net available fund equity		132,673			

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

	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	37,981	14,566	72.28	77.91
Total Community Develop	52,547	37,981	14,566	72.28	77.91
TOTAL EXPENDITURES	52,547	37,981	14,566	72.28	77.91
Net change in fund equity	7,453	-7,567	15,020		
Fund equity, beginning		185,524			
Fund equity, ending		177,957			
Less invested in capital assets					
Net available fund equity		177,957			

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

	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	48,323	21,484	69.22	70.18
Total Community Develop	69,807	48,323	21,484	69.22	70.18
TOTAL EXPENDITURES	69,807	48,323	21,484	69.22	70.18
Net change in fund equity	5,193	-10,299	15,492		
Fund equity, beginning		35,700			
Fund equity, ending		25,401			
Less invested in capital assets					
Net available fund equity		25,401			

Liability Claims
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,400		2,400		
Miscellaneous	30,000	979	29,021	3.26	39.98
TOTAL REVENUES	32,400	979	31,421	3.02	36.01
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	15,859	16,141	49.56	104.03
Total Miscellaneous	32,000	15,859	16,141	49.56	104.03
TOTAL EXPENDITURES	32,000	15,859	16,141	49.56	104.03
Net change in fund equity	400	-14,880	15,280		
Fund equity, beginning		192,054			
Fund equity, ending		177,174			
Less invested in capital assets					
Net available fund equity		177,174			

Slice SV Event
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	23,000	25,398	-2,398	110.42	107.82
Miscellaneous	25,000	34,190	-9,190	136.76	155.59
TOTAL REVENUES	48,000	59,587	-11,587	124.14	133.23
EXPENDITURES					
General Government					
Slice of Shoreview	58,200	65,441	-7,241	112.44	108.81
Total General Government	58,200	65,441	-7,241	112.44	108.81
TOTAL EXPENDITURES	58,200	65,441	-7,241	112.44	108.81
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	-200	4,147	-4,347		
Fund equity, beginning		52,558			
Fund equity, ending		56,705			
Less invested in capital assets					
Net available fund equity		56,705			

Water Fund
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		544	-544		
Intergovernmental	12,940	12,489	451	96.51	100.56
Utility Charges	2,584,000	2,140,708	443,292	82.84	93.16
Late fees		33,299	-33,299		
Water meters	3,000	10,145	-7,145	338.16	383.69
Other prop charges	4,000	11,081	-7,081	277.03	541.92
Interest Earnings	35,000		35,000		
TOTAL REVENUES	2,638,940	2,208,266	430,674	83.68	93.18
EXPENDITURES					
Proprietary					
Water Operations	1,569,417	967,066	602,351	61.62	83.50
Total Proprietary	1,569,417	967,066	602,351	61.62	83.50
TOTAL EXPENDITURES	1,569,417	967,066	602,351	61.62	83.50
OTHER					
Depreciation	-630,000	-525,000	-105,000	83.33	83.33
Transfers Out	-262,500		-262,500		100.00
GO Revenue Bonds	-171,435	-199,437	28,002	116.33	102.86
TOTAL OTHER	-1,063,935	-724,437	-339,498	68.09	90.54
Net change in fund equity	5,588	516,763	167,822		
Fund equity, beginning		12,445,554			
Fund equity, ending		12,962,317			
Less invested in capital assets		9,427,325			
Net available fund equity		3,534,992			

Sewer Fund
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		560	-560		
Intergovernmental	10,310	9,952	358	96.52	100.59
Charges for Services	200	2,873	-2,673	1,436.6	319.40
Utility Charges	3,710,000	3,038,219	671,781	81.89	82.06
Late fees		53,427	-53,427		
Facility/area chgs	4,000	33,946	-29,946	848.65	99.07
Other prop charges	2,500	-150	2,650	-6.00	294.00
Interest Earnings	25,000		25,000		
TOTAL REVENUES	3,752,010	3,138,827	613,183	83.66	83.41
EXPENDITURES					
Proprietary					
Sewer Operations	3,152,625	2,466,265	686,360	78.23	88.98
Total Proprietary	3,152,625	2,466,265	686,360	78.23	88.98
TOTAL EXPENDITURES	3,152,625	2,466,265	686,360	78.23	88.98
OTHER					
Depreciation	-310,000	-258,330	-51,670	83.33	83.33
Transfers Out	-196,500		-196,500		100.00
GO Revenue Bonds	-68,884	-76,829	7,945	111.53	101.36
TOTAL OTHER	-575,384	-335,159	-240,225	58.25	91.26
Net change in fund equity	24,001	337,402	167,049		
Fund equity, beginning		7,284,108			
Fund equity, ending		7,621,510			
Less invested in capital assets		4,725,848			
Net available fund equity		2,895,662			

Surface Water Mgmt
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		112	-112		
Intergovernmental	3,750	3,613	137	96.34	100.57
Utility Charges	1,162,000	952,407	209,593	81.96	81.83
Late fees		15,295	-15,295		
Lake Impr Dist chgs	45,140	29,361	15,779	65.04	49.96
Other prop charges	5,000	6,744	-1,744	134.87	182.08
Interest Earnings	8,000		8,000		
TOTAL REVENUES	1,223,890	1,007,531	216,359	82.32	80.50
EXPENDITURES					
Proprietary					
Snail Lake Aug.	28,836	11,029	17,807	38.25	39.27
Surface Water Oper	685,590	446,570	239,020	65.14	80.63
Total Proprietary	714,426	457,599	256,827	64.05	78.81
TOTAL EXPENDITURES	714,426	457,599	256,827	64.05	78.81
OTHER					
Depreciation	-223,000	-185,830	-37,170	83.33	83.33
Transfers Out	-126,900		-126,900		100.00
GO Revenue Bonds	-75,594	-92,130	16,536	121.88	100.91
TOTAL OTHER	-425,494	-277,960	-147,534	65.33	91.34
Net change in fund equity	83,970	271,972	107,065		
Fund equity, beginning		7,384,772			
Fund equity, ending		7,656,744			
Less invested in capital assets		6,135,855			
Net available fund equity		1,520,889			

Street Light Utility
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		51	-51		
Utility Charges	474,000	387,452	86,548	81.74	81.75
Late fees		6,919	-6,919		
Interest Earnings	2,700		2,700		
Miscellaneous	500		500		
TOTAL REVENUES	477,200	394,422	82,778	82.65	82.61
EXPENDITURES					
Proprietary					
Street lighting	268,571	163,799	104,772	60.99	73.66
Total Proprietary	268,571	163,799	104,772	60.99	73.66
Capital Outlay					
Street lighting		142,903	-142,903		
Total Capital Outlay		142,903	-142,903		
Capital Outlay					
Capital Projects		4,221	-4,221		
Total Capital Outlay		4,221	-4,221		
TOTAL EXPENDITURES	268,571	310,923	-42,352	115.77	102.49
OTHER					
Depreciation	-48,000	-40,000	-8,000	83.33	83.33
Transfers Out	-19,000		-19,000		100.00
TOTAL OTHER	-67,000	-40,000	-27,000	59.70	88.00
Net change in fund equity	141,629	43,499	152,130		
Fund equity, beginning		749,937			
Fund equity, ending		793,436			
Less invested in capital assets		432,561			
Net available fund equity		360,875			

Central Garage Fund
For Year 2013 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000	93,312	90,688	50.71	50.30
Intergovernmental	86,530	81,881	4,649	94.63	71.68
Cent Garage chgs	1,153,020	1,153,004	16	100.00	100.06
Interest Earnings	10,000		10,000		
TOTAL REVENUES	1,433,550	1,328,197	105,353	92.65	89.12
EXPENDITURES					
Proprietary					
Central Garage Oper	593,566	440,272	153,294	74.17	75.33
Total Proprietary	593,566	440,272	153,294	74.17	75.33
Capital Outlay					
Central Garage Oper		520,250	-520,250		
Total Capital Outlay		520,250	-520,250		
TOTAL EXPENDITURES	593,566	960,522	-366,956	161.82	130.60
OTHER					
Sale of Asset	41,000	36,615	4,385	89.30	27.14
Transfers In	200,900		200,900		100.00
Depreciation	-696,000	-580,000	-116,000	83.33	83.33
GO CIP Bonds	-243,128	-244,914	1,786	100.73	100.20
TOTAL OTHER	-697,228	-788,299	91,071	113.06	86.51
Net change in fund equity	142,756	-420,624	791,808		
Fund equity, beginning		3,713,231			
Fund equity, ending		3,292,607			
Less invested in capital assets		3,228,575			
Net available fund equity		64,032			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
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1,147	Morgan Stanley Smith Barney LLC	CD	730	03-07-12	03-07-14	249,000.00	.500000
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
1,155	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: 16						3,712,000.00	
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FEDERAL HOME LN BK							
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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	
<hr/>							
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

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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	

FED HM MORTG POOL

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	

TAX EXMPT MNCPL BOND

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	

TAXABLE MUNCPL BONDS

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
Total Number Of Investments: 8						2,930,934.45	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-13

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
						17,980,927.20	
						13,734.80	
						2,966,098.20	
						1,928,679.45	
						8,440.31	
						174,591.51	
						102,359.56	
						23,174,831.03	
						23,174,831.03	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: NOVEMBER 14, 2013
SUBJ: PUBLIC WORKS MONTHLY REPORT

ADMINISTRATIVE ACTIVITIES

Staff continues working on 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. The permit covers every aspect of our stormwater system from education and individual outfall mapping to ordinances and development agreement language.

The annual recycling budget and fee is proposed to be \$45 per household for 2014. Staff is preparing the SCORE grant application for Ramsey County grant funds in the amount of \$51,930 to help offset the cost of the curbside recycling program. Each of these items will be considered by the City Council at the November 18th meeting.

Construction projects are coming to an end and require final inspections for escrow release or reduction. Staff visits the site to verify compliance with all requirements or works with the contractors when necessary to make sure a site is secured for the winter.

The Department of Corrections crew will be removing buckthorn from several City properties and parks in the coming weeks - as now is the best time to identify buckthorn. Buckthorn is one of the only things with green leaves remaining - so it's easy to identify and eradicate in November.

Details for spring tree plantings and the City's annual tree sale are already in the works. The City has some grant money available for removing ash trees and replacing with new trees within 1 mile of our Emerald Ash Borer infestation from the Minnesota Department of Natural Resources and the Minnesota Legislature. This winter will reveal how many more ash trees are infested, but it is anticipated that as many as 200 trees will be planted next spring and summer as part of this grant project.

The City was awarded the Landscape Ecology Award from the Ramsey Washington Metro Watershed District for the volunteer-maintained native garden buffer at Commons Pond. Their formal recognition event is November 14th, the same evening as the City of Shoreview's Volunteer Appreciation event. A community volunteer attended the Watershed's event to accept the award and recognition.

The Environmental Quality Committee is busy coordinating the Spring Speaker Series for 2014. The Committee hopes to offer two sessions on energy and two on water issues. The Committee will also hear about the Regional Indicators Initiative in January. This program measured actual energy and water use

by sector over the past several years. The data is compiled to show per person or per household consumption levels and how Shoreview compares with similar cities.

MAINTENANCE ACTIVITIES

Each day utility crews inspect and perform general maintenance and repairs to all the wells and lift stations and the towers and booster station. Required water samples are collected and analyzed daily. Crews respond to meter appointments and location requests each day. In the last month, crews responded to 567 location requests generated by Gopher State One Call.

Utility crews repaired a few water valves and repaired a water service line at the Community Center. The 2-inch copper water service line to the south side of the Community Center had developed a nickel-sized hole and the repair required the lower level parking lot to be closed for half a day.

Utility crews are preparing for winter, repairing and or replacing hydrant flags and bagging hydrants along heavily salted County roads. They are working on a bi-annual cleaning of all the lift stations and mowing easements as time allows.



Street crews are patching around manholes and valves in construction project areas in preparation for the snow plowing season. They have also patched the valve and service repairs made by the utility department. Crews have removed broken or heaved up sidewalk panels and damaged curb areas. The concrete in those areas has been replaced and crews have completed the restoration of the areas. They continue to mow trails and sweep streets as the weather allows. Crews placed and filled salt barrels in a few areas that historically have traffic issues throughout the winter. They have also been trimming dead or broken branches as the calls come in. Street crews are also performing routine sign maintenance/replacements.

Crews have been patching water main break repairs and spot patching as needed. 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.

A snowplow meeting was presented for all public works maintenance staff. Crews watched snow plow safety videos and route assignments were passed out and gone through and each person was given time to prepare their trucks and inspect their routes. Jason Ewell, Jamie Meyer, Adam Rauchbaure and Jim Boyer attended a one day snow plow driving safety class.

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 working a great deal with the park department. They repaired the guard rail in the Brigadoon area. As time permits they are cleaning trucks and equipment and in the garage and around the maintenance center yard.

PROJECT UPDATES

Owasso Street Re-alignment, Project 09-12 – Victoria Street and County Road E West have been paved. The Concrete sidewalks are completed. The final pavement on Owasso Street is scheduled to be paved on Friday November 15th along with paving the trail on the south side of County Road E. The installation of new signal system was delayed due to material supply issues. The contractor has now received the materials and is actively working on the signals. Once they are completed and working the old signal poles can be removed and new Owasso street opened for all traffic. Final restoration and minor items will be completed next year along with the railroad signal work and crossing upgrade.

Water System Improvements – Westin Woods Booster Station, Project 12-02 - The booster station work is complete and providing higher pressure water to the Weston Woods area. Staff has talked with residents in the Weston Woods area and they have stated that there is a noticeable improvement in water pressure.

Red Fox Road Reconstruction, Project 12-04 – All work has been completed on Red Fox Road and the treatment pond. The majority of the concrete sidewalk along Lexington Avenue is complete and grading along the sidewalk will be completed in the next week or two. There was a section of the sidewalk that was not installed due to the construction of a retaining wall. This section will be filled in with asphalt so the trail can be opened for the winter and the concrete will be installed in the spring. The remaining work on Lexington Ave. consists of milling and overlaying the northbound lanes that are adjacent to the new turn lane that was installed as part of the project. This will be completed in the next week or two.

County Road D Reconstruction, Project 13-01A – Concrete curb and gutter, the base course of asphalt, and the concrete sidewalk between Richmond Ave. and Lexington Ave. have been installed. The final pavement is scheduled to be completed on Friday, November 15th. Restoration of the lawns and the driveways has also been completed. Due to the time of year the exposed soils will be stabilized with mulch and the sod will be installed next spring. Installation of the street lights has begun and should be completed in the next few weeks.

Cottage Place Reconstruction, Project 13-01B – Restoration of the lawns is complete and topsoil has been placed. The contractor was planning to install sod this year, but if that is not possible the exposed soils will be stabilized with mulch and the sod will be installed next spring. The final pavement is scheduled to be paved on Friday, November 15th. Installation of the street lights has begun and should be completed in the next few weeks.

2013 Street Rehabilitation and Gaston, Grove, St. Albans Water Main Extension, Projects 13-02 & 13-03 – This project has been completed.

2013 Street Light Replacement, Project 13-05 - This project has been completed.

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 December. 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 has nearly completed the first round of televising the smaller sanitary sewer lines in the system. They are now going back and picking up the lines they were unable to televise during the first round. After that is completed there is about two weeks worth of televising in the larger pipes throughout the system. Once the collection/televising process is complete the information will be recorded and accessible for our use. The project is on schedule to be completed by the end of the year.

Charley Lake Preserve Development (North Oaks) –The connection to Shoreview's municipal water system was completed and tested 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
November 18, 2013

t./monthly/monthlyreport2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: NOVEMBER 14, 2013

SUBJECT: PARK AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

During the past months, the Parks maintenance crews have been transitioning from fall to winter activities. Crews have been winterizing our park buildings and preparing them for the skating season. They have begun performing fall turf maintenance by fertilizing many of the parks, blowing out irrigation systems, and picking up leaves as time allows. This week, they have been hanging holiday lights at the Community Center to insure that it is ready for the Holiday Tree Lighting Ceremony on November 25th.

The Community Center expansion concept study has also started in the past month. The proposed Capital Improvement Program includes a project in 2015 that would expand the Community Center. BWBR Architects has now met with the City Council, Parks and Recreation Commission and staff to identify needs and possible improvements to the Community Center that would better serve our members, guests and the community. During the next few months, BWBR will be developing concept plans and cost estimates for this potential expansion.

COMMUNITY CENTER

The Fitness Center traffic steadily increased throughout the month of October. The peak times in the evenings are continuously becoming more active with guests and members. Staff has to stay diligent about gently reminding customers about only using the cardio equipment for 30 minutes when other guests are waiting. There were 7 elliptical trainers and 5 treadmills that were replaced this month. The newest AMT trainers with an open stride were a popular addition and have been the most utilized piece of cardio equipment. There were 16 new fitness orientations performed in October which is a significant increase compared to the 6 orientations in October 2012. The personal training special was a success with a 15% increase in personal training sessions redeemed compared to last year. Group fitness specialty classes were well received with participants and instructors dressing up for a 2 hour Halloween zumba jam.

Daily visit revenue has increased nearly 5%, however, actual visits by members and guests has declined slightly. Some of the daily pass decrease can be attributed to health insurance reimbursement programs eliminating the requirement of participants to meet a specific amount of visits to the Community Center to be eligible for reimbursement. The Tropical

Adventure Indoor Playground remained active with young visitors. The Tropics Waterpark was host to various pool groups during the month. Staff has been sending out letters to organizations that have previously visited the facility, inviting them back to enjoy a fun filled day at the Community Center. The number of pool groups visiting the facility increased 50% this month.

Membership sales have declined slightly this month compared to last year. The past four years, membership revenue has increased nearly 10% every year. However, during the last year resident memberships have remained stable while nonresident memberships have decreased. Currently, 75% of Community Center members are Shoreview residents. Although retention rate has stayed at a favorable 90%, new membership sales are decreasing. Staff is planning additional marketing efforts in surrounding communities. One promotion that is planned for December is a one month special for student's home from College during the holidays. The goal is to have some new customers try the facility and experience the amenities at the Community Center. Staff is also evaluating some referral promotions that seem to be popular at other facilities.

Rental revenue continues to increase with a team of staff available on evenings and weekends. The majority of rental tours and bookings are booked during these times. There was a similar number of meetings and banquets as last year during October. However, there were over 150 more bookings made for the upcoming year. The number of birthday parties booked increased 128% this year. Staff is investigating different birthday party packages and different processes to continue the success of the party packages.

RECREATION PROGRAMS

Our fall event, the Halloween Hoopla, was held on October 19th at Turtle Lake Elementary School. The event was held in collaboration with the City of Arden Hills. We had 77 children who enjoyed a variety of carnival games, bingo, crafts, inflatable bouncer, and a spooktacular magic show performed by Brian Richards. The enrollment was down from 2012 when we had 112 children. Staff attributes the decrease in enrollment due to the event being held over MEA weekend.

Our after school youth sports program is winding down with another successful fall session. We had 76 participants in the 6 classes offered in which they learned the fundamentals in basketball, soccer, and wrestling. Enrollment this fall was slightly lower this year when we had 84 participants.

The Aquatic staff has been busy this month with the fall swimming lessons and also conducting classes for the Boy Scouts/Girls Scouts Swimming and Lifesaving Merit Badges, Supersitter Babysitting class, and Snorkeling.

Kids Care continues to provide care for children 6 months to 8 years while a parent/guardian utilizes the facility. Kids Care usage is down slightly from last year with nearly 6700 children

visiting Kids Care from January thru September in 2013 compared to about 7400 in 2012. Staff attributes some of this decrease to a larger number of regular Kids Care users registering for Kids Corner Preschool, and fewer new families with young children utilizing the service. Staff will continue to look for new ways to increase the number of participants and well as cost saving measures to off-site the decrease in revenue.

PARKS MAINTENANCE CREW

With the cooler weather, the turf growth slowed down. During October, the crew still had to mow some turf at least once a week. We have started to change over equipment for the winter season. Half of the parks have been fertilized at this time. If the ground isn't frozen and no snow, we'll see if we can get additional parks done this fall. All the irrigation has been blown out. A contractor added to the irrigation at Theisen Park. The little soccer field near the building now has irrigation. That will allow us to have grass on it for the Recreation Department's soccer program. Dead trees have been removed at the Community Center and Wilson parks. All the annual flowers in the beds and pots around the Community Center have been removed.

The crew has spent some time repairing the warning tracks, batting cages and fence lines along the ball fields. Weeds and sod were dug out and agri-lime was brought in. Some clay was packed into the batting cages where the batter stands. There is more to do, but we are running out of time. All the tennis nets have been taken down for winter. The volleyball net at Commons has also been taken down. The crew has started working on the hockey rinks. The boardwalk at Wilson Park has been installed.

The concession rooms at Rice Creek Fields and Sitzer Park have been winterized. All the drinking fountains have also been turned off and winterized. The crew has been busy getting the inside of buildings ready for the skating season by painting walls and doors. They changed the batteries on the thermostats, smoke detectors and CO detectors. A contractor has gone through to check and clean the furnaces. Building and parking lot lights were repaired at Bucher, McCullough and Theisen Parks.

The crew has finished setting up and taking down the Farmers Market. All the barricades, signs and receptacles have been put away until next year. 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. Now that most of the activity is done in the parks, it does not need to be done as often.

COMMUNITY CENTER CREW

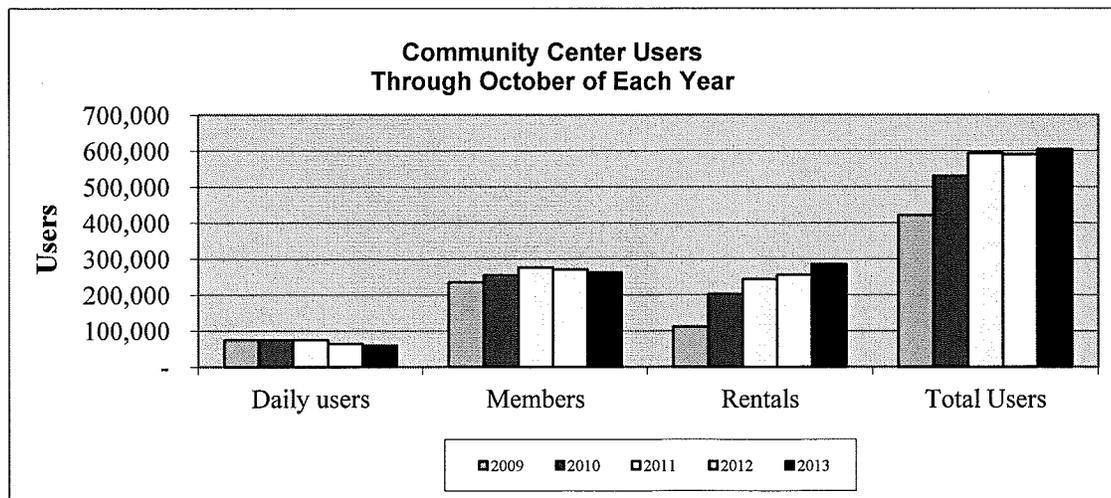
The crew has been busy trying to keep the building clean. The crew has spent some time removing dust from walls and ductwork in the fitness center. They also moved most of the machines to vacuum under them recently. The crew has also been busy cleaning carpets in the meeting rooms, the Park & Rec. lobby and the fitness locker rooms. The crew has started replacing soap dispensers in the restrooms. We are switching to a hands free system. Work

orders continue to increase. We are currently more than 200 work orders ahead of where we were at the end of 2012. We are on pace to have over 4000 work orders at the end of 2013. That would be more than 600 ahead of the previous record amount.

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

	2009	2010	2011	2012	2013
Number of Users:					
Daily users	74,913	74,141	75,232	63,984	58,884
Members	234,672	254,849	275,687	270,176	261,321
Rentals	111,175	201,089	242,895	255,863	284,582
Total Users	420,760	530,079	593,814	590,023	604,787
Revenue:					
Admissions	\$ 458,219	\$ 437,194	\$ 493,670	\$ 466,002	\$ 492,070
Memberships-annual	518,818	645,126	716,235	752,789	753,590
Memberships-seasonal	90,047	76,173	77,438	75,716	69,747
Room rentals	178,329	191,251	216,781	214,189	253,954
Wave Café	136,298	148,989	168,663	159,398	178,817
Commissions	8,936	9,407	12,559	12,912	11,729
Locker/vending/video	26,304	23,649	23,013	19,880	19,773
Merchandise	8,175	9,149	12,213	12,711	12,567
Other miscellaneous	738	1,021	1,131	216	(19)
Building charge	94,000	93,000	97,000	100,000	103,000
Transfers in	256,000	258,340	247,500	250,000	260,000
Total Revenue	1,775,864	1,893,299	2,066,203	2,063,813	2,155,228
Expenditures:					
Personal services	1,028,111	1,046,140	1,062,377	1,105,335	1,158,746
Supplies	296,709	311,361	359,724	343,756	378,278
Contractual	403,040	419,501	465,940	487,788	514,272
Other	-	-	-	5,727	-
Total Expenditures	1,727,860	1,777,002	1,888,041	1,942,606	2,051,296
Rev less Exp Year-to-date	\$ 48,004	\$ 116,297	\$ 178,162	\$ 121,207	\$ 103,932

*



* 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
Number of Users:													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	-	-	58,884
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	-	-	261,321
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	-	-	284,582
Total Users	54,559	49,185	60,580	53,877	48,164	85,038	84,255	79,725	44,037	45,367	-	-	604,787
Revenue:													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ -	\$ -	\$ 446,964
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	-	-	45,106
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	-	-	823,337
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,022	22,878	21,760	-	-	253,954
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	-	-	178,817
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	3,074	-	-	11,729
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	2,901	-	-	19,773
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	-	-	12,567
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	-	(19)
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	26,000	-	-	260,000
Total Revenue	256,960	213,646	283,180	213,610	176,653	295,164	178,377	191,896	159,338	186,404	-	-	2,155,228
Expenditures:													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	-	-	1,158,746
Supplies	16,571	51,430	46,426	62,649	39,856	33,562	31,462	39,800	32,616	23,906	-	-	378,278
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	-	-	514,272
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	105,372	216,031	198,160	237,582	265,666	203,635	208,739	229,772	192,339	194,000	-	-	2,051,296
Rev less Exp (monthly)	\$ 151,588	\$ (2,385)	\$ 85,020	\$ (23,972)	\$ (89,013)	\$ 91,529	\$ (30,362)	\$ (37,876)	\$ (33,001)	\$ (7,596)	\$ -	\$ -	\$ 103,932
Rev less Exp (ytd)	\$ 151,588	\$ 149,203	\$ 234,223	\$ 210,251	\$ 121,238	\$ 212,767	\$ 182,405	\$ 144,529	\$ 111,528	\$ 103,932	\$ 103,932	\$ 103,932	\$ 103,932

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,757	9,853	10,137	6,003	4,801	4,914	6,289	6,089	2,547	4,594	5,805	6,732	76,521
Members	34,702	31,137	29,693	27,472	25,620	25,094	26,585	24,860	19,992	25,021	27,312	26,728	324,216
Rentals	16,398	16,066	14,860	17,120	15,041	37,529	35,345	70,550	16,533	16,421	17,160	18,856	291,879
Total Users	59,857	57,056	54,690	50,595	45,462	67,537	68,219	101,499	39,072	46,036	50,277	52,316	692,616
Revenue:													
Admissions	\$ 55,671	\$ 45,702	\$ 67,428	\$ 40,239	\$ 34,868	\$ 46,024	\$ 51,546	\$ 45,866	\$ 10,568	\$ 25,520	\$ 33,548	\$ 43,987	\$ 500,967
Indoor playground	6,678	6,845	4,850	4,128	3,924	2,494	3,265	3,054	2,610	4,722	5,376	6,296	54,242
Memberships	121,572	92,089	86,050	68,705	69,225	72,207	69,527	74,020	81,313	93,797	105,112	204,093	1,137,710
Room rentals	24,441	25,231	15,536	21,979	18,627	26,549	17,245	22,644	19,042	22,895	19,661	21,336	255,186
Wave Café	20,842	16,592	21,932	13,945	13,729	15,760	15,655	18,985	7,176	14,782	15,495	17,458	192,351
Commissions	279	-	1,424	350	2,336	1,680	1,336	1,357	2,243	1,907	1,272	362	14,546
Locker/vending/video	1,016	3,015	1,869	2,685	1,102	2,374	1,055	1,961	3,039	1,764	1,207	5,366	26,453
Merchandise	1,177	1,164	1,935	997	1,365	1,214	1,633	1,537	726	963	890	920	14,521
Other miscellaneous	53	10	31	(33)	42	71	59	(104)	50	37	(24)	480	672
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	1,757	101,757
Interest	-	-	-	-	-	-	-	-	-	-	-	14,100	14,100
Transfers in	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Total Revenue	256,729	215,648	226,055	177,995	170,218	293,373	186,321	194,320	151,767	191,387	207,537	341,155	2,612,505
Expenditures:													
Personal services	86,352	110,691	109,922	103,825	106,288	160,760	111,336	114,288	102,560	99,313	158,281	136,353	1,399,969
Supplies	18,791	35,879	58,334	37,088	37,677	25,491	41,673	40,578	23,100	25,145	33,467	68,854	446,077
Contractual	8,918	18,761	71,950	63,435	63,612	44,855	48,798	51,328	43,170	72,961	37,830	74,065	599,683
Other	-	2,485	-	3,242	-	-	-	-	-	-	-	-	5,727
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	114,061	167,816	240,206	207,590	207,577	231,106	201,807	206,194	168,830	197,419	229,578	279,272	2,451,456
Rev less Exp (monthly)	\$ 142,668	\$ 47,832	\$ (14,151)	\$ (29,595)	\$ (37,359)	\$ 62,267	\$ (15,486)	\$ (11,874)	\$ (17,063)	\$ (6,032)	\$ (22,041)	\$ 61,883	\$ 161,049
Rev less Exp (ytd)	\$ 142,668	\$ 190,500	\$ 176,349	\$ 146,754	\$ 109,395	\$ 171,662	\$ 156,176	\$ 144,302	\$ 127,239	\$ 121,207	\$ 99,166	\$ 161,049	.

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	9,573	8,554	12,733	7,331	6,293	8,510	9,591	7,473	2,375	2,799	6,874	8,661	90,767
Members	33,665	30,575	34,019	29,225	25,468	24,211	24,352	23,544	23,660	26,968	27,680	29,395	332,762
Rentals	16,013	14,571	17,692	15,947	17,757	40,042	34,573	51,667	16,013	18,620	16,031	15,945	274,871
Total Users	59,251	53,700	64,444	52,503	49,518	72,763	68,516	82,684	42,048	48,387	50,585	54,001	698,400
Revenue:													
Admissions	\$ 54,768	\$ 50,219	\$ 82,024	\$ 37,760	\$ 32,531	\$ 48,104	\$ 57,434	\$ 41,854	\$ 19,315	\$ 26,823	\$ 35,198	\$ 58,481	\$ 544,511
Indoor playground	6,646	4,955	8,340	4,691	3,281	4,545	3,033	2,183	2,178	2,986	4,786	5,031	52,655
Memberships	134,134	82,408	85,134	64,611	61,088	69,882	64,747	69,299	77,050	85,320	115,092	202,422	1,111,187
Room rentals	22,729	19,569	29,892	16,023	24,736	20,859	19,322	18,740	22,956	21,955	10,411	23,107	250,299
Wave Café	20,526	18,871	25,987	17,064	15,650	15,441	16,165	14,920	10,577	13,462	12,687	14,228	195,578
Commissions	-	143	850	-	1,366	698	2,561	1,153	3,393	2,395	1,944	-	14,503
Locker/vending/video	(1,194)	3,591	2,745	3,128	2,566	3,560	3,243	883	1,842	2,649	1,596	4,997	29,606
Merchandise	1,006	1,018	1,492	1,340	948	1,826	1,546	1,204	1,014	819	879	632	13,724
Other miscellaneous	(80)	75	27	32	757	39	83	50	5	143	65	127	1,323
Building charge	-	-	-	-	-	97,000	-	-	-	-	-	1,441	98,441
Interest	-	-	-	-	-	-	-	-	-	-	-	20,674	20,674
Transfers in	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	24,750	297,000
Total Revenue	263,285	205,599	261,241	169,399	167,673	286,704	192,884	175,036	163,080	181,302	207,408	355,890	2,629,501
Expenditures:													
Personal services	84,388	104,891	105,118	99,020	100,804	107,049	156,509	108,982	96,532	99,084	104,360	185,734	1,352,471
Supplies	30,153	36,056	44,170	42,162	34,276	33,351	29,123	27,161	39,147	44,125	36,298	52,831	448,853
Contractual	22,538	31,672	36,485	42,242	48,682	54,629	63,436	44,224	56,475	65,557	40,038	94,564	600,542
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	137,079	172,619	185,773	183,424	183,762	195,029	249,068	180,367	192,154	208,766	180,696	333,129	2,401,866
Rev less Exp (monthly)	\$ 126,206	\$ 32,980	\$ 75,468	\$ (14,025)	\$ (16,089)	\$ 91,675	\$ (56,184)	\$ (5,331)	\$ (29,074)	\$ (27,464)	\$ 26,712	\$ 22,761	\$ 227,635
Rev less Exp (ytd)	\$ 126,206	\$ 159,186	\$ 234,654	\$ 220,629	\$ 204,540	\$ 296,215	\$ 240,031	\$ 234,700	\$ 205,626	\$ 178,162	\$ 204,874	\$ 227,635	

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	Amount
11/04/13	Accounts payable	\$23,335.89
11/07/13	Accounts payable	\$266,761.01
11/12/13	Accounts payable	\$48,487.28
11/14/13	Accounts payable	\$191,005.68
11/18/13	Accounts payable	\$211,709.30
Sub-total Accounts Payable		\$ 741,299.16
11/15/13	Payroll 126097 to 126140 964531 to 964716	\$148,494.67
Sub-total Payroll		
TOTAL		\$ 889,793.83

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

11/18/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AARP C/O TOY, BOY	AARP DEFENSIVE DRIVING - 10/21/13	225	43590	3174		003		\$410.00	\$410.00
ACE SOLID WASTE	DUMPSTER SERVICE CC & PARKS	220	43800	3640				\$1,040.51	\$1,040.51
AMERICAN MESSAGING	LOCK BOX	101	40210	3190		009		\$4.26	\$4.26
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIE CC/LESS CREDIT298135682	220	43800	2110				\$653.73	\$653.73
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,087.46	\$1,087.46
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$358.48	\$358.48
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$22.19	\$22.19
AMSAN BRISSMAN KENNEDY	EQUIPMENT MAINTENANCE	220	43800	3890				\$87.22	\$87.22
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$336.70	\$336.70
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,255.19	\$1,255.19
ASCAP	MUSIC LICENSE FEE 2013-2014	225	43530	3190				\$342.00	\$342.00
BEISSWENGERS HARDWARE	SMALL TOOLS - SCREWDRIVER	220	43800	2400				\$13.89	\$13.89
BEISSWENGERS HARDWARE	SMALL TOOL PURCHASE	220	43800	2400				\$7.03	\$7.03
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$6.61	\$6.61
COMMUNITY HEALTH CHARITIES - M	WEEK OF GIVING/EMPLOYEE CONTRIBUTIONS	101	22079		320			\$218.00	\$218.00
ENGBRETSON, DAN	WRESTLING CLASSES (ISLAND & TURTLE)	225	43510	3190		006		\$1,094.40	\$1,094.40
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 10-18-13	101	20431					\$39.06	\$39.06
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 11-01-13	101	20431					\$109.00	\$109.00
GRABOWSKI, KATHRYN	LIFEGUARD INSTRUCTOR TRAINING	225	43400	4500				\$285.00	\$285.00
GRABOWSKI, KATHRYN	REIMBURSEMENT/SWIM LESSON TRAINING DVD	225	43520	2170		002		\$46.99	\$46.99
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001		\$379.13	\$379.13
IDENTITY STORES, LLC	EMPLOYEE UNIFORMS	225	43560	2170				\$827.84	\$827.84
MACKKEY, RYAN WILLIAM	SPORTS INSTRUCTOR SUB (OCT 16,17,21)	225	43510	3190		006		\$45.00	\$45.00
MASTER-LINK SPORTS INC	SERVICE AND PART FOR EQUIPMENT	220	43800	3890				\$225.00	\$225.00
MAYER ARTS, INC	WISH UPON A BALLET SESSION 1	225	43580	3170				\$630.00	\$630.00
MCMASTER CARR SUPPLY CO	REPAIR SUPPLIES POOL	220	43800	2240		003		\$1,480.08	\$1,480.08
MIDWAY SEWER SERVICE COMPANY	CLEANING IN POOL AREA	220	43800	3810		007		\$239.00	\$239.00
MIDWEST LOCK & SAFE INC	KEY CYLINDER AND DETEX ALARM REPAIR	220	43800	3810		003		\$185.00	\$185.00
MIDWEST SPECIAL SERVICES, INC	CC CLEANING	220	43800	3190		002		\$131.25	\$131.25
MINNESOTA ENVIRONMENTAL FUND	WEEK OF GIVING/EMPLOYEE CONTRIBUTIONS	101	22079		320			\$218.00	\$218.00
MINNESOTA UC FUND	UNEMPLOYMENT COMPENSATION: 3RD QTR	220	43800	1420				\$4,437.18	\$4,437.18
ORIENTAL TRADING COMPANY	HALLOWEEN HOOPLA - CARNIVAL PRIZES	225	43580	2172		001		\$406.54	\$406.54
ORIENTAL TRADING COMPANY	HALLOWEEN HOOPLA - TRICK OR TREAT BAGS	225	43580	2172		001		\$44.45	\$44.45
PLUMBMASTER, INC	CLEANING SUPPLIES CC	220	43800	2240		001		\$764.75	\$764.75
SAM'S CLUB DIRECT	HALLOWEEN HOOPLA - REFRESHMENTS & PRIZES	225	43580	2172		001		\$151.99	\$151.99
SCHOLASTIC	PRESCHOOL SUPPLIES	225	43555	2170				\$29.37	\$29.37
SIGNATURE AQUATICS, INC	REPAIR SUPPLIES POOL	220	43800	2240		003		\$356.11	\$356.11
STANLEY ACCESS TECH LLC	MAINT BUILDING AND STRUCT	220	43800	3810		003		\$165.13	\$165.13
TARGET COMMERCIAL INVOICE	KIDS CARE/ICE SKATING SUPPLIES	225	43560	2170				\$14.11	\$60.43
		225	43580	2171				\$46.32	
TIVOLITOO, INC	REPAIR TO CRAB FLOATABLE	220	43800	3890				\$1,282.50	\$1,282.50
UNITED WAY - GREATER TWIN CITI	WEEK OF GIVING/EMPLOYEE CONTRIBUTIONS	101	22079		320			\$219.00	\$219.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,179.87	\$1,204.54
		220	43800	2591		003		\$24.67	
YALE MECHANICAL INC	RECONNECT VAV UNIT FOR CONF ROOM	220	43800	3810		001		\$291.25	
YALE MECHANICAL INC	INSTALLED SOFT SEAT SPRING CHECKS	220	43800	3810		007		\$2,144.63	\$2,144.63

Total of all invoices: \$23,335.89

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: AUGUST 2013	220	21810				-\$10,251.00	-\$12,646.00
		701	46500	2120		003	-\$128.00	
		601	21810				-\$1,141.00	
		101	40500	2010			-\$1,197.00	
		101	40500	2010			\$71.00	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$1,766.63	\$1,766.63
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$44.37	\$44.37
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$361.57	\$361.57
BLOMBERG, JANICE	DISH IT UP	220	22040				\$75.00	\$75.00
C W HOULE INC.	FLORAL,HANSKA,DEMAR CP12-01 PYMNT4 FINAL	570	47000	5900			\$69,572.89	\$69,572.89
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$289.21	\$289.21
DAVIS LOCK & SAFE	KEYS FOR CC	220	43800	2240		001	\$42.75	\$42.75
DAVIS LOCK & SAFE	KEYS FOR CC	220	43800	2240			\$32.06	\$32.06
DOCUSIGN INC	ELECTRONIC SIGNATURE SERVICE	220	43800	3190		004	\$2,640.00	\$2,640.00
ENGBLOM, DEBRA R.	MILEAGE REIMBURSEMENT	101	40500	4500		004	\$37.29	\$37.29
GHWAL, HEELA	FACILITY REFUND	220	22040				\$300.00	\$300.00
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$283.30	\$283.30
HOBART CORPORATION	VACUUM BREAK, DOOR SLIDES, STAND PIPE	220	43800	3890			\$1,377.58	\$1,377.58
HOFFARD, THERESA	RAMSEY COUNTY/POLLING LOCATION VISITS	101	40200	4890			\$23.17	\$23.17
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/NOVEMBER 2013	220	43800	3960		003	\$1,089.00	\$1,089.00
LARSON, KEVIN	FACILITY REFUND	220	22040				\$300.00	\$300.00
LEAGUE OF MN CITIES INS TRUST	INS CLAIM: OTTO REIMBURSEMENT	260	47400	4340			\$2,382.71	\$2,382.71
LEE, ZER	FACILITY REFUND	220	22040				\$150.00	\$150.00
LYFORD, KATHRYN	DISH IT UP	220	22040				\$75.00	\$75.00
MATHE, PHYLLIS	DISH IT UP	220	22040				\$75.00	\$75.00
METROPOLITAN COUNCIL	SEWER SERVICE-DECEMBER 2013	602	45550	3670			\$144,679.50	\$144,679.50
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: OCTOBER 2013	101	40500	4890		001	\$102.86	\$411.47
		220	43800	4890		001	\$102.87	
		601	45050	4890		001	\$102.87	
		602	45550	4890		001	\$102.87	
MINNESOTA DEPARTMENT OF REVENUE	Sales Use Tax: AUGUST 2013	101	40200	4890		001	\$4.36	
		101	40210	3190		008	-\$.23	
		101	40550	2010		001	\$2.36	
		101	42200	2180		001	-\$.74	
		101	43710	2240			-\$.34	\$12,646.00
		101	43710	2400			-\$.01	
		101	43710	3970			-\$.38	
		220	43800	2110			-\$.62	
		220	43800	2160		002	-\$.22	
		220	43800	2180		001	\$2.29	
		220	43800	2180		002	\$63.89	
		220	43800	2200		002	\$177.94	
		220	43800	2200		003	\$32.73	
		220	43800	2200		004	\$161.44	
		220	43800	3190		004	-\$.42	
		220	43800	3390		001	\$134.27	
		220	43800	3810		003	\$258.87	
		220	43800	3960			\$73.29	
		220	43800	3960		003	\$74.87	
		220	43800	3970			-\$.24	
		225	43510	2170		007	\$50.54	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		225	43520	2170		002		-\$.15	
		225	43530	2170		001		\$12.23	
		225	43530	2170		002		-\$.26	
		225	43530	2170		003		\$13.62	
		225	43535	2170				-\$3.76	
		225	43535	2170		001		-\$.21	
		225	43535	2170		002		\$13.42	
		225	43535	2170		004		-\$2.48	
		225	43535	3190		001		-\$3.84	
		225	43535	3190		002		-\$7.63	
		225	43535	2170		003		\$1.44	
		225	43590	2174		001		-\$.67	
		225	43590	2175		001		-\$.12	
		225	43590	3173		001		-\$3.70	
		225	43535	3190		002		-\$3.64	
		260	47400	4340				-\$2.92	
		270	40250	3190		002		-\$6.41	
		270	40250	3950		004		-\$.89	
		270	40250	3950		005		-\$5.73	
		270	40250	4890		002		-\$2.11	
		601	45050	2280		001		\$43.09	
		601	45050	2280		003		-\$.35	
		603	45850	2180		002		-\$8.40	
		701	46500	2130		001		-\$.08	
		701	46500	2180		001		-\$.39	
		701	46500	2220		001		-\$8.82	
		701	46500	2220		002		\$72.23	
		701	46500	2230		001		-\$1.03	
		701	46500	3190		002		-\$.09	
		220	21810					\$10,251.00	
		701	46500	2120		003		\$128.00	
		601	21810					\$1,141.00	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: OCTOBER 2013	101	20802					\$1,740.40	\$1,705.59
		101	34060					-\$34.81	
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-HOOPLA & FALL SPORTS	225	43510	3190		015		\$288.00	
		225	43580	3172		001		\$45.00	\$333.00
NEOPOST USA INC.	MAINT AGMT/DS75-CUST #31242231-629780	601	45050	3850		001		\$993.75	
		602	45550	3850		001		\$993.75	\$1,987.50
NICOLAS TYLER COBB	IRRIGATION REPAIR RED FOX CP12-04	572	47000	5900				\$3,600.00	
PARTY AMERICA CORPORATE OFFICE	BENEFITS FAIR SUPPLIES	101	40210	4890		001		\$27.96	\$27.96
PELTON, JULIE	REIMBURSEMENT/HEALTH BENEFITS FAIR	101	40210	3270				\$11.30	\$17.66
		101	40210	4890		008		\$6.36	
RAMSEY COUNTY	RENTAL KITCHEN LICENSE 2014	220	43800	3190		004		\$754.00	\$754.00
RAMSEY COUNTY	COMMUNITY CENTER SNACK BAR LICENSE 2014	220	43800	3190		004		\$503.00	\$503.00
RAMSEY COUNTY	COMMUNITY CENTER KITCHEN LICENSE 2014	220	43800	3190		004		\$754.00	\$754.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: NOV 2013	101	20414					\$2,522.36	\$2,727.36
		101	20417					\$205.00	
RICOH USA INC.	MAINTENANCE: RICOH COPIERS	101	40200	3850		002		\$3,288.09	
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015					\$1,574.07	\$1,574.07
SIEGLER, ANDREA	FACILITY REFUND	220	22040					\$300.00	\$300.00
SMEDSRUD, JOE	PASS REFUND	220	22040					\$260.00	\$260.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SPRINT	CELL PHONE	101	44300	3190			\$40.00	\$930.07
		601	45050	3190			\$300.00	
		101	40200	3210		002	\$590.07	
SWALLEN, JOHN	FALL MINI KICKERS CLASSES	225	43510	3190		012	\$1,729.00	\$1,729.00
VERIZON WIRELESS	CELL PHONE/CURLEY	601	45050	3190			\$63.06	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$543.22	\$543.22
WATSON COMPANY	BEVERAGE FOR RESALE	220	43800	2591		003	\$86.09	\$485.77
		101	40800	2180			\$184.25	
		220	43800	2590		001	\$215.43	
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610			\$1,180.74	
		101	43710	2140			\$305.65	
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$1,356.26	
XCEL ENERGY	STREET LIGHT: ELECTRIC	604	42600	3610			\$16.64	\$16.64
XCEL ENERGY	STREET LIGHT: ELECTRIC	604	42600	3610			\$15.37	\$15.37
XCEL ENERGY	STREET LIGHT: ELECTRIC	604	42600	3610			\$20.09	\$20.09
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$44.96	\$44.96
XCEL ENERGY	TRAFFIC SIGNAL: ELECTRIC	101	42200	3610			\$39.07	\$39.07
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610			\$677.12	\$677.12
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610			\$15,307.10	\$15,513.26
		601	45050	2140			\$206.16	
Total of all invoices:								\$266,761.01

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ALLIED WASTE SERVICES #899	OCT ALLIED WASTE SERVICES	210	42750	3190			\$29,787.17	\$29,787.17
CAPRA'S UTILITIES INC	SEWER SERVICE REPAIR 537 SUZANNE	602	45550	3190		002	\$3,500.00	\$3,500.00
FLEET FARM/GE CAPITAL RETAIL B	DECORATION/EMPLOYEE EVENT	101	40210	4890		003	\$100.57	\$100.91
		601	45050	3970		001	\$.34	
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE: OCTOBER 2013	101	20416				\$369.35	
HIGHSMITH, NANCY	REFUND CLOSING OVRPYMT-4101 SYLVIA LANE	601	36190			003	\$125.00	
KLEMENKO, ESTATE OF LAVERNE	REFUND CLOSING OVRPYMT-3545 RUSTIC PLACE	601	36190			003	\$95.62	\$95.62
LEE, JOHN OR JEANA	REFUND CLOSING OVRPYMT-4515 SNAIL LK BLV	601	36190			003	\$41.80	\$41.80
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR OCTOBER 2013	602	20840				\$2,435.00	\$2,410.65
		602	34060				-\$24.35	
MINNESOTA DEPARTMENT OF REV -	SPECIAL FUEL DEALER LICENSE DEC13-NOV14	701	46500	2120			\$25.00	\$25.00
OLEARY, LYNN	REFUND CLOSING OVRPYMT-310 JANSVA DR	601	36190			003	\$16.16	\$16.16
OLIVER, DORINDA	REFUND CLOSING OVRPYMT-4251 HIGHLAND DR	601	36190			003	\$60.18	\$60.18
POSTMASTER	DEPOSIT IN PERMIT IMPRINT #5606 - ZONE 2	602	45550	3220		001	\$500.00	
		601	45050	3220		001	\$500.00	\$1,000.00
Q3 CONTRACTING	CONT PMT 4 FINAL STREET LIGHT PROJ 13-05	604	42600	5300			\$4,703.50	
RICHTER, JASON	MAIL BOX REIMBURSMENT	101	42200	2181		003	\$50.00	\$50.00
SCENE & CLEAN INC	CLEANUP PROJECT 3339 VICTORIA	101	44100	4890			\$5,677.98	\$5,677.98
WALLY'S UPHOLSTERY	FITNESS EQUIPMENT PAD REPAIRS	220	43800	3890			\$500.96	\$500.96
WILS - WOMEN IN LEISURE SERVIC	WILS/SOLA	101	43400	4500			\$23.00	\$23.00
Total of all invoices:							\$48,487.28	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ACE SOLID WASTE	DUMPSTER FOR PARKS	101	43710	3950				\$1,076.19	\$1,076.19
ALLIED WASTE SERVICES #899	FALL CLEANUP 2013	210	42750	3640				\$20,749.81	\$20,749.81
ALTAR SERVERS, ST. JEROME'S	FACILITY REFUND	220	22040					\$100.00	\$100.00
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$93.00	\$93.00
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001		\$29.57	\$29.57
CLASSIC CATERING/PICNIC PLEASE	VOLUNTEER DINNER	101	40100	4890		001		\$3,278.93	\$3,278.93
COMCAST	CABLE FOR CC	220	43800	3190		001		\$230.31	\$230.31
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 11-15-13	101	21720					\$8,644.43	\$8,644.43
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 11-15-13	101	20420					\$114.50	\$114.50
DUNN, CORRINE	FACILITY REFUND	220	22040					\$50.00	\$50.00
ESPE, FRED	REIMBURSEMENT/MN GFOA CONFERENCE	101	40500	4500		005		\$502.23	\$502.23
FIBERGLASS LAMINATORS COMPANY	REPAIRS TO BOAT SLIDE IN POOL	220	43800	3810		007		\$1,103.57	\$1,103.57
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS: 11-15-13	101	20418					\$5,580.00	\$5,580.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 11-15-13	101	20431					\$225.00	\$225.00
GOODPOINTE TECHNOLOGY INC	ROAD CONDITION SURVEY	404	42200	3190				\$784.80	\$784.80
GOPHER	BASKETBALL CART	220	43800	2180		003		\$199.90	\$399.80
		225	43400	2180				\$199.90	
GUIGA, KAIS BEN AHMED	FACILITY REFUND	220	22040					\$600.00	\$600.00
HAAPALA, JEANNE	REIMBURSEMENT/MN GFOA CONFERENCE	101	40500	4500		005		\$155.94	\$155.94
HEALTH PARTNERS	HEALTH INSURANCE: DECEMBER 2013	101	20410					\$48,905.70	\$48,905.70
HEALTH PARTNERS	HEALTH INSURANCE: DECEMBER 2013	101	20411					\$449.75	\$449.75
HEALTH PARTNERS	HEALTH INSURANCE: DECEMBER 2013	101	20411					\$449.75	\$449.75
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 11-15-13	101	21750					\$5,870.93	\$5,870.93
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:11-15-13	101	20430					\$460.00	\$460.00
MAKI, CRAIG	ICE SKATING SNOFLOW	220	22040					\$52.00	\$52.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICE	220	43800	3190		007		\$1,278.23	\$1,278.23
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:11-15-13	101	20435					\$217.50	\$217.50
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 11-15-13	101	20420					\$35.00	\$35.00
MINNESOTA POLLUTION CONTROL AG	LICENSE RENEWAL/JOSLIN	602	45550	4500		003		\$23.00	\$23.00
MORAN, VIRGINIA	KOZLAK'S LUNCHEON	220	22040					\$10.00	\$10.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$84.40	
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$314.96	\$314.96
PMA FINANCIAL NETWORK, INC	SEPT 2013 BANK FEES	101	40500	4890		004		\$132.41	\$132.41
PRAIRIE, JOAN	ACTIVITY REFUND	220	22040					\$5.00	\$5.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 11-15-13	101	21740					\$27,523.11	\$27,523.11
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION:11-15-13	101	21740					\$246.10	\$246.10
RUDEBUSCH, DEANNA	KOZLAK'S LUNCHEON	220	22040					\$5.00	\$5.00
SAM'S CLUB DIRECT	EMPLOYEE RECOGNITION PARTY SUPPLIES	101	40210	4890		003		\$173.80	\$173.80
SAVOIE, REBECCA	KOZLAK'S LUNCHEON	220	22040					\$5.00	\$5.00
SIEVERT, MAVIS	KOZLAK'S LUNCHEON	220	22040					\$5.00	\$5.00
STANDARD AND POOR'S	2013C BOND RATING	381	48200	6200				\$5,981.84	\$7,650.00
		601	48300	6200				\$1,027.85	
		603	48300	6200				\$640.31	
T-MOBILE	V-CARD FOR WATERTOWER	601	45050	3190				\$63.06	\$63.06
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:11-15-13	101	21710					\$20,679.13	
		101	21730					\$25,776.06	
		101	21735					\$6,232.24	\$52,687.43
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 11-15-13	101	20420					\$121.00	
VANCO SERVICES	OCT FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$164.00	\$164.00
VERMONT SYSTEMS, INC	VSI USER GROUP TRAINING	101	43400	4500				\$75.00	\$75.00
WEISKOPF, KATHY	KOZLAK'S LUNCHEON	220	22040					\$5.00	\$5.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
WURST, ANDREW	ROPE LIGHTING FOR FITNESS STUDIO	225	43530	2170		002	\$29.97	\$29.97
YALE MECHANICAL INC	COUNCIL CHAMBERS VAV BOX AIR FLOW ISSUE	220	43800	3810		001	\$235.50	\$235.50
ZIMNY, FRANK	KOZLAK'S LUNCHEON	220	22040				\$10.00	\$10.00
Total of all invoices:								\$191,005.68

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
HUGO EQUIPMENT COMPANY	PARTS FOR Z-MOWER	701	46500	2220		002		-\$15.27	-\$15.27
HUGO EQUIPMENT COMPANY	PARTS FOR PUSH MOWER	701	46500	2220		002		-\$5.87	-\$5.87
ALLIANCE BENEFIT GROUP INC	COBRA NOTICES	101	40210	3190		003		\$42.00	
ARAMARK REFRESHMENT SERVICES	COFFEE/SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$138.85	\$138.85
BATTERIES PLUS	THERMOSTAT & CO DETECTOR BATTERIES	101	43710	2240				\$40.94	\$40.94
BAUER BUILT TIRE AND BATTERY I	TIRES FOR ONE TONS	701	46500	2230		001		\$1,069.58	\$1,069.58
BAUER BUILT TIRE AND BATTERY I	TIRES FOR EQUIPMENT	701	46500	2220		002		\$395.97	\$395.97
BEISSWENGERS HARDWARE	SHOP SUPPLIES	701	46500	2180		001		\$51.92	\$51.92
BEISSWENGERS HARDWARE	PARTS FOR CHOP SAW	701	46500	2220		002		\$2.45	\$2.45
C & E HARDWARE	SHOP SUPPLIES	701	46500	2180		001		\$10.70	
CENTURY COLLEGE	EE TRAINING	101	40210	3190		010		\$1,990.00	\$1,990.00
COMMERCIAL ASPHALT CO	ASPHALT	101	42200	2180		002		\$582.96	\$582.96
COMPLETE COOLING SERVICES INC	RADIATOR TEST & REPAIR UNIT 611	701	46500	3190		001		\$144.95	\$176.96
		701	46500	2220		001		\$32.01	
COMPLETE HEALTH, ENVIRONMENTAL	OCT MTCE PLAN	101	40210	3190		007		\$610.00	\$610.00
DAVIS LOCK & SAFE	KEYS FOR BOBBY THIESEN PARK BLDG	101	43710	2240				\$6.41	
DIAMOND VOGEL PAINT	PAINT SUPPLIES	701	46500	2180		001		\$79.75	\$79.75
DULTMEIER SALES	MANHOLE REHAB TRAILER PARTS	601	45050	5800				\$181.87	\$363.73
		602	45550	5800				\$181.86	
FLEET FARM/GE CAPITAL RETAIL B	SHOP SUPPLIES	701	46500	2180		001		\$57.83	\$57.83
GENE'S SERVICE	PARTS FOR TIRE MACHINE	701	46500	2220		002		\$170.54	\$170.54
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$146.85	\$587.40
		602	45550	3190		001		\$146.85	
		603	45850	3190		001		\$146.85	
		604	42600	3190				\$146.85	
GRAINGER, INC.	EAR PLUGS	101	42200	2180		001		\$173.63	\$173.63
GRAINGER, INC.	4 WAY WATER KEYS FOR MAINT CENTER	701	46500	2183		001		\$33.30	\$33.30
GRAINGER, INC.	BALASTS FOR MAINT CENTER LIGHTS	701	46500	2183		001		\$79.08	\$79.08
HD SUPPLY WATERWORKS LTD	COUPLING FOR WATER SERVICE	601	45050	2280		002		\$102.97	\$102.97
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL SERVICES - OCTOBER	101	41100	3199				\$190.33	
HOME DEPOT CREDIT SERVICES	HR SUPPLIES BENEFIT FAIR	101	40210	4890		001		\$55.97	\$55.97
HUGO FEED MILL	SEED AND ROUND UP	601	45050	2280		002		\$143.75	\$237.70
		101	43900	2180				\$93.95	
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		004		\$270.00	
INTEREUM, INC	OFFICE PANEL/IT WORK STATION	101	40550	2010		004		\$382.08	\$382.08
INTEREUM, INC	ELECTRICAL MODULES FOR IT CUBES	101	40550	2010		004		\$104.46	\$104.46
KELLY & LEMMONS, P.A.	OCTOBER 2013 LEGAL FEES	101	40600	3020				\$6,014.40	\$10,947.39
		101	40600	3030				\$4,468.99	
		101	40600	3040				\$350.00	
		571	47000	5930				\$36.00	
		601	22015					\$78.00	
L'ALLIER CONCRETE, INC	CONCRETE CURB AND PANEL REPLACEMENTS	101	42200	2180		001		\$6,250.00	\$6,250.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$68.25	
LILLIE SUBURBAN NEWSPAPERS INC	BULLET LIST WINTER JOBS	101	40210	3360		001		\$984.00	\$984.00
LUBRICATION TECHNOLOGIES, INC	ANTIFREEZE	701	46500	2130		001		\$636.11	\$636.11
MAC QUEEN EQUIPMENT INC.	PARTS FOR SWEEPER	701	46500	2220		002		\$252.08	\$252.08
MASSAGE RETREAT & SPA	OPEN ENROLLMENT/BENEFITS FAIR SERVICES	101	40210	4890		001		\$112.50	\$112.50
MEMPHIS NET & TWINE CO., INC	3 TENNIS NETS	101	43710	2240				\$454.02	\$454.02
MENARDS CASHWAY LUMBER *MAPLEW	WINTER SUPPLIES	101	42200	2181		003		\$26.83	\$26.83
MTI DISTRIBUTING, INC	IRRIGATION REPAIR SUPPLIES	101	43710	2240				\$366.60	\$366.60
NORTHERN ELECTRICAL CONTRACTOR	REPAIR PARKING LOT LIGHT AT MCCULLOUGH	101	43710	3190				\$331.10	\$331.10

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
NORTHERN ELECTRICAL CONTRACTOR	REPAIR LIGHT ON BUCHER BLDG	101	43710	3190				\$263.25	\$263.25
O'DAY EQUIPMENT, LLC	ANNUAL SERVICE AGREEMENT FOR FUEL TANKS	701	46500	2120		001		\$392.24	\$1,176.70
		701	46500	2120		002		\$392.23	
		701	46500	2120		003		\$392.23	
OFFICE DEPOT	LUNCHROOM SUPPLIES	101	40800	2180				\$77.85	\$77.85
OFFICE DEPOT	LUNCHROOM SUPPLY/GENERAL OFFICE SUPPLY	101	40800	2180				\$11.31	\$43.35
		101	40200	2010		002		\$32.04	
OFFICE DEPOT	ROTARY TRIMMER	101	40200	2010		002		\$96.44	\$96.44
OFFICE DEPOT	ROTARY TRIMMERS AND BLADES	101	40200	2010		002		\$204.10	\$204.10
OFFICE DEPOT	BENEFITS FAIR SUPPLIES	101	40210	4890		008		\$5.20	\$5.20
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$40.10	\$40.10
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$168.83	\$200.06
		101	40500	2010		008		\$31.23	
PRESS PUBLICATIONS	ACCESS SHOREVIEW - OCTOBER	101	40400	3390		003		\$270.30	
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES-NOVEMBER 2013	101	41100	3190				\$156,961.51	\$156,961.51
RAMSEY COUNTY PROPERTY RECORDS	ADMIN CHARGES FOR 2012 RECYCLING	210	42750	3190				\$5,167.00	\$5,167.00
RAMSEY COUNTY PROPERTY RECORDS	ADMIN CHARGES FOR 2012 SPEC ASSESSMENTS	101	40500	4890		002		\$1,255.00	\$1,255.00
REINDERS, INC.	HOLIDAY LIGHTS	101	43710	2240				\$2,884.60	\$2,884.60
ROYAL CONCRETE PIPE	CATCH BASIN REPAIR PARTS (TARGET)	603	45850	2180		003		\$1,306.65	\$1,306.65
SCHLEN-GRAY AUTO ELECTRIC	PARTS FOR UNIT 610	701	46500	2220		001		\$229.75	\$229.75
SCHINDLER ELEVATOR CORPORATION	ELEVATOR SERVICE CONTRACT	701	46500	3196		002		\$400.83	\$400.83
SHORT ELLIOTT HENDRICKSON, INC	MCGUIRE ENVIRONMENTAL PROPERTY	307	44100	4890				\$408.75	\$408.75
STANLEY ACCESS TECH LLC	PM CONTRACT WORK SLIDING DOORS CC	220	43800	3190		004		\$1,215.52	\$1,215.52
T.A. SCHIFSKY & SONS, INCORPOR	ASPHALT CURB MIX	101	42200	2180		002		\$506.61	\$506.61
TARGET COMMERCIAL INVOICE	SUPPLIES	101	40210	4890		009		\$35.00	
TERMINAL SUPPLY CO	TRAILER WIRE	701	46500	2220		002		\$61.69	\$61.69
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$71.43	\$285.74
		601	45050	3970		001		\$71.43	
		602	45550	3970		001		\$71.43	
		603	45850	3970		001		\$35.72	
		701	46500	3970		001		\$35.73	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$16.57	
		601	45050	3970		001		\$16.57	
		602	45550	3970		001		\$16.57	
		603	45850	3970		001		\$8.81	
		701	46500	3970		001		\$8.81	\$67.33
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3950				\$64.09	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3950				\$49.23	\$49.23
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2110				\$80.54	\$80.54
VIKING INDUSTRIAL CENTER	HIGH VISIBILITY JACKET	101	42200	3970		001		\$20.40	\$81.60
		601	45050	3970		001		\$20.40	
		602	45550	3970		001		\$20.40	
		603	45850	3970		001		\$10.20	
		701	46500	3970		001		\$10.20	
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR STOCK	701	46500	2180		001		\$31.49	\$31.49
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR STOCK	701	46500	2180		001		\$104.27	\$104.27
WAUSAU TILE INC	LINERS FOR CONCRETE TRASH RECEPTACLES	101	43710	2240				\$137.66	\$137.66
WAUSAU TILE INC	LINERS FOR TRASH RECEPTACLES	101	43710	2240				\$106.88	\$106.88
YOCUM OIL COMPANY INC.	UNLEADED FUEL	701	46500	2120		001		\$3,063.00	\$3,063.00
YOCUM OIL COMPANY INC.	OFF RD DEISEL FUEL	701	46500	2120		003		\$3,207.58	\$3,207.58
YOCUM OIL COMPANY INC.	ON RD DEISEL FUEL	701	46500	2120		002		\$3,204.38	\$3,204.38

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	\$211,709.30
								=====

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	38,230	please return check to Glen
Vendor number	00311 1	2013
Vendor name	C W HOULE INC.	
Address	1300 COUNTY ROAD I WEST ST. PAUL MN 55126	

Date	Comment line on check	Invoice number	Amount
11-06-13	FLORAL, HANSKA, DAMAR CP12-01 PYMNT4 FINAL	1	\$69,572.89

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?

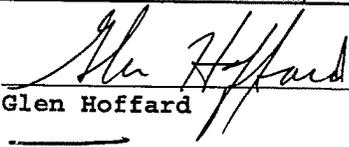
Purchase was made through the state's cooperative purchasing venture.

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
570 47000 5900	\$69,572.89

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	
(signature required) Glen Hoffard	
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	38,208		
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
11-04-13	SEWER SERVICE-DECEMBER 2013	1027142	\$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: <u>Debbie Engblom</u> 11-5-13 (signature required) Debbie Engblom	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	38,293		
Vendor number	01901 1		2013
Vendor name	ALLIED WASTE SERVICES #899		
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154		

Date	Comment line on check	Invoice number	Amount
11-12-13	OCT ALLIED WASTE SERVICES	0899-002366072	\$29,787.17

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

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

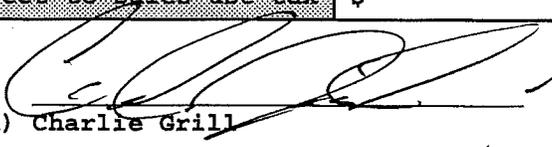
Purchase was made through the state's cooperative purchasing venture.

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
210 42750 3190	\$29,787.17

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	38,299	NOT LATE, Late fee adj by Allied Waste
Vendor number	01901 1	2013
Vendor name	ALLIED WASTE SERVICES #899	
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154	

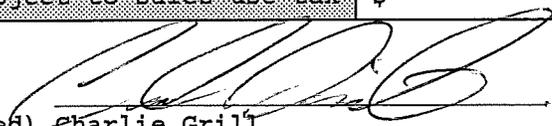
Date	Comment line on check	Invoice number	Amount
10-31-13	FALL CLEANUP 2013	0899-002369412	\$20,749.81

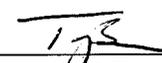
THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

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

Account Coding	Amount
210 42750 3640	\$20,749.81

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	38,307		
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
11-07-13	HEALTH INSURANCE: DECEMBER 2013	44979119	\$48,905.70

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.

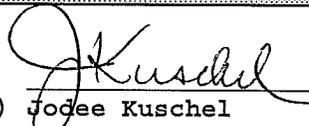
Purchase was made through another source. The state's cooperative purchasing venture was considered.

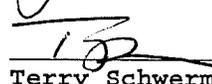
Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 20410	\$48,905.70
101 20411	

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

Reviewed by: 
 (signature required) Jodee 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	38,181
Vendor number	01337 2 2013
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
11-04-13	LAW ENFORCEMENT SERVICES-NOVEMBER 2013	SHRFL-001257	\$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: (signature required) <u>Terri Hoffard</u>	
Approved by: (signature required) <u>Terry Schwerm</u>	

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

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the Mayor and City Manager to execute ICWC Contract with the Minnesota Department of Corrections for the provision of a full time offender work crew for 2014.

ROLL CALL: AYES ____ NAYS ____

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

REGULAR COUNCIL MEETING
NOVEMBER 18, 2012

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER
FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR
DATE: NOVEMBER 18, 2013
SUBJ: AUTHORIZE CONTRACT – MN. DEPT. OF CORRECTIONS (DOC)

INTRODUCTION

The adopted 2013-2014 budget includes funding for outsourced labor activities. The City has negotiated a contract with the Minnesota Department of Corrections (DOC) for a full time offender work crew and supervisor for 2014. City Council authorization for the contract is requested at this time.

DISCUSSION

The City has utilized a fulltime work crew provided by the Department of Corrections since 2011. This crew has performed the general maintenance and cleaning of the Maintenance Center which has allowed the City to eliminate a contract with an outside cleaning firm. In addition, the work crew performs routine labor functions that support both Public Works and Parks Maintenance activities throughout the year including painting fire hydrants, tree and brush removal, rain garden plantings, roadway median clean-up, clearing walkways and transit stop facilities during the winter, etc. The proposed 2014 budget anticipates the continued use of this resource in areas of city responsibility including Park and Trail Maintenance, Forestry and cleaning services for the Maintenance Center. The total negotiated value of the contract is \$80,699, the same as 2012 and 2013. The State Department of Corrections is not raising their price for contract labor for 2014. A copy of the proposed contract is attached for reference.

RECOMMENDATION

City Council authorization for execution of the contract with the Minnesota Department of Corrections is requested at this time.

STATE OF MINNESOTA INCOME CONTRACT

This contract is between the State of Minnesota, acting through its Commissioner of Corrections, Institution Community Work Crew Program ("State"), and the City of Shoreview, 4600 Victoria Street North, Shoreview, Minnesota 55126 ("Purchaser").

Recitals

1. Under Minn. Stat. §241.278 the State is empowered to enter into income contracts.
2. The Purchaser is in need of an Institution Community Work Crew (ICWC) on an as needed basis.
3. The State represents that it is duly qualified and agrees to provide the services described in this contract, if a ICWC is available when requested by Purchaser.

Contract

1 Term of Contract

- 1.1 **Effective date:** January 1, 2014, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** December 31, 2014, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 State's Duties

The State will:

- 2.1 Provide a crew leader who will supervise up to ten (10) offender crewmembers during four (4) 10-hour days per week, including the hours crew leaders spend for daily preparation, communication and travel. The crew leader will take directions as to the location and nature of the work to be completed on a given day as requested by the Purchaser's Authorized Representative or designee.
- 2.2 Train each work crew in safety principles and techniques set forth by applicable federal, state and local agency requirements. Purchaser agrees that the State has the authority to refuse selected projects if it considers the projects beyond the skill level of the crewmembers and/or unsafe to perform.
- 2.3 Provide required personal safety equipment and clothing needed for specific work.
- 2.4 Screen projects to ensure that appropriate staff are assigned.
- 2.5 Submit reports to the Purchaser upon request.

3 Purchaser's Duties

The Purchaser will

- 3.1 Obtain all necessary permits or licenses or special authority for all projects that utilize ICWC labor.
- 3.2 Assign all work and coordinate material purchases and delivery through the ICWC crew leader for projects to be performed by the State.
- 3.3 Hire any subcontractors utilized in the project.
- 3.4 Provide utilities at the work site and set up accounts for the purchase of materials and rental of specialized tools or equipment needed for the work.
- 3.5 Meet with the State as necessary to provide project information needed by the State in the performance of its' duties.

4 Payment

The Purchaser will pay the State for all services performed by the State under this contract as follows: Payment shall be made by the Purchaser to the State in the amount of forty thousand three hundred forty-nine and 50/100 dollars (\$40,349.50) on March 1, 2014 and forty thousand three hundred forty-nine and 50/100 dollars (\$40,349.50) on August 1, 2014. Any overtime hours will be billed at the rate of sixty-seven and 50/100 dollars (\$67.50) per hour.

The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is eighty thousand six hundred ninety-nine and 00/100 dollars (\$80,699.00), plus any additional overtime hours, as its share of the cost of providing a crew leader and placing the work crews into service on the ICWC Program during the term of this agreement. The Purchaser's share includes time scheduled for training, vacation, sick leave and holidays based on the terms and condition of the crew leaders AFSCME bargaining agreement.

5 Authorized Representatives

The State's Authorized Representative is Terry Byrne, District Supervisor, or his successor.

The Purchaser's Authorized Representative is Mark Maloney, Public Works Director/City Engineer, or his successor.

6 Amendments, Waiver, and Contract Complete

6.1 *Amendments.* Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

6.2 *Waiver.* If the State fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

6.3 *Contract Complete.* This contract contains all negotiations and agreements between the State and the Purchaser. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

7 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

8 Government Data Practices

The Purchaser must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Purchaser or the State.

If the Purchaser receives a request to release the data referred to in this Clause, the Purchaser must immediately notify the State. The State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

9 Publicity

Any publicity regarding the subject matter of this contract must not be released without prior written approval from the State's Authorized Representative.

10 Audit

Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

11 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

1. PURCHASER

The Purchaser certifies that the appropriate person(s) have executed the contract on behalf of the Purchaser as required by applicable articles, bylaws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

2. STATE AGENCY

With delegated authority

By
Title
Date

3. Commissioner of Administration

As delegated to Materials Management Division

By
Date

Distribution
DOC Financial Services Unit – Original (fully executed) contract
Purchaser
State’s Authorized Representative
Budget Officer of Authorized Representative
Department of Administration – Materials Management Division

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 13-95 reducing the following escrows:

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

212 Bridge St	Yardmasters	\$ 500.00
3394 Owasso St	Lee Homes/Exceptional Homes	\$ 3,000.00
3439 Owasso St	Lee Homes/Exceptional Homes	\$ 3,500.00
4822 Hodgson Conn	Lee Homes/Exceptional Homes	\$ 3,000.00
4863 Hodgson Conn	Lee Homes/Exceptional Homes	\$ 5,750.00
1021 Red Fox Rd	Stonehenge Retail Center	\$10,970.00
577 Shoreview Park	RJ Marco Construction	\$10,000.00
910 Hardwood Ave	J&J Remodeling LLC	\$ 1,000.00
4460 Chatsworth CtE	Zawadski Homes	\$ 1,000.00
4800 Kent St	Fair & Square Remodeling	\$ 1,000.00
1045 Lake Oaks Dr	Richard Trapp	\$ 500.00
5959 Lexington Ave	American Liberty Construction	\$ 7,500.00

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

1021 Red Fox Rd	Stonehenge Retail Center	\$52,483.75
	DPS-Shoreview, LLC	
	Bremer Bank LOC – S120010774	

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

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

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: NOVEMBER 14, 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.

212 Bridge St	Erosion Control completed
3394 Owasso St	Erosion & Grading Certificate completed
3439 Owasso St	Erosion & Grading Certificate completed
4822 Hodgson Conn	Erosion & Grading Certificate completed
4863 Hodgson Conn	Erosion & Grading Cert & tree completed
1021 Red Fox Rd	Development items completed
577 Shoreview Park	Street Repairs completed
910 Hardwood Ave	Erosion Control completed
4460 Chatsworth Ct E	Erosion Control completed
4800 Kent St	Erosion Control completed
1045 Lake Oaks Dr	Erosion Control completed
5959 Lexington Ave	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:

212 Bridge St	Yardmasters	\$ 500.00
3394 Owasso St	Lee Homes/Exceptional Homes	\$ 3,000.00
3439 Owasso St	Lee Homes/Exceptional Homes	\$ 3,500.00
4822 Hodgson Conn	Lee Homes/Exceptional Homes	\$ 3,000.00
4863 Hodgson Conn	Lee Homes/Exceptional Homes	\$ 5,750.00
1021 Red Fox Rd	Stonehenge Retail Center	\$10,970.00
577 Shoreview Park	RJ Marco Construction	\$10,000.00
910 Hardwood Ave	J&J Remodeling LLC	\$ 1,000.00
4460 Chatsworth Ct E	Zawadski Homes	\$ 1,000.00
4800 Kent St	Fair & Square Remodeling	\$ 1,000.00
1045 Lake Oaks Dr	Richard Trapp	\$ 500.00
5959 Lexington Ave	American Liberty Construction	\$ 7,500.00

It is recommended that the City Council approve releasing the Letter of Credit for the following property in the amount listed below:

1021 Red Fox Rd	Stonehenge Retail Center	\$52,483.75
	DPS-Shoreview, LLC	
	Bremer Bank LOC – S120010774	

PROPOSED

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

HELD NOVEMBER 18, 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 November 18, 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. 13-95

**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:

212 Bridge St	Yardmasters	\$ 500.00
3394 Owasso St	Lee Homes/Exceptional Homes	\$ 3,000.00
3439 Owasso St	Lee Homes/Exceptional Homes	\$ 3,500.00
4822 Hodgson Conn	Lee Homes/Exceptional Homes	\$ 3,000.00
4863 Hodgson Conn	Lee Homes/Exceptional Homes	\$ 5,750.00
1021 Red Fox Rd	Stonehenge Retail Center	\$10,970.00
577 Shoreview Park	RJ Marco Construction	\$10,000.00
910 Hardwood Ave	J&J Remodeling LLC	\$ 1,000.00
4460 Chatsworth Ct E	Zawadski Homes	\$ 1,000.00
4800 Kent St	Fair & Square Remodeling	\$ 1,000.00
1045 Lake Oaks Dr	Richard Trapp	\$ 500.00
5959 Lexington Ave	American Liberty Construction	\$ 7,500.00

The Letter of Credit for the following property is reduced in the amount listed below:

1021 Red Fox Rd	Stonehenge Retail Center DPS-Shoreview, LLC Bremer Bank LOC – S120010774	\$52,483.75
-----------------	--	-------------

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 18th day of November, 2013.

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 18th day of November, 2013 with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates reducing various escrows.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 19th day of November, 2013.

Terry C. Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt resolution No. 13-100 delegating authority to the Ramsey Washington Metro Watershed District to serve as the Local Government Unit responsible for administering the Wetland Conservation Act within their jurisdiction.

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

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: JESSICA SCHAUM, ENVIRONMENTAL OFFICER

DATE: NOVEMBER 18, 2013

SUBJECT: RESOLUTION 13-100 WETLAND CONSERVATION ACT LOCAL GOVERNMENT UNIT (LGU) JURISDICTION

INTRODUCTION

In 2012, the City of Shoreview and Roseville officially dissolved the Grass Lake Water Management Organization with the intent of transferring responsibility for wetland management to the Ramsey Washington Metro Watershed District (RWMWD). That transition is now complete and the City needs to adopt a resolution delegating the authority to the RWMWD to serve as the Local Government Unit responsible for administering the Wetland Conservation Act within their jurisdiction.

BACKGROUND

In 1991, the State passed "The Wetland Conservation Act"(WCA). The intent of this act is no net loss of wetlands within the State of Minnesota. This law is implemented by a local governmental unit (LGU). The LGU can be the City, the watershed district, the County, or even the Soil and Water Conservation districts.

For more than 20 years, the City had served as the LGU for the former Grass Lake Water Management Organization (GLWMO) on behalf of GLWMO via Resolution 93-35. Since the Joint Powers Agreement establishing the GLWMO between the cities of Roseville and Shoreview has now dissolved, jurisdiction for water management has been transferred to the RWMWD by the Minnesota Board of Water and Soil Resources.

A City Council Resolution is needed to transfer LGU authority and delegate the WCA responsibilities to the RWMWD. After adoption a copy of the Resolution will be sent to the RWMWD for their board approval. Once adopted, the City will no longer serve as the LGU authority and local watershed districts will serve as the LGU to implement the WCA within the City limits. Currently Rice Creek Watershed serves as the LGU for the portion of the City within its boundaries.

This jurisdiction change will be updated and clarified in the City's Surface Water Management Plan, in RWMWD plans, and be recorded with the Minnesota Board of Water and Soil Resources.

As part of the Wetland Conservation Act, the LGU will follow a series of steps to assure the no net loss criteria is met for development proposals impacting wetland areas. This consists of avoidance, sequencing, mitigation, and replacement. The Watershed responsibility as the LGU is to assure that the proper steps are followed and for whichever alternative is selected, that the process is carried through in accordance with the WCA with the intent of preserving the wetland acreage within the City of Shoreview.

RECOMMENDATION

It is recommended that the City Council approve Resolution 13-100 to delegate the authority and administrative responsibility to implement the WCA as the LGU within the legal boundaries of the City of Shoreview to the Ramsey Washington Metro Watershed District in accordance with Minnesota Rules, Chapter 8420.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD NOVEMBER 18 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 November 18, 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. 13-100

A RESOLUTION REGARDING THE ADMINISTRATION
OF THE MINNESOTA WETLAND CONSERVATION ACT

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

NOW, THEREFORE, BE IT RESOLVED by the City of Shoreview City Council that:

The authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of the City of Shoreview is delegated to Ramsey Washington Metro Watershed District as of November 18th, 2013 in accordance with Minnesota Rules, Chapter 8420.

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: All present members;

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt resolution No. 13-99 approving the 2014 curb-side recycling budget, City recycling fee, and authorizing request of SCORE funding allocation.

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

REGULAR COUNCIL MEETING
NOVEMBER 18, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: JESSICA SCHAUM
ENVIRONMENTAL OFFICER

DATE: NOVEMBER 18, 2013

SUBJECT: CITY RECYCLING BUDGET, FEE, AND SCORE GRANT
APPROVAL

INTRODUCTION

In accordance with the Joint Powers Agreement between the City of Shoreview and Ramsey County, it is necessary to prepare the annual curbside recycling budget and submit it to the County in early December, 2013. The budget is necessary for determining the City recycling fee, which is included as part of the 2014 Ramsey County Property Tax statements.

In addition to approving the budget and establishing the City recycling fee, the application for SCORE grant allocations must be completed and approved. SCORE grant monies are used in conjunction with City recycling fee revenues to fund the City's recycling program. A copy of the SCORE grant application is attached at the end of this report.

BACKGROUND

Pursuant to Minnesota Statutes, Sections 473.811 and 400.08, the County has authority to collect charges for solid waste management services. Beginning in 1988, municipalities entered into an agreement with the County for the collection of monies to fund residential curbside recycling programs. Initially, the fee appeared on property tax statements as a Waste Management Fee. In 1991, the City entered a Joint Powers Agreement with the Ramsey County Department of Public Health. The agreement provides the City access to the County's Waste Management Service charge, which is the primary source of funding for the City's curbside recycling program. The Council approved renewal of the Joint Powers Agreement at its June 7, 1999 regular Council Meeting. The term of the agreement runs through June of 2014. The Ramsey County Board will approve an updated Joint Powers Agreement and the City Council will be asked to approve a new Joint Powers Agreement by a resolution in early 2014.

The following procedures are followed under the Joint Powers Agreement:

1. The City determines the residential count for single family, condominium, and apartment units, and provides the information to the Ramsey County Department of Property Taxation.
2. The City then determines its curbside recycling budget, calculates the per parcel charge, and reports the charge to the Department of Property Taxation.

3. The Department of Property Taxation places the charge on the property tax statements as a separate line item identified as CITY RECYCLING FEE. Funds are collected and distributed to the City on tax settlement dates.

BUDGET CONSIDERATIONS

The recycling budget for 2014 is proposed in the amount of \$529,569. Expenses associated with the recycling budget include contractual fees for curb side recycling, spring and fall cleanup events, and City staff time. Important points of consideration within the overall budget proposal are:

- Approval of SCORE grant application and allocation of funds in the amount of \$51,930, which is used in conjunction with the recycling fee to fund the recycling program.
- Continuation of funding for the spring and fall community cleanup day events held in cooperation with the City of Arden Hills. The City is planning a pilot “no cost” clean up day event in 2014. This new approach was discussed with the City Council at a recent workshop meeting.
- Continuation of the single-sort curbside recycling opportunities for all community residents.
- Continuation of recycling opportunities within City owned and operated facilities such as Community Center, Maintenance Center, and City Hall.

The proposed 2014 recycling budget includes a \$3.00 increase in the City recycling fee. The higher fee is proposed due to an increase in the household rate charge by the City’s recycling contractor and the anticipated higher cleanup day costs with the new pilot program. The City’s recycling contractor is allowed to raise the household rate charge each year by the annual Consumer Price Index (CPI) for the "Midwest Urban" region or 3%, whichever is lower. Even with the proposed increase, the cost per month of recycling service for Shoreview residents is less than \$4.00 per month.

The City has been slowly increasing the fund balance in the recycling fund so that it does not fall into a deficit position. The revenues for the recycling program are received in June and December, similar to our property tax receipts. The fund balance should ideally be about 50% of the planned expenditures in the fund and allow the City to hold the fund balance to cash flow the recycling program throughout the year.

RECOMMENDATION

Based on the forgoing information, it is recommended that the City Council approve the proposed 2014 curbside recycling budget in the amount of \$529,569 and a recycling fee of \$45.00 that will be collected on 2014 residential property tax statements as per the Joint Powers Agreement between the City and Ramsey County.

It is further recommended that the City Council approve the SCORE grant application requesting the allocation of \$51,930 to be used in conjunction with the City recycling fee for program funding.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD NOVEMBER 18 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 November 18, 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. 13-99

APPROVING 2014 CURB-SIDE RECYCLING BUDGET,
CITY RECYCLING FEE
AND
AUTHORIZE REQUEST OF SCORE FUNDING ALLOCATION

WHEREAS, the City of Shoreview has an established curb-side recycling program, City Staff has prepared a proposed budget for the 2014 curb-side recycling program, and has presented the proposed budget to the City Council for approval, and

WHEREAS, City staff has completed the 2014 SCORE Funding Grant Application.

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

1. The 2014 curb-side recycling budget is hereby approved, indicating estimated revenues of \$559,500 and estimated expenses of \$529,569.
2. Revenue required to finance the curb -side recycling program be collected through the previously approved Joint Powers Agreement with Ramsey County to include a City Recycling Fee of \$45.00 on the 2014 residential property tax statement.
3. City staff is authorized to request the SCORE funding allocation from Ramsey County.

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: members;

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 18th day of November, 2013.

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

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 18th day of November 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to approving the 2014 curb-side recycling budget and fee and authorize request of SCORE funding allocation.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 19th day of November.

Terry Schwerm
City Manager

SEAL

SAINT PAUL RAMSEY COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION

2014 SCORE FUNDING GRANT APPLICATION

CITY/TOWNSHIP: City of Shoreview
CONTACT PERSON: Jessica Schaum
ADDRESS: 4600 Victoria Street North Shoreview, MN 55126
PHONE: 651-490-4665
FAX: 651-490-4696
EMAIL: jschaum@shoreviewmn.gov

SCORE GRANT REQUEST

1. What goals does your municipality have for waste reduction and recycling activities in 2014? What strategies will you use to improve your recycling performance? These goals and strategies will be used in the development of the 2014 Recycling Performance Work Plan.

To continue to improve recycling at single family homes and multi-dwelling units throughout the City. We will follow the work plan and communications plan approved by Ramsey County to cover all aspects of the recycling program. The 2014 work plan will be submitted by January 15th, 2014.

2. Identify expenses for activities within each applicable budget category:

PROPOSED SCORE BUDGET—SCORE EXPENSES ONLY

ADMINISTRATION Total: \$ _____
Please detail activities and expenses:

PROMOTION ACTIVITIES Total: \$ _____
Please detail activities and expenses:

EQUIPMENT Total: \$ _____
Please detail activities and expenses:

COLLECTION OF RECYCLABLES Total: \$ 51,930 _____
Please detail activities and expenses: *The entire SCORE grant will be used to defray the contractual costs associated with collecting and processing recyclables.*

ORGANICS COLLECTION Total: \$ _____
Please detail activities and expenses:

TOTAL SCORE GRANT Requested \$ 51,930 _____

3. List any additional expenses the city anticipates to incur implementing the 2014 Recycling Performance Work Plan:

The City expects to run a pilot program of a "user-fee supported clean up day" for both spring and fall clean up days 2014. There will possibly be additional charges from our hauler for the additional material collected and handled. The City's recycling charge will be \$45 per household in 2014, which we estimate to cover both the cost of curbside recycling and the clean-up day events.

RECYCLING BUDGET

4. Attach a copy of your 2014 municipal budget for all recycling activities, including all funding sources. If your governing body has not adopted the 2014 budget, attach the most current draft budget. If the budget does not list all expenditures and revenues specific to recycling, add a supplemental table that identifies this information.

Please see attached draft budget.

PUBLIC ENTITIES LAW COMPLIANCE

5. Attach a copy of the disclosure from your hauler(s), or a copy of the relevant portion of any contracts with haulers, that specifies the facility at which waste collected from municipal facilities is deposited. A hauler's generic waste disclosure form that lists multiple facilities where waste may be delivered is not acceptable.

Please see attached letters from Ace.

RESOLUTION

6. Attach a resolution from your governing body requesting the SCORE funding allocation, or a certified copy of the official proceedings at which the request was approved. SCORE grants agreements cannot be issued without such an attachment.

Jessica Schaum
NAME OF PERSON AUTHORIZED TO SUBMIT GRANT

SIGNATURE (electronic signature is acceptable)

Environmental Officer
TITLE

11/12/2013
DATE

Applications will be considered complete when items 1 – 6 above are submitted and a signature is on file.

Please return the completed grant application form and attachments by **DECEMBER 1, 2013.**

SCORE Program
Saint Paul – Ramsey County Public Health
Environmental Health Section
2785 White Bear Avenue N., Suite 350
Maplewood, MN 55109-1320
Rachel.Frank@co.ramsey.mn.us

214 Draft
11-12-13

Recycling Fund	2010		2011		2012		2013		2014		2015		2016		2017		2018	
	Actual	Actual	Actual	Actual	Actual	Estimate	Budget	Budget	Budget	Budget	Projected							
Revenue																		
Intergovernmental																		
SCORE Grant	\$ 54,023	\$ 53,242	\$ 51,883	\$ 52,000	\$ 52,000	\$ 52,000	\$ 53,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Other Local Governments Charges for Services	5,118	17,603	14,911	17,000	17,000	17,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Recycling Charges	375,660	410,121	434,962	458,000	458,000	458,000	515,000	537,000	548,000	548,000	548,000	548,000	548,000	548,000	548,000	548,000	548,000	548,000
Cleanup Day Charges	10,888	22,747	19,590	13,500	13,500	13,500	500	500	500	500	500	500	500	500	500	500	500	500
Interest Earnings	62	683	885	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	445,751	504,396	522,231	540,500	540,500	540,500	559,500	580,500	602,500	615,500	615,500	615,500	615,500	615,500	615,500	615,500	615,500	626,500
Expense																		
Public Works																		
Personal Services	30,207	6,983	24,583	25,159	25,159	25,159	28,069	31,534	32,398	32,398	32,398	32,398	32,398	32,398	32,398	32,398	32,398	34,073
Supplies	-	1,039	2,804	1,000	1,000	1,000	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,200
Contractual Services	399,053	441,085	447,622	477,820	477,820	477,820	501,890	517,460	543,660	543,660	543,660	543,660	543,660	543,660	543,660	543,660	543,660	559,730
Total Expense	429,260	449,107	475,009	503,979	503,979	503,979	529,569	546,629	577,158	577,158	577,158	577,158	577,158	577,158	577,158	577,158	577,158	595,003
Net Change	16,491	55,289	47,222	36,521	36,521	36,521	29,931	33,871	38,342	38,342	38,342	38,342	38,342	38,342	38,342	38,342	38,342	31,497
Fund Equity, beginning	43,180	59,671	114,960	162,182	162,182	162,182	198,703	228,634	305,381	305,381	305,381	305,381	305,381	305,381	305,381	305,381	305,381	343,723
Fund Equity, ending	\$ 59,671	\$ 114,960	\$ 162,182	\$ 198,703	\$ 198,703	\$ 198,703	\$ 228,634	\$ 262,505	\$ 305,381	\$ 343,723	\$ 343,723	\$ 343,723	\$ 343,723	\$ 343,723	\$ 343,723	\$ 343,723	\$ 343,723	\$ 375,220
Fund equity percent of expense	13.3%	24.2%	32.2%	37.5%	37.5%	37.5%	41.8%	46.9%	52.9%	57.8%	57.8%	57.8%	57.8%	57.8%	57.8%	57.8%	57.8%	61.1%
Months of operating coverage	1.6	2.9	3.9	4.5	4.5	4.5	5.0	5.6	6.3	6.9	6.9	6.9	6.9	6.9	6.9	6.9	6.9	7.3
Expense percent change	1.3%	4.6%	5.8%	6.1%	6.1%	6.1%	5.1%	3.2%	2.4%	3.1%	3.1%	3.1%	3.1%	3.1%	3.1%	3.1%	3.1%	3.1%
Average annual percent change				4.5%	4.5%	4.5%												3.4%
Annual charge per parcel/unit	\$ 35.00	\$ 37.50	\$ 40.00	\$ 42.00	\$ 42.00	\$ 42.00	\$ 45.00	\$ 47.00	\$ 49.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 51.00
Change in rate-dollars	\$ 1.50	\$ 2.50	\$ 2.50	\$ 2.00	\$ 2.00	\$ 2.00	\$ 3.00	\$ 2.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Change in rate-percent	4.5%	7.1%	6.7%	5.0%	5.0%	5.0%	7.1%	4.4%	4.3%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Average annual percent change				5.8%	5.8%	5.8%												4.0%
Cost per collection	\$ 1.35	\$ 1.44	\$ 1.54	\$ 1.62	\$ 1.62	\$ 1.62	\$ 1.73	\$ 1.81	\$ 1.88	\$ 1.92	\$ 1.92	\$ 1.92	\$ 1.92	\$ 1.92	\$ 1.92	\$ 1.92	\$ 1.92	\$ 1.96
Participation rate	95.0%	83.0%	86.0%															
Tons recycled	3,342	2,985	2,696															
Number of units	10,895	10,897	10,897	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966	10,966