

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
DECEMBER 2, 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 or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. November 12, 2013 City Council Workshop Meeting Minutes
2. November 18, 2013 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes—
 - Public Safety Committee, November 21, 2013
 - Environmental Quality Committee, November 25, 2013
4. Verified Claims
5. Purchases
6. Approval of Joint Powers Agreement—EAB Project Department of Agriculture

7. Change Order #1 and Final Payment—Weston Woods Booster Station Water System Improvements—CP 12-02
8. Developer Escrow Reduction
9. Cooperative Cost-Share Agreement and Traffic Signal Maintenance Agreement with Ramsey County for Owasso Street Realignment, CP 09-12

PUBLIC HEARING

10. Budget Hearing—Review of 2014 Budget and Tax Levy

GENERAL BUSINESS

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

**SHOREVIEW CITY COUNCIL WORKSHOP MEETING
MINUTES
November 12, 2013**

ATTENDEES:

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

Councilmember Withhart was absent.

Staff: Terry Schwerm, City Manager
Jeanne Haapala, Finance Director
Fred Espe, Asst. Finance Director
Tessia Melvin, Asst. to City Manager
Mark Maloney, Public Works Director

BWBR Steve Erickson
Architects Greg Fenton

CALL TO ORDER

Mayor Martin called the meeting to order at 7:05 p.m.

REVIEW OF COMMUNITY CENTER EXPANSION PLANS

Presentation by BWBR Architects

City Manager Schwerm presented the timeline of the project to date. To date, a visioning portion was done by staff, Parks and Recreation Commission and the City Council has met twice with architects. The next step will be to present the concepts and Council comments to the Parks and Recreation Commission. After that meeting, staff will present more detailed concepts to the City Council at a workshop meeting.

Steve presented the Council four concept plans and noted that all of the features within each plan can be extracted and moved to another plan.

Option A includes additional banquet room, expanded cardio room and new space for the Indoor Play area. Areas of concerns with this option may include additional parking may be required for the added banquet room. The biggest concern with this concept is due to the construction required for the banquet facility and the additional 300-350 people added to the building, does the parking spaces allow for this? This option will also result in the loss of parking, entry plaza on the lower level and loss of the track due to the suggested construction.

In this option the Indoor Play area would be moved towards the entrance of the Community Center, the gym gets moved toward the back, and where the current gym is four multi-purpose rooms would be added. In this option, the cardio room would be pushed out, which would result in the reduction of 10 parking spaces. The Wave Café and registration area moves towards the location of the current fitness center. In addition, the plan includes a covered four-season link to the Pavilion area with the addition of another multi-purpose building.

Councilmember Quigley added his concerns about expansion to the pavilion, as it has many building structure concerns with its original makeup. Councilmember Johnson reminded the Council that the intent was to utilize the pavilion more and potentially shift some of the summer discovery functions to another location.

Ericson added that option A would add a banquet room above the four multi-purpose/fitness rooms, which would result in the loss of the track. The option also includes an added deck off the Shoreview Room and new banquet room.

Option B provides the Indoor Play at the front entrance, expands the banquet room and relocates the cardio, gym and fitness area. This option makes the cardio area and fitness remote from the locker room. With the expansion of the banquet room, there is some loss of the fire-side lounge area. With the moving of the gym, it becomes further away from the registration area. In this option the Indoor Play area moves to the current cardio room and the gym moves to the current location of the Indoor Play area. The gym turns into two fitness studios and two cardio areas. This option also expands the Shoreview Room and adds two fitness studios to the upper level of the Community Center.

Option C provides for a cardio/fitness expansion and the Indoor Play area is expanded in its current location. The gym and track are not changed in this option; however, two fitness areas would be added to the gym expanding towards the pavilion. The cardio area expands to the east of its current location and adds another fitness/multi-purpose area. This will expand the Shoreview Room to the east and adds a deck. This option encroaches on the pavilion as all expansions are towards the east. With the Indoor Play area in its current location, it is remote from the café and other area.

Councilmember Quigley stated that he believes Option C provides the best solutions to meet the needs of staff and Community Center members.

Option D provides an expansion to the Indoor Play area, but moves its location to the front of the gym, to provide more visibility. This option expands the cardio area expands and the Shoreview Room. This option may negatively impact the parking and the pavilion because of the expansion.

City Manager Schwerm added that the expansion to the Community Room allows the expansion of banquet rooms, with the least amount of interruption to rentals. Adding the

Shoreview Room will result in loss of revenues. Councilmember Johnson added the project should not take six months. There will be some loss of revenue, but we should look at solutions that have a more compressed timeline. She added that it is important to communicate the project to members and remind them of the end result. Greg reminded the City Council that there is a revenue loss and a construction cost to consider.

Councilmember Wickstrom added that she does not favor the covered link from the Community Center and the pavilion. Mayor Martin that she added the multi-purpose room to the pavilion is a great option, but does not have to be something that is completed now. This may be something that is pushed out until 5 or more years.

Mayor Martin added that she like the moving of the Indoor Play area, but questions the cost of moving the equipment. Councilmember Quigley questioned the outdoor pool area. He added that he sees the most important areas to consider the cardio and fitness area, as they benefit all age groups. In addition, the expanded family changing room is important for the member experience.

With the expanded family changing room in Options B and C, they include 5 to 6 new areas and would be connected to the pool. The architects added that the lower level windows would be covered up, but remember that the windows over the pool are two stories.

Councilmember Quigley asked if it is desirable to rent banquet facilities to larger groups. City Manager Schwerm added that it is desirable, but we should not build it and expect a complete payback. City Manager Schwerm added that while a third banquet room would be great, we do not have the parking available for this. According to staff, the banquet room rental addition is not a top priority.

Mayor Martin brought up the idea of the outdoor water play area. Councilmember Wickstrom added some comments about creating something that can be used more than three months a year.

The City Council provided a consensus of appreciation of architects and look forward to hearing comments from the Parks and Recreation Commission.

2014-2015 BUDGET DISCUSSION

City Manager Schwerm began the conversation by looking at the preliminary 2014 property tax levy, which is a 3.4 percent higher than the 2013 levy. Current tax levy projections for the second budget year (2015) reflect a 5.1 percent increase. Public safety costs are one of the primary costs for the levy increase for the General Fund share of the levy.

Councilmember Quigley added that the comments that they most commonly hear is the increase in the homestead market value inclusion. Mayor Martin added that the 3.4 percent

increase for 2014 is reasonable, but asked the flexibility for the 5.1 percent increase for 2015. City Manager Schwerm added that unfortunately there is not much flexibility, if the Parks and Recreation Director is added. However, he is concerned with the levy increase shown in 2015.

Mayor Martin asked about the changes in tax values. Finance Director Haapala added that the City only collects what it levies, and does not receive additional monies just because tax values increase. In the State of Minnesota, the amount a city levies is what they collect. Councilmember Johnson added that it is important for the City to be able to articulate what is happening in 2015, as the Community Center will be expanded and there will be an added Parks Director. Taxpayers will see increase of taxes.

The major changes include public safety which include the implementation of the duty-crew program and increased police costs for patrol, investigations, dispatch and animal control. Another added cost is legal costs due to the higher prosecution costs and the transition to a new law firm.

Other increases include the pay plan adjustment of 2% for employees and the \$75 increase to the City's monthly health insurance contribution. This is about a \$108,000 increase. Staffing changes that result in cost reallocations include the addition of a Parks and Recreation Director position in August 2014 and a part-time Human Resources position. Community Development is looking to add a customer service part-time position. There was discussion on the Healthcare reform and the amount of staff time needed to implement and track these new mandates.

City Manager Schwerm added that there are about \$200,000 increase in transfer revenues from the utility fund and our Cable TV fund.

City Manager Schwerm added that the biggest increase in 2015 is public safety and staff changes.

Councilmember Wickstrom asked if the City needs to do a community survey every two years. City Manager Schwerm added that staff tried budget to complete a full survey every 5 years and ever two years a smaller survey. These are important to help with performance measure for the City's budget. Councilmember Quigley also suggested that it is important to collect opinions and concerns in a timely manner.

Finance Director Haapala provided an update on tax rates for the various jurisdictions. Ramsey County's tax rate is decreasing. The County has estimated that fifty nine percent of homes will receive a decrease or no change in their property taxes. Another 17 percent of homes will receive a \$1 to \$100 increase to their taxes.

Mayor Martin added that the budget does not include funding for any of the current railroad issues that have come to the attention of the City Council. Adding quiet zones may be very expensive for the City.

OTHER BUSINESS

Councilmember Wickstrom provided an update from the Met Council projections for 2040, which places our population at 37,000. She reminded the Council that there is a deadline to respond to the Met Council with our concerns about these population estimates.

Councilmember Wickstrom added that she was at a Falcon Heights council meeting, where they discussed e-cigarettes. City Manager Schwerm added that staff has drafted an ordinance regarding e-cigarettes, which will be presented to the Public Safety Committee within the next month. There is much concern on the growth of this area and how this is used in public buildings and lounges. The Public Safety Committee asked about the health data of e-cigarettes, which there is little statistics on this.

Councilmember Wickstrom asked about the amount of snakes allowed by residents with the recent police report in the Bulletin.

The meeting adjourned at 10:05 p.m.

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
November 18, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on November 18, 2013.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

Councilmember Withhart was absent.

APPROVAL OF AGENDA

Mayor Martin requested a brief discussion regarding a vacancy on the Planning Commission during the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the November 18, 2013 agenda as submitted.

VOTE: Ayes - 4 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

Mr. Al Dubiak, 4050 Crestview Lane, stated that he respects the AAA rating that has lowered the City's borrowing costs because of the excellent job being done by the City Manager, staff and the Council. However, trust between government and citizens happen when government publicizes what it is doing regarding taxes and what those taxes are being spent on. He did not know a fee could be added onto his utility bill and is upset that the City is adding a fee to his Xcel bill. There is a moral obligation on the part of the City to publicize this new charge and how it is going to be used. His understanding is that the money will be used for trails and parks. He thought those items were budgeted annually. This fee will mean an additional \$800,000 in

revenue for the City. Every additional \$100,000 is a 1% increase. Revenue this year in Shoreview will increase by 10% or 11%, which must be one of the highest in the state. He finds this very difficult to understand. Although not strictly another tax, it is another thing that citizens have to pay. He would urge the Council to go beyond legal requirements and inform citizens so no one is surprised.

Mayor Martin offered to send Mr. Dubiak the minutes from meetings when this issue was discussed. There was no intent to do anything in secret. A number of people did testify, and the franchise fee is used by a number of cities throughout the State. The City is experiencing a loss of revenue, specifically from the Tall Tower fees that guaranteed \$110,000 a year for 25 years. Another loss is the public use dedication fee that was received when property was developed. As the City is mostly developed, that fee is not being collected. The City receives no state aid and no Local Government Aid (LGA). The City has had to be self-sufficient for a long time. She expressed her appreciation for Mr. Dubiak's comments and assured him she will see that he receives the information available on this issue.

Mr. Kent Peterson, 1070 Bucher Avenue, stated that as a volunteer, along with Karen Eckman, they represented the City at the Ramsey/Washington Metro Watershed District to receive a Certificate of Appreciation to the City for the Commons pond buffer project behind the Community Center and the rain garden by the fire station by Island Lake School. The Certificate is for participation in the Landscape Ecology Awards Program to preserve water quality and water resources. The buffer was planted by volunteers and continues to be maintained by volunteers. He expressed appreciation to staff that help coordinate support from volunteers. The native plants used are excellent for residents to use in their yards. He presented the Certificate to Mayor Martin for the City.

COUNCIL COMMENTS

Mayor Martin:

The City has received word from the City's legislative delegation, Senator Scalze and Representative Isaacson, that funding of up to \$42 million has been approved for improvements on I-694 from Rice Street to Lexington Avenue. Construction will begin in 2015.

Congratulations to Shoreview's Citizen of the year, Julie B. Williams, who serves on the Shoreview Human Rights Commission, Shoreview Historical Society, plays in the Shoreview Northern Lights Variety Band and worked hard on the City's 50th Anniversary in 2007.

On Friday, November 22, 2013, there will be a Dive-in Movie at the Community Center.

Councilmember Wickstrom:

The Holiday Concert given by the Shoreview Northern Lights Variety Band will be on December 14, 2013, at Bethel Great Hall, at 7:00 p.m. Tickets are \$10.00 online at www.snlvb.com or from City Hall. Tickets may also be purchased at the door for \$12.00.

There will be a public open house on Tuesday, November 19, 2013, regarding a Conceptual Alternatives Analysis on County Road 96, County Road I, I-35W, and County Road H. Anyone interested is welcome to attend. It will be at the Ramsey County Public Works on Hamline north of Highway 96, from 4:30 to 6:30 p.m.

Councilmember Johnson:

On November 25, 2013, from 6:00 to 7:00 p.m. will be the Annual Lighting Ceremony. Children from 4th and 5th grades from Turtle Lake School, Island Lake School and Oak Hill Montessori will sing.

The Shoreview Community Foundation will host its annual fundraiser on Thursday, December 5, 2013, from 6:00 to 9:00 p.m. It is an opportunity for residents to come together to celebrate this great community and raise funds for the Foundation.

The City is hosting a one-month membership to the Community Center for \$35.00, from November 29 to December 23, 2013.

CONSENT AGENDA

Councilmember Quigley noted the positive efforts and services through the contract with the Minnesota Department of Corrections.

Mayor Martin stated that the program has saved residents a significant amount of money.

Public Work Director Maloney explained that the contract provides a full-time labor work crew of 6 to 8 members for the City. The cost to the City is \$82,000 a year. Work is done in parks and public works and anything else requested by the City. It is a very successful program, and work that is of lower priority and that regular staff are often not able to get done is taken care of by this work crew.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt the Consent Agenda for November 18, 2013, and all relevant resolutions for item Nos. 1 through 9:

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 in the Amount of \$889,793.83
6. Purchases
7. Approval of Contract with MN Department of Corrections
8. Developer Escrow Reduction
9. Declaration of LGU for Wetland Conservation Act

VOTE: Ayes - 4 Nays - 0

PUBLIC HEARINGS

There were none.

APPROVAL OF 2014 CURBSIDE RECYCLING BUDGET, CITY RECYCLING FEE AND AUTHORIZE REQUEST OF S.C.O.R.E. FUNDING

Presentation by Public Works Director Mark Maloney

The City participates in a Joint Powers Agreement between the City of Shoreview and Ramsey County for curbside recycling. The County collects the fee used to pay for the curbside pickup. The fee also includes Spring and Fall Cleanup Days. The City also plans to apply for a S.C.O.R.E. grant of approximately \$52,000 to defray collection costs.

The 2014 budget breaks down as follows:

Revenue:	Charges for services	\$493,000
	S.C.O.R.E. Grant	\$ 52,000
	Other Local Governments (Arden Hills participation)	\$ 14,500
	Total Revenue:	\$559,500
Expense:	Contract	\$501,589
	Personnel	\$ 26, 579
	All Other Expenses	\$ 1,100
	Total Expense	\$529,569

The \$30,000 difference will be used to build a fund balance for recycling. The reason to build a fund balance is because the City receives tax distributions from the County only twice a year but must pay the vendor monthly. Also, the goal is for the fund balance to be able to cover funding provided by the S.C.O.R.E. grant should that grant program ever be discontinued.

There has been recent discussion with the Council to make changes to the Cleanup Day program to reduce costs. In the last two years, it has fallen to the City to handle all the administrative aspects of the event, including collecting cash and handling credit cards, which has created long wait lines. To reduce the number of staff, eliminate cash handling, and reduce wait times, staff is preparing a “no cost” clean up day event as a pilot program in 2014.

Councilmember Wickstrom asked if ID would be checked on Cleanup Day to verify residence in Shoreview or Arden Hills. She also asked if electronic items will be accepted. Mr. Maloney responded that drivers' licenses are checked. Electronic waste is the biggest cost and whether it can be accepted is still being reviewed. Mr. Schwerm stated that at this time it is believed that residents can get rid of electronic waste more economically in other places, such as Best Buy that takes it free or other places that are cheaper. It is costly for the City and residents to take it on clean up day and dispose of it.

Mayor Martin asked if Arden Hills has agreed to the new way of managing Cleanup Day. Mr. Maloney stated that the new program has been discussed with Arden Hills staff. They are on board as a pilot program.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt Resolution No. 13-99 approving the 2014 curb-side recycling budget, City recycling fee, and authorizing request of SCORE funding allocation.

Discussion:

Mayor Martin noted that the goal of this program and changes to Cleanup Day is to increase participation with shorter lines and reduce costs.

Councilmember Wickstrom expressed her hope that residents will use the Cleanup Day option to get rid of large items rather than setting them out on the curb for anyone to pick up.

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

SPECIAL ORDER OF BUSINESS

Mayor Martin noted that the City has been working hard to represent residents regarding the negative impact with the increase in train traffic and activity in the City. On Friday, November 15, 2013, a proposal was received from Canadian Pacific Rail as to how they plan to address train noise and blocking of train crossings that create problems for businesses and emergency vehicles. The changes were implemented on November 17, 2013. She is hopeful that the changes that are being prepared by CP Rail will improve the situation. She commended residents on the research and information and their continued participation on this issue.

Mayor Martin stated that the deadline for applying to serve on committees and commissions was October 25, 2013. Late in the process an opening occurred on the Planning Commission, and she would like to extend the time to accept applications for that Commission, which does not need to be filled until the end of January. Mr. Schwerm suggested that interviews could take place at the Council's December or January workshop meeting.

It was the consensus of the Council to direct staff to accept applications for the Planning Commission vacancy until December 2, 2013.

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adjourn the meeting at 7:48 p.m.

VOTE: Ayes - 4 Nays - 0

Mayor Martin declared the meeting adjourned.

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

Terry Schwerm
City Manager

PUBLIC SAFETY COMMITTEE

November 21, 2013

CALL TO ORDER: The Public Safety meeting came to order at 7:00 p.m.

ROLL CALL:

Those in attendance were: Justine Greene, Henry Halvorson, Jorgen Nelsen, Marc Pelletier, Gil Schroeffer, Walter Johnson, Terry Schwerm, Terri Hoffard (Deputy City Clerk), Brent Baker (Allina), Tim Boehlke (Lake Johanna Fire Department) and guest Katie Engman.

APPROVAL OF MINUTES: Minutes of the September 19, 2013 meeting were approved.

CITIZENS' COMMENTS: None

ALLINA TRANSPORT:

- Brent Baker introduced himself as a new operations representative for Allina in this area. He grew up in Shoreview and has been with Allina 15 years.
- There were 384 calls in Shoreview in the 3rd quarter which is typical. They arrived within 11 minutes 94% of the time with an average time of 6.44 minutes.
- Another 24 hour paramedic shift has now been added in the northern area.
- The new local base in Arden Hills behind Carrol's furniture is undergoing some interior construction and should be occupied by year's end.

FIRE DEPARTMENT:

- Tim Boehlke reported on a second "active shooter drill", this one at the University of Northwestern following an earlier one at Bethel University. There were other fire departments and many police agencies. The main goal was to see how quickly diverse agencies could organize, communicate and integrate to address the problem. This exercise went well.
- Station 4 final construction should be done in about two weeks.
- The ordering process for new breathing apparatus was delayed some since the Federal grant of \$338,000 was tied up by the government shutdown in October. The new Scott airpaks are high pressure, more compact, lighter weight units with longer breathing time.

SHERIFF'S REPORT:

- Terry Schwerm noted that next year's budgets for the Sheriff contract as well as the fire department have been approved.
- He handed out crime statistics noting there was nothing remarkable and that theft from autos continues to be high.
- He also handed out traffic statistics from the two traffic deputies. This did not include traffic stops by other patrol cars. Shoreview had 382 administrative citations through the first 3 quarters of the year, or about 28 to 30% of those given.

NEW BUSINESS:

Tobacco Ordinance: Katie Engman with Ramsey Tobacco Coalition presented some fact sheets on e-cigarettes and passed sample around to show committee members what her concern was. She encouraged the change of the tobacco ordinance to cover these devices. At this time this time they are not regulated by anyone, and do not need labels listing “ingredients” and it is not clear what chemicals may be in the different offerings. It is thought the state will address this, but in the meantime our City Attorney has made proposed changes to the ordinance that the committee was given to consider.

Q: There has been no vigorous testing and no firm evidence that there is a *public* health risk associated with the e-cigarettes, so what is the target of regulation? It had been noted that things such as room air fresheners that are meant to give off chemicals might be banned by the proposed wording.

Discussion focused on the likely attraction of the variety of flavored e-cigarettes and potential harm to young people. With that, it was suggested that the word “individual” be added to the proposed ordinance in section 706.020 Definitions, (G) Delivery Devices,for individual human consumption, ...

Other changes can be made if necessary after the State addresses the issue.

Proposed Peddlers License: Schwerm explained the reasons for proposed changes. There is a recognized difference between peddlers who bring items for purchase to one’s door, and solicitors who come to a door asking to take an order for future delivery. Peddlers can be licensed, but interstate commerce rules prohibit the requirement for solicitors. The proposed ordinance is based on a League of Minnesota Cities model. The City has charged a fee to grant a license and this would need to be eliminated for solicitors. Hoffard licenses the people and noted that almost all of them are solicitors, there are very few peddlers. She also noted that she has the Sheriff’s Office do background checks on them.

After discussion, it was recommended that the City continue to “register” solicitors and give them a certificate, but charge no fee. This would be an administrative burden, but worth it. The process required for the solicitor to obtain the certificate would still give the City information on the identity and background of the person and showing a City certificate at a home would give some assurance that the City is aware of the solicitor.

Candidates for Appointment to the Committee: After considering individuals who applied for three open positions on the Public Safety Committee the committee recommended Edward Povlinski, Treverse Guess, and Nicole Hertel.

LAISON REPORT: None

ADJOURNMENT: The meeting adjourned at 8:30 p.m.

Minutes
ENVIRONMENTAL QUALITY COMMITTEE
November 25, 2013 7:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

Members present: Tim Pratt, Mike Prouty, Lisa Shaffer-Schrieber, Scott Halstead, Dan Westerman, John Suzukida

Members absent: Katrina Edenfeld, Susan Rengstorf

Staff present: Jessica Schaum

3. APPROVAL OF AGENDA

The agenda was approved with no changes.

4. APPROVAL OF MEETING MINUTES – October 28th, 2013

The October 28th minutes were approved with no changes.

5. BUSINESS

A. Speaker Series for 2014: Dates are Jan 15, Feb 19, March 19, April 16

- i. Solar success stories – John will check with Amit Shukla and/or Diana McKeown as potential speakers in addition to himself. (John prefers April 16)
- ii. Reducing your home's energy usage – Neighborhood Energy Connection – Tim will finalize details with their speaker
- iii. Water part 1: Behind the Scenes of Stormwater Management in Shoreview – Public Works – Tom W or Mark M can speak. Mike and Jessica will coordinate.
- iv. Water part 2: What can residents do to help with groundwater recharge, water conservation, or stormwater re-use? - Mike will check with Rice Creek Watershed District

B. Committee vacancies review

- a. The members reviewed 6 applications which were submitted for EQC vacancies. Three of the applications expressed interest in only serving on the EQC, so the Committee favored those three applicants. With two vacancies to fill, the Committee felt that Paige Ahlborg and Lynne Holt both had commendable reasons for wanting to join the committee, relevant backgrounds, and would add a lot of breadth to the Committee. Jessica will forward on the names to the City Council for formal appointments at a December or January Council meeting.

C. Newsletter Topics

- a. Jan/Feb (Delivered 1st week of Jan) – Done already
 - i. Recyclables list
 - ii. Generic Speaker Series “Save the dates”
 - iii. Winter maintenance – reducing salt use from the Rice Creek Watershed
- b. March/April issue - Deadline is Dec 2nd. Ideas:
 - i. Annual Tree Sale - Jessica
 - ii. Rain Barrel/Compost Bin Sale - Jessica
 - iii. Spring Cleanup Day - Jessica
 - iv. Landscape Revival - Jessica

- v. Green Community Awards promo - Jessica
- vi. New organics drop off at Ramsey County Yard Waste sites - Tim

D. Public Works Update

- a. Buckthorn removal – Jessica reported that the DOC crew has started removing buckthorn from some City properties – namely in Bobby Theisen park and around Lake Judy park.
- b. LEAP Award – Jessica shared the new award sign from the Ramsey Washington Metro Watershed District for the Commons Pond native planting buffer. Volunteers Kent Peterson and Karen Eckman attended the recognition ceremony and received the award on behalf of the City. Watch the newspaper for a story soon!
- c. Regional Indicators Initiative speaker Rick Carter– January 27th EQC Meeting – Rick will be joining the Committee to discuss the program, Shoreview’s results, and how we compare to 19 other cities within the program.
- d. Jessica shared that the City receives a lot of calls about neighbors who push leaves into the street or stormwater ponds at this time of the year. City staff place an orange doorhanger on the door when we get complaints, or discuss it with the homeowner if we see it happening. The doorhanger states that they must be disposed of properly within 24 hours. So far, it has earned compliance at every offending address. It is also used for grass clippings in the summer.
- e. Development review, Autumn Meadows- 25 residential homes. The Committee reviewed the preliminary plat submittal dated October 28, 2013 for the proposed Autumn Meadows development. The Committee has the following comments regarding the submittal:
 - 1. Trail connection is strongly recommended to connect the neighborhood to existing trails or parks.
 - 2. The 28 foot proposed street width is preferred to wider streets with more impervious surfaces.
 - 3. Mature trees and the buffer area should be protected during construction and diversity is encouraged in the new plantings.
 - 4. The Committee would encourage a rain garden or infiltration area to be used as a “demonstration” or educational tool if installed in the center of the development (Outlot A).
 - 5. Consider the opportunity to utilize solar or geothermal systems to decrease energy usage. There are incentives and new legislation which makes “community solar” projects viable in Minnesota. Installing these systems is much more cost effective with new construction rather than retrofitting.
- i. Kozlak’s site redevelopment, senior living. The City of Shoreview Environmental Quality Committee has reviewed the preliminary plat submittal for the proposed Applewood Pointe of Shoreview dated November 4, 2013. The Committee has the following comments regarding the proposed development:

1. It's commendable that the building was designed around the mature trees on site – the Committee would encourage additional native grasses planted to decrease the lawn space on site.
2. The proposed sidewalk entering the driveway near Tanglewood Drive should be safe for users to connect to the sidewalk to the North. Right now it appears the sidewalk ends at the driveway which may cause safety concerns with traffic entering or exiting the site. The Committee also suggested another portion of sidewalk or trail could be designed in the Ramsey County right of way area which would make one continuous “loop” for the residents to use around the building.
3. The Committee would encourage the rain garden or infiltration areas to be features or amenities with native grasses or flowers to help educate residents and visitors about the benefits of the infrastructure to water quality.
4. Recycling, donation, or re-use of the building materials is encouraged if possible during the demolition of the existing buildings on site.
5. Consider the opportunity to utilize solar or geothermal systems to decrease energy usage – it appears a large portion of the roof would be south-facing. There are incentives and new legislation which make new solar projects more viable in Minnesota when working with Xcel Energy. Installing these systems is much more cost effective with new construction rather than retrofitting at a later date. Geothermal may be a great fit since the development already includes underground parking.

E. Other

- a. Shoreview Volunteer Appreciation Dinner review – November 14th - Members who attended thanked the City for hosting the event and felt it was a great opportunity to see how many friends and neighbors also serve on City Committees or are involved in the community.
- b. Next regular meeting – The Committee has cancelled the December 23rd meeting due to its proximity to the holiday. The next regular meeting will be January 27th.

F. Adjournment – The committee adjourned at approximately 8:35pm.

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description	Amount
11/18/13	Accounts payable	\$1,117,878.93
11/21/13	Accounts payable	\$174,606.15
11/26/13	Accounts payable	\$108,698.60
12/02/13	Accounts payable	\$111,023.42
Sub-total Accounts Payable		\$ 1,512,207.10
11/27/13	Payroll 126141 to 126191 964717 to 964896	\$161,122.41
Sub-total Payroll		
TOTAL		\$ 1,673,329.51

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

12/02/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
A & L SUPERIOR SOD, INC	SOD FOR SEWER REPAIR/LESS CREDIT#6985	602	45550	2280		002	\$58.87	\$117.74
		601	45050	2280		002	\$58.87	
ARNT CONSTRUCTION CO INC	PMT 3 OWASSO ST RECONST PROJECT 09-12	571	47000	5900			\$576,377.33	
ASSURANT ADMINISTRATIVE OFFICE	LONG TERM DISABILITY: DECEMBER 2013	101	20412				\$2,146.78	\$2,146.78
C & E HARDWARE	IRRIGATION REPAIR SUPPLIES	101	43710	2240			\$12.82	\$12.82
C & E HARDWARE	SCREWS FOR WILSON BOARDWALK	101	43710	2240			\$12.85	\$12.85
C & E HARDWARE	HARDWARE WILSON BOARDWALK	101	43710	2240			\$6.43	\$6.43
DUSTY'S DRAIN CLEANING	VIDEO OF 537 SUZANNE	602	45550	3190		002	\$200.00	\$200.00
ELLIOTT, LAURIE	REIMBURSEMENT/BENEFIT FAIR	101	40210	4890		001	\$18.75	\$101.70
		101	40210	4890		008	\$82.95	
FSH COMMUNICATIONS LLC	PAYPHONE TELEPHONE	101	40200	3210		001	\$64.13	\$64.13
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/LEASE CLOSING	220	43800	3960		004	\$1,320.00	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: OCTOBER 2013	701	46500	2120			\$228.57	\$228.57
MINNESOTA SOCIETY OF PROF ENGI	MNSPE MEMBERSHIP DUES/M MALONEY	101	42050	4330			\$358.00	
PLUG'N PAY TECHNOLOGIES INC.	OCT/RETAIL/CC FEES	220	43800	4890		002	\$181.46	\$219.15
		225	43400	4890			\$37.69	
PLUG'N PAY TECHNOLOGIES INC.	OCT/ECOMM/CC FEES	220	43800	4890		002	\$8.60	
		225	43400	4890			\$6.40	\$15.00
SAM'S CLUB DIRECT	MEMBERSHIP FEE/SCHUTTA	225	43560	2170			\$15.00	\$15.00
SHORT ELLIOTT HENDRICKSON, INC	OWASSO - VICTORIA - E CONSTRUCTION	571	47000	5910			\$21,985.80	
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-SYLVIA LN N & S	604	42600	3810		003	\$313.72	\$313.72
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5534 PASCAL ST	604	42600	3810		003	\$313.04	\$313.04
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-963 HARDWOOD AVE	604	42600	3810		003	\$259.04	\$259.04
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-1028 BRIDGE ST	604	42600	3810		003	\$444.53	\$444.53
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5712 DEER TRL W	604	42600	3810		002	\$606.51	\$606.51
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5935 HAMLINE AVE	604	42600	3810		002	\$788.37	\$788.37
TOKLE INSPECTIONS INC	INSPECTIONS SERVICES	101	44300	3090			\$2,941.60	\$2,941.60
TSI INCORPORATED	TIF REIMBURSEMENT	307	44100	4890			\$500,000.00	\$500,000.00
U S BANK/REVTRAK	OCT 2013 CREDIT CARD FEES	101	44100	4890			\$2.49	\$8,410.82
		101	44300	4890			\$551.37	
		220	43800	4890		002	\$2,708.54	
		225	43400	4890			\$667.47	
		601	45050	4890		003	\$2,240.47	
		602	45550	4890		003	\$2,240.48	
UNIVERSITY OF MINNESOTA	CEAM REGISTRATION-MALONEY & WESOLOWSKI	101	42050	4500			\$620.00	

Total of all invoices: \$1,117,878.93

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ABRAHAM, JOBY	FACILITY REFUND	220	22040					-\$50.00	-\$50.00
AARP C/O DENNIS J. HEINZE	AARP DRIVER SAFETY CLASS	225	43590	3174		003		\$396.00	
ABRAHAM, JOBY	FACILITY REFUND	220	22040					\$50.00	\$50.00
AMERICAN LIBERTY CONSTRUCTION	EROSION RED 5959 LEXINGTON RES 13-95	101	22030					\$7,500.00	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$142.04	\$142.04
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,174.75	\$1,174.75
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$59.14	\$59.14
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$422.26	\$422.26
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$951.75	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$244.96	\$244.96
ANCOM COMMUNICATIONS	COMMUNITY CENTER 2 WAY RADIO	220	43800	2180		002		\$432.84	\$432.84
ASCH, EMILY	PASS REFUND	220	22040					\$140.00	\$140.00
BARSNESS, KIRSTIN	NOVEMBER ECONOMIC DEV. CONSULTING	307	44100	4890				\$5,381.25	\$5,381.25
BEISSWENGERS HARDWARE	CLEANING SUPPLIES CC	220	43800	2240		001		\$13.25	\$13.25
BEISSWENGERS HARDWARE	REPAIR SUPPLIES POOL	220	43800	2240		003		\$13.25	\$13.25
BMI (BROADCAST MUSIC INC.)	BMI MUSIC LICENSE	101	43400	4330				\$291.65	\$291.65
BOWER, JOHN	PASS REFUND	220	22040					\$450.00	\$450.00
BURROWS REFRIGERATION INC	SERVICE CALL/SOFT SERVE MACHINE	220	43800	2240		001		\$216.93	\$216.93
C & E HARDWARE	KEYS	101	42200	2180		001		\$13.34	\$13.34
CERTIFIED LABORATORIES	REPAIR SUPPLIES CC	220	43800	2240		001		\$188.30	\$188.30
CERTIFIED LABORATORIES	REPAIR SUPPLIES CC	220	43800	2240		001		\$332.65	\$332.65
CLASSIC CATERING/PICNIC PLEASE	HOLIDAY LIGHTING SUPPLIES	101	40100	3200		007		\$445.99	\$445.99
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$436.08	\$436.08
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINTENANCE	101	40550	3860		004		\$156.00	\$156.00
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170				\$241.81	\$241.81
CULLIGAN	FILTER RENTAL	220	43800	3190		006		\$94.05	\$94.05
EXCEPTIONAL HOMES BY DESIGN	EROS & GRADE CERT 3394 OWASSO RES 13-95	101	22030					\$2,000.00	\$3,000.00
			101	22025				\$1,000.00	
EXCEPTIONAL HOMES BY DESIGN	EROS & GRADE CERT 3439 OWASSO RES 13-95	101	22030					\$2,500.00	
			101	22025				\$1,000.00	\$3,500.00
EXCEPTIONAL HOMES BY DESIGN	EROS & GRADE CERT 4822 HODGSON RES 13-95	101	22030					\$2,000.00	
			101	22025				\$1,000.00	\$3,000.00
EXCEPTIONAL HOMES BY DESIGN	EROS, GRADE, TREE, ST 4863 HODGSON RES13-95	101	22030					\$2,500.00	
			101	22025				\$1,000.00	\$5,750.00
			101	22020				\$2,250.00	
FAIR & SQUARE REMODELING LLC	EROSION RED 4800 KENT ST RES 13-95	101	22030					\$1,000.00	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 11-22-13	101	20431					\$321.99	\$321.99
GERTENS WHOLESALE	HOLIDAY DECORATIONS/COMMONS	101	43710	2260				\$756.67	\$756.67
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001		\$78.48	\$78.48
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.40	\$15.40
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.34	\$15.34
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.27	\$15.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.27	\$15.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.14	\$16.14
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.21	\$16.21
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.33	\$15.33
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.28	\$15.28
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.14	\$16.14
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.13	\$16.13
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.25	\$15.25
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.25	\$15.25

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.24	\$15.24
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$42.50	\$42.50
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$90.27	\$90.27
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$138.55	\$138.55
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$94.29	\$94.29
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$109.56	\$109.56
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$73.80	\$73.80
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		001		\$73.89	\$73.89
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.23	\$15.23
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.27	\$15.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.15	\$16.15
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.09	\$16.09
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.22	\$15.22
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.24	\$15.24
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.22	\$15.22
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$86.27	\$86.27
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003		\$86.23	\$86.23
HAWKINS, INC.	POOL & WHIRLPOOL CHEMICALS	220	43800	2160		001		\$368.27	\$368.27
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$264.00	\$264.00
HORIZON COMMERCIAL POOL SUPPLY	REPLACEMENT OF WHIRLPOOL DRAIN COVER	220	43800	2200		003		\$293.35	\$293.35
INTEREUM, INC	OFFICE REMODEL	101	44100	2010				\$933.40	\$933.40
INTEREUM, INC	OFFICE REMODEL	101	42050	2010				\$2,629.34	\$6,564.99
		101	44100	2010				\$3,935.65	
J & J REMODELERS LLC	EROSION RED 910 HARDWOOD AVE RES 13-95	101	22030					\$1,000.00	\$1,000.00
JEFF ELLIS & ASSOCIATES, INC	FALL SAFETY AUDIT	220	43800	3190		007		\$850.00	\$850.00
JEFF SMITH LLC	FALL 2013 TAEKWONDO SESS.B INSTRCTR FEE	225	43530	3190				\$1,970.80	\$1,970.80

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
JONES, DAVID	PROHIBITION:A GRAND MISADVENTURE	225	43590	3174		003		\$60.00	\$60.00
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002		\$93.88	\$93.88
MAXSON, TAMMI	SWIM MERIT BADGE	220	22040					\$49.00	\$49.00
MCILRATH, BETHANY	LICENSE REFUND/C64 OSWALD	101	32780					\$10.00	\$10.00
MIDWEST OVERHEAD CRANE CORP	HOIST INSPECTIONS CC AND MAINT. CENTER	220	43800	3190				\$162.99	
		701	46500	3190				\$328.98	\$491.97
MIDWEST SPECIAL SERVICES, INC	COMMUNITY CENTER CLEANING	220	43800	3190		002		\$202.50	\$202.50
MINNESOTA DEPARTMENT OF REVENUE	Sales Use Tax: October 2013	101	40200	3930		002		-\$5.24	\$13,425.00
		101	40210	4890		008		\$1.37	
		101	40500	2010		005		\$44.70	
		101	40550	2010				-\$0.05	
		101	40550	2010		001		\$17.29	
		101	42050	2010				\$7.73	
		101	42050	4500				\$20.23	
		101	42200	2180		001		\$1.65	
		101	43710	2240				-\$0.37	
		220	43800	2160		002		-\$0.94	
		220	43800	2200		004		-\$0.32	
		220	43800	2240		001		-\$1.17	
		220	43800	2240		002		-\$0.53	
		220	43800	3190		001		-\$0.56	
		220	43800	3390		001		-\$0.70	
		220	43800	3810		003		\$49.76	
		220	43800	3810		007		\$32.59	
		220	43800	3960				\$74.87	
		220	43800	3960		002		\$73.29	
		220	43800	4500				\$1.72	
		225	43520	2170		002		\$0.17	
		225	43520	2170		003		\$56.65	
		225	43530	2170				-\$0.28	
		225	43530	2170		001		\$66.55	
		225	43555	2170				-\$2.07	
		225	43580	3171				-\$7.64	
		240	44400	3190				-\$0.40	
		405	43800	2180				-\$34.47	
		422	40550	5800		010		-\$0.96	
		601	45050	2280		001		-\$0.35	
		602	45550	2280		001		-\$0.63	
		602	45550	2282		001		-\$2.04	
		602	45550	3190		002		-\$0.53	
		701	46500	2180				\$23.37	
		701	46500	2180		001		-\$0.26	
		701	46500	2183		002		-\$0.07	
		701	46500	2220		001		-\$3.11	
		701	46500	2220		002		-\$0.27	
		701	46500	2400		006		-\$1.36	
		701	46500	3190		001		-\$0.35	
		701	46500	3190		002		-\$1.27	
		220	21810					\$9,783.00	
		701	46500	2120		003		\$230.00	
		601	21810					\$3,006.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MINNESOTA METRO NORTH TOURISM	OCT 2013 HOTEL/MOTEL TAX	101	22079					\$22,264.36	\$21,151.14
		101	38420					-\$1,113.22	
MINNESOTA RECREATION & PARK AS NCO INC	EMAIL DISTRIBUTION WATERPARK/PLAYGROUND	220	43800	2201		002		\$100.00	\$100.00
	BIRTHDAY SUPPLIES FOR RESALE	220	43800	2591		001		\$708.45	\$708.45
NEOFUNDS BY NEOPOST	POSTAGE/SUPPLIES FOR POSTAGE MACHINE	101	40200	3220				\$3,223.59	
NORTHERN ELECTRICAL CONTRACTOR	POOL SIDE LIGHT FIXTURES	220	43800	2240		003		\$192.83	\$192.83
ORIENTAL TRADING COMPANY	SUPPLIES FOR DIVE-IN MOVIE	225	43590	2173		001		\$77.93	
OVERLIEN, SHARON	ACTIVITY REFUND	220	22040					\$5.00	\$5.00
PALINKAS, SANDI	CARD MAKING	220	22040					\$15.00	\$15.00
PAULSON, BEVERLEY	FACILITY REFUND	220	22040					\$50.00	\$50.00
R J MARCO CONSTRUCTION INC	ST/UTIL RED 577 SHOREVIEW PK RES 13-95	101	22020					\$10,000.00	\$10,000.00
SAM'S CLUB DIRECT	REFRESHMENTS FOR ACTIVE LIFE FAIR	225	43590	2174		002		\$108.11	\$108.11
SCHUTTA, STEPHANIE	REIMBERSMENT/EVENT SUPPLIES	225	43590	2174		002		\$38.52	\$38.52
SCHWERM, TERRY	REIMBURSEMENT OF ROTARY DUES	101	40200	4330		007		\$571.80	\$571.80
SIGNATURE AQUATICS, INC	INSTALL NEW ORP SENSOR	220	43800	3810		007		\$370.00	\$370.00
SPRINT	NOVEMBER CELL PHONE BILL	101	44300	3190				\$40.00	\$929.77
		601	45050	3190				\$220.00	
		101	40200	3210		002		\$669.77	
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$483.29	\$483.29
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$483.29	\$483.29
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$276.17	\$276.17
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$414.25	\$414.25
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$414.25	\$414.25
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$69.04	\$69.04
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$69.04	\$69.04
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$69.04	\$69.04
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$69.04	\$69.04
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$138.08	\$138.08
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$69.04	\$69.04
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$69.04	\$69.04
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$68.09	\$68.09
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$69.04	\$69.04
ST. PAUL, CITY OF	ASPHALT	101	42200	2180		002		\$68.09	\$68.09
STONEHENGE USA	EROS/GRAD RED 1021 RED FOX RES 13-95	101	22030					\$8,000.00	
		101	22025					\$2,970.00	
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003		\$1,184.27	\$1,482.25
		101	43710	3210				\$261.50	
		601	45050	3210				\$36.48	
TRAPP, RICHARD	EROSION RED 1045 LAKE OAKS RES 13-95	101	22030					\$500.00	
TYCO INTEGRATED SECURITY LLC	SECURTY PAGER	101	40210	3190		008		\$95.45	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
UNIVERSITY OF MINNESOTA	NUTRIENT SWEEPING - CURLEY	101	42050	4500				\$20.00	\$20.00
USA INFLATABLES/USA GOLF GAMES	NEW YEARS PARTY - INFLATABLE RENTAL	225	43580	3172		002		\$692.55	\$692.55
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$79.94	\$79.94
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$721.04	\$745.71
		220	43800	2591		003		\$24.67	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,045.19	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	101	40800	2180				\$65.51	\$517.73
		220	43800	2591		003		\$47.03	
		220	43800	2590		001		\$405.19	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610				\$45.29	
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610				\$135.75	\$135.75
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610				\$86.04	\$86.04
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610				\$67.57	\$67.57
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610				\$166.11	\$166.11
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610				\$66.48	\$66.48
XCEL ENERGY	LIFT STATIONS: ELECTRIC	603	45850	4890		003		\$122.21	\$122.21
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610				\$14.29	\$14.29
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610				\$15,342.07	\$15,342.07
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610				\$2,091.14	\$2,608.93
		701	46500	2140				\$517.79	
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610				\$639.07	
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610				\$9,016.60	\$9,385.31
		601	45050	2140				\$368.71	
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610				\$66.54	
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140				\$5,924.29	\$21,210.09
		220	43800	3610				\$15,285.80	
YARDMASTERS LANDSCAPES	EROSION RED 212 BRIDGE ST RES 13-95	101	22030					\$500.00	\$500.00
YOUTH GROUP, PIRCHEI	FACILITY REFUND	220	22040					\$100.00	\$100.00
ZAWADSKI HOMES	EROS RED 4460 CHATSWORTH CT E RES 13-95	101	22030					\$500.00	\$500.00
ZESPY, LINDA	AQUATICS - LEVEL 1	220	22040					\$73.00	\$73.00
Total of all invoices:								\$174,606.15	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMAZON.COM	ERGOTRON CROSSBAR	101	40550	2010		004		\$117.77	\$117.77
AMAZON.COM	PROGRAMMING BOOKS FOR STAFF	101	40550	4350		002		\$87.94	\$87.94
B & H PHOTO.COM	MICROPHONES FOR COUNCIL CHAMBERS	101	40200	4890				\$388.40	\$388.40
C & E HARDWARE	DETERGENT	701	46500	2183		001		\$26.77	\$26.77
C & E HARDWARE	STREET LIGHT FLASHING AND NAILS	604	42600	2180				\$13.91	\$13.91
C & E HARDWARE	MOUSE TRAPS	601	45050	2280		005		\$8.03	\$8.03
CASEY, DONALD	PASS REFUND	220	22040					\$250.00	\$250.00
CENTURY COLLEGE	CLASS BOOKS	220	43800	4500				\$89.85	\$89.85
COMCAST.COM	MODEM 2 INTERNET CHARGE	230	40900	3190		002		\$130.55	\$130.55
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190		002		\$158.85	\$158.85
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX: PAYDATE 11-27-2013	101	21720					\$9,519.91	\$9,519.91
COMPUTER CABLE STORE	FIBER PATCH CABLE	101	40550	2010		001		\$43.11	\$43.11
DAVIS LOCK & SAFE	REPLACEMENT KEYS CC	220	43800	2240		001		\$26.72	\$26.72
ENGBLOM, DEBRA R.	MILEAGE REPORT: LEAGUE OF MN CITIES	101	40500	4500		004		\$12.43	\$12.43
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120				\$150.00	\$150.00
GAS PLUS INC.	PREMIUM FUEL	701	46500	2120		003		\$20.01	\$20.01
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 11-27-13	101	21750					\$5,673.20	\$5,673.20
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 11-27-13	101	20430					\$460.00	\$460.00
KESSLER ELLIS PRODUCTS	HOOR METER	601	45050	2280		001		\$163.59	\$163.59
LEEANN CHIN.COM	EDA/COUNCIL WORKSHOP MEETING SUPPLIES	240	44400	2180		001		\$98.45	\$196.90
		101	40100	2180				\$98.45	
MICHAELS - ARTS AND CRAFTS	BENEFIT FAIR SUPPLIES	101	40210	4890		001		\$2.67	
MINNESOTA POLLUTION CONTROL AG	TRAINING CERTIFICATION: WESTLUND	602	45550	4500				\$355.00	\$355.00
MY CABLE MART	HDMI CABLES	101	40550	2010		001		\$53.34	\$53.34
NORTHERN TOOL AND EQUIPMENT CO	AIR COMPRESSOR/POWER LIFT	701	46500	5400				\$3,796.66	\$3,796.66
NORTHERN TOOL AND EQUIPMENT CO	GENERAL SUPPLIES	701	46500	2180		001		\$106.85	\$106.85
NORTHLAND CAPITAL FINANCIAL SE	ELIPTICAL MACHINE LEASE/NOV 2013	220	43800	3960		005		\$1,484.09	\$1,484.09
PARTY CITY	BENEFITS FAIR SUPPLIES	101	40210	4890		001		\$65.35	\$65.35
PICKLEBALLPADDLESPLUS.COM	PICKLEBALLS	225	43510	2170		016		\$33.80	\$33.80
PUBLIC EMPLOYEES RETIREMENT AS	EMPLOYEE/EMPLOYER CONTRIBUTIONS:11/27/13	101	21740					\$28,551.04	\$28,551.04
ROCK GARDENS, INC	RED ROCK	573	47000	5950				\$10.70	\$10.70
SAINT PAUL AREA CHAMBER OF COM	PUBLIC AFFAIRS SERIES TICKET:JOHNSON	240	44400	4330				\$20.00	\$20.00
SAINT PAUL AREA CHAMBER OF COM	PUBLIC AFFAIRS SERIES TICKET:QUIGLEY	240	44400	4330				\$20.00	\$20.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 11-27-2013	101	21710					\$22,886.40	\$56,650.48
		101	21730					\$27,110.32	
		101	21735					\$6,653.76	
WALMART	BENEFIT FAIR SUPPLIES	101	40210	4890		001		\$10.68	\$10.68

Total of all invoices: \$108,698.60

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALBRECHT ENTERPRISES, LLC	ADD IRRIGATION ZONE AT BOBBY THEISEN	101	43710	3190				\$2,968.00	\$2,968.00
ALLEN, DEANNE	MINUTES - 10/22 PC, 11/4 CC	101	40200	3190		001		\$200.00	
		101	44100	3190				\$150.00	\$350.00
ALLEN, DEANNE	MINUTES - 11/18 CC	101	40200	3190		001		\$200.00	
AWARDS BY HAMMOND INC	PLAQUES-CITIZEN OF YEAR-CARING YOUTH AWA	101	40100	4890		001		\$289.20	\$289.20
BEISSWENGERS HARDWARE	DE CON	601	45050	2280		005		\$25.75	\$25.75
BEISSWENGERS HARDWARE	TOOLS	701	46500	2400		006		\$15.59	\$15.59
BEISSWENGERS HARDWARE	PRUNING PAINT	101	42200	2180		001		\$161.34	\$161.34
BIFF'S, INCORPORATED	BUCHER PARK UNITS	101	43710	3950				\$174.55	\$174.55
BIFF'S, INCORPORATED	COMMONS PARK UNITS	101	43710	3950				\$174.55	\$174.55
BIFF'S, INCORPORATED	LAKE JUDY PARK UNIT	101	43710	3950				\$82.97	\$82.97
BIFF'S, INCORPORATED	MCCULLOUGH PARK UNITS	101	43710	3950				\$129.03	\$129.03
BIFF'S, INCORPORATED	RICE CREEK FIELDS UNIT	101	43710	3950				\$30.74	\$30.74
BIFF'S, INCORPORATED	SITZER PARK UNITS	101	43710	3950				\$176.85	\$176.85
BIFF'S, INCORPORATED	SHAMROCK PARK UNITS	101	43710	3950				\$239.07	\$239.07
BIFF'S, INCORPORATED	THEISEN PARK UNIT	101	43710	3950				\$82.97	\$82.97
BIFF'S, INCORPORATED	WILSON PARK UNITS	101	43710	3950				\$174.55	\$174.55
BRAUN INTERTEC CORPORATION	CONST MATERIALS TESTING OWASSO PROJ09-12	571	47000	5950				\$850.75	\$850.75
BWBR ARCHITECTS	CC REMODEL-OCTOBER 2013	439	43800	5910				\$4,867.67	\$4,867.67
DAKOTA COUNTY TECHNICAL COLLEGE	DEFENSIVE DRIVING CLASS (4 PEOPLE)	101	42200	4500		001		\$200.00	\$800.00
		603	45850	4500		003		\$200.00	
		601	45050	4500		003		\$200.00	
		602	45550	4500		003		\$200.00	
DART TRANSIT COMPANY	MCGUIRE PROPERTY CLEANUP	307	44100	4890				\$96.41	\$96.41
DART TRANSIT COMPANY	MCGUIRE PROPERTY CLEANUP	307	44100	4890				\$96.41	\$96.41
DART TRANSIT COMPANY	MCGUIRE PROPERTY CLEANUP	307	44100	4890				\$360.00	\$360.00
DART TRANSIT COMPANY	MCGUIRE PROPERTY CLEANUP	307	44100	4890				\$70.00	\$70.00
DART TRANSIT COMPANY	MCGUIRE PROPERTY CLEANUP	307	44100	4890				\$180.00	\$180.00
DULTMEIER SALES	RAMP FOR TRAILER	701	46500	2220		002		\$246.53	\$246.53
EDAM	SUBSCRIPTION - SIMONSON AND HILL	240	44400	4330				\$395.00	\$395.00
ELECTRO WATCHMAN INC.	SECURITY MONITORING REPAIR SERVICE CALL	701	46500	3196				\$220.96	\$220.96
ELECTRO WATCHMAN INC.	SECURITY MONITORING MAINTENANCE CENTER	701	46500	3196				\$80.00	\$80.00
ENVIRONMENTAL SYSTEMS RESEARCH	ARCVIEW SOFTWARE MAINTENANCE	101	40550	3860		002		\$3,271.52	
FINANCE & COMMERCE, INC.	SUBSCRIPTION - SIMONSON	240	44400	3190				\$249.00	\$249.00
GRAINGER, INC.	LIGHT BULBS FOR MAINT CENTER	701	46500	2183		001		\$27.76	
GUENZEL, DAVID	GASTON/GROVE WM CP1303 IRRIGATION REPAIR	440	47000	5950				\$85.00	\$85.00
HACH COMPANY	TESTING SUPPLIES	601	45050	2280		001		\$706.94	\$706.94
HAWKINS, INC.	1 TON CHLORINE	601	45050	2160		001		\$700.00	\$700.00
HD SUPPLY WATERWORKS LTD	WATER MAIN/REPAIR SUPPLIES	601	45050	2280		002		\$419.05	\$419.05
HD SUPPLY WATERWORKS LTD	BANDAID	601	45050	2280		002		\$198.85	\$198.85
LAKE JOHANNA FIRE DEPT	STATION 2/STATION 4 REMODEL	405	41200	3190				\$35,332.23	\$35,332.23
LANDFORM	TIF EXTENSION #1	307	44100	4890				\$2,385.00	\$2,385.00
LARKIN HOFFMAN DALY & LINDGREN	TIF #1 EXTENSION	307	44100	4890				\$7,044.00	\$7,044.00
LEAGUE OF MINNESOTA CITIES	WICKSTROM - REGIONAL MEETING	101	40100	4500		002		\$40.00	\$40.00
MENARDS CASHWAY LUMBER **FRIDL	NAILS SCREWS FURRING STRIPS WILSON PARK	101	43710	2240				\$67.47	\$67.47
MENARDS CASHWAY LUMBER **FRIDL	WOOD FOR WILSON BOARDWALK	101	43710	2240				\$20.95	\$20.95
MENARDS CASHWAY LUMBER **FRIDL	STAKES TO MARK BIKE PATHS FOR PLOWING	101	43710	2240				\$43.50	\$43.50
MENARDS CASHWAY LUMBER **FRIDL	FURNACE FILTERS FOR PARK BLDGS	101	43710	2240				\$38.37	\$38.37
MENARDS CASHWAY LUMBER **FRIDL	SAND	101	43710	2240				\$18.17	\$18.17
MINNESOTA GAMBLING CONTROL BOARD	TASTE OF SHOREVIEW GAMBLING PERMIT	270	40250	2180		001		\$50.00	\$50.00
MN DEPARTMENT OF TRANSPORTATION	COUNTY RD D CP13-01 MNDOT BIT PLANT INSP	573	47000	5920				\$207.22	\$207.22

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
NAPA AUTO PARTS	TOOLS	701	46500	2400		006		\$13.66	\$13.66
NAPA AUTO PARTS	OIL FOR UNIT 212	701	46500	2220		001		\$123.93	\$123.93
NATIONAL STRATEGIES INC	TIF EXTENSION #1	307	44100	4890				\$5,000.00	\$5,000.00
NORTHERN ELECTRICAL CONTRACTOR	REPAIR LIGHTS FOR SIGN AT HWY 96 & LEX	101	43710	3190				\$125.00	\$125.00
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$21.99	\$21.99
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$27.01	\$27.01
OFFICE DEPOT	MONTHLY PLANNER	101	40200	2010		002		\$13.30	\$13.30
OFFICE DEPOT	BINDERS	101	40500	2010		008		\$31.23	\$31.23
PRESS PUBLICATIONS	OFFICE ASST AD	101	40210	3360		002		\$111.00	\$111.00
PROGRESSIVE CONSULTING ENGINEE	DESIGN FEE - 2012 WATER SYSTEM IMP	443	47000	5910				\$1,202.00	\$1,202.00
RAMSEY COUNTY	WATER PATROL - 2013	101	41100	3990				\$7,400.00	\$7,400.00
RAMSEY COUNTY	911 DISPATCH SERVICES-NOVEMBER 2013	101	41100	3198				\$8,154.60	\$8,154.60
REHBEIN'S BLACK DIRT	BLACK DIRT	101	42200	2180		001		\$256.50	\$256.50
REINDERS, INC.	ICEMELT FOR SIDEWALKS	101	43710	2260				\$625.03	\$625.03
SAFELITE FULFILLMENT, INC	WINDSHIELD FOR UNIT 306	701	46500	2220		001		\$161.44	\$161.44
SCHARBER & SONS	FILTER FOR JD4210	701	46500	2220		002		\$52.64	\$52.64
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190				\$819.47	\$819.47
STAR TRIBUNE	SUBSCRIPTION	101	40200	4330		009		\$39.65	\$39.65
T.A. SCHIFSKY & SONS, INCORPOR	ASPHALT	101	42200	2180		002		\$259.80	\$259.80
T.A. SCHIFSKY & SONS, INCORPOR	ASPHALT	101	42200	2180		002		\$2,184.17	\$2,184.17
T.A. SCHIFSKY & SONS, INCORPOR	ASPHALT	101	42200	2180		002		\$459.85	\$459.85
TERMINAL SUPPLY CO	SNOW PLOW LIGHTS	701	46500	2220		002		\$208.20	\$208.20
THE MORRIS LEATHERMAN COMPANY	SECOND HALF COMMUNITY SURVEY PAYMENT	101	40200	3190		004		\$13,000.00	\$13,000.00
TOUSLEY FORD, INC	PARTS FOR UNIT 212	701	46500	2220		001		\$432.07	\$432.07
TOUSLEY FORD, INC	PARTS FOR UNIT 212	701	46500	2220		001		\$25.84	\$25.84
TRANSPORTATION SUPPLIES INC	TORQUE FOR WATER	701	46500	2400		003		\$128.12	\$128.12
TRI STATE BOBCAT, INC.	NEW BOBCAT YEARLY TRADE-IN PROGRAM	701	46500	5400				\$34,703.37	\$1,603.13
		701	39100					-\$33,100.24	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$40.34	\$161.38
		601	45050	3970		001		\$40.34	
		602	45550	3970		001		\$40.34	
		603	45850	3970		001		\$20.18	
		701	46500	3970		001		\$20.18	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$69.79	\$279.16
		601	45050	3970		001		\$69.79	
		602	45550	3970		001		\$69.79	
		603	45850	3970		001		\$34.90	
		701	46500	3970		001		\$34.89	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$72.69	
		601	45050	3970		001		\$72.69	
		602	45550	3970		001		\$72.69	
		603	45850	3970		001		\$36.26	
		701	46500	3970		001		\$36.26	\$290.59
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$64.09	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.23	\$49.23
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$64.09	\$64.09
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.23	\$49.23
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$64.09	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$49.23	\$49.23
URBAN LAND INSTITUTE	SUBSCRIPTION - SIMONSON	240	44400	4330				\$215.00	\$215.00
URBAN LAND INSTITUTE	SUBSCRIPTION - MARTIN	240	44400	4330				\$215.00	\$215.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
WATER CONSERVATION SERVICE, IN	LOCATE 4600	601	45050	3190		004		\$266.80	\$266.80
XTREME INC.	UNIFORM SHIRTS/PUBLIC WORKS	101	42200	3970				\$58.00	\$232.00
		601	45050	3970				\$58.00	
		602	45550	3970				\$58.00	
		603	45850	3970				\$29.00	
		701	46500	3970				\$29.00	
ZACKS INC.	SUPPLIES	701	46500	2130		001		\$675.40	\$1,181.67
		701	46500	2180		001		\$199.90	
		101	42200	2180		001		\$306.37	
ZARNOTH BRUSH WORKS, INC.	GUTTER BROOMS FOR SWEEPER	701	46500	2220		002		\$576.80	
ZEP MANUFACTURING COMPANY	HAND SOAP AND SUPPLIES	701	46500	2183		001		\$341.51	\$341.51
Total of all invoices:									\$111,023.42

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	38,423	RETURN CHECK TO TOM H
Vendor number	00054 1	2013
Vendor name	ARNT CONSTRUCTION CO INC	
Address	PO BOX 549 HUGO, MN 55038	

Date	Comment line on check	Invoice number	Amount
10-31-13	PMT 3 OWASSO ST RECONST PROJECT 09-12	3-09-12	\$576,377.33

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
571 47000 5900	\$576,377.33

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

Reviewed by: Tom Hammitt 11/14/13
(signature required) Tom Hammitt

Approved by: Terry Schwerm
(signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

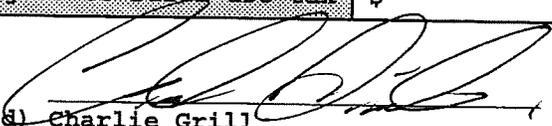
Voucher Number	38,432
Vendor number	00617 1 2013
Vendor name	SHORT ELLIOTT HENDRICKSON, INC.
Address	NW6262 PO BOX 1450 MINNEAPOLIS, MN 55485-6262

Date	Comment line on check	Invoice number	Amount
11-11-13	OWASSO - VICTORIA - E CONSTRUCTION	274697	\$21,985.80

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

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

Account Coding	Amount
571 47000 5910	\$21,985.80

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	38,451
Vendor number	00611 1 2013
Vendor name	TSI INCORPORATED
Address	500 CARDIGAN ROAD ST PAUL, MN 55164-3903

Date	Comment line on check	Invoice number	Amount
11-18-13	TIF REIMBURSEMENT	11-18-13	\$500,000.00

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
307 44100 4890	\$500,000.00

SEE PERMANENT TIF RECORDS

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

Reviewed by: Terri Hoffard
 (signature required) Terri Hoffard

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

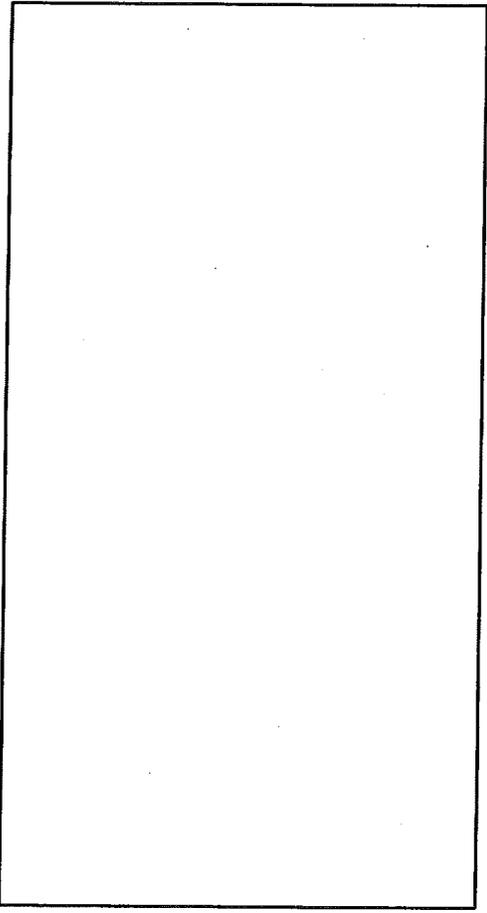
Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	38,575
Vendor number	01308 1 2013
Vendor name	MINNESOTA METRO NORTH TOURISM
Address	CITY OF BLAINE FINANCE DEPARTMENT 10801 TOWN SQUARE DRIVE BLAINE, MN 55449

Date	Comment line on check	Invoice number	Amount
11-21-13	OCT 2013 HOTEL/MOTEL TAX	OCTOBER 2013	\$21,151.14

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



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

Account Coding	Amount
101 22079	\$22,264.36
101 38420	-\$1,113.22

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	<u>D. Maloney</u>
(signature required)	Deborah Maloney
Approved by:	<u>T. 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	38,592
Vendor number	00374 1 2013
Vendor name	LAKE JOHANNA FIRE DEPT
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
11-21-13	ST.2 AND 4 REMODEL	453	\$35,332.23

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
405 41200 3190	\$35,332.23

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To authorize the Mayor and City Manager to execute a Joint Powers Agreement, CFMS Contract No. 71441, with the State of Minnesota for an Emerald Ash Borer detection project.

ROLL CALL: AYES _____ NAYS _____

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

REGULAR COUNCIL MEETING

DECEMBER 2, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: JESSICA SCHAUM, ENVIRONMENTAL OFFICER
DATE: DECEMBER 2, 2013

SUBJECT: AUTHORIZE JOINT POWERS AGREEMENT – STATE OF MINNESOTA
EMERALD ASH BORER DETECTION PROJECT

INTRODUCTION

Since Emerald Ash Borer was first found in Shoreview in 2011, the City has collaborated with the Minnesota Department of Agriculture MDA on detection, eradication, and education efforts. The MDA recently invited the City to participate in a Minnesota Environment and Natural Resources Trust Fund project funded by the Minnesota State Lottery. The project will be comparing the efficacy of different Emerald Ash Borer (EAB) detection techniques and how they benefit overall management of the spread of the insect. An agreement has been developed between the City of Shoreview and the State of Minnesota that would allow reimbursement for sampling and removal services.

BACKGROUND

The project is funded by the Environment and Natural Resources Trust Fund, which receives 40 percent of net Lottery proceeds, or about 6 cents of every dollar spent on lottery tickets. The Legislature appropriates funds to projects based on recommendations by the Legislative-Citizen Commission on Minnesota Resources (LCCMR).

Shoreview would be one of 8 study sites throughout the State, specifically the area east of Shamrock Park. The EAB is likely present, but in this area staff has not been able to detect them so far. Only ash trees in the City right-of-way would be studied. The work plan for each year would entail:

- Remove 2 branches from each of 35 trees in the study area
- Place and monitor traps
- Do visual scouting
- Possibly place sticky bands on the trunks of the trees – with a ladder to keep them above hand height
- Cut and completely sample 2 trees

City crews would perform the branch removal and sampling with guidance from MDA staff, and the City would be reimbursed for these efforts – about \$5,000 per year for three years.

RECOMMENDATION

It is recommended that the City Council authorize the Joint Powers Agreement, CFMS Contract No. 71441, with the State of Minnesota for an Emerald Ash Borer detection project to receive reimbursement.

STATE OF MINNESOTA JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its commissioner of agriculture ("State") and the City of Shoreview ("Governmental Unit").

Recitals

Under Minn. Stat. § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of removal and proper disposal of suspected emerald ash borer (EAB) infested ash trees and portions of trees in the City of Shoreview. There are ash trees that will require sampling during the non-flight season for emerald ash borer, to contribute to a study on detection methods for EAB. The Department of Agriculture has received a grant from the Environmental and Natural Resources Trust Fund with funding to reimburse the City of Shoreview to perform this needed service.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** November 1, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** June 30, 2014, with an option to extend 2 additional years if approved by all parties or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement between the Parties

1. The Governmental Unit agrees to furnish and transport all labor, equipment, and materials necessary to remove, provide for sampling and then proper disposal of indicated branches and trees as designated by the State. The Governmental Unit will also obtain all necessary insurance, licenses, permits, payment of fees, taxes and administration associated with the performance of this work.
2. The Governmental Unit agrees to have on-site supervisory personnel present at the work site while the work is being performed. The State and the Governmental Unit will identify the branches and trees to be removed by size and number. General work will include and the Governmental Unit agrees to:
 - a) Remove ash trees or portions of ash trees as designated by the State.
 - b) Provide samples of ash trees or portions of ash trees that the State can sample for the presence of EAB.
 - c) Grind out each tree stump to 10" below grade and remove all of the surrounding surface roots within 36" of the circumference of the existing tree stump. Excavate and backfill the stump hole(s) with soil so that it is even with the surrounding terrain. However, stumps in natural areas do not need to be removed and can simply be cut close to grade.
 - d) Pick up and dispose of all fallen branches in areas of tree, yard and surrounding areas. Clean, sweep, and restore to the condition existing prior to the removal operations all areas of paving, lawns, walkways, sidewalks, fixtures, fences, etc. that have been damaged, dirtied, altered or displaced by the tree, or stump removal work. All debris shall be removed from the site.
 - e) Transport all tree(s), stump(s) and chipped material and debris to closest disposal site or as directed by the State.
 - f) Trees and branches will be removed using acceptable industry practices for such removal. Governmental Unit agrees that driveways and alleys are not to be blocked with generated tree or stump debris beyond the time to complete required work on that site.
 - g) The Governmental Unit agrees to perform the work with due care taking precautions against injury to persons, damage to property and interference with vehicular or pedestrian traffic. The

Governmental Unit agrees to take necessary precautions to ensure the safety of all persons engaged in the work of this contract. The Governmental Unit agrees to protect against damage to all existing trees, plants, grass, vegetation and other fixtures.

- h) The Governmental Unit will be responsible for notifying the public utility companies (i.e. telephone, electric, gas, and cable) when needed to ensure the safe removal of the tree to avoid causing fires, shocks or sparks damage to wires, cables, poles, boxes or other equipment owned or operated by the public utility companies. The Governmental Unit will also be responsible for notifying the utility companies as to when service can be restored and to cooperate with the utility companies to ensure service is restored prior to nightfall each day.
- i) The Government Unit agrees that equipment, ladders, saws, chippers and tools will not be left unattended. On a nightly basis all equipment and tools will be stored in such manner to ensure that residents and the public do not have access to them.

3 Payment

The State will pay for the total work, plus applicable tax, upon completion of services and receipt of invoice by the Government Unit pursuant M.L. 2013, Chp.52, Sec. 2, Subd.06cA for the period of 11/1/2013 thru 6/30/2014 up to \$5,000 including tax.

The total obligation of the State under this agreement will not exceed \$5,000.

4 Authorized Representatives

The State's Authorized Representative is Kimberly Thielen Cremers, State CAPS Program Coordinator, Plant Protection, 625 Robert St W, St Paul, MN 55108, 651-201-6549, kimberly.tcremers@state.mn.us, or his/her successor.

The Governmental Unit's Authorized Representative is Mark Maloney, Public Works Director, 4600 Victoria Street N, Shoreview, MN 55126, 651-490-4650, mmaloney@shoreviewmn.gov, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement 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 agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Liability

The Governmental Unit will indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by the Governmental Unit or the Governmental Unit's agents or employees. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligations under this agreement.

7 State Audits

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

8 Government Data Practices

The Governmental Unit and State 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 agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the State.

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

9 Venue

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10 Termination

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 Termination for Insufficient Funding. The State may immediately terminate this agreement if federal grant funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: Sinde K Rowley

Date: 11/18/13

CFMS Contract No. A- 71441 3(4)10285

2. GOVERNMENTAL UNIT

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____

(with delegated authority)

Title: _____

Date: _____

4. COMMISSIONER OF ADMINISTRATION

delegated to Materials Management Division

By: _____

Date: _____

Distribution:
Agency
Governmental Unit

CFMS Contract No. _____

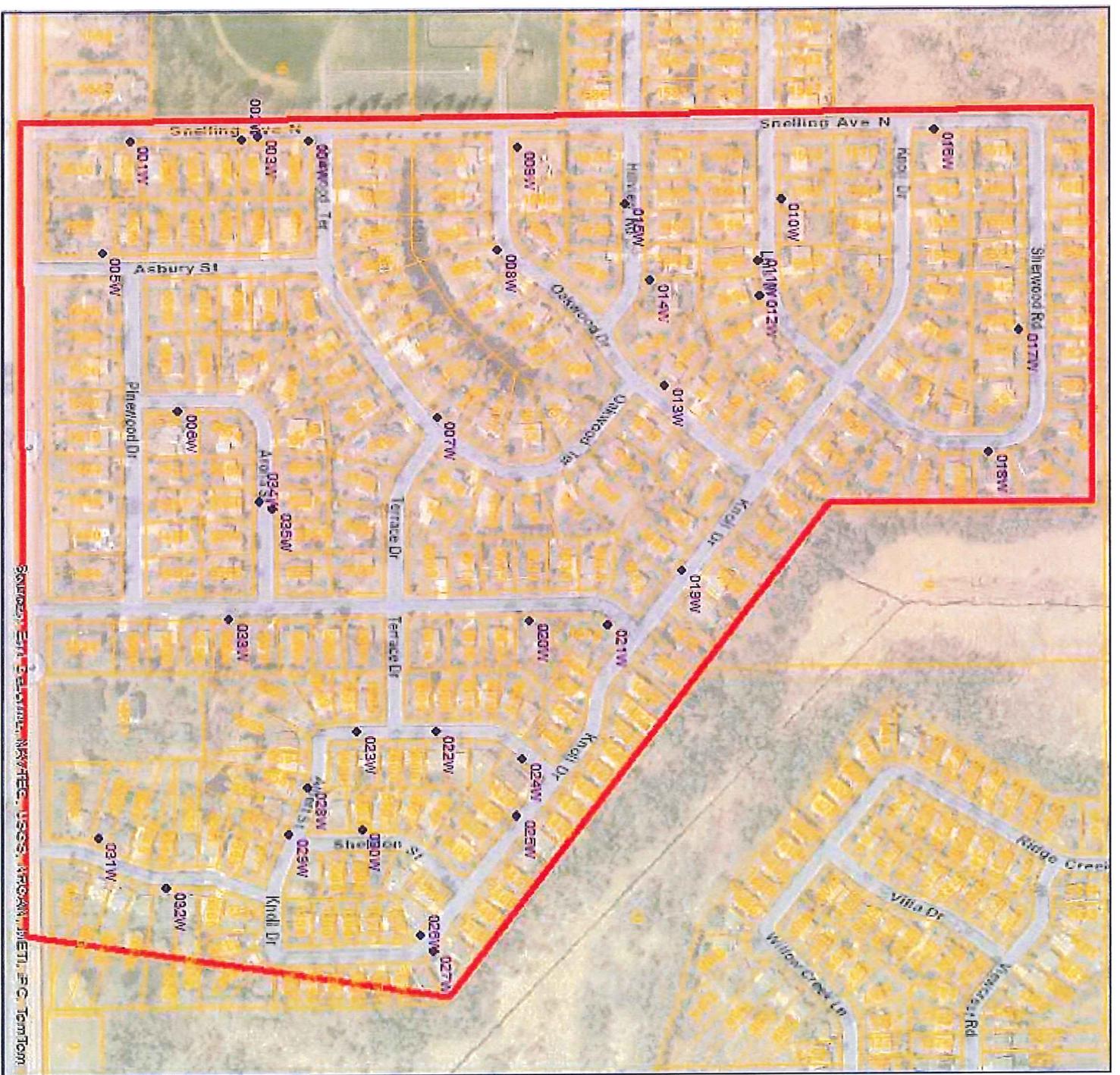
State's Authorized Representative - Photo Copy

**MDA
EAB LCCMR
Tree Selection
Shoreview
9-04-13**

- LCCMR 9-04-13
- LCCMR_Polygons



Area of detail highlighted in red



PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.13-101 approving Change Order No. 1, in the amount of \$18,899.47 and Payment No. 2 (Final), in the amount of \$46,069.47 for Water System Improvements – Weston Woods Booster Station, City Project No. 12-02.

ROLL CALL: AYES NAYS

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

REGULAR COUNCIL MEETING
DECEMBER 2, 2013

The water main where one of the check valve manholes was installed was at a depth of 9.5-feet instead of the standard depth of 8-feet. A 1.5-foot tall manhole section was added to extend the manhole depth.

Time and material cost = \$2,819.88

Miscellaneous landscaping around the booster station.

Time and material cost = \$1,602.84

Additional ball valves were installed on the by-pass lines in the two check valve manholes to allow for better control of the flow through the by-pass.

Time and material cost = \$516.93

Total Change Order No. 1 = \$ 18,899.47

Change Order No. 1 will increase the contract amount to \$161,899.47. The additional cost will be funded from the Water Fund.

Payment No. 2 (Final) in the amount of \$46,069.47 will result in a total amount of work completed of \$161,899.47.

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No. 1 and Payment No. 2 (Final) for Water System Improvements – Weston Woods Booster Station, City Project No.12-02.

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

1. That Change Order No. 1, in the amount of \$18,899.47, resulting in a revised contract amount of \$161,899.47 is hereby approved, and
2. That Change Order No. 1 will be funded from the Water Fund, and
3. That Payment No. 2 (Final) in the amount of \$46,069.47 for a total amount of work completed of \$161,899.47, is hereby approved

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:

The following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 2nd day of December, 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 2nd day of December, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Change Order No. 1 and Payment No. 2 (Final), for Water System Improvements – Weston Woods Booster Station, City Project 12-02.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 3rd day of December, 2013.

SEAL

Terry C. Schwerm
City Manager

APPLICATION FOR PAYMENT

NO. 2 (Final)

PROJECT: Water System Imp - Weston Woods Booster
OWNER: City of Shoreview
PROJECT NO: 12-02
CONTRACTOR: Northdale Construction Compay
APPLICATION DATE: 11/18/2013 FOR PERIOD ENDING: 11/15/2013

STATEMENT OF WORK

ORIGINAL CONTRACT LUMP SUM AMOUNT	\$ <u>143,000.00</u>
NET CHANGE BY CHANGE ORDER	\$ <u>18,899.47</u>
CONTRACT AMOUNT TO DATE	\$ <u>161,899.47</u>
TOTAL AMOUNT OF WORK COMPLETED (100%)	\$ <u>161,899.47</u>
LESS 0 % RETAINAGE	\$ <u>-</u>
AMOUNT DUE TO DATE	\$ <u>161,899.47</u>
LESS PREVIOUS PAYMENTS	\$ <u>115,830.00</u>
PAYMENT DUE THIS APPLICATION	\$ <u>46,069.47</u>

APPLICATION FOR PAYMENT
Page Two

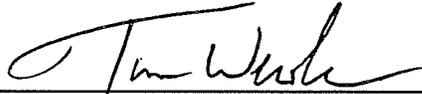
CONTRACTOR: Northdale Construction Company

BY: _____
(Name and Title)

DATE: _____

APPROVED FOR PAYMENT:

OWNER: City of Shoreview

BY: 
Tom Wesolowski (City Engineer)

DATE: 11/20/13

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: NOVEMBER 27, 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.

4368 Reiland Ln	Erosion Control completed
4368 Reiland Ln	Erosion & Grading certificate 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:

4368 Reiland Ln	Oak Meadows Landscape	\$ 1,000.00
4368 Reiland Ln	Paul Nord/Tamara Douglas	\$ 3,000.00

PROPOSED

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

HELD DECEMBER 2, 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 December 2, 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. 13-103

**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:

4368 Reiland Ln	Oak Meadows Landscape	\$ 1,000.00
4368 Reiland Ln	Paul Nord/Tamara Douglas	\$ 3,000.00

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 2nd day of December, 2013.

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: TOM WESOLOWSKI – CITY ENGINEER

DATE: NOVEMBER 26, 2013

SUBJECT: APPROVE COOPERATIVE AGREEMENT PW2013-40 AND
TRAFFIC SIGNAL MAINTENANCE AGREEMENT PW2013-53
ASSOCIATED WITH THE OWASSO STREET REALIGNMENT
CITY PROJECT 09-12

INTRODUCTION

Road improvements to County Road E and traffic signal improvements at the intersection of Owasso Street, County Road E, and Victoria Street were included as part of the Owasso Street realignment project. Council action is required to approve a cooperative agreement with the County for cost participation and a traffic signal maintenance agreement for the long-term operation and maintenance of the signals. Copies of the agreements are attached.

BACKGROUND

As part of the Owasso Street Realignment project an additional turn lane was added to County Road E and new traffic signals were installed at the Owasso Street/County Road E/Victoria Street intersection. Ramsey County has agreed to participate in the costs associated with these improvements. The amount of cost participation was negotiated between the City and the County during the feasibility stage of the project and is listed in the attached agreement.

Ramsey County requires an agreement with the City of Shoreview for the long-term operation and maintenance of the traffic signals installed as part of the project. Ramsey County will operate and maintain the signal system and bill the City for any cost associated with the maintenance of the emergency vehicle pre-emption system. The City is responsible for the maintenance and repair of the street lighting attached to the signals and the energy costs associated with the street lights and signal system. The agreement is typical of traffic signal maintenance agreements between the City and Ramsey County and will supersede the previous signal agreement between Ramsey County and the City for the intersection of Victoria Street and County Road E.

RECOMMENDATION

It is recommended that the City Council approve execution of Cooperative Agreement PW2013-40 and Maintenance Agreement PW2013-53 associated with the Owasso Street Realignment, City Project 09-12.

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

HELD DECEMBER 2, 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 December 2, 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. 13-102

**APPROVING COOPERATIVE AGREEMENT PW2013-40 AND
MAINTENANCE AGREEMENT PW2013-53
ASSOCIATED WITH THE
OWASSO STREET REALIGNMENT, CITY PROJECT 09-12**

WHEREAS, improvements to County Road E and the traffic control system at the Owasso Street/County Road E/Victoria Street intersection were included as part of the Owasso Street Realignment, City Project 09-12, and

WHEREAS, Ramsey County agreed to participate in the costs associated with the improvements to County Road E and the traffic control system, and

WHEREAS, Ramsey County Public Works requires an agreement with the City of Shoreview for the long-term maintenance and operation of the traffic control system.

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

Agreements PW2013-40 and PW2013-53 between the City of Shoreview and Ramsey County is hereby approved and the Mayor and City Manager are authorized to sign.

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 2nd day
of December, 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
2nd day of December, 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
Cooperative Agreement PW2013-40 and Maintenance Agreement PW2013-53.

WITNESS MY HAND officially as such Manager and the corporate seal of the
City of Shoreview, Minnesota, this 3rd day of December, 2013.

Terry Schwerm
City Manager

SEAL

**CITY OF SHOREVIEW
COOPERATIVE AGREEMENT
WITH RAMSEY COUNTY**

Owasso Street,
County Road E (CSAH 15) west leg,
County Road E (County Road 99) east leg,
Victoria Street (CSAH 52) Reconstruction

Estimated Amount Payable
to the City of Shoreview

Ramsey County Costs:

Traffic Signal	\$ 136,410
County Road E Roadway / Drainage / Ditch Construction	\$155,743
County Road E Trail Construction	\$ 11,122
12% Design Engineering	\$ 36,393
<u>12% Construction Engineering</u>	<u>\$ 36,393</u>
TOTAL	\$376,061

Attachments:

Preliminary Cost Participation Summary (Exhibit A)
Engineer's Estimate (Exhibit B)

This is an Agreement ("Agreement") between the City of Shoreview, a municipal corporation, ("City") and Ramsey County, a political subdivision of the State of Minnesota ("County");

WITNESSETH:

WHEREAS, the City and the County desire to reconstruct Owasso Street, County Road E, and Victoria Street ("Project"); and

WHEREAS, County Road E (west leg) is designated County State Aid Highway 15, County Road E (east leg) is designated County Road 99, and Victoria Street is designated County State Aid Highway 52, and all are in the City; and

WHEREAS, the City recently approved a redevelopment of the southeast quadrant of this intersection that requires the realignment of Owasso Street with County Road E (west leg); and

WHEREAS, the County has agreed that the addition of a second left turn lane on County Road E. (west leg) at Victoria Street has a benefit to the County's roadway system; and

WHEREAS, the City has determined that it is feasible, practical, and technically proper to provide for the realignment of Owasso Street to meet County Road E (west leg) and add a southbound left turn lane from Victoria Street to Owasso Street; and

WHEREAS, the City and County have determined that it is feasible, practical, and technically proper to provide for a traffic signal at the intersection of Owasso Street, County Road E, and Victoria Street; and

WHEREAS, the City has prepared or will prepare the necessary designs, plans, specifications, estimates, proposals and approvals in accordance with funding requirements to construct Owasso Street, County Road E., and Victoria Street; and

WHEREAS, the Project is designated as eligible for Ramsey County State Aid Highway (CSAH) funding as S.A.P. 62-615-029 County Road E and S.A.P. 62-652-019 Victoria Street; and

WHEREAS, The County's Cost Participation policy will not be followed because of the private redevelopment associated with the Project. To determine the County's cost share of the County Road E (west leg) Improvements, the County will utilize a ratio of pavement surface for the addition of the left turn lane compared to the overall pavement replacement on the entire segment of County Road E (west leg); and

WHEREAS, plans for the Project showing proposed reconstruction, alignment, profiles, grades and cross-sections for the improvement of Victoria Street and County Road E within the limits of the City as a CSAH and Local City project, have been presented to the County and are on file at the City of Shoreview Public Works Department; and

WHEREAS, Permanent and Temporary Highway easements and Right of Entry's for the Project are the responsibility of the City if needed; and

WHEREAS, the City will take bids for the Project, prepare an abstract of bids and cost participation summary, request the County's concurrence to award a contract, award a contract and pay the contractor; and

WHEREAS, a preliminary estimate of Project costs has been prepared as Exhibit A "Preliminary Cost Participation Summary" and Exhibit B "Engineers Estimate", both of which are attached hereto; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The recitals are hereby made a part of this Agreement.
2. The City will prepare all plans, specifications, estimates, and proposals for the Project, which will include, among other things, the proposed reconstruction, alignment, profiles, grades, cross sections, impacts, and costs for the improvements including paving, concrete curb and gutter, storm sewer, storm water treatment, boulevard, traffic control signals, utility adjustments, sidewalk, and trails. Any costs associated with Project revisions after the completion of plans and specifications will be paid for by the party requesting the revisions. Revisions must be consistent with State Aid requirements and are subject to approval by the County.
3. Construction may not commence until the County has given its express written concurrence for the County's participation in the cost of construction.

4. Upon award of the contract, the City shall perform or contract the performance of the construction inspection for all elements of the Project.

5. The County will pay 12% of the County's share of the Project for design engineering fees, and 12% of the County's share of the Project for construction engineering fees. The design engineering fees will be determined at the time of the bid. The construction engineering fees will be based on elements constructed on the Project.

6. All County owned rights of way and easements within the limits of the Project are hereby granted to the City for project use during construction.

7. The County and City shall participate in the costs of construction in accordance with Exhibit A. Cost splits were determined during the preliminary planning phases of the Project.

8. The County will pay 25% and the City 75% of the cost of bituminous and aggregate base material used in the construction of the bituminous trail that is part of County Road E (west leg).

9. The County will pay for the added second left turn lane on County Road E (west leg). All County costs reflect the left turn lane installation, including the relocation of the south ditch line on the Project. The County's participation will be for applicable bid items associated with this work.: The County and City agree that 41% of the total County Road E construction costs are attributed to the additional left turn lane on County Road E (west leg), except for the bituminous trail. The County's costs are represented in Exhibit A, estimated to be at \$155,742.85.

10. The City will pay 100% of the cost for all the improvements to Victoria Street and Owasso Street, as indicated in Exhibit A.

11. The City will pay for all water main system improvements and relocation items not indicated to roadway widening on County Road E (west leg) as represented in Exhibit B. In lieu of the County paying for hydrant relocations on County Road E (west leg); the County agrees to pay 41% of the cost of 3 new hydrants and hydrant extensions.

12. The City will pay 100% of the cost of construction of the storm water treatment "Drainage Structure Special" ("Storm-Ceptor"). The City will own and maintain the Storm-Ceptor. The system takes drainage from both County and City roadways. The cost of maintenance is based upon the proportional share of runoff area draining to the system. The County has 1.33 acres and the City has 1.5 acres of runoff area draining to the system. On this basis the County will pay the City 53% of the cost of maintenance. The City will be responsible for the remaining 47%.

13. The traffic signals at the intersection of Victoria Street and County Road E (west leg) will be maintained in accordance with a separate Agreement for Maintenance of Traffic Control Signals and EVP System, PW 2013-53.

14. Three traffic signals require modification for the realignment of the Owasso Street leg. The responsibility of the Parties for the cost of construction is based the number of traffic modifications required. The County is responsible for one leg modification, 33% of the cost, and the City is

responsible for two leg modifications, 67% of the cost. The estimated cost for the County's share of the signal system is \$136,410.00.

15. The County will be responsible for 67% of the cost of maintenance of the traffic signals at the intersection of Victoria Street and County Road E and the City 33%. There are six jurisdictional legs on this system, four of which are the County's responsibility and two of which are the City's responsibility. The cost of maintenance is divided proportionally based upon the number of legs in the system

16. The County shall reimburse the City \$376,061 for construction and design engineering services, and its share of the cost of construction, as shown on the attached Exhibit A.

17. The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.

This Agreement shall remain in full force and effect until terminated by mutual agreement of the City and the County, or until completion of the project, whichever occurs first.

WHEREFORE, this Agreement is duly executed on the last date written below.

CITY OF SHOREVIEW

Sandra C, Martin, Mayor

Date: _____

Approval recommended:

Terry C. Schwerm, City Manager

Mark Maloney, Director of Public Works

RAMSEY COUNTY

Julie Kleinschmidt, County Manager

Date: _____

Approval recommended:

James Tolaas, Director of Public Works

Approved as to form and insurance:

Assistant County Attorney



SHOREVIEW, MINNESOTA
OWASSO STREET, COUNTY ROAD E, AND VICTORIA STREET RECONSTRUCTION
PRELIMINARY COST SUMMARY
CITY PROJECT #09-12
SEH NO. 118739
10/04/13
EXHIBIT A

	Roadway / Ditch / Drainage	Watermain System	Trail	Traffic Signal
Owasso Street				
Ramsey County				
City of Shoreview	\$743,971.06			
County Road E				
Ramsey County	\$155,742.85 (1)		\$11,122.17 (2)	
City of Shoreview	\$224,117.77 (1)	\$101,769.60	\$33,366.51 (2)	
Victoria Street				
Ramsey County				\$136,410.00 (3)
City of Shoreview	\$499,998.03 (4)			\$272,820.00 (3)

Shoreview Const. Cost \$1,876,042.96

100% RR Signal Cost \$ 350,171.61

Engineering/Admin (City) \$ 85,000.00

Engineering (Consultant) \$ 412,500.00

Right-of-Way Acquisition \$ 103,000.00

Total Shoreview Project Cost \$2,826,715.00

Ramsey County Const. Cost \$303,275.02

Design Engineering (12%) \$ 36,393.00

Construction Engineering (12%) \$ 36,393.00

Total Ramsey Co. Cost \$376,061.03

Notes:

(1) Participating Roadway Items 59% City / 41% County (based on percentage of pavement added by second left turn lane),

(2) 75% City, 25% County

(3) 33% County, 67% City

(4) Includes total estimated cost for Mill & Overlay (\$57,300)

**AGREEMENT FOR MAINTENANCE
OF TRAFFIC CONTROL SIGNALS
WITH CITY OF SHOREVIEW
AGREEMENT NO. PW2013-53**

THIS AGREEMENT, made and entered into by and between the County of Ramsey, ("County,") and the City of Shoreview ("City") for the installation and maintenance of a traffic control signal system with street lights, signs, interconnect and emergency vehicle pre-emption at the intersection of County Road E (C.S.A.H 15) west leg, County Road E (County Road 99) east leg and Victoria Street N (CSAH 52) ("Project");

WHEREAS, the County has determined that there is justification and it is in the public's best interest to install a new traffic control signal with street lights, signs, interconnect and emergency vehicle pre-emption at County Road E (C.S.A.H 15) west leg, County Road E (County Road 99) east leg and Victoria Street N (CSAH 52); and

WHEREAS, the City requested and the County agrees to install an Emergency Vehicle Pre-emption System ("EVP System") as a part of this project; and

WHEREAS, the County and the City will participate in the maintenance and operation of the traffic control signals, street lights, signs, interconnect, and EVP system as hereinafter set forth.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City shall install or cause the installation of traffic control signals with street lights, signs, interconnect and EVP system in accordance with the plan and specification for S.A.P. 062-615-029, and S.A.P. 062-652-019.
2. The City shall install or cause the installation of an adequate electric power supply to the service pad including any necessary extensions of power lines. In accordance with the Policy for lighting County Roadways, County Board Resolutions 78-1394 and 81-1001 the City shall maintain and pay 100% of the cost of energy for the integral street lights and signal system.
3. Upon completion of the Project, at its sole expense, the County shall maintain and keep in repair the traffic control signal including relamping and cleaning.
4. Upon completion of the Project, at its sole expense, the City shall maintain and keep in repair the intersection street lighting/luminaires including relamping and cleaning.
5. Upon completion of the Project, at its sole expense, the County shall maintain and keep in repair the interconnect and overhead mast arm mounted signs.

6. This agreement supersedes the previous signal agreement 90003 for the intersection of Victoria Street and County Road E.

7. The County shall maintain and keep in repair the geometrics on County owned roadways and the City shall maintain and keep in repair the geometrics on city owned roads, each at its sole expense.

8. The EVP System shall be operated, maintained, modified, or removed as follows:

a. All modifications, revisions, and maintenance of the EVP System shall be done by County forces, or, upon concurrence in writing by the County's Traffic Engineer, may be done by others all at the cost and expense of the City.

b. Emitter units may be installed and used only on vehicles responding to an emergency as defined in Minn. Stat. §§ 169.011, Subd.3 and 169.03.

c. The City shall maintain and require others using the EVP System to maintain a log showing the date, time and type of emergency for each time the traffic signal covered hereby is actuated and controlled by the EVP System. Malfunction of the EVP System shall be reported to the County immediately.

d. All maintenance of the EVP System shall be performed by the County, and the City shall be responsible for actual cost thereof. The County shall submit and invoice to the City annually, listing all labor, equipment, materials and overhead used to maintain the EVP System. Labor cost and overhead and equipment costs will be at the established rates paid by the County at the time the work is performed, and material costs will be invoiced at the actual cost thereof to the County. The City shall promptly pay the County the full amount due.

e. In the event said EVP System or components are, in the opinion of the County, being misused or the conditions set forth in Paragraph b above are violated, and such misuse or violation continues after receipt by said party of written notice thereof from the County, the EVP System, the field wiring, cabinet wiring, and other components shall become the exclusive property of the County. All infrared detector heads and indicator lamps mounted external to the traffic signal cabinet will be returned to the City. The detector receiver and any other assembly located in the control signal cabinet, which if removed will not affect the traffic control signal operation, will be returned to the City.

f. All timing of the EVP System shall be determined by the County, through its Traffic Engineer, and no changes shall be made to these adjustments without the approval of the County.

9. All timing and related adjustments of the traffic control signals shall be determined by the County through its Traffic Engineer, and no changes shall be made to these adjustments without the approval of the County.

10. Any and all persons engaged in the maintenance work to be performed by the County shall not be considered employees of the City, and any and all claims that may arise under the Worker's Compensation Act of this State on behalf of those employees so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of those employees so engaged on any of the work contemplated herein shall not be the obligation and responsibility of the City

11. Any and all persons engaged in the maintenance work to be performed by the City shall not be considered employees of the County, and any and all claims that may arise under the Worker's Compensation Act of this State on behalf of those employees so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of those employees so engaged on any of the work contemplated herein shall not be the obligation and responsibility of the County.

12. The City and the County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.

WHEREFORE, this Agreement is duly executed on the last date written below.

**RAMSEY COUNTY
MAINTENANCE AGREEMENT
WITH CITY OF SHOREVIEW
AGREEMENT NO. PW 2013-53**

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

CITY OF SHOREVIEW, MINNESOTA

CITY OF SHOREVIEW

Sandra C, Martin, Mayor

Date: _____

Approval recommended:

Terry C. Schwerm, City Manager

Mark Maloney, Director of Public Works

**RAMSEY COUNTY
MAINTENANCE AGREEMENT
WITH CITY OF SHOREVIEW
AGREEMENT NO. PW 2013-53**

COUNTY OF RAMSEY

WHEREFORE, this Agreement is duly executed on the last date written below.

Julie Kleinschmidt
Ramsey County Manager

Date: _____
Approval recommended:

James E. Tolaas, P.E., Director
Public Works Department and County Engineer

Approved as to form and insurance:

Assistant County Attorney

Budget Hearing Agenda

Published date and time:
December 2, 2013 at 7:00 p.m.

1. Open public hearing at _____ (time)
2. Staff presentation
3. Public testimony and questions (citizen comments)
4. Council comments
5. Announce - Final budget adoption will occur at the regular city council meeting on December 16, 2013 at 7:00 p.m.
6. Motion to close the public hearing by Council member _____,

Seconded by Council member _____ at _____ (time).

Roll Call	Ayes _____	Nays _____
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular Council Meeting
December 2, 2013

TO: Mayor and City Council
FROM: Jeanne A. Haapala, Finance Director
DATE: November 26, 2013
RE: Budget Hearing

Budget Hearing

The City's hearing on the 2014 budget and tax levy is scheduled for 7:00 p.m. on December 2. The **2014-2015 Budget Summary** booklet will serve as the primary handout for the hearing. This informational document has been available at city hall and on the City's website since Wednesday, November 20.

Additional materials that were prepared by the City or Ramsey County will also be available at the budget hearing. These handouts are listed below, and a copy of each is attached to this report.

Booklets

1. **2014-2015 Budget Summary**
2. **Community Benchmarks** (dated August 2013)
3. **Utility Operations and 2014 Utility Rates**

Other Documents

4. Power Point presentation for budget hearing
5. 2014 Shoreview Property Tax Dollar
6. Budget Hearing notice (copy of notice published in newspaper)
7. State Property Tax Refund information
8. Process to Appeal Estimated Market Value (from Ramsey County)

Final adoption of budget items, and acceptance of the Five-year Operating plan and Comprehensive Infrastructure Replacement Plan is scheduled for the December 16 regular Council meeting.

City of Shoreview Budget Hearing Presentation

2014 Budget and Tax Levy

Presentation Notes/Format

Handout Page #

- Handout
 - 2014 Budget Summary (booklet)
 - Page numbers in presentation refer to booklet pages
 - Not all material covered in presentation
- Other information on website
 - Utility Operations
 - Community Benchmarks
 - Biennial Budget and CIP
 - Five-year Operating Plan

Budget Objectives

- Balance General fund budget
- Maintain existing services and programs
- Fund infrastructure replacement
- Continue 5-year financial planning
- Meet debt obligations
- Maintain AAA bond rating
- Protect parks, lakes & open space
- Prepare biennial budget

Budget Objectives

- Position the City to address future challenges and opportunities
 - Maintain and revitalize neighborhoods
 - Encourage business expansion and reinvestment
 - Assist redevelopment opportunities
 - Utilize technology to improve services and communications

Proposed Tax Levy and Estimated Tax Rate

	2013	2014	Change		Impact on Total Levy
	Adopted Levy	Proposed Levy	Amount	Percent	
General Fund	\$6,639,567	\$ 6,837,154	\$197,587	2.98%	2.04%
EDA and HRA Funds	135,000	170,000	35,000	25.93%	0.36%
Debt (all funds combined)	685,000	732,000	47,000	6.86%	0.49%
Replacement Funds	2,100,000	2,250,000	150,000	7.14%	1.55%
Capital Improvement Funds	120,000	20,000	(100,000)	-83.33%	-1.03%
Total Tax Levy	\$9,679,567	\$10,009,154	\$329,587	3.40%	3.40%
Taxable Value (millions)	\$ 23.694	\$ 23.963	\$ 0.269	1.13%	
Tax Rate-City	36.970%	37.474%	0.504%	1.36%	
Tax Rate-HRA	0.289%	0.343%	0.054%	18.69%	
Fiscal Disparities Contribution	\$ 845,000	\$ 939,450	\$ 94,450	11.18%	

Shoreview receives no state aid in 2013 or 2014.

Proposed levy is \$417,413 lower than the 2014 levy limit.

Sales Tax Savings

- State law changed
 - Effective January 1, 2014
 - Estimated 2012 sales tax expense
 - General Fund \$ 38,900
 - Special Revenue Funds 1,200
 - Capital Project Funds 32,500
 - Utility Funds 38,350
 - Internal Service Funds 49,950
 - Total \$ 160,900
 - Estimated 2014 savings lower

Items Impacting the Tax Levy

● Public safety costs	\$ 117,445
● Equipment charges	75,755
● Capital replacement funds	50,000
● Debt payments	47,000
● Wage and health insurance adj.	82,277
● EDA and HRA levy	35,000
● Associate staff (elec/acctg/fores/cd)	29,589
● Parks & Recreation Director (part year)	27,923
● Legal costs	25,000

Items Impacting the Tax Levy

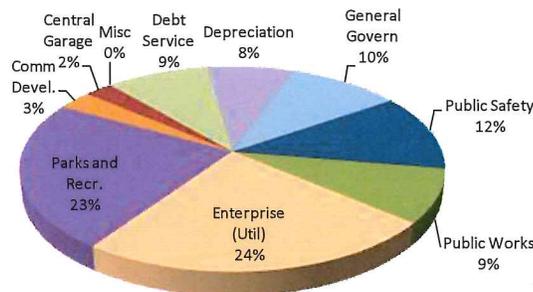
● Ice and snow supplies (salt)	\$ 22,000
● Assist to City Manager to full-time	17,481
● Staff changes, realloc, fringes	23,417
● Newsletter printing/postage	8,800
● Transfers out	- 43,000
● All other changes combined	<u>- 189,100</u>
Total Levy Changes	\$ 329,587

Total Operating Expense

Expense	2013		2014	2015
	Budget	Revised Estimate	Budget	Budget
General Govern	\$ 2,345,660	\$ 2,455,800	\$ 2,442,375	\$ 2,515,522
Public Safety	2,882,693	2,861,662	3,000,223	3,144,020
Public Works	1,979,986	1,979,026	2,086,295	2,150,401
Parks and Recr.	5,470,139	5,458,672	5,759,484	6,116,013
Community Devel.	680,735	690,928	742,615	780,031
Enterprise Oper.	5,705,039	5,583,226	5,817,212	6,015,448
Central Garage	593,566	577,942	599,799	617,652
Miscellaneous	40,000	40,000	40,000	40,000
Debt Service	2,277,782	2,429,890	2,213,943	2,096,139
Depreciation	1,907,000	1,867,000	1,935,000	1,991,000
Total Expense	\$ 23,882,600	\$ 23,944,146	\$ 24,636,946	\$ 25,466,226
			3.2%	3.4%

Excluding capital funds and transfers between funds.

Total Operating Expense

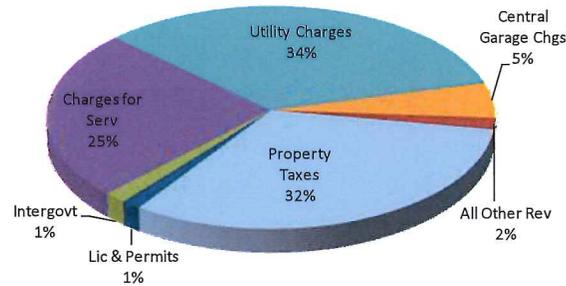


Total Operating Revenue

	2013		2014	2015
	Budget	Revised Estimate	Budget	Budget
Revenue				
Property Taxes	\$ 7,459,567	\$ 7,459,567	\$ 7,739,154	\$ 8,117,671
Special Assessments	107,971	94,428	100,850	199,945
Licenses and Permits	314,050	475,600	324,500	308,300
Intergovernmental	366,152	363,727	365,392	361,152
Charges for Services	5,809,731	5,942,760	6,037,173	6,190,130
Fines and Forfeits	62,500	52,800	52,800	52,800
Utility Charges	7,993,640	7,993,640	8,294,577	8,663,303
Central Garage Chgs	1,153,020	1,196,240	1,242,855	1,256,090
Interest Earnings	163,350	137,950	153,000	160,070
Other Revenues	80,740	103,556	102,808	102,427
Total Revenue	\$ 23,510,721	\$ 23,820,268	\$ 24,413,109	\$ 25,411,888

Excluding capital funds and transfers between funds.

Total Operating Revenue



Budget Reduction/ Efficiency Strategies

- Contract for police and fire protection
- Continue use of correctional crew
- Maintain no contingency allowance
- Long-term preventative maintenance
- Delay some street renewal projects
- Staff wage adjustment of 2%
- Maintain high-deductible health insurance plan

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Impact on Homes Market Value Changes

Shoreview Residential Property		
Value Change	Number of Homes	Percent of Total
Increase more than 20%	8	0.1%
Increase 10.1% to 20%	705	7.5%
Increase 5.1% to 10%	1,411	15.0%
Increase up to 5%	2,488	26.4%
No change	109	1.2%
Decrease .1% to 5%	2,210	23.5%
Decrease 5.1% to 10%	1,497	15.9%
Decrease 10.1% to 15%	671	7.1%
Decrease 15.1% to 20%	209	2.2%
Decrease more than 20%	108	1.1%
Total Parcels	9,416	100.0%

Ramsey County Assessor Stephen Baker
is in the audience for this hearing.

Impact on Homes Change in Total Tax

Shoreview Residential Property		
Value Change	Number of Homes	Percent of Total
Decrease or no change	5,654	59.4%
Increase \$1 to \$100	1,614	17.0%
Increase \$101 to \$200	788	8.3%
Increase \$201 to \$300	557	5.9%
Increase \$301 to \$400	359	3.8%
Increase \$401 to \$500	247	2.6%
Increase more than \$500	296	3.1%
Total Parcels	9,515	100.0%

Impact on Homes City Tax Change (Median Home Value)

Shoreview share of tax bill only

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2013	2014		2013	2014	Dollars	Percent
\$ 249,440	\$ 224,500	-10.0%	\$ 867.32	\$ 777.59	\$ (89.73)	-10.3%
\$ 236,320	\$ 224,500	-5.0%	\$ 814.45	\$ 777.59	\$ (36.86)	-4.5%
\$ 226,240	\$ 224,500	-0.8%	\$ 773.78	\$ 777.59	\$ 3.81	0.5%
\$ 222,200	\$ 224,500	1.0%	\$ 757.89	\$ 777.59	\$ 19.70	2.6%
\$ 213,800	\$ 224,500	5.0%	\$ 723.87	\$ 777.59	\$ 53.72	7.4%
\$ 204,100	\$ 224,500	10.0%	\$ 684.68	\$ 777.59	\$ 92.91	13.6%
\$ 195,220	\$ 224,500	15.0%	\$ 648.82	\$ 777.59	\$ 128.77	19.8%

Assumes Mounds View schools, Rice Creek Watershed, and 1% value decrease

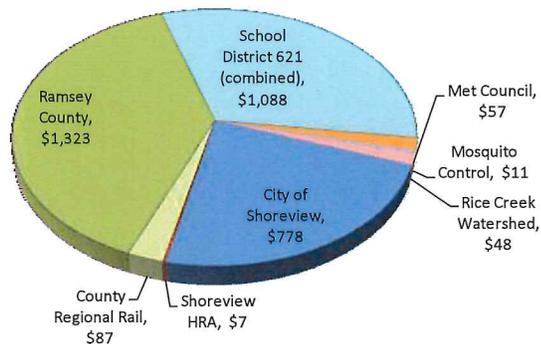
Impact on Homes City Tax Change (Various Home Values)

Shoreview share of tax bill only

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2013	2014		2013	2014	Dollars	Percent
\$ 148,510	\$ 150,000	1.0%	\$ 460.65	\$ 473.30	\$ 12.65	2.7%
\$ 198,000	\$ 200,000	1.0%	\$ 660.28	\$ 677.53	\$ 17.25	2.6%
\$ 222,200	\$ 224,400	1.0%	\$ 757.89	\$ 777.59	\$ 19.70	2.6%
\$ 297,000	\$ 300,000	1.0%	\$ 1,059.19	\$ 1,086.00	\$ 26.81	2.5%
\$ 495,000	\$ 500,000	1.0%	\$ 1,830.02	\$ 1,873.70	\$ 43.68	2.4%
\$ 693,070	\$ 700,000	1.0%	\$ 2,740.59	\$ 2,810.55	\$ 69.96	2.6%
\$ 891,090	\$ 900,000	1.0%	\$ 3,655.59	\$ 3,747.40	\$ 91.81	2.5%

Assumes Mounds View schools, Rice Creek Watershed, and 1% value decrease

Distribution of 2014 Estimated Total Property Tax Bill = \$3,399



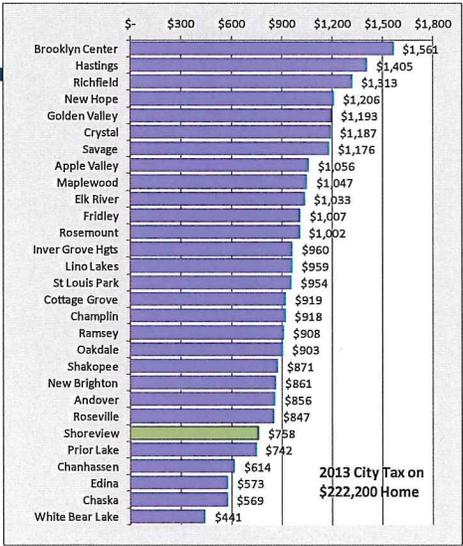
Shoreview is 23% of total

Property Tax Comparison

2013 City Tax on \$222,200 Home

Shoreview is 21% below average of \$960

(Shoreview and 28 other Metro-area comparison Cities)

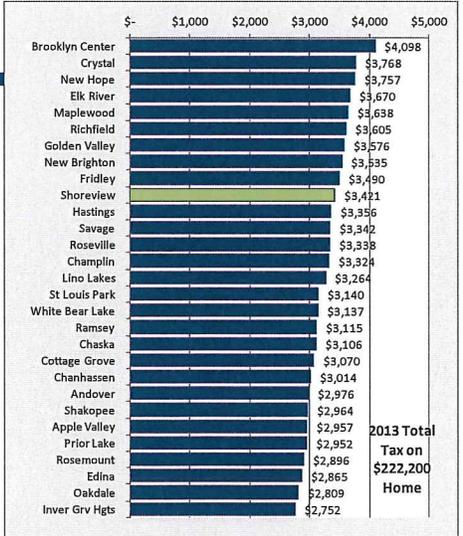


Property Tax Comparison

2013 Total Tax on \$222,200 Home

Total tax is 4.5% above average of \$3,274

(Shoreview and 28 other Metro-area comparison Cities)



Additional City Handouts

- Community Benchmarks
- Utility Operations and 2014 Utility Rates
- 2014 Shoreview Property Tax Dollar

Ramsey County Handouts

- State property tax refunds/deferrals
- Process to appeal estimated market value

[Note: Please refer to the reverse side of estimated tax statement]

Future Council Action December 16, 2013

- **Adopt**
 - 2014 Budget
 - 2014 to 2019 Capital Improvement Program
 - 2014 Tax levy
 - 2014 Utility rates
- **Accept**
 - Five-Year Operating Plan
 - Comprehensive Infrastructure Replacement Plan



*2014-2015
Budget Summary*

Budget Hearing
7:00 p.m. December 2, 2013
City Hall Council Chambers

4600 Victoria Street N
Shoreview, MN 55126
(651) 490-4600
www.shoreviewmn.gov

November 2013

Dear Citizens:

In preparing our 2014-2015 Operating Budget and Capital Improvement Program, and the Five-Year Operating Plan the City Council is committed to maintaining the services, programs and facilities that make Shoreview one of the premier suburban communities in the Twin Cities Metropolitan area. Accomplishing this goal is even more difficult in these economic times. Despite the obvious challenges in the last year, Shoreview has managed to:

- Create a Community Investment Fund designed to support improvements that provide community-wide benefit
- Maintain the City's AAA bond rating, the highest rating awarded
- Preserve quality services and programs for our residents
- Continue the development and evaluation of 5-year operating goals and strategies

As we look to the future, the City must ensure that our limited financial resources continue to be used to provide services such as police and fire protection; maintenance and snowplowing of streets; water and sewer services; and recreational programs and facilities (including parks and trails) in an effective manner.

We hope you find the information included in this 2014-2015 Budget Summary helpful in explaining how the City puts your tax dollars to work in our community. If you have questions about the City's budget, please contact us at 651-490-4600.

Sandy Martin
Mayor

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Budget Objectives

The Operating Budget and Capital Improvement Program are developed considering the current economic climate, resident feedback during the year, periodic community surveys, and City Council goals. Primary budget objectives for 2014-2015 include:

- Balance the General Fund budget
- Maintain existing services and programs through efficient use of tax dollars
- Recover utility operation costs through user fees
- Fund infrastructure replacement
- Continue five-year financial planning for operating funds
- Meet debt obligations
- Maintain AAA bond rating
- Prepare a two-year budget
- Protect and enhance parks, lakes and open space areas
- Position the City to effectively address future challenges and opportunities (revitalize neighborhoods, encourage reinvestment, assist redevelopment opportunities, and utilize technology to improve services and communications)

Executive Summary

The following listing provides a summary of key information discussed in this document:

- Proposed 2014 tax levy increases 3.4%
- Total market value increases .63% and taxable value increases 1.13%
- City tax rate increases 1.36% due to the combined impact of the levy and taxable value increase
- Future sales tax savings due to a change in state law
- City receives approximately 23% of total property taxes in 2013; other taxing jurisdictions collect the remaining 77%
- City share of the tax bill ranks 6th lowest among comparison cities in 2013 (21% below the average)
- About 29 cents of each property tax dollar goes to support public safety, followed by replacement costs at 23 cents, parks and recreation at 17 cents, general government at 9 cents, public works and debt service at 8 cents each, community development at 3 cents, community center at 2 cents and 1 cent for recreation programs
- About 49.9% of home values decline for 2014 taxes, and 49% of home values increase
- The change in individual property tax bills varies depending on the change in property value

Budget Process

The budget process starts in May with the distribution of budget materials to departments, followed by a series of staff budget discussions. Council budget workshops are held from early August through November, followed by a budget hearing the first regular Council meeting in December and budget adoption at the second regular Council meeting in December. The budget is published, posted to the City's website, and distributed to the County Library in January.

Proposed Tax Levy

The table below provides a two-year comparison of Shoreview's tax levy, taxable values, tax rate and the metro-wide fiscal disparities contribution. Key changes for 2014 include:

- Total tax levy increases 3.4%
- Taxable value increases 1.13% (to \$23.963 million for 2014)
- Tax rate increases 1.36% due to levy and value changes
- Fiscal disparities contribution increases 11.18%

	2013	2014	Change		Impact on Total Levy
	Adopted Levy	Proposed Levy	Amount	Percent	
General Fund	\$ 6,639,567	\$ 6,837,154	\$ 197,587	2.98%	2.04%
EDA and HRA Funds	135,000	170,000	35,000	25.93%	0.36%
Debt (all funds combined)	685,000	732,000	47,000	6.86%	0.49%
Replacement Funds	2,100,000	2,250,000	150,000	7.14%	1.55%
Capital Improvement Funds	120,000	20,000	(100,000)	-83.33%	-1.03%
Total Tax Levy	\$9,679,567	\$10,009,154	\$329,587	3.40%	3.40%
Taxable Value (millions)	\$ 23.694	\$ 23.963	\$ 0.269	1.13%	
Tax Rate-City	36.970%	37.474%	0.504%	1.36%	
Tax Rate-HRA	0.289%	0.343%	0.054%	18.69%	
Fiscal Disparities Contribution	\$ 845,000	\$ 939,450	\$ 94,450	11.18%	

A recent change in state law will result in sales tax savings beginning in 2014. Last summer Shoreview estimated 2012 sales tax as follows:

General Fund	\$ 38,900
Special Revenue Funds	1,200
Capital Project Funds	32,500
Utility Funds	38,350
Internal Service Funds	<u>49,950</u>
Total	\$160,900

Information obtained later revealed that the actual savings is likely lower because many capital purchases will remain taxable (vehicles etc.). In addition, much of the savings will not occur in tax supported funds. For instance, savings in utility and internal service funds will reduce future fees but will not impact property taxes, and savings in capital funds will reduce resources dedicated to support project costs (debt issuance and other internal sources).

Items impacting Shoreview's 2014 levy include:

Public safety contracts (police and fire)	\$117,445
Equipment charges	75,755
Capital funds	50,000
Debt payments	47,000
Wage adjustment and health insurance	82,277
EDA and HRA	35,000
Associate staff (election/acctg/fores/com dev)	29,589
Parks & Recreation Director (part-year)	27,923
Legal costs	25,000
Ice and snow supplies	22,000
Asst to City Manager to full-time	17,481
Reallocation of Parks positions	15,835
Newsletter printing/postage	8,800
Staff changes/steps/PERA/FICA/work comp (net)	7,582
Transfers out of General Fund	- 43,000
All other changes combined (net)	<u>-189,100</u>
Total Levy Changes	<u>\$ 329,587</u>

- Public safety includes police patrol, investigations, dispatch, animal control and fire protection (and duty-crew implementation)
- Equipment charges cover equipment used in service delivery
- Capital funds support replacement of assets (streets, parks etc.)
- Debt payment levies are structured to minimize the impact on current and future tax levies
- Personnel costs include a 2% wage adjustment, higher health insurance costs, a Park Director position, reclassification of an administrative position to full-time, associate staff changes (elections, accounting, forestry and community development), staff reallocations, and mandatory contributions to social security, PERA and workers compensation insurance.
- Increases in EDA and HRA levies
- Legal costs (primarily prosecutions)
- Ice and snow supplies
- Newsletter costs (postage and printing)
- Transfers to other funds decrease a net of \$43,000
- All other changes include increased permit revenue and transfers from utility funds, and other miscellaneous changes.

All Operating Funds Combined

Shoreview prepares a Five-Year Operating Plan (FYOP) covering all operating and debt service funds, a Biennial Operating Budget and Capital Improvement Program. The table on the next page summarizes the total proposed budgets for 2014 and 2015 in comparison to prior years, including the following funds:

- General Fund
- Special Revenue Funds
 - Recycling
 - Community Center
 - Recreation Programs
 - Cable Television
 - Economic Development Authority
 - Housing and Redevelopment Authority
 - Slice of Shoreview
- Debt Funds
- Enterprise Funds
 - Water
 - Sewer
 - Surface Water Management
 - Street Lighting
- Internal Service Funds
 - Central Garage
 - Short-term Disability
 - Liability Claims

The above list, and the table on the next page, include funds that receive tax dollars as well as funds that receive no tax support. For instance, the Recycling, Community Center, Recreation Programs, Cable Television, and Enterprise Funds cover the majority of operating costs through user charges and outside revenue.

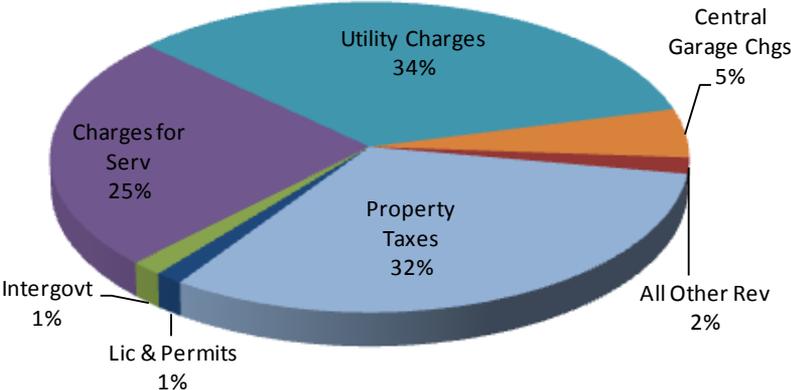
Capital Project Funds (for the construction and replacement of major assets) are not included in the table on the next page.

Total expense is expected to increase 3.2% for 2014.

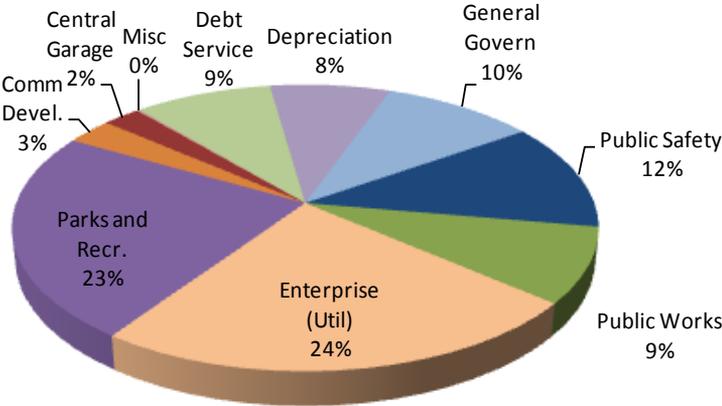
	2012	2013		2014	2015
	Actual	Budget	Revised Estimate	Proposed Budget	Proposed Budget
Revenue					
Property Taxes	\$ 7,147,896	\$ 7,459,567	\$ 7,459,567	\$ 7,739,154	\$ 8,117,671
Special Assessments	174,842	107,971	94,428	100,850	199,945
Licenses and Permits	540,755	314,050	475,600	324,500	308,300
Intergovernmental	376,158	366,152	363,727	365,392	361,152
Charges for Services	5,689,999	5,809,731	5,942,760	6,037,173	6,190,130
Fines and Forfeits	67,000	62,500	52,800	52,800	52,800
Utility Charges	8,086,327	7,993,640	7,993,640	8,294,577	8,663,303
Central Garage Chgs	1,143,847	1,153,020	1,196,240	1,242,855	1,256,090
Interest Earnings	185,417	163,350	137,950	153,000	160,070
Other Revenues	174,000	80,740	103,556	102,808	102,427
Total Revenue	<u>\$ 23,586,241</u>	<u>\$ 23,510,721</u>	<u>\$ 23,820,268</u>	<u>\$ 24,413,109</u>	<u>\$ 25,411,888</u>
Expense					
General Government	\$ 2,243,504	\$ 2,345,660	\$ 2,455,800	\$ 2,442,375	\$ 2,515,522
Public Safety	2,706,424	2,882,693	2,861,662	3,000,223	3,144,020
Public Works	1,864,122	1,979,986	1,979,026	2,086,295	2,150,401
Parks and Recr.	5,282,365	5,470,139	5,458,672	5,759,484	6,116,013
Community Devel.	612,405	680,735	690,928	742,615	780,031
Enterprise Oper.	5,244,732	5,705,039	5,583,226	5,817,212	6,015,448
Central Garage	550,659	593,566	577,942	599,799	617,652
Miscellaneous	67,522	40,000	40,000	40,000	40,000
Debt Service	2,331,187	2,277,782	2,429,890	2,213,943	2,096,139
Depreciation	1,813,983	1,907,000	1,867,000	1,935,000	1,991,000
Total Expense	<u>\$ 22,716,903</u>	<u>\$ 23,882,600</u>	<u>\$ 23,944,146</u>	<u>\$ 24,636,946</u>	<u>\$ 25,466,226</u>
Other Sources (Uses)					
Sale of Asset-Gain	26,311	41,000	40,000	29,000	-
Debt Proceeds	-	20,000	2,596,503	-	10,000
Debt Refunding	-	-	(135,000)	(860,000)	(1,385,000)
Contrib Assets	194,313	-	-	-	-
Transfers In	2,063,714	2,359,186	2,362,009	2,070,010	2,130,321
Transfers Out	(1,374,262)	(1,340,320)	(1,349,850)	(1,347,010)	(1,829,400)
Net Change	<u>\$ 1,779,414</u>	<u>\$ 707,987</u>	<u>\$ 3,389,784</u>	<u>\$ (331,837)</u>	<u>\$ (1,128,417)</u>

The anticipated increase in fund equity for 2013 is due to refunding bond proceeds for a crossover refunding. The bond proceeds are held in escrow until the call dates in 2014 and 2015, when the old bonds will be retired (\$860,000 in 2014 and \$1,385,000 in 2015). The City issues refunding debt when substantial interest savings can be achieved, thereby reducing future debt levies or future utility rate increases.

Utility charges (water, sanitary sewer, surface water and street lighting) provide the largest share of operating fund revenue (34%) followed by property taxes (32%), charges for service (25%), central garage charges (5%), intergovernmental revenue (1%), licenses and permits (1%) and all other revenue (2%).



Public works accounts for 33% of operating expense, including 24% for enterprise operations (utility) and 9% for public works (engineering, streets, trails and forestry). Parks accounts for 23%, followed by public safety at 12%, general government at 10%, debt at 9%, depreciation at 8%, and community development at 3%, and central garage at 2%.



General Fund

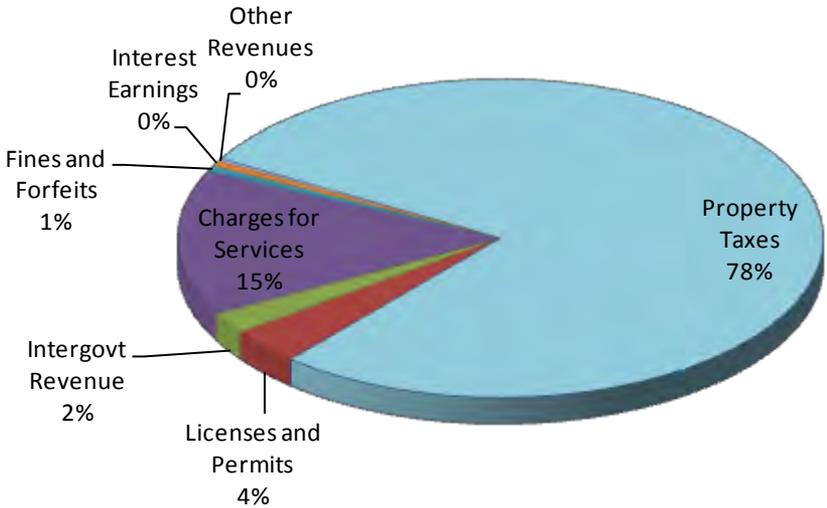
The General Fund is the City’s primary operating fund. As such, it accounts for costs associated with basic government activities not already accounted for elsewhere, including: police and fire, street maintenance and snow plowing, community development, park and trail maintenance, city hall operations, and general government services.

General fund expense increases \$438,045 for 2014 (5.1%). More than half of the expense increase is offset by higher non-tax revenue and transfers in, or reductions in transfers out, leaving a General Fund tax increase of \$197,587 for 2014.

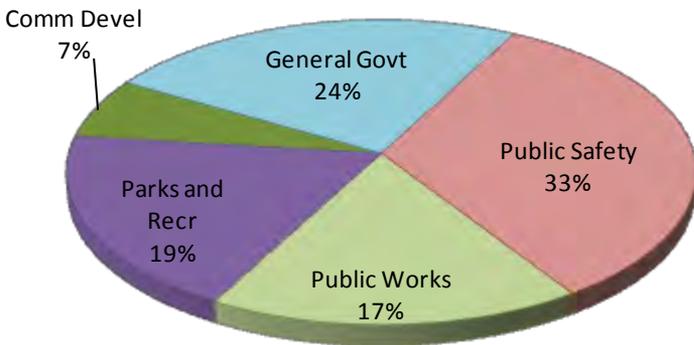
Contractual costs account for 53% of General Fund expense, followed by personal services at 44%, and supplies at 3%.

	Actual 2012	Budget 2013	Estimate 2013	Budget 2014	Budget 2015
Revenue					
Property Taxes	\$6,374,969	\$ 6,639,567	\$6,639,567	\$ 6,837,154	\$ 7,180,671
Licenses and Permits	540,755	314,050	475,600	324,500	308,300
Intergovernmental	187,149	185,622	187,407	188,622	188,622
Charges for Services	1,262,088	1,284,970	1,313,670	1,303,110	1,302,400
Fines and Forfeits	67,000	62,500	52,800	52,800	52,800
Interest Earnings	47,253	45,000	40,000	45,000	50,000
Other Revenues	52,529	24,040	26,956	26,108	26,227
Total Revenue	\$8,531,743	\$ 8,555,749	\$ 8,736,000	\$ 8,777,294	\$ 9,109,020
Expense					
General Government	\$2,037,850	\$ 2,134,062	\$2,128,114	\$2,227,053	\$ 2,269,274
Public Safety	2,706,424	2,882,693	2,861,662	3,000,223	3,144,020
Public Works	1,389,113	1,475,820	1,475,047	1,556,726	1,603,772
Parks and Recreation	1,594,152	1,611,293	1,599,242	1,726,055	1,850,037
Community Devel.	517,777	558,381	575,447	590,237	611,917
Total Expense	\$8,245,316	\$ 8,662,249	\$ 8,639,512	\$ 9,100,294	\$ 9,479,020
Transfers In	481,000	519,000	519,000	692,000	748,000
Transfers Out	(607,830)	(412,500)	(494,000)	(369,000)	(378,000)
Net Change	\$ 159,597	\$ -	\$ 121,488	\$ -	\$ -

Property taxes account for 78% of General Fund revenue, followed by 15% from charges for services, 4% from licenses and permits, and 3% from all other sources.



Public safety accounts for the largest share of the General Fund budget at 33% of the total, followed by 24% for general government, 19% for parks and recreation, 17% for public works and 7% for community development.



Special Revenue Funds

The City operates six special revenue funds, as follows:

- Recycling accounts for the bi-weekly curbside program.
- Community Center accounts for operation/maintenance of the facility. Admissions/memberships provide about 64% of revenue, while rentals, concessions and other fees provide 24%. Inter-fund transfers include \$239,000 from the General fund (to keep membership rates affordable and offset free or reduced room rental rates for community groups), and \$100,000 from the Recreation Programs fund for building use.
- Recreation Programs accounts for fee-based recreational and social programs, and receives \$70,000 from the General fund for playground and general program costs.
- Cable Television accounts for franchise administration (through North Suburban Communications Commission) and provides support for City communication activities (through a transfer to the General Fund). The primary revenue is cable franchise fees.

	Recycling	Community Center	Recreation Programs	Cable Television
Revenue				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	66,000	-	-	-
Charges for Services	493,500	2,431,850	1,460,213	314,000
Interest Earnings	-	8,000	4,200	1,600
Other Revenues	-	13,000	-	1,200
Total Revenue	559,500	2,452,850	1,464,413	316,800
Expense				
General Government	-	-	-	149,587
Public Works	529,569	-	-	-
Parks and Recreation	-	2,667,676	1,365,753	-
Community Development	-	-	-	-
Total Expense	529,569	2,667,676	1,365,753	149,587
Other Sources (Uses)				
Transfers In	-	339,000	70,000	-
Transfers Out	-	-	(100,000)	(160,000)
Net Change	\$ 29,931	\$ 124,174	\$ 68,660	\$ 7,213

- EDA accounts for Economic Development Authority activities, including: business retention and expansion, targeted redevelopment, employment opportunities, and efforts to strengthen and diversify the City's tax base.
- HRA accounts for Housing Redevelopment Authority efforts to preserve housing stock, and maintain quality neighborhoods through programs and policies designed to promote reinvestment and improvements to homes.
- Slice of Shoreview accounts for donations, sponsorships, revenues and expenses associated with the Slice of Shoreview event. The General fund provides \$10,000 in support to help defray costs of the event.

	EDA	HRA	Slice of Shoreview	Total
Revenue				
Property Taxes	\$ 80,000	\$ 90,000	\$ -	\$ 170,000
Intergovernmental	-	-	-	66,000
Charges for Services	-	-	26,000	4,725,563
Interest Earnings	-	-	-	13,800
Other Revenues	-	-	32,000	46,200
Total Revenue	80,000	90,000	58,000	5,021,563
Expense				
General Government	-	-	65,735	215,322
Public Works	-	-	-	529,569
Parks and Recreation	-	-	-	4,033,429
Community Development	71,007	81,371	-	152,378
Total Expense	71,007	81,371	65,735	4,930,698
Other Sources (Uses)				
Transfers In	-	-	10,000	419,000
Transfers Out	-	-	-	(260,000)
Net Change	\$ 8,993	\$ 8,629	\$ 2,265	\$ 249,865

Debt Service Funds

The table below provides a summary of revenue and expense for Debt Service Funds. Revenue derived from the debt levy and special assessments provides about 43% of the funding needed for annual principal and interest payments in 2014. These revenues are legally restricted to the payment of the debt, and therefore are held within the corresponding debt fund until the debt issue is paid in full. The remainder of funding for debt payments is provided by internal sources (in the form of transfers from other funds), interest earnings, tax increment collections, etc.

	G.O. Bonds & Capital Lease	TIF Bonds	G.O. Impr. Bonds	Total Debt Funds
Revenue				
Property Taxes	\$ 540,000	\$ -	\$ 8,000	\$ 548,000
Special Assessments	-	-	100,850	100,850
Intergovernmental	-	-	1,270	1,270
Interest Earnings	9,750	-	4,200	13,950
Total Revenue	549,750	-	114,320	664,070
Expense				
Debt Service	1,084,064	367,975	222,934	1,674,973
Total Expense	1,084,064	367,975	222,934	1,674,973
Other Sources (Uses)				
Debt Proceeds	-	-	-	-
Debt Refunded	(760,000)	-	(100,000)	(860,000)
Transfers In	455,000	368,000	16,610	839,610
Transfers Out	-	-	(66,610)	(66,610)
Net Change	\$ (839,314)	\$ 25	\$ (258,614)	\$ (1,097,903)

The planned decrease in fund balance is due to the use of fund balances that have been accumulated and held for the payment of debt, and the payment of debt refunded by the 2013 refunding bonds (\$760,000 in GO Bonds and \$100,000 in GO Improvement Bonds).

Internal Service Funds

The City operates three internal service funds, as follows:

- Central Garage accounts for operation and maintenance of vehicles, heavy machinery, miscellaneous equipment and the maintenance facility. The primary source of revenue is inter-fund equipment and building charges designed to recover operating expense. Property taxes, intergovernmental revenue (federal interest credits) and transfers in cover debt payments.
- Short-term Disability is a self-insurance fund that accounts for premiums charged for short-term disability coverage and expense associated with disability claims.
- Liability Claims accounts for dividends received annually from the League of Minnesota Cities Insurance Trust for the City's liability insurance coverage as well as losses not covered by the City's insurance (due to deductibles).

	Central Garage	Short-term Disability	Liability Claims	Total
Revenue				
Property Taxes	\$ 184,000	\$ -	\$ -	\$ 184,000
Intergovernmental	83,170	-	-	83,170
Charges for Services	-	7,500	-	7,500
Central Garage Charges	1,242,855	-	-	1,242,855
Interest Earnings	9,500	450	2,100	12,050
Other Revenues	-	-	30,000	30,000
Total Revenue	1,519,525	7,950	32,100	1,559,575
Expense				
Central Garage	599,799	-	-	599,799
Miscellaneous	-	8,000	32,000	40,000
Debt Service	238,054	-	-	238,054
Depreciation	660,000	-	-	660,000
Total Expense	1,497,853	8,000	32,000	1,537,853
Other Sources (Uses)				
Sale of Asset-Gain	29,000	-	-	29,000
Transfers In	119,400	-	-	119,400
Net Change	\$ 170,072	\$ (50)	\$ 100	\$ 170,122

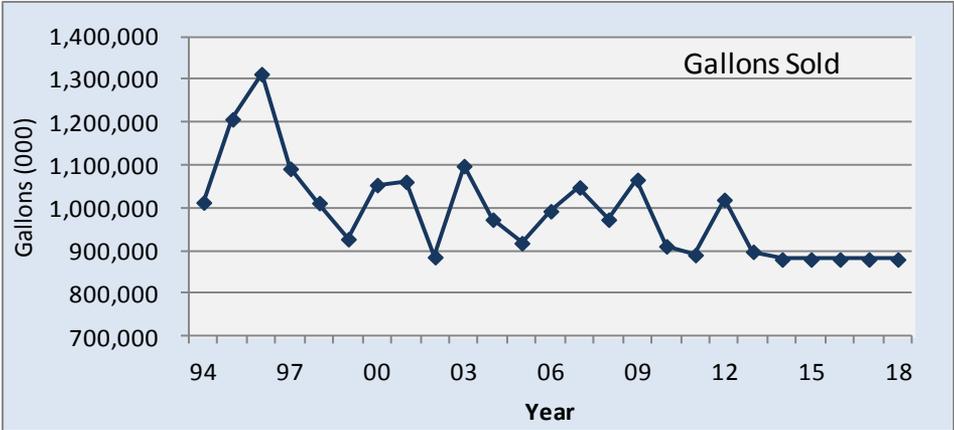
Enterprise (Utility) Funds

The City operates four utility funds. These funds account for services that are supported primarily through quarterly utility fees designed to cover operating costs, debt service, depreciation expense and replacement costs. The table below shows the proposed 2014 budget for each of these funds.

	Water	Sewer	Surface Water	Street Lighting	Total
Revenue					
Intergovernmental	\$ 12,620	\$ 10,050	\$ 3,660	\$ -	\$ 26,330
Charges for Services	-	1,000	-	-	1,000
Utility Charges	2,653,500	3,822,500	1,325,577	493,000	8,294,577
Interest Earnings	34,000	24,000	8,000	2,200	68,200
Other Revenues	-	-	-	500	500
Total Revenue	2,700,120	3,857,550	1,337,237	495,700	8,390,607
Expense					
Enterprise Operations	1,503,536	3,219,590	826,595	267,491	5,817,212
Debt Service	160,623	58,177	82,116	-	300,916
Depreciation	639,000	330,000	248,000	58,000	1,275,000
Total Expense	2,303,159	3,607,767	1,156,711	325,491	7,393,128
Other Sources (Uses)					
Transfers Out	(303,000)	(181,000)	(147,000)	(20,400)	(651,400)
Net Change	\$ 93,961	\$ 68,783	\$ 33,526	\$ 149,809	\$ 346,079

Residential water consumption has declined in recent years, due in part to changing demographics (age and number of residents per home), changing usage patterns (lower household use), and changing weather patterns (fewer gallons used for summer watering except during periods of drought). Surpluses in these funds are dedicated to supporting capital replacement costs (water lines, sewer lining, surface water improvements, and street light replacements).

The graph below demonstrates the downward trend for total water consumption by showing the total gallons of water sold each year since 1994, and the estimated gallons used to compute revenue projections in future years (2014 through 2018). The continuing downward trend has forced the City to revise the base gallon estimates used to project utility revenue in recent years. In general, weather (either from sustained periods of drought or heavy rain) is the primary cause of fluctuations in gallons sold from year to year.



Periods of lower consumption mean the City maintains and operates the water system with less opportunity to recover costs due to fewer gallons being sold to customers. Over the last 4 years the City has experienced overall losses in 3 of the utility funds (Water, Sewer, and Surface Water Funds), which puts pressure on utility rates.

The budget information, presented at left, for the City’s utility funds shows that each utility fund is projected to have a net gain in 2014. Significant items impacting utility operations include: depreciation of existing assets (\$1.3 million), sewage treatment costs (\$1.8 million), street light repairs, and energy costs.

More information about the City’s utility funds is available in a separate document devoted entirely to utility operations.

City Property Tax by Program

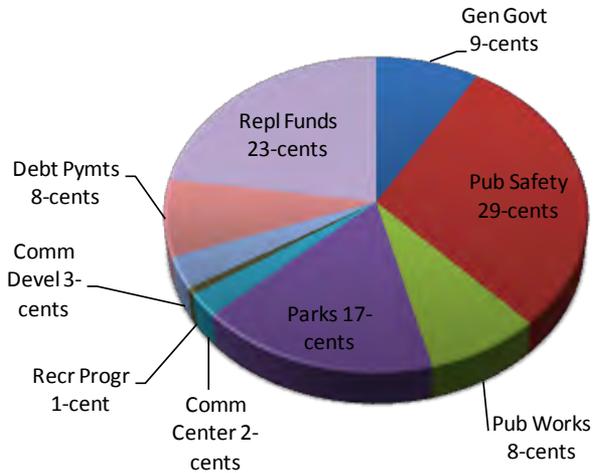
Shoreview’s median home will pay about \$20 more in City property taxes in 2014 (assuming a 1% increase in value before the new Homestead Market Value Exclusion is applied). Because property taxes support a variety of City programs and services, the table below is presented to show tax support by program (on an annual basis).

- Public safety accounts for the largest share of the cost at \$229 per year on a median valued home
- Replacement of assets (streets etc.) accounts for \$176
- Parks administration and maintenance accounts for \$132
- General government accounts for \$67
- Public works accounts for \$63
- Debt service accounts for \$61
- Community development accounts for \$25
- Support for community center and recreation programs accounts for \$24

	2013	2014	Change	
	City Tax	City Tax		
value before MVE->	\$222,200	\$224,500		
value after MVE->	\$205,000	\$207,500		
Program	Home	Home	\$	%
General Government	\$ 70.41	\$ 66.51	\$ (3.90)	
Public Safety	220.10	228.69	8.59	
Public Works	59.95	62.78	2.83	
Parks and Recreation:				
Park Admin and Maint	124.14	132.30	8.16	
Community Center Operation	18.34	18.74	0.40	
Recreation Programs	5.53	5.49	(0.04)	
Community Development	22.28	25.39	3.11	
Debt Service	62.00	61.31	(0.69)	
Capital Improvement Fund	9.47	-	(9.47)	
Replacement Funds	165.67	176.38	10.71	
Total City Taxes	\$ 757.89	\$ 777.59	\$ 19.70	2.1%

This pie chart illustrates how the City will spend each tax dollar it receives in 2014. About 29 cents of each tax dollar goes to public safety, followed by replacement costs at 23 cents, parks and recreation at 17 cents

(including maint), general government at 9 cents, public works at 8 cents, debt service at 8 cents, community development at 3 cents, community center at 2 cents, and recreation programs at 1 cent.



How have home values changed for 2014?

Market Value Changes—Minnesota’s property tax system uses market value to distribute tax burden (adopted levies) among property served. Per the Ramsey County Assessor, 48.9% of Shoreview homes will experience a value increase for 2014 taxes, and 49.9% will experience a value decrease, leaving 1.2% of homes with no change in value. The table at right shows the change in all home values.

Shoreview Residential Property		
Value Change	Number of Homes	Percent of Total
Increase more than 20%	8	0.1%
Increase 10.1% to 20%	705	7.5%
Increase 5.1% to 10%	1,411	15.0%
Increase up to 5%	2,488	26.4%
No change	109	1.2%
Decrease .1% to 5%	2,210	23.5%
Decrease 5.1% to 10%	1,497	15.9%
Decrease 10.1% to 15%	671	7.1%
Decrease 15.1% to 20%	209	2.2%
Decrease more than 20%	108	1.1%
Total Parcels	9,416	100.0%

What does this mean to my taxes?

Change in Total Property Tax— According to the Ramsey County

Assessor, the total property tax on 59.4% of homes in Shoreview will decrease or stay the same. The estimated change in the total tax is summarized in the table at right for all Shoreview homes . As shown, about 17% of tax bills will increase up to \$100 for the year, and the remaining 23.6% of homes will increase more than \$100.

Shoreview Residential Property		
Value Change	Number of Homes	Percent of Total
Decrease or no change	5,654	59.4%
Increase \$1 to \$100	1,614	17.0%
Increase \$101 to \$200	788	8.3%
Increase \$201 to \$300	557	5.9%
Increase \$301 to \$400	359	3.8%
Increase \$401 to \$500	247	2.6%
Increase more than \$500	296	3.1%
Total Parcels	9,515	100.0%

Change in City Tax on Median Home Value—The table at the top of the next page illustrates how changes in value impact **Shoreview’s share of the tax bill only for the median home value**. Each line assumes a different change in market value.

- A median value home with a 10% value drop will pay \$89.73 less City tax
- A median home with a 5% value drop will pay \$36.86 less City tax
- A median home with a .8% value drop will pay \$3.81 less City tax
- A median home with a 1% value increase will pay \$19.70 more City tax
- A median home with a 5% value increase will pay \$53.72 more City tax
- A median home with a 10% value increase will pay \$92.91 more City tax
- A median home with a 15% value increase will pay \$128.77 more City tax

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2013	2014		2013	2014	Dollars	Percent
\$ 249,440	\$ 224,500	-10.0%	\$ 867.32	\$ 777.59	\$ (89.73)	-10.3%
\$ 236,320	\$ 224,500	-5.0%	\$ 814.45	\$ 777.59	\$ (36.86)	-4.5%
\$ 226,240	\$ 224,500	-0.8%	\$ 773.78	\$ 777.59	\$ 3.81	0.5%
\$ 222,200	\$ 224,500	1.0%	\$ 757.89	\$ 777.59	\$ 19.70	2.6%
\$ 213,800	\$ 224,500	5.0%	\$ 723.87	\$ 777.59	\$ 53.72	7.4%
\$ 204,100	\$ 224,500	10.0%	\$ 684.68	\$ 777.59	\$ 92.91	13.6%
\$ 195,220	\$ 224,500	15.0%	\$ 648.82	\$ 777.59	\$ 128.77	19.8%

Change in City Tax for Various Home Values—The table below shows the estimated change in Shoreview’s share of the property tax bill for a variety of home values (City tax only).

Each line of the table assumes a 1% value increase.

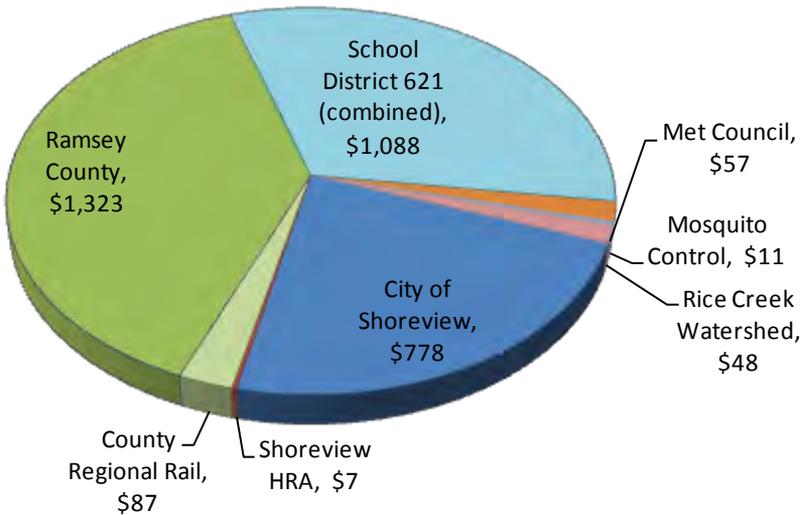
- A home valued at \$150,000 pays \$12.65 more City tax
- A home valued at \$200,000 pays \$17.25 more City tax
- A home valued at \$224,400 pays \$19.70 more City tax
- A home valued at \$300,000 pays \$26.81 more City tax
- A home valued at \$500,000 pays \$43.68 more City tax
- A home valued at \$700,000 pays \$69.96 more City tax
- A home valued at \$900,000 pays \$91.81 more City tax

Market Value		Value Change	City Portion of Property Tax		Change in City Property Tax	
2013	2014		2013	2014	Dollars	Percent
\$ 148,510	\$ 150,000	1.0%	\$ 460.65	\$ 473.30	\$ 12.65	2.7%
\$ 198,000	\$ 200,000	1.0%	\$ 660.28	\$ 677.53	\$ 17.25	2.6%
\$ 222,200	\$ 224,400	1.0%	\$ 757.89	\$ 777.59	\$ 19.70	2.6%
\$ 297,000	\$ 300,000	1.0%	\$ 1,059.19	\$ 1,086.00	\$ 26.81	2.5%
\$ 495,000	\$ 500,000	1.0%	\$ 1,830.02	\$ 1,873.70	\$ 43.68	2.4%
\$ 693,070	\$ 700,000	1.0%	\$ 2,740.59	\$ 2,810.55	\$ 69.96	2.6%
\$ 891,090	\$ 900,000	1.0%	\$ 3,655.59	\$ 3,747.40	\$ 91.81	2.5%

Distribution of Property Tax Bill

About 23% of the total property tax bill goes to Shoreview. For 2014, the total tax bill on a \$224,500 Shoreview home located in the Mounds View School District is about \$3,399, and Shoreview's share is \$778.

The pie chart below shows the total tax bill by jurisdiction (using preliminary tax rates). Ramsey County receives \$1,323, the Mounds View School District receives \$1,088 for regular and referendum levies, and all other jurisdictions combined receive \$210 (\$87 for County regional rail, \$57 for Met Council, \$48 for Rice Creek Watershed, \$11 for Mosquito Control and \$7 for Shoreview HRA).



School district tax for the Roseville School District would be \$699 (about \$389 lower than Mounds View) before approval of the referendum in November. The revised tax, including the new referendum levy, will not be available until after the school district hearing in December.

Property Tax Comparison - City Taxes

This last graph compares the 2013 City portion of the property tax bill for Shoreview and 28 other metro-area cities. All estimates are for a \$222,200 home value (Shoreview’s median value in 2013). Shoreview ranks 6th lowest (at \$758), and is about 21% lower than the average of \$960. Brooklyn Center ranks highest at \$1,561, and White Bear Lake ranks lowest at \$441.



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Ramsey County Sheriff, non-emergency.....(651) 484-3366

Lake Johanna Fire Dept, non-emergency.....(651) 481-7024



Utility Operations and 2014 Utility Rates



Water, Sewer,
Surface Water, and
Street Lighting

What is safe tap water worth to you?

Our water towers and the pipes below streets need constant attention to keep the tap water that supports our daily lives flowing at the right pressure without fail. Consistent access to safe water helps:

- Keep us healthy
- Fight fires
- Support our economy
- Enhance our high quality of life

Ensuring continued access to safe water also involves the proper collection and treatment of waste water (sewage), and it doesn't stop there. In order to protect the quality of our lakes and streams it is also necessary to properly collect and direct storm water through the use of storm systems and ponds, and by removing debris in the form of sand and salt from roadways.

The process of protecting our varied and numerous water assets requires a coordinated effort to manage each of the resources carefully and to comply with increasing regulations that govern these activities. This document is intended to provide an overview of Shoreview's utility systems and utility rates in an effort to describe what it takes to run the City's utility operations.

The revenue generated by utility bills covers maintenance and replacement efforts, to keep the system strong and reliable.

Water Operations

Shoreview's water system provides drinking water to about 9,000 homes and businesses within City limits, and provides limited service (at higher billing rates) to neighboring communities through service agreements.

The City's water system includes:

- 1,327 water hydrants
- 6 wells
- 2 elevated storage tanks (water towers)
- 1 underground water reservoir
- 108 miles of water lines

In recent years watering restrictions have become necessary to reduce the peak in daily demand for water, and to more evenly spread water use over different days. This enables the City to avoid the high cost of constructing additional wells and water storage capacity.

Operating and maintaining the system so that water is always available requires managing the following activities:

- Pump and store water
- Treat water (including a future water treatment facility)
- Operate distribution pumps
- Flush water mains (semi-annually)
- Repair, replace and maintain water system infrastructure
- Read meters (quarterly) and replace meters as needed
- Sample and test water per Department of Natural Resources and Minnesota Department of Health requirements

Hydrant flushing is performed by utility maintenance crews each spring and fall to remove mineral buildup in the system and to ensure the reliability of hydrants and water valves. The systematic and controlled flushing of the system improves the overall quality of water, assists in overall system maintenance, helps remove sediments and stale water, and maintains chlorine residuals.

The City is planning for the potential addition of a water treatment plant in 2016 to address rising levels of iron and manganese in the City's wells. Even though iron and manganese are not considered harmful to health, they can cause esthetic, taste and odor problems within the water system.

Water Rates

Minnesota law requires the City to bill all water customers on a conservation-based rate structure (tiered rates). Further, the law requires billing each residential unit the same allocation of gallons per tier at the same water rates. This means that apartments and condominiums are billed the same rates and with the same allocation of gallons per unit as single-family homes.

Residential water rates are set in 2 components: a quarterly availability charge of \$13.96 (up 56 cents from 2013), and 4 tiered rates for water used in the preceding quarter. Tiered rates for 2014 are shown at right, and are described below:

Residential Water Rates (quarterly)		
Water Tiers	Cost Per Thousand Gallons	Gallons Per Penny
Tier 1 (5,000 gal per unit)	\$ 1.13	8.85
Tier 2 (5,000 gal per unit)	\$ 1.81	5.52
Tier 3 (20,000 gal per unit)	\$ 2.51	3.98
Tier 4 (remaining water)	\$ 4.13	2.42

- The first 5 thousand gallons per unit is billed at \$1.13 per thousand gallons (about 8.85 gallons for each penny).
- The second 5 thousand gallons per unit is billed at \$1.81 per thousand gallons (5.52 gallons per penny).
- The next 20 thousand gallons per unit is billed \$2.51 per thousand gallons (3.98 gallons per penny).
- Remaining water is billed at the highest rate of \$4.13 per thousand gallons (2.42 gallons per penny).

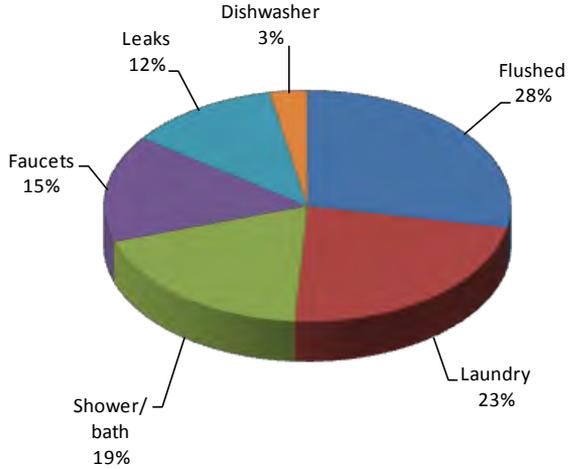
Commercial customers are billed the same tiered rates, excluding the lowest tier (which is for residential customers only).

Tap water is quite inexpensive compared to bottled water. For instance, a gallon of self-serve spring water costs about 30-cents while 30-cents buys 266 gallons of Shoreview tap water at the lowest tier, and even at the highest tier buys 76 gallons of water.

Household Water Use

According to the American Water Works Association (AWWA), about half of household water use is for flushing and laundry.

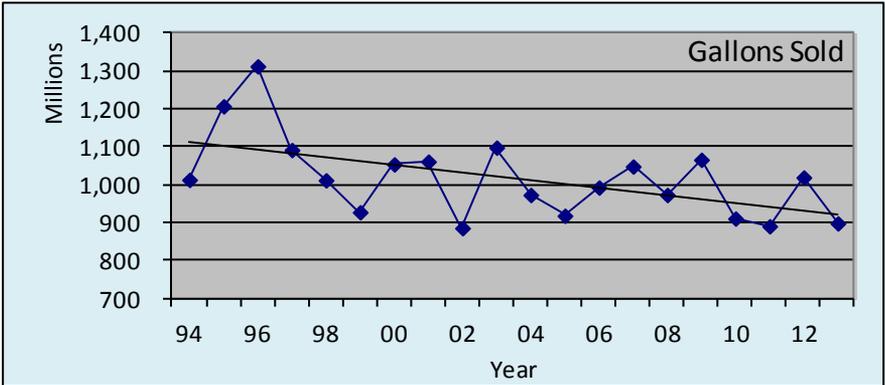
The pie chart at right illustrates average household water consumption. Some easy ways to reduce water consumption include:



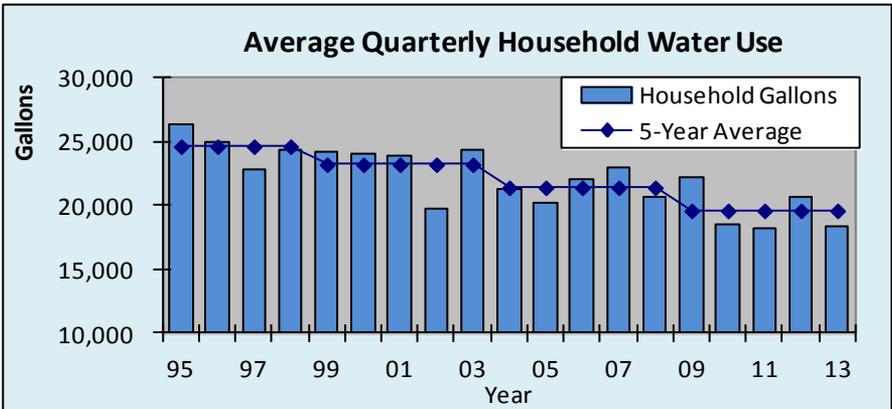
- Turn the water off while washing dishes by hand
- Run the clothes washer only when full, or upgrade to a high efficiency washing machine
- Use a water-efficient shower head (saves 750 gallons a month)
- Shorten shower time (1 to 2 minutes shorter saves 25 gallons a month)
- Upgrade older toilets with water efficient models
- Use sprinklers that deliver big drops of water close to the ground; smaller water drops and mist evaporate more quickly before reaching the ground
- Adjust sprinklers so only the lawn is watered, and not the house, sidewalk or street
- Water the lawn and garden in the morning or evening when temperatures are cooler, minimizing evaporation
- Check soil moisture to determine when to water rather than following set watering schedules
- Set a timer when watering, as a reminder to stop; a running hose can discharge up to 10 gallons a minute
- Adjust the lawn mower to a higher setting, allowing longer grass to shade the root system and hold soil moisture better

Water Use Trends

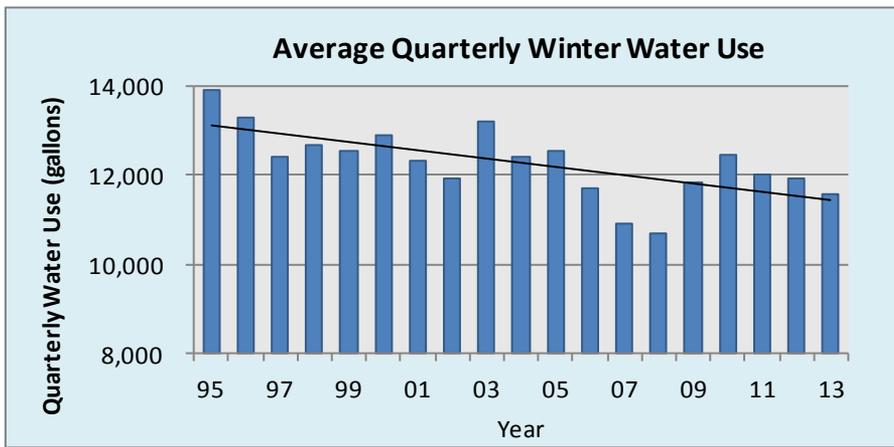
Water use fluctuates from year to year, primarily due to differences in rainfall. About 50% of the water sold is consumed during the four months of the growing season.



Other factors that reduce household water use include water conservation efforts, an aging population, new plumbing fixtures, and fewer people per household. The graph below shows average quarterly water consumption per home (estimated gallons are shown for 2013). Because this graph shows total average consumption throughout the year, both rainfall and water conservation efforts impact these results.



Examining winter water consumption is the easiest way to measure inside household water use (without the impact of summer watering). The graph below shows the decline in average quarterly winter water use over more than a decade.



Even though water conservation protects the long-term viability of the City’s water source, it also means that water revenues decline in some years despite an increase in water rates. If the downward water trend in water use continues, existing customers need to pay more for the same level of service in order to sufficiently cover ongoing operating costs.

Water System Assets

The historical cost of building the water system is amortized over the life of the system and expensed as annual depreciation (\$639,000 for 2014). In the last 5 years the water fund has spent \$5.6 million on water system repairs, replacements, improvements to system controls and water meter replacements. Over the next 5 years the City expects to spend \$1.6 million on water system assets, plus the addition of a \$9 million water treatment facility. Other capital costs are primarily repairs and maintenance of existing assets (wells, towers and water lines).

Water Budget

Water rates are set with the knowledge that predicting water income is far more difficult than predicting expense and capital costs. In setting rates the City expects fluctuations in water consumption from year to year, and therefore expects a net loss in some years and a net gain in others. The rate setting process is designed to make gradual changes in rates whenever possible, focusing on a long-term strategy.

The table below provides a 4-year history of water fund activity. As shown, in 2 of the last 4 years the City's water fund ended with a net loss (excluding the value of contributed assets). This means water income was not sufficient to offset operating costs.

Operating Summary	2010 Actual	2011 Actual	2012 Actual	2013 Estimate
Revenue				
Special Assessments	\$ 1,113	\$ 1,187	\$ 1,002	\$ -
Intergovernmental	557	13,366	13,198	11,815
Utility Charges	1,963,342	2,184,742	2,917,020	2,607,000
Interest Earnings	32,722	80,297	35,077	30,000
Other Revenues	44,846	210	-	-
Total Revenue	<u>2,042,580</u>	<u>2,279,802</u>	<u>2,966,297</u>	<u>2,648,815</u>
Expense				
Enterprise Operations	1,339,306	1,368,874	1,405,259	1,489,821
Miscellaneous	-	108,152	1,901	-
Debt Service	192,894	202,063	183,921	207,718
Depreciation	543,688	609,067	614,991	624,000
Total Expense	<u>2,075,888</u>	<u>2,288,156</u>	<u>2,206,072</u>	<u>2,321,539</u>
Other Sources (Uses)				
Transfers Out	<u>(151,037)</u>	<u>(225,000)</u>	<u>(240,000)</u>	<u>(262,500)</u>
Net Change	<u>\$ (184,345)</u>	<u>\$ (233,354)</u>	<u>\$ 520,225</u>	<u>\$ 64,776</u>

Once lower water consumption becomes a trend rather than a temporary fluctuation, it becomes necessary to adjust rates more significantly to close the gap between income and expense.

The table below shows estimated water fund activity for the 2014-2015 biennial budget. The 2014 budget is based on the expectation that water consumption will continue at base levels.

Operating Summary	2014 Budget	2015 Budget
Revenue		
Special Assessments	\$ -	\$ -
Intergovernmental	12,620	12,200
Utility Charges	2,653,500	2,760,000
Interest Earnings	34,000	38,000
Other Revenues	-	-
Total Revenue	2,700,120	2,810,200
Expense		
Enterprise Operations	1,503,536	1,565,163
Miscellaneous	-	-
Debt Service	160,623	148,243
Depreciation	639,000	651,000
Total Expense	2,303,159	2,364,406
Other Sources (Uses)		
Transfers Out	(303,000)	(345,000)
Net Change	\$ 93,961	\$ 100,794

Over the next 5 years, significant water system costs include:

- Update SCADA system software
- Install natural gas/alternate power backup for well #6
- Add water treatment plant to address rising levels of iron and manganese in the City's water supply
- Redevelop well #7 and remove sand
- Repair and replace water lines

Sewer Operations

Shoreview operates a sanitary sewer system that collects and directs waste water discharged from homes and businesses throughout the City. The City’s sewer system includes:

- 17 lift (pumping) stations
- 108 miles of sanitary sewer lines
- 2,500 manholes

Operating and maintaining the sewer system so that it functions adequately and consistently includes:

- Operating, maintaining and inspecting lift stations daily
- Treating collected sewage (performed by Metropolitan Council Environmental Services)
- Relining sewer pipes
- Replacing, repairing and maintaining sewer system infrastructure
- Inspecting manholes
- Cleaning sewer lines

Sewer Rates

Sewer rates are set in 2 components: a quarterly sewer availability charge of \$39.05 per unit plus one of 5 tiered rates for water used in the winter quarter (because winter water use provides the best measure of water entering the sewer lines). The sewer availability charge is billed regardless of whether sewer discharge occurs because the City must maintain, repair, operate and replace the sewer system.

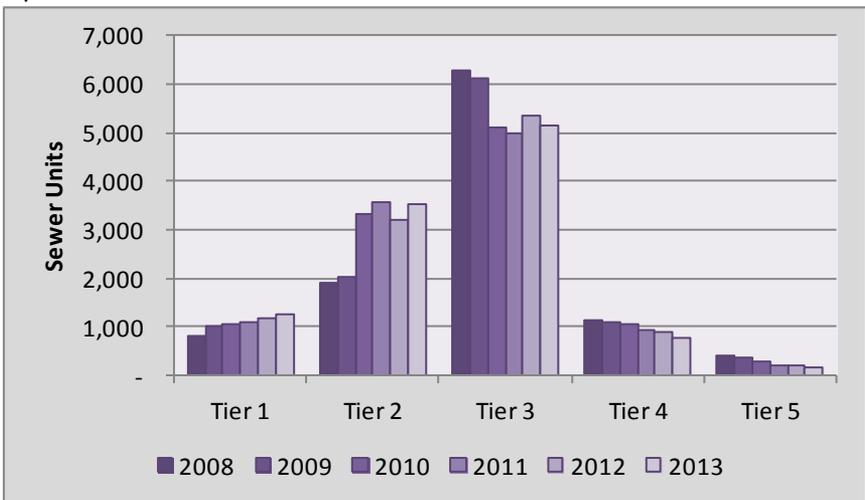
Tiered rates for 2014 are shown in the table at right, and are described at the top of the next page.

Residential Sewer Rates (quarterly)	
Sewer Tiers	Sewer Tiers
Tier 1 (up to 5,000 gal per unit)	\$ 16.50
Tier 2 (5,001-10,000 gal per unit)	\$ 28.41
Tier 3 (10,001-20,000 gal per unit)	\$ 43.56
Tier 4 (20,001-30,000 gal per unit)	\$ 59.25
Tier 5 (more than 30,000 gal per unit)	\$ 76.97

- Tier 1— homes using up to 5 thousand gallons in the winter quarter pay \$16.50 per quarter.
- Tier 2— homes using between 5 and 10 thousand gallons in the winter quarter pay \$28.41 per quarter.
- Tier 3— homes using between 10 and 20 thousand gallons in the winter quarter pay \$43.56 per quarter.
- Tier 4— homes using between 20 and 30 thousand gallons in the winter quarter pay \$59.25 per quarter.
- Tier 5— homes using more than 30 thousand gallons in the winter quarter pay \$76.97 per quarter.

Sewer rates are designed to reward low volume customers with lower fees, and to charge high volume customers more since they contribute more flow to the sewer system. Further, rates are designed to treat single-family homes and multi-family units equally by establishing the multi-family cost on a per unit basis. Sewer only customers are billed at the middle tier since actual use cannot be established.

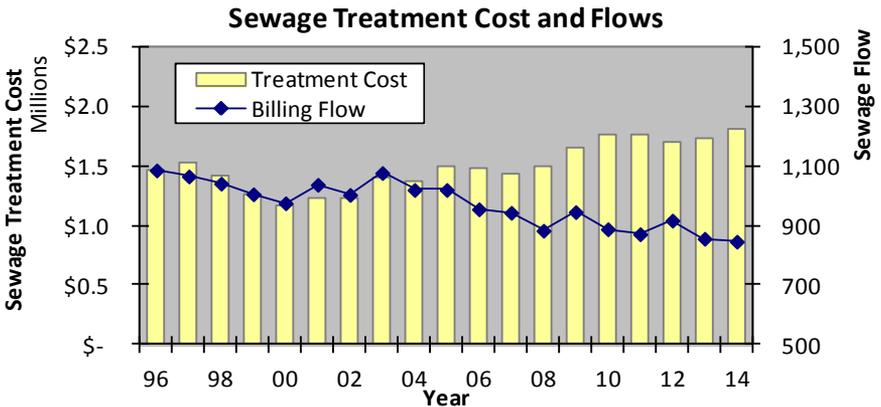
The graph below illustrates the number of residential sewer customers billed in each of the 5 sewer tiers over the last 6 years. As shown, the majority of homes are billed at tier 3, and the fewest number of homes are billed at tier 5. The number of customers in the first 2 tiers is generally rising, while the number of customers in tiers 3 through 5 is declining. The large increase in tier 2 for 2010 is the result of shifting apartments to the residential rate structure.



Sewage Treatment

Sewage is collected in City-owned sanitary sewer mains and is routed or pumped into facilities owned and operated by the Metropolitan Council Environmental Services Division (MCES). Sewage flows are monitored and metered by MCES for the purpose of determining the City's sewage treatment costs. These costs are dependent on the amount of flow contributed to the system, and therefore water use impacts the City's sewage treatment costs.

Unfortunately, even when sewage flow declines (as it has since 2003) sewage treatment costs don't necessarily follow because the rate charged by the MCES continues to rise. As shown in the table below, sewage flow has generally declined in recent years, while sewage treatment costs have risen in most years. Shoreview's share of treatment costs will increase 4.3 percent for 2014.



Sewage flows can also be impacted by groundwater infiltration and storm water inflow, particularly during periods of heavy downpours. Cracks in sewer lines, openings in manholes, and illegal connections of roof drains and/or sump pumps to the sewer system allow water to flow directly into sewer pipes, which in turn drives up sewer flows and sewage treatment costs.

In an effort to reduce sewage flow, the City is actively working to evaluate and reline sewers where ground water infiltration occurs. The City also completed a commercial roof and residential sump pump inspection program to eliminate illegal discharges into the sewer system.

The table at right provides a 10-year summary of the City’s sewage treatment costs. The sewage flow estimate for the 2014 bill is 17% lower than 2005 flows. Conversely, the 2014 rate per million gallons is 46% higher than the rate charged in 2005. The net result is a sewage treatment bill that is \$1,812,000 (21% higher than 2005). If sewage flows had continued to grow, the cost would have been even higher.

Year	Billing Flow (millions)	Rate Per Million Gallons	Annual Cost (millions)
2005	1,019	\$ 1,465	\$ 1.492
2006	955	\$ 1,543	\$ 1.472
2007	943	\$ 1,527	\$ 1.438
2008	883	\$ 1,697	\$ 1.497
2009	945	\$ 1,754	\$ 1.657
2010	888	\$ 1,981	\$ 1.758
2011	871	\$ 2,026	\$ 1.764
2012	917	\$ 1,854	\$ 1.699
2013	856	\$ 2,029	\$ 1.737
2014	846	\$ 2,142	\$ 1.812

Since 2007 the MCES has considered charging an inflow/infiltration surcharge for the estimated increase in sewage flows generated by ground water infiltration. So far, Shoreview has avoided this cost because of the City’s efforts to reduce inflow and infiltration of ground and storm water into the system.

Sewer System Assets

The historical cost of building the sanitary sewer system is amortized over the life of the system and expensed as annual depreciation (\$330,000 for 2014). In the last 5 years the sewer fund has spent \$2.5 million on sewer system repairs, replacements, improvements to system controls and new sewer lines, and expects to spend \$1.7 million over the next 5 years.

Sewer Budget

Establishing sewer rates and predicting sewer revenue is somewhat easier than predicting water revenue, because winter water consumption is used to determine residential sewer charges. Regardless, the gradual decline in water use also impacts sewer revenue because declining winter water use shifts more customers into lower sewer tiers.

The table below provides a 4-year history of sewer fund activity. In one of the last 4 years the City's sewer fund ended with a net loss (excluding the value of contributed assets). This means that sewer income was not sufficient to offset expense.

Operating Summary	2010 Actual	2011 Actual	2012 Actual	2013 Estimate
Revenue				
Special Assessments	\$ 1,092	\$ 1,541	\$ 1,525	\$ -
Intergovernmental	444	10,649	10,516	9,415
Charges for Services	2,365	3,680	1,325	1,000
Utility Charges	3,250,742	3,543,104	3,565,927	3,700,500
Interest Earnings	19,357	58,518	24,964	21,000
Total Revenue	3,274,000	3,617,492	3,604,257	3,731,915
Expense				
Enterprise Operations	2,869,607	2,953,041	2,893,667	3,120,250
Debt Service	57,495	76,061	72,489	74,499
Depreciation	279,711	295,893	317,853	326,000
Total Expense	3,206,813	3,324,995	3,284,009	3,520,749
Other Sources (Uses)				
Transfers Out	(127,037)	(187,000)	(188,000)	(196,500)
Net Change	\$ (59,850)	\$ 105,497	\$ 132,248	\$ 14,666

Rates are designed to change gradually whenever possible, focusing on a long-term strategy. However, as lower consumption becomes a trend, it may become necessary to charge higher rates for the same level of service to offset operating expenses.

The table below shows estimated sewer fund activity for the 2014-2015 biennial budget. Both years are based on the expectation that winter water consumption will continue at current levels, and estimates indicate a slight net profit in each year.

Operating Summary	2014 Budget	2015 Budget
Revenue		
Special Assessments	\$ -	\$ -
Intergovernmental	10,050	9,720
Charges for Services	1,000	1,000
Utility Charges	3,822,500	3,936,500
Interest Earnings	24,000	27,000
Total Revenue	3,857,550	3,974,220
Expense		
Enterprise Operations	3,219,590	3,308,671
Miscellaneous	-	-
Debt Service	58,177	54,309
Depreciation	330,000	348,000
Total Expense	3,607,767	3,710,980
Other Sources (Uses)		
Transfers Out	(181,000)	(181,000)
Net Change	\$ 68,783	\$ 82,240

Over the next 5 years, significant sewer system costs include:

- Repair and replace sewer lines, including in conjunction with the Street Renewal program
- Sanitary sewer relining
- Rehabilitate 9 lift stations

Surface Water Operations

The City of Shoreview maintains a storm water system that collects and directs storm water runoff and provides protection for surface and ground water quality. The City's surface water system includes:

- 4 storm water lift (pumping) stations
- 200 storm water ponds
- 485 storm inlets/outlets
- 35 miles of storm lines
- 50 structural pollution control devices

The purpose of the surface water management program is to preserve and use natural water storage and retention systems, as much as is practical, to reduce the amount of public capital expenditures necessary to:

- Control excessive volumes and runoff rates
- Improve water quality
- Prevent flooding and erosion from surface water flows
- Promote ground water recharge
- Protect and enhance fish and wildlife habitat and water recreational facilities (lakes, etc.)

The City's surface water management program seeks to prevent flooding and improve ground water quality through the best possible utilization of wetlands and artificial detention areas. Wetland management allows the City to maintain the integrity of its wetlands, improve water quality and reduce City maintenance efforts. Emphasis is placed on both sediment removal and storm water infiltration, as the primary methods of water quality improvement.

Operating the surface water system includes these activities:

- Maintain, inspect, replace and improve storm sewer systems (including storm lines)
- Maintain storm sewer lift stations (pumping stations)
- Maintain and inspect storm water ponds
- Construct new storm water ponds
- Collect debris from City streets through street sweeping
- Provide technical support to water management organizations
- Implement Surface Water Management Plan

Surface Water Rates

Surface water charges are set by type of property, considering the amount of impervious surface typically present (in an attempt to address varying levels of rainfall runoff). The table below shows 2014 surface water rates for all classes of property. Townhomes pay a

slightly higher rate because they have more impervious surface area and therefore generate more rainfall runoff.

Surface Water Rates (quarterly)		
Property Type	Rate	Basis
Residential	\$ 21.26	per unit
Townhomes	\$ 22.52	per unit
Condo, apartment, commercial, industrial, school, church	\$ 177.79	per acre

Surface Water System Assets

The historical cost of building the storm sewer system is amortized over the life of the system and expensed as annual depreciation (\$248,000 for 2014). In the last 5 years the surface water fund has spent \$2.9 million on storm system repairs, replacements, and improvements (including pond development), and expects to spend \$1.7 million over the next 5 years.

Surface Water Management Budget

The table below provides a 4-year history of surface water fund activity. As shown, the surface water fund has ended 2 of the last 4 years with a net loss (excluding the value of contributed assets). This has been largely due to higher repair and maintenance costs.

Operating Summary	2010	2011	2012	2013
	Actual	Actual	Actual	Estimate

Revenue

Special Assessments	\$ 534	\$ 472	\$ 303	\$ -
Intergovernmental	161	3,863	3,815	3,580
Utility Charges	925,620	1,007,679	1,147,236	1,212,140
Interest Earnings	11,235	20,606	8,476	7,000
Total Revenue	937,550	1,032,620	1,159,830	1,222,720

Expense

Enterprise Operations	656,073	669,298	710,054	706,117
Debt Service	90,408	91,277	84,797	99,661
Depreciation	192,558	214,061	221,177	229,000
Total Expense	939,039	974,636	1,016,028	1,034,778

Other Sources (Uses)

Transfers Out	(40,000)	(97,000)	(107,000)	(126,900)
Net Change	\$ (41,489)	\$ (39,016)	\$ 36,802	\$ 61,042

The operating surplus generated in any given year is used to partially support anticipated storm sewer capital costs as mandated by the City's Surface Water Management Plan.

The table below shows estimated surface water fund activity for the 2014-2015 biennial budget. As shown, a net profit is anticipated for both years.

Operating Summary	2014 Budget	2015 Budget
Revenue		
Special Assessments	\$ -	\$ -
Intergovernmental	3,660	3,550
Utility Charges	1,325,577	1,453,803
Interest Earnings	8,000	9,000
Total Revenue	1,337,237	1,466,353
Expense		
Enterprise Operations	826,595	865,205
Debt Service	82,116	72,244
Depreciation	248,000	266,000
Total Expense	1,156,711	1,203,449
Other Sources (Uses)		
Transfers Out	(147,000)	(152,000)
Net Change	\$ 33,526	\$ 110,904

Over the next 5 years, significant surface water system costs include:

- Repair and replace storm systems
- Improve and expand the storm system as part of street projects
- Sediment removal from ponds and other infrastructure
- Construct 2 pretreatment structures (East shore of Shoreview Lake, and another location to be determined)
- Update storm sewer lift station controls

Street Lighting Operations

The City of Shoreview operates a street lighting system throughout the community in support of safe vehicle, bicycle and pedestrian traffic. The City's street light system includes lighting owned by the City or leased from Xcel Energy.

- 701 city-owned street lights
- Leased street lights

Operation and maintenance of the City's street light system includes:

- Periodic rewiring of existing lights
- Energy costs associated with operation of the lighting system
- Installation of new street lights
- Repair and replacement of existing poles and/or light fixtures

Street Lighting Rates

Street lighting user charges are based upon property type. The table below shows 2014 street lighting rates for all classes of property. Apartments and mobile homes pay a lower fee than homes because there are significantly more homes per acre in those developments. All properties in Shoreview, regardless of locations or types of street light fixtures, pay street light charges. All properties receive benefit from the street light system through illumination of streets, which in turn enhances safety for drivers and pedestrians.

Street Lighting Rates (quarterly)		
Property Type	Rate	Basis
Residential, townhome	\$ 9.85	per unit
Apartment, condo, mobile home	\$ 7.38	per unit
Comm, industrial, school, church	\$ 29.56	per acre

Street Lighting Assets

The historical cost of building the street lighting system is amortized over the life of the system and expensed as annual depreciation (\$58,000 for 2014, not including lights owned by Xcel Energy). Over the last 5 years the City has spent \$863,000 on lighting repairs and replacements, and expects to spend \$1.3 million over the next 5 years due to the age of many of the lights in the system.

Street Lighting Budget

The table below provides a history of street lighting fund activity for the last 4 years. As shown, the fund ended with a net gain in each year. An operating gain is necessary because the fund lacks sufficient cash balances to absorb the annual impact of street lighting replacement costs. These costs create an immediate drain on street light fund cash while impacting depreciation expense over the useful life of the assets (per governmental accounting rules).

Operating Summary	2010 Actual	2011 Actual	2012 Actual	2013 Estimate
Revenue				
Special Assessments	\$ 92	\$ 142	\$ 140	\$ -
Utility Charges	348,220	365,333	456,144	474,000
Interest Earnings	2,221	4,337	3,114	2,000
Other Revenues	466	-	-	500
Total Revenue	350,999	369,812	459,398	476,500
Expense				
Enterprise Operations	245,207	281,610	235,752	267,038
Miscellaneous	26	-	-	-
Depreciation	37,911	36,865	40,041	48,000
Total Expense	283,144	318,475	275,793	315,038
Other Sources (Uses)				
Transfers Out	(6,000)	(12,600)	(15,600)	(19,000)
Net Change	\$ 61,855	\$ 38,737	\$ 168,005	\$ 142,462

The table below shows estimated street lighting fund activity for the 2014-2015 biennial budget. The planned operating surplus is intended to partially offset street light replacements of \$150,000 in 2014, and \$150,000 in 2015.

Operating Summary	2014 Budget	2015 Budget
Revenue		
Special Assessments	\$ -	\$ -
Intergovernmental	493,000	513,000
Utility Charges	2,200	2,500
Interest Earnings	500	500
Total Revenue	495,700	516,000
Expense		
Enterprise Operations	267,491	276,409
Miscellaneous	-	-
Depreciation	58,000	66,000
Total Expense	325,491	342,409
Other Sources (Uses)		
Transfers Out	(20,400)	(22,400)
Net Change	\$ 149,809	\$ 151,191

In the next 5 years, energy, street light repair, and street light replacement costs will be the primary driving force when establishing street lighting charges.

- Energy costs account for 63% of operating expense in 2014 and 2015 (the largest expense for the fund)
- Repair costs are expected to rise in the future as street lights continue to age
- Plans to replace 128 street lights over the next 5 years (as part of street renewal projects and individual replacements) will result in capital costs of \$926,000

What Does This Mean for My Utility Bill?

The impact of the 2014 water and sewer rates on any individual customer depends on the amount of water consumed because rates are based on the philosophy that customers putting greater demands on the system should pay more than customers with lesser demand. The table below provides a breakdown of residential customers in 6

usage levels. As shown, 42% of residential customers fall into the “average” category (using an average of 17,500 gallons of water per quarter, and using about 12,000 gallons per quarter in the winter months).

Use Level	Water Gallons	(winter) Sewer Gallons	Percent of Residential Customers
Very low	5,000	4,000	10%
Low	10,000	10,000	22%
Average	17,500	12,000	42%
Above average	25,000	22,000	19%
High	55,000	26,000	5%
Very high	80,000	34,000	2%

The table at right illustrates the change in utility bills for 2014 in each of the usage levels, assuming that the same amount of water is used in each year.

Use Level	Total Quarterly Utility Bill		Quarterly Change
	2013	2014	\$
Very low	\$ 103.12	\$ 107.86	\$ 4.74
Low	\$ 123.38	\$ 128.82	\$ 5.44
Average	\$ 156.17	\$ 162.80	\$ 6.63
Above avg	\$ 189.47	\$ 197.31	\$ 7.84
High	\$ 300.52	\$ 313.11	\$ 12.59
Very high	\$ 416.73	\$ 434.08	\$ 17.35

It should be noted that the cost estimates shown above include a water connection fee of \$1.59 per quarter, mandated by and paid to the State of Minnesota.

Available Payment Methods

The City of Shoreview provides a variety of payment methods for utility bills, including:

- City hall front desk during office hours (8 a.m. to 4:30 p.m.)
- Drop box near the city hall entrance
- Drop box at Rainbow Foods (corner of Highway 49 & 96)
- By mail
- Credit card, by calling utility billing
- Direct debit (from your bank account)
- On line via the City's website (look for "Online Payments")

Contact Information

Utility billing questions information

- Phone - (651) 490-4630
- Email - utilities@shoreviewmn.gov

Utility maintenance questions

- Phone - (651) 490-4657 (public works admin coordinator)
- Phone - (651) 490-4661 (utilities supervisor)
- Email - dcurley@shoreviewmn.gov

Water and sewer emergencies

- Mon-Fri, 7:00 a.m.-3:30 p.m. (651) 490-4661
- Evenings, weekends and holidays, call the Ramsey County Sheriff (651) 484-3366. The Sheriff's office will contact the utility maintenance person on call.

We hope this information has been helpful
in explaining the City's utility systems.

Shoreview Utility Department
4600 Victoria Street North
Shoreview, MN 55126
www.shoreviewmn.gov





Community Benchmarks

How does Shoreview compare?

August 2013

City of Shoreview, Minnesota
4600 Victoria Street North
Shoreview, MN 55126

Introduction

Comparisons of taxes and spending among cities are a topic of interest as the City moves through the annual budget process. Benchmark comparisons are assembled for metro-area cities closest to Shoreview in size (using population levels), and for peer cities that generally receive high quality-of-life ratings from citizens in their respective community surveys.

The comparisons are useful to illustrate how taxes and spending compare to Shoreview, as well as to evaluate how Shoreview's ranking changes over time. This document provides a summary of the information in preparation for the annual budget hearing.

Statistical information is derived from two key sources:

1. League of Minnesota Cities (LMC) publishes a report each fall on City property values, tax levies, tax rates and state aid for the current year. The most recent report provides 2013 data.
2. Minnesota Office of State Auditor (OSA) publishes a report in the spring on final City revenue, spending, debt levels and enterprise activity for two years earlier. The most recent OSA report provides 2011 data.

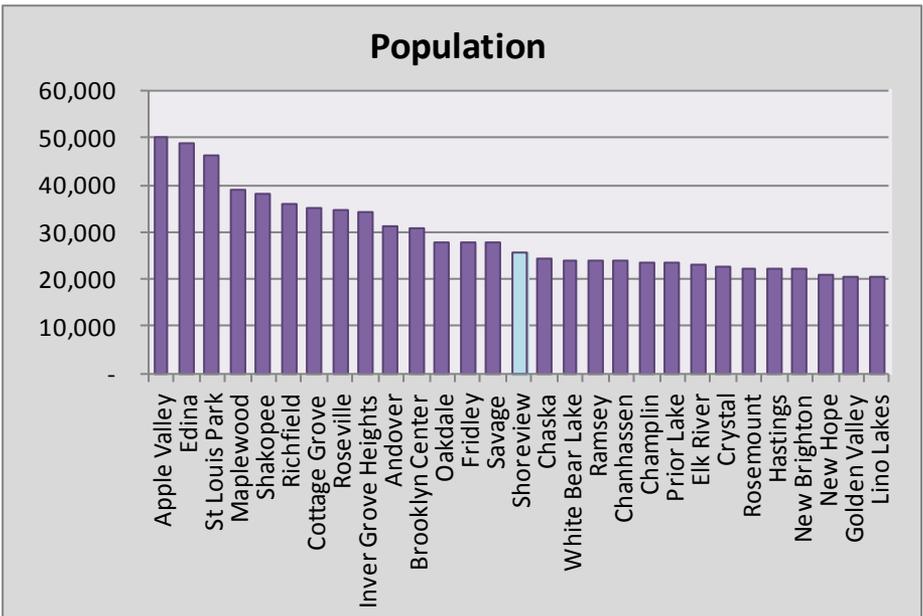
Shoreview uses both the LMC and OSA information to assemble two sets of data:

1. Comparison Cities - to illustrate how Shoreview ranks in relation to metro-area cities with population levels closest to Shoreview by selecting 14 cities larger and 14 cities smaller. These are cities with populations between 20,000 and 50,000.
2. MLC Cities - to illustrate how Shoreview ranks in relation to cities belonging to the Municipal Legislative Commission (MLC).

The 16 peer cities represented by the Municipal Legislative Commission (MLC) provide important comparisons because these cities have achieved high quality-of-life rankings from their residents in their respective community surveys, and they are often recognized as having sound financial management. In fact, most of the 16 cities have AAA bond ratings, as does Shoreview.

Population

The graph below contains the 2012 population for each of the comparison cities. By design, Shoreview falls exactly in the middle. A similar graph with population levels for MLC cities is presented on page 13.



City-Share of Property Taxes

The 2013 City-share of property taxes for a \$222,200 home (Shoreview's median value) is illustrated in the graph below. Shoreview ranks 6th lowest at \$758, and is about 21% below the average of \$960. It should be noted that for property tax purposes, the home value is reduced from \$222,200 to \$205,000 due to market value exclusion (MVE).



Tax Levy Ranking

Shoreview's tax levy rank has improved in the last 10 years in relation to comparison cities. For instance, in the year 2003 Shoreview ranked 18, and has dropped 2 positions to rank 20 in 2013. Shoreview's tax levy was 22.4% below the average of comparison cities in 2003, compared to 23.4% below the average for 2013.

2003		
Rank	City	Levy
1	Edina	\$17,236,228
2	Apple Valley	13,698,293
3	St. Louis Park	13,287,553
4	Golden Valley	10,409,110
5	Lakeville	10,346,442
6	Maplewood	10,234,590
7	Blaine	10,213,520
8	Roseville	8,142,444
9	Inver Grove Heigt	7,945,796
10	Richfield	7,843,960
11	Cottage Grove	7,548,562
12	Brooklyn Center	7,479,709
13	Savage	7,285,830
14	Chanhassen	7,139,604
15	Shakopee	7,045,984
16	New Hope	6,277,853
17	Oakdale	5,909,991
18	Shoreview	5,658,692
19	Andover	5,388,512
20	Hastings	5,356,467
21	Fridley	5,055,122
22	New Brighton	4,694,776
23	West St Paul	4,648,292
24	Crystal	4,546,157
25	Champlin	4,429,102
26	South Saint Paul	4,002,653
27	White Bear Lake	3,801,762
28	Columbia Heights	3,780,960
29	Chaska	2,040,310
Average		\$ 7,291,320
Shvw to Avg		-22.4%

2013		
Rank	City	Levy
1	Edina	\$26,134,552
2	St Louis Park	24,713,766
3	Apple Valley	21,547,993
4	Maplewood	17,835,649
5	Richfield	17,745,792
6	Golden Valley	16,944,472
7	Roseville	16,444,831
8	Shakopee	15,333,211
9	Savage	15,056,684
10	Inver Grove Heigh	14,551,233
11	Brooklyn Center	13,632,645
12	Cottage Grove	12,238,469
13	Hastings	11,981,030
14	Fridley	10,920,942
15	Rosemount	10,459,805
16	Andover	10,446,842
17	Elk River	10,175,711
18	Oakdale	9,879,444
19	Chanhassen	9,750,535
20	Shoreview	9,604,567
21	New Hope	9,570,914
22	Crystal	8,713,272
23	Champlin	8,323,469
24	Prior Lake	8,287,277
25	Lino Lakes	8,215,854
26	Ramsey	7,998,483
27	New Brighton	7,392,656
28	Chaska	5,028,964
29	White Bear Lake	4,754,998
Average		\$ 12,540,830
Shvw to Avg		-23.4%

State Aid

Shoreview receives no local government aid (LGA) to help support the cost of City services. The table below shows the total LGA received by each comparison city, as well as the amount of LGA per capita. The highest city (on a per capita basis) is Crystal at \$64.91 of LGA per capita. Most comparison cities receive no LGA.

City	Local Govt Aid (LGA)	LGA Per Capita
Crystal	\$1,455,066	\$ 64.91
White Bear Lake	\$ 1,532,448	\$ 63.66
Richfield	\$ 1,218,346	\$ 33.86
Fridley	\$ 759,414	\$ 27.52
Brooklyn Center	\$ 411,378	\$ 13.46
New Hope	\$ 41,843	\$ 2.02
Chaska	\$ 37,441	\$ 1.55
Apple Valley	\$ -	\$ -
Edina	\$ -	\$ -
St Louis Park	\$ -	\$ -
Maplewood	\$ -	\$ -
Shakopee	\$ -	\$ -
Cottage Grove	\$ -	\$ -
Roseville	\$ -	\$ -
Inver Grove Heights	\$ -	\$ -
Andover	\$ -	\$ -
Oakdale	\$ -	\$ -
Savage	\$ -	\$ -
Shoreview	\$ -	\$ -
Ramsey	\$ -	\$ -
Chanhausen	\$ -	\$ -
Champlin	\$ -	\$ -
Prior Lake	\$ -	\$ -
Elk River	\$ -	\$ -
Rosemount	\$ -	\$ -
Hastings	\$ -	\$ -
New Brighton	\$ -	\$ -
Golden Valley	\$ -	\$ -
Lino Lakes	\$ -	\$ -

Tax Rates

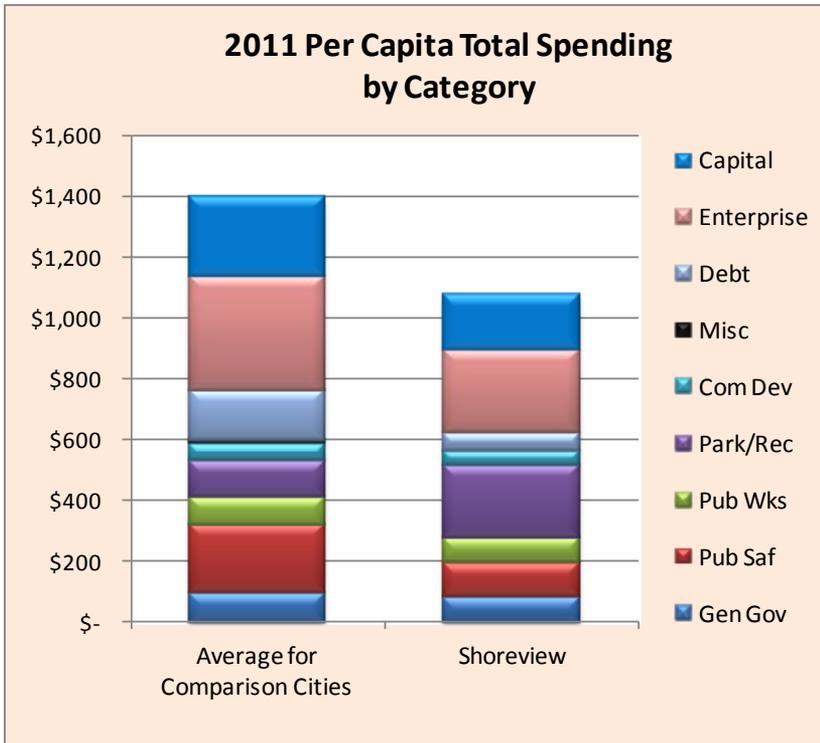
Tax rates provide a useful comparison because they measure both levies and values (the levy is divided by the taxable value to compute the tax rate). Shoreview's tax rate has remained relatively constant in the last 10 years, ranking 6th lowest in both 2003 and 2013. For 2013, Shoreview is about 19.5% below the average tax rate of 45.94%.

2003		
Rank	City	Tax Rate
1	Brooklyn Center	52.79%
2	Hastings	50.08%
3	New Hope	49.87%
4	Golden Valley	46.95%
5	Savage	46.53%
6	Columbia Heights	45.27%
7	Cottage Grove	41.99%
8	Apple Valley	41.58%
9	Inver Grove Heights	41.57%
10	South Saint Paul	41.26%
11	Crystal	39.46%
12	Oakdale	39.27%
13	Richfield	39.00%
14	Chanhassen	38.99%
15	West St Paul	38.72%
16	Champlin	38.57%
17	St. Louis Park	36.39%
18	Maplewood	36.32%
19	New Brighton	35.85%
20	Blaine	35.49%
21	Shakopee	33.94%
22	Andover	33.16%
23	Lakeville	32.94%
24	Shoreview	28.75%
25	Fridley	28.69%
26	Edina	27.14%
27	Roseville	25.73%
28	White Bear Lake	24.20%
29	Chaska	19.70%
Average		37.59%
Shvw to Avg		-23.5%

2013		
Rank	City	Tax Rate
1	Brooklyn Center	71.07%
2	Hastings	68.55%
3	Richfield	64.06%
4	New Hope	58.81%
5	Golden Valley	58.20%
6	Crystal	56.15%
7	Savage	55.51%
8	Elk River	50.37%
9	Apple Valley	49.21%
10	Rosemount	48.86%
11	Maplewood	48.66%
12	Fridley	47.36%
13	Inver Grove Heights	46.81%
14	Lino Lakes	46.77%
15	St Louis Park	46.55%
16	Cottage Grove	44.85%
17	Champlin	44.77%
18	Ramsey	44.29%
19	Oakdale	44.07%
20	Shakopee	42.00%
21	New Brighton	42.00%
22	Andover	40.88%
23	Roseville	38.90%
24	Shoreview	36.97%
25	Prior Lake	31.82%
26	Chanhassen	28.42%
27	Chaska	27.76%
28	Edina	27.22%
29	White Bear Lake	21.50%
Average		45.94%
Shvw to Avg		-19.5%

Total Spending Per Capita

Data obtained from the OSA each year helps Shoreview compare total spending per capita. The graph below contrasts the average spending per capita in 2011 for comparison cities along side the per capita spending in Shoreview. Shoreview's total 2011 spending is about \$1,076 per capita, which is about 23% below the average of \$1,398.



Spending Per Capita by Activity

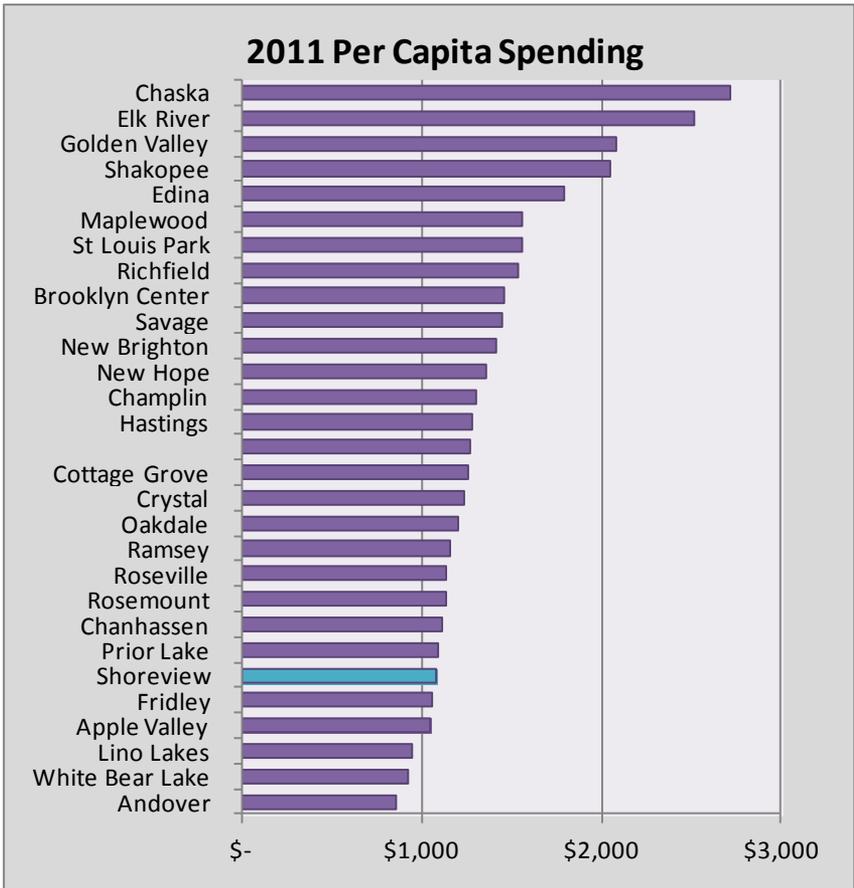
When reviewing spending in more detail, Shoreview is below average in all activities except parks and traditional utility operations (water, sewer, storm and street lighting).

- Parks and recreation spending is higher in Shoreview due to the Community Center and Recreation Program operations (largely supported by user fees and memberships).
- Utility spending is higher due to differences in how cities account for storm sewer and street light operations. For instance, some cities support these operations with property tax revenue.
- Public safety spending in Shoreview is the lowest for all comparison cities, at \$113.67 per capita, due to the efficiencies gained by contracting for both police and fire protection.
- Debt payments are 64% below average in Shoreview due to lower overall debt balances.

2011 Per Capita Spending	Average	Shoreview	Shoreview to Average	
			Dollars	Percent
General government	\$ 94.66	\$ 79.12	\$ (15.54)	-16.4%
Public safety	221.24	113.67	(107.57)	-48.6%
Public works	95.73	80.49	(15.24)	-15.9%
Parks	116.50	240.31	123.81	106.3%
Commun devel/EDA/HRA/Housing	52.64	49.18	(3.46)	-6.6%
All other governmental	13.78	-	(13.78)	-100.0%
Water/sewer/storm/st lights	238.19	274.95	36.76	15.4%
Electric	113.09	-	(113.09)	-100.0%
All other enterprise operations	23.95	-	(23.95)	-100.0%
Debt payments	165.01	59.41	(105.60)	-64.0%
Capital outlay	263.27	178.89	(84.38)	-32.1%
Total All Funds	\$ 1,398.06	\$ 1,076.02	\$ (322.04)	-23.0%

The graph below shows total 2011 spending per capita (spending divided by population) for all comparison cities. Spending levels range from a high of \$2,716 in Chaska to a low of \$853 in Andover.

Shoreview ranks 6th lowest at \$1,076 per capita, and is 23% below the average of \$1,398.



Revenue Per Capita by Source

Shoreview is below average for every revenue classification in 2011 except charges for service, traditional utility revenue, and tax increment. Recreation program fees and community center admissions and memberships cause Shoreview to collect charges for service revenue well above average. Shoreview is 2nd lowest for special assessments.

2011 Per Capita Revenue	Average	Shoreview	Shoreview to Average	
			Dollars	Percent
Property tax	\$ 415.79	\$ 352.10	\$ (63.69)	-15.3%
Tax increment (TIF)	69.63	81.04	11.41	16.4%
Franchise tax	18.53	11.43	(7.10)	-38.3%
Other tax	1.86	0.58	(1.28)	-68.8%
Special assessments	48.62	7.70	(40.92)	-84.2%
Licenses & permits	28.71	17.57	(11.14)	-38.8%
Federal (all combined)	8.90	0.03	(8.87)	-99.7%
State (all combined)	71.10	43.74	(27.36)	-38.5%
Local (all combined)	10.87	3.19	(7.68)	-70.7%
Charges for service	124.89	222.63	97.74	78.3%
Fines & forfeits	8.33	2.47	(5.86)	-70.3%
Interest	21.48	14.02	(7.46)	-34.7%
All other governmental	30.22	8.09	(22.13)	-73.2%
Water/sewer/storm/street lighting	238.87	289.51	50.64	21.2%
Electric enterprise	124.22	-	(124.22)	-100.0%
All other enterprise	28.68	-	(28.68)	-100.0%
Total Revenue per capita	\$ 1,250.70	\$ 1,054.10	\$ (196.60)	-15.7%

The combined results for property tax and special assessments is striking because Shoreview's long-term strategy for the replacement of streets shifts a greater burden for replacement costs to property taxes and utility fees, and away from special assessments. Shoreview's Comprehensive Infrastructure Replacement Policy states that "the City, as a whole, is primarily responsible for the payment of replacement and rehabilitation costs".

Shoreview's policy further states "the maximum cost to be assessed for any reconstruction and/or rehabilitation improvements is limited to the cost of added improvements", meaning property owners pay for an improvement only once via assessments. This practice is uncommon among comparison cities.

In order to achieve this result, Shoreview estimates replacement costs for a minimum of 40 years and identifies the resources (tax levies and user fees) necessary to support capital replacement costs well in advance. To comply with the policy requirements, Shoreview prepares an annual Comprehensive Infrastructure Replacement Plan (CHIRP).

This practice would seem to suggest that property taxes would be significantly higher in Shoreview to generate the resources needed to fund capital replacements, yet the tables and graphs provided on previous pages in this document illustrate that Shoreview remains not only competitive but ranks consistently lower than comparison cities.

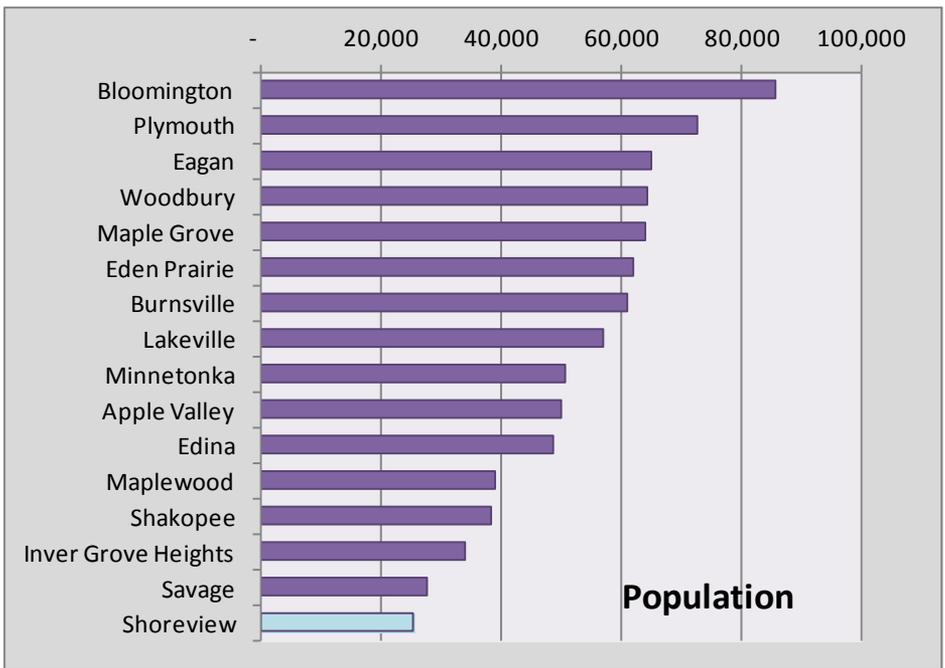
- Shoreview's 2011 spending per capita ranks 6th lowest
- Shoreview's assessment collections per capita are 2nd lowest among comparison cities
- Shoreview's share of the 2012 property tax bill, on a home valued at \$222,200, is 6th lowest
- Shoreview receives no state aid (LGA) to help pay for city services and reduce the property tax burden
- Shoreview's tax rate has remained stable and low in relation to comparison cities, ranking 24th among comparison cities in 2013 and in 2003 (6th lowest)

In short, Shoreview's long-term capital replacement planning has allowed the city to keep pace with replacement needs, and strongly limit the use of assessments while keeping property taxes lower than most comparison cities.

Comparison to MLC Cities

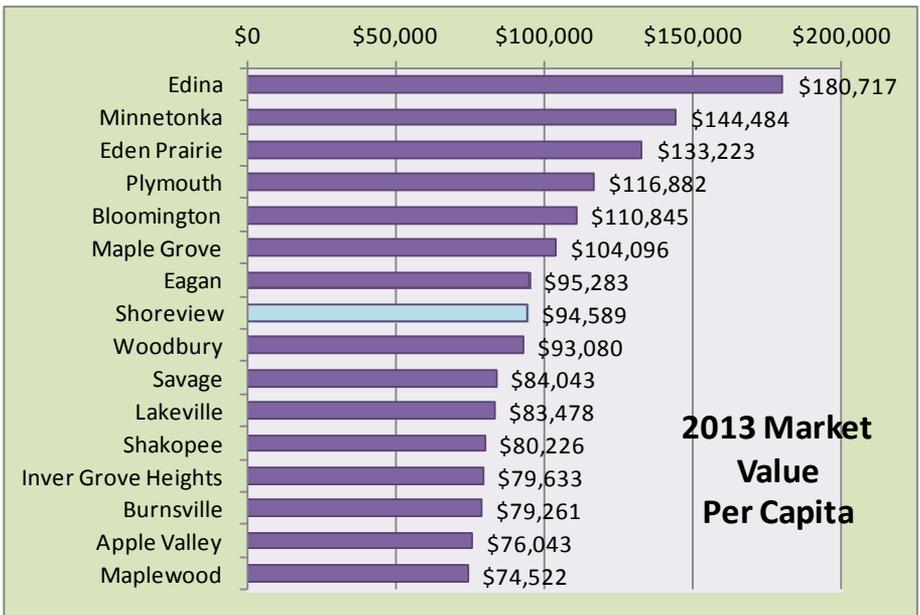
Comparisons for the 16 cities belonging to the Municipal Legislative Commission (MLC) provide an important comparison because these peer cities generally achieve high quality-of-life rankings from their residents in their respective community surveys, and are often recognized as having sound financial management (and most have AAA bond ratings, like Shoreview).

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



Market Value comparisons are most useful when viewed on a per capita basis, because the geographic size and total market value of each community can vary greatly. For instance, Bloomington has the highest total market value at \$9.49 billion followed by Edina with total market value of \$8.82 billion. Once the value is divided by population, Edina ranks highest at \$180,717 of value per resident, while Bloomington ranks 5th at \$110,845.

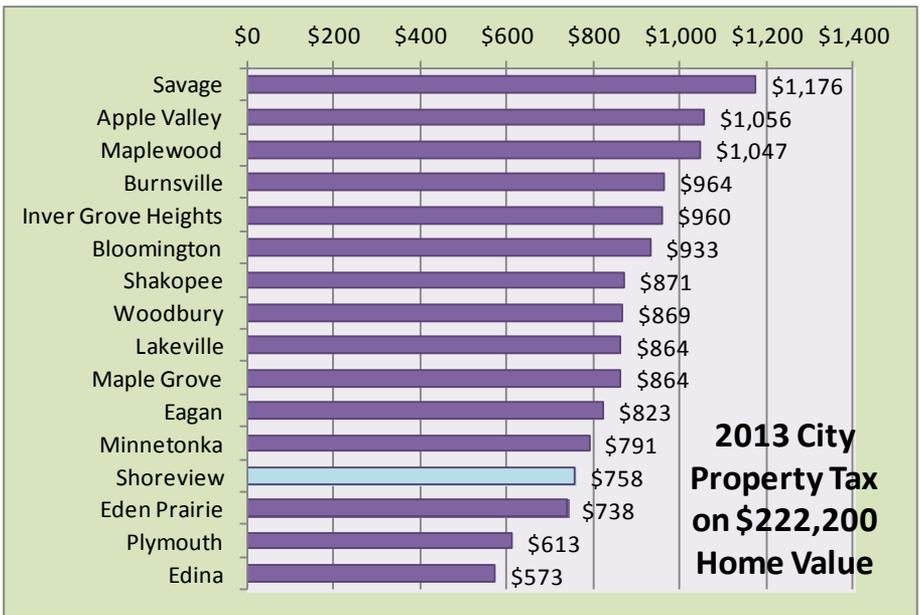
The graph below presents market value per capita for each MLC city. Shoreview is near the middle of the group at \$94,589 (about 7.2% below the average of \$101,900).



Property Tax by Component Unit comparisons are perhaps the most revealing because taxes are compared for each type of component unit (i.e. city, county, school district and special districts).

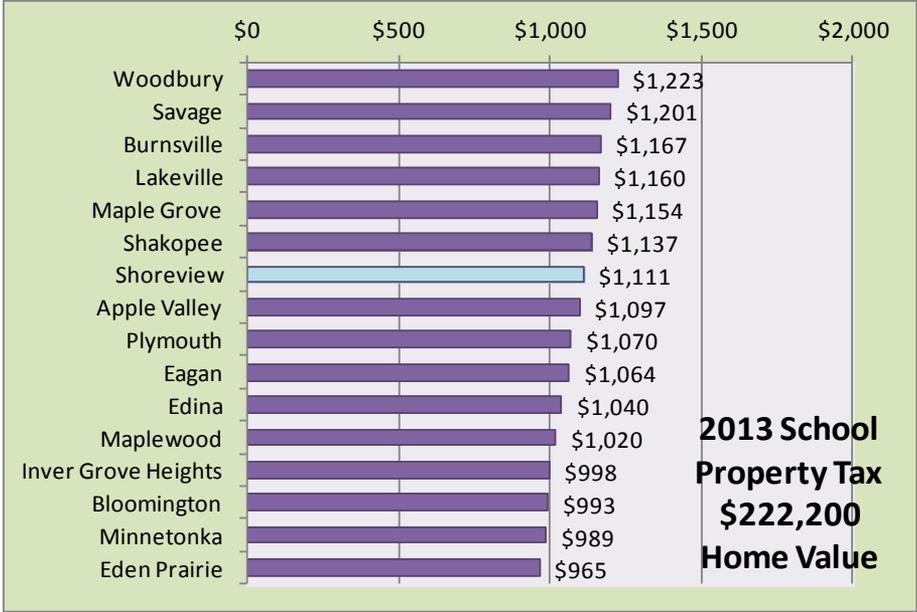
The next 5 graphs compare property taxes by the type of taxing jurisdiction, starting with the city share of the tax bill.

City taxes are presented below for a home valued at \$222,200 (Shoreview's median value). Shoreview ranks 4th lowest at \$758, compared to a high of \$1,176 in Savage, and a low of \$573 in Edina. The average City tax for MLC cities is \$869.



School District property taxes are presented in the table below. It should be noted that the estimate for Shoreview assumes that the property is located in the Mounds View school district. Since MLC cities are located throughout the metro area, this illustration provides a comparison for a variety of school districts.

Property taxes in the Mounds View school district rank about 2.2% above the MLC city average.



Special Districts also vary throughout the metro area, depending on the watershed districts and local housing districts in each City. In Shoreview, special districts include the Regional Rail Authority, Metropolitan Council, Mosquito Control, Rice Creek Watershed and the Shoreview HRA. The special district tax bill in Shoreview breaks down as follows:

Regional Rail	\$ 92
Metropolitan Council	57
Mosquito Control	12
Rice Creek Watershed	48
Shoreview HRA	<u>6</u>
Total Special District Tax	\$215

The graph below presents an estimate for combined special district property taxes in each City. In Shoreview, the combined tax for these districts ranks 20% above the average of \$179.



County property taxes vary the greatest among MLC cities.

- Ramsey County taxes are \$1,337, the highest for MLC cities. Cities in Ramsey County include Maplewood and Shoreview.
- Hennepin County cities are \$1,014, second highest for MLC cities (including the cities of Bloomington, Eden Prairie, Edina, Maple Grove, Minnetonka and Plymouth).
- Scott County taxes are \$834 (including the cities of Savage and Shakopee).
- Washington County taxes are \$706 (Woodbury).
- Dakota County is lowest at \$685 (including the cities of Apple Valley, Burnsville, Eagan, Inver Grove Heights and Lakeville).



Total taxes in Shoreview (for all taxing jurisdictions combined) rank 2nd highest among MLC cities (see graph below).



To further put the difference into perspective, the table below provides a side-by-side comparison of the total tax bill in Shoreview compared to the total tax bill in Eagan (the lowest MLC city). For the same value home, county property taxes are \$652 higher in Shoreview, school district taxes are \$47 higher, special district taxes are \$105 higher and City taxes are \$65 lower.

Jurisdiction	Shoreview	Eagan	Difference
County	\$ 1,337	\$ 685	\$ 652
School District	1,111	1,064	47
City	758	823	(65)
Special Districts	215	110	105
Total	\$ 3,421	\$ 2,682	\$ 739

Summary

Additional information on the City's budget, tax levy and utility rates will be made available in late November on the City's website and at city hall through two other informational booklets:

- Budget Summary
- Utility Operations

The budget hearing on the City's 2014 Budget is scheduled for December 2, 2013 at 7:00 p.m., in conjunction with the first regular Council meeting in December.

Adoption of the final tax levy, budget, capital improvement program and utility rates is scheduled for December 16, 2013 (the second regular Council meeting in December).

This document was prepared by the City's finance department.



2014 Shoreview Property Tax Dollar

For every property tax dollar you pay:

On average, 77 cents of each dollar goes to your county, school district, and other taxing jurisdictions, and

23 cents goes to Shoreview



Shoreview's 23-cent share is allocated as follows in 2014:

- 7 cents Public Safety
- 5 cents Capital replacements
- 5 cents Parks/Recr. (combined)
- 2 cents General Government
- 2 cents Debt Service
- 2 cents Public Works & all other



Public Safety – Police, fire, animal control and emergency services

Capital – Replacement costs for all general assets: streets, buildings, equipment, fire trucks, trails, park facilities, mechanical systems, computer systems, and warning sirens

Parks/Recreation – Park and recreation administration, park maintenance and support for playground and senior programs

General Government – Administration, city council, newsletter, human resources, elections, accounting, information systems and legal

Debt Service – Payment of bonds issued for past projects

Public Works – Engineering, street maintenance, trail management and forestry

Community Development – Planning, code enforcement, building inspection and economic development

Capital replacement costs make up the second highest share of the City's property tax because of Shoreview's approach to financing infrastructure replacement (such as streets). Many cities utilize special assessments to recover all or a significant portion of the cost of street and utility replacements. In Shoreview, considerable effort is put into planning for infrastructure replacement. The City identifies the resources (taxes and utility fees) that are necessary to support upcoming capital replacement costs well in advance, so resources are available when needed.

Although one might think that this practice would result in higher taxes for Shoreview, it has actually helped the City keep a stable and competitive tax rate. When comparing the City portion of the property tax bill to 28 other metro-area cities similar to Shoreview in size, Shoreview ranks 6th lowest.

More information about benchmark comparisons is available in the *Community Benchmarks* booklet titled *How Does Shoreview Compare?* (available at city hall or on the City's website)

Shoreview Budget and Property Tax Levy

The Shoreview City Council will hold a public hearing on its budget and on the amount of property taxes it is proposing to collect to pay for the cost of services the city will provide in 2014. Budget and tax levy information is available on the City's website, at city hall, or by request.

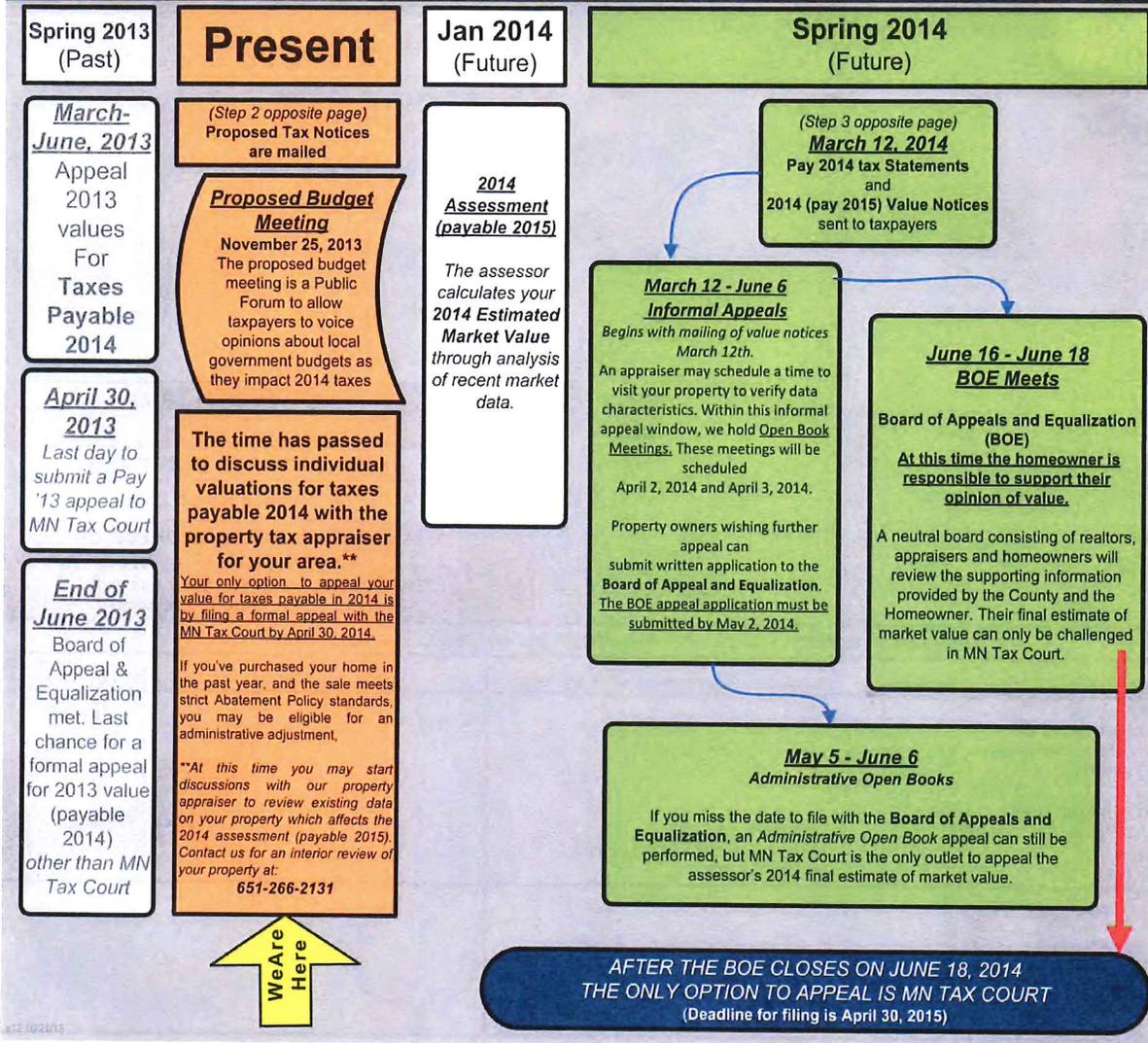
All Shoreview City residents are invited to attend the Council's public hearing to express their opinions on the budget and proposed amount of 2014 property taxes.

The hearing will be held on:

**Monday, December 2, at 7:00 p.m.
Shoreview City Hall Council Chambers
4600 Victoria Street North, Shoreview, MN 55126
651-490-4600**

Written comments may also be submitted to: City of Shoreview, Finance Director's Office, 4600 Victoria Street North, Shoreview, MN 55126

Process to Appeal your Estimated Market Value in Ramsey County



Programs that may Reduce Your Property Taxes

Refunds /Deferrals Available

- Some homeowners will qualify for a **Special Property Tax Refund**. There is **No Income Limit** for this refund.
- Homeowners, with household income under \$105,499, can apply for a **Regular Property Tax Refund**. Higher income limits apply if you have dependents or if you are a senior or disabled.
- Senior Citizens may qualify to defer a portion of their homestead property taxes to a later time.

For details on these Property Tax Refund and deferral opportunities, go to:
www.revenue.state.mn.us
or call (651) 296-3781

Market Value Exclusion on Homestead Property of Disabled Veterans

If you are a disabled veteran with a 70-100% disability, you may be eligible for a market value exclusion. This exclusion will reduce property taxes for the homesteads of qualifying disabled veterans. Application qualifications and deadlines apply.

Homestead Applications Due By December 16, 2013

You must contact your County Assessor to file a homestead application if one of the following applies:

- You are a new owner.
- You have changed your marital status.
- You have changed your name.
- You have changed residence or mailing address.
- You have added or removed an owner.

If you sell, move, or for any reason no longer qualify for the homestead classification, you are required to notify the County Assessor within 30 days of the change in homestead status.

Special Homestead Classification (1B) for Persons who are Blind or Permanently and Totally Disabled - If you own and occupy a home and are 100% disabled or legally blind, you may qualify for this program. This is in addition to the benefit provided to regular homesteads and will reduce your property taxes. Application qualifications and deadlines apply.

For information on any of these topics, go to: www.co.ramsey.mn.us/pr
call, 651-266-2040, or
Email: AskHomesteads@co.ramsey.mn.us

MINNESOTA • REVENUE

Property Tax Refund

Last Updated: 8/12/2013

Homeowner's Property Tax Refund

Minnesota has two property tax refund programs for homeowners:

The **regular** Property Tax Refund is based on your household income and the property taxes paid on your principal place of residence.

The **special** Property Tax Refund is based on the increase of your property tax over the previous year.

You may qualify for either or both of these refunds, depending on your income and the size of your property tax bill. The information below will help you determine if you qualify and how to claim a refund. For more information, [see Eligibility Requirements for the Property Tax Refund](#).

Regular Property Tax Refund

The regular refund is for people who owned and lived in their home on Jan. 2, 2013 (or Jan. 2, 2012, for the 2011 filing). The home must be classified as your homestead.

Special Property Tax Refund

To qualify for the special refund, all of the following must be true:

You have owned and lived in the same home on both Jan. 2, 2012, and Jan. 2, 2013.

The net property tax on your homestead increased by more than 12 percent from 2012 to 2013.

The increase was at least \$100 and wasn't due to improvements you made to the property.

There is no limit on household income for the special refund. You may qualify even if you don't qualify for the regular refund. The maximum special refund is \$1,000.

Note: If you use part of your home for a business, be sure to read "Special Situations" on page 11 of the [Minnesota Property Tax Refund instructions](#).

How to File

Electronically: File your [Property Tax Refund online for free!](#)

You may download and complete [Form M1PR, Minnesota Property Tax Refund](#). If needed, you can find the forms at many libraries after Jan. 1, or ask us to mail the forms to you by calling 651-296-4444 or 1-800-657-367.

Note: You're no longer required to include your property tax statement when mailing a paper return. Property tax information will be provided by your county.

Statement of Property Taxes Payable

You should receive a property tax statement from your county in March or April 2013. (If you own a mobile home, you should receive a statement in mid-July.) Do not use the Notice of Proposed Taxes that was sent in November 2012.

Your property tax statement will say if your property is classified as a homestead. If it isn't, you must apply for homestead status with your county assessor's office. You have until Dec. 15, 2013 to apply. Get a signed statement saying that your application has been approved and include it with your Form M1PR.

Homestead Property / Homestead Status

Only homestead property qualifies for the Property Tax Refund. Your homestead is your primary, legal residence. A person can have only one homestead. Homestead property is taxed at a lower rate than non-homestead property.

Relative Homestead

"Relative homestead" is a property tax classification that allows a homeowner to retain homestead status on his or her property if it's occupied by a relative. However, relative homestead property does not qualify for a Property Tax Refund.

Life Estate

Elderly homeowners may transfer their property to a relative or friend but continue to occupy the property under a "life estate." The occupants retain an ownership interest in the home and will qualify for the Property Tax Refund, provided they meet the regular qualifications, regardless of who pays the property taxes.

Delinquent Property Taxes

Delinquent property taxes must be paid before you can apply for a refund. If you pay the taxes (or make arrangements to pay them) by Aug. 15, 2014, you may still be able to apply. You'll need to get a receipt or a signed Confession of Judgment statement from your county auditor's or treasurer's office and include it with your Form M1PR.

Special Homeowner Situations

You may qualify for a Property Tax Refund if you were: a part-year resident; married, separated or divorced during the year; co-owner of a home; a mobile home owner; or if you rented out or used part of your home for a business.

For information on how to file in these situations, see "Homeowners—Special Instructions" in the [Minnesota Property Tax Refund booklet](#).